



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre
on Tuesday 1 April 2025 at 7.00 p.m.**

Present

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

In attendance

Richard Plant, Assistant Clerk

40/25 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.

41/25 Apologies for Absence.

Cllrs Fay Algar, David Hingamp and Anna Rhodes sent their apologies for approved reasons. On the proposal of Cllr Doug Waller and seconded by Cllr James Marchant **RESOLVED** that the apologies and reasons given be accepted.

42/25 Declarations of interest and notification of change to members' interests.

None.

43/25 Approval of the minutes of the Planning and Environment Committee meeting held on 4th March 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.

44/25 Clerk's Report

The only correspondence received was to be discussed under agenda items 11 and 12.

45/25 Public Session

There were no members of the public present.

46/25 Planning Applications

DC/25/0136	Surgery to 1x Ash (Work to Trees with a TPO) 27 East Street Billingshurst West Sussex RH14 9PX	RESOLVED: No Objection Proposed by Cllr J Marchant Seconded by Cllr K Rowbottom
CA/25/0027	Fell 1x Oak and 1x Silver Birch (Works to Trees in a Conservation Area) 14 Windmill Place Billingshurst West Sussex RH14 9GT	RESOLVED: Objection* Proposed by Cllr J Marchant Seconded by

	*Rationale: Objection based on too little information submitted regarding the need for the trees to be felled.	Cllr K Rowbottom
DC/25/0214	Erection of a two storey side extension and single storey rear extension incorporating existing detached garage Jaycroft Furze View Slinfold West Sussex RH13 0RH	RESOLVED: No Objection Proposed by Cllr J Marchant Seconded by Cllr J Harris
DC/25/0275	Demolition of outbuilding and erection of new garage Keepers Cottage Coolham Road Coolham Horsham West Sussex RH13 8GP	RESOLVED: No Objection Proposed by Cllr J Marchant Seconded by Cllr D Waller
CA/25/0033	Surgery to 2x Ash, 2x Sycamore, 1x Birch, 1x Beech, and remove Ash saplings (Works to Trees in a Conservation Area) Womens Hall 81 High Street Billingshurst West Sussex RH14 9QX	RESOLVED: No Objection Proposed by Cllr D Waller Seconded by Cllr J Marchant
DC/25/0268	Surgery to 2x Oak 24 The Willows Billingshurst West Sussex RH14 9WL	RESOLVED: No Objection Proposed by Cllr J Marchant Seconded by Cllr K Rowbottom
DC/25/0342	Variation of Condition 1, 10,18,19,and 21 of previously approved application 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.) Relating to water neutrality. Land Parcel at 507911 125837 Newbridge Road Billingshurst, West Sussex	RESOLVED: No Objection Proposed by Cllr D Waller Seconded by Cllr J Harris
DC/25/0309	Addition of retractable awning to the rear elevation 127 Berrall Way Billingshurst West Sussex RH14 9PQ	RESOLVED: No Objection Proposed by Cllr D Waller Seconded by Cllr K Rowbottom
DC/25/0336	Creation of a new Farm access to serve land to the east of Horsham Road, Five Oaks	RESOLVED: No Objection Proposed by

	Land to the South of Horsham Road Five Oaks West Sussex	Cllr D Waller Seconded by Cllr J Harris
DC/25/0386	Variation of Condition 1 and Removal of Condition 18 of previously approved application 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) totaling 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) Relating to SNOWS / Water Neutrality. Land Parcel at 507911 125837 Newbridge Road Billingshurst, West Sussex	RESOLVED: No Objection Proposed by Cllr J Marchant Seconded by Cllr K Rowbottom
DC/25/0420	Demolition and rebuild of single storey rear extension, pitched roof wing and infill extension, erection of new pool house, installation of 2no. dormers to the second floor and internal alterations throughout. (Householder Application) Tanners Farm Lordings Road Adversane West Sussex RH14 9JE	RESOLVED: No Objection Proposed by Cllr J Harris Seconded by Cllr D Waller
DC/25/0421	Demolition and rebuild of single storey rear extension, pitched roof wing and infill extension, erection of new pool house, installation of 2no. dormers to the second floor and internal alterations throughout. (Listed Building Consent) Tanners Farm Lordings Road Adversane West Sussex RH14 9JE	RESOLVED: No Objection Proposed by Cllr J Haris Seconded by Cllr D Waller
DC/25/0427	Erection of a single storey rear extension, and installation of new bay window to front elevation 56 Groomsland Drive Billingshurst West Sussex RH14 9HB	RESOLVED: No Objection Proposed by Cllr D Waller Seconded by Cllr J Marchant

47/25 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 if available, of the rationale.

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/25/0163	Prior notification for the demolition of agricultural buildings.	No consultation	Prior Approval Not Required

	Hook Farm West Chiltington Lane Billingshurst West Sussex RH14 9DP		03/03
DISC/25/0034	Application for Approval of Details Reserved by Condition 8 (Written Scheme of Archaeological Investigation ONLY) to planning permission DC/20/2607 (83 residential units, landscaping, access, parking and associated infrastructure). Duckmoor Farm Wooddale Lane Billingshurst West Sussex RH14 9DZ	Discharge Only	Application Permitted 03/03
DC/25/0019	Prior notification for the change of use from offices (Class B1) to residential (Class C3) to form 2 no. self contained flats Laura House, Units 9 And 10 Jengers Mead Billingshurst West Sussex RH14 9NZ	No objection 04/02	Prior Approval Required and Permitted 03/03
DC/24/1682	Siting of two new school buildings, containing three classrooms, for educational use (Lawful Development Certificate - Proposed) Ingfield Manor School Ingfield Manor Drive Five Oaks Billingshurst West Sussex RH14 9AX	No consultation	Application Permitted 05/03
CA/25/0011	Fell 1x Cypress (Works to Trees in a Conservation Area) 1 Gratwicke Close Billingshurst West Sussex RH14 9QA	No objection 04/02	Application Permitted 11/03
DISC/25/0055	Application for Approval of Details Reserved by Condition 5 (Construction Environmental Management Plan) PART IX A-H INCLUSIVE ONLY to approved application DC/20/2607 (83 no. residential units, landscaping, access, parking and associated infrastructure). Duckmoor Farm Wooddale Lane Billingshurst West Sussex RH14 9DZ	Discharge Only	Application Permitted 14/03
CA/25/0014	Fell 1x Silver Birch (Works to Trees in a Conservation Area) Trinity United Reformed Church High Street Billingshurst West Sussex RH14 9QS	No objection 04/02	Application Refused 17/03
DC/24/1945	Erection of part single and part two storey side extension and increase in width of existing vehicle crossover. 3 Longhurst Drive Billingshurst West Sussex RH14 9XP	No objection 04/02	Application Permitted 18/03
DC/24/1953	Application to confirm the use of a caravan as an ancillary annexe on a date four years previous (Lawful Development Certificate - Existing).	No objection 29/01	Application Permitted 19/03

	Oakhurst Equestrian Centre West Chiltington Lane Coneyhurst West Sussex RH14 9DN		
DC/25/0103	Retrospective application for the installation of 2x non-illuminated post mounted signs. Land Parcel at 509602 126030 Wooddale Lane Billingshurst West Sussex	Strong Objection 04/03	Application Permitted 19/03
DC/22/2068	Demolition of existing 10No garages and the erection of 2No. dwellings. Land at Forge Way Billingshurst RH14 9LL	No objection 03/12	Application Permitted 19/03
HRA/25/0005	Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 relating to Prior Approval consent DC/25/0019 Units 9 and 10 Laura House Jengers Mead Billingshurst West Sussex RH14 9NZ	No consultation requested	Application Permitted 24/03
DC/25/0131	Removal of Condition 2 of previously approved application DC/13/0698 (Replace mobile home with permanent dwelling for agricultural worker) relating to occupancy. Chantry Farm West Chiltington Lane Coneyhurst West Sussex	Objection 04/02	Application Permitted 25/03
DC/25/0165	Surgery to 3x Oak Highway Verge Brookfield Way Billingshurst West Sussex	No objection 04/03	Application Permitted 26/03
CA/25/0018	Fell 1x Elder (Works to Trees in a Conservation Area) 103 High Street Billingshurst West Sussex RH14 9QX	No comment [Parish Councillor Application]	Application Permitted 26/03

48/25 Appeals and Appeal Decisions.

Reference	Location	Details
APP/Z3825/W/25/3361285	Hilland House New Road Billingshurst West Sussex RH14 9AA	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

49/25 Planning Compliance Update.

Members noted the following.

N/25/0078	Tisserand Farm House, Stane Street, Billingshurst, West Sussex RH14 9AE	Alleged: Change of use of residential property and land to form an extension to L&W Contractors Limited and extension of warehouse without planning permission
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50/25 To Consider a Pre-Application Consultation for the Diversion of Public Footpath 1481 1

The committee considered a consultation from a resident to divert a footpath. On the proposal of Cllr Doug Waller, seconded by Cllr James Marchant, **RESOLVED** that the application be supported as the new route was still reasonably traversable during the winter.

51/25 To note a Proposed Base Station Upgrade at BTCR Mast, Brookers Road, Billingshurst RH14 9GH

The committee noted and discussed the consultation from Cornerstone Telecommunications. It was agreed that improvements to the base station and mast would be a benefit to the community as it would improve mobile phone reception in that area of the village. Whilst no response was requested by the consultation letter, it was proposed by Cllr James Marchant and seconded by Cllr Doug Waller that should a comment be required, that this was a positive move for the village.

52/25 Date of Next Meeting: Tuesday 6th May 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:36pm.

Chairman

Date