

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 19<sup>TH</sup> JULY 2018 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Committee Members

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

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

Roffey North:- Cllr. J. Davidson, Cllr M. Loates (Vice Chairman), Cllr D. Searle.

Roffey South:- Cllr Mrs J. Gough, Cllr. R Turner (Chairman), Cllr. Mrs S. Wilton.

\*denotes absence

**In attendance:** Ross McCartney, Committee Clerk; Pauline Whitehead BA(Hons) FSLCC, Clerk to the Council.

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Prior to the meeting, Acton in Rural Sussex gave a presentation on Community Land Trusts. The aim was to understand what Community Land Trusts are and to explore how they may enable the Parish Council to have greater control of affordable housing on the new development north of Horsham. Community Land Trusts will be an agenda item on the September Parish Council Meeting.

**PET/471/18 Public Forum**

There was one member of the public who spoke regarding PET/476/18 Parking in Residential areas near Littlehaven Station. With the agreement of the Committee, the Chairman brought this item forward to after Chairman's Announcements.

**PET/472/18 Apologies for absence**

The Committee received apologies and reasons for absence from Cllr R. Ginn, Cllr R. Knight and Cllr I. Wassell.

**PET/473/18 Declarations of Interest**

Cllr R. Turner declared a personal interest in item PET/477/18 as a close family member works for Govia Thameslink and planning application DC/18/1356 - 11 Conifers Close as the house is in relatively close proximity.

**PET/474/18 Minutes**

The Minutes of the Committee Meeting held on 21<sup>st</sup> June 2018 were agreed and signed by the Chairman as a true record.

**PET/475/18 Chairman's Announcements**

(a) A copy of a letter to the Director of Planning, Economic Development and Property at Horsham District Council dated 26th June 2018 regarding DC/15/2369 – 37 Treadcroft Drive, Horsham had been circulated to the Planning Committee. The letter highlights concerns that there may be enforcement issues.

- (b) Copy of 2 letters sent to the Manager of the Holbrook Club regarding the extent of the clearance of vegetation at the rear of Trefoil Close to make way for replacement fencing letters dated 25th and 28th June 2018 had been circulated to the Planning, Environment and Transport Committee.
- (c) No financial review had been tabled on the agenda for this financial year as nothing has been spent from the £2,250 revenue budget or the £8,035 in an Earmarked Reserve
- (d) Cllr Gough had been in put in contact with the Bohunt Education Trust who offered a visit to their school in either Worthing or Wokingham. Cllr S Wilton and Cllr R. Turner may also attend. The appointment will be arranged for September 2018 in Worthing.
- (e) Following attendance at the Horsham Cycling Contra Flow meeting, it has been agreed to extend the Godwin Way/Fitzalan Road cycle contraflow to the junction of Godwin Way and Fitzalan Road only. To extend it further in front of the shops would be dangerous to cyclists and motorists.
- (f) There will be a briefing by the Leader of West Sussex County Council (WSCC) on the former Novartis site on Wednesday 25th July from 6.30pm to 8pm at the Holbrook Club. All Councillors are welcome.
- (g) A Traffic Regulation Order issued by WSCC in relation to Littlehaven Lane came into force on 9th July 2018. A map outlining the changes has been circulated to all Councillors.

**PET/476/18 Parking in Residential Areas near Littlehaven Station**

A resident contacted the Parish Council following an article in Horsham Pages (North) to highlight his concerns about speeding on the approach to Littlehaven Crossing, also noise, emissions pollution and anti-social behaviour by motorists. He has previously reported incidents of speeding to the County Councillor and Police. He reports “constant intrusion from noise and pollution from a whole range of road traffic” and has observed that because vehicles park along Rusper Road from the crossing to Giblets Way, restricting the width of the road, some motorists, especially those of larger lorries and vans, drive onto the pavement to allow two vehicles to pass. The resident has concerns for the safety of those using the narrow pavement on Rusper Road leading from the level crossing.

**It was AGREED to write to WSCC to draw their attention to the concerns raised by residents and supported by the Parish Council. WSCC would be asked to consider putting up “Kill Your Speed” signs along Rusper Road to be funded by the Parish Council if necessary and interactive flashing signs to emphasise the 30mph speed limit that exists on the section of the road from the dual carriageway into Horsham. A request would be made to mark 30mph onto the carriageway.**

**Residents and the Committee were especially concerned that there is**

**no safe crossing point on the south side of the level crossing for pedestrians and that sightlines are poor. There was particular concern for children walking to the schools in the vicinity. The Parish Council would raise this with WSCC and request that a crossing point is considered in the future. It was noted that when the development north of Horsham progresses, it is likely there will be more traffic along Rusper Road exacerbating the difficult conditions that already exist.**

**PET/477/18 Train timetable for Littlehaven Station**

*One declaration of interest.*

The Committee observed that over the last two years there has been a deterioration in the train service to and from Littlehaven Station. Despite recent changes to timetabling on the rail network in the South East, the situation hasn't improved. A high proportion of trains that stop at Littlehaven Station are cancelled, forcing those travelling south to alight at Horsham and walk or meaning long delays for those travelling north towards London. The unreliability of the service has a significant effect on local residents as their arrival time travelling to and from destinations by train cannot be guaranteed and in some cases this has compromised employment, medical appointments and ongoing journeys.

**The Committee RESOLVED to write to the local Member of Parliament (MP) and the Cabinet Member for Transport at WSCC to express deep concern at the situation local residents find themselves in regarding rail services and to ask that the matter is looked into with urgency. Copies of the letter will be sent to local district councillors and county councillors. The matter will be raised in the Members Questions and Comments section of the next Horsham Association of Local Councils Meeting on 26<sup>th</sup> July 2018.**

**PET/478/18 Parks Charter**

The National Federation of Parks and Green Spaces was formed to give the 'Friends of Parks' groups a voice. It lobbies government and other groups on their behalf. SALC advises parish councils to carefully consider being aligned to lobbying groups as the Council has a responsibility to promote confidence in local democracy and aligning to one viewpoint may give an opportunity for this to be challenged.

However, the group is working with a coalition of national organisations to encourage communities to save public green spaces. The Charter for Parks calls on political leaders to:-

- Endorse a legal duty for all public green space to be managed to a good standard.
- Ensure adequate long term resources for maintenance, management and improvements.
- Recognise the right of every citizen to have access within walking

distance to a good quality public green space.

- Celebrate the central role well-run parks play in our neighbourhoods for all sections of the community.
- Embed effective protection from inappropriate development or use, or loss of any part of our parks.
- Encourage and enable community involvement and empowerment of local people and park users.

Groups and organisations are encouraged to sign up for the new Charter, but to date, there is no guidance from the National Association of Local Councils (NALC).

**The Planning, Environment and Transport Committee RESOLVED to note the launch of The Charter for Parks through the National Federation of Parks and Green Spaces, but to maintain a watching brief until further clarification from the National Association of Local Councils.**

**PET/479/18 Noise from motor cycles on the A264**

There has been an increase in noise from motorcyclists on the A264 who are acting in an antisocial manner, riding in a way to cause noise and nuisance to local residents.

**It was AGREED to raise with the Sussex Police District Commissioner for Horsham concerns regarding noise from anti-social behaviour from motorcyclists on the A264 through the Horsham Association of Local Councils.**

**PET/480/18 Traffic Restriction Orders (TRO)**

**1. Lambs Farm Road**

There has been a formal request from residents on Lambs Farm Road to the Parish Council to act on their behalf and submit an application to WSCC for a Traffic Restriction Order (TRO) to lower the speed along the full length of Lambs Farm Road to 20mph (it is currently 30mph).

**2. Hawkesbourne Road (Littlehaven Infants School)**

WSCC has identified a Local Improvement Scheme for Littlehaven Infant School following concern raised by the headteacher, governors and parents. The proposed Local Transport Improvement Plan (LTIP), which would include full School Safety Zone and improvements to 3 designated crossing points would be subject to a two year design and build programme, feasibility and funding. A copy of the School Safety Zone signage is attached. This includes flashing lights to indicate an advisory 20mph speed restriction. The Parish Council has been advised that to progress a permanent reduction in the speed limit along Hawkesbourne a TRO would need to be submitted separately through the WSCC website to

impose a 20mph speed restriction on the area of Hawkesbourne Road which is outside the School.

**The Planning, Environment and Transport Committee RESOLVED to apply for TRO to reduce the speed along the full length of Lambs Farm Road and to apply for TRO to impose an enforceable 20mph speed restriction on the area of Hawkesbourne Road which is outside the school.**

**It was also AGREED to make an initial approach to WSCC to explore the possibility of having a 20mph speed restriction on all of the residential roads feeding from the main arterial routes in North Horsham.**

**PET/481/18 Speed Reduction on Forest Road**

Colgate Parish Council is in discussion with WSCC and the Police about reducing the speed limit along Forest Road to 40mph. They are meeting resistance from both WSCC and the Police. However, WSCC have agreed to do another speed count along Forest Road at Roffey end. Colgate Parish Council is requesting support from North Horsham Parish Council on this initiative.

**The Committee RESOLVED to support Colgate Parish Council with their request to reduce the speed limit along Forest Road to 40mph.**

**PET/482/18 Consultations**

a) Review of the Strategic Housing and Employment Availability Assessment (SHELAA) Call for sites. A copy of the map and report showing the Strategic Land Availability Assessment 2016 has been circulated to the Committee. A response to Local Plan Review Issues and Options – Employment, Tourism and Sustainable Rural Development April 2018 was submitted to Horsham District Council in May 2018. A copy is attached. The deadline is 27th July 2018.

**The Committee RESOLVED to nominate the site at 137 Crawley Road including the scrapyards, Star Public House and Roffey shops to be included in the SHEELA for redevelopment.**

(b) West Sussex County Council Strategic Transport Investment Programme. There is an opportunity to identify and submit to WSCC potential strategic transport priorities for investment. Potential schemes are scored on a set of criteria with those scoring highest being more likely to succeed.

The Horsham Area Transport Package described as Junction Improvements (A24/A264) Parkway Station, TC sustainable transport and car parking initiatives. A24 Great Daux and A24 Robin Hood Junction are already included on the list. The deadline for submissions is 20th July 2018.

It was AGREED there would be no comment made.

**PET/483/18 Planning Appeals**

<b>REASONS FOR APPEAL</b>	Refused planning permission
<b>APPLICATION REFERENCE</b>	DC/17/1704
<b>WARD</b>	Holbrook West
<b>APPLICATION</b>	Change of use from Public House (Class A4) to Children's Day Nursery (Class D1); Single storey and first floor rear extensions; changes to elevations including addition of 2x front and 1x rear dormer windows; car and cycle parking; siting of external plant on rear elevation; and surfacing of garden area
<b>SITE</b>	41 Pondtail Road
<b>PC COMMENTS</b>	No objection to the change of use however, the Parish Council does not consider that WSCC has addressed the highway concerns raised by residents. Further significant highway safety measures need to be put in place to mitigate the impact from increased traffic and from traffic entering, exiting and using the site, especially when a high population of young children will be in the vicinity.
<b>APPEAL DECISION</b>	<b>LODGED</b>

<b>REASONS FOR APPEAL</b>	Refused planning permission
<b>APPLICATION REFERENCE</b>	DC/17/1853
<b>WARD</b>	Roffey North
<b>APPLICATION</b>	Outline application for the demolition of four existing dwellings. Erection of 35 residential units consisting of 5 x 3 bed dwellings, 18 x 2 bed flats and 12 x 1 bed flats with associated hardstanding/parking all matters reserved except access and layout.
<b>SITE</b>	Land at 9 - 15 Crawley Road
<b>PC COMMENTS</b>	Objection on the grounds it's severely overdeveloped. There is a risk that vehicles associated with the proposed dwellings will increase

	the congestion that is already experienced at roundabouts and roads in the area. There is concern for public safety in respect of highway access to and from the proposed dwellings.
<b>APPEAL DECISION</b>	<b>LODGED</b>

<b>REASONS FOR APPEAL</b>	Refused planning permission
<b>APPLICATION REFERENCE</b>	DC/17/2693
<b>WARD</b>	Holbrook West
<b>APPLICATION</b>	Retrospective application for the erection of a 2m boundary fence to rear.
<b>SITE</b>	46 Barnsnap Close
<b>PC COMMENTS</b>	No objection in principle however, it is aesthetically unattractive to the area.
<b>APPEAL DECISION</b>	<b>GRANTED</b>

**The Committee NOTED the information relating to Planning Appeals.**

**PET/484/18 Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 21<sup>st</sup> June 2018 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/485/18 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/486/18 Date of next Meeting**

The next meeting is scheduled for Thursday 23<sup>rd</sup> August 2018 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.45 p.m.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL  
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION  
19<sup>th</sup> JULY 2018**

<b>DC/18/1059</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> First Floor 137 Crawley Road <b>Proposal:</b> Change of use from B1 office use into 4 no. flats including erection of a single storey first floor extension to the rear and erection of a stairway and bollards to West elevation.	
<b>Parish Council Comment</b> The Parish Council objects to the application as there are concerns regarding the associated parking, especially in light of the lack of information about development plans for the ground floor and the site as a whole. It was noted the site isn't currently kept in a safe and satisfactory condition.	
<b>HDC Decision</b>	

<b>DC/18/1084</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 24 Haybarn Drive <b>Proposal:</b> Fell 1 x Yew	
<b>Parish Council Comment</b> No objection to felling subject to the comments of HDC's tree officer and as long as it is to be replaced with a suitable native species.	
<b>HDC Decision</b>	

<b>DC/18/1224</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> Morven Rusper Road <b>Proposal:</b> Erection of a detached two bay open carport	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/18/1227</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 225 Comptons Lane <b>Proposal:</b> Surgery to 1 x Oak	
<b>Parish Council Comment</b> No objection subject to comments from the HDC Tree Officer.	
<b>HDC Decision</b>	

<b>DC/18/1231</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 8 Downsview Road <b>Proposal:</b> Removal of existing garden fence and erection of new boundary fence in line with existing principal elevation	
<b>Parish Council Comment</b> Objection – loss of land intended to be part of the open plan nature of the development.	
<b>HDC Decision</b>	

<b>DC/18/1297</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 63 Rusper Road	
<b>Proposal:</b> Erection of a single storey rear extension.	
<b>Parish Council Comment</b> No Objection.	
<b>HDC Decision</b>	

<b>DC/18/1322</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 1 Willow Road	
<b>Proposal:</b> Surgery to 3 x Sycamore Trees	
<b>Parish Council Comment</b> No objection subject to comments from the HDC Tree Officer.	
<b>HDC Decision</b>	

<b>DC/18/1331</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 51 Greenfields Road	
<b>Proposal:</b> Erection of a two storey annexe to existing dwelling.	
<b>Parish Council Comment</b> Objection – overdevelopment of the site and concern that the annexe will be sold off as a separate dwelling in the future.	
<b>HDC Decision</b>	

<b>DC/18/1341</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> Land at Forest Close	
<b>Proposal:</b> Surgery to 2 x Horse Chestnut and 1 x Lime	
<b>Parish Council Comment</b> No objection subject to comments from the HDC Tree Officer.	
<b>HDC Decision</b>	

<b>DC/18/1346</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 2 Park Farm Road	
<b>Proposal:</b> Erection of a single storey side extension featuring 3x rooflights and replacement of existing rear kitchen window with door.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

One declaration of interest.

<b>DC/18/1356</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 11 Conifers Close	
<b>Proposal:</b> Erection of a single storey side extension	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/18/1358</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> Rosedene 10 North Heath Lane	
<b>Proposal:</b> Erection of a single storey side extension	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/18/1364</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 6 Windmill Close	
<b>Proposal:</b> Demolition of existing garage and erection of a two storey side extension, and single storey front and side extensions.	
<b>Parish Council Comment</b> No objection.	
<b>HDC Decision</b>	

<b>DC/18/1397</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> Rouden's Yard Parsonage Farm Industrial Estate Parsonage Way	
<b>Proposal:</b> Application to confirm the lawful use of the identified land at Parsonage Farm and to establish the continuous use of land for B8 purposes for a period in excess of ten years (Certificate of Lawful Development - Existing)	
<b>Parish Council Comment</b> No objection but the Committee would like the planning authority to note that it may cause problems for the future development of the site.	
<b>HDC Decision</b>	

<b>DC/18/1413</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> The Twitten Millthorpe Road	
<b>Proposal:</b> Surgery to 5 x Sycamore Trees	
<b>Parish Council Comment</b> No objection subject to comments from the HDC Tree Officer.	
<b>HDC Decision</b>	

<b>DC/18/1444</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 115 Pondtail Road <b>Proposal:</b> Erection of first floor extensions to create a first floor to facilitate the creation of a detached two storey dwelling house from a bungalow.	
<b>Parish Council Comment</b> No objection in principal although there may be overshadowing to the neighbouring house.	
<b>HDC Decision</b>	

<b>DC/18/1485</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 7 Woodland Way <b>Proposal:</b> Surgery to 2 x Oak Trees	
<b>Parish Council Comment</b> No objection subject to comments from the HDC Tree Officer.	
<b>HDC Decision</b>	

WSCC SSZ LAYOUT



50mm 'X' height  
 100mm 'X' height  
 50mm 'X' height

SSZ SIGN A

SIGN PLATE DETAILS	
HEIGHT:	1675MM
WIDTH:	740MM
AREA:	1.24sq.m

Sign Reference	Diag.545
Height	600mm
Width	680mm
Area †	0.20sq.m
Material	Class RA2 (12899-1:2007)
Mount Height	2300
† Area reduced for rounded corners.	

Scheme Ref. WSCC SSZ	
Sign Ref. Diag.546	x-height 62.5
Letter colour	BLACK
Background	WHITE
Border	BLACK
Material	Class RA2 (12899-1:2007)
	SIGN FACE
	Width 540mm
	Height 235mm
	Area 0.13sq.m

Scheme Ref. WSCCSSZ	
Sign Ref. DIAG.4004	SIGN FACE
Container	BLACK
Signal	AMBER
	Width 195MM
	Height 660MM
	Area 0.13SQ.M

Scheme Ref. WSCC SSZ		
Sign Ref. Approved sign 'A'	x-height	62.5
Letter colour	SIGN FACE	
Background	WHITE	Width 435mm
Border	BLACK	Height 690mm
Material	Class RA2 (12899-1:2007)	Area 0.30sq.m

SIGN PLATE DETAILS	
HEIGHT:	940MM
WIDTH:	740MM
AREA:	0.69sq.m



SCHOOL SIGN B

POST(S) & FOUNDATION DESIGN (BS 873) – SIGN TYPE C			
Mounting Height	2840mm	Bases	Individual
Number	1	Base Width	1000mm
Size	88.9/140	Base Length	1000mm
Length	44.30mm	Base Depth	600mm
Centres	N/A	Base Vol. o/a	0.60 m3
Illumination	Yes	Earth Cover	150mm

POST(S) & FOUNDATION DESIGN (BS 873) – SIGN TYPE B			
Mounting Height	2300mm	Bases	Individual
Number	1	Base Width	1000mm
Size	88.9x4.0CHS	Base Length	1000mm
Length	3850mm	Base Depth	600mm
Centres	N/A	Base Vol. o/a	0.60 m3
Illumination	Yes	Earth Cover	150mm

SCHOOL SIGN C

