



**Minutes of the Meeting of the Planning and Environment Committee
held at the Billingshurst Centre,
on Thursday 9 January 2020 at 7.30pm**

Present

Cllrs Dave Homer (Chairman), G Acraman, Edna Bengler, Garry Commins, Sue Kingston, Jon Perks and Sue Rogers.

In attendance

J Booth, Assistant Clerk
6 members of the public

001/20 **Apologies for Absence.** Apologies were received from Cllr Sarah Wilson (family commitment). On the proposal of Cllr Jon Perks, seconded by Cllr Sue Rogers, **RESOLVED** that this apology and reason given be approved.

002/20 **Declarations of Interest and notification of change to members' interests.**
There were no declarations of interest or notifications of changes to members' interests

003/20 **Approval of the minutes of the Planning and Environment Committee meeting held on 5 December 2019, previously circulated, to confirm and sign the minutes as a correct record.** On the proposal of Cllr Sue Kingston, seconded by Cllr Graeme Acraman, **RESOLVED** that minute number 179/19 be amended to include the following additional paragraph:-

The HDC meeting of 4 December suggested HDC's housing target would be 965 houses (+5% buffer) per annum - the 974 figure was an earlier HDC figure noted by CPRE. Both figures are before numbers from the 'duty to cooperate' are included. HDC presently has an 800 per annum target inclusive of 'duty to cooperate'.

The minutes were otherwise agreed to be a correct record of the meeting and were signed accordingly.

004/20 **Approval of the minutes of the Planning and Environment Committee meeting held on 17 December 2019, previously circulated, to confirm and sign the minutes as a correct record.** The draft minutes of the meeting held on 17 December 2019, having previously been circulated, were taken as read. On the proposal of Cllr Jon Perks, seconded by Cllr Sue Rogers, **RESOLVED** that these minutes be accepted and signed as a correct record accordingly.

005/20 **Matters Arising.**

- i. Minute 178/19. The Planning Enforcement case on the Old Village Hall has been closed now that the front door has been replaced.

006/20 **Public Session.** There were no members of the public who wished to speak at this time.

Cllr Garry Commins arrived.

007/20 **Planning Applications.**

- i. **DC/19/2396** Erection of 1 detached two-storey dwelling and 2 semi-detached two-storey dwellings with associated parking. **LAND ADJACENT TO NUMBER 81 ROMAN WAY, BILLINGSHURST.** Councillor Dave Homer invited members of the public to speak. On the proposal of Cllr Garry Commins, seconded by Cllr Sue Kingston, **RESOLVED** that the Parish Council strongly objects to this application for the following reasons:-
- whilst members appreciate the intention of using the land for the provision of social housing provision, this proposal is overdevelopment of the site;
 - car parking is insufficient for the number of dwellings and will also lead to -
 - loss of existing visitor car parking. This will have a negative impact and could lead to on-street parking which, in turn, will cause obstruction of the road for all users but, particularly for larger, emergency vehicles;
 - as the proposal includes a disabled person's dwelling, it is feasible that ambulances or similar vehicles may need to access the property but there is nowhere for them to park;
 - Councillors share the concern of residents that construction traffic will cause damage to the road and do not believe that any development should be to the detriment of people who use the road;
 - flooding is of major concern in this locality. Residents have reported on flooding occurrences in the past and one member of the public in attendance at the Committee meeting reported that she had contacted Planning Enforcement on several occasions but has never received a response. The local Member of Parliament has also written to Planning Enforcement and it would appear that he has not received a reply either. The response to the consultation by the HDC Drainage Engineer makes reference to the imposition of "a model MD17 Drainage Strategy" but it has proved impossible to find out what this model is and what the implications are of applying it as a condition. Drainage issues are a real concern and should not be lightly dismissed;
 - part of the proposed access and, possibly the road, appear to be in 3rd party ownership. It should be known whether or not the agreement of that party has been established;
 - residents were assured by developers of the 475 houses to the North and East that the trees and hedgerows which separate the development from existing dwellings in Roman Way would be retained. Councillors share the concerns of residents at

the number of trees which HDC is proposing to remove and would like clarification that all of these trees are within HDC's ownership;

- the comment in the Design and Access Statement Conclusion that "the site in its current condition does little to enhance the area" diminishes the value to the residents who appreciate the open aspect – particularly now that largescale development is taking place in very close proximity;
- as Local Planning Authority, Councillors were very disappointed that HDC has chosen not to submit a construction management plan for this application. Thought must be given to timings of construction traffic movements to avoid large vehicles queuing in Roman Way waiting to gain access to the site. Access to the top of Roman Way is limited by its width when cars are parked on-street, including vehicles belonging to users of the GP surgery. The potential for vehicular conflict given the blind corner is already of concern and will be exacerbated both by construction traffic and then by the increased vehicle movements to serve the new dwellings;
- Councillors were disappointed that, although many of these concerns were raised at the presentation by Brian Elliott and Rob Jarvis on 31 October 2019, scant regard has been paid to them.

It was also agreed that the application should be "called in" in order to be heard at Committee rather than delegated level.

- ii. **DC/19/2457** Surgery to 1 x Ash (Works to Trees in a Conservation Area). **WOMEN'S HALL, 81 HIGH STREET, BILLINGSHURST**. This application was permitted on 6 January 2020.
- iii. **DC/19/2526** Change of use of vacant shop for the use of the May How Trust for a Head Office, cancer and medical screening service. **47-55 HIGH STREET, BILLINGSHURST**. A representative of the May How Trust explained that the Trust is a small, independent charity which offers screening to detect various medical conditions. It currently operates from a small office within the Pulborough Medical Centre but, with a waiting list of 300 people, would like to expand and cannot do so in the current location. She explained that the Trust is able to take some of the strain which GP surgeries are currently under and that people can self-refer to the service. Councillors were supportive of the application for a number of reasons, including the potential economic benefits of bringing people to the village who will take advantage of other shops and services which are available here; the potential for employment opportunities and the enhancement of the village centre by bringing an empty unit into use. On the proposal of Cllr Dave Homer, seconded by Cllr Sue Kingston, **RESOLVED** that the Parish Council supports this application but also makes the following points in the response to the HDC consultation:-
 - an electronic barrier is proposed at the entrance to the car park. Is it set back sufficiently far that it will not cause hold ups on the High Street?;
 - it is noted that West Sussex County Council (WSSCC) Highways Department has asked for more information with regard to car parking provision on the

site and details of likely demand. Councillors felt that the inclusion of a car parking strategy within the application would have been a great help;

- at present there appears to be no provision for cycle parking – is this something that could be included within the site?

iv. **DC/19/2559** Installation of non-illuminated signage to front elevation. **47-55 HIGH STREET, BILLINGSHURST**. On the proposal of Cllr Garry Commins, seconded by Cllr Sue Kingston, **RESOLVED** that the Parish Council does not object to this application whether or not the signage proposed is illuminated or not.

008/19 **Attendance at the Planning Committee (South) meeting at Horsham District Council on Tuesday 18 February 2020.** Cllr Homer can be available if required.

009/19 **Horsham District Council Planning Decisions.**

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/19/1886	Creation of a 30m x 20m sandschool with fencing and gates MEADOWSLEA WEST CHILTINGTON LANE, CONEYHURST, BILLINGSHURST	No objection October 2019	Permitted 5.12.2019
DC/19/1618	Application for approval of all reserved matters for the petrol filling station (with ancillary retail) and coffee drive-through following approval of outline application DC/18/2122 relating to appearance, landscaping, layout and scale LAND NORTH OF HILLAND FARM, STANE STREET, BILLINGSHURST	Strong objection September 2019	Permitted 6.12.2019
DC/19/2108	Erection of single and two storey rear extensions 11 DAUX WAY, BILLINGSHURST	No objection November 2019	Permitted 11.12.2019
DC/19/0470	Erection of an oak framed conservatory to east elevation and erection of a single storey side extension THE BUNGALOW, ADVERSANE LANE, ADVERSANE, BILLINGSHURST	No objection march 2019	Permitted 12.12.2019
DC/19/1892	Retrospective application for the erection of a boundary fence to the west of the site ROWFOLD NURSERIES CARAVAN PARK, CONEYHURST ROAD, BILLINGSHURST	Objected October 2019	Permitted 16.12.2019
DC/19/2161	Installation of 1 x internally illuminated fascia sign and 3 x non-illuminated fascia signs, 1 x internally illuminated projecting sign, 5 x window vinyl signs applied externally and 1 x ATM surround panel TESCO EXPRESS, 2-4 LOWER STATION ROAD, BILLINGSHURST	No objection November 2019	Permitted 18.12.2019
DC/19/2215	Surgery to 1 x Hawthorn THE ALDERS, BILLINGSHURST	No objection December 2019	Permitted 19.12.2019

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/19/2243	Retrospective application for the installation of concrete hardstanding to existing drive 34 BROOMFIELD DRIVE, BILLINGSHURST	No objection December 2019	Permitted 19.12.2019
DC/19/1315	Erection of 19 residential dwellings including affordable housing and associated access, landscaping, parking and other related works (net increase in 6 units) PARCEL H3a AND H3b, LAND EAST OF BILLINGSHURST TO NORTH OF A272, EAST STREET, BILLINGSHURST	Objected July 2019	Refused 20.12.2019
DC/19/2327	Surgery to 1 x Oak BLACKTHORNE, HIGH SEAT COPSE, HIGH STREET, BILLINGSHURST	No objection December 2019	Permitted 3.1.2020
DC/19/2457	Surgery to 1 x Ash (Works to Trees in a Conservation Area) WOMENS HALL, 81 HIGH STREET, BILLINGSHURST	Decision made before PC had reviewed	Permitted 6.1.2020
DC/19/2462	Surgery to 1 x Silver Birch (Works to Trees in a Conservation Area) 12 HIGH STREET, BILLINGSHURST	No objection December 2019	Permitted 6.1.2020
DC/19/2321	Extension to existing single storey rear extension and changes to the roof, together with the erection of a single storey rear extension to existing garage 34 SADDLERS CLOSE, BILLINGSHURST	Objected December 2019	Permitted 6.1.2020

West Sussex County Council

WSCC/072/19	Placement of a portacabin at Billingshurst Household Waste Recycling Site, Newbridge Road, Billingshurst	No objection October 2019	Permitted 9.12.2019
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10. Appeals and Appeals Decisions.

- i. **DC/18/0661 Menzies Wood, Okehurst Lane, Billingshurst. To consider whether the Committee has further comments for the Planning Inspectorate to consider.** Cllr Dave Homer invited a member of the public to speak. On the proposal of Cllr Jon Perks, seconded by Cllr Dave Homer, **RESOLVED** that the Assistant Clerk writes to acknowledge the consultation and restates comments previously made. Additionally, reference should be made to the current noise and Environmental Health breaches. The case for removal of the conditions is not considered compelling and the Parish Council wishes to support residents in the locality in their objection to the appeal.

11. **To consider the planning and planning enforcement history of Rowfold Nurseries, Coneyhurst Road, Billingshurst and decide whether any further communication with Horsham District Council will be entered into.** On the proposal of Cllr Jon Perks, seconded by Cllr Edna Benger, **RESOLVED** that the Assistant Clerk draft a strongly-worded letter to Emma Parks, Head of Planning, HDC (copied to the local MP and Barbara Childs, Director of Place, HDC) asking for a written explanation of the reasons why HDC withdrew their appeal defence in the matters of the Enforcement Notices. The Assistant Clerk will also ascertain whether the matter is something which Trading Standards might be called upon to investigate.
12. **Any other matters for information only.**
- i. The BT telephone box at Station Road Gardens is to be decommissioned and BT has asked if the Parish Council would like to adopt it. This will be an agenda item for the next meeting. Details of the “Adopt a Kiosk” Scheme can be found at www.business.bt.com/campaigns/communities/adopt-a-kiosk-how-it-works/
13. **Date of Next Meeting:** There will be a short meeting on **Wednesday 22 January 2020 at 7.00pm**. The next full meeting of the Committee will be held on **Thursday 6 February 2020 at 7.30pm**.

The meeting closed at 8.55pm.

Chairman

Date