NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 24th SEPTEMBER 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

PET/045/26 Public Forum

There were two members of the public present, who confirmed they were there in relation to application DC/26/1331, for 18 Greenfields Way, Horsham, RH12 4LQ, that can be found on the schedule of applications for Agenda item 9.

The members of the Public Forum were in objection to the application and raised concerns such as:

- They found multiple inaccuracies within the application
- Structure still unfinished and the fully completed structure cannot be seen yet
- Original Deeds said it was an open plan estate, with no walls and fences between the front of properties
- For more than 45 years, there was no fence between 18 Greenfields Way and 1 Amberley Road, and the fence there up until recently, was erected by 18 Greenfields Way just a few years ago
- The owners of the brick wall have appeared to have assumed boundary position and encroached further forward than the fence was, with the exact boundary position not being established
- The brick wall was erected when the vehicle of 1 Amberley road was parked there, and it cannot be accessed from the Drivers side now due to the brick wall being very close to it
- The effect on the street scene
- Concerns of poor visibility for drivers with the property being on a corner plot

PET/046/26 To Vary the Order of Business

In accordance with SO 10 (a) (vi), Members **AGREED** to vary the order of business and discuss application DC/26/1331 from Agenda item 9 next, and their comments can be seen within the schedule of applications.

PET/047/26 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllrs. Burgess, Gough, Mahon, Rickett BEM, and Simmonds. No apology for absence was received from Cllrs. Dancer and Knight.

PET/047/26 Declarations of interest

Cllrs. Davidson, Davidson-Fernandez, and Turner declared a non-pecuniary interest in application DC/26/1150 regarding Holbrook surgery due to being patients there, and Cllr. Searle also declared a non-pecuniary interest in the same application due to also being a patient, as well as being on the Patient Participation Committee.

PET/048/26 Minutes

The Minutes of the Committee Meeting held on 20th August 2026 were **AGREED** and signed by the Chairman as a true record.

PET/049/26 West Sussex County Council (WSCC) Highways

An Assistant Area Highway Manager (AAHM) for WSCC 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.

Unfortunately, the AAHM was unable to attend the meeting to give a presentation to Members and take questions. Contact will be made with the AAHM to see if they can attend a future PET meeting, and if so, dates of scheduled meetings will be sent to them.

PET/050/26 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.)

Members discussed the information of the costs and **AGREED** they are happy with the estimates of costs and that they would want a SID that can be moved to different locations within the Parish when the need arises. Members discussed possible locations where they would want to put a SID and **AGREED** on the following locations:

- Lambs Farm Road – And if the Community Highways Scheme is approved to lower the speed limit to 20mph along a section of the road it could work alongside that.
- Harwood Road – only if the speed limit is rationalized and reduced to 30mph along the whole road, it could work alongside that within the North Horsham Parish section.
- Pondtail Road
- North Heath Lane
- Wimblehurst Road
- Crawley Road

The next steps after this would be for the Parish Clerk to review the costs of a SID, 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.

PET/051/26 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/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 were 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.

v. The Chairman made Members aware of an email recently received from Horsham District Council (HDC) regarding the Government implementing mandatory changes to the scheme of delegation, which decides what planning applications must be delegated to officers and which ones can in principle be considered at planning committee. A copy of the email was circulated to all Members on their correspondence email dated 23rd September 2026 and the Chairman encouraged Members to read it. The detail in the email can also be found below:

These changes must be implemented at the latest on 31st October: At Horsham we are looking to implement on the 14th October, subject to Governance committee, and Full Council approval. This is because we have committees on 3rd November and 27th October, and we need to ensure we capture the national scheme as part of the committee preparation timetable.

This email sets out how the national scheme is intended to be implemented at Horsham, and how the Parish can continue to engage in the planning process. At first this can seem quite complex but once you have read it a couple of times it hopefully makes sense. We can of course answer any questions you may have, and if there is a need expressed from a number of Parishes, we can hold a teams call before implementation.

The national scheme will operate three gateway tests. If an application passes all three gateways it will be considered at planning committee. Own interest applications i.e. those with a Council interest or submitted by a person with a relationship to the Council are considered separately, which I will explain at the end.

***Gateway one** – the legislation sets out two schedules of applications. Schedule 1 contains a list of application types that must be delegated to officers in all circumstances. In other words, they can never go to committee. This includes householder applications (extensions to a home, a garage, annex etc), minor residential (any development between 1 – 9 homes) and minor commercial Class E (less than 1000sqm). It also includes any reserved matters related to an outline scheme under 500 homes. If though any application types are retrospective it is excluded from schedule 1, and sits within schedule 2.*

Schedule 2 details the application types that can in principle be considered at planning committee. Whilst not all application types are explicitly listed, it does state that schedule 2 also contains 'applications for planning permission which are not householder, minor commercial or minor

residential. Meaning it contains all planning application types not listed in schedule 1.

Please see the national guidance and legislation for a full list of schedule 1 and 2 applications
https://www.gov.uk/government/publications/planning-committees-and-the-national-scheme-of-delegation-of-planning-functions-guidance-for-local-planning-authorities-in-england/planning-committees-and-the-national-scheme-of-delegation-of-planning-functions-guidance-for-local-planning-authorities-in-england

If an application is schedule 2 it proceeds to gateway 2.

***Gateway 2 –** It is important to recognise that there will be a large amount of applications falling within schedule 2 and therefore it is important that we triage these applications to ensure the right sorts of applications proceed to gateway 3. This recommendation is set out within national guidance. In order to triage applications we are proposing to use the criteria within our existing constitution as follows:*

(a) where the application represents a departure from the development plan;
(b) where a District Councillor requests that the application be referred to the Committee. Such requests must be in writing (to include email) and be received by the Head of Development and Building Control (and copied to planning@horsham.gov.uk) within the consultation period (either the initial consultation period or any subsequent consultation period as triggered by a site notice, press notice or neighbour re-consultation only) and must explain why the application is considered to raise one or more issues of economic, social or environmental significance to the local area, or one or more significant planning matters having regard to the development plan and any other material considerations;
(c) where a Parish Council requests that the application be referred to the Committee and wishes to address the Committee. Such requests must be in writing (to include email) and be received within the consultation period (either the initial consultation period or any subsequent consultation period as triggered by a site notice, press notice or neighbour re-consultation only) and must explain why the application is considered to raise one or more issues of economic, social or environmental significance to the local area, or one or more significant planning matters having regard to the development plan and any other material considerations;
(d) where eight or more written representations (to include email) contrary to the recommendation of the Head of Development and Building Control have been received from individual addresses or bodies (excluding a Parish Council) within the consultation period (either the initial consultation period or any subsequent consultation period as triggered by a site notice, press notice or neighbour re-consultation only);
(e) where the Head of Development and Building Control considers that there is exceptional justification for the application to be considered for referral to the Committee.

If a schedule 2 application meets any of the following criteria it will proceed to gateway 3.

As you can see in yellow above this includes a request from the Parish Council. The constitution will make clear that a Parish Council includes a Town Council or any other name a Parish Council chooses. The Parish will need to provide some reasoning based on the gateway 3 tests which I will discuss further below.

***Gateway 3** – the significance tests*

It is important to recognise that this final test is clearly set out in law accompanied by the statutory guidance. The Government have made clear that the starting point for all decision making is that applications should be delegated, and that applications should only be heard at committee if they meet the significance tests.

A Nominated Officer and a Nominated Member will consider all applications that pass the gateway 2 test. Both must be satisfied that the application raises an issue of economic, social or environmental significance to the local area and/or a significant planning matter having regard to the development plan and any other material considerations. In considering these tests the Nominated Member and Nominated Officer will consider comments received from the Parish Council and all other interested parties and consultation responses.

Applications that satisfy this test are referred to the Planning Committee and all others are determined by officers under delegated powers.

It is proposed that the Nominated Officer be the Head of Development and Building Control (or the Director of Place or Major Applications Team Leader if they are unable to act) and the Nominated Member be the Chairman of the Planning Committee (or the Vice-Chairman of the Planning Committee or a member selected from the Planning Committee by the Nominated Officer if they are unable to act).

The national guidance does set out some examples of what may meet these tests, so do have a look, but we consider it important to have some further guidance which will form a separate implementation policy to assist the Nominated Officer and Nominated Member in assessing whether an application meets the statutory criteria for referral to the Planning Committee. This policy will be updated from time to time in consultation with the Cabinet Member for Planning and Infrastructure. Once this is published we will let you know.

The intention is to publish gateway 3 decisions as part of committee agendas.

<u>If an application passes gateway 3 it will be heard at planning committee</u>

***Own interest applications** – These are applications where the Council has an interest, for instance the Council may own the site. Or where the applicant has a relationship with the Council, for instance the applicant is an employee or a councillor. These applications will automatically proceed to gateway 3 no matter what schedule they fall within. The Nominated*

Member and Nominated Officer will make a decision as to whether they should be considered at committee having regard to the scale and nature of the application and/or the applicant's relationship with the Council. They do not need to meet the gateway 3 test to proceed to committee. For instance if it's a minor application, uncontentious and its an employee who has no engagement with the planning department it may be delegated. However, if the Cabinet Member for Planning were to submit a planning application it would very likely go to planning committee. Similarly, if we had a small uncontentious window alteration in a building the Council owns it would likely be delegated, whereas if the Council were to submit a scheme for 9 new homes it would very likely come to committee.

Key takeaways for Parish Councils

- *Your comments remain important for all application types and will be carefully considered whatever schedule it is or gateway an application gets to*
- *If you are aware any part of a proposal is retrospective it would be really helpful if you said so as this may change the application to schedule 2*
- *If you wish a schedule 2 application to be considered at planning committee you will need to clearly state this, request to speak and detail how you feel the proposal meets the significance tests, and provide your response within the consultation period*
- *There are no transitional arrangements in the law. This becomes effective for all live applications on the date of implementation*
- *However, if a Parish (or District Councillor) has called a schedule 2 application to committee without details of the significance tests before the implementation date I will use my discretion to elevate it to gateway 3. If you can I would though strongly encourage you to submit further representations if there is time to do so detailing why you feel the proposal meets the significance tests. This will then be considered by the Nominated Officer and Member.*
- *Post implementation date all schedule 1 applications must be delegated*
- *Once we have published our Policy on the significance tests we will let you know as this may assist you. Please do have a look at the national guidance in the meantime.*
- *The papers for Governance committee have been published and can be found here: https://horsham.moderngov.co.uk/documents/g3037/Public%20reports%20pack%2028th-Sep-2026%2017.30%20Governance%20Committee.pdf?T=10*

I am aware the National Scheme of Delegation is being discussed by HDC Cabinet Members at recent and upcoming Parish meetings. This email will hopefully supplement those discussions.

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

PET/052/26 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).

Members **NOTED** that no new Appeals had been received, and the dismissal of the Appeal in relation to 1 Bailey Close, Horsham.

PET/053/26 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 20th August 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/054/26 Planning Decisions

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

PET/055/26 Date of next Meeting

The next meeting is scheduled for Thursday 29th October 2026 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.14pm.

……Chairman

…….Date

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

DC/26/1413	**ROFFEY NORTH**
Site Address: 4 Bramber Close, Horsham, RH12 4LY. **Proposal**: Variation of Condition 1 of previously approved application DC/25/0432 (Erection of a two storey front extension, two storey rear extension, new fenestration and external finishes) for alterations to the design to increase space and to allow for masonry and timber frame construction.	
Parish Council Comment 24/09/2026: No objection.	
HDC Decision	

DC/26/1456	**HOLBROOK EAST**
Site Address: Land North of Winthrop, North Heath Lane, Horsham. **Proposal**: Surgery to 1 x Ash tree.	
Parish Council Comment 24/09/2026: No objection to the surgery of the Ash tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1442	**HOLBROOK EAST**
Site Address: 51 Olive Close Horsham West Sussex RH12 4TH **Proposal**: Erection of first floor side and rear extension and alterations to fenestration on side and rear elevations.	
Parish Council Comment 24/09/2026: No objection.	
HDC Decision	

DC/26/1490	**HOLBROOK WEST**
Site Address: Land West Of 22 To 24 Heather Close, Horsham. **Proposal**: Surgery x 3 Silver Maples.	
Parish Council Comment 24/09/2026: No objection to the surgery of the Maple trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1499	**ROFFEY SOUTH**
Site Address: 6 Woodland Close, Horsham, RH13 6AN. **Proposal**: Surgery to 3x Oak.	
Parish Council Comment 24/09/2026: No objection to the surgery of the Oak trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

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: No objection.	
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: No objection, however, Members are concerned about potential further development of housing on the station site and the inclusion of housing area on the south east side of the railway line.	
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: No objection to the surgery of the Oak tree, subject to the comments of HDC's Tree Officer.	
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: No objection.	
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: No objection. Members would only want to see occupancy used by residents of the main property.	
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: Members strongly object to the application, with concerns that the wall is built on land understood to be part of the open plan nature of the estate, that boundary lines have not been fully established when erecting the wall, about the impact on the street scene, and with the property being a corner plot the wall could cause visibility issues for the highway. Members noted that the resident of 1 Amberley Road appears to have limited access to their vehicle with the brick wall erected close to it when parked there.	
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: No objection.	
HDC Decision	