



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre
on Tuesday 5 August 2025 at 7.00 p.m.**

Present

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

In attendance

Richard Plant, Assistant Clerk

103/25 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.

104/25 Apologies for Absence

Cllr Anna Rhodes sent her 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.

105/25 Declarations of interest and notification of change to members' interests

None.

106/25 Approval of the minutes of the Planning and Environment Committee meetings held on 1 July and 8 July 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.

107/25 Clerk's Report

Nothing to report.

108/25 Public Session

There were no members of the public present.

109/25 Planning Applications

CA/25/0073	Surgery to 1x Ash and 1x Mixed Hedge (Works to Trees in a Conservation Area) Womens Hall 81 High Street Billingshurst West Sussex	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr J Harris
DC/25/0766	Installation of 3No. rooflights with light shafts down to ground floor (Retrospective) 22 Owl Close Billingshurst West Sussex RH14 9XJ	RESOLVED: Neutral Proposed by Cllr J Harris

		Seconded by Cllr K Rowbottom
DC/25/0987	Application to confirm the continuous use of The Old Dairy as a self-contained independent dwelling for a period in excess of four years (Lawful Development Certificate Existing) Little Slinfoldland, The Old Dairy Stane Street Five Oaks West Sussex RH14 9AZ	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr J Harris
DC/25/1063 (Householder) DC/25/1064 (Listed Building Consent)	Removal of shed and construction of timber garden room Fossbrooks 5 Parbrook Billingshurst West Sussex RH14 9ET	RESOLVED: Neutral Proposed by Cllr F Algar Seconded by Cllr D Hingamp
DC/25/1108	Construction of 1no. detached dwelling and 2no. semi-detached dwellings Denhams Andrews Hill Billingshurst West Sussex RH14 9JT *The Committee resolved to object to this application based upon the overdevelopment of the site, in a rural location. It was out of character and would affect a listed building. The higher density of the development would be out of keeping with the surrounding buildings and the development would cause an increase of traffic exiting onto a busy stretch of road.	RESOLVED: Object* Proposed by Cllr K Rowbottom Seconded by Cllr D Hingamp
DC/25/1136	Surgery to 1x Oak and 1x Poplar 41 Wood Croft Billingshurst West Sussex RH14 9XL	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr J Harris
DC/25/1161	Non Material Amendment to previously approved application DC/24/1774 (Erection of a single storey rear extension, replacing existing conservatory and store) Store width to be reduced by 455mm, East elevation [glazing, roof canopy and steps] to be moved 540mm East to line through with edge of existing building. Reduction of rooflight width and slight amendment to siting on roof. Rowfold House Coneyhurst Road Billingshurst West Sussex RH14 9DD	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr F Algar
DC/25/1141	Change of Use and external alterations to provide 1no. retail/commercial unit and 6no. 1 bedroom flats Barclays Bank Ltd 84 High Street Billingshurst West Sussex RH14 9QS	RESOLVED: Support* Proposed by Cllr D Hingamp Seconded by Cllr D Waller

	*The Committee resolved to Support this application based upon the design retaining retail space at the southern end of the High Street. It would also provide smaller, 1-bed accommodation on a ground floor basis, close to the local shops. This was preferable to it remaining a redundant property and eyesore.	
DC/25/1235	Fell 1x Pear (Works to Trees in a Conservation Area) 35 High Street Billingshurst West Sussex RH14 9PP	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr F Algar
DC/25/1142	Partial garage conversion, erection of a first floor side and rear extension, alterations to existing windows and doors. Installation of rooflights on the right elevation. 50 Broomfield Drive Billingshurst West Sussex RH14 9TN	RESOLVED: Neutral Proposed by Cllr F Algar Seconded by Cllr K Rowbottom

110/25 Application in a Neighbouring Parish

DC/25/0934 <i>The application site lies within Itchingfield Parish, however this section of West Chiltington Lane forms the parish boundary so adjoins properties within Billingshurst Parish and the site is accessed from the boundary road.</i>	Change of use of land to provide 10no gypsy pitches with dayroom, associated parking, access and services (part retrospective). Kingfisher Farm West Chiltington Lane Billingshurst West Sussex RH14 9DR *The Committee resolved to object to this application as the application has an impact upon the transport infrastructure of narrow country lanes around the Parish border. The lack of drainage on site means that foul output is discharged to the watercourse, affecting surrounding properties including those within the Billingshurst Parish. The Committee supported the comments submitted by Itchingfield Parish Council.	RESOLVED: Object* Proposed by Cllr D Waller Seconded by Cllr K Rowbottom
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111/25 Licencing Applications

Little Bean Café	New Premises Licence Application at 35 High Street, Billingshurst	RESOLVED: No Objection Proposed by Cllr D Waller Seconded by Cllr F Algar
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112/25 Nominations for Street Naming

No new requests received, nor new names suggested. There continues to be a reasonable number of suggestions on the list for developers to choose from.

113/25 Horsham District Council Decisions and Updates

The committee **NOTED** the reports from the Planning Authority

- a) Planning Application Decisions – Appendix **A**
- b) Appeals and Appeal Decisions – Appendix **B**
- c) Planning Compliance Update – Appendix **C**

114/25 Date of Next Meeting: Tuesday 2 September 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 8:01 pm.

Chairman

Date