



## HAYWARDS HEATH TOWN COUNCIL

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23<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 **Tuesday, 31<sup>st</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/89473967965?pwd=WW5ZeWlCQVJ2MWQ2MkdMUkFjcmRBQT09>

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, 9<sup>th</sup> August 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.  
Appeals Lodged/Decided: **None**;  
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, 9 August 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  
Councillor H A Munda

#### 35. Apologies

The following apologies were received:

Member	Reason for Absence
Cllr A C McPherson	Holiday
Cllr R A Nicholson	Holiday
Cllr S Wickremaratchi	Holiday

#### 36. Minutes

The notes of the meeting held on Monday, 19 July 2021 were confirmed.

#### 37. Substitutes

Councillor Mrs Ellis substituted for Councillor Wickremaratchi. Councillor Munda substituted for Councillor McPherson. 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.

#### 38. 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.**

**38. 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."

**39. Planning Appeals**

Members noted that the following appeal had been **lodged** in respect of MSDC's decision to refuse planning permission:

<b>Date Lodged &amp; References</b>	<b>Site</b>	<b>Description</b>
13/07/2021 AP/21/0034 APP/D3830/W/21/3269094  (DM/20/1470 refers)	Workshop & Garages North Road HAYWARDS HEATH 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. (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.) Additional information received on 29.09.2020.

**40. Licensing Applications**

There were none.

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

Members made comments and observations on 18 planning applications as per Appendix 1 attached.

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

There were none.

The meeting closed at 7:49pm.

*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/21/2380 – 16 Ashenground Close**

**Ashenground**

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

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

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

**Heath**

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

No comment.

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

**Franklands**

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

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

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

**Franklands**

Creation of 7 additional residents parking spaces.

No comment.

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

**Lucastes**

T1 and T2 Conifer – fell.

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

### Week 2

#### **DM/21/2205 – 92 Lewes Road**

**Franklands**

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

The Town Council notes the amendment of the address from 94 Lewes Road to 92 Lewes Road and has no further comment to make.

#### **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.

No comment.

#### **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).

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

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

**Franklands**

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.

No comment.

**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.

The Town Council has serious concerns over this prior approval application and the reasons for this are as follows:

Despite the proposed number of on-site parking spaces (88 spaces), the change of use from office to residential would inevitably have a detrimental impact on the demand for on-street parking and highway safety in an already congested Perrymount Road. Perrymount Road is a major pedestrian and cyclist route between the railway station, Waitrose and Clair Hall at its northern end, and the The Broadway 'entertainment area' and town centre to its south. Any intensification in the amount of parking and/or traffic in the road would make things increasingly difficult for both pedestrians and cyclists.

The Town Council advocates more sustainable transport for the town, which includes cycling and the introduction of cycle routes to and from the station. The prevalence of this type of application in Perrymount Road undoubtedly impedes this aspiration, with ongoing issues around the 'station quarter' area where parking is already at saturation point. Perrymount Road serves as a gateway leading up from the station to The Broadway and the town centre, and the Town Council has misgivings about the knock-on effect that this application would have on the character of the town, local businesses and eating establishments, all of which the Town Council is trying to encourage, promote and support.

The Town Council is disappointed that current planning legislation effectively withdraws all planning restraints that protect the commercial office space which provides employment for the town, and that unfettered change of use effectively undermines the parking strategy for the wider area to the detriment of residents in the town. In spite of Mid Sussex District Council's Haywards Heath Town Centre Masterplan Supplementary Planning Document (March 2021), Perrymount Road is no longer a centre for employment and it will have a huge parking problem. As a matter of urgency, the Town Council asks that West Sussex County Council's Highways Officer examines the likely parking implications that would result from the approval of this application.

**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.

The Town Council has serious concerns over this prior approval application and the reasons for this are as follows:

Despite the proposed number of on-site parking spaces (60 spaces), the change of use from office to residential would inevitably have a detrimental impact on the demand for on-street parking and highway safety in an already congested Perrymount Road. Perrymount Road is a major pedestrian and cyclist route between the railway station, Waitrose and Clair Hall at its northern end, and the The Broadway 'entertainment area' and town centre to its south. Any intensification in the amount of parking and/or traffic in the road would make things increasingly difficult for both pedestrians and cyclists.

The Town Council advocates more sustainable transport for the town, which includes cycling and the introduction of cycle routes to and from the station. The prevalence of this type of application in Perrymount Road undoubtedly impedes this aspiration, with ongoing issues around the 'station quarter' area where parking is already at saturation point. Perrymount Road serves as a gateway leading up from the station to The Broadway and the town centre, and the Town Council has

*cont.*

**DM/21/2681 – Central House, 25–27 Perrymount Road (cont.)**

**Heath**

misgivings about the knock-on effect that this application would have on the character of the town, local businesses and eating establishments, all of which the Town Council is trying to encourage, promote and support.

The Town Council is disappointed that current planning legislation effectively withdraws all planning restraints that protect the commercial office space which provides employment for the town, and that unfettered change of use effectively undermines the parking strategy for the wider area to the detriment of residents in the town. In spite of Mid Sussex District Council's Haywards Heath Town Centre Masterplan Supplementary Planning Document (March 2021), Perrymount Road is no longer a centre for employment and it will have a huge parking problem. As a matter of urgency, the Town Council asks that West Sussex County Council's Highways Officer examines the likely parking implications that would result from the approval of this application.

**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.

No comment.

**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).

No comment.

**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.

No comment.

**DM/21/2551 – 39 Mill Green Road**

**Heath**

Retrospective application for a pagoda to the rear.

No comment.

**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).

The Town Council **objects** to this prior approval application and the reasons for this are as follows:

Given the proposed number of on-site parking spaces (7 spaces), the change of use from office to residential would inevitably have a detrimental impact on the demand for on-street parking and highway safety in an already congested Perrymount Road. Perrymount Road is a major pedestrian and cyclist route between the railway station, Waitrose and Clair Hall at its northern end, and the The Broadway 'entertainment area' and town centre to its south. Any intensification in the amount of parking and/or traffic in the road would make things increasingly difficult for both pedestrians and cyclists.

The Town Council advocates more sustainable transport for the town, which includes cycling and the **cont.**

**DM/21/2730 – Central House, 25–27 Perrymount Road (cont.)**

**Heath**

introduction of cycle routes to and from the station. The prevalence of this type of application in Perrymount Road undoubtedly impedes this aspiration, with ongoing issues around the 'station quarter' area where parking is already at saturation point. Perrymount Road serves as a gateway leading up from the station to The Broadway and the town centre, and the Town Council has misgivings about the knock-on effect that this application would have on the character of the town, local businesses and eating establishments, all of which the Town Council is trying to encourage, promote and support.

The Town Council is disappointed that current planning legislation effectively withdraws all planning restraints that protect the commercial office space which provides employment for the town, and that unfettered change of use effectively undermines the parking strategy for the wider area to the detriment of residents in the town. In spite of Mid Sussex District Council's Haywards Heath Town Centre Masterplan Supplementary Planning Document (March 2021), Perrymount Road is no longer a centre for employment and it will have a huge parking problem. As a matter of urgency, the Town Council asks that West Sussex County Council's Highways Officer examines the likely parking implications that would result from the approval of this application.

**DM/21/2738 – 21 Barnmead**

**Heath**

Ground floor single storey extension.

As this is an application for a Lawful Development Certificate and is therefore a legal matter, the Town Council defers the decision to Mid Sussex District Council.

**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.

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



## ITEM 6

### Week 1

#### **DM/21/2519 – 41 Lewes Road**

1x Conifer – lift crown by 2 metres and remove deadwood. 1x Birch – to remove.

**Franklands**

#### **DM/21/2585 – 6 Woodstock Place**

Proposed loft conversion.

**Bentswood**

#### **DM/21/2792 – 2 Wivelsfield Road**

Erection of a single storey rear extension extending beyond the rear wall of the original house by 4.2m, to a maximum height of 3.3m and the height of the eaves to 2.9m.

**Ashenground**

#### **DM/21/2814 – Sainsbury's, Bannister Way**

Installation of new loading door and fire escape within service yard.

**Heath**

#### **DM/21/2834 – 111 Bentswood Road**

Two storey side extension and single storey rear link extension to existing outbuilding. New double door to existing outbuilding.

**Bentswood**

#### **DM/21/2885 – Gamblemead, Fox Hill**

Discharge of planning condition no. 5 (re-submission) of planning application DM/17/0331.

**Franklands**

#### **WSCC/033/21 – Oathall Community College, Appledore Gardens**

Application made under Regulation 3. Variation of Condition 1 of planning permission WSCC/070/11/HH for the retention of a temporary classroom for a further 5 years. View details for this planning application at

<https://westsussex.planning-register.co.uk/planning/display/WSCC/033/21>

### Week 2

#### **DM/21/1830 - 48 Wickham Way**

Proposed two storey rear extension to replace existing extension.

**Heath**

#### **DM/21/2305 – Beaumont House, Frankton Avenue**

Convert integrated garage into a kitchen, associated internal alterations and replacement of window in rear of property with bi-fold doorset.

**Franklands**

#### **DM/21/2723 – Chester House, Harlands Road**

Erection of 2 storey roof extension to provide 14 flats.

**Heath**

#### **DM/21/2857 – 12 Summerhill Close**

Demolition of existing detached single garage. Construction two storey part side and part rear extension in conjunction with single storey rear extension.

**Heath**

- DM/21/2884 – 19 Bennetts Rise** **Franklands**  
1x Oak tree – to pollard at approx. 15 metres.
- DM/21/2894 – 27 Oathall Road** **Heath**  
Proposed loft conversion with gable ends and rear dormer.
- DM/21/2900 – 16 Ashenground Close** **Ashenground**  
T14 Yew – crown lift by 5 metres from ground level of no. 15 Ashenground Close. Cut back branches by 1–1.5 metres.
- DM/21/2921 – Land parcel opposite 42 St. Francis Close** **Ashenground**  
T1 Ash – crown reduce by 2–2.5m to suitable growth points, crown thin 20%, crown lift to 5m over highway and 3.5m over adjacent grass area and neighbouring property, remove all major dead wood and remove basal epicormic growth.
- DM/21/2939 – 15 Chandlers Field Drive** **Lucastes**  
Single storey rear extension and loft conversion.
- Week 3**
- DM/21/1754 – 37 Gander Hill** **Heath**  
Erection of two bay garage/office – amended block plan received 16.08.2021.
- DM/21/1775 – 5 Frankton Avenue** **Franklands**  
Retrospective permission for an approx. 2 metre fence along the perimeter of the property.
- DM/21/1939 – 27 Sandy Vale** **Ashenground**  
Two storey side extension. (Revised plans received 17.08.2021.)
- DM/21/2418 – 1–3 Boltro Road** **Heath**  
Change of use from offices to Use Class E, excluding uses E(b) (sale of food and drink for consumption (mostly) on the premises), E(d) (Indoor sport, recreation or fitness), E(e) (medical or health services), E(f) (Creche, day nursery or health services) E(g)(ii) (research and development) and E(g)(iii) (industrial processes). AMENDED DESCRIPTION RECEIVED 18/8/2021.
- DM/21/2652 – 104 Barnmead** **Heath**  
Remove existing garage and erect a two storey side extension with associated alterations.
- DM/21/2947 – 39 Balcombe Road** **Heath**  
Conversion of existing loft space to form office area with en-suite and storage through the installation of new first to second floor stair and rooflights (including Cabrio Balcony Style) to rear elevation. Revised fenestration at ground floor.
- DM/21/2960 – 14 The Droveaway** **Lucastes**  
1x Oak to fell close to ground level.

<b>DM/21/2970 – 55 Queens Road</b> Single storey rear extension with internal and external alterations.	<b>Heath</b>
<b>DM/21/2991 – Keiley, 2A Turners Mill Road</b> Single storey rear extension.	<b>Heath</b>
<b>DM/21/2993 – Land at Penland Farm, Hanlye Lane</b> Retrospective minor adjustments to play area and landscaping.	<b>Lucastes</b>
<b>DM/21/3001 – 38 Fairford Close</b> First floor extension and internal alterations.	<b>Bentswood</b>
<b>DM/21/3014 – 62 Sydney Road</b> Installation of new 'saw-tooth' roof to existing conservatory.	<b>Heath</b>
<b>DM/21/3029 – Hayworthe Villa, 2 Market Place</b> Yew Tree – crown lift by 3 metres.	<b>Heath</b>