



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 25TH SEPTEMBER 2025 AT 7.30pm

Present: Cllr. K. Burgess*, Cllr J. Dancer, 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/046/25 Public Forum

There were no members of the public present.

PET/047/25 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllrs. Burgess, Mahon, Ricket BEM, and Simmonds.

PET/048/25 Declarations of Interest

Cllr. Wilton declared a nonpecuniary interest in the Compliance Complaint EN/25/0335 regarding Chennells Brook House.

PET/049/25 Minutes

The Minutes of the Committee Meeting held on 21st August 2025 were **AGREED** and signed by the Chairman as a true record.

PET/050/25 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/25/0297

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

Ref: EN/25/0335

Address: Chennells Brook House, North Heath Lane, Horsham, RH12 5PJ.

Alleged breach: Continued use of the detached outbuilding/studio in breach 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.

- ii. WSCC recently provided an update to last year's A24 Horsham to Dorking Corridor stakeholder webinar that was reported on at the Committee meeting held 28th 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 3rd 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 were asked to recall the footpath between Treadcroft Drive and Bluebell Close, that was a Chairman's Announcement at the last PET meeting on the 21st August 2025 (Min. PET/041/25/iii refers). Since then, a meeting was arranged for the 25th September 2025, between the Assistant Area Highways Manager, the resident who made the CHS application, and the Chairman. Unfortunately, the meeting was cancelled by the Area Highways Manager on the day due to emergency works, and a new date will be sought for and Members will be updated at a future meeting.
- iv. Members were asked to recall the Chairman's Announcement at the last PET meeting on the 21st 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 9th 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 was recently 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. This was 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.

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

PET/051/25 Planning Appeals

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

PET/052/25 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 21st August 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/053/25 Planning Decisions

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

PET/054/25 North of Horsham Parish Liaison Group

Members were asked to receive the Notes of the Liaison Group Meeting held on 6th 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>

PET/055/25 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 21st 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 15th September, a response was received from Chloe Hobden 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 asked, Members discussed the two crossings and **AGREED** on the following subjects that they would like to be brought up at a future meeting with Network Rail:

- 1) Timetables
- 2) Signalling including wanting to understand the signalling diagrams
- 3) The planned work for the area by the footpath from Treadcroft Drive to Bluebell Close.

In light of the subjects to be discussed, Members **AGREED** that having a signalling engineer present at the meeting would be helpful.

PET/056/25 Date of next Meeting

The next meeting is scheduled for Thursday 30th October 2025 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8:10pm.

.....Chairman

.....Date

Appendix 1

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
25th SEPTEMBER 2025

DC/25/1471	HOLBROOK WEST
Site Address: 25 Haybarn Drive, Horsham, RH12 5JF.	
Proposal: Surgery to 1x Yew.	
Parish Council Comment 25/09/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1508	HOLBROOK EAST
Site Address: Land To The Rear of 67 Shottermill, Horsham, RH12 5HJ.	
Proposal: Surgery to 2x Oak.	
Parish Council Comment 25/09/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1522	ROFFEY NORTH
Site Address: Street Record, Amberley Close, Horsham, RH12 4LN.	
Proposal: Surgery to 1 x silver maple and fell 1 x ash.	
Parish Council Comment 30/10/2025: No objection to the surgery of the tree and to the felling of the Ash tree, subject to the comments of HDC's Tree Officer. The Committee would like to see that the felled tree is replaced with an appropriate native species and noted the replacement tree that is suggested within the application.	
HDC Decision	

DC/25/1379	ROFFEY NORTH
Site Address: The Twitten, Millthorpe Road, Horsham, RH12 4EP.	
Proposal: Surgery to 11x Sycamore.	
Parish Council Comment 25/09/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1359	HOLBROOK EAST
Site Address: 7 Trefoil Close, Horsham, RH12 5FQ.	
Proposal: Erection of a replacement single-storey rear extension, part conversion of garage and alterations to front porch.	
Parish Council Comment 25/09/2025: No objection.	
HDC Decision	

DC/25/1303	ROFFEY NORTH
Site Address: 171 Farhalls Crescent, Horsham, RH12 4BX.	
Proposal: Erection of a first floor rear extension above existing single storey flat roof structure.	
Parish Council Comment 25/09/2025: No objection.	
HDC Decision	

DC/25/1292	HOLBROOK EAST
Site Address: 126 Ropeland Way, Horsham, RH12 5NZ.	
Proposal: Erection of a garden building.	
Parish Council Comment 25/09/2025: No objection provided it is not used for residential purposes.	
HDC Decision	

DC/25/1382	HOLBROOK EAST
Site Address: Chennells Brook Lodge, Rusper Road, Horsham, RH12 5QW.	
Proposal: Surgery to 1x Oak.	
Parish Council Comment 25/09/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1412	HOLBROOK WEST
Site Address: 2 The Willows, Horsham, RH12 5ZH.	
Proposal: Surgery to 1x Ash.	
Parish Council Comment 25/09/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1414	HOLBROOK WEST
Site Address: 1 The Willows, Horsham, RH12 5ZH.	
Proposal: Surgery to 1x Oak.	
Parish Council Comment 25/09/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/1475	HOLBROOK EAST
Site Address: 34 Keats Close, Horsham, RH12 5PL.	
Proposal: Replacement of existing side conservatory with a brick-built extension.	
Parish Council Comment 25/09/2025: No objection.	
HDC Decision	

DC/25/1469	ROFFEY SOUTH
Site Address: 17 Britten Close, Horsham, RH13 6RZ.	
Proposal: Erection of a two storey side and rear extension with alterations to existing rear extension.	
Parish Council Comment 25/09/2025: No objection.	
HDC Decision	

DC/25/1457	ROFFEY SOUTH
Site Address: 11 Parry Close, Horsham, RH13 6RR.	
Proposal: Demolition of rear bay window and erection of a single storey rear extension.	
Parish Council Comment 25/09/2025: No objection.	
HDC Decision	