

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 24TH SEPTEMBER 2026 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. West Sussex County Council (WSCC) Highways

An Assistant Area Highway Manager (AAHM) for WSCC has kindly accepted an invite to come to the meeting for Members to talk to them directly regarding Highways concerns within the Parish that have been raised within the PET meetings within the last 12 months, along with any urgent new concerns/topics. The AAHM will deliver a presentation to Members and will take questions from them..

Decision: Members to listen to the presentation and put forward any Highways concerns and questions.

6. Speed Indicator Devices (SIDs) within the Parish

Since the June PET meeting, when SIDs within the Parish were last discussed (Min. PET/005/26 refers), we had a Chairmans announcement at the July PET meeting (Min. PET/029/26/vii refers) regarding the **AGREED** actions taken.

At the June meeting, Members **AGREED** they want to investigate further with the cost of SIDs and what models are available and if once installed, they can be moved if needed, and determine appropriate installation sites with Highways, and **AGREED** they would want to use CIL Funding for the purchase of equipment.

Wilbar Associates were recommended to us to contact by West Sussex County Council Assistant Area Highway Manager (WSCC AAHM), to gain an estimate of installation costs, and since contact was made with them, the company have been very helpful so far with information. They advised the installation will differ depending on the type of ground mainly, and have given an estimate of £600 per location for installing a SID. If temporary traffic lights are required for the installation, there is an estimate of an additional cost of £475.

Elan City were recommend to us by Wilbar Associates, to gain an understanding of the SID models and an estimate of the cost of the equipment. The company were very helpful after contact was made, and sent through a brochure **circulated by email**, along with the below information on options available:

- *The EVOLIS **SOLAR** Pack - Go green on a budget! The fully autonomous Solar powered Evolis radar is ideal for permanent placement or mobile use! It includes a 80 X 94cm, 100W solar panel and two 12V/22AH batteries, one mounting bar, as well as traffic data collection and all the standard pack features. **Approx.: £2500!***
- *The EVOLIS **ULTRA-MOBILE** Pack - Need to move your radar to different locations every week or two? Then this is the product for you! The entirely battery-operated Ultra-Mobile pack with an autonomy of 7 days on average, is ideal for multiple location projects and frequent location rotation! It includes four 12V/22AH batteries, an external battery charger and one mounting bar as well as traffic data collection and all the standard pack features. **Approx.: £2400!** Note: For effortless mobility, we recommend ordering additional mounting-bars to be pre-installed at the designated locations - only £25 each.*

(all pricing is ex.vat+shipping @£89.99/unit.)

It would be helpful for Members to discuss the information gained, and potential locations within the Parish where they would like to see a SID being installed. If Members decide to continue investigations into SIDs, the next steps after this would be for the Parish Clerk to review the costs, and for the WSCC AAHM to be involved, who have advised that they 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.

Decision: To discuss the costs and agree on further action.

7. Chairman's Announcements

The following announcements are for information only. Should Members wish to discuss any of the issues referred to on a future Agenda, this must be via a request to the Chairman of the Committee.

- 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/26/0275

Address: Land Parcel at 518618 134195, Old Holbrook, Horsham.

Alleged breach: Alleged development not being constructed in accordance with the approved plans in relation to the shared surface and location of path.

Ref: EN/26/0285

Address: Land Between 12 and 20 Woodland Close, Horsham.

Alleged breach: Change of use of amenity land to garden curtilage and erection of fencing without planning permission.

Ref: EN/26/0288

Address: 43 Innes Road, Horsham, RH12 4JQ.

Alleged breach: Residential property being used as an HMO without planning permission.

Ref: EN/26/0307

Address: Land Parcel at 518618 134195 Old Holbrook, Horsham.

Alleged breach: Levels and/or surface-water drainage arrangements not in accordance with the approved planning permission.

Ref: EN/26/0322

Address: Land Adjacent To 20 South Holmes Road, Horsham.

Alleged breach: Siting of two shipping containers being used for office space and storage.

- ii. Members are asked to recall the last time there was an update regarding speeding on Lambs Farm Road, as a Chairman's Announcement about the Community Highways Scheme (CHS) application, at the PET meeting in June 2026 (Min.PET/018/26/ii refers). After recently hearing from West Sussex County Council (WSCC) Highways about needing support for the CHS from the local MP, and John Milne MP replied to the Clerk to say they fully support the proposed TRO for Lambs Farm Road, having received a number of emails regarding the speeding and unsafe driving in that area, and he offered to make a formal representation if it is needed at all, to show their support.
- iii. The Parish Office has been advised that the reporting process for issues with Public Rights of Way (PROW) is changing. In future all reports should be submitted using the WSCC online reporting form available on the **Report a Problem** webpage:

<https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/report-a-problem-with-a-right-of-way/#report-a-problem>

- iv. Members are asked to recall the most recent Chairman's Announcement regarding a proposed Network Rail meeting, at the PET meeting on the 25th June 2026 (Min. PET/018/26/ii 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 for a potential meeting, that the three nominated Councillors can check which one most of them can attend. As of the 17th September, no response has been received. If no response is received before the November PET meeting, the next contact will be made in early December 2026.

8. Planning Appeals

There have been no new Appeals lodged since the last meeting.

Recent notification has been received from HDC that the Appeal, ref. 6013133, has been Dismissed in respect of DC/26/0376 - 1 Bailey Close, Horsham, RH12 5QR, for the erection of a single storey front extension, a two-storey rear and side extension with a single storey infill rear extension. This application was last referenced as a lodged appeal at the August PET meeting (Min. PET/041/26/6.2 refers).

Decision: To note that no new Appeals have been received, and the dismissal of the Appeal in relation to 1 Bailey Close, Horsham.

9. Planning Applications

The current list of Planning Applications for comment is attached as **Appendix 1**.

Decision: To consider Planning Applications received since the 20th August 2026.

10. 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.

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
24TH SEPTEMBER 2026**

DC/26/1150	HOLBROOK EAST
Site Address: Holbrook Surgery, 9 Bartholomew Way, Horsham, RH12 5JL. Proposal: Erection of a single storey side extension.	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1240	HORSHAM RURAL
Site Address: Mowbray Employment Park, Horsham. Proposal: Outline planning application (all matters reserved) to provide an Employment Park comprising flexible commercial, industrial and logistics uses (Use Classes E(g), B2, B8), healthcare (Class E(e) including pharmacy) and commercial leisure.	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1357	HOLBROOK WEST
Site Address: 3 Cavendish Close, Horsham, RH12 5HX. Proposal: Surgery to 1 x Oak.	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1323	HORSHAM RURAL
Site Address: RM Area 11, (Moathouse) Moathouse Farm, Rusper Road, Horsham, RH12 4QR. Proposal: Application for approval of Reserved Matters (layout, scale, appearance, means of internal access and landscaping) pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for RM Area 11 comprising demolition of existing garage and outbuilding and provision of 11 residential (C3) units, including single storey side extension to existing dwelling and conversion into 2 residential units and car and cycle parking, drainage, internal roads, landscaping and associated infrastructure.	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1293	ROFFEY NORTH
Site Address: 10 Glendale Close, Horsham, RH12 4GR. Proposal: Conversion of the existing attached garage into habitable space and erection of a singlestorey rear extension to provide a self-contained annexe.	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1331	ROFFEY NORTH
Site Address: 18 Greenfields Way, Horsham, RH12 4LQ. Proposal: Erection of boundary 1m high wall with 4 peers up to 2m to the east side of the front garden adjacent to 1 Amberley Road (Retrospective).	
Parish Council Comment 24/09/2026:	
HDC Decision	

DC/26/1406	ROFFEY NORTH
Site Address: 4 Greenfields Way, Horsham, RH12 4LW. Proposal: Demolition of the existing garage and erection of a single storey rear and side extension.	
Parish Council Comment 24/09/2026:	
HDC Decision	

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING DECISIONS
20.08.2026 – 24.09.2026**

DC/26/1174	ROFFEY NORTH
Site Address: 88 Lambs Farm Road, Horsham, RH12 4LA. Proposal: Demolition of existing garage and rear sun room and erection of single storey side and rear extension and front porch.	
Parish Council Comment 20/08/2026: No objection, however, Members are concerned that the driveway appears to be shown as not being porous.	
HDC Decision	PERMITTED

DC/26/1124	ROFFEY NORTH
Site Address: 5 Derwent Close, Horsham, RH12 4GW. Proposal: Erection of a two storey front extension and associated alterations.	
Parish Council Comment 20/08/2026: No objection.	
HDC Decision	PERMITTED

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	PERMITTED

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	PERMITTED

DC/26/0920	HOLBROOK WEST
Site Address: 74 Gorrings Brook, Horsham, RH12 5HH. Proposal: Surgery to 1x Oak.	
Parish Council Comment 25/06/2026: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/26/0900	HOLBROOK EAST
Site Address: 44 Brook Road, Horsham, RH12 5FY. Proposal: Surgery x 1 Oak.	
Parish Council Comment 25/06/2026: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

S106/26/0025 – Says 'Not - Not Required Return' on the Letter	HORSHAM RURAL
Site Address: Land Parcel at 518618 134195 Old Holbrook, Horsham, West Sussex. Proposal: Application for discharge of S106 Obligations (Schedule 4, Parts 2, 4, 8 & 9) of Outline Planning Per-mission reference DC/16/1677 relating to details of the Sports Hub.	
Parish Council Comment 28/05/2026: No objection.	
HDC Decision	PERMITTED