



**Minutes of the Virtual Meeting of the Planning and Environment Committee  
on Thursday 4 February 2021  
7.30pm**

**Present, via ZOOM**

Cllrs Dave Homer (Chairman), Graeme Acraman, Edna Benger, Garry Commins, Doug Waller and Sarah Wilson.

**In attendance, via ZOOM**

Jo Booth, Assistant Parish Clerk  
David McFarlane, SP Broadway  
Alex Marshall, Dunmoore Group  
Hoda Taher, Dunmoore Group  
Andrew Munton, Reside Developments

The Chairman welcomed Councillors, staff and guests to the meeting. He reminded Members to raise their voting cards if they wished to speak and that the meeting was being broadcast on the internet.

The Chairman expressed thanks to former Councillor Jon Perks for his service to the Parish Council and, particularly, this Committee, saying:-

*“Our Committee is one member short following the resignation from the Parish Council of Jon Perks, who has moved from the area. Jon took an interest in planning matters from the time that he first joined the Parish Council in 2017 and later went on to be Chairman of the Neighbourhood Plan Working Group and, more recently, was invaluable as Chairman of the Local Plan Working Party. He was able to advise this Committee on all matters concerning public rights of way and access improvements. I am sure that members join with me in wishing Jon well in his future endeavours.”*

**14/21 Apologies for Absence.**

None.

**15/21 Declarations of interest and notification of change to members' interests.**

Cllr Sarah Wilson declared a personal interest in agenda item 20/21 viii as the applicant is known to her.

**16/21 Approval of the minutes of the Planning and Environment Committee meeting held on 7 January 2021, previously circulated, to confirm and sign the minutes as a correct record.** The draft minutes of the meeting held on 7 January 2021, having been previously circulated, were taken as read. On the proposal of Cllr Sarah Wilson,

seconded by Cllr Garry Commins, **RESOLVED** that these minutes be accepted and signed as a correct record accordingly.

**17/21 Matters Arising.**

None.

**18/21 Guest Speaker (via Zoom) – David McFarlane, SP Broadway. Update on the Hilland Farm Development.** Mr McFarlane is hoping that circumstances will improve and allow the proposed tour of the site for Councillors at a future date. He touched briefly on the forthcoming application by Lidl for a supermarket, reporting that 330 feedback forms had been received and that 95% of these were positive. Mr McFarlane will attend the meeting at which the planning application will be considered in order to answer any questions which may arise. Mr Marshall reported that a planning application will be submitted shortly for extending and improving the pedestrian provision around and up to the Business Park. The Park is already served by a dual pedestrian and cycle access and this will be extended to provide access to the village and to Five Oaks. Highways works are completed but some signage work and lining are required and will probably take place in March. Phase 1 has been delivered now and there are 3 trade operators open and operating now with another 2 to follow shortly. A bespoke 10,000 square foot unit for a local business will be occupied in May. A reserved matters application for 35,000 square foot unit in the Enterprise Park has been submitted. Mr Marshall will attend the Committee meeting at which this application will be discussed. The petrol filling station (PFS) amendment is to reduce the retail part of the PFS from 5,000 square feet to 3,500 and increase the number of electric vehicle charging points. The supermarket application does not remove any of the employment space within the Business Park.

**19/21 Public Session.**

Members of the public had been given the opportunity to join the meeting in person or to submit a question which the Assistant Clerk would read out. No requests of this nature had been received.

**20/21 Planning Applications.**

With the agreement of those present, the Chairman brought forward the following application.

- i. **DC/21/0080** Application for the re-approval of Reserved Matters for the petrol filling station (with ancillary retail and coffee drive through) following approval of Outline application DC/20/0171 relating to access, layout, scale, appearance and landscaping. **PETROL FILLING STATION SITE, HILLAND FARM, STANE STREET, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr Graeme Acraman, **RESOLVED** that the Parish Council does not object to this application.
- ii. **DC/21/0020** Surgery to 1 x Lime tree. **7 DELL LANE, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.

- iii. **DC/20/2607** Outline application for the development of approximately 83 residential units, landscaping, access, parking and associated infrastructure on land at Duckmoor, East Billingshurst with all matters reserved except access. **LAND AT DUCKMOOR, EAST OF BILLINGSHURST.** Members had received a briefing paper prior to the meeting and Mr Munton was in attendance to answer any question arising. Following a lengthy discussion, on the proposal of Cllr Garry Commins, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council strongly objects to this application for the following reasons:-
- Wooddale Lane and the new spine road have been designated as “secondary” which must be incorrect. Wooddale Lane could not cope at all with the volume of traffic that the spine road has been designed to take and neither are they alike in width;
  - There is a lack of foot and cycle paths within the site in order to link with both the new development and the village itself;
  - The proposed removal of 2 well-established English Oak trees must be resisted;
  - The site is, in effect, three plots – 2 of which are for development and will be accessed via the Devine Homes affordable housing plot. The road is far too narrow to cope with the proposed increase in vehicle movements;
  - The site is outside the Built Up Area Boundary and has not been designated for development in either a Local Plan or in the emerging Neighbourhood Plan;
  - This is further loss of agricultural land;
  - Reside reference a new school, a creche and a dental surgery but none of these have come to fruition and, in fact, the land for the dental surgery and the creche have been developed;
  - The site is sufficiently remote from the centre of the village that it is unsustainable in terms of car usage. Residents are likely to rely on vehicles and, if that is so, they will probably opt to drive into Horsham as opposed to using the village centre thus bringing no benefits to the village itself;
  - The site is sufficiently far from Billingshurst Station that it is unlikely that residents will opt to walk, despite the assertion that the walking time is 15 minutes;
  - Billingshurst is very poorly served by buses – members could not understand why bus services to Plaistow and Coolham had been included at all.
- iv. **DC/20/2576** Replacement of existing mono pitch copper roof to a clay tile pitched roof and corner brick piers for stability. **SOUTHDOWN HOUSE, ROWNER ROAD, BILLINGSHURST.** On the proposal of Cllr Dave Homer, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application.
- v. **DC/20/2378** Change of use to provide 1 No retail/commercial unit, 1 No 2-bedroom flat and 1 No 4-bedroom dwelling and erection of a double garage. **BARCLAYS BANK LTD, 84 HIGH STREET, BILLINGSHURST.** This application was permitted on 3 February 2021.

- vi. **DC/21/0004** Creation of 3 openings and window replacements on the south and west elevations. **ROWFOLD, ROWFOLD GRANGE, CONEYHURST ROAD, BILLINGSHURST.** On the proposal of Cllr Graeme Acraman, seconded by Cllr Edna Benger, **RESOLVED** that the Parish Council does not object to this application.
- vii. **DC/21/0023** Relocation of existing roof light to a higher position on the rear elevation. **12 HILLVIEW, HIGH STREET, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council recognises the concerns raised by the neighbour but has no further comments to make.
- viii. **DC/21/0050** Part demolition of existing rear and erection of a single storey rear extension with terrace above. **105 HIGH STREET, BILLINGSHURST.** Having declared an interest in this agenda item, Cllr Sarah Wilson abstained from voting. On the proposal of Cllr Dave Homer, seconded by Cllr Graeme Acraman, **RESOLVED** that the Parish Council does not object to this application but notes the comments raised by a neighbour. Additionally, it was felt that a Construction Management Plan should be submitted as part of the application as access to the property at the rear is at the tightest point in Carpenters, next to some residential garages. On-street parking along the road and in the turning circle makes this a very awkward location.
- ix. **DC/20/2546** Alterations to existing fenestration on all floors, installation of windows to the roof on the right and left elevations (following Prior Approval ref: DC/19/1258). **FIG TREES, SOUTH HOUSE FARM, MARRINGDEAN ROAD, BILLINGSHURST.** This application has been removed from Public Access. (Post-meeting note: the application is being amended and will be re-validated in due course).
- x. **DC/20/2559** Alterations to existing fenestration on all floors, installation of windows to the roof on right and left elevations. **LITTLE OAK, SOUTH HOUSE FARM, MARRINGDEAN ROAD, BILLINGSHURST.** This application has been removed from Public Access. (Post-meeting note: the application is being amended and will be re-validated in due course).
- xi. **DC/21/0092** Fell 1 x T4 – Ash and 1 x G5 – Blackthorn (Works to Trees in a Conservation Area). **WAYSIDE COTTAGE, STANE STREET, ADVERSANE, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.
- xii. **DC/21/0108** Erection of a single storey rear extension. **4 WEST STREET, BILLINGSHURST.** On the proposal of Cllr Dave Homer, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application.
- xiii. **DC/21/0158** Erection of a single storey replacement building for ancillary accommodation. **KETTLESBRIDGE FARM, WEST CHILTINGTON LANE, CONEYHURST, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Graeme Acraman, **RESOLVED** that the Parish Council supports this application.

- xiv. **DC/21/0071** Erection of a single storey side and rear extension, erection of a new front porch with gable roof and alterations to external materials. **25 NIGHTINGALE WALK, BILLINGSHURST**. On the proposal of Cllr Sarah Wilson, seconded by Cllr Graeme Acraman, **RESOLVED** that the Parish Council does not object to this application.
- xv. **DC/21/0141** Demolition of existing plant room, removal of a utility door, 1 No window and removal of 1 No door on the south elevation. Installation of 8 No vent grilles, installation of 6 No new windows and relocation of 4 No existing windows on the east elevation. **NYEWOOD COURT, BROOKERS ROAD, BILLINGSHURST**. On the proposal of Cllr Garry Commins, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application.

**21/21 Horsham District Council Planning Decisions – January 2021.**

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
<b>DC/20/2014</b>	Erection of a double storey rear extension. Extension of existing garage tiled pitched roof and installation of a front facing dormer. <b>BRICKWOODS, FURZE VIEW, SLINFOLD, HORSHAM</b>	No objection November 2020	Permitted 4.1.2021
<b>DC/20/2279</b>	Outline Application for provision of 7 new business starter units on land adjacent to McVeigh Parker Ltd with all matters reserved <b>MCVEIGH PARKER AND CO LTD, STANE STREET, ADVERSANE, BILLINGSHURST</b>	No objection December 2020	Withdrawn 5.1.2021
<b>DC/20/2128</b>	Construction of a double storey dwelling <b>MARRINGDEAN BARN, MARRINGDEAN ROAD, BILLINGSHURST</b>	No objection December 2020	Refused 5.1.2021
<b>DC/20/2163 &amp; 2164</b>	Erection of a part single and part double storey rear extension (Householder Application) <b>SAYERS FARM, STANE STREET, ADVERSANE, BILLINGSHURST</b>	No objection November 2020	Permitted 6.1.2021
<b>DC/20/2211</b>	Erection of a single storey side extension <b>WALNUT COTTAGE, PARBROOK, BILLINGSHURST</b>	No objection December 2020	Permitted 6.1.2021
<b>DC/20/2051</b>	Surgery 1 x Oak <b>24 THE WILLOWS, BILLINGSHURST</b>	No objection November 2020	Permitted 6.1.2021
<b>DC/20/2373</b>	Conversion of existing agricultural barn to a dwelling (as permitted under DC/17/2773) with replacement of adjoining pole barns to form linked bedroom accommodation <b>CHALK FARM, OKEHURST LANE, BILLINGSHURST</b>	No objection December 2020	Permitted 7.1.2021

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/20/2407	Surgery to 1 x Oak (Works to Trees in a Conservation Area) <b>LIBRARY CAR PARK, MILL LANE, BILLINGSHURST</b>	No objection December 2020	Permitted 11.1.2021
DC/20/2071	Alterations to existing building including modifications to doors and windows. Enlargement of existing single storey side extension <b>ROSIER BUSINESS PARK LTD, OLD BARN, ROSIER COMMERCIAL CENTRE, CONEYHURST ROAD, BILLINGSHURST</b>	No objection December 2020	Permitted 13.1.2021
DC/20/1985	Construction of a 43 space carpark with amendments to the existing car park, including the widening of the access road to 6m, provision of 4 x disabled parking bays with a new access path. Creation of a 2m pedestrian path linking the new car park to the surgery entrance. Construction of a 3m wide cycle path <b>BILLINGSHURST DOCTORS SURGERY, ROMAN WAY, BILLINGSHURST</b>	No objection November 2020	Permitted 18.1.2021
DC/20/2286	Variation of condition 1 of previously approved application DC/20/1649 (Erection of single storey rear extension and erection of a garage to the side of the property) Relating to all approved plans. <b>KINGSFOLD LODGE, MARRINGDEAN ROAD, BILLINGSHURST</b>	No objection December 2020	Permitted 19.1.2021
DC/20/2386	Replace all existing windows to all elevations with new windows to match existing styles and opening sizes. Replacement of flat entrance doors with new Composite Permadoors to match existing opening sizes <b>10 PLATTS MEADOW, BILLINGSHURST</b>	No objection December 2020	Permitted 25.1.2021
DC/20/2404	Erection of single storey rear extension <b>66 SILVER LANE, BILLINGSHURST</b>	No objection December 2020	Permitted 28.1.2021

**22/21 Appeals and Appeals Decisions.**

- i. The appeal against refusal of planning permission at Tisserand Farm, Five Oaks (DC/19/1770) has been dismissed.
- ii. An appeal has been lodged against the refusal of planning permission for White House Cottage, Coolham Road (DC/20/1924).

**23/21 To consider commenting on the proposed dedication of a new footpath link between Footpaths 1311/1312 and Footpath 827.**

Councillors agreed with the Principal Rights of Way Officer at West Sussex County Council that this proposal will be a very worthwhile improvement to the path network and will be welcomed by walkers wishing to avoid a difficult stretch of road. On the proposal of Cllr Garry Commins, seconded by Cllr Graeme Acraman, **RESOLVED** that the Parish Council supports this proposal.

24/21 Street Naming – Marringdean Acres (Phase 3) Site. Following the sale of the site by A2 Dominion to Bellway Homes, the Committee is asked to reconfirm names suggested in January 2017 (The Privet, The Thicket and Hedgelands) or offer alternative names. This item was deferred until the meeting on 4 March 2021.

25/21 Date of Next Meeting: Thursday 4 March 2021 at 7.30pm.

The meeting closed at 8.40pm.

**Chairman**

**Date**