

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 1<sup>ST</sup> JUNE 2017\* AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

\*The meeting was rescheduled from 25<sup>th</sup> May 2016.

**Present:** Committee Members

Holbrook East:- Cllr. Mrs R. Ginn\*\*, Cllr. Mrs F. Haigh, Cllr T. Rickett.

Holbrook West:- Cllr. R. Knight, Cllr. R. Millington\*\*, Cllr. I. Wassell\*\*.

Roffey North:- Cllr. N. Butler, Cllr. M. Loates, Cllr D. Searle\*\*.

Roffey South:-Cllr. J. Day, Cllr. R Turner, Cllr. Mrs S. Wilton\*\*.

\*\*denotes absence

**In attendance:** Ross McCartney, Committee Clerk

Pauline Whitehead - BA(Hons) FILCM, Parish Clerk

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**PET/279/17 Elect a Chairman**

After being nominated by Cllr. M. Loates and seconded by Cllr. R. Knight, Cllr. R. Turner was elected Chairman of the Committee.

**PET/280/17 Elect a Vice Chairman**

After being nominated by Cllr. R. Knight and seconded by Cllr. M. Loates, Cllr. Mrs F. Haigh was elected Vice Chairman of the Committee.

**PET/281/17 Public Forum**

Present were two members of the public representing Horsham Cycle Forum. They raised awareness of their campaign to promote a Cycle Plan for Horsham in line with the Government's Local Cycling and Walking Infrastructure Plans, technical guidance for which was published by the Department of Transport in April 2017. West Sussex County Council (WSCC) has shown interest in this initiative and the Cycle Forum will speak with Horsham District Council (HDC) specifically regarding cycle way links from Horsham to Crawley through the north of the parish where development has been approved.

**PET/282/17 Apologies for absence**

The Committee received apologies and reasons for absence from Cllr. Mrs R. Ginn, Cllr. D. Searle, Cllr R. Millington, Cllr. I. Wassell and Cllr. Mrs S. Wilton. Cllr. N. Butler did not attend and did not give apologies.

**PET/283/17 Declarations of Interest**

Cllr Mrs F. Haigh, Cllr. M Loates, Cllr. R. Knight, Cllr. T. Rickett and Cllr R. Turner declared a personal interest in planning application DC/17/0798, 5 Dutchells Copse, as the applicant was known to them.

**PET/284/17 Minutes**

The Minutes of the meeting held on 13<sup>th</sup> April 2017 were agreed and signed by the Chairman as a true record.

#### **PET/285/17 Chairman's Announcements**

The business community expressed concern through the local press as they have experienced a downturn in business following the introduction of car park charges at the Godwin Way Car Park from 1<sup>st</sup> April 2017 by HDC.

The Parish Council sent a letter to HDC outlining concerns regarding the pay machine which does not take cash, is difficult to use and often out of order. Concern was also raised regarding the maximum stay of three hours which has had an effect on some users of Roffey Millennium Hall as well as the business community.

The Chairman of the Parish Council and Clerk had met with the Regional Manager and Local Manager of the Co-operative store on Fitzalan Road to explore if financial contribution from local retailers could assist the Parish Council to take responsibility for the Godwin Way Car Park in the future with the aim of offering some free parking. The local Co-operative store manager is arranging a meeting between the Parish Council and the wider local business community to explore this further.

The Parish Council had been notified that additional information relating to Landscape/ Visual Impact, Archaeology/ Heritage, Noise, Air Quality and Odour, Flood Risk and Drainage, Design and Scale and other general clarification in respect of planning application WSCC/062/16/NH, Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road, Horsham was imminent. The application would be included on the agenda for June 22<sup>nd</sup> along with the opportunity to nominate a Committee Member to speak when the application went forward to WSCC Committee for decision, hopefully on 18<sup>th</sup> July 2017.

#### **PET/286/17 Development north of A264**

Planning application DC/16/1677- development north of Horsham was approved on 22<sup>nd</sup> May 2017.

**It was RESOLVED to hold a meeting of the joint North of Horsham development working parties to review how to move forward and make recommendations to the Planning Committee and full Council.**

**The Committee AGREED that it did not consider there was a conflict of interest if Horsham Cycle Forum, HDC or WSCC used a contractor commissioned by North Horsham Parish Council to do work on cycle links on the development north of the A264 for future work on a Horsham Cycle Plan.**

#### **PET/287/17 Bollards at Lambs Farm Road and Fitzalan Road**

**It was RESOLVED to work with WSCC and HDC to help facilitate the improvement of pedestrian safety outside One Stop on Lambs Farm Road and on Fitzalan Road.**

## **PET/288/17 Tree Warden update and Tree Charter Status**

**The Committee RESOLVED to note meeting notes between the Parish Council, WSCC and Tree Wardens held on 15<sup>th</sup> March 2017.**

NALC has partnered with more than 60 organisations, including the Woodland Trust to help launch a new Charter for Trees, Woods and People on November 8<sup>th</sup> 2017. The Tree Charter will set out how local communities and trees can best benefit one another and it will serve as a resource which local councils can use in support of efforts to look after trees in their area.

Becoming a Charter Branch is free of charge and level of involvement is down to individual Councils. It may range from signing up to receive copies of the Charter's newspaper 'Leaf!', helping gather signatures of support, to more imaginative projects and activities around trees for which there is funding of up to £1,500 available.

Being involved with the Tree Charter enables the Council to seek advice regarding trees and to help develop the Tree Charter into the future.

**It was RESOLVED that North Horsham Parish Council would apply to become a local council Charter Branch with a basic level of involvement.**

## **PET/289/17 Consultations**

SHELAA: Employment Report 2017. Horsham District Council invited the Parish Council to comment on any factual points or to give any further information relating to the Employment sites in North Horsham. Sites are 0.25 hectares (or capable of providing 500 square metres of employment floor space) and above.

**It was RESOLVED to respond to HDC stating there was no objection to the sites within the Employment Report 2017 and to flag that the Novartis site had not been included.**

## **PET/290/17 Planning appeals**

There were no planning appeals.

## **PET/291/17 Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 13<sup>th</sup> April 2017 and considered each application in turn.

**It was RESOLVED that the committee's comments on each planning application be forwarded to HDC (appended as part of the minutes).**

**PET/292/17 Planning decisions**

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee.

**It was RESOLVED to note the schedule of planning decisions.**

**PET/293/17 Date of next Meeting**

**The next meeting is scheduled for Thursday 22<sup>nd</sup> June 2017 at 7.30pm.**

There being no other business, the Chairman closed the meeting at 8.30 p.m.

.....Chairman

.....Dated

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**1<sup>st</sup> JUNE 2017**

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| <b>DC/17/0208</b>  | <b>HOLBROOK WEST</b> |
| <b>Site Address:</b> Hayman 19 Durfold Road                      |                      |
| <b>Proposal:</b> Proposed two storey extension to rear and side. |                      |
| <b>Applicant:</b> Mr Simon Taylor                                |                      |
| <b>Parish Council Comment</b>                                    |                      |
| <b>HDC Decision</b>  | <b>PERMITTED</b>     |

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| <b>DC/17/0777</b>   | <b>ROFFEY NORTH</b> |
| <b>Site Address:</b> 2 The Hollies                                |                     |
| <b>Proposal:</b> Proposed conversion of existing integral garage. |                     |
| <b>Applicant:</b> Mr Will Cowley                                  |                     |
| <b>Parish Council Comment</b>                                     |                     |
| No Objection.   |                     |
| <b>HDC Decision</b>   |                     |

*There were 5 declarations of personal interest on this application.*

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| <b>DC/17/0798</b>  | <b>HOLBROOK EAST</b> |
| <b>Site Address:</b> 5 Dutchells Copse   |                      |
| <b>Proposal:</b> Erection of a 1.25m black metal railing to front of property. |                      |
| <b>Applicant:</b> Mr Andrew Baldwin  |                      |
| <b>Parish Council Comment</b>  |                      |
| No Objection.  |                      |
| <b>HDC Decision</b>  |                      |

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| <b>DC/17/0813</b>  | <b>HOLBROOK WEST</b> |
| <b>Site Address:</b> 11 Wagtail Close  |                      |
| <b>Proposal:</b> Single storey side extension, front porch, part garage conversion and internal reconfiguration. |                      |
| <b>Applicant:</b> Mr Richard Thomas  |                      |
| <b>Parish Council Comment</b>  |                      |
| No Objection.  |                      |
| <b>HDC Decision</b>  |                      |

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| <b>DC/17/0822</b>                                       | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> 194 Crawley Road                   |                     |
| <b>Proposal:</b> Proposed single storey rear extension. |                     |
| <b>Applicant:</b> Mr Adam Searle                        |                     |
| <b>Parish Council Comment</b>                           |                     |
| No Objection.   |                     |
| <b>HDC Decision</b>                                     |                     |

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| <b>DC/17/0823</b>  | <b>ROFFEY NORTH</b> |
| <b>Site Address:</b> 29 Earles Meadow<br><b>Proposal:</b> Proposed erection of raised decking with summerhouse and garden shed.<br><b>Applicant:</b> Mr Ken Harvey |                     |
| <b>Parish Council Comment</b><br>No Objection.   |                     |
| <b>HDC Decision</b>  |                     |

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| <b>DC/17/0847</b>  | <b>HOLBROOK EAST</b> |
| <b>Site Address:</b> 41 Brook Road<br><b>Proposal:</b> Erection of a two storey side extension.<br><b>Applicant:</b> Mr & Mrs Overington |                      |
| <b>Parish Council Comment</b><br>No Objection.   |                      |
| <b>HDC Decision</b>  |                      |

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| <b>DC/17/0852</b>  | <b>ROFFEY NORTH</b> |
| <b>Site Address:</b> 6 Fieldend<br><b>Proposal:</b> Single storey extension at first floor level over existing garage with pitched roof. Single storey extension to the rear.<br><b>Applicant:</b> Ms Georgina Byrne |                     |
| <b>Parish Council Comment</b><br>No Objection but a hipped gable would be more aesthetically pleasing.   |                     |
| <b>HDC Decision</b>  |                     |

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| <b>DC/17/0880</b>   | <b>ROFFEY NORTH</b> |
| <b>Site Address:</b> Land at The Rear of 80 and 82 Rusper Road<br><b>Proposal:</b> Erection of one single storey dwelling.<br><b>Applicant:</b> Mr Clinton Gadd |                     |
| <b>Parish Council Comment</b><br>Objection on the grounds of overdevelopment of the site and back land filling.   |                     |
| <b>HDC Decision</b>   |                     |

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| <b>DC/17/0947</b>   | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> Garage Blocks Church Road<br><b>Proposal:</b> Surgery to 1 x Oak (T1)<br><b>Applicant:</b> Saxon Weald |                     |
| <b>Parish Council Comment</b><br>No Objection subject to comments from the HDC tree officer.                                |                     |
| <b>HDC Decision</b>   |                     |

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| <b>DC/17/0958</b>  | <b>ROFFEY NORTH</b> |
| <b>Site Address:</b> 34 Treadcroft Drive<br><b>Proposal:</b> Erection of a wooden shed on the front drive adjacent to the house.<br><b>Applicant:</b> Mr Paul Blackman |                     |
| <b>Parish Council Comment</b><br>Objection as it is damaging to the street scene.  |                     |
| <b>HDC Decision</b>  |                     |

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| <b>DC/17/0965</b>   | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> 10 Wellwood Close<br><b>Proposal:</b> Erection of a two storey side extension.<br><b>Applicant:</b> Mr Malcom Crabbe |                     |
| <b>Parish Council Comment</b><br>No Objection.  |                     |
| <b>HDC Decision</b>   |                     |

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| <b>DC/17/0998</b>   | <b>HOLBROOK EAST</b> |
| <b>Site Address:</b> Land Rear of 65 Drake Close<br><b>Proposal:</b> Fell 1 x Oak<br><b>Applicant:</b> Mr Thomas young  |                      |
| <b>Parish Council Comment</b><br>No Objection subject to comments from the HDC tree officer and that it is replaced with an appropriate native species if feasible. |                      |
| <b>HDC Decision</b>   |                      |

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| <b>DC/17/1014</b>  | <b>HOLBROOK WEST</b> |
| <b>Site Address:</b> 17 Cavendish Close<br><b>Proposal:</b> Proposed erection of single storey side extension with gable end roof and single storey rear extension.<br><b>Applicant:</b> Mr G Peel |                      |
| <b>Parish Council Comment</b><br>No Objection.   |                      |
| <b>HDC Decision</b>  |                      |

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| <b>DC/17/1016</b>  | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> Acacia House 110 Manor Fields<br><b>Proposal:</b> Re-pollard 13 False Acacia Trees to original pollard points.<br><b>Applicant:</b> Mr Howard Payne |                     |
| <b>Parish Council Comment</b><br>No Objection.   |                     |
| <b>HDC Decision</b>  |                     |

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| <b>DC/17/1021</b>                              | <b>HOLBROOK EAST</b> |
| <b>Site Address:</b> 3 Petworth Drive          |                      |
| <b>Proposal:</b> Two storey rear extension.    |                      |
| <b>Applicant:</b> Mr and Mrs A L Kerr          |                      |
| <b>Parish Council Comment</b><br>No Objection. |                      |
| <b>HDC Decision</b>                            |                      |

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| <b>DC/17/1026</b>   | <b>HOLBROOK WEST</b> |
| <b>Site Address:</b> Fisher Clinical Services UK Ltd Langhurst Wood Road            |                      |
| <b>Proposal:</b> Proposed construction of a UK Power Networks specified substation. |                      |
| <b>Applicant:</b> Mr Nick Cooper  |                      |
| <b>Parish Council Comment</b><br>No Objection.                                      |                      |
| <b>HDC Decision</b>   |                      |

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| <b>DC/17/1036</b>                              | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> 4 Rutherford Way          |                     |
| <b>Proposal:</b> Single storey side extension. |                     |
| <b>Applicant:</b> Mr Russell Crunden           |                     |
| <b>Parish Council Comment</b><br>No Objection. |                     |
| <b>HDC Decision</b>                            |                     |

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| <b>DC/17/1049</b>  | <b>HOLBROOK EAST</b> |
| <b>Site Address:</b> 15 Bailey Close                             |                      |
| <b>Proposal:</b> New pergola to rear. New boundary wall to side. |                      |
| <b>Applicant:</b> Mr Z Czaban                                    |                      |
| <b>Parish Council Comment</b><br>No Objection.                   |                      |
| <b>HDC Decision</b>  |                      |

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| <b>DC/17/1058</b>   | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> The Coach House Comptons Brow Lane                           |                     |
| <b>Proposal:</b> Proposed single storey rear extension with internal alterations. |                     |
| <b>Applicant:</b> Mr Kurzeja  |                     |
| <b>Parish Council Comment</b><br>No Objection.                                    |                     |
| <b>HDC Decision</b>   |                     |



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| <b>DC/17/1105</b>  | <b>ROFFEY SOUTH</b> |
| <b>Site Address:</b> 46 Forest Road Horsham                    |                     |
| <b>Proposal:</b> Erection of conservatory to rear of property. |                     |
| <b>Applicant:</b> Mr Grahame West                              |                     |
| <b>Parish Council Comment</b><br>No Objection.                 |                     |
| <b>HDC Decision</b>  |                     |

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| <b>DC/17/1123</b>   | <b>HOLBROOK WEST</b> |
| <b>Site Address:</b> Orange Telecommunications Mast WSS7119 North Heath Lane Industrial Estate North Heath Lane Horsham |                      |
| <b>Proposal:</b> Installation of a Pogona cabinet, measuring 1230 x 400 x 1032mm and associated development.            |                      |
| <b>Applicant:</b> Victoria Parsons  |                      |
| <b>Parish Council Comment</b><br>No Objection.  |                      |
| <b>HDC Decision</b>   |                      |