




To: Members of the Planning and Environment Committee,

You are duly summoned to a meeting of the Planning and Environment Committee that will take place on Tuesday 2 June 2026 at the Billingshurst Centre commencing at 7.00pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session, at the discretion of the Chairman. They must give their name.


G C Burt
Clerk to the Council

26 May 2026

AGENDA

1. Chairman's Announcements
2. Apologies for Absence
3. Declarations of interest and notification of change to members' interests.
4. Approval of the minutes of the Planning and Environment Committee meeting held on 5 May 2026, previously circulated.
5. Clerk's Report
6. Public Session
Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session, at the discretion of the Chairman. They must give their name.
7. To consider Planning Applications

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| CA/26/0064 | Fell 1x Cherry Tree (Works to Trees in a Conservation Area) 7 Caffyns Rise Billingshurst West Sussex RH14 9JY |
| CA/26/0757 | Fell 1x Ash (Works to Trees in a Conservation Area) Hammonds East Street Billingshurst West Sussex |
| DC/26/0246 | Change of use from light industrial building (Class E(g)(iii)) to a mixed use of light industrial and a low-impact gym/fitness studio (Class E(d)) Unit 28 Huffwood Trading Estate Brookers Road Billingshurst West Sussex RH14 9UR |

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| DC/26/0620 | Erection of a first floor side extension over existing garage 3 Maple Road Billingshurst West Sussex RH14 9TS |
| DC/26/0639 | Variation of Condition 3 of previously approved application reference DC/25/0689 (Conversion of loft into habitable living space, the installation of a rear dormer and 1no. front rooflight) relating to materials 8 Lakers Meadow Billingshurst West Sussex RH14 9NP |
| DC/26/0704 | Part conversion of loft into habitable living space with the installation of a rear dormer and 2no. front rooflights West Cottage Hayes Wood Road Five Oaks West Sussex RH14 9AS |
| DC/26/0780 | Fell x 1 Lime and x 1 Ash. (Works to Trees in a Conservation Area) Sayers Farm Stane Street Adversane West Sussex RH14 9JH |
| DC/26/0784 | Change of use from Residential to Veterinary Practice 1 Woodcot New Road Billingshurst West Sussex RH14 9DS |
| DC/26/0852 | Surgery x 1 Oak 26 Silver Lane Billingshurst West Sussex RH14 9RJ |

The following application is for **NOTING ONLY** as the Parish Council is the applicant

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| DC/26/0710 | Change of Use from Sui Generis (Youth Day Centre) to Sui Generis (Community Use) Arun House 83A High Street Billingshurst West Sussex RH14 9QX |
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PLUS, ANY ADDITIONAL PLANNING APPLICATIONS RECEIVED IN THE PARISH OFFICE PRIOR TO THIS MEETING (PLEASE CHECK THE PARISH COUNCIL'S WEBSITE FOR UPDATES).

8. To consider any licencing applications received
9. To consider any nominations for street naming requests
10. To review protocol for when Planning and Environment Committee meetings are inquorate in order to meet the response time to planning applications
11. To note reports from the Planning Authority
 - a) Planning Application Decisions – Appendix A
 - b) Appeals and Appeal Decisions – Appendix B
 - c) Planning Compliance Update – Appendix C
12. **Date of Next Meeting: Tuesday 7 July 2026** at 7.00pm (unless there is a need for a plans-only meeting)

Committee Members: DW, FA, JH, DH, MM, AR, KR

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A

HORSHAM DISTRICT COUNCIL PLANNING DECISIONS BILLINGSHURST PARISH

FOR NOTING ONLY

| Reference | Description and Address | Parish Council Response | District Council Decision |
|-------------------|---|------------------------------------|--|
| DC/25/2160 | Erection of a two storey rear extension to the existing dwelling. Internal reconfigurations to the main dwelling. Conversion of existing outbuilding into habitable living space. Installation of 1no. micro wind turbine and associated site works Palmers Stud West Chiltington Lane Billingshurst West Sussex RH14 9DN | Neutral Feb 2026 | Application Permitted 15 May 2026 |
| DC/26/0051 | Construction of a warehouse to be split into four separate units (Class E(G) with new internal access road to connect adjoining property Renvyle Okehurst Lane Billingshurst West Sussex RH14 9HR | Objection Feb 2026 | Application Refused 12 May 2026 |
| DC/26/0063 | Formation of agricultural access and hardstanding Grainfold Horsham Road Five Oaks West Sussex RH14 9AT | Neutral Feb 2026 | Application Withdrawn 8 May 2026 |
| DC/26/0250 | Surgery 1 x Lime and 1 x Oak 3 Easton Crescent Billingshurst West Sussex RH14 9TU | Neutral Mar 2026 | Application Permitted 12 May 2026 |
| DC/26/0335 | Erection of an outbuilding to the rear Aspen Place Okehurst Lane Billingshurst West Sussex | Neutral Apr 2026 | Application Permitted 8 May 2026 |
| DC/26/0340 | Conversion of loft into habitable living space with the installation of 3no. front and 2no. rear rooflights (Lawful Development Certificate - Proposed) 60 Puttock Way Billingshurst West Sussex RH14 9ZJ | Neutral Apr 2026 | Application Permitted 1 May 2026 |
| DC/26/0365 | Surgery to 2x Oak Land East of 1 Willow Drive Billingshurst West Sussex | No Comment Supplied (PC Landowner) | Application Permitted 12 May 2026 |
| DC/26/0372 | Surgery to 1 x Lime. Surgery to 1 x Oak. (Works to Trees in a Conservation area). Surgery to 1 x Sycamore. (Works to Trees subject to a TPO) | Neutral Apr 2026 | Application Permitted 12 May 2026 |

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| | Gratwicke Cottage 16A East Street Billingshurst West Sussex RH14 9PY | | |
| DC/26/0400 | Variation of Condition 8 of previously approved application DC/20/0506 (Change of use of ground floor from offices to Youth Day Centre, amendments to windows and new means of escape door) for the use purpose to be varied for general community use 83A Arun House, Flat High Street Billingshurst West Sussex RH14 9QX | No Comment Supplied (PC Applicant) | Application Withdrawn 7 May 2026 |
| DC/26/0401 | Variation of Conditions 1 (Approved Plans), 9 (foul water sewerage), 10 (Surface water drainage statement) and 21 (off-site water neutrality measures) of previously approved application DC/20/2607 (Outline Application for the development of 83 residential units, landscaping, access, parking and associated infrastructure on land at Duckmoor, East Billingshurst with all matters reserved except access) relating to water neutrality Land at Duckmoor East of Billingshurst Billingshurst RH14 9DZ | No Response n/a | Application Permitted 22 May 2026 |
| DC/26/0486 | Surgery to 1 x Oak The Firs Dauxwood Close Billingshurst West Sussex | Neutral Apr 2026 | Application Permitted 14 May 2026 |
| DC/26/0537 | Erection of a front porch extension and single storey front extension The Hollies Natts Lane Billingshurst West Sussex RH14 9EX | Neutral Apr 2026 | Application Permitted 19 May 2026 |
| DISC/26/0016 | Application for Approval of Details Reserved by Conditions 3 and 4 to approved application DC/19/1257 Copped Hall Farm Okehurst Lane Billingshurst West Sussex RH14 9HR | Discharge Only n/a | Application Permitted 6 May 2026 |
| DISC/26/0054 | Application for Approval of Details Reserved by Condition 3 and Biodiversity Net Gain to approved application DC/25/1605 North End Barn West Chiltington Lane Coneyhurst Billingshurst West Sussex RH14 9DN | Discharge Only n/a | Application Permitted 6 May 2026 |

APPENDIX B

HORSHAM DISTRICT COUNCIL PLANNING APPEALS BILLINGSHURST PARISH

FOR NOTING ONLY

New Appeals

None

Outstanding Appeals

6006516 - DC/25/1788

Kingsfold Lodge Marringdean Road Billingshurst West Sussex RH14 9HE

Permission in Principle for the erection of 1 dwellinghouse

Status: Comments Closed/Awaiting Site Visit

6007717 - DC/25/1949

Duckmoor Barn Wooddale Lane Billingshurst West Sussex RH14 9DZ

Prior Notification for Change of Use of Agricultural barn to a single dwellinghouse (Class C3)

Status: Comments Closed/Awaiting Site Visit

Appeal Decisions

6004095 - DC/25/1108

Denhams Andrews Hill Billingshurst West Sussex RH14 9JT

Construction of 1no. detached dwelling and 2no. semi-detached dwellings.

Outcome: Appeal Dismissed

APPENDIX C

HORSHAM DISTRICT COUNCIL ENFORCEMENT UPDATES BILLINGSHURST PARISH

FOR NOTING ONLY

New Enforcement

EN/26/0154 – 6 May 2026

Alleged: Condition of land adversely affecting amenity of area
1 Forge Way Billingshurst West Sussex RH14 9LJ

EN/26/0170 – 14 May 2026

Alleged: Erection of large building in garden without planning permission
The Coach House Rowfold Grange Coneyhurst Road Billingshurst West Sussex RH14 9DD

Outstanding Enforcement

EN/23/0001 – 3 Jan 2023

Alleged: Planning permission required for existing use of site
Four Seasons Fuel Coneyhurst Road Coneyhurst Billingshurst West Sussex RH14 9DG

EN/23/0426 – 15 Sep 2023

Alleged: Installation of gates, building works and resurfacing work
Manton Stud Okehurst Lane Billingshurst West Sussex RH14 9HR

EN/23/0477 – 18 Oct 2023

Alleged: Residential use of cabin
Manton Stud Okehurst Lane Billingshurst West Sussex RH14 9HR

EN/23/0478 – 18 Oct 2023

Alleged: Running of a business from the premises
Manton Stud Okehurst Lane Billingshurst West Sussex RH14 9HR

EN/24/0356 – 3 Sep 2024

Alleged: Stationing of mobile home on agricultural land without planning permission
Chantry Farm West Chiltington Lane Coneyhurst West Sussex RH14 9DY

EN/24/0472 – 10 Dec 2024

Alleged: Engineering operations taking place without planning permission, extension of site to the south
Four Seasons Fuel Coneyhurst Road Coneyhurst Billingshurst West Sussex RH14 9DG

EN/25/0254 – 23 Jul 2025

Alleged: property not built in accordance with the approved plans (DC/16/0274). Land drains not installed, landscaping has not been completed and level of the garden does not appear to be in accordance with the approved plans
3 Woodpeckers Billingshurst West Sussex RH14 9XW

EN/25/0385 – 24 Oct 2025

Alleged: Use of residential property, layby outside and neighbouring roads for car sales without planning permission

28 Puttock Way Billingshurst West Sussex RH14 9ZJ

EN/25/0407 – 21 Nov 2025

Alleged: Unauthorised works involving the erection of a new sub base

Grainfold Horsham Road Five Oaks Billingshurst West Sussex RH14 9AT

EN/25/0417 – 2 Dec 2025

Alleged: unauthorised change of use from shop to hot food takeaway

6 Jengers Mead Billingshurst West Sussex RH14 9PB

EN/25/0428 – 18 Dec 2025

Alleged: Painting of shop front, installation of signage and installation of external lighting, without the necessary consent.

Aurac Television Limited 33 High Street Billingshurst West Sussex RH14 9PP

EN/25/0434 – 21 Dec 2025

Alleged: woodland being cleared and installation of caravans and containers

Petty Char Court Coneyhurst Road Billingshurst West Sussex

EN/26/0030 – 26 Jan 2026

Alleged: development levels not in accordance with the approved plans (DC/24/0805)

Platts Corner Petrol Filling Station Newbridge Road Billingshurst West Sussex RH14 9HY

EN/26/0037 – 4 Feb 2026

Alleged: installation of illuminated signage without advertisement consent on listed building

Kings Head 40 High Street Billingshurst West Sussex RH14 9NY

EN/26/0110 – 25 Mar 2026

Alleged: erection of a timber outbuilding without planning permission

Echo Motors, Maxwell Court, Horsham Road, Five Oaks, Billingshurst West Sussex RH14 9AL

EN/26/0116 – 30 Mar 2026

Alleged: breach of condition 29 of DC/15/0896

30 Longhurst Drive Billingshurst West Sussex RH14 9XR

EN/26/0126 – 9 Apr 2026

Alleged: Erection of a pergola to provide an outdoor seating area

35 High Street Billingshurst West Sussex RH14 9PP

Closed Enforcement

EN/26/0045 – 10 Feb 2026

Alleged change of use of industrial unit to fitness gym without planning permission

Unit 28 Huffwood Trading Estate Brookers Road Billingshurst West Sussex RH14 9UR

Close Reason: Application Received