



## HAYWARDS HEATH TOWN COUNCIL

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3<sup>rd</sup> August, 2021

To all Councillors on the Planning Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Planning Advisory Group** to be held on **Monday, 9<sup>th</sup> August 2021 at 7:30pm, via Zoom Video Conferencing**, when the following business will be transacted.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/85813638411?pwd=SW5EZ2s1dG9ud1dXb2VocnNabjhxUT09>

Yours sincerely,  
**Steven Trice**  
Town Clerk

### AGENDA

1. To receive apologies for absence.
2. To confirm the notes of the meeting of the Planning Advisory Group held on Monday, 19<sup>th</sup> July 2021. *(These will be formally confirmed at the next meeting of the Planning Committee held in person.)*
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To note any appeals lodged or appeal decisions made, and licensing applications.  
Appeal Lodged: **Workshop & Garages, North Road** (DM/20/1470 refers);  
Licensing Applications: **None**.
6. To consider planning applications for comments and observations to be submitted to Mid Sussex District Council (MSDC).
7. To consider any items that the Chairman agrees to take as urgent business.

Due to the pandemic the public will not be permitted to join at the Town Hall but are welcome to join the meeting via Zoom. Any member of the public who wishes to join the virtual meeting should email the Town Clerk ([townclerk@haywardsheath.gov.uk](mailto:townclerk@haywardsheath.gov.uk)) by **noon** at the latest on the day of the meeting. A link to the meeting will be sent via return email. Any members of the public wishing to attend must ensure that they are registered under their true name, pseudonyms are not allowed and where discovered the person will be denied access or ejected from the meeting. The Council's policy for virtual meetings can be found at [https://www.haywardsheath.gov.uk/Council\\_Policies\\_30325.aspx](https://www.haywardsheath.gov.uk/Council_Policies_30325.aspx)

*'During this meeting the public are allowed to film the Advisory Group and officers only, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Committee Members: C Laband (Chairman), A McPherson (Vice Chairman), C Cheney, C Evans, S Inglesfield, R Nicholson, M Pulfer, S Wickremaratchi.

## HAYWARDS HEATH TOWN COUNCIL

### PLANNING ADVISORY GROUP

#### Notes of the meeting held on Monday, 19 July 2021

C N Laband (*Chairman*)  
A C McPherson (*Vice Chairman*) \*\*  
Mrs C Cheney \*\*  
C C J Evans  
Mrs S J Inglesfield  
R A Nicholson  
M J Pulfer  
S Wickremaratchi \*\*

\* Absent

\*\* Apologies

Also present: Councillor Mrs S M Ellis

#### 27. Apologies

The following apologies were received:

| Member                | Reason for Absence  |
|-----------------------|---|
| Cllr A C McPherson    | Holiday   |
| Cllr Mrs C Cheney     | Holiday   |
| Cllr S Wickremaratchi | Pre-arranged visit to Ansty and Staplefield Parish Council in his capacity as a West Sussex County Councillor |

#### 28. Minutes

The notes of the meeting held on Monday, 28 June 2021 were confirmed.

#### 29. Substitutes

Councillor Mrs Ellis substituted for Councillor Wickremaratchi. In the absence of Councillor McPherson, Councillor Laband nominated Councillor Pulfer to act as Vice Chairman for the meeting. This was **AGREED** unanimously by Members.

#### 30. Members' Declarations of Interest

Councillor Clive Laband made the following declaration:

"I declare a personal interest in all planning applications under agenda item 6 as an elected Member of Mid Sussex District Council (MSDC) and as an appointed Member of the (MSDC) District Planning Committee. I further reserve the right to alter my views should the applications come before the District Planning Committee, based on contributions from the public, other Members or reports from MSDC Officers."

**cont.**

**30. Members' Declarations of Interest (cont.)**

Councillor Mike Pulfer made the following declaration:

"I declare a personal interest in all planning applications under agenda item 6 as an elected Member of Mid Sussex District Council (MSDC) and as an appointed Member of the (MSDC) Planning Committee. I further reserve the right to alter my views should the applications come before the Planning Committee, based on contributions from the public, other Members or reports from MSDC Officers."

**31. Planning Appeals**

There were none.

**32. Licensing Applications**

There were none.

**33. Comments and Observations on Planning Applications**

Members made comments and observations on 24 planning applications as per Appendix 1 attached.

**34. Items Agreed as Urgent by the Chairman**

There were none.

The meeting closed at 8:04pm.

*This meeting was conducted and recorded using the Zoom video conferencing application. It was not a meeting of the Planning Committee as virtual meetings may not take place after 7<sup>th</sup> May 2021. However, face to face meetings have been suspended until the Town Council decides it is appropriate to return to the Council Chamber and/or the Town Hall to host a physical meeting with Members and staff fully vaccinated. The Town Council has agreed not to hold any meetings before 1<sup>st</sup> September 2021 but has resolved that meetings may commence in the interim if agreed by the Mayor/Leader and Town Clerk. Therefore, these Advisory Group meetings are to allow Councillors to have discussions on decisions that are needed to be made via delegated authority. The delegation is to the Clerk in consultation with the Chairman and Vice Chairman, as the Town Council can delegate authority to an officer but not to an elected member. The Group's discussions have therefore assisted the Clerk in his deliberations, there has been no voting and no decisions made by the Planning Committee, which is now an Advisory Group. (Refer to Minute 19, Annual Meeting of the Council dated 5<sup>th</sup> May 2021.)*

## APPENDIX 1

### Week 1

#### **DM/21/2030 – 2 Badger Drive**

**Lucastes**

Proposed conversion of attached garage into two rooms.

No comment.

#### **DM/21/2037 – Bramble Lodge, Lyoth Lane**

**Franklands**

Erection of a two storey side extension, including Juliet balcony, alterations to the existing front and rear dormer windows and creation of a porch. Associated alterations to the house including rendering, re-roofing and replacement windows and doors. Re-roofing of existing garage. Erection of car port to the front of the site. (Revised description agreed 23.06.2021.)

The Town Council notes the revised description for the application (agreed with Mid Sussex District Council on 23/06/2021) and has no comment to make.

#### **DM/21/2347 – 11 Manaton Close**

**Bentswood**

Proposed single storey rear extension.

No comment.

#### **DM/21/2359 – 5 Willow Park**

**Franklands**

1x Oak – reduce lateral spread by 3–4 metres, height by 2–3 metres and remove dead and diseased wood, 25mm in diameter and over.

The Town Council defers this decision to Mid Sussex District Council's Tree Officer.

#### **DM/21/2361 – 26 Sydney Road**

**Heath**

Single storey and two storey rear extension.

No comment.

#### **DM/21/2364 – Stockwell Court, Gower Road**

**Ashenground**

Upgrade of existing rooftop telecommunications equipment, including removal and replacement of 3 no. panel antennas and the relocation of 3 no. panel and 1 no. dish antennas, together with replacement ancillary antenna support apparatus and associated ancillary development.

The Town Council has concerns that the Planning Statement dated June 2021 is inaccurate and misleading and that the information upon which it is based is out of date. In particular, paragraph 2.7 refers to '*Minstrels Gallery Restaurant the Priory Club and Squash Courts*', which are no longer in existence.

Furthermore, the Town Council notes the concerns raised by Peter and Helen Barrett of 18 Stockwell Court in their email dated 06/07/2021 to the Case Officer. Other than these points, the Town Council has no further comment to make.

### Week 2

#### **DM/21/1868 – 17 Rumbolds Lane**

**Ashenground**

Single storey front wrap around side extension. (Revised plans received 28.06.2021.)

The Town Council notes the submission of revised plans (received by Mid Sussex District Council on 28/06/2021) and has no comment to make.

**DM/21/1881 – 90–92 South Road**

**Heath**

Change of use of ground floor from shop to restaurant. Extension at the rear of the first floor to provide further restaurant ancillary accommodation. Conversion and extension of first and second floors to provide 4 no. 1 bed flats and 1 no. 2 bed flat. (Amended description 28.06.2021.) (Amended Plans 29.06.2021.)

The Town Council notes the amended description for the application (28/06/2021) and the submission of amended plans (received by Mid Sussex District Council on 29/06/2021) and requests that the recommendations of Mid Sussex District Council's Environmental Protection Team are conditioned under any approval.

The Town Council also requests that developer Section 106 contributions for local community infrastructure are allocated towards the maintenance of the trees in planters along South Road, which the Town Council is responsible for.

**DM/21/1918 – 1 The Pines**

**Franklands**

Proposed two storey rear extension and single storey side extension. Amended plans received 29.06.2021 showing the front door relocated and a ground floor toilet, proposed ground floor patio doors and a hipped roofline to replace a gabled roof form on the two-storey extension.

The Town Council notes the submission of amended plans (received by Mid Sussex District Council on 29/06/2021) and **objects** to this application for the following reasons:

1. the proposal would give rise to an overdevelopment of the site which would be overbearing and unneighbourly;
2. there is concern about the effect that the proposal would have on the future health of the protected oak tree nearby.

**DM/21/2076 – Martlet Manor, Butlers Green Road**

**Lucastes**

Addition of mechanical plant including air conditioning condensers to the central recessed flat roof section of the existing care home.

The Town Council requests that the Case Officer takes due regard of the noise impact assessment, subject to it meeting the requirements of Mid Sussex District Council's Environmental Protection Team. This is in order to protect resident amenity.

**DM/21/2352 – 46 Lucastes Avenue**

**Lucastes**

Double storey and single storey rear extensions including hip to gable enlargement and rear dormer.

No comment.

**DM/21/2384 – Fun Bags Party Shop Ltd, 16 The Broadway**

**Heath**

1 no. internally illuminated fascia sign, 1 no. internally illuminated projecting sign and 1 no. edge lit poster display sign.

No comment.

**DM/21/2418 – 1–3 Boltro Road**

**Heath**

Change of use from Offices (with restrictive user condition no. 2 of 01/01638/COU) to Offices (without restrictive user condition).

The Town Council **objects** to this application on the grounds that it supports the Case Officer's decision to refuse the previous application under reference DM/21/0514 and would wish for that decision to be upheld.

**DM/21/2481 – 160 Western Road**

**Bentswood**

Single storey rear extension, two storey side extension and part of rear. Attic conversion with dormers on the rear.

The Town Council notes **a)** the objections from neighbouring residents and **b)** the sympathetic adjustments that have been made to the application in order to try to appease the objectors and make it acceptable in planning terms. Other than these points, the Town Council has no further comment to make.

**DM/21/2483 – The Barn, Balcombe Road**

**Heath**

Conversion of first floor above garage into living accommodation.

No comment.

**DM/21/2487 – The Barn, Balcombe Road**

**Heath**

Conversion of first floor above garage into living accommodation.

No comment.

**DM/21/2489 – Land North of Chapman Way**

**Franklands**

T9 Beech – fell. T10 Sweet Chestnut – reduce height from 6m to 8m. T11, T12 and T13 – fell.

The Town Council defers this decision to Mid Sussex District Council's Tree Officer.

**Week 3**

**DM/21/1126 – 15A Harlands Close**

**Lucastes**

The application is to introduce a stepped arrangement in order to reduce the steepness of the slope on the driveway by the use of a brick clad retaining wall and the inclusion of a small paved level seating area to the end of the rear garden. Amended plans received 20.05.2021 to include sectional drawings showing change in land levels. Additional plans received 01.07.2021 and 06.07.2021 showing further landscaping works to side and rear of property.

The Town Council notes the submission of additional plans (received by Mid Sussex District Council on 01/07/2021 and 06/07/2021) and does not have anything to add other than to raise previous concerns and reiterate previous comments. For the avoidance of doubt, these were submitted on 14/04/2021 and are as follows:

'The Town Council noted the two facets to the planning application and had no concern in relation to the car parking area at the front of the property, which had resulted from the planning application to build the house as it would protect/allow access to the property. The Town Council had concerns regarding the raised paved seating area in the back garden as it could become unneighbourly and overbearing, and because the application runs in parallel with planning application DM/20/4475 for a level garden area to the rear of the property and gabion cages, which the Town Council has previously deemed to be unneighbourly. Therefore, the Town Council requests that Planning Officers visit the property before issuing any decision on the application.'

**DM/21/2205 – 94 Lewes Road**

**Franklands**

Roof windows to rear roof slope.

No comment.

**DM/21/2340 – 167 Hoblands**

**Franklands**

Remove existing dilapidated wooden fence with concrete posts and replace with 3ft brick retaining wall with 6ft piers and fence panel sections increasing height overall from 6ft to 9ft.

No comment.

**DM/21/2379 – Southeas, Fox Hill**

**Franklands**

Ground floor extension to lounge.

No comment.

**DM/21/2468 – The Nook, 31 Cobbetts Mead**

**Franklands**

Single storey rear extension and front portico. New application reducing the width of the rear extension approved under planning application DM/19/0610.

No comment.

**DM/21/2498 – 41 Perrymount Road**

**Heath**

Change of use from A2 to E for sale of food and drinks.

No comment.

**DM/21/2575 – 6 Lucastes Road**

**Lucastes**

(T1) Lawson Cypress – remove 4 to 5 metres off top of crown and roll over top. (T2) Ash – fell. (T3) Sycamore – three stems – crown lift to 4 metres, crown thin by 20% and prune back both sides by up to 2 metres. (T4) Ash – 3 stems – fell to ground level. (T5) Sycamore – 4 stems – prune back both sides by up to 2 metres and crown thin by 20%. (T6) English Oak – crown lift by up to 7 metres all around, crown thin by 20% and sever ivy at base. (T7) Sycamore – crown lift over garden by up to 7 metres and crown thin by 20%.

The Town Council defers this decision to Mid Sussex District Council's Tree Officer.

**ITEM 5**

**NOTIFICATION OF APPEAL LODGED WITH THE PLANNING INSPECTORATE**

| <b>Date Lodged</b> | <b>References</b>   | <b>Site</b>  | <b>Description</b>  | <b>Appellant</b> | <b>Committee/ Delegated Decision</b> | <b>Procedure</b>       |
|--------------------|---|--|---|------------------|--------------------------------------|------------------------|
| 13/07/2021         | AP/21/0034<br>APP/D3830/W/21/3269094<br>(DM/20/1470 refers) | Workshop & Garages<br>North Road<br>HAYWARDS HEATH<br>RH16 3NJ | Demolition of existing buildings and cessation of existing commercial uses (B1/B8 use) and redevelopment of site to provide 6 new dwellings (C3 use), comprising 5 x terraced units and 1 x detached unit, together with associated car parking and landscaping. Existing accesses from Eastern and North Road to be retained.<br>(Amended drawings received on 13.08.2020 to include angled window to bed 1 of plot 6, full hipped roofs to plots A and E and section to show the south-west elevation of plot 6.)<br>Additional information received on 29.09.2020. | Mr S French      | Delegated                            | Written Representation |



## **ITEM 6**

### **Week 1**

**DM/21/2380 – 16 Ashenground Close** **Ashenground**

3 x trees (unknown) to be trimmed back to boundary fence.

**DM/21/2505 – 43 Perrymount Road** **Heath**

Change of use from financial and professional services to indoor sport, recreation or fitness.

**DM/21/2555 – 1 Sussex Gardens** **Franklands**

(T1) Oak tree – reduce by 2.5m. (T2) Scots Pine – reduce by 1.5m.

**DM/21/2566 – 320–326 Franklands Village** **Franklands**

Creation of 7 additional residents parking spaces.

**DM/21/2647 – 41 Lucastes Avenue** **Lucastes**

T1 and T2 Conifer – fell.

### **Week 2**

**DM/21/2205 – 92 Lewes Road** **Franklands**

Roof windows to rear roof slope. (Address amended to 92 Lewes Road.)

**DM/21/2624 – Trefusis, 17 Bolnore Road** **Lucastes**

Installation of an aluminium flat-top close-boarded gate finished in black which will be 2.1 metres tall and made to suit a 3.3 metre-wide gateway. Works to include removal of existing wooden gate and posts which have partly perished. Installation of a matching pedestrian gate to same height.

**DM/21/2644 – Land adjacent 1–5 The Birches, Southdowns Park** **Franklands**

Oak Tree (T1059) – reduce the growth on the southern side of the tree by 3m to balance. Oak (T1062) – reduce crown to approx. 10m just below the lowest major limb (pollard).

**DM/21/2674 – Colwell House, 108 Lewes Road** **Franklands**

Listed Building Consent. Internal alterations and refurbishment to the first floor. The proposal is to create a plan that allows for 6 bedrooms, 4 of which will have an en suite, 1 family bathroom and a linen closet.

**DM/21/2679 – Lloyds Bank, 31–33 Perrymount Road** **Heath**

Conversion of the building to 38 residential units under permitted development as allowed for by Schedule 2 Part 3 Class O of the Town and Country Planning Order 2016.

**DM/21/2681 – Central House, 25–27 Perrymount Road** **Heath**

Prior approval for change of use from Office (B1) to 48 flats (C3) (44 no. 1 bedroom and 4 no. 2 bedroom). A resubmission of approved application reference DM/21/1819 with minor variation to the proposed parking.

**DM/21/2693 – Trefusis, 17 Bolnore Road** **Lucastes**

Removal of existing shallow pitched roof, and creation of new first floor home office space. Creation of pitched roof in a vernacular style, to include two forward facing dormer windows.

### **Week 3**

#### **DM/21/2504 – 60 Lewes Road**

**Franklands**

Two storey rear extension, single storey side extension and associated internal alterations. Conversion of existing detached garage with roof extension into habitable space (ancillary accommodation to main dwelling).

#### **DM/21/2546 – 84 Middle Village**

**Lucastes**

Replace two windows and French Doors from white wood to white PVCU to match existing windows and doors design.

#### **DM/21/2551 – 39 Mill Green Road**

**Heath**

Retrospective application for a pagoda to the rear.

#### **DM/21/2730 – Central House, 25–27 Perrymount Road**

**Heath**

Prior approval for change of use from Office (B1) to 48 flats (C3) (44 no. 1 bedroom and 4 no. 2 bedroom).

#### **DM/21/2738 – 21 Barnmead**

**Heath**

Lawful Development Certificate. Ground floor single storey extension.

#### **DM/21/2813 – Culzean, Franklands Village**

**Franklands**

Silver Birch – remove a maximum of 4m from the height and up to 2m reduction from any of the remaining canopy if necessary, and lower branches overhanging outside our garden.