



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre
on Tuesday 7 April 2026 at 7.00 p.m.**

Present

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

In attendance

Richard Plant, Assistant Clerk

34/26 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.

35/26 Apologies for Absence

Cllr Anna Rhodes sent her apologies for approved reasons. On the proposal of Cllr Doug Waller, seconded by Cllr Fay Algar **RESOLVED** that the apologies and reasons given be accepted.

36/26 Declarations of interest and notification of change to members' interests

None.

37/26 Approval of the minutes of the Planning and Environment Committee held on 3 March 2026, 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.

38/26 Clerk's Report

Nothing to report.

39/26 Public Session

There were no members of the public present.

40/26 Planning Applications

DC/26/0335	Erection of an outbuilding to the rear Aspen Place Okehurst Lane Billingshurst West Sussex	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr F Algar
DC/26/0340	Conversion of loft into habitable living space with the installation of 3no. front and 2no. rear rooflights (Lawful Development Certificate - Proposed)	RESOLVED: Neutral Proposed by

	60 Puttock Way Billingshurst West Sussex RH14 9ZJ	Cllr F Algar Seconded by Cllr J Harris
DC/26/0372	Surgery to 1 x Lime. Surgery to 1 x Oak. (Works to Trees in a Conservation area). Surgery to 1 x Sycamore. (Works to Trees subject to a TPO) Gratwicke Cottage 16A East Street Billingshurst West Sussex RH14 9PY	RESOLVED: Neutral Proposed by Cllr M Montoya Seconded by Cllr J Harris
DC/26/0382	Partial demolition of link section The Boathouse Palmers Barn West Chiltington Lane Coneyhurst Billingshurst West Sussex RH14 9DN	RESOLVED: Neutral Proposed by Cllr J Harris Seconded by Cllr M Montoya
DC/26/0403	Application to confirm the creation of a Canter Track on a date four years previous. (Lawful Development Certificate - Existing) Guildenhurst Stud Lordings Road Billingshurst West Sussex RH14 9JB	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr M Montoya
DC/26/0404	Application to confirm the continuous use of a Horse Arena for a period in excess of ten years. (Lawful Development Certificate - Existing) Guildenhurst Stud Lordings Road Billingshurst West Sussex RH14 9JB	
DC/26/0407	Change of Use of land and extension to existing equine arena Guildenhurst Stud Lordings Road Billingshurst West Sussex RH14 9JB	
DC/26/0486	Surgery to 1 x Oak The Firs Dauxwood Close Billingshurst West Sussex	RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr K Rowbottom
DC/26/0454	Engineering operation to create attenuation basins and swale Land South of Billingshurst Business Park (Phase 3) Hilland Road Billingshurst West Sussex RH14 9HN	RESOLVED: Neutral Proposed by Cllr D Hingamp Seconded by Cllr K Rowbottom
DC/25/0537	Erection of a front porch extension and single storey front extension The Hollies Natts Lane Billingshurst West Sussex RH14 9EX	RESOLVED: Neutral Proposed by Cllr M Montoya Seconded by Cllr J Harris

The following applications were **NOTED** by the committee as the Parish Council is the applicant or landowner.

DC/26/0365	Surgery to 2x Oak Land East of 1 Willow Drive Billingshurst West Sussex
DC/26/0400	Variation of Condition 8 of previously approved application DC/20/0506 (Change of use of ground floor from offices to Youth Day Centre, amendments to windows and new means of escape door) for the use purpose to be varied for general community use 83A Arun House, High Street Billingshurst West Sussex RH14 9QX

41/26 Licencing Applications

New application from the Weald School to replace the need for Temporary Event Notices for each event they operate. On the proposal of Cllr D Waller, and seconded by Cllr F Algar, the committee **RESOLVED** to no objection to the application, and in fact support the school in their endeavours.

42/26 Nominations for Street Naming

No new nominations received.

43/26 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

44/26 Date of Next Meeting: Tuesday 5 May 2026 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 7:29pm.

Chairman

Date