

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
HELD ON THURSDAY 25TH OCTOBER 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.

Prior to the meeting, several members of the Planning, Environment and Transport Committee viewed a presentation by Horsham District Council's Arboricultural Officer on 'Trees and the Planning System'.

PET/516/18 Public Forum

There were four members of the public present, two members of the Horsham Society and two applicants for volunteer North Horsham Parish Council Tree Wardens.

PET/517/18 Apologies for absence

The Committee received apologies and reasons for absence from Cllr Cllr R. Knight. Cllr M. Loates gave retrospective apologies. Cllr Mrs F. Haigh did not attend and did not give apologies.

PET/518/18 Declarations of Interest

Cllr I. Wassell and Cllr R. Millington declared a personal interest in DC/18/1982, illuminated signs at the Holbrook Club, due to both councillors being members of the Holbrook Club.

Cllr R. Turner and Cllr D. Searle declared a personal interest in the item presented by Horsham Society as one of the members present was known to them.

PET/519/18 Minutes

The Minutes of the Committee Meeting held on 20th September 2018 were agreed and signed by the Chairman as a true record.

PET/520/18 Chairman's Announcements

(a) Cllr D. Searle had attended the Warnham Brickworks Community Liaison Committee on 15th October 2018 as a Parish Council observer.

(b) A second drop in public consultation for the former Novartis Site had been scheduled for Tuesday 30th October 2018 at the Holbrook Club, 12 noon to 8pm.

- (c) Cllr Gough attended one of the two open days recently scheduled by the Bohunt School Horsham. Temporary accommodation for Bohunt School, Horsham is proposed at Arun House, Hurst Road, Horsham with a capacity of up to 120 pupils. The school is expected to use the Pavilions in the Park gym, Collyer's sports hall and Horsham Park for sporting activities. The permanent site for Bohunt School Horsham in the north of Horsham development will hold up to 240 pupils per year group and Bohunt School Horsham will not be considering the primary school aspect of the site for a further 3 years.
- (d) Highways England are planning to carry out a further non-statutory consultation for the A27 Arundel Bypass scheme. The Parish Council will be notified nearer the time with more information regarding the consultation.
- (e) Saxon Weald Homes Ltd. had invited Parish Councillors to an informal consultation event in respect of a proposal to redevelop a site where there are currently garages on Blenheim Road, adjacent to Adversane Court on 23 October 2018. Cllr J. Gough attended the event and the presentation from the consultation had been circulated to the committee.
- The proposal was to demolish 24 garages on Blenheim Road and replace them with nine new, affordable homes. These would be a mix of one and two-bedroom apartments. Currently the garages are mainly used as storage units by mostly non-residents. A planning application for the site is hoped to be submitted in November 2018 with a view to build in Autumn 2019 if planning permission is granted. Residents raised concerns regarding; parking and traffic issues, the overbearing nature of the property in general and in particular to number 37 Blenheim Road due to its extremely close proximity to that property. Saxon Weald Home Ltd. observed that it would not be financially viable to reduce the height of the building and whilst the building could be moved nearer to an adjacent apartment block, it was unlikely that planning permission would be permitted should this happen. No social rented housing would be included in the scheme.
- (f) At the previous Planning, Environment and Transport Committee (PET) there were two applications for trees owned by North Horsham Parish Council (NHPC) on the open space between 71 Amberley Road and 5 Earles Meadow: DC/18/1862 – Surgery 1 x Willow and DC/18/1872 – Surgery 1 x Oak. The PET needed some clarity in relation to these applications. DC/18/1862 application was applied by NHPC. DC/18/1872 was applied by the local resident that previously requested NHPC to carry out the work, which was refused. However, the Property Committee had no objection for the resident to carry out work on the tree by a qualified tree surgeon.

The meeting was adjourned for a brief presentation from two members of Horsham Society on their new publication – ‘Good by Design’.

PET/521/18 Horsham Society – ‘Good by Design’ publication

Horsham Society’s recent publication ‘Good by Design’ combines and expands content from the Horsham Town Design Statement adopted by Horsham District Council in December 2008 and from the Design Protocol of Chichester District Council, December 2013. It is designed as guidance for developers, designers and professional planners. (Publication is available on the Parish Council website)

It was RESOLVED to note the publication and to use it as one of the Planning, Environment and Transport Committees reference documents.

The two members of Horsham Society left the meeting. With agreement from the committee, the meeting was adjourned for a 5-minute break.

PET/522/18 Appointment of additional Tree Wardens

The meeting was adjourned for the opportunity for both applicants to speak.

The Parish Council had received interest from two members of the public in becoming voluntary Tree Wardens. Following brief presentations from both, **it was RESOLVED to appoint the two applicants, Mr R. Brown and Mrs H. Hinks, as North Horsham Parish Council volunteer Tree Wardens.**

Mr R. Brown and Mrs H. Hinks left the meeting.

PET/523/18 Tree Warden Training

A ‘1-day Lantra Awards Basic Tree Survey and Inspection Course’ was available for Parish Council Tree Wardens. The course aims to provide candidates with the knowledge to be able to identify a hazardous tree, determine the level of risk and lastly decide on an appropriate course of action. The cost per person was £155 +VAT. The course is in Romsey, Hampshire (70 miles away). All four Parish Council Tree Wardens were interested in attending the training.

It was RESOLVED:

- 1. To invite all four Parish Council Tree Wardens to attend the ‘1-day Lantra Awards Basic Tree Survey and Inspection Course’.**
- 2. For the expenditure for the course and £25 each towards travel expenses to come out of the 2018/19 planning budget.**

PET/524/18 North of Horsham Parish Liaison Meeting

Notes from the Parish Liaison Meeting held on 28th September 2018 attached.

It was RESOLVED to receive the notes from the meeting held on the 28th September 2018.

PET/525/18 Planning Forecast for 2018/19 and Budget for 2019/20

No money has yet been spent from the £2,250 budget for 2018/19, but there could be costs associated with signs and bollards.

It was RESOLVED to leave £2,250 in the forecast for 2018/19 and to put the same amount into the budget for 2019/20.

PET/526/18 Fences on open plan estates

Cllr R. Turner provided a written report which was circulated to the councillors at the time of the meeting – see attached.

It was RESOLVED to write Horsham District Council outlining concerns of the Parish Council in line with Cllr R. Turner's report.

PET/527/18 Traffic Regulation Order (TRO) for parking restrictions on roads off Lambs Farm Road

At the Planning, Environment and Transport Committee, held on the 20th September 2018, 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'.

A draft TRO application had been produced for information.

It was RESOLVED to note the current draft application and to organise a visit of the sites listed with three Parish Council Roffey North members, Chairman of the Planning Committee and the Parish Clerk. The prime reason for the visit is to determine if the draft application needs to be altered for an even greater extension of the double yellow lines.

PET/528/18 'Cut engine Cut Pollution' signs at Littlehaven Station

A resident of the parish had expressed concerns regarding air quality in and around Littlehaven Station/Rusper Road. This had been exacerbated since the introduction a new train timetable that means more trains stop at Littlehaven Station. The resident requested West Sussex County Council (WSSC) replace a 'cut your engine signs' on the south side of the level crossing which is missing. WSSC no longer install or replace these signs but gave permission to the Parish Council to install one that's of the same design as the sign on the northern side of the level crossing. The installing contractor must have public liability insurance to the value of ten million pounds. Three suppliers were recommended by WSSC and quotations for the supply and installation were requested. A quotation had also been requested from a local contractor who had not yet confirmed if they had public liability insurance of ten million pounds.

It was RESOLVED:

1. To install a 'Cut engine Cut Pollution' sign on the southern side of Littlehaven station.
2. To appoint the contractor who supplied the cheapest quotation, providing the supplier has 10 million public liability insurance.
3. To take the expenditure from the 2018/2019 budget.

PET/529/18 Resident concern regarding Harwood Road/ Manor Fields junction

A resident expressed concern regarding public safety on Harwood Road at the Manor Fields junction. The reasons for the concern raised were speeding, difficulty exiting Manor Fields junction due to poor vision of traffic on the Eastern side of the junction and visual evidence of near collisions with traffic and pedestrians. The resident suggested measures that could mitigate the issues, a traffic island, a mini roundabout at the junction of Manor Fields and/or for the council to form speed watch groups.

It was RESOLVED to raise residents' concerns with West Sussex County Council.

PET/530/18 Consultations

1. **Bus User Survey** – WSCC is developing a Bus Strategy which will consider their approach to and investment in bus services. Metrobus services 98 and 200 are included in the survey. The Closing date for feedback is 18th November 2018.

2. **Southwater Draft Neighbourhood Development Plan** – Southwater Parish Council has submitted a draft Southwater Neighbourhood Development Plan for a formal consultation which ends midnight on 16th November 2018.

It was RESOLVED to note the Bus User Survey and Southwater's Draft Neighbourhood Development Plan but not to submit any response.

PET/531/18 Planning Appeals

There were no planning appeals.

PET/532/18 Planning Applications

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 20th September 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).**

PET/533/18 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/534/18 Date of next Meeting

The next meeting is scheduled for Thursday 22nd November 2018 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.59 p.m.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
25th OCTOBER 2018**

DC/18/1925	Holbrook East
Site Address: Chennells Brook Lodge Rusper Road Proposal: Retrospective application for the erection of a 2 metre high fence.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/1959	Roffey North
Site Address: 41 Littlehaven Lane Proposal: Erection of a single storey front extension and porch.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/1968	Roffey North
Site Address: 2 Oaks Close Proposal: Non Material amendment to previously permitted application DC/16/0714 (Single storey rear extension to extend Living room together with front extension to form entrance hall) Rear extension - change of roof form from pitched roof to flat roof behind parapet wall.	
Parish Council Comment The committee has concerns the flat roof could be used in a way that would overlook neighbouring properties, for example by being made into a balcony.	
HDC Decision	

DC/18/1982	Holbrook East
Site Address: The Holbrook Club North Heath Lane Proposal: Erection of two monolith illuminated signs either side of site entrance.	
Parish Council Comment Objection due to the illuminated signs being too prominent and overbearing in the residential area.	
HDC Decision	

DC/18/1989	Roffey North
Site Address: 22 Willow Road Proposal: Surgery to 1 x Red Oak and 1 x Chestnut.	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer.	
HDC Decision	

DC/18/1992	Holbrook West
Site Address: Boxer Retreat Langhurst Wood Road	
Proposal: Erection of a single storey front extension.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2005	Holbrook West
Site Address: STREET RECORD Durfold Road To Westons Close	
Proposal: Surgery 1 x Oak.	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer.	
HDC Decision	

DC/18/2012	Roffey South
Site Address: Norfolk Court Birches Road	
Proposal: Surgery 1 x Oak.	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer.	
HDC Decision	

DC/18/2055	Holbrook East
Site Address: 12 The Castle	
Proposal: Erection of a side boundary fence.	
Parish Council Comment Deferred to the next planning meeting due to insufficient time for members to consider the application.	
HDC Decision	

DC/18/2087	Roffey South
Site Address: St Leonards Oak Tree Way	
Proposal: Fell 1 x Sycamore, Surgery 1 x Cedar.	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer and that the Sycamore is replaced with a suitable native species.	
HDC Decision	

DC/18/2092	Holbrook East
Site Address: Vivians North Heath Lane Proposal: Non material amendment to previously approved DC/17/1458 (Proposed demolition of existing bungalow. Erection of 2 x two storey, 1 x single storey dwellings and detached single garage with associated parking/hardstanding) Relating to addition of a roof light over the staircase on Plot 1.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2093	Holbrook East
Site Address: Vivians North Heath Lane Proposal: Erection of a single detached timber framed garage.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2115	Roffey North
Site Address: 62 Lambs Farm Road Proposal: Demolition of existing garage and rear extension, erection of a single storey side and rear extension.	
Parish Council Comment No objection providing the extensions are solely for residential use. Should the site be used as a studio the Parish Council would recommend good soundproofing and need reassurance that West Sussex County Council are content with the parking conditions of the site and area.	
HDC Decision	

DC/18/2116	Roffey North
Site Address: 2 Oaks Close Proposal: Erection of a single storey rear extension with parapet walls and flat roof.	
Parish Council Comment The committee has concerns the flat roof could be used in a way that would overlook neighbouring properties, for example by being made into a balcony.	
HDC Decision	

DC/18/2130	Holbrook West
Site Address: Meadowview Cottage Graylands Farm Barns Langhurst Wood Road Proposal: Erection of rear conservatory.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2139	Roffey South
Site Address: 176 Crawley Road Proposal: Erection of a front porch and removal of a window on the first floor. (Certificate of Lawful Development - Proposed)	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2141	Holbrook East
Site Address: 15 Brook Road Proposal: Erection of a front porch, single storey side extension, installation of bay window to front elevation and side windows to the existing stair well.	
Parish Council Comment Deferred to the next planning meeting due to insufficient time for members to consider the application.	
HDC Decision	

DC/18/2145	Holbrook East
Site Address: 44 Brook Road Proposal: Surgery 1 x Oak.	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer.	
HDC Decision	

DC/18/2167	Holbrook East
Site Address: 11 Bailey Close Proposal: Loft conversion involving installation of front and rear dormers.	
Parish Council Comment Objection on the grounds of overdevelopment and the impact on the street scene.	
HDC Decision	

DC/18/2172	Roffey North
Site Address: 7 Bostock Avenue Proposal: Erection of a part two storey and part single storey rear extension.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2173	Roffey North
Site Address: 28 Earles Meadow Proposal: Erection of timber decking in back garden and timber summerhouse.	
Parish Council Comment Deferred to the next planning meeting due to insufficient time for members to consider the application.	
HDC Decision	

DC/18/2187	Roffey North
Site Address: 7 Cottage Close Proposal: Demolition of existing single storey, erection of a first floor side extension and installation of window to north east elevation.	
Parish Council Comment No objection.	
HDC Decision	

DC/18/2199	Roffey North
Site Address: 12 Cottage Close Proposal: Fell 1 x Pine	
Parish Council Comment No objection subject to the comments from HDC's Tree Officer.	
HDC Decision	

DC/18/2225	Roffey North
Site Address: 7 Lambs Farm Close Proposal: Erection of a single storey rear and side extension.	
Parish Council Comment Deferred to the next planning meeting due to insufficient time for members to consider the application.	
HDC Decision	

DC/18/2241	Roffey North
Site Address: 80 Rusper Road Proposal: Erection of a detached two storey dwelling.	
Parish Council Comment Deferred to the next planning meeting due to insufficient time for members to consider the application.	
HDC Decision	