



HENFIELD PARISH COUNCIL PLANS ADVISORY COMMITTEE

Meeting of the Plans Advisory Committee on Thursday 7th May 2026 at 7:00pm in the Henfield Hall.

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

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

MINUTES

1. Election of Chairman for the forthcoming year

It was **PROPOSED** by Cllr Jones **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to elect Cllr Shaw as **Chairman for the forthcoming year**.

2. Declaration of Members' Interests

There were none.

3. Apologies

Were received from Cllr M Andrews.

4. Election of Vice-Chairman for the forthcoming year

It was **PROPOSED** by Cllr Jones **SECONDED** by Cllr Chandler and **VOTED ALL IN FAVOUR** to elect Cllr Grossmith as **Vice-Chairman for the forthcoming year**.

5. Approval of Minutes

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

6. Matter Arising

- 1 Louise Halpern from Rural Sussex has been offered 2nd or 16th July to attend PAC. There was some discussion on affordable housing in Henfield.
- 2 HDC Planning Committee – Cllrs G Perry and J Potts attended in relation to DC/24/0506 and DC/24/1700 and it was confirmed that DC/24/1700 was deferred.

The Chairman adjourned the meeting.

Open Forum

There were no members of the public present.

The Chairman reconvened the meeting.

7. Chairman's Announcements

There were none.

8. Consultation on Planning Applications

DC/25/1544

Moustows Cottage Henfield Common North Henfield West Sussex BN5 9RL
Installation of new Air Source Heat Pump and erection of boundary fencing.
Jo Mackinnon

No Objection – All agreed.

DC/26/0323

Southdown House High Street Henfield West Sussex
Repair and maintenance to the roof including replacement of rotten timbers. (Listed Building Consent).
Brighton & Hove HGP Developments Ltd

No Objection – All agreed subject to the comments of the Conservation Officer.

DC/26/0564

Downs View Terrace Staples Barn Lane Henfield West Sussex BN5 9QD

Removal of condition 4 of previously approved application DC/25/1106 (Variation of condition 1 of previously approved application reference DC/24/1738 (Variation of condition 1 and 10 of previously approved application reference DC/23/1937 (Demolition of garage and outbuildings and construction of a one bedroom single storey dwellinghouse) to amend the plans and materials to comply with the passive house standards) to amend the approved plans to move parking space) relating to water neutrality.

MKR Homes 01 Limited

No Objection – All agreed.

CA/26/0035

Henfield Vicarage Church Lane Henfield West Sussex BN5 9NY

Fell 1 x Sycamore, 1 x Holly. Surgery to 2 x Sycamore, 1 x Hawthorn, 1 x Horse Chestnut, 1 x Holly. (Works to Trees in a Conservation Area).

Fr Joe Padfield

No Objection – All agreed subject to the work being carried out by a qualified and experienced tree surgeon and that the surgery is not carried until after the nesting season (after September)

CA/26/0046

Tree Warden's report attached.

Tanyard Field, Tanyard Barn Cagefoot Lane Henfield West Sussex BN5 9HD

Surgery to 4x Willow and Ring Bark to 2x Oak (Works to Trees in a Conservation Area)

Mr Neal Matheson

The Chairman said that he would speak with the Henfield Joint Commons Committee Chairman about this application in relation to ring barking the oak trees before a response was sent to HDC.

CA/26/0049

Tree Warden's report attached.

Tanyard Field Cagefoot Lane Henfield West Sussex

Two sections of hedge to the east of the Tanyard in Henfield. One at approx. 25m in length and one at approx. 18metres. these sections are to be removed to facilitate the restoration of the original line of hedge which is to be retained. ((Works to Trees in a Conservation Area).

Mr Neal Matheson

No Objection – All agreed subject to the work being carried out after the bird nesting season. (after September)

9. Appeals

APP/Z3825/W/25/3376143 (HDC ref: DC/24/1932)

Site: Land East of Charlwood Drive, Henfield, West Sussex – Cllr R Shaw confirmed that a decision was likely to be made in June.

10. Neighbourhood Plan

Henfield Neighbourhood Plan update –The Chairman confirmed that he had emailed Senior Neighbourhood Plan Officer at HDC and hoped for a response shortly, he would keep the committee updated.

11. Correspondence

- 1 Horsham Housing Event 23rd June 2026 – This was noted.
- 2 CPRH Newsletter – This was noted.
- 3 HDC - Monthly Planning Compliance Team statistics for April 2026 – This was noted.
- 4 HDC - Weekly List of planning compliance cases received between 27th April- 3rd May –This was noted.
- 5 HDC – Planning Compliance email - EN/26/0150 – This was noted.
- 6 HDC – Planning Compliance follow up email – This was noted.
- 7 Cllr Goodyear email - DC/13/0787 Barretts Development Paperwork – It was agreed that the paperwork could be shredded.
- 8 HDC - TPO/1585 - Broomfield Road (Confirmation - delegated) – This was noted.

12. Any other Urgent Matters to be raised by Councillors

It was suggested that the use of drone photographs would help with looking at planning applications in areas where access is sometimes difficult.

ACTION POINT: The PA would investigate local drone photographers.

13. Date of Next Meeting

Thursday 21st May 2026.

The meeting closed at 7.48pm.