



**Minutes of the Meeting of the Planning and Environment Committee  
held at the Billingshurst Centre  
on Thursday 6 February 2020 at 7.00pm**

**Present**

Cllrs Dave Homer (Chairman), Graeme Acraman, Edna Benger, Garry Commins, Sue Kingston, Jon Perks, Sue Rogers and Sarah Wilson.

**In attendance**

J Booth, Assistant Clerk  
District Councillor Chris Brown  
David McFarlane, SP Broadway  
Alex Marshall, Dunmoore Group Ltd  
4 members of the public

**021/20**     **Apologies for Absence.** None.

**022/20**     **Declarations of Interest and notification of change to members' interests.**  
Cllr Sarah Wilson declared a personal interest in item 028/20 iv (DC/20/0148) as the applicant is a neighbour and personal friend.

**023/20**     **Approval of the minutes of the Planning and Environment Committee meeting held on 9 January 2020, previously circulated, to confirm and sign the minutes as a correct record.** On the proposal of Cllr Jon Perks, seconded by Cllr Graeme Acraman, **RESOLVED** that minute number 007/20 be amended to include the following additional paragraph: -

- *“a footpath, to West Sussex County Council standard, should be provided to connect to the development of 475 houses. This would be a valuable connection, enabling residents to walk to the GP Surgery, Roman Way and the High Street.”*

The minutes were otherwise agreed to be a correct record of the meeting and were signed accordingly. The additional comment will be submitted as part of the re-consult response following the meeting on 20 February 2020.

**024/20** Approval of the minutes of the Planning and Environment Committee meeting held on 22 January 2020, previously circulated, to confirm and sign the minutes as a correct record. On the proposal of Cllr Sue Kingston, seconded by Cllr Sarah Wilson, **RESOLVED** that these minutes be accepted and signed as a correct record accordingly.

**025/20** Matters Arising.

- i. **Minute 018/20 BT Box, Station Road Gardens.** The Assistant Clerk has advised HDC that the Parish Council does not want to adopt the telephone box.
- ii. **Minute 010/20 Menzies Wood (DC/18/0661).** The additional comments have been submitted to the Planning Inspector. She has asked for further information from the appellant's side. The Horsham District Council (HDC) final statement is on Public Access.
- iii. **Minute 011/20 Rowfold Nurseries.** The letter to HDC is still in rough draft and will be forwarded to all Councillors once it has been refined. Trading Standards have not replied yet to the request for information on whether or not they are able to help residents.
- iv. **Minute 007/20 Roman Way Development (DC/19/2396)** An amended plan has been submitted as a result of queries raised by West Sussex County Council (WSCC). The notification arrived today and, as the comments deadline is 14 days, there will be a second planning meeting in February

**026/20** Public Session.

There were no members of the public who wished to speak at this time.

**027/20** Guest Speaker – David McFarlane, SP Broadway. Update on the Hilland Farm development.

Mr McFarlane reported that work had commenced in November 2019 and introduced his colleague, Alex Marshall. Mr Marshall reported that Dunmoore had engaged with neighbours and problems that had arisen were now resolved. The pre-Christmas works were access and welfare facilities. Earthworks and levelling are underway now. The estate and access roads are in and pre-commencement conditions have been discharged.

The new roundabout is to be built off-line and linked in with limited, partial road closures. Dunmoore is working with WSCC Highways Department and it may not be until June 2020 that all technical aspects are signed off.

When asked about the differing advertising references to the name of the site, i.e. "Trade" or "Business" Park, Mr Marshall explained that the units being built in Phase One are the "trade park" and that the majority of these units are speculatively built for any occupier. Phase Two units, the "Business Park" are bespoke buildings for their users. Four out of 20 units are for Billingshurst businesses, with a further 4 from the local area. Mr Marshall said that the site will probably be named "Billingshurst Business Park" but this is subject to confirmation.

When asked if solar panels should have been part of the initial plans, Mr Marshall said that it might be something that could be installed in the Phase Two units. The opportunity has not been lost.

Cllrs Garry Commins and Sue Rogers arrived.

With regard to drainage, Mr Marshall confirmed that the site will use SUDS, attenuation of rainwater, balancing ponds and underground tanks. The tanks will discharge to the West of the site, underneath the A29. The capacity of the tanks will be confirmed at a later date.

When asked about electric vehicle charging points, Mr Marshall confirmed that provision of 20 points in Phase One was a long-standing plan and there will be a further 6-8 charging points at the petrol filling station.

The Chairman thanked Mr McFarlane and Mr Marshall for attending. Future updates will be given periodically as the development progresses. In the meantime, Mr McFarlane and Mr Marshall will discuss the possibility of setting up a website that people could access directly.

#### **028/20      Planning Applications.**

- i.      **DC/20/0171** Variation of condition 1 to previously approved DC/19/1365 (Variation of Condition 1 and 36 to previously approved application DC/18/2122 (A hybrid planning application comprising: detailed planning permission for up to 4,998sqm of B1c, B2 and B8 use floorspace, roundabout access junction from the A29, access, parking, servicing areas and associated landscaping (phase 1). Outline planning permission for up to 14,075sqm of B1c, B2 and B8 use floorspace, petrol filling station with ancillary retail offer and drive through coffee unit, with all matter reserved except for access (phase 2)). Amendment to Phase 1 units 6-9 to combine units 6 and 7, add a mezzanine level to new unit 6, and alterations to elevation). Relating to units 1 and 2. **LAND NORTH OF HILLAND FARM, STANE STREET, BILLINGSHURST.** On the proposal of Cllr Garry Commins, seconded by Cllr Jon Perks, **RESOLVED** that the Parish Council does not object to this application.
- ii.     **DC/20/0073** Erection of an enclosed porch side extension and raising of garden wall. **ADVERSANE HOUSE, LORDINGS ROAD, BILLINGSHURST.** On the proposal of Cllr Sarah Wilson, seconded by Cllr Sue Kingston, **RESOLVED** that the Parish Council does not object to this application.
- iii.    **DC/20/0084** Erection of 13 residential dwellings, including affordable housing, and associated access, landscaping, parking and other related works. **PART OF PARCEL H6, LAND EAST OF BILLINGSHURST, NORTH OF A272, EAST STREET, BILLINGSHURST.** On the proposal of Cllr Jon Perks, seconded by Cllr Dave Homer, **RESOLVED** that the that the Parish Council does not object to this application but would like to make the following comments: -

- The parking allocation seems to have reduced from 40 to 35, rather than being increased in order to accommodate the higher number of housing units proposed;
- Can the applicants consider replacing garages with carports? This would prevent garages being used for storage and increasing the on-street parking, and would contribute to the “feel” of the development.

iv. **DC/20/0148** Erection of a part two-storey and part single storey rear extension. **19 CARPENTERS, BILLINGSHURST**. Having declared an interest in this item, Cllr Sarah Wilson abstained from voting. On the proposal of Cllr Sue Kingston, seconded by Cllr Jon Perks, **RESOLVED** that the Parish Council does not object to this application.

**029/20** **Attendance at the Planning Committee (South) meeting at Horsham District Council on Tuesday 17 March 2020.** Cllr Homer can be available if required.

**030/20** **Horsham District Council Planning Decisions.**

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
<b>DC/19/2444</b>	Change of garage roof from flat to monopitch <b>86 BROOMFIELD DRIVE, BILLINGSHURST</b>	No objection December 2019	Permitted 10.1.2020
<b>DC/19/0295</b>	Hybrid application for the erection of petrol filling station with convenience store and sandwich bar, car wash, jet wash and car parking; motorcycle showroom and workshop with associated car parking; outline planning permission for flexible employment space (B1b/B1c/B2/B8) totalling 4,627sqm with associated car parking and circulation space (scale, landscaping and appearance reserved); new access to the site from A272 and pedestrian link to footbridge over A29 <b>LAND AT PLATTS ROUNDABOUT, NEWBRIDGE ROAD, BILLINGSHURST</b>	Supported March 2019  No objection to amended plan July 2019	Permitted 10.1.2020
<b>DC/19/0383</b>	Reserved matters application for housing Parcel H1 for the erection of six residential dwellings following approval of Outline application DC/13/0735 (as amended by DC/15/0059), relating to layout, scale, appearance and landscaping <b>PARCEL H1, LAND NORTH AND SOUTH OF A272, EAST STREET, BILLINGSHURST</b>	No objection March 2019	Permitted 10.1.2020
<b>DC/19/1770</b>	Outline application for a change of use to provide a retirement community park development with up to 46 mobile home units and associated tennis courts and facilities with all matters reserved <b>LAND NORTH OF TISSERAND FARM, STANE STREET, BILLINGSHURST</b>	Strong objection October 2019	Refused 15.1.2020

PLAN NO	DESCRIPTION	PARISH COUNCIL RESPONSE	HDC DECISION
DC/19/2159	Roof extension over existing rear flat roof. Installation of 2x rear dormers, 2x roof lights to the north elevation and 1 x roof light to the south elevation. Construction of a terrace to the rear with a frosted glass privacy screen <b>6 STATION ROAD, BILLINGSHURST</b>	No objection December 2019	Withdrawn 15.1.2020
DC/19/2242	Demolition of existing conservatory and erection of a single storey rear extension <b>7 BISHOPSFIELD, HAYES WOOD ROAD, FIVE OAKS, BILLINGSHURST</b>	No objection December 2019	Permitted 16.1.2020
DC/19/2229	Erection of a two storey side and rear extension and a single storey side extension <b>8 BISHOPSFIELD, HAYES WOOD ROAD, FIVE OAKS, BILLINGSHURST</b>	No objection December 2019	Permitted 16.1.2020
DC/19/2402	Surgery to 1 x Ash <b>9 THE WILLOWS, BILLINGSHURST</b>	No objection December 2019	Permitted 16.1.2020
DC/19/2237	Conversion of existing side garage into habitable living space for the use of dining room/study <b>5 OAK ROAD, BILLINGSHURST</b>	Objected December 2019	Refused 22.1.2020
DC/16/0357	Outline application with all matters reserved for development of 32no 2 and 3 bedroom houses and flats <b>LAND FRONTING NATTS LANE, NATTS LANE, BILLINGSHURST</b>	Strong objection March 2016	Permitted 29.11.2019 (notification dated 24.1.2020)
DC/19/2422	Erection of a detached summerhouse in rear garden <b>6 WINDMILL PLACE, BILLINGSHURST</b>	No objection December 2019	Permitted 29.1.2020
DC/19/2280	Demolition of existing cottages and erection of 4 No. two-bedroom dwellings with associated car parking, turning and landscaping <b>PRATTS FARM COTTAGES, STANE STREET, BILLINGSHURST</b>	Objected December 2019	Refused 31.1.2020
DC/19/2432	Erection of part two storey rear extension and first floor extension over existing garage <b>16 ROWAN DRIVE, BILLINGSHURST</b>	No objection December 2019	Permitted 31.1.2020

**031/20 Appeals and Appeals Decisions.**

None.

**032/20 To consider the Horsham District Council Local Plan Review Regulation 18 consultation due to start on Monday 17 February 2020.**

District Councillor Chris Brown said that Billingshurst is the number one target for development in the Horsham District. Road links and the railway station make the village a favourable option. District Councillors have had an opportunity to visit all of the large sites and formed their own opinions. Although Billingshurst sites were not particularly well received compared to others, all sites had to be assessed and scored but the scoring mechanism is unclear and should be examined.

Horsham District Council (HDC), as part of its Local Plan Review, must allow 965 homes to be built every year between now and 2036, as well as accepting additional housing for neighbouring authorities who have no room to expand under the duty to co-operate. Cllr Jon Perks has seen a study on the existing Local Plan which suggests that the new figures are excessive. Mr Brown suggested that this report should be part of the evidence base. He directed Committee members to an article in the West Sussex County Times in which Leader Ray Dawe spoke about the housing numbers set by the Government. Mr Dawe has raised concerns with MPs and the Housing Minister.

Mr Brown felt that the Horsham District numbers should be reviewed against the national projection. Cllr Perks reported that CPRE does not believe that the 5% buffer applied by HDC is mandatory although HDC says that it is.

When asked if there was anything in the plan to encourage developers to resolve problems before building, i.e. infrastructure and traffic flow, Mr Brown said that HDC has to work within the constraints of the legislation whilst protecting itself against appeals.

Following discussion, on the proposal of Cllr Jon Perks, seconded by Cllr Garry Commins, **RESOLVED** that the Planning Committee makes a recommendation to F&GP that funds be allocated to a budget for Planning Consultancy in order that professional help can be obtained. The Assistant Clerk is to prepare a brief for potential consultants and the consultant should be asked to score the methodology used by HDC even if it is just measuring each proposed site against the others. Cllrs Jon Perks and Graeme Acraman offered to look in depth at the proposed sites in Adversane and land East of Billingshurst. The Planning Committee needs to decide on the Parish Council's stance when responding to the Local Plan Review and to consult with residents on that preference.

The Assistant Clerk reported that West Chiltington Parish Council would like to host a joint-PC meeting for Billingshurst and Pulborough PC. They suggest that 4 councillors from each Parish meet during the week commencing 17 February and have asked for suggestions on dates and times, morning, afternoon or evening. Cllrs Jon Perks, Graeme Acraman and Dave Homer volunteered to go if available once a date has been agreed.

HDC is hosting a public drop-in session at the Billingshurst Centre on Monday 17 February between 4 and 8pm and all Councillors are encouraged to attend if possible.

**033/20**     **Any other matters for information only.**

- i. A copy of a letter from a resident to HDC regarding drainage issues on the Kingslea Farm development (DC/15/0896 – Longhurst Drive and Brier Lane) has been received. The Planning Officer has taken up the concerns raised with the developer's agent and will give an update in due course. Cllr Jon Perks reported that WSCC's Public Rights of Way Team have also raised concerns.

034/20 **Date of Next Meeting:** There will be an extraordinary meeting on Thursday 20 February 2020 at 7.30pm.

The meeting closed at 9.05pm.

**Chairman**

**Date**