



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 18<sup>TH</sup> DECEMBER 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/077/25 Public Forum**

There were three members of the public present, along with one HDC Councillor.

Representation was made by three member/s of the public, and one HDC Councillor, in relation to Agenda item 9, regarding the planning application DC/25/1899, for Land to the South of Amberley Close Playing Fields, Rowland Road - Ref DC/25/1899. The members of the Public Forum were all in objection to the application and raised concerns such as:

- The land in question is at the end of a well-used footpath, and very close to the Amberly Close play area
- Safety of heavy machinery being taken along the footpath
- The existing parking situation is problematic and causes issues for delivery and emergency vehicles. A new build, without the ability to have parking provided within the land, could exacerbate the problems that already exist.
- Concerns about the construction with vehicles, noise, privacy issues, and the adjoining Amberley open space, and questioned where the building materials, machinery, and skips would be stored.
- Loss of privacy and light to neighbouring properties
- Tight boundaries between existing properties and the proposed
- Future development of the property could mean it is made larger by going upwards, which could affect the privacy of neighbouring properties
- Feel it is a desk top application and not one that has been made from visits to the location
- The effect on the street scene
- Community asset being lost

### **PET/078/25 Apologies for absence**

Members **NOTED** the apology and reason for absence from Cllr. Rickett BEM. No apologies for absence were received from Cllrs. Burgess and Dancer.

**PET/079/25**

### **Declarations of Interest**

The PET Committee Members declared a non-pecuniary interest, as NHPC is a neighbour to the site, for Agenda item 9, regarding the Planning Application for Land to the South of Amberley Close Playing Fields, Rowland Road - Ref DC/25/1899.

**PET/080/25**

### **Minutes**

The Minutes of the Committee Meeting held on 27<sup>th</sup> November 2025 were **AGREED** and signed by the Chairman as a true record.

**PET/081/25**

### **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/082/25**

### **Planning Application for Land to the South of Amberley Close Playing Fields, Rowland Road - Ref DC/25/1899**

The application proposal is for the Erection of 1no single-storey detached self-build / custom-build dwelling with associated works.

Members discussed the application as a Committee and **AGREED to OBJECT**, with concerns of overdevelopment, the build not being appropriate for this location and seeming too large for the plot of land, concerns of privacy and outlook from existing properties, loss of area of open land, road access and the problematic parking that appears to exist in this location could be exacerbated by a build with no ability to have parking on the land, the effect on the street scene, and concerns about the issues raised by Southern Water. Members also **AGREED** that they would like this application to go to the Committee due to the number of concerns about it and the number of objection letters on the portal.

Due to the property location being a neighbouring property to land owned by North Horsham Parish Council, the Property Committee discussed the application at their meeting on the 11<sup>th</sup> December 2025, and the following feedback was given to the PET Committee by the Chairman:

*As the Parish Council owns the land neighbouring the site, Members gave feedback for the PET Committee ahead of their meeting on 18th December 2025, stating that if this application is approved, under no circumstances should access to the site, by suppliers, contractors, vehicles etc be made via the Amberley open space.*

Members discussed the comments made by the Property Committee, due to being a neighbour to the site, on Thursday 11<sup>th</sup> December, and **AGREED** as a Corporate Body, that if the application is approved, no access via Amberley open space is to be granted for the development from NHPC and would want a condition of this to be put in.

- i. Members noted that no compliance complaints had been received since the last meeting within the North Horsham Parish.
- ii. Members were asked to recall the Chairmans Announcement regarding a proposed Network Rail meeting, at the PET meeting on the 30<sup>th</sup> October 2025 (Min. PET/061/25/v refers). Earlier this month, contact was made again with Chloe Hobden, the line manager for the Level Crossing Managers in Sussex, to ask if there are any dates yet for a potential meeting that the three nominated Councillors can check which one the majority of them can attend. As of the 11/12/2025, no response has been received. If no response is received before the January PET meeting, the next contact will be made in early February 2026.
- iii. Members **NOTED** the update regarding the property 4 Reeves Court, which was discussed at the November PET meeting (PET/074/25 refers), and online contact was made via the Guiness Partnership website, with a response and shared with the PET Committee by email on 09/12/2025. The Guinness Partnership are looking to resolve the issue with the property in 2026.
- iv. Members were asked to recall an item at the November PET meeting regarding the WSCC Stage 2 Consultation on proposals to improve walking, cycling and public transport proposals between Mowbray and the town via North street, Kings Road and Rusper Road (PET/75/25 refers). Contact was made with the Transport Planning & Policy Team at West Sussex County Council (WSCC), to feedback the Committee's comments, and to ask them to do a presentation to the Committee. The following response was received within 24 hours:

*Many thanks for reaching out to us and emailing regarding our stage 2 consultation proposals.*

*We would welcome the opportunity to attend one of your upcoming PET Committee Meetings in the new year, to provide further information on our 'Dutch' style roundabout proposals and answer any questions.*

*If you can provide us with some dates we will confirm which dates are suitable for us to attend. We can discuss detail, ie agenda item time etc once dates have been confirmed.*

*Regards*

*Paul.*

Dates of confirmed PET meetings for 2026 were sent to the team at WSCC, and they responded quickly and asked to be pencilled in for the next PET meeting on the 29<sup>th</sup> January 2026.

v. The Parish Office was recently advised that the local Access Ranger will be organising a Public Rights of Way (PROW) inspection in January and will identify any issues with the paths, including vegetation, and furniture (signage, stiles, bridges etc.) If any Member is aware of a particular problem with a PROW they are requested to advise the Clerk before the Christmas break.

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

**PET/084/25 Planning Appeals**

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

**PET/085/25 Planning Applications**

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 27<sup>th</sup> November 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/086/25 Planning Decisions**

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

**PET/087/25 New Premises Licence Application PREM/6008/25**

Horsham District Council (HDC) recently sent over notification of a new Premises Licence Application for Brolly Brewing Unit 12 Redkiln Close Horsham RH12 5QL. The applicant is seeking the following Licensable Activities:

- Retail Sale of Alcohol for consumption on and off the Premises: Monday to Sunday – 08:00hrs to 23:00hrs
- Regulated Entertainment: Monday to Sunday – 08:00hrs to 23:00hrs
- Premises Open to Public: Monday to Sunday – 08:00hrs to 23:00hrs
- Seasonal Variations: Christmas Eve – 08:00hrs to 01:00hrs, New Years Eve – 08:00hrs to 02:00hrs

A copy of the application and the Premises layout was circulated with the report for the meeting. A copy of the application may be inspected by Members of the Public, during office hours by appointment only, via the Licensing Department, Albery House, Springfield Road, Horsham, RH12 2GB or on the HDC website at <https://www.horsham.gov.uk/licensing/current-licensing-applications>

The council is expected to make a decision within eight weeks of receipt of the application. It will take into account any comments received from interested parties in writing, either for or against the application. If the Committee wished to make representations for or against this application, it must be done via writing or by e-mail to [licensing@horsham.gov.uk](mailto:licensing@horsham.gov.uk) quoting the reference number above, to the Licensing Department, no later than 22<sup>nd</sup> December 2025; after which date, no objections will be considered.

Members noted the application and **AGREED** no objection to the proposal.

**PET/088/25 Dog Bin Policy**

Members reviewed the Dog Bin Policy, as circulated with the report for the meeting, and recommended to Council that there is no change.

**PET/089/25 Date of next Meeting**

The next meeting is scheduled for Thursday 29<sup>th</sup> January 2026 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.35pm.

.....Chairman

.....Date

Appendix 1

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

<b>DC/25/2041</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 30 Rusper Road, Horsham, RH12 4BD. <b>Proposal:</b> Fell 1 x Sycamore.	
<b>Parish Council Comment 18/12/2025:</b> No objection to the felling of the tree, subject to the comments of HDC's Tree Officer. The Committee requests that the felled tree be replaced with an appropriate native species in a suitable nearby location.	
<b>HDC Decision</b>	

<b>DC/25/1866</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> Wentworth, Comptons Brow Lane, Horsham, RH13 6BX. <b>Proposal:</b> Surgery to 1 x Eucalyptus. Surgery to 3 x Red Cedar. Surgery to row of Leylandii.	
<b>Parish Council Comment 18/12/2025:</b> No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/25/1895</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 17 Skylark View, Horsham, RH12 5EA. <b>Proposal:</b> Erection of a part two storey and part first floor side extension.	
<b>Parish Council Comment 18/12/2025:</b> No objection.	
<b>HDC Decision</b>	

<b>DC/25/1425 - AMENDED PLANS</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 8 Tennyson Close, Horsham, RH12 5PN. <b>Proposal:</b> Erection of a single storey pitched roof detached garage.	
<b>Previous Parish Council Comment 30/10/2025:</b> Objection due to the inappropriate design and location of the proposed garage.	
<b>Previous Parish Council Comment 27/11/2025:</b> Objection due to Members remaining concerned about the inappropriate design and location of the proposed garage.	
<b>Parish Council Comment 18/12/2025:</b> Objection. Members remain concerned about the inappropriate design and the location of the proposed garage, and are concerned about the possible loss of trees.	
<b>HDC Decision</b>	

**DC/25/0629 - AMENDED PROPOSAL**

**Site Address:** Former Novartis Site, Parsonage Road, Horsham, RH12 5AA.

**Proposal:** Residential development comprising 206 dwellings and a commercial unit, including the part-demolition and conversion of 'Building 3' and demolition of 'Building 36'. Vehicular access taken from Wimblehurst Road. Car and cycle parking, landscaping and open space and associated works. The replacement of the existing cedar trees at the site (amended proposal).

**Previous Proposal considered on 22/05/2025:** Residential development comprising approximately 206 dwellings, including the conversion of 'Building 3' and demolition of 'Building 36'. Vehicular access taken from Wimblehurst Road. Car and cycle parking, landscaping and open space and associated works. The replacement of the existing cedar trees at the site.

**Previous Parish Council Comment 22/05/2025:**

No objection in principle and Members support the housing development on the Novartis site, however, they do have similar concerns as for DC/25/0415, regarding:

- The impact on the road network around and within the site including the access into and out of the site, the use of 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 the site 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.
- The entrance from Wimblehurst Road needs to add more of a statement on entering the site.
- Density of the proposed properties within the site almost feels overdeveloped.
- The site will not be well served by local amenities.

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.

**Parish Council Comment 18/12/2025:**

No objection to the amended proposal in principle, and Members support the redesign of 'Building 3'. Members noted the updated documents on the portal, however, they remain concerned about the following:

- The impact on the road network around and within the site including the access into and out of the site, the use of 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.
- Parking within the site 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.

<ul style="list-style-type: none"> <li>The entrance from Wimblehurst Road needs to add more of a statement on entering the site.</li> </ul>
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<b>HDC Decision</b>	
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<b>DC/25/1936</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 7 Vernon Close, Horsham, RH12 4EE.	
<b>Proposal:</b> Conversion of existing outbuilding to WC.	
<b>Parish Council Comment 18/12/2025:</b> No objection.	

<b>DC/25/1944</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 28 Parsonage Road, Horsham, RH12 4AN.	
<b>Proposal:</b> Erection of a single storey rear extension with flat roof and change to first floor cladding.	
<b>Parish Council Comment 18/12/2025:</b> No objection in principle, however Members have concerns about the cladding of the first floor.	

<b>DC/25/1773</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 11 Cherry Tree Walk, Horsham, RH12 4UJ.	
<b>Proposal:</b> Surgery to 1 x Cherry.	
<b>Parish Council Comment 18/12/2025:</b> No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	

<b>DC/25/1979</b>	<b>HORSHAM RURAL</b>
<b>Site Address:</b> Rm Area 7 Mowbray Development Site.	
<b>Proposal:</b> Removal of Condition 2 and 9 of previously approved application DC/21/1427 (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) relating to water neutrality.	
<b>Parish Council Comment 18/12/2025:</b> No objection.	

<b>DC/25/1721</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 1 Burns Close, Horsham, RH12 5PE. <b>Proposal:</b> Removal of the existing boundary wall/hedge and the installation of a new 1.8m high close board timber fence with a trellis above.	
<b>Parish Council Comment 18/12/2025:</b> Objection. Members are concerned about the loss of visibility for motorists, and that it is not in keeping with the area.	
<b>HDC Decision</b>	

<b>DC/25/1966</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 53 Brook Road, Horsham, RH12 5FS. <b>Proposal:</b> Erection of a single storey detached residential annexe.	
<b>Parish Council Comment 18/12/2025:</b> Objection. Overdevelopment, Inappropriate design, and from the block plan and photo on the planning statement, Members are concerned of any trees to be removed.	
<b>HDC Decision</b>	

<b>DC/25/1835 - AMENDED PROPOSAL</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 8 Amberley Road, Horsham, RH12 4LN. <b>Proposal:</b> Demolition of existing garage and erection of garden outbuilding to form garden store and home office. Erection of a single storey front extension and single storey rear extension.	
<b>Previous Proposal Considered 27/11/2025:</b> Demolition of existing garage, and erection of a replacement garage. Erection of a single storey front extension and single storey rear extension.	
<b>Previous Parish Council Comment 27/11/25:</b> Objection due to overdevelopment and inappropriate design.	
<b>Parish Council Comment 18/12/2025:</b> Objection. In spite of changes made to the proposal, Members still feel it is overdevelopment and inappropriate design.	
<b>HDC Decision</b>	