



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre
on Thursday 3 March 2022 at 7.00pm**

Present

Cllrs Dave Homer (Chairman), Edna Benger, James Marchant, Doug Waller and Sarah Wilson.

In attendance

Sarah Meyer, Administrative Assistant
Alex Marshall – Dunmoore Group
David McFarlane – SP Broadway
1 Member of the Public

28/22 Apologies for Absence.

Apologies for absence were received from Cllrs Caroline Beresford Pratt (prior commitment) and Gary Commins (personal commitment). On the proposal of Cllr Dave Homer, seconded by Cllr Sarah Wilson, **RESOLVED** that the apologies and the reasons given be accepted.

29/22 Declarations of interest and notification of change to members' interests.

None.

30/22 Approval of the minutes of the Planning and Environment Committee meeting held on 3 February 2022, previously circulated.

On the proposal of Cllr James Marchant, seconded by Cllr Sarah Wilson, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

31/22 Approval of the minutes of the Planning and Environment Committee meeting held on 16 February 2022, previously circulated.

On the proposal of Cllr Edna Benger, seconded by Cllr James Marchant, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

32/22 Matters Arising – that are not separate agenda items.

None.

33/22 Guest Speakers – Alex Marshall, Dunmoore Group and David McFarlane, SP Broadway – to give an update on the Trade and Business Park development.

Alex Marshall and David McFarlane gave the committee an update on the progress of the Trade and Business Park development and answered questions from Councillors.

34/22 Public Session.

There were no members of the public present who wished to speak.

35/22 Planning Applications.

- i. **DC/21/2491** Erection of a single storey rear extension and alteration to window on front elevation. **21 THE ALDERS, BILLINGSHURST.** On the proposal of Cllr James Marchant, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application.
- ii. **DC/21/2743** Replacement of 3 no existing windows (Listed Building Consent). **2 THE MANOR HOUSE, SUMMERS PLACE, STANE STREET, BILLINGSHURST.** On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.
- iii. **DC/22/0147** Replacement of 2 no first floor windows to the front south elevation (Listed Building Consent). **CHIME COTTAGE, 14 EAST STREET, BILLINGSHURST.** On the proposal of Cllr Dave Homer, seconded by Cllr James Marchant, **RESOLVED** that the Parish Council does not object to this application.
- iv. **DC/22/0109** Erection of a two-storey side extension. **60 DAUX AVENUE, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application, but members did feel that there should still be a parking space included in the application, as parking space in the area surrounding the property is extremely limited.
- v. **DC/22/0269** Demolition of existing garage and erection of a two-storey side/front extension and single storey front extension. **25 CARPENTERS, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council does not object to this application, but did suggest that proper traffic management was put in place around the build site, especially at school drop off and pick up times.
- vi. **DC/22/0303** Conversion of loft to form habitable living space incorporating raising of ridge height and creation of 3no rear dormers with associated alterations. **14 SAVILLE GARDENS, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller, **RESOLVED** that the Parish Council objects to this application due to the lack of clarity, inconsistencies and contradictions in the plan and its supporting documents.
- vii. **DC/22/0306** Variation of Condition 1 of previously approved application DC/18/1396 (Demolition of existing outbuilding and erection of a detached garage with habitable living space. Erection of a two storey side extension to existing dwelling) to allow for the approved pitched roof on the front/side single storey extension to be amended to a flat roof with roof lantern. **SOUTH ROWNER COTTAGE, ROWNER ROAD, BILLINGSHURST.** On the proposal of Cllr James Marchant, seconded by Cllr Sarah Wilson, **RESOLVED** that the Parish Council does not object to this application.

36/22 To consider whether or not the Parish Council responds to Licensing Applications within the Parish via this Committee.

The Committee was reminded that under the Terms of Reference for the Planning and Environment Committee it states:

- (a) To consider all planning and licencing applications for the Parish.

Although the Parish Council is not a Statutory Consultee to applications received to vary or extend licensing hours for off-licences, pubs, restaurants and retail shops in the parish, Cllr Nigel Jupp had confirmed that he had written to Horsham District Council's (HDC) Chief Executive to request that the Parish Council be kept advised of any such applications in the future. NOTED

37/22 Horsham District Council Planning Decisions (previously circulated).

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/21/2519	Surgery to x1 ash, x1 common oak, group of holly, hazel, hawthorn, sycamore, elder and blackthorn 1 THE ALDERS, BILLINGSHURST	No objection 2.12.2021	Permitted 3.2.2022
DC/21/2785	Removal of existing conservatory and erection of a single storey rear extension. Erection of a first-floor side extension and installation of windows 11 MAPLE ROAD, BILLINGSHURST	No objection 13.1.2022	Permitted 8.2.2022
DC/21/2748	Installation of 3x internally illuminated fascia signs and 12x illuminated and non-illuminated information, directional and slogan signs PERMITTED COFFEE SHOP WITH DRIVE THRU FACILITY, STANE TRADE PARK, BILLINGSHURST	Objected 13.1.2022	Split decision Totem refused 11.2.2022
DC/21/2615	Fell 1 x Liquid Amber (Works to Tree in a Conservation Area) JACALYN, 5 SCHOOL LANE, BILLINGSHURST	No objection 2.12.2021	Permitted 15.2.2022

38/22 Appeals and Appeal Decisions.

- i. **DC/20/2111 – Oak House, Stane Street, Five Oaks.** The appeal against refusal of planning permission for change of use of equestrian land to residential has been dismissed.

39/22 Planning Compliance Updates.

- i. **Jackmans Farm** – Legal Services at HDC have issued an Enforcement Notice which will come into effect on 16 March 2022. The Notice is for the unauthorised change of use from agricultural to the stationing of caravans for residential occupation. The Notice requires that the caravans are removed from the land within 9 months, and that all materials and debris are removed and the land reinstated within 10 months.

40/22 Any other matters for information only.

None.

41/22 **Date of Next Meeting:** Thursday 7 April 2022 at 7.30pm (unless there is a need for a plans-only meeting).

The meeting closed at 20.25pm.

Chairman

Date