



## HAYWARDS HEATH TOWN COUNCIL

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12<sup>th</sup> July, 2021

To all Councillors on the Planning Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of a **Planning Advisory Group** to be held on **Monday, 19<sup>th</sup> July 2021 at 7:30pm, via Zoom Video Conferencing**, when the following business will be transacted.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/82747124286?pwd=TWIFdENObY9wOEVXOXJoaDZPRIEvdz09>

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, 28<sup>th</sup> June 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 Committee 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, 28 June 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

**18. Apologies**

The following apology was received:

<b>Member</b>	<b>Reason for Absence</b>
Cllr C N Laband	Personal matter

**19. Minutes**

The notes of the meeting held on Monday, 7 June 2021 were confirmed.

**20. Substitutes**

There were none. However, with Councillor McPherson acting as Chairman in the absence of Councillor Laband, he nominated Councillor Pulfer to act as Vice Chairman for the meeting. This was seconded by Councillor Mrs Cheney and **AGREED** unanimously by Members.

**21. 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."

**22. Planning Appeals**

There were none.

**23. Licensing Applications**

Members noted that the following application to vary a premises licence had been lodged with MSDC:

<b>Application No. &amp; Applicant</b>	<b>Application Type</b>	<b>Premises Address</b>	<b>Nature of Application/ Variation</b>
LI/21/0555  Places For People Leisure Ltd	Premises	Dolphin Leisure Centre Pasture Hill Road HAYWARDS HEATH RH16 1LY	Minor variation – remove sale of alcohol and related conditions

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

Members made comments and observations on 33 planning applications as per Appendix 1 attached.

**25. Urgent Item – Environmental Checklist**

Councillor McPherson informed Members that just prior to *this* meeting, a meeting of the Environmental Working Group had taken place. It had been very productive and he was now the Chairman. Talking to the Town Clerk and along with the Chairman of the Planning Committee, Councillor McPherson wanted to develop an Environmental Checklist which the Planning Committee would use – alongside the Haywards Heath Neighbourhood Plan (HHNP), the Mid Sussex District Plan 2014–2031 and law – when considering applications. The Checklist would enable the Planning Committee to be really robust in its discussions, particularly on matters concerning the environment.

Councillor Pulfer thought that Councillor McPherson's proposal was very sound and advised that in the next month, the Town Council would be revisiting the whole of the HHNP, of which the Environmental Checklist could become a part. The review was going to be a very substantial piece of work. Those who had been on the Town Council when the original HHNP was developed would remember that it had entailed a substantial amount of work by everybody. The review needed to be got on with because the HHNP *did* need updating.

Members were very supportive of the notion of 'officially' linking up the environment with planning, including their respective Working Groups.

**26. Urgent Item – Unlicensed Building Contractors on the Highway**

Councillor Wickremaratchi stated that he thought Members needed to consider where builders stored their building materials when carrying out works, because he had had an issue in Boltro Road where for one year and three months, they had been storing materials on the highway without a licence. This was totally unsafe and it had only been in the last week that he had managed to get West Sussex County Council Highways Officers to remove them from there. It had also stopped residents from using on-street parking there. Councillor Wickremaratchi stated that he believed there was a problem with this kind of practice throughout West Sussex and that it was something to think about.

Councillor McPherson stated that this issue of unlicensed storage on the highway could be fed into the Town Clerk or possibly another route for it to be addressed could be found.

The meeting closed at 8:16pm.

*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 Government lifts the restrictions on social distancing which will allow a return to the Council Chamber and/or the Town Hall is ready 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.*

## APPENDIX 1

### Week 1

#### **DM/21/1899 – 45 Greenways**

**Bentswood**

Erection of a single storey side and rear extension to the main house with a small garden office replacing existing brick outbuilding to the rear western boundary of the site.

No comment.

#### **DM/21/1949 – 89 Haywards Road**

**Ashenground**

Single storey rear extension.

No comment.

#### **DM/21/2036 – 26 Lincoln Wood**

**Lucastes**

Construction of a single storey extension to rear, loft conversion with roof alterations, sheltered canopy to main entrance, as well as internal refurbishment.

No comment.

#### **DM/21/2092 – 2 Greenhill Way**

**Franklands**

Demolition of outbuildings and erection of a single storey garage extension.

No comment.

### Week 2

#### **DM/21/1907 – 82 Harlands Road**

**Lucastes**

Two storey front and side extension, and a single storey rear extension. A new roof including loft room and dormer. New front porch.

No comment.

#### **DM/21/1913 – 2 Norton Lees, 9 Oathall Road**

**Heath**

Proposed rear extension and conversion of roof space with roof infill connecting ridges.

No comment.

#### **DM/21/1977 – Coach House at Colwell House, 108 Lewes Road**

**Franklands**

Change of use to ground floor of existing coach house building into residential accommodation. Reconfigure existing building to create 2 no. independent dwellings with associated landscaping and parking to courtyard. Existing stabling to be demolished.

No comment.

#### **DM/21/2000 – 2 Eastern Road**

**Bentswood**

Single storey rear extension with pitched roof.

No comment.

#### **DM/21/2013 – 37 Sunte Close**

**Heath**

Single storey side and rear extensions to existing property.

No comment.

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

**Franklands**

Erection of two storey side extension to detached property, alterations to existing front dormer and creation of porch, complete with associated works.

No comment.

**DM/21/2044 – 37 Hoblands**

**Franklands**

Retrospective planning application for erecting a 198cm tall fence adjacent to the highway. Consisting of replacing old and damaged garden fence, and continuing the fence further down perimeter and bringing it in line with the front of garage.

No comment.

**DM/21/2093 – 20 Balcombe Road**

**Heath**

Extension to outbuilding and changes to fenestration.

No comment.

**DM/21/2102 – 22 Kents Road**

**Ashenground**

1<sup>st</sup> floor rear extension over existing ground floor rear extension.

No comment.

**DM/21/2105 – 6 Charlesworth Park**

**Franklands**

Pollarding or 1x smaller tree (unknown) located back centre and, 1x larger tree (unknown) Crown reduction of appx 3m to a larger tree located back left, with additional thinning of circa 40%.

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

**DM/21/2108 – Princess Royal Hospital, Lewes Road**

**Franklands**

New Urology Unit at Princess Royal Hospital.

The Town Council is pleased to **support** this application and is of the opinion that the new unit would further 'bed in' the Princess Royal Hospital into Haywards Heath.

**DM/21/2117 – 6 Oathall Road**

**Bentswood**

Decked area to the rear.

No comment.

**DM/21/2118 – 28 Pasture Hill Road**

**Lucastes**

Single storey rear extension, new roof over the existing garage and minor changes to the front elevation.

No comment.

**DM/21/2123 – 6 Oathall Road**

**Bentswood**

Front gate at the front of the property leading to the main road at a maximum height of 2m.

No comment.

**DM/21/2129 – Garage block rear of 34 to 56 America Lane** **Bentswood**  
Demolition of existing garages and erection of 8 new dwellings (6 x one-bedroom flats and 2 x two-bedroom flats).

The Town Council welcomes and **supports** this brownfield site application. However, in order to aid refuse collection, it is requested that discreet communal bin storage points are added at each end of the proposed development. To protect resident amenity, collection of refuse must take place after 7:00am.

**DM/21/2150 – 18 Church Avenue** **Heath**  
Single storey infill extension joining onto previously approved single storey extension ref: DM/17/2891.

No comment.

**DM/21/2232 – 14 Barry Drive** **Franklands**  
T1 Cherry – fell to ground level.

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

### **Week 3**

**DM/21/1522 – 61 Farlington Avenue** **Bentswood**  
Holly – coppice 3 oldest stems to base. Repeat partial coppicing on other growth on a 5–7 year basis and thereafter maintain as a coppiced tree on a 5–7 year cycle in perpetuity. (Amended description.)

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

**DM/21/1644 – 33 Cobbetts Mead** **Franklands**  
Single storey rear extensions to lounge/dining area and to garage area, and the redesign of the internal ground floor layout. (Revised plan received 16.06.2021.)

The Town Council notes the submission of a revised plan (received by Mid Sussex District Council on 16/06/2021) and has no comment to make.

**DM/21/1889 – Gatwick Motor World, Burrell Road** **Heath**  
New 3 bay MOT testing centre with office accommodation and parking.

No comment.

**DM/21/2138 – 17 Middle Village** **Lucastes**  
Removal of conservatory and raised decking and provision of single storey rear extension and hard landscape paving.

No comment.

**DM/21/2156 – 134 South Road** **Heath**  
Change of use from retail E to hot food takeaway Sui Generis, the installation of an extraction unit to rear elevation, and a new bin area.

The Town Council is keen to welcome new business and prospective employment opportunities to the town centre. It **supports** this application with the caveat that the opening hours of the proposed business are to be no greater than any other similar establishment in South Road.

**DM/21/2182 – Flowserve, Burrell Road**

**Heath**

Minor amendments to access/egress to the operational site (south entrance) and installation of tactile/dropped kerbs as required.

No comment.

**DM/21/2187 – 19 Weald Rise**

**Franklands**

Variation of condition no. 1 relating to planning reference DM/20/3962, by substituting drawing no. 1133/02 with drawing no.1133/02 Rev B to allow for changes in the roof design and first floor front elevation windows.

No comment.

**DM/21/2187 – 134 South Road**

**Heath**

1 new internally illuminated shop sign.

No comment.

**DM/21/2203 – 8 Grosvenor Hall, Bolnore Road**

**Lucastes**

Cypress (T2) – raise canopy by 2 metres due to partial die back.

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

**DM/21/2213 – 15 Western Road**

**Bentswood**

Removal of existing rear conservatory and pre-fabricated garage (refer to existing photos of details) and erection of new single storey and two storeys side/rear extension.

No comment.

**DM/21/2223 – 7 Oldfield Drive**

**Franklands**

Single storey extension to east side of property at 7 Oldfield Drive.

The Town Council **objects** to this application for the following reasons:

1. given that this relatively recent development consists of well-spaced houses on substantial plots, the proposal would give rise to an overdevelopment of the plot which would be out of keeping with the present character of the area;
2. given that the plot occupies an elevated position above the neighbouring property at no. 1 Primrose Way, the proposal would, by virtue of its bulk and proximity to the boundary, result in an overbearing and unneighbourly form of development which would be detrimental to the amenities of the residents of no. 1 Primrose Way;
3. the proposal would result in increased rainwater run-off and reduced garden soakaway, thereby exacerbating the likely incidence of flooding to no. 1 Primrose Way, which already occurs because of the topography of the land;
4. the proposal fails to accord with elements of Policies E9 of the Haywards Heath Neighbourhood Plan and Policies DP26, DP35 and DP41 of the Mid Sussex District Plan 2014–2031.

Finally, the Town Council wishes to draw attention to the poor set of plans accompanying the application. They lack any clearly defined measurements for the proposed extension, making it difficult for anyone to visualize its size.



**DM/21/2259 – 6 Amberley Close**  
Removal of 1 x Oak tree and replanting.

**Lucastes**

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

**Week 1**

- DM/21/2030**      **2 Badger Drive - Lucastes**  
Proposed conversion of attached garage into two rooms.
- DM/21/2037**      **Bramble Lodge Lyoth Lane - Franklands**  
Erection of a two-storey side extension, including Juliette balcony, alterations to the existing front and rear dormer windows and creation of a porch. Associated alterations to the house including rendering, re-roofing and replacement windows and doors. Re-roofing of existing garage. Erection of car-port to the front of the site. (Revised description agreed 23.06.2021)
- DM/21/2347**      **11 Manaton Close - Bentswood**  
Proposed single storey rear extension
- DM/21/2359**      **5 Willow Park - Franklands**  
1xOak reduce lateral spread by 3-4 metres, height by 2-3 metres and remove dead and diseased wood, 25mm in diameter and over.
- DM/21/2361**      **26 Sydney Road - Heath**  
Single storey and two storey rear extension.
- DM/21/2364**      **Stockwell Court Gower Road - Ashenground**  
Upgrade of existing rooftop telecommunications equipment including removal and replacement of 3no. panel antennas and the relocation of 3no. panel and 1no. dish antenna, together with replacement ancillary antenna support apparatus and associated ancillary development.

**Week 2**

- DM/21/1868**      **17 Rumbolds Lane - Ashenground**  
Single storey front wrap around side extension. (Revised plans received 28.06.2021)
- DM/21/1881**      **90 - 92 South Road - Heath**  
Change of use of ground floor from shop to restaurant. Extension at the rear of the first floor to provide further restaurant ancillary accommodation. Conversion and extension of first and second floors to provide 4 no. 1 bed flats and 1 no. 2 bed flat. (Amended description 28.06.2021) (Amended Plans 29.06.2021)
- DM/21/1918**      **1 The Pines - Franklands**  
Proposed two storey rear extension and single storey side extension. Amended plans received 29.06.2021 showing the front door relocated and a ground floor toilet, proposed ground floor patio doors and a hipped roofline to replace a gabled roof form on the two-storey extension.

- DM/21/2076 Martlet Manor Butlers Green Road - Lucastes**  
Addition of mechanical plant including air conditioning condensers to the central recessed flat roof section of the existing care home.
- DM/21/2352 46 Lucastes Avenue - Lucastes**  
Double storey and single-story rear extensions including hip to gable enlargement and rear dormer
- DM/21/2384 Fun Bags Party Shop Ltd 16 The Broadway - Heath**  
1 No Internally illuminated fascia sign, 1 internally illuminated projecting sign and 1 No. edge lit poster display sign.
- DM/21/2418 1-3 Boltro Road - Heath**  
Change of use from Offices (with restrictive user condition no. 2 of 01/01638/COU) to Offices (without restrictive user condition).
- DM/21/2481 160 Western Road - Bentswood**  
Single rear storey extension, two storey side extension and part of rear. Attic conversion with dormers on the rear.
- DM/21/2483 The Barn Balcombe Road - Heath**  
Conversion of first floor above garage into living accommodation
- DM/21/2487 The Barn Balcombe Road - Heath**  
Conversion of first floor above garage into living accommodation
- DM/21/2489 Land North of Chapman Way - Franklands**  
T9 Beech - Fell. T10 Sweet Chestnut - Reduce height from 6m to 8m. T11, T12 and T13 - Fell.

### Week 3

- DM/21/1126 15A Harlands Close - Lucastes**  
The application is to introduce a stepped arrangement in order to reduce the steepness of the slope on the driveway by the use of a brick clad retaining wall and the inclusion of a small paved level seating area to the end of the rear garden. Amended plans received 20.05.2021 to include sectional drawings showing change in land levels. Additional plans received 01.07.2021 and 06.07.2021 showing further landscaping works to side and rear of property.
- DM/21/2205 94 Lewes Road - Franklands**  
Roof windows to rear roof slope.
- DM/21/2340 167 Hoblands - Franklands**  
Remove existing dilapidated wooden fence with concrete posts and replace with 3ft brick retaining wall with 6ft piers and fence panel sections increasing height overall from 6ft to 9ft.
- DM/21/2379 Southease Fox Hill - Franklands**  
Ground floor extension to lounge.

- DM/21/2468      The Nook 31 Cobbetts Mead - Franklands**  
Single storey rear extension and front portico. New application reducing the width of the rear extension, approved under planning application DM/19/0610.
- DM/21/2498      41 Perrymount Road - Heath**  
Change of use from A2 to E for sale of food and drinks
- DM/21/2575      6 Lucastes Road - Lucastes**  
(T1) - Lawson Cypress - remove 4 to 5 metres off top of crown and roll over top. (T2) - Ash - fell. (T3) - Sycamore - three stems - crown lift to 4 metres, crown thin by 20% and prune back both sides by up to 2 metres. (T4) - Ash - 3 stems - fell to ground level. (T5) - Sycamore - 4 stems - prune back both sides by up to 2 metres and crown thin by 20%. (T6) - English Oak, crown lift by up to 7 metres all around, crown thin by 20% and sever Ivy at base. (T7) - Sycamore - crown lift over garden by up to 7 metres and crown thin by 20%.