



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
West Sussex RH13 9LA

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Minutes of the remote Planning Committee meeting held on Wednesday 2nd September at 7.30pm.

Present:

Councillors Present in Chamber: G Watkins (Chairman of Committee)

Councillors Present by Remote Means: G Cole (Vice Chairman of Committee), G Scoon, D Moore, M Neale, B Stranks

Members of the Public: were able to view meeting by Live YouTube Stream

Deputy Clerk: Justin Tyler

This meeting was conducted in accordance with safe working practices as per government guidelines. All those present in the Chamber had their temperature taken prior to the meeting and all were within the government guidelines for safe attendance in regards to COVID-19. He clarified to all those in the room that if symptoms developed during the meeting or they felt unwell in any way to please leave the room.

The Chairman confirmed that the meeting was not being recorded and did a roll call at the commencement of the meeting of all those attending both remotely and in person for the benefit of those viewing the streamed meeting. He stated that the meeting was being held in accordance with Government Regulations approved during the COVID-19 Pandemic for the period of May 2020 – May 2021.

The Chairman welcomed all Councillors in attendance both remotely and in person and all members of the Public watching via live stream, to the meeting. He clarified with the Deputy Clerk that no members of the public had requested to speak at the meeting. He stated that when a member of the public does request to speak in any convened meeting that public are invited to speak at, this would be for maximum of 5 minutes

The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items.

The Chairman clarified the voting protocol required for decisions, etiquette required to conduct the meeting and housekeeping rules and also reminded all Councillors that if an interest had been declared, they would not be able to take part in any discussion or vote. Voting would be symbolised by a thumbs up for approval, down for against or horizontal hand for abstention. He explained that in cases where, in the opinion of the Chairperson, there is consensus, the Chairperson may seek to secure agreement whilst providing an opportunity for any dissenting members to be heard or to request a formal roll call vote

The Chairman explained that if meeting was at any point not accessible to Councillors/Chairperson through remote means due to any technological or other failure of provision, then he would immediately adjourn the meeting. If the provision of access through remote means could not be restored within 10 minutes, then the remaining business will be considered at a time and date. If a new date could not be fixed the remaining business will be considered at the next ordinary meeting.

Actions

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

Councillor Neale declared a personal interest in item DC/20/1424. The Chairman advised this application would not be discussed but if it were discussed Councillor Neale would be placed in the virtual waiting room.

3. PLANNING COMMITTEE MEMBERS – To note changes and appoint any new members.

The Chairman updated the committee that Councillor Knott had stepped down from the Planning Committee.

Councillor Cole proposed Councillor Neale be appointed a new member of the Planning Committee, seconded by Councillor Scoon and **AGREED** by all.

4. PUBLIC FORUM – Public Question Time – 15 minutes in total. Members of the public can only view the meeting and not take part unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.

Participating members of the public will be limited to 3 people maximum per meeting. Each member of the public can only refer to items on the agenda and will be allowed to ask one question and one ancillary questions that combined will not last any longer than 5 minutes. Once participating members have asked their questions or made their statements as above, they will be removed from the meeting accordingly and will then only be able to access the meeting via YouTube live stream.

No public had requested to speak.

5. MINUTES – To note the minutes of the Planning Committee meeting of 1st July 2020.

The Deputy Clerk advised that the minutes were approved at Full Council Meeting of 29th July 2020.

6. CHAIRMAN’S REPORT

Nothing to report.

7. CORRESPONDENCE

The Deputy Clerk advised that correspondence relating to a consultation of the ‘White Paper’ had been received from Norman Kwan at Horsham District Council. This was circulated to all Planning Committee members. The Chairman requested this be included on the agenda for the Full Council meeting scheduled for 16th September 2020 so that it can be discussed by the Councillors.

8. BERKELEY HOMES - To discuss and approve any other matters in relation to Berkeley Homes.

None.

9. HIGHWAYS, DRAINAGE, STREET LIGHTING, STREET NAMES & NUMBERS, VERGES, FOOTPATHS AND RIGHTS OF WAY - To discuss and approve any matters in relation to the above

The Deputy Clerk advised that correspondence had been received from County Councillor Nigel Jupp regarding a request made by District Councillor Billy Greening for a dropped curb to be installed by the bus stop on Worthing Road by Allendale. Councillor Jupp advised he had contacted Highways. The Chairman and committee advised they fully supported the installation of dropped curbs at the bus stop.

Clerk /
Deputy
Clerk

Councillor Stranks advised there was currently an ongoing open consultation relating to Pavement parking or on verges. The Chairman advised he would discuss with Councillor Jupp what information was available.

10. NEW PLANNING APPLICATIONS FOR CONSIDERATION

The Chairman advised the Planning Committee had previously agreed delegated powers for the Chairman (and/or Vice Chairman) of Planning Committee in conjunction with the Clerk (or Deputy Clerk) to submit recommendations to Horsham District Council for applications with a neighbour consultation deadline date prior to the Planning Committee meeting scheduled. He advised that this would continue but would request the Deputy Clerk to notify all Planning Committee members of the recommendations submitted based on the individual reports carried out by the Councillor assigned to a particular application.

In addition, the Chairman proposed that these recommendations would be ratified at the said Committee should there be no request to hear the application in detail or no request for it to go to a vote. This change would be considered at the next planning meeting and Deputy Clerk to include on Agenda.

Deputy Clerk

Application Number	Applicant	Reason for Application	Parish Decision	Neighbour Consultation Date	Date of Determination
DC/20/1523 Derek Moore	35 Winnet Way Southwater Horsham West Sussex RH13 9TD	Erection of a single storey rear extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QF018WIJGZ200	Objection as the proposed flat roof is contrary to the Parish Design Statement 2011 and emerging Neighbourhood Plan. Recommend the applicant change flat roof to pitched roof.	4 th September 2020	8 th October 2020
DC/20/1526 Derek Moore	15 King Edward Close Christs Hospital Horsham West Sussex RH13 0LX	Erection of a single storey side and rear wrap around extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QF1NKMIJGZC00	Objection as the proposed flat roof is contrary to the Parish Design Statement 2011 and emerging Neighbourhood Plan. Recommend the applicant change flat roof to pitched roof.	4 th September 2020	9 th October 2020
DC/20/1564 Derek Moore	13 Welcome Place Southwater Horsham West Sussex RH13 9AL	Erection of a single storey side extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QFBGFBIJH1000	No objection.	15 th September 2020	14 th October 2020

11. NEW PLANNING APPLICATIONS FOR CONSIDERATION WITH A DEADLINE PRIOR TO THE MEETING – To note delegated recommendations submitted where applicable.

Application Number	Applicant	Reason for Application	Parish Decision	Neighbour Consultation Date	Date of Determination
DC/10/2464 Graham Watkins	Berkeley Homes Development Site Worthing Road	Amendment to ; erection of 80 dwellings with associated access, parking and landscaping at Land West of Worthing Road (Phase 5), Southwater	No Objection	26 th August 2020	29 th September 2020

	Southwater RH13 9BT	https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QEHFUHIJGUH00			
DC/20/0695 Graham Watkins	Rascals Farm Shipleigh Road Southwater Horsham West Sussex RH13 9BG	Outline application for the erection of up to 100 residential units with all matters reserved except access (excluding internal estates roads) https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=Q8EPVSIJ02X00	Objection due to overdevelopment of the countryside and site. Object to access on Shipley Road. Object as it is not included in the Local Plan. In agreement to Parish of Shipley's objections.	5 th May 2020	8 th July 2020
DC/20/0807 Geoff Scoon	39 Woodlands Way Southwater Horsham West Sussex RH13 9HY	Amendment to; Erection of a detached dwelling https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=Q9G54XIJ06O00	Objection due to the additional drive access on to bend, bearing in mind existing drive accesses and the junction with Beechwood in close proximity and opposite side of Woodlands Way. Forward visibility or potential line of sight concern for traffic with proposed dwelling and additional drive access on bend of Woodlands Way. This amendment makes space for 2 vehicle off street parking at 39 Woodlands Way. This is contrary to West Sussex Guidance for parking (refer figure 9), National Planning Policy Framework, para 110, Horsham District Planning Framework Policy 14 and emerging Neighbourhood Plan SNP14.	30 th July 2020	11 th August 2020
DC/20/0872 Graham Watkins	Land to the Rear of Londis St Andrew's Lane Southwater West Sussex RH10 9HE	Amendment to ; Retrospective application (under S.73a of the Town and Country Planning Act) for the erection of 3no 3-bed terraced house with associated parking without compliance to conditions attached to DC/16/0822. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=dates&keyVal=QA09A7IJFPI00	No objection.	18 th August 2020	6 th July 2020
DC/20/1140 In Office	Pond Farm Ghyll North of Cedar Drive and Turners Close Southwater West Sussex	Felling and Surgery Works to Various Trees https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCBQM1IJG9C00	No objection.	Not available	25 th August 2020
DC/20/1164 Geoff Cole	Deerswood Southwater Street Southwater Horsham West Sussex RH13 9BN	Removal of Condition 6 of previously approved application DC/18/0363 (Retrospective application for the erection of a two storey detached dwelling, a detached triple garage with store and BBQ area, a detached garage, the creation of a new highway access with associated landscaping and amenity land) Relating to the planning assessments; details of the bund to be retained and provided within the site. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCFQARIJGAU00	Object as the reason for having the bunds has not changed since they protect not only Deerswood but also other surrounding properties and the site was purchased with the retention of the bunds as a condition. For this reason the Council believes that it would be inappropriate to grant consent. If HDC deem approval, Southwater Parish Council would like it to go to Committee.	4 th August 2020	8 th September 2020

DC/20/1169 In Office	Brookfield House Worthing Road Southwater Horsham West Sussex RH13 9DT	Surgery to 1 x Oak https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCH7TQIJGB500	No Objection	Not available	24 th August 2020
DC/20/1177 Derek Moore	10 Corfe Close Southwater Horsham West Sussex RH13 9XL	Erection of a side and rear double storey extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCKRLHIJGBT00	Objection due to overdevelopment of site, concern that new bedrooms are contrary to SNP9 and SNP10, space standards, 1985 Housing Act S326 Bedroom Standards. With pre-existing bedroom sizes on minimum levels. Loss of parking area will cause parking difficulty for neighbour and change character of site. Design of frontage out of character with existing neighbouring buildings. Various aspects contrary to both Parish Design Statement and emerging Neighbourhood Plan.	22 nd July 2020	24 th August 2020
DC/20/1199 In Office	22 Turners Close Southwater Horsham West Sussex RH13 9LJ	Surgery to 2 x Oaks https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCS69VIJGDK00	No Objection but maximum 30% reduction.	Not available	27 th August 2020
DC/20/1216 Geoff Scoon	Birchwood Cottages Shaws Lane Southwater West Sussex RH13 9BX	Variation of Condition 1 of previously approved application DC/15/0153 (Conversion of existing partly built barn and change of use of the barn to holiday accommodation) relating to the elevations plan. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QCUF63IJGEH00	Objection Reason - 1. This proposal is an over intensification of the location. An additional footprint of 68.89m2 (89.32%) has been proposed in this application. The total area exclude off road parking. Refer Horsham District Planning Framework – November 2015 Policy 32, 33, Southwater Parish Design Statement (SPDS) 2011, page 17, 11 - Key Sensitivities, Cumulative impact of small scale change and page 18, CG6. Following a visit to the site, on the 17th July 2020, the supposed Barn conversion is no longer a barn. It is a fully fledged house of wooden construction. The current construction includes dormer windows, Refer DC/16/0247). Its scale dominates neighbouring cottages and the local environment. It is completely out of character with its surroundings. By including this further large (68.89m2) extension would only add to the exiting developing problem. 1. HDC's Planning Enforcement to be requested to investigate the development. All further planning approvals to be put on hold until Planning Enforcement have completed their investigation. 2. DC/15/0153 – Change of Use and Conversion of Existing Barn to Holiday Accommodation. By further increasing residential use of the agricultural land to the east of the Holiday Accommodation, does this application also require a change of "land" use?	24 th July 2020	27 th August 2020

			<p>1. A Non Severance Clause was requested by SPC during the review of DC/15/0153. I believe this should be requested again for this planning application and incorporating all previous applications associated with this property.</p> <p>2. Elevation drawings 1544/04 for this application (DC/20/1216) include dormer windows in Barn conversion. In previous planning application iteration DC/16/0247, SPC raised an objection to dormer windows in roof being "out of character with the building". Earlier in March 2016, HDC noted dormer windows would not preserve the barn style roof as was the intension. Refer Figure 4. The applicant Agent was advised and responded. Refer documents:</p> <p>1. Consultation response from SPC, dated 14 March 2016 - http://snafpacc.horsham.gov.uk/AnitePublicDocs/01353077.pdf</p> <p>2. Email to Agent from HDC, dated 1 March 2016 - http://snafpacc.horsham.gov.uk/AnitePublicDocs/01351151.pdf</p> <p>3. Email from Agent to HDC, dated 2 March 2016 - http://snafpacc.horsham.gov.uk/AnitePublicDocs/01353867.pdf</p> <p>4. HDC Delegated Report, dated 1 April 2016 - http://snafpacc.horsham.gov.uk/AnitePublicDocs/01356824.pdf</p> <p>3. Cause for concern, potential abuse of planning process as follows:</p> <p>1. Selection "cheery picking" of planning approvals or portions of planning approvals across multiple planning applications.</p> <p>2. Incremental or "piece-meal" change. Refer SPDS 2011, page 17, 11 - Key Sensitivities, Cumulative impact of small scale change.</p> <p>3. Skipping or "leap frogging" previously permitted iterative applications incorporating/excluding changes.</p> <p>4. Excluding changes required by HDC and SPC in prior iterations of planning applications.</p>			
DC/20/1242 Geoff Scoon	Talland Worthing Road Southwater RH13 9HG	Erection of a double storey side, single storey rear and first floor extension https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QD3AB1JGGF00	No Objection, however HDC to validate concerns over ridge line height.	30 th July 2020	1 st September 2020	
DC/20/1256 Geoff Cole	Chase Farm Shaws Lane Southwater West Sussex	Change of use of part of a field and farm yard for five glamping pods https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeT	No Objection.	3 rd August 2020	4 th September 2020	

		ab=externalDocuments&keyVal=QD54YVIJGH200			
DC/20/1268 In Office	Pond Farm Ghyll South of Cedar Drive Southwater West Sussex	Surgery to 1 x Ash (East of no.46 Timber Mill)	No Objection.	Not available	8 th September 2020
DC/20/1129 Graham Watkins	Land West of Northgate House King Edwards Road Christs Hospital Horsham West Sussex RH13 0LD	Variation of Condition 1 of previously approved application DC/19/0423 (Erection of one dwelling with associated car parking and landscaping) relating to the site plan and floor and elevations plan. Replacement of existing brick and stone exterior to hanging tiles, installation of a new back door and alterations to windows. Alterations to internal layout, including, moving the 4th bedroom to the roof and construction of an en-suite bathroom. Installation of a rear facing dormer with skylights. Installation of solar panels to the southern elevation. https://public- access.horsham.gov.uk/public- access/applicationDetails.do?activeT ab=externalDocuments&keyVal=QC7 SY6IJG8E00	Objection to the flat roof of the dormer as non-compliant with Parish Design Statement and emerging Neighbourhood Plan.	16 th July 2020	20 th August 2020
DC/20/1278 Geoff Scoon	Stammerham North and South Christs Hospital Horsham West Sussex RH13 0NF	Construction of new parking area, turning space and a new access from Stammerham Lane https://public- access.horsham.gov.uk/public- access/applicationDetails.do?activeT ab=externalDocuments&keyVal=QD 92LXIJGIC00	No Objection	11 th August 2020	15 th September 2020
DC/20/1341 Geoff Scoon	Lawsons Farm Two Mile Ash Horsham West Sussex RH13 0PG	Removal of existing brick fire place and removal of an internal wall to create more living space. (Listed Building Consent) https://public- access.horsham.gov.uk/public- access/applicationDetails.do?activeT ab=externalDocuments&keyVal=QDL YHCIJGM600	No Objection	13 th August 2020	15 th September 2020
DC/20/1359 Derek Moore	Fir Tree House Denne Park Horsham West Sussex RH13 0AY	Erection of a timber frame garage with home office above. https://public- access.horsham.gov.uk/public- access/applicationDetails.do?activeT ab=externalDocuments&keyVal=QD T7LQIJGNZ00	No Objection	20 th August 2020	23 rd September 2020
DC/290/1373 Robert Stranks	16 Larkspur Way Southwater Horsham West Sussex RH13 9GR	Erection of a single storey rear extension. https://public- access.horsham.gov.uk/public- access/applicationDetails.do?activeT ab=externalDocuments&keyVal=QD V29NIJGON00	No Objection	14 th August 2020	16 th September 2020
DC/20/1386 Derek Moore	Bourne Hill Byre Kerves Lane Horsham West Sussex RH13 6RJ	Application to swap the principal residence to the ancillary accommodation allowing the ancillary accommodation to become the principal residence. https://public- access.horsham.gov.uk/public-	Objection on basis of previous reasons for objection. If deemed approval SPC would like it to go to Committee.	18 th August 2020	21 st September 2020

		access/applicationDetails.do?activeTab=externalDocuments&keyVal=QDYZYQJGPR00			
DC/20/1424 Geoff Cole	Meadow House Church Lane Southwater Horsham West Sussex RH13 9BT	Erection of a double storey front and side extension and erection of a 3 bay garage. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QE89BKIJGSA00	Objection due to concerns over two story garage. But if approved HDC should consider a non-severance clause.	21 st August 2020	25 th September 2020
DC/20/1428 Geoff Cole	Ingleside Worthing Road Southwater Horsham West Sussex RH13 9HA	To remove service pole 620276 including all associated overhead lines, LV branch joint new cable onto existing cable as shown on the attached plan, Pot end and earth 185H as shown on the plan, install 3x service underground cable to supply Park Barn, Ingleside and Leith View https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QE8I2EIJ07D00	No Objection	Not Available	7 th September 2020
DC/20/1450 Robert Stranks	27 Bluecoat Pond Christs Hospital Horsham West Sussex RH13 0NW	Erection of a rear conservatory. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QEFUHIJGUH00	No objection.	26 th August 2020	29 th September 2020
DC/20/1531 Geoff Scoon	The Moat House Two Mile Ash Horsham West Sussex RH13 0LA	Proposed installation of a compact substation within a land plot of 3m x 3m https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QF1TR7IJ02X00	No Objection but please give consideration to traffic usage, flash flooding protection and crash barrier protection.	Not Available	10 th September 2020
DC/20/1540 Geoff Scoon	37 York Close Southwater Horsham West Sussex RH13 9XJ	Non-Material Amendment to previously approved application DC/18/1897 (erection of a two storey side extension). Amendments sought in respect of colour of approved cladding and positioning of downstairs WC. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QF77K4IJH0E00	No Objection	Not Available	16 th September 2020

Councillor Stranks advised that he had spoken to the agent of an application he was assigned who was not aware of the Parish Design Statement 2011 and thus sent them a copy accordingly. The Chairman advised he had concerns that Horsham District Council were approving applications without regard to the Parish Design Statement and he would be thus speaking to Barbara Childs (HDC) and District Councillor Claire Vickers.

Councillor Moore requested the PDS be included in a more visible place under the planning section of the website. Deputy Clerk would action changes to website accordingly. It was suggested and discussed that a simplified outline of the design principles be put together for architects, builders or house owners.

The Chairman stated his thanks to the Committee Members for all their reports, making reference back to policy documents and hard work relating to planning applications during lockdown.

Deputy Clerk

12. NEIGHBOURHOOD PLAN – To receive an update

The Deputy Clerk stated that the **Decision Notice had now been issued by Horsham District Council** and was available on their website: https://www.horsham.gov.uk/_data/assets/pdf_file/0011/87923/Southwater-Decision-Statement-20-August-2020-Final.pdf

and the **‘Referendum Version’ of the Neighbourhood Plan** was now available to view:

https://www.horsham.gov.uk/_data/assets/pdf_file/0005/87935/Southwater-Neighbourhood-Plan-Referendum-Version.pdf

The Chairman advised the next step would be to arrange a meeting between himself, Vice Chairman of NP Steering Group, Deputy Clerk, Squires Planning and the proposed team to lead the Referendum of the NP made up of Councillors Moore, Lewis and Stranks.

Councillor Scoon queried what impact the ‘White Paper’ could have on the Parish Council and Parish. The Chairman advised it was still in consultation stage, however, there could be some changes to CIL but hoped impact would be limited. The White Paper indicated it could strengthen the powers of the NP and Parishes with “made” plans would form a major part of the approvals process. A meeting would be called to discuss once more information was made available.

13. PLANNING APPEALS – (Information only)

Deputy Clerk updated the Committee that appeal relating to DC/18/1622 (Beckley Stud) had been allowed by HDC. Appeal Ref: APP/Z3825/W/20/3252093.

14. DISTRICT COUNCIL DECISIONS – (Information only)

Deputy Clerk advised these had been circulated by email to the Committee.

15. PLANNING COMPLIANCE ACTION

Two letters had been received from the Planning Compliance Officer at HDC advising receipt of enquiry and that the alleged breaches would be investigated on:

Birchwood Cottages, Shaws Lane with respect to development not being in accordance with approved plans and;

Miller Homes Development Site, Worthing Road with respect to a breach of condition 20 of DC/14/2582 (emergency access).

16. DATE OF NEXT MEETING – 7th October 2020.

This meeting was not recorded and ended at 8:30pm