



**Minutes of the Meeting of the Planning and Environment Committee  
held at the Billingshurst Centre  
on Tuesday 6<sup>th</sup> May 2025 at 7.00 p.m.**

**Present**

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

**In attendance**

Richard Plant, Assistant Clerk  
2 Members of the Public

**61/25 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.

**62/25 Apologies for Absence**

Cllr James Marchant sent his apologies for approved reasons. On the proposal of Cllr Doug Waller and seconded by Cllr Fay Algar it was **RESOLVED** that the apologies and the reason given be accepted.

**63/25 Declarations of interest and notification of change to members' interests**

None.

**64/25 Approval of the minutes of the Planning and Environment Committee meeting held on 15<sup>th</sup> April 2025, previously circulated**

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

**65/25 Clerk's Report**

There was no further correspondence to note.

**66/25 Public Session**

There were two members of the public present representing Jengers Craft Bakery located in Jengers Mead. They spoke on application DC/25/0367 with concerns regarding invasion of privacy, intrusion into their property and the cameras leading to 24/7 parking charges that would impact upon their use of the area for parking their work vehicles to load and unload overnight and additional overnight parking charges for their night shift staff.

**67/25 Planning Applications**

<b>DC/25/0367</b>	<p>Construction of 2no. PTZ Cameras <b>Car Park Jengers Mead Billingshurst West Sussex</b></p> <p>* There was a strong objection to this application based upon the letters of representation from residents and the verbal representation given at the meeting. Matters included intrusion of privacy, lack of information as to the purpose of the cameras and the regulation of their use, lack of consultation with residents and businesses, and the need for them to be of a Pan-Tilt-Zoom nature, rather than fixed position.</p>	<p><b>RESOLVED:</b> <b>Objection*</b> Proposed by Cllr D Waller Seconded by Cllr A Rhodes</p>
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*The two members of the public left the meeting*

<b>DC/25/0468</b>	<p>Demolition of existing outbuilding and associated slab and erection of replacement outbuilding and reinforced concrete slab sited in location of existing <b>Shire Cottage Stane Street Five Oaks West Sussex RH14 9AG</b></p>	<p><b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr F Algar Seconded by Cllr D Hingamp</p>
<b>DC/25/0541</b>	<p>Erection of single storey rear extension and garage <b>4 Muggeridge Road Billingshurst West Sussex RH14 9YY</b></p>	<p><b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr F Algar</p>
<b>DC/25/0564</b>	<p>Removal of the remains of a dilapidated side wall to front elevation (Listed Building Consent) <b>103 High Street Billingshurst West Sussex RH14 9QX</b></p>	<p><b>RESOLVED:</b> By precedent, the Committee does not comment on applications by Councillors</p>
<b>DC/25/0584</b>	<p>Application to confirm the continuous use of dwellinghouse for residential (Class C3) purposes for a period in excess of ten years (Lawful Development Certificate Existing) <b>Sixacre Farm Stane Street Adversane West Sussex RH14 9JR</b></p>	<p><b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr D Hingamp</p>
<b>DC/25/0586</b>	<p>Removal of Condition 3 of previously approved application DC/24/0498 (Demolition of existing 2No cottages and erection of 1No dwelling with associated landscaping and car parking) relating to protected species <b>Keepers Cottage Coolham Road Coolham Horsham West Sussex RH13 8GP</b></p>	<p><b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Hingamp Seconded by Cllr J Harris</p>
<b>DC/25/0590</b>	<p>Surgery to 3x Goat Willow, 3x Oak and 1x Hawthorn and Fell 2x Goat Willow, and 1x Maple</p>	<p><b>RESOLVED:</b> <b>Neutral</b> Proposed by</p>

	<b>Bellway Homes Development Site Daux Avenue Billingshurst West Sussex RH14 9TD</b>	Cllr D Waller Seconded by Cllr F Algar
<b>DC/25/0603</b>	Conversion of loft with 2No. dormers and rooflights. Erection of a single storey rear extension <b>2 Myrtle Close Billingshurst West Sussex RH14 9XF</b>  *The committee resolved to object to this application on the grounds that the large flat roofed dormer windows were out of keeping with the area, that the expansion of the second floor outside of the original roof shape was overbearing, and that a pitched dormer may be more appealing.	<b>RESOLVED:</b> <b>Object *</b> Proposed by Cllr J Harris Seconded by Cllr K Rowbottom
<b>DC/25/0634 (Householder Application)</b>  <b>DC/25/0635 (Listed Building Consent)</b>	Alterations to previously converted barn to include replacement windows, replacement rainwater goods, replacement of 2no. rooflights, opening up of full height glazed section to east elevation 'Wain Entrance' and addition of flue to vent fireplace. <b>Juppsland Farm Lordings Road Access Road Adversane West Sussex</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr F Algar
<b>DC/25/0652</b>	Replacement of two existing wooden framed double-glazed doors with the same styled uPVC double glazed doors <b>1 Manor Close High Street Billingshurst West Sussex RH14 9GR</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr F Algar Seconded by Cllr J Harris

**68/25 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>DC/24/1999</b>	Erection of 6 no. dwellings. <b>Land at 509467 125933 Hilland Road Billingshurst West Sussex</b>	No Objection  FEB	Application Permitted  03/04
<b>DC/25/0123</b>	Removal of Condition 3 of previously approved application DC/06/1645 (Re-instatement of dwelling following recent fire damage) relating to ancillary accommodation. <b>Lee Place, The Pumphouse Blackgate Lane Pulborough West Sussex RH20 1DF</b>	Objection  MAR	Application Permitted  01/04

<b>DC/25/0153</b>	Part-retrospective 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 6no. rooflights to front roof, installation of solar PV panels to the south facing roof, and alterations to fenestration. <b>The Paddocks Stane Street Five Oaks West Sussex RH14 9AG</b>	Objection  MAR	Application Refused  15/04
<b>DC/24/1952</b>	Replacement of wooden gate with the installation of electric gates to the property <b>Pennybrooks Birch Drive Billingshurst West Sussex RH14 9RQ</b>	No Objection  MAR	Application Permitted  03/04
<b>DC/25/0195</b>	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 <b>Land Parcel at 509640 126158 Wooddale Lane Billingshurst West Sussex</b>	No Objection  MAR	Application Permitted  01/04
<b>DC/25/0224</b>	Removal of external oil-fired boiler and replacement with external air-source heat pump <b>The Old Cottage Andrews Hill Billingshurst West Sussex RH14 9JS</b>	Maintain Previous Decision (No Objection)  MAR	Application Permitted  09/04
<b>DC/25/0214</b>	Erection of a two-storey side extension and single storey rear extension incorporating existing detached garage <b>Jaycroft Furze View Slinfold West Sussex RH13 0RH</b>	Neutral <sup>1</sup>  APR	Application Permitted  23/04
<b>DC/25/0510</b>	To install approximately 6 metre(s) of underground duct and cables to improve connectivity coverage <b>Opposite Whispers Tea Rooms 64 High Street Billingshurst West Sussex RH14 9NY</b>	Not Consulted  n/a	No Comment to Make  22/04

<sup>1</sup> From 1<sup>st</sup> April 2025, committee responses have been submitted as Support, Neutral or Object, as per HDC's planning portal. This replaces the traditional notion of Objection or No Objection

<b>DC/25/0514</b>	To install electronic communications apparatus/development ancillary to radio equipment housing on behalf of Cornerstone <b>BTCR Mast Brookers Road Billingshurst West Sussex</b>	Neutral  Dealt with by Consultation <sup>2</sup>	No Objection to Notification  22/04
<b>DISC/25/0128</b>	Approval of details reserved by condition 8 (archaeological work - site investigation and post investigation) to approved application DC/20/2607 (83 residential units, landscaping, access, parking and associated infrastructure) <b>Duckmoor Farm Wooddale Lane Billingshurst West Sussex RH14 9DZ</b>	Discharge Only  n/a	Application Permitted  30/04
<b>DC/25/0136</b>	Surgery to 1x Ash (Work to Trees with a TPO) <b>27 East Street Billingshurst West Sussex RH14 9PX</b>	Neutral  APR	Application Permitted  25/04
<b>DC/25/0262</b>	Surgery to 1x Ash <b>9 The Willows Billingshurst West Sussex RH14 9WL</b>	No Objection  MAR	Application Permitted  25/04
<b>CA/25/0033</b>	Surgery to 2x Ash, 2x Sycamore, 1x Birch, 1x Beech, and remove Ash saplings (Works to Trees in a Conservation Area) <b>Womens Hall 81 High Street Billingshurst West Sussex RH14 9QX</b>	Neutral  APR	Application Permitted  17/04

**69/25 Appeals and Appeal Decisions**

None.

**70/25 Planning Compliance Update**

Members noted the following.

<b>EN/25/0129</b>	<b>The Paddocks Stane Street Five Oaks Billingshurst West Sussex RH14 9AG</b>	Unauthorised development following refusal of application DC/25/0153
<b>EN/25/0131</b>	<b>21 The Alders Billingshurst West Sussex RH14 9GU</b>	Alleged: Storage of building materials outside of the application site and parking of contractors vehicles in private residents car parking spaces

<sup>2</sup> See minute 51/25 of the Planning and Environment Committee (1<sup>st</sup> April 2025)

EN/25/0137	Lee Place Blackgate Lane Pulborough West Sussex RH20 1DF	Alleged: Conversion of stables to residential use
EN/25/0143	22 Owl Close Billingshurst West Sussex RH14 9XJ	Alleged: installation of 3 rooflights to the rear of property contrary to DC/13/2379 Condition 19

**71/25 Date of Next Meeting:** Tuesday 3<sup>rd</sup> June 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:40 pm.

**Chairman**

**Date**