



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre
on Tuesday 2 June 2026 at 7.00pm**

Present

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

In attendance

Richard Plant, Assistant Clerk

56/26 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.

57/26 Apologies for Absence

All committee members were present

58/26 Declarations of interest and notification of change to members' interests

None.

59/26 Approval of the minutes of the Planning and Environment Committee held on 5 May 2026, previously circulated

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

60/26 Clerk's Report

The Assistant Clerk reported that Horsham District Council were surveying residents on their views of air quality in the district. The survey runs from 26 May until 23 June. The link to the survey is on the Parish Council's website or can be obtained via the Assistant Clerk.

61/26 Public Session

There were two members of the public present.

Mr Paul Snowsell spoke in regard to application DC/26/0246 and answered questions from Councillors.

62/26 Planning Applications

The Chairman moved DC/26/0246 up the agenda in light of the public presence.

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| DC/26/0246 | Change of use from light industrial building (Class E(g)(iii)) to a mixed use of light industrial and a low-impact gym/fitness studio (Class E(d)) Unit 28 Huffwood Trading Estate Brookers Road Billingshurst West Sussex RH14 9UR | RESOLVED: Neutral Proposed by Cllr J Harris Seconded by Cllr A Rhodes |
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The Chairman reverted to the agenda. One member of the public left the meeting.

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| CA/26/0064 | Fell 1x Cherry Tree (Works to Trees in a Conservation Area) 7 Caffyns Rise Billingshurst West Sussex RH14 9JY | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr M Montoya |
| CA/26/0757 | Fell 1x Ash (Works to Trees in a Conservation Area) Hammonds East Street Billingshurst West Sussex | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr K Rowbottom |
| DC/26/0620 | Erection of a first floor side extension over existing garage 3 Maple Road Billingshurst West Sussex RH14 9TS | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr M Montoya |
| DC/26/0639 | Variation of Condition 3 of previously approved application reference DC/25/0689 (Conversion of loft into habitable living space, the installation of a rear dormer and 1no. front rooflight) relating to materials 8 Lakers Meadow Billingshurst West Sussex RH14 9NP | RESOLVED: Neutral Proposed by Cllr M Montoya Seconded by Cllr A Rhodes |
| DC/26/0704 | Part conversion of loft into habitable living space with the installation of a rear dormer and 2no. front rooflights West Cottage Hayes Wood Road Five Oaks West Sussex RH14 9AS | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr F Algar |
| DC/26/0780 | Fell x 1 Lime and x 1 Ash. (Works to Trees in a Conservation Area) Sayers Farm Stane Street Adversane West Sussex RH14 9JH | RESOLVED: Object* Proposed by Cllr D Waller Seconded by Cllr M Montoya |

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| | *Reason for Objection: The Committee could not determine from the information submitted, why the trees needed to be felled. | |
| DC/26/0784 | Change of use from Residential to Veterinary Practice 1 Woodcot New Road Billingshurst West Sussex RH14 9DS | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr F Algar |
| DC/26/0852 | Surgery x 1 Oak 26 Silver Lane Billingshurst West Sussex RH14 9RJ | RESOLVED: Neutral Proposed by Cllr D Waller Seconded by Cllr K Rowbottom |
| DC/26/0660 | Expansion of the existing school including the construction of 3 linked single-storey buildings, a sports hall, playground, parking, landscaping, drainage, and associated development, following demolition of redundant buildings Ingfield Manor School Ingfield Manor Drive Five Oaks Billingshurst West Sussex RH14 9AX | RESOLVED: Neutral Proposed by Cllr M Montoya Seconded by Cllr K Rowbottom |

The Committee noted but did not comment on the following application as the Council is the applicant.

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| DC/26/0710 | Change of Use from Sui Generis (Youth Day Centre) to Sui Generis (Community Use) Arun House 83A High Street Billingshurst West Sussex RH14 9QX |
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63/26 Licencing Applications

No new applications received.

64/26 Nominations for Street Naming

No new nominations or requests received.

65/26 Review of protocol for when Planning and Environment Committee meetings are inquorate in order to meet the response time to planning applications

The Committee discussed the protocol for when meetings are likely to be inquorate. Cllr Marie Montoya updated members on the discussion held at the Working Practices meeting of 13th May (min 25/26 of that committee refers).

The committee members felt that since adding an additional member to the Planning and Environment Committee, being now at 7, that there should be a reduced chance that meetings would be inquorate. An eighth member would however be beneficial.

Cllr Doug Waller reminded members of the importance of contacting the Parish Office should they be unable to attend a meeting, be that by e-mail or by phone. Should deadlines be tight to respond to planning application consultations, and a meeting looking like it could be inquorate, it was agreed that the Assistant Clerk be authorised

to respond as appropriate in liaison with the Chairman, and report to the next meeting as appropriate.

66/26 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

67/26 Date of Next Meeting: Tuesday 7 July 2026 at 7.00pm (unless there is a need for a plans-only meeting).

The meeting closed at 8:06pm.

Chairman

Date