



**HAYWARDS HEATH  
TOWN COUNCIL**

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18<sup>th</sup> February 2025

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 24<sup>th</sup> February 2025 at 7:00pm** at the Town Hall in the Council Chamber 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 3<sup>rd</sup> February 2025.
3. To note Substitutes.
4. Public Forum – Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To note any appeals lodged and appeal decisions made, to note any licensing applications.
7. To receive planning decisions made by Mid Sussex District Council (MSDC).
8. To consider planning applications for comments and observations to be submitted to MSDC.
9. To consider and approve proposed response to the following consultation from Lewes District Council: 'Lewes Local Plan – Defining our Policies and Early Site Allocation Proposals'.

10. To consider any items that the Chair agrees to take as urgent business.

**Committee Members: Planning Committee:** S Inglesfield (Chair), D Pascoe (Vice Chair), A. Bashar, N Chapman, R Cromie, B King, D Nicholson, A Platts.

*'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.'*

**Town Mayor** Cllr Stephanie Inglesfield

**Town Clerk** Mr Steven Trice

## Haywards Heath Town Council

**Minutes of the Planning Committee Meeting held on Monday 3<sup>rd</sup> February 2025, commencing at 7:00pm.**

### **Present**

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

Also present: RFO, Committee Clerk

\*Absent

\*\*Apologies

### **108 Apologies**

<b>Member</b>	<b>Reason</b>
Cllr King	Personal Commitment
Cllr Nicholson	Ill Health

### **109 Minutes**

The minutes of the meeting held on Monday 13<sup>th</sup> January 2025 were taken as read, confirmed as a true record and duly signed by the Chair.

### **110 Substitutes**

There were none.

### **111 Public Forum**

There were two members of the public present.

A member of the public spoke for 3 minutes regarding Item 8. He highlighted the Highway Code that states that parking restrictions should be within 32 feet of a corner and said that the ones mentioned in the report for amendment are 15ft and 17ft and because of vehicles parking so close to the junction, it is impossible to see what's coming up the road. He said that the double yellow lines were put down in 2023, but they were never formalised. He said that the Traffic Regulations Order (TRO) is asking West Sussex County Council to extend the lines and then formalise them, so that Mid Sussex District Council can then enforce parking penalties. He explained that this junction is down a hill and is dangerous. He presented a petition with 100 signatures from local residents. He said that the headmistress of the school located in Mayflower Road had also written to WSCC supporting the application for the TRO. He added that Cllr Stephen Hillier and Cllr R Cromie had also shown support for the application. He stated that although the Highway Code isn't law, it is a set of rules that should be followed..

A member of the public spoke about the Planning Application relating to Downlands Park. She stated that the Downlands Park site is next to an existing complex of retirement properties and a care home and those residents bought their houses and apartments with the understanding from Mid Sussex District Council's 5 year plan that the existing, mid-Victorian Arts and Crafts building would be converted into retirement apartments, with a few houses built in the grounds. She explained that, unexpectedly, a new application was made to demolish all of the existing buildings and replace them with 3 multi storey apartment blocks, approximately 20 houses and a variety of community buildings and that the development would be considered so substantial by the Police that they would be requiring full height lighting to the access road. She said the

ugly, utilitarian elements of the development would be crammed on to the boundary with the existing retirement properties. As well as the noise and light pollution that this would create, the retirement properties would now be overlooked by the 3 multi storey apartment blocks. She said that during consultation on the original application, residents were assured by MSDC that tree screening would be required to shield residents from the new development and the permission that they gave to DM/20/4159 in 2022 reflected that assurance, with trees planted roughly every 3 parking spaces. However, in December 2024, application DM/23/3195 sought to put more parking on the boundary. This additional parking was to be underground on the original plans but this had now changed due to costing. She said that this would be at the expense of the trees that were to have been planted to create the screen for existing residents and that she thought that if this application were to go through, it would break the promise that residents were given by MSDC that they would be shielded. Additionally, she said that the Downlands site, being a mid-Victorian property, contained many mature trees and shrubs that provided a wildlife corridor and this habitat would be swept away by bulldozers but at least the trees that had been on the original plans would have restored a fraction of that wildlife corridor. The latest application to be considered showed only 3 trees along the boundary which would not be adequate.

**112 Members Declaration of Interest**

Cllr A Platts sits on Mid Sussex District Council's Licensing Committee and Cllr A Bashar sits on Mid Sussex District Council's Planning Committee.

**113 Planning Appeals**

Members noted that there were no appeal decisions pertaining to Haywards Heath.

**Licensing Applications**

Members noted that there were no licensing applications pertaining to Haywards Heath.

**114**

**Planning decisions from Mid Sussex District Council.**

Members noted the following decisions:

Application Ref	Address	Agenda Date	HHTC Comment	MSDC Decision
DM/24/2761	Church Corner House, Church Road	02/12/2024	No comment	Permitted
DM/24/2834	65 Penn Crescent, RH16 3HP	23/12/2024	The Town Council defers the decision to Mid Sussex District Council.	Certificate of Lawful Development given
DM/24/2863	12 Queens Road, RH16 1EB	02/12/2024	No comment	Permitted
DM/24/2511	Mid Sussex Islamic Centre, 19 Wivelsfield Road, RH16 4EF	23/12/2024	No comment	Permitted
DM/24/2569	Little Barn Hanlye Barn	11/11/2024	No comment	Permitted
DM/24/2593	6 Wythwood, RH16 4RD	23/11/2024	No comment	Permitted
DM/24/2785	10 Sergison Close, RH16 1HU	23/12/2024	No comment	Permitted

DM/25/0058	1 Lucastes Avenue, RH16 1JE	-	-	Approved (Non-material amendment to application DM/24/1027, discussed at 28/05/2024, HHTC made No Comment, and this was approved by MSDC on 14/06/2024)
DM/24/2879	17 Dellaney Way, RH16 3LX	23/12/2024	No comment	Permitted
DM/24/2366	50 Frankynn Road, RH16 4DH	23/12/2024	No comment	Permitted
DM/24/2921	3 Bramber Close, RH16 4AZ	23/12/2024	No comment	Permitted
DM/24/2923	86 Beech Hill, RH16 3TT	23/12/2024	No comment	Permitted
DM/24/2677	82 Middle Village, RH16 4GH	23/12/2024	No comment	Permitted
DM/24/2918	28 Fox Hill, RH16 4QZ	23/12/2024	No comment	Permitted

**115** To receive a report on a requested Traffic Regulation Order.

Following discussion, Members wished to express their support for the TRO application and to highlight;

- the support from the headteacher of the school on Mayflower Road for this application
- safety concerns that have arisen following reports of near-misses involving children and vehicles near this junction.

Members **RESOLVED** to support the Traffic Regulation Order application to extend double yellow lines on Mayflower Road at the junction with Woodlands Road .

#### **116 Comments and Observations on Planning Applications**

Please note that Cllr A Platts and Cllr A Bashir did not vote on any planning application decisions.

Members made comments and observations on 17 Planning Applications as per Appendix 1 attached.

#### **117 Items Agreed as Urgent by the Chair**

There were none.

The meeting closed at 7:31pm.

## Planning Applications Received Week 1

Application Reference	Address/Description	Ward	Comments
DM/25/0036	<b>Lime Tree House, 21 Birchen Lane</b> 4x Lime trees crown – reduce by 2-3m	North East	Defer to MSDC Tree Officer.
DM/23/3195	<b>Downlands Park Care Home, Bolnore Farm Lane, RH16 4BQ</b> Variation of condition no 24 relating to planning application DM/20/4159 - to substitute amended plans for those approved under DM/20/4159. (Amended site plan received 18/12/24 revising location of car parking spaces)	Lucastes and Bolnore	<p>The Town Council notes the new Drainage Design Validation Report received on 29/11/2024. The Town Council wishes to support the recommendation by Symmestrays, in point 7.1, that</p> <p>‘additional tests shall be carried out in the proposed location and design depth of the infiltration structure to confirm suitability and lend credibility to the design rationale’.</p> <p>Alongside continued concerns about drainage at the proposed site, the Council wishes to reiterate their previous comments of objection:</p> <ul style="list-style-type: none"> <li>- Lack of screening to neighbouring properties, the loss of trees and the green buffer zone in exchange for more parking spaces, which is contrary to both the Mid Sussex District Plan 2014-2031 and Haywards Heath Town Council Neighbourhood Plan in terms of green, and Character and Design polices.</li> <li>- The Town Council’s preference is for the original plans.</li> </ul>
DM/25/0054	<b>Woodlands House, Birch Avenue, RH17 7SL</b> x7 Ash trees - fell as close to ground level as possible. Crown reduce Sycamore trees from	Franklands	Defer to MSDC Tree Officer.

	neighbouring property overhanging Woodlands House by 1-2m and vegetation by 1-2 metres.		
<b>DM/24/2835</b>	<b>65 Penn Crescent, RH16 3HP</b> Single storey rear and part first floor side infill extension (Amended plans received 08.01.2025)	Bentswood and Heath East	No comment.
<b>DM/25/0005</b>	<b>15 Sandy Vale, RH16 4JH</b> Demolition of existing garage and porch. Part single part two storey side and front extension together with the provision of three parking spaces to the front	Ashenground	No comment.
<b>DM/25/0010</b>	<b>116 New England Road, RH16 3LF</b> New outbuilding to replace existing garage. This is an application to establish whether the development is lawful.	Bentswood and Heath East	As this is an application for a Lawful Development Certificate and is therefore a legal matter, the Town Council defers this decision to Mid Sussex District Council.

#### Planning Applications Received Week 2

Application Reference	Address/Description	Ward	Comments
<b>DM/24/2884</b>	<b>32-36 South Road, RH16 4EA</b> Proposed alterations to existing shopfront. (amended plans received on 14.01.2025)	<b>Ashenground</b>	No comment.
<b>DM/24/2882</b>	<b>32-36 South Road, RH16 4EA</b> 1No Fascia Sign and 1No Projecting Sign. (amended plans received on 14.01.2025).	<b>Ashenground</b>	No comment.
<b>DM/24/3009</b>	<b>20 Lucastes Road, RH16 1JL</b> To remove existing windows in the kitchen to the back of the property and to replace with a bifolding door.	<b>Lucastes and Bolnore</b>	No comment.
<b>DM/25/0108</b>	<b>14 The Droveaway, RH16 1LL</b> 1 x Oak - reduction of lower crown, lateral growth only by approx. 1.5m and no further than previous reduction points and remove epicormic growth from trunk.	<b>Lucastes and Bolnore</b>	Defer to MSDC Tree Officer.
<b>DM/25/0120</b>	<b>19 Western Road, RH16 3LR</b> Erection of an L-shaped flat roof rear dormer and insertion of 2no. roof lights to front elevation. This is an application to establish whether the development is lawful.	<b>Bentswood and Heath East</b>	As this is an application for a Lawful Development Certificate and is therefore a legal matter, the Town Council defers this decision to Mid Sussex District Council.
<b>DM/25/0138</b>	<b>106 Franklynn Road, RH16 4DR</b>	<b>Ashenground</b>	No comment.

	Discharge of planning condition no 3 relating to planning application DM/23/0136.		
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### Planning Applications Received Week 3

Application Reference	Address/Description	Ward	Comments
DM/25/0100	<b>Brooklea, 3 West Common, RH16 2AE</b> Proposed erection of 1 no. new detached dwelling with car parking served by the existing access, following demolition of an existing garage.	North Central	No comment.
DM/25/0113	<b>20 Boltro Road, RH16 1BB</b> Proposed side extension and partial garage conversion.	Lucastes Boltro	No comment.
DM/25/0009	<b>98A South Road, RH16 4LJ</b> Installation of blind to front window.	Ashenground	No comment.
DM/25/0039	<b>1 Colwell Close, RH16 4HF</b> Proposed side first floor extension above existing garage and a single storey extension to the front of the existing garage. Two storey extension to the rear.	Ashenground	No comment.
DM/25/0162	<b>11 Ash Grove, RH16 4PZ</b> Loft conversion with gable-ends & rear dormer. This is an application to establish whether the development is lawful.	Ashengorund	As this is an application for a Lawful Development Certificate and is therefore a legal matter, the Town Council defers this decision to Mid Sussex District Council.



**NOTIFICATION OF APPEALS LODGED/DECIDED WITH THE PLANNING INSPECTORATE**

Date Lodged	References	Site	Description	Appellant	Appeal Decision	Procedure

**LICENSING TEAM – LICENSING ACT 2003**

Should you require further details please contact MSDC on: [Licensing@midsussex.gov.uk](mailto:Licensing@midsussex.gov.uk)

App no.	Date Received	Application Type ie. Premises, Club	Applicants	Premises Address	Variation Yes/No	Nature of Application /Nature of variation required	Latest date for representations to be made. Within 28 consecutive days (Within 10 working days for minor variations)
LI/25/0146	29/01/2025	Premises	NAJ Ltd	Londis 4 Palmerston House Commercial Square Haywards Heath RH16 1DR	No	New Premises Licence	26/02/2025

**ITEM 7****Planning decisions received from Mid Sussex District Council**

<b>Application Ref</b>	<b>Address</b>	<b>Agenda Date</b>	<b>HHTC Comment</b>	<b>MSDC Decision</b>
DM/24/3009	20 Lucastes Road, RH16 1JL	03/02/2025	No comment	Application invalid
DM/24/2884	32-36 South Road, RH16 4EA	03/02/2025	No comment	Permitted
DM/24/2885	32-36 South Road, RH16 4EA	03/02/2025	No comment	Permitted
DM/25/0054	Woodlands House, Birch Avenue	03/02/2025	Defer to MSDC Tree Officer	Consent
DM/24/3095	6 Colwell Gardens, RH16 4ES	13/01/2025	The Council SUPPORTS the application, with the following comments: The extended/converted garage should not be inhabited as a dwelling. There is concern about further development of this building – it should not be extended further. There is concern about parking - any development should keep the provision of parking from the Wivelsfield Road side.	Permitted
DM/24/2835	65 Penn Crescent, RH16 3HP	03/02/2025	No comment	Permitted
DM/24/3090	Renniston, Rookery Way	13/01/2025	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.	Certified as Lawful
DM/24/2819	32 Wood Ride, RH16 4NJ	13/01/2025	The Council SUPPORTS the application but wishes to raise	Permitted

			concerns about the loss of greenery and vegetation at the site.	
DM/24/2432	Site of Shangri La, Queens Road	11/11/2024	No comment	Permitted

**Applications To be Discussed at Planning Committee on Monday 24<sup>th</sup> February 2025 at 7pm**

**Planning Applications Received [Week 1](#)**

<b>Application Reference</b>	<b>Address/Description</b>	<b>Ward</b>	<b>Comments</b>
<b>DM/25/0212</b>	<b>23 Sydney Road</b> Oak Tree (T1) – Cut back 2-3 metres on Eastern side	<b>North Central</b>	Defer to MSDC Tree Officer.
<b>DM/25/0217</b>	<b>Tree between 4 The Dell and 29 Lucastes Avenue</b> 1x Oak – Crown reduce by 2m and crown raise by 5m	<b>Lucastes and Bolnore</b>	Defer to MSDC Tree Officer.
<b>DM/25/0032</b>	<b>10 Oathall Road, RH16 3EA</b> Conversion of existing garage to home office with storage space above. There is no change to the existing footprint or height.	<b>Bentswood and Heath East</b>	
<b>DM/24/2786</b>	<b>14 Quarry Hill, RH16 1NQ</b> Demolition of existing conservatory/ingle storey extension and replaced with a new single storey extension to improve the kitchen, living and dining area (Corrected plans received 29/01/25)	<b>Lucastes and Bolnore</b>	Application for Lawful Development Certificate (Proposed). Legal matter – defer to MSDC.  Previously mentioned at Planning Committee 02/12/24 when HHTC deferred to MSDC legal team, updated plans received 29/01/25.
<b>DM/25/0194</b>	<b>6 Highland Road, RH16 4DP</b> Rear-facing box dormer to loft. Existing ground floor side extension to utility room.	Ashenground	

**Planning Applications Received [Week 2](#)**

<b>Application Reference</b>	<b>Address/Description</b>	<b>Ward</b>	<b>Comments</b>
<b>DM/25/0284</b>	<b>Land to Side of 75 Oathall Road, RH16 3EL</b> Common Beech - x1 Crown reduction by approx 2m, and crown lift to 3m above ground level on all aspects. Sycamore x1 Crown lift to 5m above ground level over the carriageway, and to 3m on all other aspects. Hawthorn x1 Crown reduction by approximately 1-1.5m, crown lift to 5m above ground level over the carriageway, to 3m over the footway, and to 2m on all other aspects.	<b>Bentswood and Heath West</b>	Defer to MSDC Tree Officer.

<b>DM/25/0262</b>	<b>30 Wivelsfield Road, RH16 4EW</b> Proposed single storey rear and side extension. Retrospective removal of existing leaking chimney (removed April 2023).	<b>Ashenground</b>	Previous application for Lawful Development Certificate for Proposed hip-to-gable and flat roof rear dormer extension, and new roof windows to front roof slope (DM/22/0309) was certified as Lawful. This application does not include any changes to the roof.
<b>DM/25/0257</b>	<b>6 Kings Road, RH16 4EJ</b> The enlargement of a ground floor and first floor side elevation window and the installation of new windows. The enlargement and replacement of a ground floor rear elevation external door set. The installation of a rear roof slope operable skylight,. A new boiler flue repositioned on the ground side elevation.	<b>Ashenground</b>	Previous second storey rear extension (DM15/5076).
<b>DM/25/0237</b>	<b>35 Wood Ride, RH16 4NL</b> Demolition of existing garage/office and construction of new rear extension to Ground Floor and part extension to First Floor	<b>Ashenground</b>	This property had a conservatory added in 2001. Neighbouring property (37) had a similar extension (ref 14/01148/FUL)
<b>DM/25/0244</b>	<b>17 Dellney Avenue, RH16 3LX</b> Proposed loft conversion This is an application to establish whether the development is lawful.	<b>Bentswood and Heath East</b>	Application for Lawful Development Certificate (Proposed). Legal matter – defer to MSDC.
<b>DM/25/0264</b>	<b>16 Aspen Walk, RH16 3RB</b> Erection of a single storey rear extension extending beyond the rear wall of the original house by 4.0 metres, to a maximum height of 3.5 metres and height of the eaves to 2.3 metres	<b>Franklands</b>	

### Planning Applications Received **Week 3**

<b>Application Reference</b>	<b>Address/Description</b>	<b>Ward</b>	<b>Comments</b>
<b>DM/24/2863</b>	<b>2 Diamond Cottages, Snowdrop Lane, RH16 2QE</b> Single storey extension to side/rear garden with associated alterations. (Arboricultural report and amended plans received 11/02.)	<b>Franklands</b>	MSDC made the original application 'invalid', pending the receipt of further information. Therefore, the Town Council has yet to comment.
<b>DM/25/0299</b>	<b>63 Balcombe Road, RH16 1PE</b> Proposed ground floor single-storey side extension.	<b>North Central</b>	Proposed Lawful Development Certificate

<b>DM/25/0327</b>	<b>38 Woodlands Road, RH16 3JU</b> Erection of first floor front extension on top of existing porch.	<b>Bentswood &amp; Heath East</b>	
<b>DM/25/0328</b>	<b>45 Franklynn Road, RH16 4DQ</b> Proposed two storey side extension and single storey garage conversion.	<b>Bentswood &amp; Heath East</b>	
<b>DM/25/0331</b>	<b>35 Blunts Wood Road, RH16 1ND</b> Proposed single storey rear extension and first floor rear extension.	<b>Lucastes &amp; Bolnore</b>	
<b>DM/25/0334</b>	<b>44 Barnmead, RH16 1UZ</b> T10 Ash – crown reduction by no more than 4 metres.	<b>North Central</b>	Tree surgery
<b>DM/25/0343</b>	<b>11 Oathall Avenue, RH16 3ES</b> Proposed first floor rear and side extensions. The rear extension to be built upon the existing rear ground floor extension with a full width balcony. The side extension to be built over the existing garage.	<b>Bentswood &amp; Heath East</b>	

**Committee:** Planning Committee

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> February 2025

**Subject:** Lewes District Council – ‘Defining our Policies and Early Site Allocation Proposals Consultation’

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**Purpose of Report:**

1. The following reports present a third-party consultation.

**Summary:**

2. Haywards Heath Town Council has been invited to participate in the Lewes Local Plan - Defining our Policies and Early Site Allocation Proposals Consultation. The consultation includes early site allocation proposals for the emerging Local Plan for Lewes District Council. The following report presents a suggested response on behalf of Haywards Heath Town Council.

**Recommendation:**

**To consider and approve the representation and delegate authority to the Town Clerk to make the representation.**

**Background**

3. The consultation is live until 28th February. The link to read the consultation paper is here: <https://planningpolicyconsult.lewes-eastbourne.gov.uk/gf2.ti/-/1694850/233565733.1/PDF/-/Consultation%20document%20-%20Accessible%20version.pdf>
4. The following representation is table for consideration.

*‘The Town Council’s main concerns with any strategic development plan that borders the Town/District/County boundary is that sites brought forward, in this case within the Lewes District Plan, may in some instances coalesce with Haywards Heath.*

*The concerns are two-fold, firstly in the terms of housing as experienced off Greenhill Way, Haywards Heath, being place on the border of the Town not resulting in the planning gain being apportioned to the Town even though there is a resulting strain on the Town’s infrastructure and specifically the road network where traffic and services have to enter the Town to access the housing. Secondly, this kind of development obviously also puts a strain on the green belt buffer between the Town and Neighbouring Parishes in the Lewes District.*

*As a result, the Town Council has major concerns regarding Draft Policy NE5 (Strategic Green Gaps) as it does not protect Haywards Heath from future development on the border of the Town, nor offer protection of the green belt land between Wivelsfield and Haywards Heath. At this early juncture it is pleasing to see that no housing is proposed along the Town’s boundary, but the policy does not protect the green belt buffer between the two settlements as the Lewes District Plan moves forward. It is acknowledged that*

*the Government requires a significant number of houses in the South East and the National Planning Policy Framework published in December 2024 has increased the pressure on yearly housing numbers and subsequently any five-year land supply, but the Town Council does not see housing of this kind being a sustainable solution.*

*The Town Council would suggest this policy be reviewed and take the green belt buffer further along to protect the Town, and indeed Burgess Hill, as an extension to the strategic gap between Newick and North Chailey.*

*At a later juncture as the Lewes District Plan progresses if any allocations are brought forward of this nature, even though the Town Council will be vehemently opposed to such coming forward, the Town Council asks that it be liaised with regards to provision being made for financial contributions to meet the inevitable pressure on Haywards Heath's infrastructure from the uplift of population.*

*It is appreciated, in line with the Sustainable Transport policies included in the Lewes District Plan, that there is an acknowledgement of such as starting point to ensure that people can get to public transport hubs and Town amenities. This commitment needs to go further to support all services that are required to support new housing.'*

#### **Financial Implications**

4) None.

#### **Legal Implications**

5) None, consultation regarding a prescribed power held by a principal authority.

**Town Clerk**