

**NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
THURSDAY 25<sup>TH</sup> SEPTEMBER 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/25/0297

Address: 23 Innes Road, Horsham, RH12 4JQ.

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

Ref: EN/25/0325

Address: 31 Morrell Avenue, Horsham, RH12 4DD.

Alleged breach: Installation of trellis on top of existing fence

- ii. WSCC have provided an update to last year's A24 Horsham to Dorking Corridor stakeholder webinar that was reported on at the Committee meeting held 28<sup>th</sup> November, attended by the Committee Chairman (PET/086/24 refers) with an update provided at the December 2024 PET meeting. A copy of the update was circulated to all Members on the weekly correspondence email dated 3<sup>rd</sup> September 2025 which also included information about the next public engagement launching this month, on A24 corridor improvements between Worthing, Horsham and Dorking.
- iii. Members are asked to recall the footpath between Treadcroft Drive and Bluebell Close, that was a Chairman's Announcement at the last PET meeting on the 21<sup>st</sup> August 2025 (Min. PET/041/25/iii refers). Since then, a meeting has been arranged for the 25<sup>th</sup> September 2025, between the Assistant Area Highways Manager, the resident who made the CHS application, and the Chairman. Members will be updated by the Chairman on the main headlines from the meeting.
- iv. Members are asked to recall the Chairman's Announcement at the last PET meeting on the 21<sup>st</sup> August 2025 regarding Lambs Farm Road (MIN.PET/041/25/iv refers). Since that meeting, the Parish Office heard back from the School Business Manager at St Robert Southwell Catholic Primary School with the below message of support for the TRO application:

*Many thanks for your email. I have spoken to Miss Connor and she is fully supportive of your speed restriction proposal. This would improve the safety of this stretch of road, that so many of our school families use daily. If there is anything that we can do to assist with progressing this further, please do let me know.*

On Tuesday 9<sup>th</sup> September, the Clerk submitted the application for a TRO for a 20 mile per hour speed limit between the school and just past the row of shops. Once we know any information regarding the application, an update will be given to the Committee.

- v. The Clerk has recently been copied in to emails between Cllr A. Baldwin and a resident of Lemmington Way, regarding parent drop off/pick up for Bohunt School and a recent TRO application made by the resident that required the support from their local County Councillor. Cllr A. Baldwin in his full response to the resident was not supportive of the TRO application, saying:

*I do not support your suggestion to have double yellow lines along most of Lemmington Way up to north of Hatchlands. Even if there were yellow lines the District Council have only a limited number of staff to enforce them and as nearly all the cars have the driver sat in them if a civil enforcement officer was to start to issue a ticket they would just draw up to somewhere else nearby.*

Cllr A. Baldwin went on to letting the resident know of a meeting earlier this year between himself, the headteacher of Bohunt, a Highways Officer and 2 representatives from WSP – a firm of transport and engineering consultants, and let the resident know the following:

*As regards the western end of Lemmington Way, it has been agreed that the refuge island in Lemmington Way (at the Lemmington Way/Rusper Road roundabout) will be extended (like the one on the south side of the Lemmington Way/Rusper Road roundabout), we will paint*

*signs on the road to protect the bus stop near house number 2 and widen the area of tarmac near the pedestrian entrance to Motte and Bailey so children don't have to stand on the grass/mud before crossing Lemmington Way. Additional signage north of the bypass will be installed but this won't have any effect on the Lemmington Way situation.*

The resident responded to Cllr A Baldwins email asking for lines at least on some parts of Lemmington Way, especially around the bends. At the moment, this is not an Agenda item for the Committee to discuss and if it needs to become one in the near future, Members will be informed through the Agenda for a meeting.

## **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 21<sup>st</sup> August 2025.**

## **8. Planning Decision**

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. North of Horsham Parish Liaison Group**

Members are asked to receive the Notes of the Liaison Group Meeting held on 6<sup>th</sup> August 2025 and are available on the Parish Council website using the following link: <https://northhorsham-pc.gov.uk/wp-content/uploads/2025/08/notes-of-the-noh-parish-liaison-group-meeting-6th-august-2025.pdf>

**Decision: To receive the Notes of the Meeting held on 6<sup>th</sup> August 2025.**

## **10. Proposed meeting with Network Rail**

The proposed Councillors meeting with Network Rail was last discussed as an Agenda item at the April PET meeting (PET/148/25 refers), where Members **AGREED** that Cllrs Searle, Simmonds and the Chairman of the Committee would be arranged to meet with Neil Hughes and Jonathan Howes, and subjects to be discussed during the meeting are Timetables and the work planned for the area by the footpath from Treadcroft Drive to Bluebell Close.

The most recent Chairman's Announcement regarding Network Rail, was at the last PET meeting on the 21<sup>st</sup> August 2025 (Min. PET/041/25/v refers). Contact has recently been made again with Chloe Hobden and Jonathan Howes from Network Rail, regarding a meet up with three Councillors. On Monday 15<sup>th</sup> September, Chloe replied with the following message:

*Thanks for your email.*

*I'm happy to come along and meet with you and the other councillors. Unfortunately, Jon is unavailable for the time-being.*

*Just so I can ensure that I provide you with relevant information; what specifically would you like to know about these two crossings? These are CCTV crossings, so if it's about the interlocking with the signalling system I can try and arrange for one of signalling engineers or the signalling operations manager for the area, to come along, or alternatively one of the signalling and telecom engineers.*

*If there is likely to be discussion around the footpath crossings in Horsham, I can prepare some information on those also.*

*Thanks,*

*Chloe*

In light of what Chloe has asked, Members need to discuss all subjects regarding the two crossings in North Horsham that they want brought up at a future meeting, as well as who they want to attend the meeting from Network Rail, that Chloe has suggested.

**Decision: Members to Agree on the subjects to be discussed at a meeting with Chloe Hobden, and whether they want a signalling engineer, or telecoms engineer, or the signalling operations manager to attend that meeting.**

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**25<sup>TH</sup> SEPTEMBER 2025**

<b>DC/25/1379</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> The Twitten, Millthorpe Road, Horsham, RH12 4EP. <b>Proposal:</b> Surgery to 11x Sycamore.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1359</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 7 Trefoil Close, Horsham, RH12 5FQ. <b>Proposal:</b> Erection of a replacement single-storey rear extension, part conversion of garage and alterations to front porch.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1303</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 171 Farhalls Crescent, Horsham, RH12 4BX. <b>Proposal:</b> Erection of a first floor rear extension above existing single storey flat roof structure.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1292</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 126 Ropeland Way, Horsham, RH12 5NZ. <b>Proposal:</b> Erection of a garden building.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1382</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> Chennells Brook Lodge, Rusper Road, Horsham, RH12 5QW. <b>Proposal:</b> Surgery to 1x Oak.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1412</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 2 The Willows, Horsham, RH12 5ZH. <b>Proposal:</b> Surgery to 1x Ash.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1414</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 1 The Willows, Horsham, RH12 5ZH. <b>Proposal:</b> Surgery to 1x Oak.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1475</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 34 Keats Close, Horsham, RH12 5PL. <b>Proposal:</b> Replacement of existing side conservatory with a brick-built extension.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1469</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 17 Britten Close, Horsham, RH13 6RZ. <b>Proposal:</b> Erection of a two storey side and rear extension with alterations to existing rear extension.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

<b>DC/25/1457</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 11 Parry Close, Horsham, RH13 6RR. <b>Proposal:</b> Demolition of rear bay window and erection of a single storey rear extension.	
<b>Parish Council Comment 29/09/2025:</b>	
<b>HDC Decision</b>	

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING DECISIONS**  
**21.08.2025 – 25.09.2025**

<b>DC/25/0954</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 5 Coniston Close, Horsham, RH12 4GU.	
<b>Proposal:</b> Erection of a first floor extension over existing garage.	
<b>Parish Council Comment 21/08/2025:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1172</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> Chennells Brook House, North Heath Lane, Horsham, RH12 5PJ.	
<b>Proposal:</b> 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.	
<b>Parish Council Comment 21/08/2025:</b> Objection. NHPC Members are particularly concerned about the outbuilding being used as a separate unit for residential purposes.	
<b>HDC Decision</b>	<b>REFUSED</b>

<b>DC/25/1109</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 6 Shelleys Court, Manor Fields, Horsham, RH13 6SE.	
<b>Proposal:</b> Surgery to 1x Oak.	
<b>Parish Council Comment 24/07/2025:</b> No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1093 – Found on Parish Order doc 21/07/2025</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 14 Dale Close, Horsham, RH12 4JD.	
<b>Proposal:</b> Erection of a single storey front extension, associated alterations to the front fenestration, replacement of a existing conservatory to the rear and associated landscaping to the property.	
<b>Parish Council Comment 24/07/2025:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/0998</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> Sheppards Shaw, 16 The Glade, Horsham, RH13 6DD.	
<b>Proposal:</b> Surgery to 2x Oak.	
<b>Parish Council Comment 24/07/2025:</b> No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1049</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 9 Woodland Way, Horsham, RH13 6AH.	
<b>Proposal:</b> Surgery to 2x Oak.	
<b>Parish Council Comment 24/07/2025:</b> No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1041</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 28 Winterbourne, Horsham, RH12 5JW.	
<b>Proposal:</b> 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.	
<b>Parish Council Comment 24/07/2025:</b> Objection. Parish Council Members feel the cladding on the extension should match the brickwork on the rest of the property.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1127</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 37 Wood End, Horsham, RH12 4NT.	
<b>Proposal:</b> Surgery to 1x Oak.	
<b>Parish Council Comment 24/07/2025:</b> No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/0994</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 15 Winterbourne, Horsham, RH12 5JW. <b>Proposal:</b> Erection of a single storey wooden summerhouse in the rear garden.	
<b>Parish Council Comment 24/07/2025:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/1034</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 29 Holbrook School Lane, Horsham, RH12 5PP. <b>Proposal:</b> Extension of existing driveway and dropped kerb.	
<b>Parish Council Comment 24/07/2025:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/25/0464</b>	<b>HORSHAM RURAL</b>
<b>Site Address:</b> 8 Holbrook Park, Old Holbrook, Horsham, RH12 4TW. <b>Proposal:</b> Internal refurbishment and modernisation of the existing flat. Upgrade of thermal performance of external walls and upgrade of external glazing. (Listed Building Consent).	
<b>Parish Council Comment 17/04/2025:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/24/1291</b>	<b>HOLBROOK WEST</b>
<p><b>Site Address:</b> Fivensgreen House, North Heath Lane, Horsham, RH12 5PJ.</p> <p><b>Proposal:</b> Demolition of existing house and outbuildings and the construction of 8no. dwellings and associated garages/driveways and new access points. <b>Amendment to Application - Amendment to the Tree Protection Plan and the Arboricultural Officer response.</b></p>	
<p><b>Previous Parish Council Comment 31/10/2024:</b></p> <p>Objection. NHPC Members are concerned of overdevelopment and the ability of the roundabout to cope with the increased traffic. Members are also concerned of the mix of units and would prefer to see smaller and more affordable options being proposed.</p>	
<p><b>Parish Council Comment 28/11/2024:</b></p> <p>Objection. Members noted the updated Tree Protection Plan and the Arbicultural Officer response, and agreed they have the same concerns from when the application was first considered on 31<sup>st</sup> October 2024, of overdevelopment and the ability of the roundabout to cope with the increased traffic, and of the mix of units and would prefer to see smaller and more affordable options being proposed.</p>	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>S106/21/0018</b>	<b>HORSHAM RURAL</b>
<p><b>Site Address:</b> Land North of Horsham RM Area 7 Old Holbrook</p> <p><b>Proposal:</b> Details pursuant to Schedule 3, Part 2, paragraphs 4-9 (Affordable Housing Delivery Scheme) of the legal agreement (ref DC/16/1677) for Reserved Matters Area 7 within Phase 1 of the North of Horsham development site.</p>	
<p><b>Parish Council Comment:</b></p> <p>No objection.</p>	
<p><b>HDC Decision</b></p>	
	<b>PERMITTED</b>