



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 23RD JULY 2026 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

The Meeting commenced at 7.37pm following the completion of the Extraordinary Council Meeting.

PET/025/26 Public Forum

There was one member of the public present who was a HDC Councillor, who confirmed they wanted to listen OR There were no members of the public present.

PET/026/26 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllrs. Burgess and Knight. No apology for absence was received from Cllr. Dancer.

PET/027/26 Declarations of interest

There was no declaration of interest declared.

PET/028/26 Minutes

The Minutes of the Committee Meeting held on 25th June 2026 were **AGREED** and signed by the Chairman as a true record.

PET/029/26 Chairman's Announcements

- i. Members noted that no compliance complaints had been received since the last meeting within the North Horsham Parish.
- ii. Members were advised by email on 29th June that application DC/26/0663 would be going to the July HDC Planning Committee as the applicant was an HDC employee. With the Parish Council not offering any objection to the application, and with no comments to the contrary, no speaker slot was requested for the HDC meeting.
- iii. Members were asked to recall an item on the June Agenda regarding Speed Limit Reduction on Harwood Road (Min. PET/006/26 refers). An **AGREED** action from the meeting was to ask West Sussex County Council (WSCC) for a review on the speed limits between the Moorhead roundabout and Redkiln

Way. This was done in early July and the WSCC Assistant Area Highway Manager (AAHM) responded with the following email:

I have recently taken the speed reduction of Harwood Road to a Community Highway Scheme, in which it did not score high enough at moderation. I have had discussions with [@Jay Mercer](#) regarding this issue and the thought is too get all three council areas of Harwood Road to combine, join forces and attempt to get a reduction for the whole of Harwood road.

Having said this, nothing has been confirmed and it was an informal conversation.

The Committee Clerk went back to the WSCC AAHM with the full comments from Members and a summary, to which he responded with the following email:

As there is no recorded collision pattern and, from the Community Highway Scheme submissions I have previously reviewed, no evidence of a significant speeding issue, I am doubtful that the Road Safety Team would be able to justify a formal assessment at this time. Given the limited resources available within a relatively small team, they have to prioritise locations where there is a demonstrated road safety concern.

I have requested updated speed survey data and expect to receive this within the next few days. Once I have it, I will be happy to share the results with you, along with a copy of the County Council's Speed Limit Policy for reference.

It would also be helpful to understand exactly what outcome the Town Council is looking to achieve. Once I have a clearer understanding of the objectives, I can provide more informed advice on what may be possible and whether there are any measures available that could help support the Council's aims.

The WSCC AAHM sent speed data over to the Chairman and Members are to let the Chairman know if they would like this to go back on a future Agenda.

- iv. Members were asked to recall an item on the June Agenda regarding Speed Indicator Devices (SIDs) within the Parish (Min. PET/005/26 refers). An **AGREED** action from the meeting was to investigate further with the cost of SIDs and what models are available and if once installed, can they be moved if needed, and determine appropriate installation sites with Highways. In early July, an email was sent to the WSCC AAHM to ask if they could advise on where to go for costs for the equipment needed, and if they could let us know anything that our Members should bear in mind when thinking of setting up SIDs. They were also asked if once the Planning Committee Members know about the costs, and are ready to take the next step, if they would be ok to have a meeting with the Chairman, and the Clerk, to discuss potential installation sites within the Parish.

The WSCC AAHM responded with the below email:

Unfortunately, I am unable to assist with sourcing the equipment itself, as my role is limited to licensing equipment within the public highway. The procurement and ongoing maintenance of the equipment would be the responsibility of the Town Council, as would the installation works.

A company that I have worked with previously and would recommend contacting is Wilbar Associates Ltd, who should be able to provide advice on both the equipment and installation requirements.

Please note that the following figures are only indicative and should not be relied upon for budgeting purposes. From my experience, a Speed Indicator Device (SID) is typically in the region of £3,000, and the installation of a single pole can cost around £1,000, although actual costs will depend on the equipment specification, site conditions, and supplier rates.

Once you have obtained quotations and identified potential locations, please do get back in touch. I would be happy to undertake a site assessment and advise whether the proposed locations are suitable from a highway perspective before progressing to the next stage of the process.

An email was sent to Wilbar Associates Ltd to ask if they could advise on costs for the equipment required and for the installation, and if they know of anything our Members should bear in mind when thinking of setting up SIDs. Wilbar Associates advised that they can provide installation costs and advised contact is made with Elan City to ask for estimated costs for the SID equipment who provided

Estimated costs have now been obtained for the SID equipment and for the installation, and they are ready to go on a report for a future Agenda item which can be for the August or September PET meeting.

- v. As circulated to all Members on the correspondence email dated 22.07.26, notification has been received of a proposed communications installation for EE Ltd at Star Reservoir, Comptons Brow Lane, Horsham, West Sussex, RH13 6B. The proposal seeks to install a new 10kVA generator on new concrete foundation. Power duct to be installed from source to genny. Wide cable trunking to be installed. AMF Panel to be installed on new support pole fixed to cabin base. Vertiv PSU cabinet to be retained. The installation as currently proposed will be a notification.
- vi. As circulated to all Members on the correspondence email dated 22.07.26, the Parish Office was recently copied into an email from SGN to the local WSCC/HDC Councillors seeking their comment on a proposed temporary storage and welfare area in Oak Tree Way. This area will support engineers carrying out an essential gas main upgrade project in the area. The identified area is to the left of the pathway through the open space and adjacent to Oak Tree Way. As with the previously identified location at York Close, the area will be securely fenced, kept tidy throughout the duration of the works, and fully reinstated once the site is cleared. Any surface damage caused by the temporary installation will be repaired to the appropriate standard. Where the proposed area is near residential properties, contact will be made with those

households to explain the purpose of the compound and provide a named company contact should they have any concerns during the works. The deadline for any comment is 30th July but as NHPC was only copied into the email, the matter was not placed onto the Agenda for discussion. If Members do have any comment, they need to please contact Cllr Jay Mercer or Cllr Sam Raby directly, as they are the Councillors being consulted.

- vii. Members were asked to note that there was an error made with the numbering of the items in the Minutes for the May PET Meeting, and two numbers were missed. Due to the May Minutes having being **AGREED** and signed by the Chairman, the error cannot be corrected for that month.

We have correct numbering of items going forward from the June Minutes which were **AGREED** and signed by the Chairman at the July PET meeting.

- viii. The Chairman referred Members back to the last time there was a reported item regarding Network Rail, as a Chairman's Announcement, at the PET Meeting on 25th June 2026 (Min. PET/007/26 5ii refers), and advised that Cllr. Simmonds plans to attend the forthcoming surgery for John Milne MP to see if he can support the Parish Council's efforts to address the downtime of level crossings, as Jeremy Hunt MP and Ben Spencer MP have already been working on. The Chairman made reference to two links to articles about those MPs challenging the downtime of level crossings, please see them below.

<https://www.drben Spencer.org.uk/campaigns/reducing-disruption-and-delay-level-crossings>

<https://www.jeremyhunt.org/news/chilworth-level-crossing-delays-meeting>

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

PET/030/26 Planning Appeals

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

PET/031/26 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 25th June 2026 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/032/26 Planning Decisions

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

PET/033/26 Traffic Regulation Order (TRO) Consultation - Crawley Road, Horsham

Notification of a TRO consultation for three sites in Horsham Town, Broadbridge Heath and North Horsham has recently been received by the Parish Office, reference **HOR8019RC**, and the TRO relating to NHPC is at Crawley Road. The proposals relate to the County Councils approach to bus

service provision and their Bus Stop improvement Programme which will implement route corridor improvements. To facilitate these, changes are required to existing waiting restrictions with the introduction of new lengths of double yellow lines.

The change in Crawley Road, North Horsham is to extend the existing double yellow lines on the north side by 8.5m. The bus cage markings for Corner bus stop, located west of the junction with Harwood Road, are to be moved slightly westwards. This relocation would create an uncontrolled length of carriageway between the existing double yellow line restrictions and the proposed bus cage markings. An extension of the double yellow line restrictions is required to prevent parking and to ensure buses can manoeuvre safely when exiting the bus stop.

Members discussed the TRO proposal for North Horsham and agreed they have no objection and that they support the proposal for the extension of the length of double yellow lines on the north side of Crawley Road, North Horsham, westwards by 8.5m.

PET/034/26 Traffic Calming on Crawley Road, North Horsham.

In the report to the Council Meeting held 2nd July 2026 (Min. FC/43/26 refers), from the Community Engagement sessions held on Saturday 27th June 2026, Members heard that concerns had been raised by residents about the pinch point traffic calming in Crawley Road and in particular, the lack of access to the cycle lanes due to parked cars and vegetation. The Council agreed that the matter should be referred to this Committee for further discussion and to agree any action.

Members discussed the pinch points on Crawley road and the issues raised by residents regarding parked cars and vegetation and **AGREED** they support their concerns for the cycle lanes and how cars still park on double yellow lines by the pinch points, and how there seems to be a lack of enforcement of this, and how there are a lot of leaves on the road, especially by the cycle lanes in the pinch points.

Members **AGREED** for their concerns to be sent to Horsham District Council who they believe are responsible for the enforcement of vehicles parking on double yellow lines, and for the clearing of leaves in pinch points to enable access for cyclists in the cycle lanes.

PET/035/26 Date of next Meeting

The next meeting is scheduled for Thursday 20th August 2026 at 7.30pm.

There being no other business, the Chairman closed the meeting at 7.56pm.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
23RD JULY 2026**

DC/26/1006	HOLBROOK EAST
Site Address: 1 Avebury Close, Horsham, RH12 5JY. Proposal: Demolition of the existing rear conservatory and erection of a single storey rear extension. Part garage conversion into habitable living space. Installation of 2no. front dormers, 2no. rear rooflights and 4no. side rooflights. Alterations to fenestration.	
Parish Council Comment 23/07/2026: No objection.	
HDC Decision	

S106/26/0032	HOLBROOK EAST
Site Address: Former Novartis Site, Parsonage Road, Horsham West Sussex. Proposal: Application to amend the mortgagee exclusion clause under Schedule 2: Affordable Housing of the legal agreement approved under DC/25/0415.	
Parish Council Comment 23/07/2026: No comment to make.	
HDC Decision	

S106/26/0033	
Site Address: Mowbray Development Site, Old Holbrook, Rusper Road, Horsham. Proposal: Application for discharge of S106 obligations sch.2 Clauses 3.1 and 3.2 (Biodiversity Gain Plan and HMMP) for Mowbray Employment Road to approved application DC/25/1543.	
Parish Council Comment 23/07/2026: No observation made.	
HDC Decision	

DC/26/1002	HOLBROOK WEST
Site Address: 2 Skylark View, Horsham, RH12 5EA. Proposal: Demolition of existing conservatory and erection of single storey rear extension with removal of rear door to garage.	
Parish Council Comment 23/07/2026: No objection.	
HDC Decision	

DC/26/1023	HOLBROOK EAST
Site Address: 51 Brook Road, Horsham, RH12 5FS. Proposal: Erection of a part single storey, part two storey front extension and installation of a side window.	
Parish Council Comment 23/07/2026: No objection in principle, however Members are concerned by the drawing within the latest plans on the planning portal, which they believe shows the extension going directly in front of the neighbour.	
HDC Decision	

DC/26/0909	HORSHAM RURAL
Site Address: Land North of Horsham, Horsham, West Sussex. Proposal: Reserved matters application (internal access, appearance, landscaping, layout and scale) pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for Phase 1 RM Area 4 comprising 82 (C3 Use) residential units, car and cycle parking, new landscaping, drainage, access and internal roads and associated infrastructure.	
Parish Council Comment 23/07/2026: No observation made.	
HDC Decision	