NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 29TH OCTOBER 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 no members of the public present.

PET/047/26 Apologies for absence

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

PET/047/26 Declarations of interest

There was no declaration of interest declared.

PET/048/26 Minutes

The Minutes of the Committee Meeting held on 24th September 2026 were **AGREED** and signed by the Chairman as a true record.

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/26/0342
Address: 129 Beech Road, Horsham, RH12 4TY.
Alleged breach: Use of service road as parking space & installation of EV charging point without planning permission

Ref: EN/26/0349
Address: 5 Millthorpe Road, Horsham, RH12 4ER.
Alleged breach: Use of parking area for car repairs

Ref: EN/26/0362
Address: 21 Hawkesbourne Road, Horsham, RH12 4EH.
Alleged breach: Mobile home not in accordance with plans submitted with Lawful Development Certificate DC/25/1185

Ref: EN/26/0367
Address: Land Fronting 6 To 23 Broome Close, Horsham.

Unconfirmed

Alleged breach: Unauthorised works to Tree T14 of TPO/0022 without consent

ii. The Parish Office was recently advised that since the previous email as a Chairman's Announcement at the September PET meeting (PET/051/26/iii refers), the team email inbox, prow@westsussex.gov.uk, is now closed to incoming reports and enquiries. New reports and enquiries need to be submitted on their online form available on their webpage: Public Rights of Way - West Sussex County Council. The online form provides a more effective way of reporting issues, enabling users to:

- Pinpoint the exact location of a problem on an interactive map.
- Provide detailed information about the issue.
- Upload photographs to support their report.

The webpage explains how reports are prioritised and the timescales we work to when investigating different types of issues. All reports submitted through the form are logged and managed according to their priority. Those who require assistance can continue to contact the County Council's Contact Centre on 01243 777620, where support is available. For further information about how Public Rights of Way are inspected and maintained across West Sussex, please visit:https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/inspection-and-maintenance-schedules/ The automated response for the inbox has been updated to redirect customers to their online form where the Customer Service Centre number is also provided

iii. Members were reminded of TRO/HOR9009/RC discussed at the February 2026 PET meeting (PET/109/26 refers), regarding a proposal to introduce a 50mph speed limit on lengths of the A264 Horsham Bypass and the A264 Crawley Road on the approaches to and including the Moorhead Roundabout junction. The Parish Office has recently been advised that the Cabinet Member for Highways and Transport has considered the proposal and the consultation responses and has approved that the Order can be implemented as advertised. The below link is to the page about the TRO on the North Horsham Parish Website:
https://northhorsham-pc.gov.uk/2026/10/07/permanent-traffic-order-for-a264-horsham-bypass-and-crawley-road-approved/

iv. Following the provision of information regarding the changes to the Scheme of Delegation at HDC for the determination of applications (as noted under the Chairman's Announcements at the last Committee Meeting Min. PET/051/26 v refers), further details, and in particular examples of the "significant tests" that must be met to enable an application to be called in to Committee, were circulated by email to all Members of the Council on 13th October 2026.

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

PET/052/26 Planning Appeals

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

The Parish Office recently received notification from HDC that the Appeal, ref.6007051, has been Dismissed in respect of application DC/26/0024 – Bentley House, North Heath Lane Industrial Estate, North Heath Lane, Horsham RH12 5QE, regarding the change of use of building to provide 9 residential units. The appeal was made under section 78 of the Town and Country Planning Act 1990 (as amended) against a failure to give notice within the prescribed period of a decision on an application for planning permission. The appeal is dismissed and planning permission is refused.

This application was last referenced as a lodged appeal at the April PET meeting (Min. PET/130/26 refers).

Members **NOTED** the dismissal of the Appeal in relation to Bentley House, North Heath Lane Industrial Estate, North Heath Lane, 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 24th September 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 26th November 2026 at 7.30pm.

There being no other business, the Chairman closed the meeting at 7.47pm.

……Chairman

…….Date

Unconfirmed

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
29TH OCTOBER 2026

DC/26/1625	**HOLBROOK EAST**
Site Address: 25 Highdown Way, Horsham, RH12 5JJ. **Proposal**: Surgery x 1 Oak.	
Parish Council Comment 29/10/2026: No objection to the surgery of the Oak tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1574	**HORSHAM RURAL**
Site Address: Land North of Horsham, West Sussex. **Proposal**: Reserved Matters application pursuant to Condition 5 for the provision of a Neighbourhood Equipped Area of Play and Open Access Ball Court within Phase 2, and associated landscaping, drainage and infrastructure of Outline Planning Permission reference DC/16/1677 for a mixed use strategic development to include housing (up to 2,750 dwellings), business park (up to 46,450 m2), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure.	
Parish Council Comment 29/10/2026: No observations made.	
HDC Decision	

DC/26/1633	**ROFFEY SOUTH**
Site Address: Trevale Cottage, Leechpool Lane, Horsham, RH13 6AG. **Proposal**: Surgery to 1 x Oak Tree (TPO 0929).	
Parish Council Comment 29/10/2026: No objection to the surgery of the Oak tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1642	**ROFFEY SOUTH**
Site Address: 33 Forest Road, Horsham, RH12 4HJ. **Proposal**: Surgery 1 x Oak.	
Parish Council Comment 29/10/2026: No objection to the surgery of the Oak tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

Unconfirmed

DC/26/1667	ROFFEY NORTH
Site Address: 25 Greenfields Way, Horsham, RH12 4LF. **Proposal**: Demolition of garage and erection of side and rear extensions, with alterations to driveway and landscaping works.	
Parish Council Comment 29/10/2026: No objection, however, Members noted that the proposed layout plan of the extension work shows part of the home being planned to be used for commercial purposes, but could not see any mention of that within the application on the portal.	
HDC Decision	

DC/26/1579	ROFFEY SOUTH
Site Address: Copper Beech, Holly End, The Orchards and Fir Trees Holly Close, Horsham, RH12 4PA. **Proposal**: Removal of Condition 10 of approved application NH/164/98 (Erection of 2 houses 2 bungalows car ports and garages) relating to permitted development rights.	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

DC/26/1669	HOLBROOK WEST
Site Address: 11 Millers Gate, Horsham, RH12 4AP. **Proposal**: Surgery to 1 x Beech Tree (TPO 0613 T6).	
Parish Council Comment 29/10/2026: No objection to the surgery of the Beech tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1610	HOLBROOK WEST
Site Address: Oak House, North Heath Lane, Horsham, RH12 5PJ. **Proposal**: Single storey extension (Lawful Development Certificate - Existing).	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

Unconfirmed

DC/26/1612	ROFFEY NORTH
Site Address: 45 Shepherds Way, Horsham, RH12 4LZ. **Proposal**: Demolition of the existing rear conservatory and erection of two-storey rear extension, addition of front pitched roof (in place of existing flat roof) and associated alterations.	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

DC/26/1464	ROFFEY NORTH
Site Address: 75 Crawley Road, Horsham, RH12 4DS. **Proposal**: Removal of conditions 3 and 4 of previously approved application DC/25/0708 (Variation of condition 1 of previously approved application reference DC/23/0344 (Change of use from Class E (a) on ground floor and residential flat above, to 1no residential dwelling including alterations to roof) relating to water neutrality.	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

DC/26/1465	ROFFEY NORTH
Site Address: 75A Crawley Road, Horsham, RH12 4DS. **Proposal**: Removal of conditions 3 and 4 of application DC/25/0714 (Variation of condition 1 of previously approved application reference DC/23/0345 (Change of use of ground floor from commercial (Use Class E(e)) to residential (Use Class C3) and erection of single storey ground floor rear extension and first floor extension to form 1no 2-bedroom dwelling) relating to water neutrality.	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

DC/26/1587	ROFFEY NORTH
Site Address: 7 Willow Road, Horsham, RH12 4UN. **Proposal**: Fell 1 x Robinia (T2) and surgery to 1 x Yew (T1).	
Parish Council Comment 29/10/2026: No objection to the felling of the Robinia tree or to the surgery of the Yew tree, subject to the comments of HDC's Tree Officer. The Committee requests that the felled tree be replaced with an appropriate similar species, in a suitable nearby location.	
HDC Decision	

Unconfirmed

106/26/0045	HORSHAM RURAL
Site Address: Sports Sub-Phase Mowbray, North Horsham, Horsham, West Sussex. **Proposal**: Application for Discharge of Clause 1.9, Part 2, Schedule 4 of S106 Obligation under DC/16/1677 - Sports Hub Management Plan.	
Parish Council Comment 29/10/2026: No observations made.	
HDC Decision	

DC/26/1583	HOLBROOK WEST
Site Address: 136 Pondtail Road, Horsham, RH12 5EZ. **Proposal**: Surgery x 1 Oak.	
Parish Council Comment 29/10/2026: No objection to the surgery of the Oak tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/26/1175	ROFFEY SOUTH
Site Address: Thatches, Forest Road, Horsham, RH12 4HL. **Proposal**: Replacement of existing thatched roof covering with slate tiles.	
Parish Council Comment 29/10/2026: No objection.	
HDC Decision	

Unconfirmed