



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 21ST DECEMBER 2023 AT 7.30pm

Present: Cllr. J. Davidson (Vice Chairman), Cllr. Mrs G. Davidson-Fernandez, Cllr. Mrs R. Ginn*, Cllr Mrs J. Gough, Cllr. R. Knight, Cllr. T. Rickett BEM*, Cllr. D. Searle*, Cllr. S. Torn*, Cllr. R. Turner (Chairman), Cllr. Mrs S. Wilton (*denotes absence)

In attendance: Kirsty Tickner - Committee Clerk

PET/078/23 Public Forum

There were no members of the public present.

PET/079/23 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllr. R. Ginn, Cllr. T. Rickett BEM, Cllr D. Searle, and Cllr. S. Torn.

PET/080/23 Declarations of Interest

There was no declaration of interest declared.

PET/081/23 Minutes

The Minutes of the Committee Meeting held on 23rd November 2023 were **AGREED** and signed by the Chairman as a true record.

PET/082/23 Chairman's Announcements

- i. Members **NOTED** that the following compliance complaint was 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 recalled an item on the last Agenda for the PET meeting on the 23rd November, regarding a residents concern about Harwood Road being a busy and fast road. As per the **AGREED** action, on the 1st December 2023, the Committee Clerk contacted Cllr. 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 Cllr. Jay Mercer said he will contact West Sussex Highways to see what can be arranged.

- iii. Members recalled an item on the last Agenda for the PET meeting on the 23rd November, regarding the damage to wooden post and rail fencing in Farhalls Crescent. As per the **AGREED** action, on the 8th 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 Cllr. Jay Mercer on the same day. On the 14th December 2023, Cllr. Jay Mercer responded and said that he will press through his channels.
- iv. The Chairman made Members aware that the Local Plan has been approved for consultation and it is on the Agenda for the next Full Council Meeting on the 11th January 2024.
- v. The Chairman made Members aware that Horsham MP Jeremy Quinn attended the latest Horsham District Older Peoples Forum (HDOPF) and answered questions from their Members. One of the subjects raised was about getting to and from East Surrey Hospital using public transport and how it involves changing buses at either Gatwick or Crawley, and Jeremy agreed to take the matter up with Metrobus. Since then, he has provided the following update from Metrobus who say they understand the desire for a direct bus but this would involve joining two routes together which would have implications of reduced reliability, especially as the routes involved are quite long and can be subjected to delays. However, Metrobus are looking at making improvements which is hoped to make this journey easier for residents. There will be a slight increase in the frequency of the 200 route in the first quarter of 2024 and Metrobus are also intending to add a third “fast” bus per hour between Gatwick and East Surrey Hospital during 2024 which will further help with connection and journey times. Metrobus have assured Jeremy Quinn that they are confident that the planned improvements will make accessing the hospital via public transport easier. Jeremy Quinn has said that they will continue to push for more services in Horsham Hospital and ideally, a new hospital.

The Chairman’s Announcements were **NOTED**.

PET/083/23

Planning Appeals

HDC advised that an Appeal had 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 21st September 2023. The comment submitted was “*No Objection*”.

HDC advised that an Appeal had 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 24th November 2022 with the comment being submitted of "*No change to previous comment made*", after being previously considered on the 26th May 2022, with the same comment, and on the 21st 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 11th January 2024.

Members **NOTED** the Planning Appeals.

PET/084/23 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 23rd November 2023 and considered each application in turn.

Following discussion of the applications, Members **RESOLVED** to submit the comments as detailed in **Appendix 1** to these Minutes.

PET/085/23 Planning Decisions

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee, which were **NOTED**.

PET/086/23 Dog Bin Policy

Members reviewed the Dog Bin Policy that is attached as **Appendix 3** and recommended to Council that there is no change.

PET/087/23 Pre Application Consultations - Public path diversion applications

Members were reminded 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 have been looking 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.

Members noted the requirements for consultation with the Parish Council prior to any application being submitted.

PET/088/23 Lemmington Way – School drop off/pick up complaint

Members recalled that at the previous meeting on the 23rd 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 was copied in. The email was regarding parents of school children parking on the road, and on some occasions, on both sides of the road. Since then, the resident emailed the Clerk directly about the issue, with photographs, and the Clerk circulated this to all members on the 14th December 2023.

Members discussed the resident's complaint and **AGREED** that they are concerned about the level of parking along this road, and sometimes on both sides of the road, making it difficult for other vehicles to pass through, and are concerned about the potential safety issues for drivers and for children crossing the road. The Committee would like WSCC Highways to look at the parking along Lemmington Way at the key times of the day when parents drop their children off for school and pick them up, and to look at the safety aspect of this.

PET/089/23 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.

Members discussed the proposed changes to the Local Requirements and noted the proposed changes to Biodiversity Net Gain and Flood Risk Assessment requirements and **AGREED** with the proposed changes, in principle, and have no particular comments to make.

PET/090/23 Grass Verges – particularly along Redkiln Way and Leith View Road

Members recalled that this matter was discussed at the PET Committee Meetings held on 23rd February 2023 (Min. PET/113/23 refers) and 27th April 2023 (Min. PET/133/23), with Redkiln Way and Leith View Road of particular concern. Representations were made to the Council before those meetings, 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 Road. The verges 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 10th March 2023 and Thursday 11th May 2023 about the concerns raised and has not received any response from them.

Members discussed the current state of the grass verges and **AGREED** that they are concerned that there has been no response from WSCC Highways about the issues raised earlier in the year. Members are increasingly concerned about the current state of the verges along Leith View Road and Redkiln Way and want this to be raised with WSCC Highways and for the WSCC Councillor and HDC Councillor for the area to be contacted to enlist their assistance with the issue raised.

PET/091/23 Sandbags

Cllr. Emery from HDC 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.

Members discussed the request and **AGREED** that there is no budget for this request and feel that this sits with HDC and WSCC and they don't feel that it is a case for the Parish Council to be involved in.

PET/092/23 Date of next Meeting

The next meeting is scheduled for Thursday 25th January 2024 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.12pm.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
21ST DECEMBER 2023**

DC/23/2229	ROFFEY SOUTH
Site Address: 25 Oak Tree Way, Horsham, RH13 6EQ. Proposal: Removal of existing conservatory and erection of a single storey rear extension.	
Parish Council Comment 21/12/2023: No objection.	
HDC Decision	

DC/23/2109	ROFFEY NORTH
Site Address: 7 Lambs Farm Close, Horsham, RH12 4JZ. Proposal: Erection of a first floor extension over existing ground floor and a two storey rear and side extension.	
Parish Council Comment 21/12/2023: No objection.	
HDC Decision	

DC/23/2130	HOLBROOK EAST
Site Address: Electricity Sub Station, St Marks Lane, Horsham, RH12 5PU. Proposal: Surgery to 1x group mixed species and Fell 1x group mixed species.	
Parish Council Comment 21/12/2023: No objection subject to the comments of HDC's Tree Officer. The Committee requests that if the Tree Officer finds trees that need to be felled, that they are replaced with an appropriate native species.	
HDC Decision	

DC/23/1953	HOLBROOK WEST
Site Address: 37 Pondtail Road, Horsham, RH12 5HP. Proposal: 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.	
Parish Council Comment 21/12/2023: No objection.	
HDC Decision	

DC/23/1961	HOLBROOK EAST
Site Address: 36 Gateford Drive, Horsham, RH12 5FW. Proposal: Installation of air source heat pump to rear elevation.	
Parish Council Comment 21/12/2023: No objection.	
HDC Decision	

DC/23/2174	HOLBROOK EAST
Site Address: 6 Bartholomew Way, Horsham, RH12 5JL. Proposal: Conversion of garage and erection of a front and side extension.	
Parish Council Comment 21/12/2023: No objection.	
HDC Decision	

DC/23/1319	HOLBROOK WEST
Site Address: 105 Pondtail Road, Horsham, RH12 5HT. Proposal: Erection of a single storey side extension (Part Retrospective).	
Parish Council Comment 21/12/2023: No objection in principle, providing the boundary and height issues are satisfactorily resolved.	
HDC Decision	