

**NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
THURSDAY 21<sup>ST</sup> DECEMBER 2023 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT TO BE READ IN CONJUNCTION WITH THE AGENDA  
Numbers relate to those on the Agenda.**

**1. Public Forum**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

**3. Declaration of Interests**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable 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 minuted.

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.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

**Decision: To receive any Declarations of Interest from Members of the Committee.**

**5. Chairman's Announcements**

- i. Members are asked to note that the following compliance complaint has been received since the last meeting within the North Horsham Parish:

Ref. EN/23/0484

48 Swallowtail Road, Horsham, RH12 5YF

Alleged breach: Extension of residential curtilage onto pathway and erection of wall

- ii. Members are asked to recall an item on the last Agenda for the PET meeting on the 23<sup>rd</sup> November, regarding a residents concern about Harwood Road being a busy and fast road. As per the **AGREED** action, on the 1<sup>st</sup> December 2023, the Committee Clerk contacted Councillor Jay Mercer about the Members wanting to see a speed review completed within this area to determine if there are any issues to pursue. A prompt response was received and Councillor Jay Mercer said he will contact West Sussex Highways to see what can be arranged.

- iii. Members are asked to recall an item on the last Agenda for the PET meeting on the 23<sup>rd</sup> November, regarding the damage to wooden post and rail fencing in Farhalls Crescent. As per the **AGREED** action, on the 8<sup>th</sup> December 2023, the Committee Clerk submitted a form to WSCC Highways and asked them to replace with new post and rail fence, rather than removal, to prevent the risk of people parking on the green space. A copy of the form was then sent to Councillor Jay Mercer on the same day to ask him to follow up.

## 6. Planning Appeals

HDC advised that an Appeal has been lodged in relation to DC/232/1725 - 264A Crawley Road, Horsham, RH12 4HG, for the Removal of Condition 9 of previously approved application DC/22/1812 (Change of use of the vacant car showroom (sui generis) to retail unit (Class E(a))) relating to Personal Permission. This application was considered under the Parish Council's Scheme of Delegation on 21<sup>st</sup> September 2023. The comment submitted was "*No Objection*".

HDC advised that an Appeal has been lodged in relation to DC/22/0785 - Horsham Car Centre 264A Crawley Road Horsham West Sussex RH12 4HG - Change of use of the vacant car showroom (sui generis) to retail unit (Class E(a)) with extensions to the ground floor and associated parking. This application was last considered under the Parish Council's Scheme of Delegation on 24<sup>th</sup> November 2022 with the comment being submitted of "*No change to previous comment made*", after being previously considered on the 26<sup>th</sup> May 2022, with the same comment, and on the 21<sup>st</sup> September 2022 with the comment of "*No Objection*" being submitted. These comments will be submitted to the Planning Inspector who will be dealing with the application by way of Written Representation. It is recommended that the submitted comments are not amended or modified and therefore no further action is necessary. However, if the Committee wishes to alter the previous submission, this would have to be done online by the 11<sup>th</sup> January 2024.

**Decision: To note the Appeals received or determined since the last meeting**

## 7. Planning Applications

The current list of Planning Applications for comment is attached as **Appendix 1**.

**Decision: To consider Planning Applications received since 23<sup>rd</sup> November 2023.**

## 8. Planning Decisions

The current list of Planning Decisions by HDC is attached as **Appendix 2**.

**Decision: To note the Schedule of Planning Decisions made by Horsham District Council since the last meeting in respect of previous applications.**

## 9. Dog Bin Policy

To review the Dog Bin Policy that is attached as **Appendix 3**.

**Decision: To review the Dog Bin Policy and recommend to Council**

## 10. Pre Application Consultations - Public path diversion applications

Members may already be aware that WSCC have not been accepting applications for the diversion of public paths, under Section 119 Highways Act 1980, for a number of years. The decision was taken to close their books to applications in anticipation of the Right to Apply provisions brought in under the Deregulation Act 2015. During

this period of closure, they looked at the way the applications are processed and have been working on a new process for landowners to apply for the diversion of public rights of way that cross their land. They are now accepting applications.

As part of the new application process, Landowners will need to carry out pre-application consultations with local and national user groups as well as the relevant Parish/Town or Community Council, replacing the previous system whereby these were carried out by the County Council after receipt of an application. It is hoped that this early engagement will assist landowners in producing a mutually acceptable proposal thereby reducing the risk of objections should a proposal reach the order making stage.

**Decision: To note the requirements for consultation with the Parish Council prior to any application being submitted.**

**11. Lemmington Way – School drop off/pick up complaint**

At the previous meeting on the 23<sup>rd</sup> November 2023, the Chairman made Members aware of an email from a resident in Lemmington Way that was sent to Bohunt School and the Clerk. The email was regarding parents of school children parking on the road, and on some occasions, on both sides of the road.

**Decision: To discuss the resident's complaint and agree on any action.**

**12. Consultation on our Local Validation Requirement; Local Requirements**

A planning application must include certain information for it to be considered valid. Some of these requirements are stipulated in planning legislation and the [National Planning Policy Framework \(NPPF\)](#) and these are known as the national validation requirements. The NPPF also makes provision for local planning authorities to adopt a local validation checklist to reflect local requirements. Legislation requires that the local requirements are reviewed every two years to ensure that they are still proportionate.

The consultation focuses on changes to be made to the current local requirements in relation to Biodiversity Net Gain and Flood Risk Assessment requirements. You can read the changes to this document on the [consultations page](#). The consultation will run until 5 January 2024.

**Decision: To discuss the proposed changes to the local requirements and agree on any comments to be submitted.**

**13. Grass Verges – particularly along Redkiln Way and Leith View Road**

Members will recall that this matter was discussed at the PET Committee Meetings held on 23<sup>rd</sup> February 2023 (Min. PET/113/23 refers) and 27<sup>th</sup> April 2023 (Min. PET/133/23), with Redkiln Way and Leith View Road of particular concern. Representations were made to the Council regarding the roads surrounding North Holme School, where the grass verges between the trees have been largely eroded by cars parking to collect children from the school. The affected roads included Leith View and Lime Avenue. The verges along Leith View and Redkiln Way have not improved and are resulting in not only unsightly patches but also, in some cases, the spreading of mud across the footways making it a potential hazard for people walking along footways.

As requested at the previous meetings, the Committee Clerk contacted WSCC Highways on Friday 10<sup>th</sup> March 2023 and Thursday 11<sup>th</sup> May 2023 about the concerns raised and no response has been received.

**Decision: To discuss the current state of the grass verges and agree on any further action.**

**14. Sandbags**

Cllr. Emery from HDC has contacted the Parish Clerk about his concerns of flooding on Pondtail road and Gorringes Brook and told of recent cases of flooding within the Brooks and has requested if NHPC can provide residents with sandbags.

**Decision: To consider the request from HDC's Cllr Emery regarding NHPC providing Sandbags to residents.**

**NORTH HORSHAM PARISH COUNCIL  
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION  
21<sup>ST</sup> DECEMBER 2023**

<b>DC/23/2109</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 7 Lambs Farm Close, Horsham, RH12 4JZ. <b>Proposal:</b> Erection of a first floor extension over existing ground floor and a two storey rear and side extension.	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

<b>DC/23/2130</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> Electricity Sub Station, St Marks Lane, Horsham, RH12 5PU. <b>Proposal:</b> Surgery to 1x group mixed species and Fell 1x group mixed species.	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

<b>DC/23/1953</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 37 Pondtail Road Horsham West Sussex RH12 5HP. <b>Proposal:</b> Demolition of existing rear extension and erection of a single storey side and rear extension. Relaying of existing driveway including the extension of the existing dropped kerb. Installation of a 2m privacy fence to the side of the dwelling.	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

<b>DC/23/1961</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 36 Gateford Drive, Horsham, RH12 5FW. <b>Proposal:</b> Installation of air source heat pump to rear elevation.	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

<b>DC/23/2174</b>	<b>HOLBROOK EAST</b>
<b>Site Address:</b> 6 Bartholomew Way, Horsham, RH12 5JL. <b>Proposal:</b> Conversion of garage and erection of a front and side extension.	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

<b>DC/23/1319</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 105 Pondtail Road, Horsham, RH12 5HT. <b>Proposal:</b> Erection of a single storey side extension (Part Retrospective).	
<b>Parish Council Comment 21/12/2023:</b>	
<b>HDC Decision</b>	

**NORTH HORSHAM PARISH COUNCIL  
SCHEDULE OF PLANNING DECISIONS1923  
23.11.2023 - 21.12.2023**

<b>DC/23/1743</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> Osterley House, Godwin Way, Horsham, RH13 6SQ.	
<b>Proposal:</b> Surgery to 1x Corsican Pine.	
<b>Parish Council Comment 26/10/2023:</b> No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/1755</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> Land South Of 63 To 97 South Holmes Road, Horsham, RH13 6HN.	
<b>Proposal:</b> Fell x1 Corkscrew Willow and x1 Goat Willow. Surgery x1 Beech and x1 Lime.	
<b>Parish Council Comment 26/10/2023:</b> No objection subject to the comments of HDC's Tree Officer. The Committee requests that the felled trees be replaced with an appropriate native species.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/1831</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> 5 Goosegreen Close, Horsham, RH12 5XZ.	
<b>Proposal:</b> Erection of two storey side and single storey rear extensions.	
<b>Parish Council Comment 26/10/2023:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/1738</b>	<b>ROFFEY SOUTH</b>
<b>Site Address:</b> 11 Holly Close, Horsham, RH12 4PA.	
<b>Proposal:</b> Demolition of existing conservatory and side porch, and erection of a two storey side extension.	
<b>Parish Council Comment 26/10/2023:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/1879</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 22 Willow Road, Horsham, RH12 4UN. <b>Proposal:</b> Surgery to 1x Red Oak and 1x Horse Chestnut.	
<b>Parish Council Comment 26/10/2023:</b> No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/1265</b>	<b>HORSHAM RURAL</b>
<b>Site Address:</b> Land North of Horsham, RM Area 2, Old Holbrook, Horsham. <b>Proposal:</b> Non Material Amendment to previously approved application DC/21/0066 (Reserved matters application for the erection of 197 residential dwellings with associated parking, landscaping and open space following approval of outline application DC/16/1677, relating to layout, scale, appearance and landscaping) changes to type of ecological Mitigation and Management Plan (EMMP) licensing only.	
<b>Parish Council Comment 20/07/2023:</b> Comment from NHPC not required by HDC. Noted but no observation.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/0345</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 75A Crawley Road, Horsham RH12 4DS <b>Proposal:</b> Change of use of ground floor from commercial (Use Class E(e)) to residential (Use Class C3) and erection of single storey ground floor rear extension and first floor extension to form 1no 2-bedroom dwelling.	
<b>Parish Council Comment 23/03/2023:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>

<b>DC/23/0344</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 75 Crawley Road, Horsham RH12 4DS <b>Proposal:</b> Change of use from Class E (a) on ground floor and residential flat above, to 1no residential dwelling including alterations to roof	
<b>Parish Council Comment 23/03/2023:</b> No objection.	
<b>HDC Decision</b>	<b>PERMITTED</b>





# **NORTH HORSHAM PARISH COUNCIL**

## **DOG BIN POLICY**

In view of the capital outlay and ongoing maintenance costs it is the Policy of North Horsham Parish Council not to supply or install dog bins on land that does not belong to them.

13<sup>th</sup> January 2022  
Review date: January 2024