



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 26th JUNE 2025 AT 7.30pm

Present: Cllr. K. Burgess*, Cllr. J. Davidson (Vice Chairman)*, Cllr. Mrs G. Davidson-Fernandez*, Cllr. Mrs J. Gough, Cllr. R. Knight, Cllr. D. Mahon*, Cllr. T. Rickett BEM*, Cllr. D. Searle, Cllr. N. Simmonds, Cllr. R. Turner (Chairman), Cllr. Mrs S. Wilton (*denotes absence)

In attendance: Kirsty Tickner - Committee Clerk

PET/014/25 Public Forum

There was one member of the public present.

Representation was made by one member of the public in relation to Agenda item 9 regarding Lambs Farm Road Traffic Issues. The resident raised similar concerns to those they raised at the PET meeting on 27th February 2025 (PET/115/25 refers) about an increase in traffic using Lambs Farm road as an alternative to other routes, the road being mainly residential and has as much traffic as Crawley Road, no traffic calming measures along the road, no parking being available on the site of the Tesco Express, parking on both sides of the road by the row of shops making it difficult for larger vehicles to get through such as lorries and buses, damage to the verges by the row of shops, and parking near and on bends making it difficult for drivers to see oncoming traffic.

PET/015/25 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllrs. K. Burgess, J. Davidson, G. Davidson-Fernandez, D. Mahon, and T. Rickett BEM.

PET/016/25 Declarations of Interest

There was no declaration of interest declared.

PET/017/25 To Vary the Order of Business

In accordance with SO 10 (a) (vi), Members **AGREED** to vary the order of business and take Agenda item 9 next.

PET/018/25 Lambs Farm Road Traffic Issues

Since March 2024, after a resident made contact with North Horsham Parish Council (NHPC), traffic issues along Lambs Farm Road, along with actions to look into resolving the issues, have been discussed by the Committee four times. The most recent discussion being at the PET meeting on the 27th February 2025 (PET/120/25 refers), where representation was made by seven members of the public in relation to that item on the Agenda, and a number of concerns were raised, including an increase in traffic using Lambs Farm road as an alternative to other routes, the road being mainly residential and has as

much traffic as Crawley Road, no traffic calming measures along the road, no parking being available on the site of the Tesco Express, parking on both sides of the road by the row of shops making it difficult for larger vehicles to get through such as lorries and buses, damage to the verges by the row of shops, and parking near and on bends making it difficult for drivers to see oncoming traffic.

Since that meeting, various **AGREED** actions have been carried out. The Metro Bus company were contacted to find out if their drivers have reported issues with vehicle parking on Lambs Farm Road, and no response has been received. The Committee Clerk contacted Colin Bush from Horsham Trafalgar Neighbourhood Council (HTNC) and put the resident who made contact with NHPC in touch with him about the 20's plenty initiative. The Chairman also wrote an article for Horsham Pages referring to the issues, gauging support for a community highway scheme (CHS). The Committee Clerk also contacted the Assistant Area Highway Manager for West Sussex County Council (WSCC), and WSCC Cllr Jay Mercer for Roffey North, to update them on the recent meeting, the Public Forum and the actions from the meeting, and raised the concerns of the Parish Council with them.

WSCC Highways replied with the following response:

“Good morning and thank you for reaching out regarding the concerns raised by a member of the public at your recent parish meeting.

I believe I have already spoken with this individual and directed them to the parish council to initiate enquiries with WSCC Highways, particularly regarding the potential installation of SIDs or other traffic calming measures. However, as of now, I have not received any communication from the parish council on this matter.

If you would like to start an enquiry, please follow the link below. You will need to submit two different enquiries for a SID and a community highway scheme (CHS) for other traffic calming measures”.

[Apply for a community highways scheme - West Sussex County Council](#)
[Report other road or pavement issues or make a General Enquiry - West Sussex Self Service](#)

Cllr Jay Mercer replied with the following response:

“Thanks for the update. I shall once again approach WSCC myself as well.

By the way, I’m the WSCC councillor for Horsham East (which includes Roffey North). I’m also one of the HDC councillors for Roffey South”.

In May 2025, another resident contacted North Horsham Parish Council about Lambs Farm Road raising concerns about removal of grass verges and cars parking on footways.

The Clerk recently made contact with the Assistant Area Highway Manager and as a result a meeting was arranged, by the shops on Lambs Farm Road on Thursday 12th June 2025.

The Chairman updated Members on the meeting with the WSSC Assistant Area Highways Officer and the following options for Members to consider, that came from the meeting:

1. Bollards on the verges and pavements in the area of the shops – They would be under a licence from WSSC but would have to be fully funded by NHPC, as would future maintenance. The benefit that could be provided may be limited as wheels will still be able to mount the kerbs due to bollards having to be a minimum of 600mm from the kerb edge.
2. Double yellow lines – may be difficult to get passed the 70% threshold for community support due to the impact on the houses in the area.
3. SID's - NHPC would need to fund the posts and installation with a minimum of two sites identified, to move the unit every 6 months or so.
4. Request of a TRO to reduce the speed limit to 20mph from the school to Honeysuckle Walk
5. Contacting the three retailers to see if they would be willing to change the siting of the bollards on their land to enable cars to park in front of the shops rather than on the road.

Members discussed each of the options to be considered, along with the pro's and con's, and with their concern of the Mowbray development and its impact on traffic movement on Lambs Farm Road, and **AGREED** that they want to pursue options 1, 3, 4 and 5, along with pinch points, working in partnership with WSSC, with the potential submission of a Community Highways Scheme (CHS), if that is what is required for all or some of those options.

Members also **AGREED** that they would want the 20mph speed limit to be from beyond the school up to Honeysuckle Walk.

With option 5, Members **AGREED** for NHPC to contact the three retailers to ask them for their suggestions on how to lessen the impact of traffic for their shops on the moving traffic on the road, and on the verges and pavements.

PET/019/25

Minutes

The Minutes of the Committee Meeting held on 22nd May 2025 were **AGREED** and signed by the Chairman as a true record.

PET/020/25

Chairman's Announcements

- i. Members noted the following compliance complaints that had been received since the last meeting within the North Horsham Parish:

Ref: EN/25/0177

Address: 52 Wordsworth Place, Horsham, RH12 5PS

Alleged breach: Development not in accordance with the approved plans, set out under DC/24/1232, and the removal of woodland for the change of use to garden land, without planning permission.

Ref: EN/25/0190

Address: 10 Ringley Road, Horsham, RH12 4AT

Alleged breach: Untidy condition of front garden affecting amenity of the area.

- ii. In the government's recently issued 'Planning Reform Working Paper: Speeding Up Build Out', which forms part of a series of working papers on different aspects of planning reform, it was revealed that they 'welcome views...ahead of further detail on the policy as part of the consultation on National Decision Making Policies and a revised National Planning Policy Framework later this year'. The NPPF is the key planning document in England as it 'sets out the government's planning policies for England and how these should be applied'. The NPPF was last updated in December 2024. The government's statement can be found in paragraph 16 of the policy paper which can be accessed at [Planning Reform Working Paper: Speeding Up Build Out - GOV.UK](#).
- iii. The government has announced that it is consulting on proposed changes to modernise local authority planning committees in England. This includes proposals to:

 - Introduce a new national delegation scheme - setting out which planning functions should be delegated to planning officers for a decision, and which should go instead to a planning committee or sub committee
 - Introduce a statutory maximum size for the number of members on a planning committee - with a maximum of 11 proposed
 - Introduce mandatory planning training for councillors of planning committees
 - Tighten 'special measures' powers available to the government for local planning authorities who they consider have had too many planning applications overturned at appeal
- iv. As circulated to all Members on the correspondence email of 11th June 2025, the Council recently received an update on the WSCC Greenprint project. Members were asked to recall a presentation that was given to the Committee back in May 2024 and that the WSCC Officer would be happy to return and attend a future meeting if Members extended an invitation.
- v. Members were asked to recall the Treadcroft Drive to Bluebell Close footpath, that was discussed twice in 2024, with the most recent discussion being on the 18th July 2024 (PET/033/24 refers), when the Committee **AGREED** to show support for the Community Highways Scheme (CHS) that was submitted by the resident on the 1st July 2024. Since that time, the resident who submitted the application has kept in touch with NHPC, and the Committee Clerk has kept in touch with the Assistant Area Highways Manager for West Sussex County Council since November 2024, when trying to establish a decision on the CHS. After the most recent contact with WSCC Highways in June 2025,

the resident has now been put in touch with the WSCC Highways team and any updates received by the Parish Council will come back to this Committee. On 21st June 2025, the resident emailed John Milne MP after their contact last Summer after the resident submitted the CHS, and asked for his support with an upgrade of the footpath, and copied in the Committee Clerk to keep NHPC updated.

- vi. As circulated to all Members on the correspondence email of 18th June 2025, the Council had received an email from the voluntary group, the British Regional Transport Association (BRTA). The email contained a flyer with questions for individuals to respond to as part of their consultation on needing more tracks for more trains, including the reopening of local rail, more orbital rail links around M25/London to enable radial services from and to different parts of Great Britain, offering seamless journeys to and from the South East. On the flyer, the BRTA also put an invite to their Annual General Meeting on the 12th July from 2pm to 5pm, which is being held at the Guildford United Reformed Church, 83 Portsmouth Road, Guildford, GU2 4VS.

The Chairman's Announcements were **NOTED**.

PET/021/25 Planning Appeals

Members **NOTED** that there were no Planning Appeals.

PET/022/25 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 22nd May 2025 and considered each application in turn.

Following discussion of the applications, Members **RESOLVED** to submit the comments as detailed in **Appendix 1** to these Minutes.

PET/023/25 Planning Decisions

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee, which were **NOTED**.

PET/024/25 Date of next Meeting

The next meeting is scheduled for Thursday 24th July 2025 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.25pm.

.....Chairman

.....Date

Appendix 1

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
26TH JUNE 2025

DC/25/0409	ROFFEY SOUTH
<p>Site Address: 42 The Comptons, Comptons Lane, Horsham, RH13 5DW.</p> <p>Proposal: Surgery to 1x Oak.</p>	
<p>Parish Council Comment 26/06/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.</p>	
HDC Decision	

DC/25/0708	ROFFEY NORTH
<p>Site Address: 75 Crawley Road, Horsham, RH12 4DS.</p> <p>Proposal: Variation of condition 1 of previously approved application reference DC/23/0344 (Change of use from Class E (a) on ground floor and residential flat above, to 1no residential dwelling including alterations to roof) to amend and improve the design and layout of the approved scheme.</p>	
<p>Parish Council Comment 26/06/2025: No objection.</p>	
HDC Decision	

DC/25/0714	ROFFEY NORTH
<p>Site Address: 75A Crawley Road, Horsham, RH12 4DS.</p> <p>Proposal: Variation of condition 1 of previously approved application reference DC/23/0345 (Change of use of ground floor from commercial (Use Class E(e)) to residential (Use Class C3) and erection of single storey ground floor rear extension and first floor extension to form 1no 2- bedroom dwelling) to amend the design and layout of the scheme.</p>	
<p>Parish Council Comment 26/06/2025: No objection.</p>	
HDC Decision	

DC/25/0819	HOLBROOK EAST
<p>Site Address: 15 Allcard Close, Horsham, RH12 5AJ.</p> <p>Proposal: Surgery to 1x Cedar.</p>	
<p>Parish Council Comment 26/06/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.</p>	
HDC Decision	

DC/25/0852	ROFFEY NORTH
Site Address: Highbury, 4 Lambs Farm Road, Horsham, RH12 4DJ. Proposal: Surgery to 2x Lime and 1x Holly.	
Parish Council Comment 26/06/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

S106/25/0011 – Found on Parish Order Doc 27/05/25	HORSHAM RURAL
Site Address: Mowbray, Land North of Horsham, Old Holbrook, Horsham. Proposal: Discharge of Schedule 4, Part 17, paragraphs 1.3 and 1-1.3.3 (Residential Management Company) to application DC/16/1677.	
Parish Council Comment 26/06/2025: No comment to make.	
HDC Decision	PERMITTED

DC/25/0773 – Not Required on Return	ROFFEY SOUTH
Site Address: Kingsmead Nursing Home, Crawley Road, Horsham, RH12 4RX. Proposal: Non Material Amendment to previously approved application DC/24/1010 (Demolition of the existing buildings and erection of an 80-bedroom specialist dementia care home (Use Class C2) together with a retained access from Crawley Road and associated car and cycle parking and landscaping) - Minor changes to the approved care home design.	
Parish Council Comment 26/06/2025: No comment to make.	
HDC Decision	REFUSED

DC/25/0782	ROFFEY SOUTH
Site Address: 3 Owlbeech Court, South Holmes Road, Horsham, RH13 6PW. Proposal: Conversion of garage to make habitable space.	
Parish Council Comment 26/06/2025: No objection.	
HDC Decision	

DC/25/0820 - Not Required on Return	HOLBROOK WEST
<p>Site Address: 141 Pondtail Road, Horsham, RH12 5HT.</p> <p>Proposal: Non Material Amendment to previously approved application DC/24/0991 (Demolition of existing part integral garage with associated front elevation alterations. Erection of a single storey side and rear extension with new pitched roof over existing flat roof extension. Erection of a detached double garage to front of the property) - amendments to fenestrations and doors.</p>	
<p>Parish Council Comment 26/06/2025: No comment to make.</p>	
HDC Decision	

DC/25/0888 - Not Required on Return	HORSHAM RURAL
<p>Site Address: Cala Homes Development Site, Rusper Road, Horsham.</p> <p>Proposal: Non material amendment to previously approved application DC/24/1927 (Application for approval of Reserved Matters (internal access, appearance, landscaping, layout and scale) pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for RM Areas 5 and 6 comprising 206 (C3 Use) residential units, car and cycle parking, new landscaping, drainage, access and internal roads, and associated infrastructure.) - amendments to parking arrangement for plots 109-114 and swap in tenure of plots 129-134 from Share Ownership to Affordable Rent and plots 109-114 from Affordable Rent to Shared Ownership.</p>	
<p>Parish Council Comment 26/06/2025: No comment to make.</p>	
HDC Decision	

DC/25/0844	ROFFEY SOUTH
<p>Site Address: 6 Rowan Close, Horsham, RH12 4NY.</p> <p>Proposal: Erection of a single storey rear extension.</p>	
<p>Parish Council Comment 26/06/2025: No objection.</p>	
HDC Decision	

DC/25/0971	ROFFEY SOUTH
<p>Site Address: 12 Honeywood Road, Horsham, RH13 6AE.</p> <p>Proposal: Surgery to 1x Oak.</p>	
<p>Parish Council Comment 26/06/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.</p>	
HDC Decision	

DC/25/0856	HOLBROOK WEST
Site Address: 38 Wagtail Close, Horsham, RH12 5HL. Proposal: Erection of a two storey front extension and a front dormer.	
Parish Council Comment 26/06/2025: No objection.	
HDC Decision	

DC/25/0898	HOLBROOK EAST
Site Address: 77 Tern Avenue, Horsham, RH12 5AT. Proposal: Erection of a garden room in the rear garden.	
Parish Council Comment 26/06/2025: No objection providing there is no intention for it to be used as habitable space.	
HDC Decision	

DC/25/0866	HOLBROOK WEST
Site Address: 105 Pondtail Road, Horsham, RH12 5HT. Proposal: Demolition of the existing dwelling and erection of new replacement dwelling.	
Parish Council Comment 26/06/2025: Objection on the grounds of it being too overdeveloped for the site and its location, and not in keeping with the street scene, and too close to the boundary.	
HDC Decision	

DC/21/1427 – Amended Application	HORSHAM RURAL
Site Address: Land North of Horsham - Rm Area 7, Horsham. Proposal: Application for approval of Reserved Matters pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for RM Area 7 comprising 221 (Class C3) residential units, car and cycle parking, new landscaping, drainage, access and internal roads, and associated infrastructure. Relating to access, appearance, landscaping, layout and scale (amended design, tenure and layout).	
Parish Council Comment 26/06/2025: No objection.	
HDC Decision	