



**Minutes of the Meeting of the Planning and Environment Committee  
held at the Billingshurst Centre  
on Tuesday 4 February 2025 at 7.00 p.m.**

**Present**

Councillors Doug Waller (Chairman), Faye Algar, Jeremy Harris, David Hingamp, James Marchant, Kate Rowbottom and Anna Rhodes.

**In attendance**

Sarah Linfield, Locum Planning Clerk  
Richard Plant, Assistant Clerk

**18/25 Chairman's Announcements.**

The Chairman reminded members that -

- i. The meeting was being streamed to the internet.
- ii. Councillors wishing to speak should raise their hand and, when invited to do so, speak loudly and clearly.
- iii. Mobile phones should either be switched off or silenced.

The meeting welcomed Richard Plant, as the newly appointed Assistant Clerk.

**19/25 Apologies for Absence.**

None.

**20/25 Declarations of interest and notification of change to members' interests.**

Ref. minute 25/25, Cllr Jeremy Harris declared an interest in respect of planning application DC/25/0131 as a neighbour.

**21/25 Approval of the minutes of the Planning and Environment Committee meeting held on 7<sup>th</sup> and 29<sup>th</sup> January 2025, previously circulated.**

On the proposal of Cllr Doug Waller, seconded by Cllr David Hingamp **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

**22/25 Clerk's Report**

- (i) Planning Application DC/24/1452 (Unit 18, Billingshurst Trade Park, Stane Street, Billingshurst, West Sussex, RH14 9LZ) would be considered by Horsham District Council's Planning Committee South on Wednesday 12<sup>th</sup> February with a [recommendation](#) to refuse the application.
- (ii) Alex Marshall, Dunmoore Group, and David McFarlane, SP Broadway, planned to join the next Planning and Environment Committee meeting in March to share a forthcoming application for the Trade Park.

**23/25 Public Session**

There were no members of the public present.

**24/25 Planning Applications**

<b>DC/24/1983 Householder</b>	Demolition of front Porch and erection of replacement. Erection of part single/part two storey rear extension	<b>RESOLVED: NO OBJECTION</b>
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	(Householder) <b>SMITHY HOUSE STANE STREET FIVE OAKS WEST SUSSEX RH14 9AZ</b>	Proposed by Cllr J Marchant Seconded by Cllr D Waller
<b>DC/24/1984 Listed Building Consent</b>	Demolition of front Porch and erection of replacement. Erection of part single/part two storey rear extension (Listed Building Consent) <b>SMITHY HOUSE STANE STREET FIVE OAKS WEST SUSSEX RH14 9AZ</b>	<b>RESOLVED: NO OBJECTION</b> Proposed by Cllr J Marchant Seconded by Cllr D Waller
<b>DC/24/1989</b>	Variation of condition 1 and 17 of previously approved application reference DC/22/0518 (Outline Application for redevelopment of the site to provide flexible employment space (Use Classes E(g)(ii) and (iii), B2 and B8) totalling 4,627sqm, ancillary parking and circulation space with all matters reserved except access and layout) regarding revised masterplan and reference to the proposed footpath. <b>LAND SOUTH OF PLATTS ROUNDABOUT NEWBRIDGE ROAD BILLINGSHURST WEST SUSSEX RH14 9HY.</b>	<b>RESOLVED: NO OBJECTION</b> Proposed by Cllr D Waller Seconded by Cllr K Rowbottom
<b>DC/24/1999</b>	Erection of 6 no. dwellings. <b>LAND AT 509467 125933 HILLAND ROAD BILLINGSHURST WEST SUSSEX</b>  <b>* Subject to the provision of eco features, including solar panels, and consideration to residents during the works.</b>	<b>RESOLVED: NO OBJECTION *</b> Proposed by Cllr J Marchant Seconded by Cllr D Hingamp
<b>DC/24/1850</b>	Non-Material Amendment to previously approved application DC/22/2246 (refer also DC/24/1847) <b>THE OLD COTTAGE ANDREWS HILL BILLINGSHURST WEST SUSSEX RH14 9JS</b>	No comment required.
<b>DC/25/0019</b>	Prior notification for the change of use from offices (Class B1) to residential (Class C3) to form 2 no. self- contained flats. <b>LAURA HOUSE, UNITS 9 AND 10 JENGER'S MEAD BILLINGSHURST WEST SUSSEX RH14 9NZ</b>	<b>RESOLVED: NO OBJECTION</b> Proposed by Cllr D Waller Seconded by Cllr F Algar
<b>CA/25/0011</b>	Fell 1x Cypress (Works to Trees in a Conservation Area) <b>1 GRATWICKE CLOSE BILLINGSHURST WEST SUSSEX RH14 9QA</b>  <b>* Subject to replacement tree planting</b>	<b>RESOLVED: NO OBJECTION *</b> Proposed by Cllr J Marchant Seconded by Cllr J Harris
<b>DC/24/1945</b>	Erection of part single and part two storey side extension and increase in width of existing vehicle crossover <b>3 LONGHURST DRIVE BILLINGSHURST WEST SUSSEX RH14 9XP</b>	<b>RESOLVED: NO OBJECTION</b> Proposed by Cllr D Waller Seconded by Cllr J Harris

Councillor Jeremy Harris left the meeting room at 7.28 p.m.

<b>DC/25/0131</b>	Removal of Condition 2 of previously approved application DC/13/0698 (Replace mobile home with permanent dwelling for agricultural worker) relating to occupancy. <b>CHANTRY FARM WEST CHILTINGTON LANE CONEYHURST WEST SUSSEX</b>  <b>*Rationale: whilst recognising the efforts in marketing the dwelling with the existing restriction, its removal could create a precedent for other future applications.</b>	<b>RESOLVED: OBJECTION*</b> Proposed by Cllr D Hingamp Seconded by Cllr J Marchant
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Councillor Jeremy Harris returned to the meeting room at 7.33 p.m.

<b>CA/25/0014</b>	Fell 1x Silver Birch (Works to Trees in a Conservation Area) <b>TRINITY UNITED REFORMED CHURCH HIGH STREET BILLINGSHURST WEST SUSSEX RH14 9QS</b>  <b>* With a recommendation to plant a replacement tree</b>	<b>RESOLVED: NO OBJECTION*</b> Proposed by Cllr J Marchant Seconded by Cllr D Waller
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#### 25/25 Horsham District Council Decisions

Members noted the outcomes, including specific details of those where the decision of Horsham District Council, as the planning authority, differed to the Parish Council's representation, and of the rationale.

<b>PLAN NO</b>	<b>DESCRIPTION</b>	<b>PARISH COUNCIL RESPONSE</b>	<b>HDC DECISION</b>
<b>CA/24/0048</b>	Surgery to 1x Holly (Works to Trees in a Conservation Area) <b>BILLINGSHURST VILLAGE HALL ROMAN WAY BILLINGSHURST WEST SUSSEX RH14 9QW</b>	No Response – PC application	Permitted 7.1.25
<b>DC/24/0862</b>	Erection of 1No. dwelling (in the alternative to permission granted under DC/22/0435 - Prior Notification for the change of use of an agricultural building to residential (Class C3) to form 1no. dwellinghouse). <b>SOUTH HOUSE FARM MARRINGDEAN ROAD BILLINGSHURST RH14 9HH</b>	No Objection 26.6.24	Permitted 8.1.25
<b>DC/24/1783</b>	Prior notification for the demolition of Agricultural outbuildings <b>HOOK FARM WEST CHILTINGTON LANE BILLINGSHURST WEST SUSSEX RH14 9DP</b>	N/A	Prior approval not required 8.1.25
<b>DC/24/1756</b>	Prior Approval for the Change Of Use from Offices (Class B1) to residential	No Objection 5.12.24	Prior Approval Required and

	(Class C3) to form 2 no. self-contained flats. <b>UNITS 9 AND 10 LAURA HOUSE JENGERS MEAD BILLINGSHURST WEST SUSSEX RH14 9NZ</b>		REFUSED 7.1.25
DC/24/1722	Conversion of loft into habitable living space with 2no. dormers. <b>4 ST MARYS CLOSE BILLINGSHURST WEST SUSSEX RH14 9UA</b>	Objection Raised 5.12.24	Permitted 7.1.25
DC/24/1700	Surgery to 1x Oak. <b>15 CAFFYNS RISE BILLINGSHURST WEST SUSSEX RH14 9JY</b>	No Objection 5.12.24	Permitted 7.1.25
DC/24/1427	Demolition of existing swimming pool building, retention of link corridor and construction of an annex. <b>LITTLE WOODHOUSE NEW ROAD BILLINGSHURST WEST SUSSEX RH14 9DS</b>	No Objection 5.12.24	Permitted 7.1.25
DC/24/0498	Demolition of existing 2No cottages and erection of 1No dwelling with associated landscaping and car parking. <b>KEEPERS COTTAGES COOLHAM ROAD COOLHAM HORSHAM RH13 8GP</b>	No Objection 7.5.2024	Permitted 16.1.25
DC/24/1728	Surgery to 1x Yew and 1x Oak <b>UNITARIAN AND FREE CHURCH HIGH STREET BILLINGSHURST WEST SUSSEX RH14 9QS</b>	No Objection 5.12.24	Permitted 14.1.25
DC/24/1774	Erection of a single storey rear extension, replacing existing conservatory and store. <b>ROWFOLD HOUSE CONEYHURST ROAD BILLINGSHURST WEST SUSSEX RH14 9DD</b>	No Objection 5.12.24	Permitted 13.1.25
DC/24/1784	Prior Notification for Change of Use of an Agricultural Building to 1no dwellinghouse (C3 Use Class). <b>Hook Farm West Chiltington Lane Billingshurst West Sussex RH14 9DP</b>	Objection Raised 5.12.24	Prior Approval Required and REFUSED 10.1.25
DC/24/1695	Erection of wooden Gazebo in rear garden. <b>10 THE WILLOWS BILLINGSHURST WEST SUSSEX RH14 9WL</b>	No Objection 5.12.24	Permitted 21.1.25
DC/24/0322	Erection of an agricultural storage building <b>FOUR SEASONS FUEL CONEYHURST ROAD CONEYHURST BILLINGSHURST WEST SUSSEX RH14 9DG</b>	Objection Raised 26.3.24	Permitted 29.1.25
DC/24/0684	Full application for a proposed nine pitch settled gypsy accommodation site (Part	Objection 26.6.24	REFUSED 29.1.25

	Retrospective) <b>JACKMANS FARM ADVERSANE LANE ADVERSANE WEST SUSSEX</b>		
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**26/25 Appeals and Appeal Decisions.**  
None.

**27/25 Planning Compliance Update.**  
Members noted the following.

<b>EN/25/0003</b>	<b>THE PADDOCKS STANE STREET FIVE OAKS BILLINGSHURST WEST SUSSEX RH14 9AG</b>	Alleged: Development is not in accordance with the approved plans under application DC/23/2327 (relating to increase in roof height, dormer installation, addition of Velux windows and balcony)	Received 7.1.25
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**28/25 Date of Next Meeting:** Tuesday 4 March 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:41 pm.

**Chairman**

**Date**