



HAYWARDS HEATH TOWN COUNCIL

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3rd September, 2020

To all Councillors on the Planning Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Planning Committee** to be held on **Monday, 7th September 2020 at 7:30pm, via Zoom Video Conferencing**, when the following business will be transacted.

Join Zoom Meeting:

<https://us02web.zoom.us/j/87297170523?pwd=M2d4aVQ5YkkrRIRBTKl4eGcyQ1lsdz09>

Yours sincerely,
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the Planning Committee held on Monday, 17th August 2020.
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: **LI/20/0905 – 60 The Broadway**
Variation to Premises Licence;

LI/20/0947 – Haywards Heath College, Harlands Road
New Premises Licence.

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.

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, 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), M Pulfer (Vice Chairman), C Cheney, C Evans, S Inglesfield, A McPherson, H Munding, R Nicholson.

HAYWARDS HEATH TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the meeting held on Monday, 17 August 2020

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

* Absent

** Apologies

33. Apologies

The following apologies were received:

Member	Reason for Absence
Cllr C N Laband	Family commitment
Cllr A C McPherson	Holiday
Cllr R A Nicholson	

34. Minutes

The Minutes of the meeting held on Monday, 27 July 2020 were taken as read, confirmed as a true record and duly signed by the Chairman.

35. Substitutes

There were none. With Councillor Pulfer (Vice Chairman) acting as Chairman in the absence of Councillor Laband, he nominated Councillor Mundin to act as Vice Chairman for the meeting. This was **AGREED** unanimously by the Committee.

36. Members' Declarations of Interest

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."

37. Planning Appeals

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

Date Lodged & References	Site	Description
11/08/2020 AP/20/0037 W/4001344 (DM/19/4460 refers)	Land adjacent to 2 Ferny Croft	Change of use of land to private garden for 2 Ferny Croft. Amended plans received 26.11.2019 showing chain-link fence to be installed on western boundary.

The Chairman asked that the Deputy Clerk drop a note to the Planning Inspector to draw his/her attention to the Town Council's opposition to this application, which was disingenuous and represented an opportunistic attempt at 'land grab'.

38. Licensing Applications

Members noted that the following premises licence application had been **lodged** with MSDC:

Application No. & Applicant	Application Type	Premises Address	Nature of Application/Variation
LI/20/0885 KJ & J Enterprise Ltd	Premises	Nisa Local 33-35 South Road	New premises licence

39. Comments and Observations on Planning Applications

Members made comments and observations on 21 planning applications as per Appendix 1 attached.

40. Items Agreed as Urgent by the Chairman

There were none.

The meeting closed at 8:40pm.

This meeting was conducted and recorded using the Zoom video conferencing application.

APPENDIX 1

Week 1

DM/20/1881 – 14–16 Sussex Road

Ashenground

Change of use from an office (Class B1a use) to residential (Class C3 use) and extension of premises to the rear at ground, first and second floor, in order to form 8 no. 1 bedroom flats with associated secure cycle storage.

The Town Council **supports** this application because the proposal would provide useful and welcome additional units of residential accommodation in a town centre location. This is crucial if our town centre is to be revitalised and is to thrive.

The plans do not, however, appear to include a designated storage facility for refuse bins and so the Town Council requests that a discreet but adequate facility/enclosure is added somewhere at the rear of the building. This would prevent bins from being haphazardly strewn across the site.

The Town Council requests that developer Section 106 contributions for local community infrastructure are allocated towards the proposed Country Park, cemetery and allotments on land off Hurstwood Lane.

DM/20/0266 – 36 Fairford Close

Bentswood

Yew (A) reduce crown by 2 metres, Hazel (B) removal of 3 older stems to base, Oak (C) reduce overhang by pond by 2 metres, Hazel (D) coppice to base, Lime (E) dead – remove, Hazel (F) remove oldest 3 stems to base, Holly (G) reduce by 3 metres, Yew (H–J) crown reduction of 2 metres, remove dead wood, Ash (K) reduce by 2 metres, Holly (L) reduce by 3 metres, Ash (M) remove, Beech (N) remove dead wood, Hawthorn (O) reduce by 2 metres, Holly (P) reduce to base, Hazel (Q) coppice right down and Willow (R) reduce to base.

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

DM/20/1103 – 34 Lucastes Lane

Lucastes

(Amended plans received 26/07/2020 and 30/06/2020.) Loft conversion, front extension, first floor side extension and external alterations.

Whilst the Town Council notes the representations made by neighbouring residents, it **supports** this amended application (plans received by Mid Sussex District Council on 26/7/2020) subject to the following condition being imposed:

prior to the commencement of construction and at the applicants'/contractor's expense, a dilapidations report shall be done on the traffic island and public highway immediately outside of nos 30, 32 and 34 Lucastes Lane. Any subsequent damage to the traffic island/public highway that is attributable to construction traffic or works shall be remedied upon completion of construction at the applicants'/contractor's expense.

Furthermore, in order to protect the amenity of local residents, the Town Council would like to see works of construction (including the use of plant and machinery, and deliveries or collection of plant, equipment or materials) limited to the following times (although it is mindful of Government guidance on the temporary extension of construction working hours during the coronavirus pandemic):

Monday–Friday	08:00–18:00 hours;
Saturday	09:00–13:00 hours;
Sunday and Bank/Public Holidays	No work permitted.

DM/20/2427 – 2 Lucastes Lane **Lucastes**
Demolish the existing outbuilding and replace with a new ancillary building.

No comment.

DM/20/2564 – 2 Old Wickham Lane **Heath**
Proposed single storey rear extension.

No comment.

DM/20/2581 – 5 Greenhill Way **Franklands**
Proposed garage conversion, porch and internal alterations.

No comment.

DM/20/2585 – 4 Centenary Way **Lucastes**
Proposed garage conversion.

No comment.

Week 2

DM/20/2382 – 13 Hoblands **Franklands**
Retrospective planning application to put up a closeboard fence over 1 metre high, adjacent to the highway. The closeboard fence is 1.85 metres high and approximately 2 metres from the road.

No comment.

DM/20/2552 – The Sundial, 2 Birchen Lane **Heath**
Convert and extend existing garage, create new garage and first floor extension.

No comment.

DM/20/2701 – Willowbrook, 2 Sussex Gardens **Franklands**
T1 Oak – remove. T2 Maple – remove.

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

DM/20/2720 – 96 Renfields **Lucastes**
Proposed single storey rear extension, part garage conversion and roof conversion to habitable space.

No comment.

DM/20/2746 – 4 Lucastes Road **Lucastes**
T1, T2 and T3 Sycamore trees – fell.

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

Week 3

DM/20/1988 – 25 Penn Crescent **Bentswood**
Replace existing polycarbonate roof over dining room with a sloping opaque GRP roof and skylight.

No comment.

DM/20/2203 – 115 South Road

Ashenground

Proposed additional storey to existing three storey building to create a one bedroom flat.

The Town Council has no objections to this application on condition that the additional storey, as proposed, would not have a detrimental effect on the neighbouring rear first floor window (at no. 113 South Road) which would cause significant harm to the amenities of the occupier(s) living there by virtue of loss of light and a loss of outlook (Policies H8 of the Haywards Heath Neighbourhood Plan and DP26 of the Mid Sussex District Plan 2014–2031 apply). This was one of the reasons why a previous application (14/02021/FUL) for a similar proposal was refused and the Town Council would expect this latest application to have addressed this issue to the satisfaction of Mid Sussex District Council Planning Officers.

Whilst not a planning matter but from an aesthetic point of view, the Town Council asks that the owners of the building improve its appearance by making repairs to the flaking cement/render panels on the existing front façade.

DM/20/2393 – 47 Wickham Way

Heath

Erection of a single storey wooden outbuilding in rear garden.

No comment.

DM/20/2660 – 52 Penland Road

Heath

Part single storey, part two storey extensions including redesigning and raising the roof.

No comment.

**DM/20/2776 – 3rd Haywards Heath Scout Group, Alan Bilsby Hall,
Bentswood Crescent**

Bentswood

Erection of 1 x four-bedroom house and a 2 storey residential building comprising of 1 x two-bedroom ground floor flat and 1 x one-bedroom first floor flat. Alterations to access point onto Bentswood Crescent to allow for vehicle and pedestrian access. Includes on-site parking, covered bicycle storage and refuse storage.

On balance, the Town Council **supports** this application for infill development on a 'brownfield' site subject to the following conditions:

1. the dwellings, as proposed, must address the pre-application concerns of *'overbearing impact and overlooking...due to differences in ground levels.'* Their 'single storey' design, with first floor accommodation in the roof space, must satisfy Mid Sussex District Council Planning Officers that they would not cause significant harm to the amenities of neighbouring properties in Bentswood Crescent, Pilgrim Gardens and Bentswood Road. The proposal must accord with Policy H8 of the Haywards Heath Neighbourhood Plan;
2. because the site is located off a congested residential road where there is high density housing and a high level of on-street parking, no works shall take place until a Construction Management Plan and a Traffic Management Plan have been submitted to and approved by Mid Sussex District Council. This is in the interests of site safety, highway safety and residential amenity;
3. prior to the start of construction of the dwellings, the developers shall be required to complete:
 - a. the widening of the access from Bentswood Crescent, and
 - b. the construction of the 5 on-site parking spaces and any other permanent hardstanding.

This is to make provision for the temporary parking of contractors' vehicles and the loading and unloading of vehicles associated with the development;

cont.

**DM/20/2776 – 3rd Haywards Heath Scout Group, Alan Bilsby Hall,
Bentswood Crescent (cont.)**

Bentswood

4. notwithstanding Government guidance on the temporary extension of construction working hours during the coronavirus pandemic, works for the implementation of the development (including the use of plant and machinery, and deliveries or collection of plant, equipment or materials) shall be limited to the following times:

Monday–Friday	08:00–18:00 hours;
Saturday	09:00–13:00 hours;
Sunday and Bank/Public Holidays	No work permitted.

This is to safeguard the amenities of nearby residents, because the site is located on an elevated position in the middle of a residential area;

5. throughout the period of work on the site, the developers shall ensure that a banksman is available at all times to instruct and oversee the safe manoeuvring/reversing of large vehicles into and out of the site. This is in the interests of highway safety;
6. the Traffic Management Plan shall include details of the means and routing for construction traffic to access and leave the site. An appropriate temporary Traffic Regulation Order shall be applied in order to restrict on-street parking in Bentswood Crescent in the immediate vicinity of the site access. This is in the interests of highway safety and to avoid undue congestion and obstruction of Bentswood Crescent;
7. on page 7 of the Design and Access Statement, under the section **Fire Access and Water Access**, it is stated that *'The aim is to rebuild the fences alongside the access route so that they accord with site ownership lines.'* The developers must recognise that in all likelihood, the fences will get damaged or knocked down and this will mean replacing them along the entire side boundary of both no. 16 Bentswood Crescent (to the west) and no. 18 Bentswood Crescent (to the east). This must be at the developers' expense.

DM/20/2793 – 6 Farm Cottages, Parkfield Way

Lucastes

Proposed single storey rear extension. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.

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/20/2825 – Touchstone, Wood Ride

Ashenground

Proposed single storey rear and side (wrap around) extension.

No comment.

DM/20/2850 – Little Foxes, Fox Hill Village

Franklands

Ground floor side and rear extension with loft conversion incorporating front and rear gables.

No comment.

DM/20/2872 – 2 Pond Meadow

Lucastes

Conservatory to the rear.

No comment.

ITEM 5

**LICENSING TEAM
LICENSING ACT 2003 –
WEEKS COMMENCING 17 & 24 AUGUST 2020**

Should you require further details on any application please contact us

Licensing@midsussex.gov.uk

NEW/VARIATIONS

App no.	Date Received	Application Type ie. Premises, Club	Applicants	Premises Address	Variation Yes/No	Nature of variation required/ Nature of Application	Latest date for representations to be made. Within 28 consecutive days (Not Personal Licences) Starting day after application received
LI/20/0905	17.08.2020	Premises	CM Group (West Sussex) Ltd	60 The Broadway HAYWARDS HEATH RH16 3AR	Yes	Sale of alcohol for consumption on and off the premises. Extend the licensable activities and late night refreshment to midnight. Amend the plan of the site to include the outside terrace area. Remove and replace conditions.	14.09.2020
LI/20/0947	26.08.2020	Premises	The Corporation of Chichester College	Haywards Heath College Harlands Road HAYWARDS HEATH RH16 1LT	No	New Premises Licence. Sale by retail of alcohol for consumption on the premises – Monday to Sunday 12:00 hrs to 23:00 hrs.	23.09.2020

ITEM 6

Week 1

DM/20/1470 – Workshop and Garages, North Road

Bentswood

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 Road 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.)

DM/20/2805 – Birchwood Grove, 64–66 Sydney Road

Heath

Application for a summer house in the rear garden.

DM/20/2949 – 43 Franklands Village

Franklands

Fir (T1) fell to ground level. Pine (T2) fell to ground level. Silver Birch (T3) to reduce branches of tree crown by 1.5m.

DM/20/2952 – Quillet, Franklands Village

Franklands

Works to 20 no. trees in the front and rear garden. See schedule of works on application form and email.

DM/20/2953 – Land to the rear of 32 Woodridge Close

Franklands

Sweet Chestnut (T1) reduce back branches to trunk on the east side up to a height of 7m.

DM/20/2956 – 7 Lucastes Road

Lucastes

Two Ash (T1 and T2) fell and remove. Oak (T3) reduce back to previous cut points.

DM/20/2959 – 50 Ferny Croft

Lucastes

Side of no. 50: 3 x Sycamore – reduce lateral crown spread growing towards no. 50 by approx. 3m, leaving 4m. Rear of No.50: 2 x Large Oak – reduce lateral crown spread growing towards no. 50 by approx. 2m.

DM/20/2971 – 1 Lower Village

Lucastes

Proposed orangery to front elevation.

DM/20/2976 – The Heath Recreation Ground, Perrymount Road

Heath

To install a 40m x 8m high ball stop fence along the northern boundary of Haywards Heath Cricket pitch.

Week 2

DM/20/2167 – 56 Sergison Close

Lucastes

Altering lower garden land level and decking extension to existing top terrace path area adjacent to rear of house and fencing at side boundaries of rear garden (additional plans received 18/08/2020; additional information received 21/08/2020; description amended 25/08/2020).

DM/20/2864 – 118 South Road

Heath

Convert existing flat into two separate one bedroom flats.

DM/20/3057 – 9 The Grove **Franklands**
Oak (T1) reduce entire crown to shape, reducing height by 1.5–2m, southern lateral spread by up to 2.5m and remaining lateral growth by up to 1–1.5m. Crown thin by 10%. Cherry (T2) (largest), reduce entire crown to shape by up to 2m. Crown lift to give a height clearance of 3.5m from ground level. Sever Ivy. Cherry (T3) (smallest), reduce entire crown to shape by up to 1m. Removal of all substantial dead wood. Sever Ivy.

DM/20/3060 – 7 Wythwood **Franklands**
T1 Copper Beech – crown reduce up to 2m all aspects.

DM/20/3066 – 2 Myra Mews **Bentswood**
T1 Oak – reduce crown by 1.5m.

Week 3

DM/20/2705 - 17 Coniston Avenue **Lucastes**
Partial conversion of external garage with new external door and window.

DM/20/2998 - 25 Boltro Road **Heath**
Demolition of existing part 4-storey mixed use, commercial-residential premises and construction of a new 5-storey all-residential building containing seven new apartments, being 6 number 1 Bedroom apartments, and one number 2 Bedroom apartment.

DM/20/3037 - Shangri La Queens Road **Heath**
Three replacement garages

DM/20/3122 - 23 Trubwick Avenue **Lucastes**
Minor alterations to property converting existing garage into a new living area with a rear utility room.

DM/20/3163 - Highwood 10 Paddockhall Road **Lucastes**
Oak (T1) - reduce height by 4m, crown lift to 3m. Norway maple (T2) – remove 2 x lowest branches over neighbouring garden

DM/20/3180 - 15 Lewes Road **Franklands**
Sycamore(T1) - Reduce crown by 3m

DM/20/3209 - Lincoln Lodge 8 Paddockhall Road **Lucastes**
Hazel (T1, T2, T3) – Re-coppice Box elder (T4) – Fell Hazel (T5, T6) – Re-coppice Cherry (T7) – Fell Cypress (T8) – Fell Willow (T9) – Fell

DM/20/3217 - 8 Myra Mews **Bentswood**
T1 Oak - Reduce lowest branch over garden back to growth point and remove lowest branch over neighbouring garden back to main branch and reduce major overhanging limb over neighbour by up to 3 metres and thin crown by 20%.
T2 - thin crown by 25%, and remove stubs, T3 Remove 2 minor lowest branches and remove stem overhanging summer house back to main branch, thin crown by 20%.

DM/20/3219 - 36 Oathall Road **Bentswood**
Oak - Crown lift by 3m, thin crown by 10%