

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 24TH JULY 2025 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT TO BE READ IN CONJUNCTION WITH THE AGENDA
Numbers relate to those on the Agenda.**

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

3. Declaration of Interests

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

Decision: To receive any Declarations of Interest from Members of the Committee.

5. Chairman's Announcements

i. Members are asked to note that the following compliance complaint has been received since the last meeting within the North Horsham Parish:

Ref: EN/25/0229

Address: 20 Glendale Close, Horsham, RH12 4GR.

Alleged breach: Running of beauty business from residential property without planning permission.

ii. Members are asked to recall the most recent Chairmans announcement from the PET meeting on 22nd May 2025 (Min. PET/007/25 v refers), regarding the potential meeting with Neil Hughes and Jonathan Howes from Network rail. Contact with Neil Hughes was recently made again in early July and he

confirmed that contact has been made with Jonathan Howes to ask for some available dates. Since then, on the 17th July, Neil sent the following email:

Morning all.

Hope you are well.

Please note that all correspondence for level crossing issues will now be handled by either Jonathan Howes (Level Crossing Manager) and Chloe Hobden who is the line manager for the Level Crossing Managers in Sussex. I expect that Chloe will be in touch with you shortly if not already.

It has been a pleasure to work with you all and so sorry that it has taken so long for us all to get together. Not helped with me moving on.

Take care

Kind Regards

Neil Hughes

The Committee Clerk replied to the email and sent it to both Neil and Chloe and mentioned the potential meeting, and is waiting to hear back from either of them.

- iii. At the last PET meeting, an Agenda item regarding Lambs Farm Road was discussed (Min. PET/018/25 refers). Out of the options considered by Members and **AGREED** upon to pursue, having had discussions with the Chairman of this Committee, option 4 is being prioritised for a TRO application to reduce the speed limit to 20mph from the school to Honeysuckle Walk. Cllr Jay Mercer recently confirmed by email that he would support a TRO for Lambs Farm Road to reduce the speed limit to 20 miles per hour between the school and just past the row of shops.

6. Planning Appeals

No Appeals have been received or determined since the last meeting.

Decision: To note that there have been no Appeals received or determined since the last meeting

7. Planning Applications

The current list of Planning Applications for comment is attached as **Appendix 1**.

Decision: To consider Planning Applications received since 26th June 2025.

8. Planning Decisions

The current list of Planning Decisions by HDC is attached as **Appendix 2**.

Decision: To note the Schedule of Planning Decisions made by Horsham District Council since the last meeting in respect of previous applications.

9. Footpath between Treadcroft Drive and Bluebell Close

Members will recall that this matter was last discussed at the Committee Meeting held 17th July 2024 (Min. PET/033/24 refers) when it was agreed that the Parish Council would show support for the Community Highways Scheme (CHS) submitted by the resident who was part of the public forum and furthermore, that the Section 106 funding proposal could be supported if it is needed for improvements to the footpath but to wait until the result of the Community Highways Scheme application is known.

It is not clear why, but it seems that the resident's CHS application was not included on the list considered by the panel who met last summer and following liaison with the local Highways Officer it has been decided that the application will be considered as part of this year's applications, the deadline for which is 31st July.

To support this application, WSCC are asking if there is any S106 funds that could be used for this scheme.

Below are extracts from the most recent S106 Unspent summary from HDC, which identifies several sites that the Council could suggest be utilised for this project :-

App No DC/	Address	Parish	Type	Definition	Received	Balance	Unallocated
09/1494 1	Arun Estates Ltd, Comptons Brow Lane, Horsham, RH13 6BX	North Horsham PC	Sustainable Transport - WSCC:93006	NO SPENDING DEADLINE A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be	£3,345	£3,345	£3,345
09/2341 2	Fairwinds and Comptons Lea Cottage, Comptons Brow Lane, Horsham, RH12	North Horsham PC	Sustainable Transport - WSCC:93006	NO SPENDING DEADLINE Towards a scheme which will improve access between the development and local amenities.	£5,550	£5,550	£5,550
11/1011 3	83 Pondtail Rd, Horsham, RH12 5HP	North Horsham PC	Sustainable Transport - WSCC:93006	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'	£1,710	£1,710	£1,710
09/2004 4	Robins Post, North Heath Lane, Horsham RH12 5PJ	North Horsham PC	Sustainable Transport - WSCC:93006	NO SPENDING DEADLINE A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'	£7,000	£7,000	£7,000

The map below gives an indication of where the sites are located in relation to the footpath as marked at "A".



Members therefore need to consider agreeing to recommend to Council that these S106 funds be suggested as potential sources of funds for a successful Community Highway Scheme.

Decision: To agree to recommend to Council that these S106 funds can be suggested as potential sources of funds for a successful Community Highway Scheme.

10. ChargePoint for Community Landowners Webinar

NHPC recently received an invite to West Sussex County Council's (WSCC) next webinar on Microsoft Teams on the 30th July, aimed at community landowners and parish councils located in West Sussex, to learn more about the exciting progress being made in West Sussex Electric Vehicle (EV) infrastructure.

WSCC, in collaboration with district and borough councils and Connected Kerb, is leading one of the most ambitious EV charging rollouts in the UK; with nearly 1,000 chargers already deployed across the county.

The session will:

- Introduce the WSCC partnership with Connected Kerb.
- Explain the benefits of the ORCS grant and how it supports EV infrastructure.
- Show how town and parish councils can get involved and access funding.
- Provide a clear roadmap for applying and implementing EV charge points in community car parks.

(Please note that the webinar will discuss the community landowner / parish EV charge points, not on-street sites or locations).

Due to any actual installations on parish land needing to be decided by the NHPC Property Committee, it would be particularly helpful if a Member of that Committee, who is also a Member of the PET Committee, could attend the Webinar. The Member who attends will be sent the email in advance that has the details on it along with the Microsoft Teams link to join the Webinar, which will be recorded and shared by WSCC.

Decision: To Agree which Member will attend the Webinar.

11. House for sale signs in North Horsham Parish

The issue of the citing of Estate Agency sales signs on land that is not outside the property or land for sale within the North Horsham Parish was discussed at the Committee Meeting held 27th February 2025 (Min. PET/125/25) with it being agreed that the comments should be relayed to HDC.

Subsequently, at the Committee Meeting held 27th March 2025 (Min. PET/133/25 (v) refers), Members were updated that HDC had advised that due to a shortage of resources and being inundated with compliance complaints, they are unable to constantly contact Estate Agents responsible for the signs when they receive notification of them. Instead, they intermittently contact them about any issues during the year and remind them of the rules for the signs.

It should be noted that NHPC has no power to deal with this issue as HDC are the appropriate authority and therefore, the only other course of action available to the Parish Council is to lobby the local HDC Councillors and ask that they escalate this matter from within HDC to ensure that there are sufficient resources to deal with the companies that flagrantly break the rules.

Decision: To Agree any further action.

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
24TH JULY 2025

DC/25/0873	HOLBROOK WEST
Site Address: 115 Pondtail Road, Horsham, RH12 5HT. Proposal: Demolition of existing conservatory and outbuilding. Erection of a single storey rear extension with associated alterations.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/0953	ROFFEY SOUTH
Site Address: 15 Rowan Way, Horsham, RH12 4NS. Proposal: Erection of a two storey side extension.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/0998	ROFFEY SOUTH
Site Address: Sheppards Shaw, 16 The Glade, Horsham, RH13 6DD. Proposal: Surgery to 2x Oak.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1049	ROFFEY SOUTH
Site Address: 9 Woodland Way, Horsham, RH13 6AH. Proposal: Surgery to 2x Oak.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/0415	HOLBROOK EAST
<p>Site Address: Former Novartis Site, Parsonage Road, Horsham, RH12 5AA.</p> <p>Proposal: The construction of 244 new homes (Use Class C3) with vehicular and pedestrian access from Parsonage Road, public open space, landscaping, parking and associated works (Amended documents on Planning Portal).</p>	
Previous Parish Council Comment 17/04/2025:	
<p>No objection in principle and Members support the housing development on the Novartis site, however, they do have the following concerns regarding:</p> <ul style="list-style-type: none"> • The impact on the road network around and within the site including the access into and out of the site, the ease of use for people on mobility scooters, and the width of the roads and concur with the concerns expressed by WSSC Highways regarding the extra work and information required. • Vehicle access from the Lovell to the Muse site and concerned that residents will only be able to use one exit/entrance for the side of the development they are on. • Parking within and the lack of spaces beside or in front of the properties with the concern that competing for unallocated spaces may occur that could lead to neighbour disputes further along the line. Members note that the parking meets the standard for WSSC Highways but feel it is not adequate for the site. • Density of the proposed properties within the site almost feels overdeveloped. • Members note the need and importance of a safe interface between the railway line and the development. • The site will not be well served by local amenities. 	
<p>Members do support the NHCLT with their ambition to have affordable properties on the site. The Parish Council were pleased to see the level of public response for the developments, both for and against, as well as the comments from Wimblehurst Road Residents Association, Horsham Blueprint and Horsham Society, which all helped the Committee when considering their comments.</p>	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1041	HOLBROOK EAST
<p>Site Address: 28 Winterbourne, Horsham, RH12 5JW.</p> <p>Proposal: Variation of Condition 3 of previously approved application DC/24/1325 (Erection of an infill ground floor extension with a first floor extension over. Extension to existing garage to provide additional bedrooms) Material change on the external facade of the first floor extension from brick clad to timber softwood cladding.</p>	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/24/1216 – Found on Parish Order Doc 07/07/2025	ROFFEY NORTH
Site Address: 8 Highbirch Close, Horsham, RH12 4UP. Proposal: Surgery to 1 x Copper Beech.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1127	ROFFEY SOUTH
Site Address: 37 Wood End, Horsham, RH12 4NT. Proposal: Surgery to 1x Oak.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1114	HOLBROOK EAST
Site Address: 27 Standen Place, Horsham, RH12 5JS. Proposal: Removal of Condition 5 of previously approved application DC/24/1214 (Installation of an Air Source Heat Pump at rear of property) relating to the heat pump canopy.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/0994	HOLBROOK EAST
Site Address: 15 Winterbourne, Horsham, RH12 5JW. Proposal: Erection of a single storey wooden summerhouse in the rear garden.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1031	HOLBROOK EAST
Site Address: Wimblehurst Lodge, Wimblehurst Road, Horsham, RH12 5AA. Proposal: Erection of a single storey front extension, a first floor side extension and raising height of the boundary wall.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1139 - Not Required on Return	ROFFEY NORTH
Site Address: 7 Lambs Farm Close, Horsham, RH12 4JZ. Proposal: Non Material Amendment to previously approved application DC/23/2109 (Erection of a first floor extension over existing ground floor and a two storey rear and side extension) for the installation of neutral-colour (grey/black or white) concrete fibre cladding boards instead of tiles on first storey exterior walls.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1018	HORSHAM RURAL
Site Address: Development at Rusper Road, Horsham. Proposal: Reserved Matters application pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for the Village Centre in RM Area 3 comprising 44 residential dwellings (Use Class C3), 753 sqm (GIA) of flexible retail, leisure, commercial, cafe and restaurant floorspace (Use Classes A1, A2, A3, A4, A5, B1 and D1), plaza, car and cycle parking, landscaping, drainage, access and internal roads and associated infrastructure.	
Parish Council Comment 24/07/2025:	
HDC Decision	

DC/25/1034	HOLBROOK WEST
Site Address: 29 Holbrook School Lane, Horsham, RH12 5PP. Proposal: Extension of existing driveway and dropped kerb.	
Parish Council Comment 24/07/2025:	
HDC Decision	

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING DECISIONS
26.06.2025 – 24.07.2025

DC/25/0708	ROFFEY NORTH
Site Address: 75 Crawley Road, Horsham, RH12 4DS. 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.	
Parish Council Comment 26/06/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0714	ROFFEY NORTH
Site Address: 75A Crawley Road, Horsham, RH12 4DS. 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.	
Parish Council Comment 26/06/2025: No objection.	
HDC Decision	PERMITTED

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

DC/25/0792	ROFFEY SOUTH
Site Address: 87 Wallis Way, Horsham, RH13 6ST. Proposal: Surgery to 1x Oak.	
Parish Council Comment 22/05/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0690 – Not Required on Return	ROFFEY NORTH
Site Address: 75 Crawley Road, Horsham, RH12 4DS. Proposal: Non Material Amendment to previously approved application 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) for revised doors and windows to the front elevation, replacement of the Juliet Balcony to the rear with a window, revised design of the windows to the rear elevation, removal of external staircase to the rear and a revised internal layout.	
Parish Council Comment 22/05/2025: No comment to make.	
HDC Decision	PERMITTED

DC/25/0637	ROFFEY SOUTH
Site Address: Land North of 20 To 42 Roebuck Close, Horsham. Proposal: Surgery to 2x Oak.	
Parish Council Comment 22/05/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0627	HOLBROOK WEST
Site Address: 14 Peary Close, Horsham, RH12 5GD. Proposal: Surgery to 1x Oak.	
Parish Council Comment 22/05/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0615	HOLBROOK WEST
Site Address: 17 Quail Close, Horsham, RH12 5ZJ. Proposal: Surgery to 1x Oak.	
Parish Council Comment 22/05/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0701	ROFFEY SOUTH
Site Address: 9 Fallow Deer Close, Horsham, RH13 5UH. Proposal: Erection of a part single and part two storey rear extension, and a first floor side extension over existing garage.	
Parish Council Comment 22/05/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0718	ROFFEY NORTH
Site Address: 8 Foxleigh Chase, Horsham, RH12 4AX. Proposal: Erection of a front porch and conversion of loft into habitable living space with addition of a rear dormer and 1no. front rooflight.	
Parish Council Comment 22/05/2025: Objection – Members feel the conversion is overbearing.	
HDC Decision	PERMITTED

DC/25/0508	ROFFEY NORTH
Site Address: 54 Parsonage Road, Horsham, RH12 4AN. Proposal: Erection of a single storey rear extension with roof terrace and rear dormer.	
Parish Council Comment 17/04/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0569	ROFFEY SOUTH
Site Address: Land at The Comptons, Comptons Lane, Horsham, RH13 5DW. Proposal: Surgery to 6x Leyland Cypress.	
Parish Council Comment 17/04/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED