



HENFIELD PARISH COUNCIL
PLANS ADVISORY COMMITTEE

**Meeting of the Plans Advisory Committee
on Thursday 2nd April 2026 at 7:00pm in the Henfield Hall.**

Present: Cllrs R Shaw (Chairman), F Ayres, M Chandler, D Grossmith and J Jones.

In Attendance: Mrs B Samrah (Parish Administrator – PA).

MINUTES

1. Declaration of Members' Interests

There were none.

2. Apologies

Were received from Cllrs E Goodyear and M Andrews.

3. Approval of Minutes

These were approved. They were signed and dated by the Chairman.

4. Matter Arising

There were none.

The Chairman adjourned the meeting.

Open Forum

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

5. Chairman's Announcements

The Chairman confirmed that after discussion with the Chairman of the Parish Council and the Clerk it had been agreed that the Parish Council would not take part in the Day of Action scheduled for Saturday 18th April but of course councillors are free to participate as individuals bearing in mind that as the WSCC elections were on 7th May the Parish Council needed to remain impartial politically. He added that HDC had also declined to take part. Cllr Ayres said she thought it would be helpful to remind locals of the housing numbers planned for in the Neighbourhood Plan and recent successful planning applications.

6. Consultation on Planning Applications

DC/26/0039

Brookside Cottage Dagbrook Lane Henfield West Sussex BN5 9SH

Change of use of agricultural land to residential curtilage and construction of a timber-framed domestic garage.

Mrs Carol Vaughan

No Objection – all agreed. Subject to this building remaining ancillary to the main property.

DC/26/0178

Report from Tree Warden attached

20 The Hooks Henfield West Sussex BN5 9UY

Surgery to 1x Sweet Chestnut

Mrs Alison Sewell

No Objection all agreed. Provided that the arborist follows the recommendations from HDC on reduction of branches.

DC/26/0218

Nightingale Hall Barn, Shoreham Road, Henfield

Removal of condition 3 of approved application DC/25/0601 (Conversion of existing outbuilding into a holiday let with parking and associated works) relating to water neutrality.

Mr David Lee

No Objection – all agreed.

DC/26/0320

Clarence House High Street Henfield West Sussex BN5 9DA

Change of Use from a tattoo parlour to Class E.

Mr and Mrs P and G Way

No Objection – all agreed.

DC/26/0398

Birchfield Nursery, Garden Sage Nurseries London Road Henfield West Sussex BN5 9AB

Change of Use of part of the site from the existing nursery (Sui Generis) to mixed used garden centre (Class B8 and E).

Jack Dunckley

This committee notes the comments from Environmental Health Department and would like to see that existing enforcements are discharged or executed before being required to decide on the current application.

This committee notes that there are inadequate details about sewage and that the public comments and objections do not accord with what seems to be sought.

7. Appeals

- 1 Notification of Planning Appeal - DC/26/0041 – The chairman agreed to draft a response for the Appeal by the deadline of 5th May.
- 2 Notification of Planning Appeal - DC/24/0535 – The Chairman agreed to draft a response for the Appeal by the deadline of 11th May.

ACTION POINT: Chairman to draft response for submission from Clerk by deadline dates.

8. Neighbourhood Plan

HNP Review sent to N Kwan at HDC and his response – The Chairman confirmed that HDC would be very busy with the reconvened Local Plan Review starting on 21st April but that he would follow up soon afterwards.

9. Request for a Volunteer from PAC to join "Year of Village Centre Working Group"

The Chairman agreed to attend the first meeting to see who might best represent PAC on this committee.

10. Correspondence

1. HDC - Examination of the Horsham Local Plan - Inspector's Hearing Documents – This was noted.
2. Supplementary guidance on Hearing statements - Examination of the Horsham Local Plan – response from the Clerk – This was noted.
3. HDC - Compliance Complaints Received 9-15.3.26 – This was noted.
4. HDC - Planning Compliance reference - EN/26/0066 – This was noted.
5. Report from Tree Warden on DC/26/0178 - Surgery to 1x Sweet Chestnut – This was considered with the Planning application.
6. DC/24/1447 – Comments from a resident – This was noted.

11. Any other Urgent Matters to be raised by Councillors

There were none.

12. Date of Next Meeting

Thursday 16th April 2026.

The meeting closed at 7.55pm.