



HAYWARDS HEATH TOWN COUNCIL

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30th April, 2024

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 **Tuesday, 7th May 2024 at 7:30pm** in the Council Chamber, 40 Boltro Road, when the following business will be transacted.

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, 15th April 2024.
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 and appeal decisions made, to note any licensing applications.
6. To receive planning decisions made by MSDC.
7. To consider Traffic Regulation Orders received from West Sussex County Council (circulated to members on 23/4/2024)
8. To consider submitting a response to the MSDC policy consultation.
9. To consider planning applications for comments and observations to be submitted to Mid Sussex District Council (MSDC).
10. To consider any items that the Chair agrees to take as urgent business.

*'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: S Inglesfield (Chair), D Pascoe (Vice Chair), A Bashar, N Chapman, S Ellis, B King, D Nicholson, A Platts.

Haywards Heath Town Council

Minutes of the Planning Committee Meeting held on 15th April 2024, commencing at 07.30 pm.

Present

S Inglesfield (Chair)
D Pascoe (Vice Chair)
A Bashar
N Chapman
S Ellis
B King
D Nicholson **
A Platts

* Absent

**Apologies

139 Apologies

Member	Reason
Cllr D Nicholson	Personal commitment

140 Minutes

The minutes of the meeting held on Monday, 25th March 2024 were taken as read, confirmed as a true record and duly signed by the Chair.

141 Substitutes

There were none.

142 Members Declaration of Interest

Cllr Bashar 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."

Cllr Platts made the following declaration:

"I declare a personal interest in all licensing applications under agenda item 5 as an elected Member of Mid Sussex District Council (MSDC) and as an appointed Member of the (MSDC) Licensing Committee. I further reserve the right to alter my views should the applications come before the Licensing Committee, based on contributions from the public, other Members or reports from MSDC Officers."

There were no other declarations of interest.

143 Planning Appeals

Members noted that no appeals pertaining to HHTC had been lodged with MSDC:

144 Licensing Applications

Members noted the licencing application pertaining to HHTC received.

App no	Date received	Application Type	Applicants	Premises Address	Variation Yes/No	Nature of Application	Latest date for representations to be made
LI/24/0439	08.04.2024	Premises	Select Service Partners Ltd	Cafe Local Platforms 1-2 & 3-4 Haywards Heath Railway Station Commercial Square Roundabout Haywards Heath West Sussex	Minor variation	Change to layout of premises; Change to trading name	22.04.2024

145 Planning decisions from Mid Sussex District Council.

Members noted the following decisions.

Application Ref	Address	Agenda Date	HHTC Comment	MSDC Decision
DM/23/1860	Lanf Adj to North Collwell Barn	26/11/2024	Object	Refuse
DM/23/3016	8 Orchard way. RH16 1UX	12/02/2024	No Comment	Permitted
DM/24/0003	1 Norton Lees, 9 Oathall Road	25/03/2024	No Comment	Permitted
DM/24/0218	Rezvan 48 Lucastes Avenue	04/03/2024	No Comment	Permitted
DM/24/0254	35 Balcombe Road	04/03/2024	No Comment	Permitted
DM/24/0331	104 America Lane, RH16 3QF	04/03/2024	No Comment	Permitted
DM/24/0362	18 Old Wickham Lane	04/03/2024	No Comment	Permitted
DM/24/0426	15 Willow Park	04/03/2024	Defer to Tree Office	Permitted
DM/24/0463	145 Priory Way, RH16 3NS	25/03/2024	No Comment	Permitted
DM/24/0501	5 Drummond Close, RH16 4DB	25/03/2024	Defer to tree officer	Permitted
DM/24/0511	Brambletyne, 5 The Rushes	25/03/2024	Defer to tree officer	Permitted
DM/24/0551	Witts End, Franklands Village	25/03/2024	Defer to tree officer	No Objection
DM/24/0572	34 Lucastes Road	25/03/2024	Defer to tree officer	No Objection

146 Comments and Observations on Planning Applications

Members made comments and observations on 14 planning applications as per Appendix 1 attached.

147 Items Agreed as Urgent by the Chair

There were none.

The meeting closed at 07.56pm.

Appendix 1

Planning Applications Received [Week 1](#)

Application Reference	Address/Description	Ward	Comments
DM/24/0371	23 Highland Road, Haywards Heath, RH16 4DP Single storey outbuilding.	Haywards Heath - Ashenground	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/24/0668	19 South Road, Haywards Heath, RH16 4YY Replace 1no. Projecting signage with new 500mm. Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 290mm logo height. Replace 1no. ATM surround and decals with new. Install new internally applied vinyl window message "A good way to bank." Replace internally installed safety manifestation with new. Re-spray shopfront frames to match existing with like for like.	Haywards Heath - Ashenground	No Comment.
DM/24/0685	Independent Advanced And Clear Ltd First Floor Front Suite 38 - 42 South Road Haywards Heath	Haywards Heath - Ashenground	No Comment.

	Retrospective application for window decals that cover 8 windows on the 1st floor, facing the high street.		
DM/24/0699	1A Little Bentswood, Haywards Heath, RH16 3HF Variation of condition 13 of planning application 13/00143/FUL - Substitution of approved drawings with a revised proposal drawing incorporating selected non-material and minor material amendments to the approved scheme.	Haywards Heath - Bentswood And Heath East	No Comment.
DM/24/0727	38 And 40 Lucastes Avenue, Haywards Heath, RH16 1JY Ash Tree (T1) - Two Lowest Branches cut by 5 metres, Ash Tree (T2) - Removal of weighted branch and clear Ivy. Hawthorne Tree (T3) Crown Reduction of 2 metres and removal of Ivy.	Haywards Heath - Lucastes And Bolnore	Defer to the opinion of the MSDC Tree Officer.
DM/24/0746	8 Lucastes Road, Haywards Heath, RH16 1JL T8 Cherry - Reduce crown by approximately 3 metres.	Haywards Heath - Lucastes And Bolnore	Defer to the opinion of the MSDC Tree Officer.
DM/24/0773	10 Hardham Close, Haywards Heath, RH16 4UF Proposed single storey side extension.	Haywards Heath - Franklands	No comment.

Planning Applications Received **Week 2**

Application Reference	Address/Description	Ward	Comments
DM/24/0306	15 Western Road, Haywards Heath, RH16 3LR Proposed ground floor side and rear extension (Amended block plan received 27.03.2024)	Haywards Heath - Bentswood And Heath East	No comment.
DM/24/0709	2 West Common, Lindfield, Haywards Heath The demolition of detached garage and substandard lean-to extension elements to the rear of the main house and the construction of new single storey rear extension and two story side extension	Haywards Heath - Bentswood And Heath East	No comment.

DM/24/0793	<p>Joan Nightingale House, Land Near 11 Ferny Croft And Land To The East Of 1-12 Henry House Bolnore Road Haywards Heath</p> <p>Cherry Tree (T4) - fell . Oak Trees x3 (T1,T2 and T3 Joan Nightingale House) Reduce back lateral branches by a maximum of 2m to an approximate height of 5m. Group of Limes - (Land to the East of 1-12 Henry House) - Remove all basal growth and crown lift to height of approx 6m. Ash trees - (Land Near Ferny Croft) - Fell</p>	<p>Haywards Heath - Lucastes And Bolnore</p>	<p>Defer to the opinion of the MSDC Tree Officer.</p>
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Planning Applications Received [Week 3](#)

Application Reference	Address/Description	Ward	Comments
DM/24/0766	<p>19 Sandrocks Way, Haywards Heath, RH16 4JL</p> <p>Demolition of a double garage and construction of a two storey dwelling.</p>	<p>Haywards Heath - Ashenground</p>	<p>Once again, the Town Council acknowledges that the principle of development on this site has already been established, with permission for a two-storey, four-bedroom dwelling under application references DM/23/1201 and DM/22/2653. The Town Council formally objected to the earlier application DM/22/2653 and wishes to reiterate the following comments in respect of the latest proposal:</p> <ol style="list-style-type: none"> 1. if permission is granted, all relevant conditions (i.e. nos 1. to 9.) and informatives (i.e. nos 1. to 4.) that were applied under DM/23/1201 shall be reapplied to DM/24/0766; 2. there must be a comprehensive Construction Management Plan in place to mitigate disruption to local residents and to protect their amenity; 3. any damage to the public highway caused by construction-related vehicles or activities – including damage to kerbstones and/or grass verges – shall be repaired in full at the expense of the applicant/developer/contractor. This is to protect infrastructure funded by the taxpayer;

			<p>4. the greenery along the northern boundary of the site, which borders the Vale Road allotment site, shall be retained in order to provide screening and to protect wildlife/biodiversity. This would accord with Policies E9 and H8 of the Haywards Heath Neighbourhood Plan, and Policy DP37 of the Mid Sussex District Plan 2014–2031.</p> <p>Furthermore, the Town Council is disappointed that local residents' concerns regarding existing on-street parking congestion and the lack of a turning head in Sandrocks Way have largely been discounted. Members would like to highlight these issues on residents' behalf, and they believe the opportunity exists to make improvements to the highway that could alleviate some of the problems encountered with parking, manoeuvring and turning. To this end, enquiries should be made as to the ownership of the communal open space adjacent to 16 Sandrocks Way, which lies outside of the application site.</p>
DM/24/0798	<p>1 Oathall Avenue, Haywards Heath, RH16 3ES</p> <p>Proposed first floor rear extension. Solar panels to south facing roof pitch.</p>	Haywards Heath - Bentswood And Heath East	No comment.
DM/24/0812	<p>Shangri La, Queens Road, Haywards Heath, West Sussex</p> <p>Variation of condition 2 in relation to DM/21/3202 - amendments comprise alterations to internal layout of the site to reconfigure parking provision and position to serve the 2 no. new dwellings.</p>	Haywards Heath – North Central	No comment.
DM/24/0819	<p>C. N. Guy And Son, 11 Sussex Road, Haywards Heath, West Sussex</p> <p>Renovation of first floor above butcher's shop Class E, including loft conversion to create a two bed maisonette Class C3 and creation of rear staircase to first floor.</p>	Haywards Heath - Ashenground	No comment.

NOTIFICATION OF APPEALS LODGED WITH THE PLANNING INSPECTORATE

Date Lodged	References	Site	Description	Appellant	Committee/ Delegated Decision	Procedure
-	-	-	-	-	-	-

LICENCING APPLICATIONS LODGED

App no	Date received	Application Type	Applicants	Premises Address	Variation Yes/No	Nature of Application	Latest date for representations to be made
LI/24/0476	19/04/2024	Premises	Melanie Baldwin	Halfway Hut Haywards heath Golf Club High Beech lane RH16 1SL	No	New premises Licence	17/05/2024
LI/24/0518	24/04/2024	Premises	Maria Laricchiuta	Grape & Grain 51-53 The Broadway, Haywards Heath, RH169 3AS	Yes	Add supply of alcohol for consumption on the premises	22/05/2024
LI/24/0511	22/04/2024	Premises	Waitrose Ltd	6 Clair Road Haywards Heath RH16 3DP	No	Change to internal layout of the premises	22/04/2024

Planning decisions received from Mid Sussex District Council

Application Ref	Address	Agenda Date	HHTC Comment	MSDC Decision
DM/23/0136	106 Franklynn Road, RH16 4DR	25/03/2024	No Comment	Permitted
DM/24/0306	15 Western Road, RH16 3LR	15/04/2024	No Comment	Permitted
DM/24/0449	Beechfield, 25 Bolnore Road	25/03/2024	No Comment	Permitted
DM/24/0510	Homestead, College Road, RH16 1QP	25/03/2024	No Comment	Permitted
DM/24/0581	100 Penland Road, RH16 1PH	25/03/2024	No Comment	Permitted
DM/24/0604	7 Oldfield Drive, RH17 7TF	25/03/2024	Defer to the MSDC tree officer	Permitted
DM/24/0606	84 Edward Road, RH10 4QF	25/03/2024	No Comment	Permitted
DM/24/0634	81 Highbank, RH16 4TT	04/03/2024	No Comment	Permitted
DM/24/0685	Independent Advanced & Clear, 38-42 South Road	15/04/2024	No Comment	Permitted
DM/24/0727	38 & 40 Lucastes Avenue, RH16 1JY	15/04/2024	Defer to Tree Officer	No Objection
DM/24/0746	8 Lucastes Road, RH16 1JL	15/04/2024	Defer to tree officer.	No Objection
DM/24 0773	10 Hardham Close, RH16 4UF	15/04/2024	No Comment	Permitted

Committee: Planning Committee

Report of: Committee Clerk

Date: 07th May 2024

Subject: Traffic Regulation Orders (TRO's)

Purpose of Report:

1. The purpose of this report is for Members to consider the two TRO's as detailed below.

Recommendation(s):

1. **Members are asked comment upon and to consider support for the proposed Community Traffic Regulation Orders as presented in this report.**
2. **If supportive, to request that the Town Clerk informs West Sussex County Council of the Town Council's support for the application.**

Background

2. West Sussex County Council proposes to make a permanent Traffic Regulation Order that will introduce double yellow lines on both sides of Parkfield Way in Bolnore Village, Haywards Heath from the road narrowing feature at its junction with Trubwick Avenue, westwards for 35m. If the committee wish to make any comments or objections to the scheme, they should be made by e-mail before 9 May 2024.
3. West Sussex County Council have received a Traffic Regulation Order request from Cllr Sandy Ellis for parking restrictions at the junction of Selby Court and Ashenground Road. Double yellow lines to restrict inappropriate parking which is making the road unsafe for pedestrians and road users.

For more information on TRO's please visit the link below.

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/>

Financial Implications

4. None

Legal Implications

5. The Town Council can make such a resolution under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Committee: Planning Committee

Report of: Committee Clerk

Date: 07th May 2024

Subject: Mid Sussex District Council Policy Consultation

Purpose of Report:

1. The purpose of this report is for Members to consider the MSDC Policy Consultation detailed below.

Recommendation(s):

1. **Members are asked to consider if they wish to comment upon the Sex Establishment Licensing Policy 2024.**
2. **If the committee agree to submit a comment, to request that the Town Clerk informs Mid Sussex District Council of the Town Council's comments.**

Background

Please see attached as a separate document a draft copy of the Sex Establishment Licensing Policy 2024 for consultation.

A final version will be written taking into account the results of the consultation exercise.

This policy was first introduced during 2010 and was reviewed in 2016 and 2019. There have been no legislative changes to affect the policy since then and there are no amendments to the current policy.

Any comments on the Policy should be received by the Licensing Team no later than 31 May 2024.

Financial Implications

2. None

Legal Implications

3. The Town Council can make such a resolution under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

ITEM 9**Planning Applications Received Week 1**

Application Reference	Address/Description	Ward	Comments
DM/23/2259	Land To The R/o Central House, 25 Perrymount Road, Haywards, Heath West Sussex Erection of an 8-storey building comprising of 38 flats (21 x 1 bed and 17 x 2 bed) with associated landscaping, parking and refuse stores. AMENDED PLANS received 5/4/2024 revising red line and providing Certificate B.	Haywards Heath - Bentswood And Heath West	Previously seen at 12/2/2024 Planning where HHTC comments were in support.
DM/24/0847	Colwell House, 108 Lewes Road, Haywards Heath, West Sussex Proposed extensions and alterations to dwelling incorporating single storey extensions to dwelling, internal alterations, removal of existing swimming pool and enclosure, new swimming pool and pool house, relocation of tennis court and new access.	Haywards Heath - Franklands	Large plot set away from neighbouring properties.
DM/24/0848 Listed building consent	Colwell House, 108 Lewes Road, Haywards Heath, West Sussex Proposed extensions and alterations to dwelling incorporating single storey extensions to dwelling, internal alterations, removal of existing swimming pool and enclosure, new swimming pool and pool house, relocation of tennis court and new access	Haywards Heath - Franklands	As above.
DM/24/0860	57 Franklynn Road, Haywards Heath, RH16 4DS Proposed single storey rear extension.	Haywards Heath - Bentswood And Heath East	No planning history.
DM/24/0862	Winnals Park, Garage Blocks, Paddockhall Road, Haywards Heath, West Sussex T101 Sycamore Fell to ground level. T104 Common Oak - Reduce crown by 4-5m elongated growth. T107 Norway Spruce - Fell to ground level. T112 Sycamore - cut back by 1.5m from roof. T120 Sycamore - reduce height by 2-3 metres, remove dead and	Haywards Heath - Lucastes And Bolnore	Suggest defer to the opinion of the MSDC tree officer.

	<p>squirrel damaged limbs. T24 Common Oak - reduce to approx 6m on northeastern stem. T29 Norway Maple - reduce by 2-3m reduce/balance crown following reduction of adjacent Sycamore. T30 Sycamore - reduce height by 2-3m. T13 Cherry - shorten elongated limb to south from 6m to 4m. T16 Apple - reduce height and spread by 2m. T16 Flowering Cherry - reduce height and radial spread by up to 2m. Other works as noted in tree survey.</p>		
DM/24/0871	<p>26A Boltro Road, Haywards Heath, RH16 1BB</p> <p>Changing the roof over the existing rear extension to new dual pitched roof with roof lights and fenestration alterations at the Ground Floor Flat 26A Boltro Road.</p>	Haywards Heath – Bentswood and Heath East	No recent planning history.
DM/24/0909	<p>Bolnore Village Primary School, Updown Hill, Haywards Heath, West Sussex</p> <p>The proposed works are to replace the existing perimeter fencing (1.2m high) to increase the fencing height to 1.8m high (height provided is from the top surface of the boundary retaining wall)</p>	Haywards Heath - Lucastes And Bolnore	No comment.

Planning Applications Received [Week 2](#)

Application Reference	Address/Description	Ward	Comments
DM/24/0913	<p>Flat 33, Wilton House, Great Heathmead, Haywards Heath</p> <p>Replacement of original lounge aluminium balcony sliding doors, with like for like design but modern energy saving materials.</p>	Haywards Heath - Lucastes And Bolnore	No comment.
DM/24/0914	<p>Flat 5, Wilton House, Great Heathmead, Haywards Heath</p> <p>Replacement of original lounge wooden framed windows and aluminium balcony sliding doors, with like-for-like design but modern energy saving materials.</p>	Haywards Heath - Lucastes And Bolnore	No comment.
DM/24/0922	<p>Land Rear Of 16 Mill Stream Meadow, Haywards Heath, RH16 1TH</p>	Haywards Heath – North Central	Suggest Defer to the opinion of the MSDC Tree officer.

	T17 Oak and T18 Holly - prune overhanging branches by no more than 2 metres.		
DM/24/0945	Merrion, 21 Muster Green South, Haywards Heath, West Sussex Cherry Tree (dead) - take down and remove roots. Fig tree, Sever ivy and thin by 20% and remove deadwood.	Haywards Heath - Lucastes And Bolnore	Suggest Defer to the opinion of the MSDC Tree Officer.

Planning Applications Received **Week 3**

Application Reference	Address/Description	Ward	Comments
DM/24/0988	Land At Muster Green South, Haywards Heath, West Sussex Liquid Amber - Pollard Beech - Fell	Haywards Heath – Bentswood and Heath West	Suggest defer to the opinion of the MSDC Tree Officer.
DM/24/0999	63 Oathall Road, Haywards Heath, RH16 3EL (G1) - Group Mix Conifers and Broad leaf - Crown Lift by approx 12 meters to the boundary from roadside down the to the end of our driveway.	Haywards Heath - Bentswood and Heath West	Suggest defer to the opinion of the MSDC Tree Officer.
DM/24/1004	7 Foxwarren, Haywards Heath, RH16 1EN Proposed first floor extension	Haywards Heath - Lucastes and Bolnore	No recent planning history.
DM/24/0113	Victoria Park, South Road, Haywards Heath General improvements to existing access into the park from South Road including a new set of steps. Improvements to the existing playground including new play equipment and improved access. Amended and additional information of play equipment received on 17.04.2024.	Haywards Heath- Ashenground	Last seen at HHTC Planning meeting on 22/01/2024 where HHTC comments were 'The Town Council welcomes the improvements'.
DM/24/0180	11 Boltro Road, Haywards Heath Retrospective application for the demolition of existing building comprising of B1 Offices (now Class E) and residential accommodation and replacement with residential accommodation comprising of 4 no. 2 bedroom apartments on ground and three upper floors. Erection of side and rear extensions incorporating alterations to front elevation. This is a retrospective application to cover additional changes made during	Haywards Heath – Lucastes and Bolnore	Previously seen at HHTC Planning meeting on 04/03/2024 where HHTC comments were 'No Comment'

	construction relating to approved Planning Permission DM/17/1697 including demolition of existing building. Amended plans received 17.04.2024 to correctly show proposed development in relation to neighbouring buildings.		
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