



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

Present

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

In attendance

Richard Plant, Assistant Clerk
Sarah Linfield, Locum Planning Clerk
District Councillor Samantha Bateman

29/25 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.

30/25 Apologies for Absence

Cllrs Faye Algar and Cllr Anna Rhodes had sent their apologies for approved reasons. On the proposal of Cllr Doug Waller and seconded by Cllr James Marchant it was **RESOLVED** that the apologies and the reasons given be accepted.

31/25 Declarations of interest and notification of change to members' interests

None.

32/25 Approval of the minutes of the Planning and Environment Committee meeting held on 4th February 2025, previously circulated

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

Horsham District Cllr Samantha Bateman joined the meeting.

33/25 Clerk's Report

- (i) Horsham District Council is [consulting](#) on the Adversane Conservation Area as part of a rolling programme of reviewing and producing conservation area appraisals and management plans, with the proposal that its boundary remains unchanged.
- (ii) The Dunmoore Group and SP Broadway were not represented on this occasion as there were currently no further updates to share but they would look to join future meetings.

34/25 Public Session

No members of the public were present.

35/25 Planning Applications

DC/25/0103	<p>Installation of 2x non-illuminated post mounted signs.</p> <p>Land Parcel at 509602 126030 Wooddale Lane Billingshurst West Sussex</p> <p>*Rationale: Members raised a <u>strong</u> objection to this retrospective application, adversely impacting the rural location and wildlife habitats. The chosen location for what is considered to be overbearing signs raised concerns over the access route to the development in due course and, had the potential to encourage visitors to the site and tradesman via Wooddale Lane, unsuited to both increased volumes of traffic and for parking.</p>	<p>RESOLVED: OBJECTION*</p> <p>RESOLVED: OBJECTION</p> <p>Proposed by Cllr Marchant Seconded by Cllr Hingamp</p> <p>SECOND MOTION RESOLVED: STRONG OBJECTION</p> <p>Proposed by Cllr David Hingamp Seconded by Cllr James Marchant</p>
DC/25/0123	<p>Removal of Condition 3 of previously approved application DC/06/1645 (Re-instatement of dwelling following recent fire damage) relating to ancillary accommodation.</p> <p>Lee Place, The Pumhouse, Blackgate Lane Pulborough West Sussex RH20 1DF</p> <p>*Rationale: there is no basis to remove the previously agreed condition to regularise the position, Enforcement Notice EN/24/0457 refers.</p>	<p>RESOLVED: OBJECTION*</p> <p>Proposed by Cllr David Hingamp Seconded by Cllr Jeremy Harris</p>
DC/25/0153	<p>Erection of a single storey rear extension, conversion of loft into habitable living space, replacement of front flat roof with a pitched roof, replacement of hipped roof with a gabled roof with glazed screen, installation of 5no. rooflights to front roof and alterations to fenestration.</p> <p>The Paddocks Stane Street Five Oaks West Sussex RH14 9AG</p> <p>*Rationale: The Parish Council objects to this retrospective application, undertaken without sensitivity to its surroundings, and specifically the scale and design of the various changes.</p>	<p>RESOLVED: OBJECTION*</p> <p>Proposed by Cllr David Hingamp Seconded by Cllr Doug Waller</p>
DC/25/0164	<p>Prior Notification for change of use from an agricultural building to 1No. dwelling (Class C3).</p> <p>Hook Farm West Chiltington Lane Billingshurst West Sussex RH14 9DP</p>	<p>RESOLVED: NO OBJECTION</p> <p>Proposed by Cllr Doug Waller Seconded by Cllr Jeremy Harris</p>
DC/25/0163	<p>Prior notification for the demolition of Agricultural outbuildings.</p>	<p>NO RESPONSE (no invitation to consult)</p>

Information only	Hook Farm West Chiltington Lane Billingshurst West Sussex RH14 9DP	HDC had confirmed that prior approval was not required 3.3.25
DC/25/0165	Surgery to 3x Oak Highway Verge Brookfield Way Billingshurst West Sussex	RESOLVED: NO OBJECTION Proposed by Cllr Doug Waller Seconded by Cllr James Marchant
DC/24/1952	Replacement of wooden gate with the installation of electric gates to the property Pennybrooks Birch Drive Billingshurst West Sussex RH14 9RQ	RESOLVED: NO OBJECTION Proposed by Cllr Doug Waller Seconded by Cllr Jeremy Harris
DC/25/0195	Variation of condition 21 of previously approved application DC/24/0768 (Reserved matters for 83 no. dwellings and associated infrastructure following outline DC/20/2607) to make reference to updated water neutrality report Land Parcel at 509640 126158 Wooddale Lane Billingshurst West Sussex	RESOLVED: NO OBJECTION Proposed by Cllr Doug Waller Seconded by Cllr Kate Rowbottom
CA/25/0018 Information only	Fell 1x Elder (Works to Trees in a Conservation Area) 103 High Street Billingshurst West Sussex RH14 9QX	NO COMMENT: by convention where a Parish Cllr is the applicant.
DC/25/0224	Removal of external oil-fired boiler and replacement with external air-source heat pump The Old Cottage Andrews Hill Billingshurst West Sussex RH14 9JS	PREVIOUS RESPONSE APPLIES i.e. NO OBJECTION DC/24/1847
DC/25/0262	Surgery to 1x Ash 9 The Willows Billingshurst West Sussex RH14 9WL	RESOLVED: NO OBJECTION Proposed by Cllr Doug Waller Seconded by Cllr James Marchant

36/25 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.

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/24/1899	Erection of a single storey rear and side extension, erection of a garage and provision of a vehicular driveway.	No objection 7.1.25	Permitted 3.2.25

	FRENNELS STANE STREET ADVERSANE WEST SUSSEX RH14 9JJ		
DC/24/1847	Removal of the existing external oil-fired boiler and replace with an air source heat hump. Removal of first floor bathroom and addition of first floor toilet. (Listed Building Consent). THE OLD COTTAGE ANDREWS HILL BILLINGSHURST WEST SUSSEX RH14 9JS	No objection 7.1.25	Permitted 3.2.25
DC/24/1964	Surgery to 1x Oak 66 ARUN ROAD BILLINGSHURST WEST SUSSEX RH14 9NB	No objection 7.1.25	Permitted 7.2.25
DC/24/1644	Application to confirm the continuous use of a former agricultural barn as a single dwellinghouse for a period in excess of ten years (Lawful Development Certificate Existing) THE BOATHOUSE PALMERS BARN WEST CHILTINGTON LANE CONEYHURST BILLINGSHURST WEST SUSSEX RH14 9DN	No objection 11.11.24	Permitted 4.2.25
DC/24/0805	Reserved matters application pursuant to Condition 2 of outline planning permission DC/24/1989 (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 and Discharge Details in relation to Conditions 5, 6 part ii, 7, 8, 9, 12, 15 and 20). LAND SOUTH OF PLATTS ROUNABOUT NEWBRIDGE ROAD BILLINGSHURST WEST SUSSEX	No objection 5.6.24	Permitted 12.2.25
DC/24/0916	Variation of conditions 1 and 3 of previously approved application DC/21/0294 (Erection of warehouse and boundary fence) to revise the access arrangements into the building.	No response by convention – Cllr declared own interest	Permitted 12.2.25

	FOUR SEASONS FUEL CONEYHURST ROAD CONEYHURST BILLINGSHURST WEST SUSSEX RH14 9DG		
DC/24/1665	Surgery to 2x Willow and 1x Group of Cypress. SIXPENNY BUCKLE MARRINGDEAN ROAD BILLINGSHURST WEST SUSSEX RH14 9HF	No objection 11.11.24	Permitted 12.2.25
DC/24/1693	Erection of a two-storey rear extension. THE BARN WEST CHILTINGTON LANE BILLINGSHURST WEST SUSSEX RH14 9DP	No objection 5.12.24	Permitted 12.2.25
DC/24/1989	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 and Discharge Details in relation to Conditions 5, 6 part ii, 7, 8, 9, 12, 15 and 20. LAND SOUTH OF PLATTS ROUNDAABOUT NEWBRIDGE ROAD BILLINGSHURST WEST SUSSEX RH14 9HY	No objection 6.2.25	Permitted 12.2.25
DC/24/1452	Erection of a single storey building (3,110 sq.m gross floorspace) with ancillary external storage/sales area to accommodate either: 1. employment (E(g)(iii)/B2/B8); or 2. retail warehouse use E(a); with associated customer/staff car park, landscaping, and two adjoining access roads. UNIT 18 BILLINGSHURST TRADE PARK STANE STREET BILLINGSHURST WEST SUSSEX RH14 9LZ	No objection 6.11.24	REFUSED 19.2.25
DC/24/1851	Installation of 3x non-illuminated fascia signs. STANE COURT STANE STREET BILLINGSHURST WEST SUSSEX RH14 9HP	Objection 9.1.25 & 30.1.25 (revised plans)	Permitted 17.2.25

CA/25/0002	Fell 2x Apple (Works to Trees in a Conservation Area) HAMMONDS EAST STREET BILLINGSHURST WEST SUSSEX RH14 9DA	Objection 10.1.25	Permitted 17.2.25
DC/24/1983 & 1984	Demolition of front Porch and erection of replacement. Erection of part single/part two storey rear extension (Householder & Listed Building Consent) SMITHY HOUSE STANE STREET FIVE OAKS WEST SUSSEX RH14 9AZ	No objection 5.2.25	Permitted 26.2.25

37/25 Appeals and Appeal Decisions

Members noted the following and that an update would follow regarding the start of any appeal and how it would be held, it was not yet reported to the Planning Inspectorate's casework portal.

DC/24/0749	Outline Application for redevelopment of the site to provide up to 125 dwellings, ancillary parking new landscaping and open space, an ecological and woodland park together with associated works and landscaping with all matters reserved except access. HILLAND HOUSE NEW ROAD BILLINGSHURST WEST SUSSEX RH14 9AA
Appeal Lodged 25.2.25	

38/25 Planning Compliance Update

Members noted the following.

EN/24/0457	Alleged: Breach of condition 3 of application DC/06/1645 (use of property as independent dwelling) THE PUMP HOUSE SCRASE FARM BLACKGATE LANE PULBOROUGH WEST SUSSEX Cross references to case DC/25/0123, minute 35/25.
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39/25 Date of Next Meeting: Tuesday 1st April 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:49 pm.

Chairman

Date