



**Minutes of the Meeting of the Planning and Environment Committee  
held at the Billingshurst Centre  
on Thursday 2 September 2021 at 7.30pm**

**Present**

Cllrs Edna Bengler, Caroline Beresford Pratt, Garry Commins, Dave Homer (Chairman), James Marchant, Doug Waller and Sarah Wilson.

**In attendance**

Jo Booth, Assistant Clerk  
1 member of the public

The Chairman reminded members that the meeting was being streamed on the internet.

**106/21 Apologies for Absence.**

None.

**107/21 Declarations of interest and notification of change to members' interests.**

None.

**108/21 Approval of the minutes of the Planning and Environment Committee meeting held on 12 August 2021, previously circulated, to confirm and sign the minutes as a correct record.** The minutes have not been distributed so this item was **DEFERRED** until the meeting scheduled for 14 October 2021.

**109/21 Matters Arising.**

None.

**110/21 Public Session.**

The member of the public started to speak about an item from a previous meeting. The Chairman reminded him that only items on the current agenda could be discussed.

**111/21 Planning Applications.**

i. **DC/21/1532** Conversion of existing barn into a two storey residential dwelling. **CHANTRY FARM, WEST CHILTINGTON LANE, CONEYHURST, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Garry Commins, **RESOLVED** that the Parish Council does not object to this application but makes the following comments:-

- it is noted that works have started under the prior notification approval. As this approval was for a single-storey building, will the foundations be adequate?
- there does not appear to be sufficient car parking provision for a 4-bedroom house.

ii. **DC/21/1638** Erection of a side extension and reconfiguration to the existing commercial/manufacturing premises. **WESBART UK LTD, UNITS A AND D DAUX ROAD, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr James Marchant, **RESOLVED** that the Parish Council defers its response until the reconsult requested by West Sussex County Council (WSCC) Highways Department. Members had a number of concerns, including:-

- the office at the end has only 1 exit and this might pose a safety risk in the event of fire;
- the company does use the apron for unloading which does cause obstruction on the road;
- pedestrian safety should be a major cause for concern given the use of Daux Way and Daux Avenue for HGVs turning and the size of the vehicles involved;
- the neighbours' comments with regard to noise and traffic should be taken into account;
- neighbours have suggested that the company has outgrown its current facility and that relocation might be better than expansion on the site. However, Councillors want to encourage local employment and would not want the company to leave the village;
- Councillors agreed with the WSCC request for further information and would like to be re-consulted on this application when this information is available.

iii. **DC/21/1273** Demolition of existing rear conservatory and porch and erection of a two-storey rear extension. **3 MAPLE ROAD, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.

iv. **DC/21/1479** Erection of a 3m high fence along front, side (northern) and rear boundaries. **BRACKEN, FURZE VIEW, SLINFOLD.**

Cllr Caroline Beresford Pratt left the room.

On the proposal of Cllr Dave Homer, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.

Cllr Caroline Beresford Pratt returned.

v. **DC/21/0955** Removal of existing boundary wall and erection of replacement post and rail fence and gate, with associated landscaping works. **THE HERMITAGE, 71 HIGH STREET, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Garry Commins, **RESOLVED** that the Parish Council does not object to this application but, because of the proximity to a narrow footpath, suggests that the hedging plants are not of a prickly or coniferous variety.

- vi. **DC/21/1493** Fell 2 x Lawson Cypress and Surgery 1 x Group of Lawson Cypress. **FRENNELS, STANE STREET, ADVERSANE, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application.
- vii. **DC/21/1684** Removal of existing conservatory and erection of a part two-storey/part single storey rear extension. **BACKSET, ANDREWS HILL, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr James Marchant, **RESOLVED** that the Parish Council does not object to this application but asks that a condition be applied to any approval that deliveries of materials cannot be on the roadside as this would cause a dangerous obstruction in very close proximity to the Parbrook roundabout on the A29.
- viii. **DC/21/1751** Creation of rear dormer. **14 CAFFYNS RISE, BILLINGSHURST.** On the proposal of Cllr Dave Homer, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.
- ix. **DC/21/1896** Erection of a single storey front extension. **3 FREEMANS CLOSE, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr James Marchant, **RESOLVED** that the Parish Council does not object to this application.
- x. **DC/21/1575** Construction of permeable farm track across field from existing farm access to serve 2no buildings. **LAND AT GRID REFERENCE MARRINGDEAN, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application provided that the footpath is accessible at all times. Members considered suggesting that the footpath be separated from the track by fencing. Subsequent (post-meeting) advice from the Access Ranger is *“I would advise against this as public rights exists across the entirety of the track and should therefore not be defined to the side. Public Rights take precedence over private access so the onus is on the landowner to accommodate the user not the other way around.”*
- xi. **DC/21/1816** Surgery to 1 x Oak. **41 WOOD CROFT, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.
- xii. **DC/21/1862** Surgery to 1 x Field Maple. **1 LAKERS MEADOW, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr Caroline Beresford Pratt, **RESOLVED** that the Parish Council does not object to this application if it is for surgery to the tree. There is an ambiguity in the application under description of works where it is stated that the tree “will be felled in the rear garden of our neighbour”. The Assistant Clerk will ask the Arboricultural Officer to ensure that the applicant means that the lopped branches will be lowered to the ground within the neighbour’s garden.
- xiii. **DC/21/1809** Fell 1 x Yew (Works to Trees in a Conservation Area). **VINE COTTAGE, 55 EAST STREET, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Garry Commins, **RESOLVED** that the Parish Council objects to the

felling of this tree. It is very old, they are becoming increasingly rare and its loss would affect the street scene as well as the setting of the historic dwelling. Additionally, there is no evidence of any damage being caused to the property and previous planning applications (in 1992 and 1996) for extensions, have taken account of this tree. The Parish Council would urge the Arboricultural Officer to have a look at the planning history of the site before determining this application.

### **112/21 Horsham District Council Planning Decisions.**

<b>PLAN NO</b>	<b>DESCRIPTION</b>	<b>PARISH COUNCIL RESPONSE</b>	<b>HDC DECISION</b>
<b>DC/21/0956</b>	Erection of a detached chalet bungalow on land to the rear of No.8 <b>8 GORSELANDS, BILLINGSHURST</b>	No objection 8.7.2021	Permitted 9.8.2021
<b>DC/21/1324</b>	Fell 1 x Eucalyptus (Works to Trees in a Conservation Area) <b>29 EAST STREET, BILLINGSHURST</b>	No objection 29.7.2021	Permitted 11.8.2021
<b>DC/21/0824</b>	Increased ridge height to existing pitched roof section, rendering of external elevations and replacement slate roof tiles <b>LANNARDS ANNEXE, OKEHURST LANE, BILLINGSHURST</b>	No objection 8.7.2021	Permitted 4.8.2021
<b>DC/21/1150</b>	Erection of a single-storey rear extension and front porch extension <b>2 WOODCOT, NEW ROAD, BILLINGSHURST</b>	No objection 8.7.2021	Permitted 12.8.2021
<b>DC/21/1251</b>	Conversion of garage into habitable living space and associated alterations <b>15 CARPENTERS, BILLINGSHURST</b>	No objection 29.7.2021	Permitted 13.8.2021
<b>DC/21/0922</b>	Erection of a two-storey side extension <b>3 LONGHURST DRIVE, BILLINGSHURST</b>	No objection 23.6.2021	Permitted 3.8.2021
<b>DC/21/1281</b>	Conversion of former retail unit to form a dwelling (C3), incorporating erection of a rear extension, installation of photovoltaic panels to southern roof slope and associated works <b>LAND ADJACENT TO 116 HIGH STREET, BILLINGSHURST</b>	No objection 29.7.2021	Permitted 19.8.2021
<b>DC/20/0854</b>	Change of use of land to bailing and storage of agricultural plastics for subsequent despatch and off-site recycling <b>COPPED HALL FARM, OKEHURST LANE, BILLINGSHURST</b>	Strong objection 22.5.2020 Maintain strong objection 16.12.2020 Maintain strong objection 4.3.2021 Maintain strong objection 23.6.2021	Referred to Planning Committee (South) and  Refused 20.8.2021
<b>DC/21/0778</b>	Erection of greenhouse to the rear of property <b>NORTHWOOD FARMHOUSE, BLACKGATE LANE, PULBOROUGH</b>	No objection 8.7.2021	Permitted 24.8.2021
<b>DC/21/1298</b>	Erection of replacement outbuilding to be used for ancillary residential accommodation <b>SHERLOCKS, OKEHURST LANE, BILLINGSHURST</b>	No objection 29.7.2021	Permitted 28.8.2021

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/21/1527	Erection of a single storey rear/side extension 4 GORSELANDS, BILLINGSHURST	No objection 12.8.2021	Permitted 25.8.2021
DC/21/1518	Demolition of existing shed and erection of 2no single storey extensions 7 CENTURION CLOSE, BILLINGSHURST	No objection 29.7.2021 – comments made	Permitted 27.8.2021

**113/21 Appeals and Appeal Decisions.**

None.

**114/21 Any other matters for information only.**

- i. West Sussex County Council has published the draft West Sussex Transport Plan (WSTP) 2022 – 2036 or consultation until 8 October 2021. Details are on the website [www.westsussex.gov.uk/wstpconsultation](http://www.westsussex.gov.uk/wstpconsultation) along with background information. A webinar is being held on 8 September to introduce the plan and officers will be available to respond to questions. Alternatively, a pre-recorded webinar presentation is available on the website. This item will be considered by the Finance and General Purposes Committee at the meeting on 29 September 2021.

- ii. **Billingshurst Business Park – update.** The previously circulated update on the Park promoted the following questions along with answers from Alex Marshall of Dunmoore Group:-

- Why does the Parish Council hear about the use of the units after the public seem to become aware? Dunmoore have been so good at keeping us updated with plans etc at every stage but this seems to cease once the units are finished.  
*Apologies if information has come across this way. We always have to balance what potential occupiers allow us to say under legal agreements, letting the Parish Council know, as well as HDC. For consistency, I propose to regularly update the Parish Council.*
- Can Screwfix please take down the large fence banner? The others have now gone and it looks a lot better.  
*I have requested the Estate Manager to do this - thank you for bearing with us.*
- Is there also an update on the planting etc and keeping the site generally maintained as the areas around the heras fence line are really overgrown in places?  
*I will get a summary from our Estate Manager on the new maintenance and tree replacement plan from our Estate Manager. We were let down by our Contractor's Landscape Sub-Contractor, who were obliged under the main works*

*contract to maintain the planting for 12 months. We have now taken this into our own hands.*

Councillors wanted to note that Dunmoore Group have been excellent in their communications and engagement with the Parish Council in the past and this has been appreciated.

**115/21** **Date of Next Meeting:** **Thursday 23 September 2021** at 7.30pm. The next full meeting will now be held on **Thursday 14 October instead of 7 October.**

The meeting closed at 8.50pm.

**Chairman**

**Date**