



**Minutes of the Meeting of the Planning and Environment Committee  
held at the Billingshurst Centre  
on Tuesday 7 October 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  
12 Members of the Public

**126/25 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.

**127/25 Apologies for Absence**

None.

**128/25 Declarations of interest and notification of change to members' interests**

Cllr David Hingamp confirmed that he was the architect in relation to application DC/25/1505.

**129/25 Approval of the minutes of the Planning and Environment Committee held on 2 September 2025, previously circulated**

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

**130/25 Clerk's Report**

Correspondence had been received from Horsham DC regarding compliance issues at 33 High Street which, following a successful outcome would be closed. The Council had been notified of an additional appeal since the issuing of the agenda which will feature in a following agenda.

**131/25 Public Session**

There were twelve members of the public present. Deepak Mahal spoke in favour of the PROW diversion under item 11. Caroline Sutherland spoke in opposition of application DC/25/1395, citing issues with the workspace, meeting room, café aspect of the listed building and lack of plans. Also how it would sit on a 60mph road and emergency access concerns for the site as a whole. Glyn Phillips spoke in opposition of the same application. Ralph De Freitas spoke in opposition of application DC/25/1395, citing the poor location of the site if it is to be affordable housing, that there's no footpath or bus route and a mile walk to the nearest amenities. There are compliance issues also with the stripping of hedgerow and trees already being undertaken. Deepak Mahal added that the 4-6 movements in and out of the site looks very low and no data has been submitted to support this figure.

**132/25 Planning Applications**

*Due to the members of the public present mostly having interest in one application, the meeting agreed to bring this application forward to be discussed first.*

<b>DC/25/1395</b>	<p>Siting of 24No. single-storey static homes for permanent year-round residential use (Use Class C3)  <b>Limeburners Caravan Site Lordings Road  Newbridge West Sussex RH14 9JA</b></p> <p>*The Committee resolved to object to this application on the basis that the site is unsuitable as a year-round affordable housing development. There are additionally issues with how this application affects the listed building on site, no details of which had been provided. There were concerns regarding the site sewerage and ground drainage also the way this would affect the traffic along Lordings Road.</p>	<p><b>RESOLVED:</b>  <b>Object*</b>  Proposed by  Cllr D Waller  Seconded by  Cllr F Algar</p>
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*Eleven of the twelve members of the public left the meeting.*

<b>CA/25/0108</b>	<p>Surgery to 1x Juniper (Works to Trees in a Conservation Area)  <b>Chime Cottage 14 East Street Billingshurst  West Sussex RH14 9PY</b></p>	<p><b>RESOLVED:</b>  <b>Neutral</b>  Proposed by  Cllr D Waller  Seconded by  Cllr F Algar</p>
<b>DC/25/1174</b>	<p>Surgery to 1x Oak  <b>Land to the Rear of 7 Rosier Way  Billingshurst West Sussex RH14 9TE</b></p>	<p><b>RESOLVED:</b>  <b>Neutral</b>  Proposed by  Cllr D Waller  Seconded by  Cllr K Rowbottom</p>
<b>DC/25/1387</b>	<p>Surgery to 4x Oak  <b>82 Broomfield Drive Billingshurst West  Sussex RH14 9TW</b></p>	<p><b>RESOLVED:</b>  <b>Neutral</b>  Proposed by  Cllr D Waller  Seconded by  Cllr J Harris</p>

*Cllr Hingamp left the meeting.*

<b>DC/25/1505</b>	<p>Erection of a single storey rear extension and first floor side extension  <b>10 Pine Close Billingshurst West Sussex RH14 9NL</b></p>	<p><b>RESOLVED:</b>  <b>Neutral</b>  Proposed by  Cllr F Algar  Seconded by  Cllr A Rhodes</p>
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*Cllr Hingamp returned to the meeting.*

<b>DC/25/1430</b>	Change of Use from domestic gym (Class C3) to a Private small group personal training gym (Class E) <b>Lee Place, Blackgate Lane, Pulborough RH20 1DF</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr F Algar
<b>DC/25/1560</b>	Enlargement of existing window and installation 1No. new window to the first-floor north elevation. Replacement of 3No. windows on the ground floor north elevation <b>68 High Street, Billingshurst RH14 9QS</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr J Harris Seconded by Cllr K Rowbottom
<b>DC/25/1563</b>	Conversion of loft with 2 x Velux Windows to front and rear elevations. <b>6 Myrtle Close, Billingshurst RH14 9XF</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr D Hingamp
<b>DC/25/1573</b>	Prior Notification for change of use from a single open plan office space, to form one two-bedroom flat. <b>Unit 11 Laura House, Jengers Mead, Billingshurst RH14 9NZ</b>	<b>RESOLVED</b> <b>Neutral</b> Proposed by Cllr D Waller Seconded by Cllr A Rhodes
<b>DC/25/1574</b>	Variation of condition 1 of previously approved application reference DC/22/0303 (Conversion of loft to form habitable living space incorporating raising of ridge height and creation of 3no front dormers with associated alterations) re installation of roof lights to rear elevation <b>14 Saville Gardens, Billingshurst RH14 9RR</b>	<b>RESOLVED:</b> <b>Neutral</b> Proposed by Cllr K Rowbottom Seconded by Cllr A Rhodes

### **133/25 Licencing Applications**

No new applications received.

### **134/25 Nominations for Street Naming**

No new names suggested to be added to the approved list.

### **135/25 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

### **136/25 Pre-Application for the Diversion of Public Footpath 1476**

The committee discussed the consultation that had been previously circulated. It was agreed that there was no issue in diverting the footpath and that being able to widen the path whilst moving it was a benefit to all users. The diversion would allow for

more safety for walkers, equestrians and residents with the public not walking through the residents' farmyard. It was **RESOLVED** that the Committee supported the idea and would respond to the consultation accordingly. The Chair thanked the applicant for attending.

*The remaining member of the public left the meeting.*

**137/25 Date of Next Meeting:** Tuesday 4 November 2025 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:56pm.

**Chairman**

**Date**