

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 20<sup>TH</sup> SEPTEMBER 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.

---

**PET/501/18 Public Forum**

There were two members of public present from Morrell Avenue Neighbourhood Watch that were in support of a TRO application for parking restrictions too near to junctions of Lambs Farm Road, Farhalls Crescent, Morrell Avenue and Rough Way and expressed concern regarding the current parking situation in and around those roads.

**PET/502/18 Apologies for absence**

The Committee received apologies and reasons for absence from Cllr Mrs R. Ginn, Cllr R. Knight, Cllr M. Loates and Cllr T. Rickett BEM.

Cllr I. Wassel had given apologies although, this was not noted at the time of the meeting.

Cllr Mrs F. Haigh did not attend and did not give apologies.

**PET/503/18 Declarations of Interest**

Cllr D. Searle declared a personal interest in DC/18/1682 and DC/18/1872, both for different tree surgery at Open Space Between 71 Amberley Road and 5 Earles Meadow, due to living in a neighbouring property.

**PET/504/18 Minutes**

The Minutes of the Committee Meeting held on 23<sup>rd</sup> August 2018 were agreed and signed by the Chairman as a true record.

**PET/505/18 Chairman's Announcements**

(a) There is a public consultation on the 26th September 2018 at the Holbrook Club from 4pm to 9pm for the Former Novartis Site. All parish councillors have been invited to attend.

(b) Metrobus had replied to the Parish Council regarding the disruption to the bus service along Crawley Road during gas works which started in July 2018 and are scheduled to last until October 2018. An Infrastructure Officer from Metrobus advised that various measures had been investigated to keep disruption to a minimum.

The options looked at included temporary stops near to Roffey Corner,

temporary stops on Harwood Road and the possibility of sending all buses through Manor Fields. To erect a temporary stop requires permission from West Sussex County Council who make a decision based on the suitability and safety of the temporary location.

Despite investigation of that option, there were no locations that were likely to pass the safety aspect required by West Sussex County Council.

The other option was to try and send all buses through Manor Fields, however this would have meant doubling the number of buses an hour going through Manor Fields. There was only capacity to do this in one direction and due to the larger buses used on Route 23 this route would not have been able to serve Manor Fields. Metrobus feel that they have explored all of the various options available to them.

(c) The meeting regarding Wimblehurst Road infrastructure changes scheduled to be held on 19th September 2018 at 12 noon at County Hall in Chichester was cancelled.

(d) Cllr R. Turner and Cllr J. Gough visited Bohunt School Worthing and met with the Director of Education for Bohunt Education Trust and the Deputy Headteacher of Bohunt School Worthing and were shown around by 2 pupils of the school. There is a public open meeting scheduled on the 17<sup>th</sup> and 18<sup>th</sup> October 2018 although, the venue has not yet been confirmed. The Bohunt Education Trust school scheduled for the new development north of the A264 is hoping to admit 120 year 7 students in September 2019 and will be housed in Horsham on a temporary basis whilst the site on the North Horsham development is being constructed. The new building for the school will cater 4 to 16 year olds and is likely to be 3 storeys high although, the inner design of the building is still under discussion.

(e) There is a Parish Liaison meeting scheduled for the 28<sup>th</sup> September 2018 at 10am at Roffey Millennium Hall, Chichester room.

*With agreement of the committee PET/507/18 (Item 7) was moved forward to this point in the meeting.*

**PET/506/18 Report from North Horsham Parish Council appointed Tree Wardens.**

See attached report

**It was RESOLVED to:**

- 1. Note the attached report.**
- 2. Commend the Tree Wardens on their work for the council.**
- 3. Advertise for an additional Tree Warden.**
- 4. Invite Horsham District Council's Tree Officer to a meeting with the Planning, Environment and Transport Committee for further information on tree applications. NHPC's Tree Wardens are also to be invited to this meeting.**
- 5. Investigate ways in which WSCC can further aid the council and its Tree Wardens for example, training courses.**

**PET/507/18 Traffic Regulation Order (TRO) for parking restrictions on roads off Lambs Farm Road**

WSSC has advised that in order to restrict vehicles parking too close to the junctions of Lambs Farm Road, Farhalls Crescent, Morrells Avenue and Rough Way the Parish Council would need to submit a TRO. Representation had been made to the Parish Council at this meeting and previously by residents in the area and a petition had been presented to WSSC. The West Sussex County Councillor will need to also give support to the application.

Should the Parish Council agree to submit a TRO it will not be considered by WSSC until August 2019. If successful, the work would be done in 2020/21. Only three TROs are issued a year, so if an application is unsuccessful it can be re-submitted once only.

**It was RESOLVED to submit a TRO to restrict parking too near to the junctions of Lambs Farm Road, Farhalls Crescent, Morrell Avenue and Rough Way and seek support from the local County Councillor.**

**PET/508/18 Land adjacent to 78 Crawley Road**

Rubbish has started to build up in the past month after previously resolving the cleanliness issues of the land in April 2018.

**It was RESOLVED to write to Sussex Partnership Trust to ask the rubbish to be cleared away.**

**PET/509/18 Strategic Housing and Economic Land Availability Assessment (SHELAA) – land designation.**

137 and 139 Crawley Road, the Star pub and Millers Scrapyard are currently listed in the SHELAA as separate sites – see map attached.

**It was RESOLVED to confirm that the area in Crawley Road designated as part of the SHELAA is in line with the Parish Council's expectations.**

**PET/510/18 Community Land Trust**

At the Parish Council meeting on the 6th September 2018 it was agreed to 'commence an initial investigation into setting up a Community Land Trust as a means to having greater control of affordable housing in North Horsham. This initiative will be led by the Planning Environment and Transport Committee.'

Members of the public have expressed an interest in becoming involved with a Community Land Trust and joining a working party to bring their recommendations back to the Planning, Environment and Transport Committee.

**It was RESOLVED:**

- 1. To set up a small working party to commence an initial investigation into setting up a Community Land Trust as a means to having greater control of affordable housing in North Horsham.**

2. For the Planning Environment and Transport Committee to lead the initiative.
3. To invite members of the full council to join the working party.
4. To invite the members of the public that have previously expressed interest to join the working party.

**PET/511/18 Grass verge near Roffey Corner**

Cllr R. Turner has raised concern regarding damage to the grass verge near Roffey Corner by parked cars.

**It was RESOVLED to:**

1. Investigate costs involved in putting bollards near Roffey Corner
2. Inquire whether WSCC will consent to bollards being erected.

**PET/512/18 Planning Appeals**

There were no planning appeals.

**PET/513/18 Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 23<sup>rd</sup> August 2018 and considered each application in turn.

**It was RESOLVED:**

1. That the Committee's comments on each planning application be forwarded to HDC (appended as part of the minutes).
2. To bring forward an agenda item for the next Planning, Environment and Transport Committee regarding concerns with Horsham District Council on seemingly conflicting decisions relating to the enclosure of land intended to form a key element of the open plan nature of several housing estates in the Parish.

**PET/514/18 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/515/18 Date of next Meeting**

The next meeting is scheduled for Thursday 25<sup>th</sup> October 2018 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.51 p.m.

.....Chairman

.....Date

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

| <b>DC/18/1059 – Amended plan</b>   | <b>Roffey North</b>  |
|--|--|
| <p><b>Site Address:</b> First Floor 137 Crawley Road<br/> <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.</p>  | <p><b>NHPC previous 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.</p> |
| <p><b>Parish Council Comment</b><br/> The Parish Council objects to the application and reiterates the previous comments put forward, as there are still concerns regarding the associated parking. Without parking provision the proposal will cause an overpopulation of parked cars on residential roads and influx the currently congested traffic, especially during rush hour.</p> |  |
| <b>HDC Decision</b>  |  |

| <b>DC/18/1224 – Amended plan</b>   | <b>Holbrook East</b>                               |
|--|--|
| <p><b>Site Address:</b> Morven Rusper Road<br/> <b>Proposal:</b> Erection of a detached two bay open carport</p> | <p><b>NHPC previous comment:</b> No objection.</p> |
| <p><b>Parish Council Comment</b><br/> No objection.</p>  |  |
| <b>HDC Decision</b>  |  |

|   |   |
|---|---|
| <b>DC/18/1231 – Amended plan</b>  | <b>Roffey North</b>   |
| <b>Site Address:</b> 8 Downsview Road<br><b>Proposal:</b> Removal of existing garden fence and erection of new boundary fence in line with existing principal elevation   | <b>NHPC previous comment:</b><br>Objection – loss of land intended to be part of the open plan nature of the development. |
| <b>Parish Council Comment</b><br>In noting with regret that this application had been permitted, despite objections raised by the Parish Council’s Planning Committee meeting on the 19 <sup>th</sup> July 2018, it was agreed to bring forward an agenda item for the next Planning, Environment and Transport Committee regarding concerns with Horsham District Council on this, and other, seemingly conflicting decisions relating to the enclosure of land intended to form a key element of the open plan nature of several housing estates in the parish. The committee also wants to notify Horsham District Council that restrictive covenants are often in place to preserve the open plan nature of estates and whilst accepting these are not necessarily a development control issue, it feels that these are worthy of recognition through the planning process. |   |
| <b>HDC Decision</b>   | <b>PERMITTED</b> (The original application was refused)   |

|   |                     |
|---|---------------------|
| <b>DC/18/1682</b>   | <b>Roffey North</b> |
| <b>Site Address:</b> Open Space Between 71 Amberley Road and 5 Earles Meadow<br><b>Proposal:</b> Surgery 1 x Willow |                     |
| <b>Parish Council Comment</b><br>No comment as the application is from North Horsham Parish Council.                |                     |
| <b>HDC Decision</b>   | <b>Permitted</b>    |

|  |                      |
|--|----------------------|
| <b>DC/18/1744</b>  | <b>Holbrook East</b> |
| <b>Site Address:</b> The Holbrook Club North Heath Lane<br><b>Proposal:</b> Non material amendment to previously approved application DC/16/2855 (residential development of playing fields providing for 58 new dwellings including a new access from Jackdaw Lane), changing carport to garage on plots 35 and 36. |                      |
| <b>Parish Council Comment</b><br>No comment due to the application being already permitted.  |                      |
| <b>HDC Decision</b>  | <b>Permitted</b>     |

|  |                      |
|--|----------------------|
| <b>DC/18/1765</b>  | <b>Holbrook West</b> |
| <b>Site Address:</b> 21 Haybarn Drive<br><b>Proposal:</b> Erection of a single storey link extension between main house and garage and erection of a conservatory to the rear. |                      |
| <b>Parish Council Comment</b><br>No objection.   |                      |
| <b>HDC Decision</b>  |                      |

|  |                     |
|--|---------------------|
| <b>DC/18/1824</b>  | <b>Roffey North</b> |
| <b>Site Address:</b> 2 Manor Road<br><b>Proposal:</b> Erection of a two storey rear extension and front porch extension. |                     |
| <b>Parish Council Comment</b><br>No objection.   |                     |
| <b>HDC Decision</b>  |                     |

|   |                     |
|---|---------------------|
| <b>DC/18/1829</b>   | <b>Roffey South</b> |
| <b>Site Address:</b> 12 Forest Mews<br><b>Proposal:</b> Surgery to 1 x Oak  |                     |
| <b>Parish Council Comment</b><br>No objection subject to the comments from HDC's Tree Officer and provided the work is carried out by a qualified tree surgeon, as recommended by NHPC's Tree Warden. |                     |
| <b>HDC Decision</b>   |                     |

|   |                      |
|---|----------------------|
| <b>DC/18/1845</b>   | <b>Holbrook West</b> |
| <b>Site Address:</b> Scout Hut Peary Close<br><b>Proposal:</b> Non Material Amendment to previously approved DC/18/0017 (Demolition of existing former scout buildings and erection of 5 x 2 bed affordable dwellings and 3 x 1 bed affordable dwellings (including temporary accommodation) with associated car parking and landscaping) Removal of timber supports and timber return to porches. Bins amended from 240l to 1100l eurobins. Cycle store amended to timber construction. Bins consolidated into one external store. AOV Rooflight added over communal stairs. |                      |
| <b>Parish Council Comment</b><br>No objection.  |                      |
| <b>HDC Decision</b>   |                      |

|   |                            |
|---|----------------------------|
| <b>DC/18/1872</b>   | <b>Roffey North</b>        |
| <b>Site Address:</b> Open Space Between 71 Amberley Road and 5 Earles Meadow<br><b>Proposal:</b> Surgery to 1 x Oak<br><b>Applicant:</b> Mr. Chris Cornwell | This is a NHPC owned tree. |
| <b>Parish Council Comment</b><br>No comment   |                            |
| <b>HDC Decision</b>   |                            |

|   |                      |
|---|----------------------|
| <b>DC/18/1878</b>   | <b>Holbrook West</b> |
| <b>Site Address:</b> Squirrels Old Holbrook<br><b>Proposal:</b> Demolition of existing bungalow and erection of 3 bedroom bungalow with basement. |                      |
| <b>Parish Council Comment</b><br>No objection.  |                      |
| <b>HDC Decision</b>   |                      |

|   |                     |
|---|---------------------|
| <b>DC/18/1902</b>   | <b>Roffey North</b> |
| <b>Site Address:</b> 3 Grasmere Gardens<br><b>Proposal:</b> Surgery 1 x Lime<br>Reason- To manage trees crown within proximity to surroundings. |                     |
| <b>Parish Council Comment</b><br>No objection subject to the comments from HDC's Tree Officer.  |                     |
| <b>HDC Decision</b>   |                     |

|  |                     |
|--|---------------------|
| <b>DC/18/1909</b>  | <b>Roffey South</b> |
| <b>Site Address:</b> Land North of 20 To 42 Roebuck Close<br><b>Proposal:</b> Surgery 4 x Oak, |                     |
| <b>Parish Council Comment</b><br>No objection subject to the comments from HDC's Tree Officer. |                     |
| <b>HDC Decision</b>  |                     |

|   |                      |
|---|----------------------|
| <b>DC/18/1921</b>   | <b>Holbrook West</b> |
| <b>Site Address:</b> Morriswood Old Holbrook<br><b>Proposal:</b> Variation of Condition 3 of previously approved application DC/17/0445 (Use of an existing swimming pool and changing rooms for a mixture of private and commercial purposes and use of associated land for ancillary parking) Relating to changes to opening times. |                      |
| <b>Parish Council Comment</b><br>No objection.  |                      |
| <b>HDC Decision</b>   |                      |

|  |                     |
|--|---------------------|
| <b>DC/18/1932</b>  | <b>Roffey North</b> |
| <b>Site Address:</b> 30 Glendale Close<br><b>Proposal:</b> Fell 1 x lime.  |                     |
| <b>Parish Council Comment</b><br>No objection subject to the comments from HDC's Tree Officer. If the tree is felled North Horsham Parish Council request it to be replaced with another lime tree or a suitable native species. |                     |
| <b>HDC Decision</b>  |                     |



|  |                     |
|--|---------------------|
| <b>DC/18/1938</b>  | <b>Roffey North</b> |
| <b>Site Address:</b> 10 Lambs Farm Close<br><b>Proposal:</b> Surgery 7 x Oak, 1 x Beech.       |                     |
| <b>Parish Council Comment</b><br>No objection subject to the comments from HDC's Tree Officer. |                     |
| <b>HDC Decision</b>  |                     |

## 1. INTRODUCTION

This report is an update on Tree Warden activities in the last year. A more comprehensive initial report was issued to the Parish Council in July 2017.

## 2. TREE REGISTER DEVELOPMENT

An initial Tree register is now complete, which identifies over 60 areas of interest within the Parish. These vary from large copses to green spaces with just a few trees. The majority of these areas are publicly owned, the main exceptions being those North of the A264, and include some surviving Ancient Woodland.

The current Tree Register is quite high level and does not include any historical context or detailed listing of individual trees.

## 3. TREES ON NHPC PARISH LAND

Some work has been done to further develop a log of all trees on Parish land to supplement the high-level Tree Register. Notes from initial visits to NHPC areas have been made for:

- Earles Meadow
- Birches Road Play Area
- Amberley Close Play Area and Allotments
- North Heath Hall and surrounds
- Tythe Barn Play Area.
- Roffey Corner

Considerable further work is needed, but the longer term aim is to support the development of a schedule of independent inspections of trees on a frequency commensurate with areas of risk, as well as deciding whether further planting is appropriate.

## 4. THREATS TO TREES

### 4.1 PLANNING APPLICATIONS FOR TREES PROTECTED BY TPO'S

We have continued to review and comment on Planning applications relating to trees. This process generally works well although sometimes we only get a short notice period prior to the upcoming NHPC Planning meeting.

There has been a notable increase in applications to fell trees, with 8 received since August 2017. While some of these are reasonable as the trees are diseased, the applications are often the result of construction taking place too close to the tree. Applications are often poorly completed, even by Tree Surgeons, with supporting evidence for felling insufficient and alternative actions not explained. In those cases where we have objected HDC usually appears to agree, but a lot of cases are still pending.

## 4.2 HOUSING DEVELOPMENT

**Holbrook club** (Planning application DC/14/1091) – Work is under way on this development. It passes through a well-established hedgerow at the top of the field and should also see considerable new tree planting (including the western ‘landscape buffer’) as illustrated in the plans. We will seek to monitor this as building progresses.

**‘North of Horsham’ development** (Planning application DC/16/1677)

We attended the Parish Liaison meeting on May 23<sup>rd</sup> 2018. At this meeting we noted the detailed tree survey that Liberty had commissioned, and pointed out the risks of building too close to established trees and overplanting of new copses.

A reminder of the Liberty statement:

*North of Horsham contains a number of wildlife habitats and protected species such as ancient woodland, wood-pasture, trees, hedgerows, watercourses, ponds, bats, great crested newts, birds, reptiles and beetles, which we will aim to retain and manage. We will maintain the ancient woodland, keeping an appropriate buffer between this and new buildings. By building homes and amenities around the woodland, we aim to protect it while managing it for more people to enjoy.*

*We will also be creating new wildlife habitats, such as ponds, meadows, grasslands and areas of tree, shrub and hedgerow planting. This will enhance the landscape that is already there, as well as enhancing biodiversity and providing links to the ecology of the wider area.*

## 4.3 ASH DIEBACK DISEASE

Ash dieback (Chalara) is a fungal disease which spread to the UK in around 2012. Symptoms include blackened leaves and dieback of shoots, twigs and branches.

We have noted some possible cases along the Riverside Walk in Holbrook and will monitor two trees, using a template supplied by the Tree Council. It isn’t clear at this stage whether Ash dieback is present.

## 5. TREE COUNCIL AND CHARTER

The Woodland Trust launched a Charter for Trees, Woods and People in November 2017. This includes 10 Principles which underpin the Charter. It is also promoting signature of the Charter.

<https://treecharter.uk/>

NHPC has become a local Council Charter Branch and this may provide some support and limited funding.

A Wild Cherry tree provided by the Tree Council was planted near North Heath Hall, but unfortunately did not survive the dry weather. We will seek to replace this in the Autumn.

## 6. CONCLUSIONS

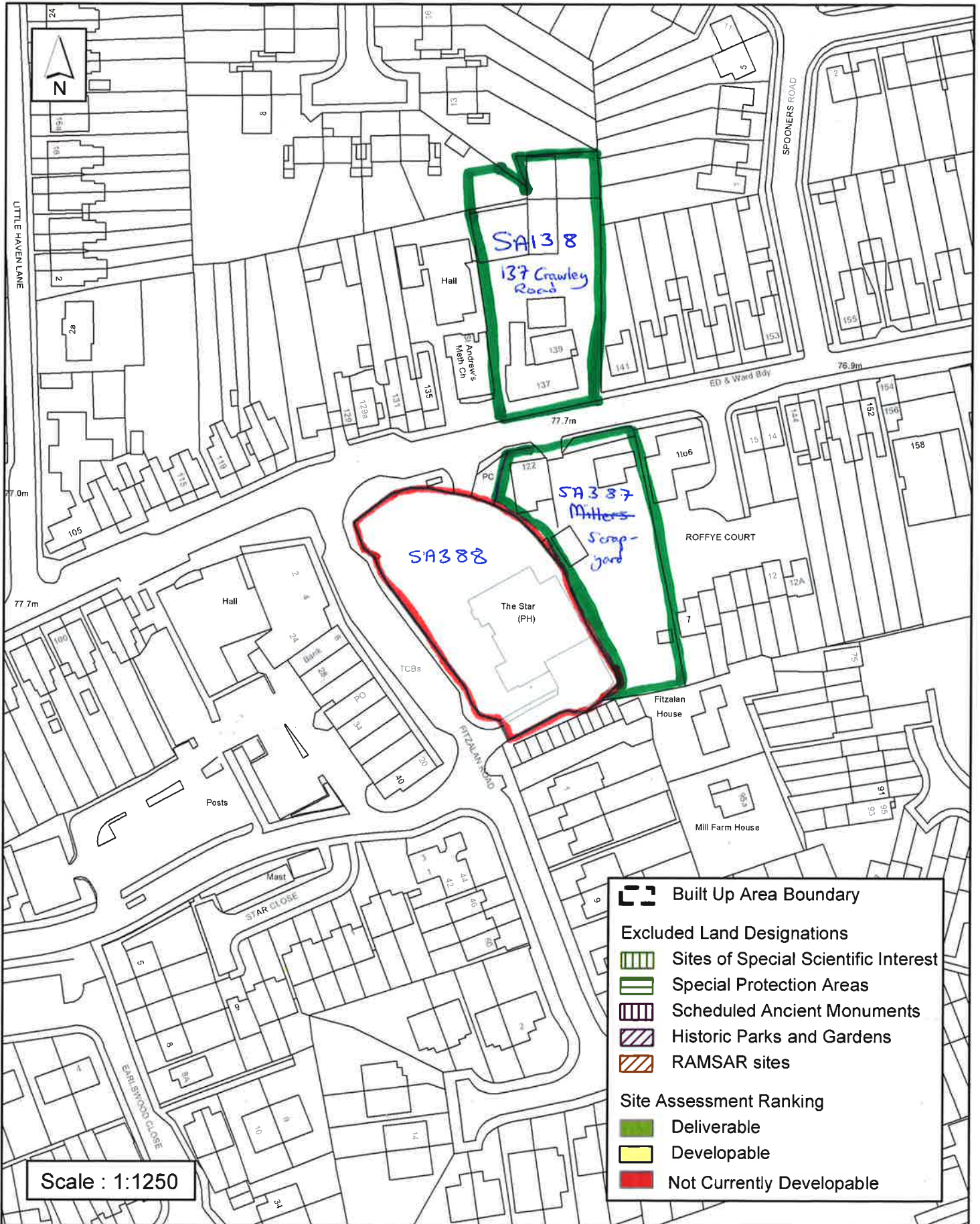
The continuing actions to help maintain and improve the trees in the Parish include:

1. Develop the Tree Register further to show more detail and historical context
2. Complete a detailed survey of NHPC Trees and agree a future inspection schedule. This may require Professional input.
3. Continue to monitor Planning applications for work on trees with TPO's.
4. Work with the Liaison Committee to monitor the Tree related implications of the North of Horsham Development.
5. Be vigilant for other threats to trees such as disease, vandalism and pollution.
6. Monitor opportunities arising from becoming a Tree Charter Branch.
7. Consider Tree Planting.
8. Increase knowledge from additional training. This has so far been limited to the Handbook, and there has been no practical training courses offered by WSCC, or contact with other experienced Tree Wardens.

This is quite a wide range of actions and progress will take a while. Lin and I have limited time available and there would certainly be room for another Tree Warden should anyone come forward.

NHPC Tree Wardens – Mike Smith, Lin Whiting

# SA -388: Star Public House, Horsham



Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2014). Ordnance Survey Licence.100023865

## Horsham District Council

Park North, North Street, Horsham,  
West Sussex. RH12 1RL  
Head of Strategic & Community Planning, Jill Scarfield