

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 21ST AUGUST 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 complaints have been received since the last meeting within the North Horsham Parish:

Ref: EN/25/0249

Address: 11 Serrin Way, Horsham, RH12 5YN.

Alleged breach: Installation of flagpole in garden without planning permission.

Ref: EN/25/0273

Address: 4 Howard Road, Horsham, RH13 6AB.

Alleged breach: Erection of metal pergola/structure in rear garden without planning permission.

- ii. The Parish Office was advised on 28th July that an amendment to the S106 agreement for Mowbray was being considered (ref: S101/25/0013) but as it was a S106 application and classed as a “Not Required on Return” application, it was not added to the application list for comment.
- iii. Members are asked to recall the subject matter regarding the footpath between Treadcroft Drive and Bluebell Close, that was last discussed at the Committee Meeting held on 24th July 2025 (Min. PET/033/25 refers), when it was agreed to recommend to Council that the s106 funds can be suggested as potential sources of funds for a successful Community Highway Scheme (CHS). The Assistant Area Highways Manager was made aware of the decision from the PET Committee and on the 5th August 2025, sent the below response:

Dear All,

I hope this email finds you well.

After careful consideration of your Community Highway Scheme application, we believe it would be more appropriate to progress your request through a different process. Your enquiry has been passed to the Public Rights of Way (PROW) team, who will consider including the footpath in their scheduled works for next year. While this is not guaranteed, it is likely to have a better chance of implementation through the PROW team rather than as a CHS.

I will continue to monitor your enquiry and keep you updated on any developments and next steps.

If you have any questions or queries, please don't hesitate to get in touch.

Since then, NHPC have been copied into emails regarding the Assistant Area Highways Manager meeting up with the resident who made the CHS application and the Chairman of this Committee. Further information will hopefully be received in the near future and Members will be kept informed.

- iv. Since the previous Chairman’s Announcement regarding Lambs Farm Road traffic issues (Min. PET/029/25/iii refers), an application for a TRO is underway. Whilst making the application, the Clerk decided that the support of the St Robert Southwell Catholic Primary School would strengthen the application. Therefore contact has been made with the school, and it is unlikely that a response will be received from them until September.
- v. Members are asked to recall the most recent Chairman’s Announcement regarding Network Rail (Min. PET/029/25/ii refers). After the email from Neil Hughes last month, contact has recently been made this month about a meet up of three Councillors with Chloe Hobden and Jonathan Howes from Network Rail. We are awaiting a reply and if no response is received this month, we will contact again next month.

vi. Members are asked to recall the Agenda item regarding House for sale signs in the North Horsham Parish (NHP) that was discussed at the recent July meeting (Min. PET/035/25 refers). Since then, all the Horsham District Council (HDC) Ward Councillors for the NHP, were contacted by email and were informed about the recent issues raised and what the HDC Compliance team told us by phone earlier this year. The HDC Councillors were asked *"To deal with the blight of the "for sale" signs, Members of the PET Committee are seeking the assistance of all HDC Councillors for the Parish and ask that you lobby from within HDC for the necessary resources to be allocated to deal with the noncompliance of "for sale" signs by Estate Agents".*

Cllrs. J. Mercer and N. Grant recently acknowledged receipt of email, and Cllr. Grant said he would take the matter up with the property services and will update when there is news.

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 24th July 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.

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
21ST AUGUST 2025

DC/25/0954	ROFFEY NORTH
Site Address: 5 Coniston Close, Horsham, RH12 4GU.	
Proposal: Erection of a first floor extension over existing garage.	
Parish Council Comment 21/08/2025:	
HDC Decision	

DC/25/1201	HOLBROOK EAST
Site Address: Land at Parsonage Road and Timms Close, Horsham, RH12 4TJ.	
Proposal: Surgery to 2x Oak, 1x Sycamore, 1x Norway Maple, and 1x Lime.	
Parish Council Comment 21/08/2025:	
HDC Decision	

DC/25/1170	ROFFEY SOUTH
Site Address: Kingsmead Nursing Home, Crawley Road, Horsham, RH12 4RX.	
Proposal: Variation of condition 1 of previously approved application reference 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) for minor changes to the approved care home design by means of varying the drawings. The proposed changes comprise revisions to the internal configuration of the proposed care home (and associated elevational changes) to meet operational and staffing requirements.	
Parish Council Comment 21/08/2025:	
HDC Decision	

DC/25/0827	HOLBROOK EAST
Site Address: Roffey Football Club, Bartholomew Way, Horsham, RH12 5JL.	
Proposal: Replacement of existing floodlighting.	
Parish Council Comment 21/08/2025:	
HDC Decision	

DC/25/1172	HOLBROOK WEST
Site Address: Chennells Brook House, North Heath Lane, Horsham, RH12 5PJ. Proposal: Removal of Condition 5 of previously approved application DC/17/1129 (Proposed demolition of existing garage and erection of detached outbuilding/studio) relating to the use of the building for ancillary purposes.	
Parish Council Comment 21/08/2025:	
HDC Decision	

DC/25/1134	HORSHAM RURAL
Site Address: Schroders Business Campus, Langhurstwood Road, Horsham, RH12 4QP. Proposal: Alterations to and part replacement of boundary fencing.	
Parish Council Comment 21/08/2025:	
HDC Decision	

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING DECISIONS
24.07.2025 – 21.08.2025

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: No objection.	
HDC Decision	PERMITTED

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: No objection.	
HDC Decision	PERMITTED

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: No comment to make.	
HDC Decision	PERMITTED

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

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

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	PERMITTED

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	PERMITTED

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	PERMITTED

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	PERMITTED

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

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

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	PERMITTED

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	PERMITTED

DC/25/0596	ROFFEY SOUTH
Site Address: Carpark Adjacent To 31 Sycamore Avenue, Horsham, RH12 4TP. 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/25/0279	HOLBROOK EAST
<p>Site Address: Horsham Olympic Football Club, Robert Way, Horsham,</p> <p>Proposal: Construction of 4No. 'Football Dugout' enclosures at the side of existing football pitches.</p> <p>Replacement of and installation of new fencing for site boundary and ball stop.</p>	
<p>Parish Council Comment 22/05/2025:</p> <p>No objection but Members would want to see procedures in place for rubbish to be removed after each game.</p>	
HDC Decision	PERMITTED

DC/25/0350	ROFFEY NORTH
<p>Site Address: 8 Highbirch Close, Horsham, RH12 4UP.</p> <p>Proposal: Surgery to 1x Birch.</p>	
<p>Parish Council Comment 22/05/2025:</p> <p>No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.</p>	
HDC Decision	PERMITTED

DC/21/1427	HORSHAM RURAL
<p>Site Address: Land North of Horsham - Rm Area 7 Horsham.</p> <p>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.</p>	
<p>Parish Council Comment 22/07/2021:</p> <p>No objection in principle however, there is major concern that the designs do not appear to include electric vehicle charging points for all houses, which is essential when taking into the account the government ban of new petrol and diesel cars being sold by 2030.</p>	
<p>Parish Council Comment 25/01/2024:</p> <p>No objection.</p>	
<p>Parish Council Comment 25/04/2024:</p> <p>No objection. Members are also pleased to see the bus service will be starting soon.</p>	
HDC Decision	PERMITTED

DC/23/1382	HOLBROOK EAST
<p>Site Address: Former Novartis Site, Parsonage Road, Horsham, RH12 4AN.</p> <p>Proposal: Non Material Amendment to previously approved application DC/18/2687 (Outline planning application for the erection of up to 300 dwellings (C3) including the conversion of existing offices buildings 3 and 36) up to 25,000sqm of employment (B1) floorspaces and provision of 618sqm of flexible commercial/community space (A1 A2 A3 D1 Creche) use classes) within the ground floor of converted building 36. Improvements to existing pedestrian and vehicular accesses from Parsonage Road and Wimblehurst Road, new cycle and pedestrian accesses from Parsonage Road, together with associated parking and landscaping. All matters reserved except for access) Amending the drafting of Condition 24.</p>	
<p>Parish Council Comment 24/08/2023: No objection, however, the Parish Council remain concerned that the avenue of cedar trees is not compromised.</p>	
HDC Decision	WITHDRAWN APPLICATION

DC/23/0183	HOLBROOK EAST
<p>Site Address: Horsham Enterprise Park (Novartis), Parsonage Road, Horsham</p> <p>Proposal: Phase 1 - Reserved Matters application (covering appearance, landscaping, layout and scale) pursuant to outline permission DC/18/2687, proposing the erection of 123 residential units (with associated infrastructure); and including the details required by outline Condition 21 (the scheme of noise and vibration attenuation) and outline Condition 24 (Cedar Tree Reports).</p>	
<p>Parish Council Comment 23/02/2023: No objection.</p>	
HDC Decision	WITHDRAWN APPLICATION

DC/23/0171	HOLBROOK EAST
Site Address: Horsham Enterprise Park (Novartis), Parsonage Road, Horsham Proposal: Phase 2 - Reserved Matters application (covering appearance, landscaping, layout and scale) pursuant to outline permission DC/18/2687, proposing a total of 137 residential units (of which 40 units will be new-build, and 97 units will be delivered as part of the conversion of the Central Buildings 3 and 36) and the provision of 618 sqm (GIA) of flexible commercial /community space at the ground floor of Building 36; and including the details required by outline Condition 21 (the scheme of noise and vibration attenuation).	
Parish Council Comment 23/02/2023: No objection.	
HDC Decision	WITHDRAWN APPLICATION

S106/22/0013	HOLBROOK EAST
Site Address: Horsham Enterprise Park, Parsonage Road, Horsham Proposal: Details pursuant to Schedule 2, paragraph 1 of DC/18/2687 (Delivery Mechanism, Marketing Strategy & Parking Strategy). Not required on return application.	
Parish Council Comment: No objections but the NHPC feel there is the need to maximise the availability of parking	
HDC Decision	WITHDRAWN APPLICATION