

# HAYWARDS HEATH TOWN COUNCIL

## PLANNING ADVISORY GROUP

### Notes of the meeting held on Monday, 17 May 2021

C N Laband (*Chairman*)  
A C McPherson (*Vice Chairman*)  
Mrs C Cheney  
C C J Evans (arrived at 8:08pm)  
Mrs S J Inglesfield  
R A Nicholson  
M J Pulfer \*\*  
S Wickremaratchi

\* Absent

\*\* Apologies

Also present: Regarding application number DM/21/1317 – Gemini Insurance Management Ltd, Gemini House, Mill Green Business Estate, Mill Green Road:  
Miss Sarah Netherton, who had registered to speak *against* the application.

#### 1. Apologies

The following apologies were received:

Member	Reason for Absence
Cllr M J Pulfer	Holiday
Cllr C C J Evans	Had given advance notice that he may be late joining the meeting because of a work commitment

#### 2. Minutes

The Minutes of the meeting held on Monday, 26 April 2021 were noted.

#### 3. Substitutes

There were none.

#### 4. Members' Declarations of Interest

Councillor Clive Laband 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 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.

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**4. Members' Declarations of Interest (cont.)**

I further reserve the right to alter my views should the applications come before the Licensing Committee or the District Planning Committee, based on contributions from the public, other Members or reports from MSDC Officers."

**5. 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>
04/05/2021 AP/21/0026 APP/D3830/D/21/3270494  (DM/20/3890 refers)	45B Wood Ride HAYWARDS HEATH RH16 4NL	Removal of existing garage, chimney and conservatory. Erection of a two storey extension to north elevation including associated garaging and rear dormer window. Replacement doors to rear elevation.

**6. Licensing Applications**

Members noted that the following premises licence application 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/21/0330  Hart Country Stores Ltd	Premises	100 South Road HAYWARDS HEATH RH16 4LL	New premises licence

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

Members made comments and observations on 29 planning applications as per Appendix 1 attached.

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

There were none.

The meeting closed at 8:31pm.

*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*

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*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/20/4011 – 70 New England Road**

**Bentswood**

Two storey rear extension. Replacement of rear window with patio doors and stairs to garden. Installation of rooflight in the side roof slope. (Revised plans received 01.12.2020 showing corrected roof.) (Revised plans received 30.03.2021, 14.04.2021 and 21.04.2021.) (Revised description agreed 14.04.2021.)

The Town Council notes the submission of revised plans (received by Mid Sussex District Council between 01/12/2020 and 21/04/2021) and the revised description (agreed on 14/04/2021) and has no comment to make.

#### **DM/21/1289 – 7 Victoria Road**

**Bentswood**

Rear single storey extension (updated with correct plans 21.04.2021).

No comment, as per Haywards Heath Town Council Planning Advisory Group meeting held on 17/05/2021.

#### **DM/21/1313 – 14 Sherwood Drive**

**Lucastes**

Demolition of existing single storey rear extension and erection of new single storey rear extension.

No comment.

#### **DM/21/1468 – Lockhart Court, Southdowns Park**

**Franklands**

Replace existing single glazed timber sliding sash and casement windows with new timber single glazed sliding sash and casement windows to replicate existing windows and features.

No comment.

#### **DM/21/1476 – Lockhart Court, Southdowns Park**

**Franklands**

Replace existing single glazed timber sliding sash and casement windows with new timber single glazed sliding sash and casement windows to replicate existing windows and features.

No comment.

#### **DM/21/1482 – 30 Sydney Road**

**Heath**

Single storey rear extension and garden outbuilding incorporating garage and garden room.

No comment.

#### **DM/21/1484 – Gresham Dental Practice, Butlers Green Road**

**Lucastes**

Proposed side extension to form double garage and utility.

No comment.

#### **DM/21/1489 – 24 Park Road**

**Ashenground**

Proposed brick bin store with plain clay tile roof to the front of the property.

No comment.

**DM/21/1493 – 24 Park Road**

**Ashenground**

Proposed garden wall and timber vehicular and pedestrian gates to the front of the property.

No comment.

**DM/21/1496 – 14 Charlesworth Park**

**Franklands**

Proposed garage conversion.

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/21/1520 – 70 Lewes Road**

**Franklands**

Single storey rear extension and new front porch.

No comment.

**DM/21/1533 – 49 Muster Green South**

**Lucastes**

Beech – fell.

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

**DM/21/1535 – 14 Maple Close**

**Franklands**

Demolish existing conservatory. Erect part two storey, part single storey side extensions, a single storey front extension and a front extension to the existing garage.

No comment.

**DM/21/1563 – 6 Foxwarren**

**Lucastes**

Erection of a single storey rear extension extending beyond the rear wall of the original house by 4.30m, to a maximum height of 3.90m and the height of the eaves to 2.25m.

No comment.

**DM/21/1565 – 15 Lucastes Avenue**

**Lucastes**

T1 Yew – reduce in height and spread by 1.5m to 1.8 m.

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

**DM/21/1567 – 17 Lewes Road**

**Franklands**

Proposed garage block and extension to existing hardstanding.

No comment.

**Week 2**

**DM/21/0490 – 19 Western Road**

**Bentswood**

Demolition of existing garage and conservatory. Erection of single storey rear/side extension and loft conversion of with rear dormer and 2no. roof lights to the front elevation. (Revised plans received 22.04.2021.)

The Town Council notes the submission of revised plans (received by Mid Sussex District Council on 22/04/2021) and has no comment to make.

**DM/21/1317 – Gemini Insurance Management Ltd, Gemini House,  
Mill Green Business Estate, Mill Green Road**

**Heath**

Proposal seeks to position an external ventilation plant in an acoustic fenced enclosure with ducted links into the façade of the building; install a new UKPN substation in a brick-built, flat roofed, ventilated housing, provide new cycle storage and provide gas cylinder storage within the site and parking area. Minor changes to the façade of the building include a single door exit at the rear of the building onto the garden area and a double door entrance (for large equipment) to the east of the building as well as minor ductwork penetrations through the façade from the ventilation plant.

The Town Council **supports** this application subject to compliance with the following conditions, which would be in the interests of protecting resident amenity:

1. the proposed external ventilation plant and UKPN substation should be moved further away from nearby residential properties to the south-eastern corner of the site, in the vicinity of the existing external plant and bin store;
2. a high standard of acoustic screening must be installed in order to attenuate the noise level to 5dB below measured background, in accordance with Mid Sussex District Council's desired criterion. (Reference is made to the high level of soundproofing that was achieved at the Churchill Retirement Living site (now known as Petlands Lodge) in Church Road – see application DM/16/2956.);
3. the proposal must satisfy Policy E9 of the Haywards Heath Neighbourhood Plan, which states 'Developers must demonstrate how their proposal will protect and reinforce the local character within the locality of the site. This will include having regard to the following design elements:  
  
will not result in unacceptable levels of light, noise, air or water pollution';
4. the proposal must satisfy paragraphs 170. e) and 180. of the National Planning Policy Framework.

Failure to meet these conditions would result in the Town Council opposing the application.

**DM/21/1390 – 12 Augustines Way**

**Bentswood**

Formation of parking bay with balustrading.

No comment.

**DM/21/1462 – 12 Southdown Close**

**Ashenground**

Internal reconfiguration of detached family house including outbuilding garage conversion, and additional single storey extension to the rear, decking area, replacement of existing windows, additional rooflights to front and rear elevations, solar PV and accessible ramp to front entrance.

No comment.

**DM/21/1569 – 3<sup>rd</sup> Haywards Heath Scout Group, Alan Bilsby Hall,  
Bentswood Crescent**

**Bentswood**

Two residential buildings, a four-bedroom dwelling and the other building comprises a two-bedroom ground floor flat and one-bedroom first floor flat.

In principle, the Town Council **supports** this application for infill development on a 'brownfield' site, as it did the previous application DM/20/2776. However, it is essential that the reconfiguration of the site under this latest proposal addresses the objection that Mid Sussex District Council's Tree Officer had regarding the previous application DM/20/2776. At that time, the Tree Officer submitted a clear

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and measured consultation response about the detrimental effect the proposed parking spaces and area of hardstanding would have on the significant oak trees in the north-eastern corner of the site. The Town Council is not convinced that the Tree Officer's concerns can be resolved, particularly since the category A oak identified as T1 appears to have been incorrectly plotted on the site plan. It is understood that the oak T1 is actually situated in the rear garden of no. 20 Bentswood Crescent and not no. 22, meaning that the tree occupies a more westerly position just off site. If this is the case, it is unlikely that the three parking spaces immediately behind nos 18 and 20 Bentswood Crescent could be achieved without encroaching on the tree's Root Protection Area. If the site cannot accommodate the requisite number of parking spaces to support the number of dwellings proposed, it becomes unviable and there is no alternative but to refuse it on the grounds of overdevelopment.

With regard to other aspects of the application, the majority of the Town Council's response to the previous application DM/20/2776 remains relevant and the conditions requested at that time are reiterated below for the avoidance of doubt:

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 on-site parking spaces and any other permanent hardstanding. (*This assumes that the objection of the Tree Officer, as mentioned above, can be overcome and that the position of the oak T1 is verified.*)

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

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;

**cont.**

**DM/21/1569 – 3<sup>rd</sup> Haywards Heath Scout Group, Alan Bilsby Hall,  
Bentswood Crescent (cont.)**

**Bentswood**

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 9 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.

Finally, and as a result of revisiting proposals for this site, the Town Council wishes to make the following additional comments:

8. it has now decided that it finds the refuse collection strategy unsatisfactory. The wheeling of bins by householders to a collection point halfway down the access route could potentially cause an obstruction if they were not returned to the on-site bin store immediately after having been emptied;
9. given that the site has remained largely unoccupied for quite some time, there are concerns about the impact of the development on wildlife. Mention has been made of the occurrence of slow-worms, which are protected against killing, injuring and sale under UK legislation. It is requested that consideration be given to conducting a wildlife survey.

**DM/21/1589 – 8 George Avenue**

**Franklands**

Garage conversion.

No comment.

**DM/21/1622 – 3 Chandlers Field Drive**

**Lucastes**

Proposed single storey side extension and parking space with block paving.

No comment.

**DM/21/1640 – 11 Wychperry Road**

**Lucastes**

Replace front dormer, remove rear dormer and extend first floor to existing eave line. New front entrance porch and small single storey 'lean to' rear extension to dining room.

No comment.

**Week 3**

**DM/21/1522 – 61 Farlington Avenue**

**Bentswood**

Holly – reduce the crown of the tree both in height by 1.4 metres and spread by 1 metre and remove any dead/dying branches.

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

**DM/21/1580 – 18 Weald Rise**

**Franklands**

Patio at rear of property. Raised patio on sloping ground to a maximum height of approximately 1.2m.

No comment.

**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.

No comment.

**DM/21/1666 – 62 Washington Road**

**Bentswood**

The erection of a single storey dual pitched roof outbuilding with full acoustic treatment for use as a music studio.

No comment.

**DM/21/1722 – 9 Lucastes Avenue**

**Lucastes**

Reduce Maple by approx. 2 metres all round and cut back from roof of no. 11.

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