

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 1st OCTOBER 2015 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

3. DECLARATIONS OF INTEREST

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary 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 included in the Minutes.

Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

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

5. CHAIRMAN'S ANNOUNCEMENTS

(a) Administration of the Planning Committee

- (i) Members are advised that a radical overhaul of stored plans has taken place. Plans for the current year, 2014 and 2013 are now the only years' worth of plans available in the Parish Office. This is in accordance with a previous Resolution of the Committee. It is intended that 2013 plans will be destroyed in early January 2016; and so on.
- (ii) Members will note the different format in the presentation of the Planning Applications and Planning Decisions lists. This is to dispose of the duplicate typing that was previously involved. It is hoped that Members will find these new style documents acceptable

RECOMMENDATION

Members are asked to note the Chairman's Announcements

6. COMMITTEE BUDGET MONITORING TO 30.9.2015 AND DRAFT COMMITTEE BUDGET FOR 2016/2017 (FIRST DRAFT)

Members will be circulated with the Council's internal spreadsheet detailing Committee Budget monitoring to 30th September 2015; together with the first draft of the 2016/2017 Committee Budget

RECOMMENDATION

- (a) **Members are asked to note the Budget Monitoring information**
- (b) **Members' views are sought regarding the first draft of the 2016/2017 Committee Budget**

7. INVITATION TO BE AN ELECTRONIC PARISH REGARDING PLANNING APPLICATIONS

Members will find enclosed a draft of an email to be sent to Horsham District Council (HDC) regarding this invitation.

To clarify, Members are advised that the invitation arose following the failure of HDC to send out plans in respect of a particular planning application due to 'staffing levels and a very high volume of work at the moment ... a delay in getting the parish packs out on some cases'.

RECOMMENDATION

Members' views are sought

8. BOLLARDS AT LAMBS FARM ROAD j/w GREENFIELDS ROAD

Members are asked to consider the comments of the Parish Clerk, as follows -

- (a) The Parish Council would like to see bollards blocking vehicular access from the end of the two care length layby in Greenfields Road to the edge of the grassed area on the corner of Lambs Farm Road
- (b) There is a dropped kerb just before the grassed area
- (c) It is not known whether delivery vehicles to the shops in this parade use this as access to the front of the shops; or whether there is delivery access to the rear of the shops, from Greenfields Road
- (d) There are three concrete bollards (a West Sussex County Council (WSSCC) responsibility) on the grassed area fronting Lambs Farm Road, which WSSCC would like to see replaced
- (e) There is a three to four vehicle layby at the shops on Lambs Farm Road itself
- (f) The situation has been on-going for some two and a half years, without resolution
- (g) The situation has been exacerbated by –
 - (i) a constant change of the point of contact officer at WSSCC

- (ii) a constant change of arrangements and offers regarding payment for and the cost of maintenance and upkeep
- (h) There would appear not to have been a formal Resolution made by the Committee as to the provision of these bollards

Members are also invited to consider the following –

- (a) One of the shops in the parade is subject to a permitted planning application – DC/11/1660 (Change of use from retail/office (Use Class A1/B1) to a hot food takeaway (Use Class A5). Members will, no doubt, recall that the application was objected to on the grounds of, amongst other things, parking and traffic movements.
- (b) The previous use of the shop (Class A1/B1 – retail/office) had an allocation of three parking spaces.
- (c) In a Horsham District Council (HDC) Committee Report dated 6.3.12 at point 2.5, there is reference to a site visit (including WSCC Highways and the installation of bollards to stop indiscriminate access onto the forecourt, was agreed in principle
- (d) Whilst the new unit is not yet open, Members may wish to consider any potential traffic and parking problems that may arise in view of the permitted change of use of the unit
- (e) The Committee would need a definitive cost for the provision of the bollards (both purchase and installation costs); and future maintenance costs, if required

RECOMMENDATION

- (a) Members are asked to note the Report**
- (b) That the provision of bollards at this location as required is re-assessed by the Committee**
- (c) That in the event that the Committee wish to see the project continue, the Committee seek the intervention of County Councillor Rae**

9. PARKING ISSUES AT FITZALAN ROAD

Members are advised that this issue comes to the Committee following comments received from residents in Wallis Way –

“I've noticed that cars are parking on a triangle of pavement opposite the fish and chip shop in Fitzalan Road presumably for short periods but whatever it is illegal. Would it be possible to consider installing some bollards there (three should be sufficient) to stop that?”

“This problem seems to be getting worse as I notice cars parked there on at least one in three occasions that I walk past. I also notice damage to the pavement there by oil droppings and gouging on the kerbs as low vehicles drive off. I have taken photos of a few which I saw in recent times.

Has this matter been raised with the appropriate people? I think the cost would be minimal, even one or two of those bell-type bollards they have near Barclays in the Carfax would do.”

Members are invited to consider the following –

- (a) When the bollards were installed by WSCC on the opposite side of the road (by the fish shop), the fact that this would ‘invite’ people to park on the opposite side of the road was raised with WSCC, and was dismissed
- (b) There is a dropped kerb at the location, together with appropriate ‘sensitive’ pavement surfacing
- (c) The pavement is ‘normal’ pavement width and it is envisaged that this would probably not support the installation of bollards from a highways perspective
- (d) It could be the case that the same issues and problems could arise as outlined with regard to the previous agenda item

RECOMMENDATION

- (a) **Members’ views are sought are asked to note the Report**
- (b) **That in the event that the Committee wish to see the project progress, the Committee seek the intervention of County Councillor Rae**

10. HIGHDOWN WAY PLAY AREA

This neglected Play Area was the subject of a Planning Application (DC/14/2620) in early 2015, for the change of use from play area to residential garden.

The Parish Council objected to the application on the grounds that it would represent the loss of land intended as open space and a public amenity, and it could set a dangerous precedent for other similar parcels of land. The Parish Council is also concerned over the due diligence process and the apparent lack of consultation with nearby residents and lack of notice on the site itself.

The Decision Notice stated that “the propose change of use from play area to residential garden would result in the loss of a community facility and would be contrary to Policy CP14 of the Local Development Framework: The Core Strategy 2007

The Parish Council were then approached by HDC with a proposal to purchase the land for a nominal sum of £1, providing that any future use be for recreational purposes only. A request to HDC for a sum of money to clear the Play Area was refused.

The matter came before the Council's Property Committee on 30th July 2015 where it was resolved that the taking over of the land by the Parish Council would not be proceeded with

The situation has now arisen again and Members will find enclosed a copy of the text of an email received from HDC.

Members will, no doubt, be aware of the potential difficulties of commenting on a planning application, prior to an application being validated and before the Parish Council.

RECOMMENDATION
Members' views are sought

11. PLANNING APPEALS

At the time of writing the Report, there are no matters relating to Planning Appeals to report

RECOMMENDATION
Members are asked to note this section of the Report

12. PLANNING APPLICATIONS RECEIVED

Members are invited to consider the Planning Applications received since 10th September 2015.

There are 17 planning applications to consider individually. Horsham District Council has previously been advised that the Parish Council's comments will be sent after the Committee meeting and not by the response date, as publicly advertised.

Note (1) – Members are encouraged to views these applications before attending the Committee meeting. All the applications are available for viewing between 10am and 4pm, Monday to Thursday; and 10am to 1pm on Fridays. They are similarly available for viewing by members of the public.

Note (2) – Members are advised that there a number of plans which, at the time of writing the Report, are not yet available in the Parish Office. These are marked with a * on the Schedule of Planning Applications. These plans will be made available prior to the meeting, as and when they are received.

RECOMMENDATION
Members' views are sought on each of the listed Planning Applications

13. PLANNING DECISIONS

Members will be circulated with the on-going schedule of planning decisions made by the Planning Authority, at the Committee meeting

RECOMMENDATION

Members are asked to note this section of the Report

14. DATE OF NEXT COUNCIL MEETING

Thursday 5th November 2015 (scheduled)

Sue Kemp – Parish Clerk
23rd September 2015