



## HAYWARDS HEATH TOWN COUNCIL

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11<sup>th</sup> July, 2023

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, 17<sup>th</sup> July 2023 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, 26<sup>th</sup> June 2023.
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 receive a draft Business Plan for the Planning Committee for 2023/24 and onwards.
8. 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

### PLANNING COMMITTEE

#### Minutes of the meeting held on Monday, 26 June 2023

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

\* Absent

\*\* Apologies

**17. Apologies**

There were none.

**18. Minutes**

The minutes of the meeting held on Monday, 5 June 2023 were taken as read, confirmed as a true record and duly signed by the Chair.

**19. Substitutes**

There were none.

**20. Members' Declarations of Interest**

Councillor 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."

Councillor 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."

**21. Planning Appeals**

There were none.

**22. Licensing Applications**

Members noted that the following application for a review of 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/23/0834  West Sussex County Council Trading Standards Service	Premises	K & A Enterprise 118 South Road HAYWARDS HEATH RH16 4LT	Review of Premises Licence. Incidents at the premises have, in the opinion of West Sussex Trading Standards, undermined the Licensing Objectives of Prevention of Crime and Disorder, Public Safety, and Protection of Children from Harm.

They were supportive of this measure, the purpose of which was to ensure that the objectives under MSDC's Licensing Policy were being upheld.

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

Members made comments and observations on 16 planning applications as per Appendix 1 attached.

**24. Items Agreed as Urgent by the Chair**

There were none.

The meeting closed at 8:22pm.

## **APPENDIX 1**

### **Week 1**

#### **DM/23/1201 – 19 Sandrocks Way**

**Ashenground**

Demolition of double garage and construction of a detached two-storey dwelling.

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 reference DM/22/2653. The Town Council objected to this earlier application and – whilst recognising the concerns raised by local residents – now wishes to make the following comments in respect of the latest proposal:

1. if permission is granted, all relevant conditions (i.e. nos 1. to 9.) and informatives (i.e. nos 1. to 3.) that were applied under DM/22/2653 shall be reapplied to DM/23/1201;
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;
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.

*Members also discussed ways in which they might facilitate the improvement of parking congestion in this cul-de-sac, with particular focus on practical enhancements to the turning area. In his capacity as MSDC Member for the Ward, Councillor Pascoe stated that he would follow this up with West Sussex County Council Highways.*

#### **DM/23/1340 – 59–63 South Road**

**Ashenground**

Change of use of second floor, addition to remaining second floor and extensions to third floor to provide 11 no. flats.

The Town Council acknowledges that this application represents a reduced scheme compared with the proposal that was refused under application reference DM/21/2202 (the Town Council objected to this earlier application). It welcomes the provision of more residential accommodation in a sustainable, town centre location and supports the consultation responses submitted by Mid Sussex District Council's Environmental Protection Team (regarding noise issues) and Sussex Police (regarding site security and crime prevention). It also supports the inclusion of secure cycle storage facilities.

However, the Town Council is extremely disappointed to note that it is very unlikely that there will be any affordable housing provision within a development occupying a location that would be well-suited to this type of accommodation. Notwithstanding the formula for calculating it, the Town Council considers the proposed commuted sum of £244,000 to be insufficient to mitigate the lack of provision.

#### **DM/23/1426 – 40 Lucastes Road**

**Lucastes & Bolnore**

T1 Cherry – crown reduction by 6m.

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

## Week 2

### **DM/23/0623 – 7 Ferny Croft**

**Lucastes & Bolnore**

Retrospective application for the erection of an internal garden batten fencing approx. 215–220cm high. Amended plans received showing revised position of boundary fence and to include single storey side and rear extension as built (in relation to fence).

The Town Council notes the submission of amended plans showing the revised position of the boundary fence and the single storey side and rear extension as built (in relation to the fence), and has no comment to make.

### **DM/23/0838 – Great Haywards Barn, Amberley Close**

**Lucastes & Bolnore**

Oak (T9a) – reduce the crown overhanging the property by 2.5m.

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

### **DM/23/1413 – 21 Bolnore Road**

**Lucastes & Bolnore**

Conversion of existing detached garage into separate mews style 2-bedroom dwelling with a proposed dormer extension to the NW elevation and proposed decking to rear. (Access proposed via existing crossover.) Access to existing dwelling to be enlarged and fitted with new gates.

No comment.

### **DM/23/1456 – 43 Lincoln Wood**

**Lucastes & Bolnore**

Demolition of existing conservatory and erection of a single storey rear extension.

No comment.

### **DM/23/1474 – 56 Barnmead**

**North Central**

Removal of an existing conservatory, to be replaced with a new single storey extension. Proposed garage conversion and for the existing sloping flat roof height to be raised at the front (lower end) to match the existing roof height to the rear. Also a new front door and one new side window and a new 2.45m high fence to the side of the driveway.

No comment.

### **DM/23/1485 – 12 Augustines Way**

**Bentswood & Heath East**

Two-storey side extension.

No comment.

## Week 3

### **DM/23/1255 – 100 Penland Road**

**North Central**

Proposed ground floor rear extension, first floor front extension and internal alterations.

No comment.

### **DM/23/1475 – 31 Penland Road**

**North Central**

Removal of existing raised decking; removal of 1 no. chimney stack. Proposed rear single storey extension, garage conversion and front single storey extension together with internal re-configuration and raised decking.

No comment.

**DM/23/1479 – Fieldway House & adjacent land, Lucastes Road** **Lucastes & Bolnore**  
Bay tree (in garden) – a crown reduction of 3m to the height and 1m to the width. Oak tree (located on footpath adjacent to house) – cut back overhanging branches by 2m.

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

**DM/23/1522 – 1 Ashdown Close** **Franklands**  
This application is to regularise the use of the property as a residence for 6 people living together and receiving care.

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/23/1523 – 1 Ashdown Close** **Franklands**  
Proposed erection of single storey side and rear extensions following demolition of existing side elevation conservatory.

No comment.

**DM/23/1539 – 22 Weavers Mead** **Lucastes & Bolnore**  
Garage conversion to bedroom.

No comment.

**DM/23/1569 – Land adjacent to Fieldway House, Lucastes Road** **Lucastes & Bolnore**  
Oak Tree – cut back lowest overhanging branch to the trunk.

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

## ITEM 6

### Week 1

**DM/23/1449 - 32 Farlington Avenue**

**Bentswood & Heath East**

Proposed split-level decking to the rear garden.

**DM/23/1598 - 3 The Droveaway**

**Lucastes & Bolnore**

1 x Horse Chestnut, crown reduction by 2.5 meters.

**DM/23/1612 - 29 Oathall Road**

**Bentswood & Heath West**

G1 Lawson Cypress trees - fell. T1 Oak - Reduce the lateral branches by 0.5-1.5 selectively.

**DM/23/1640 - 46 Lewes Road**

**Franklands**

A rear side, rear infill extension. Replacement of the rear ground floor windows. New pitch roof to replace both the existing conservatory and garden room flat roof.

**DM/23/1642 - Network Rail Land Nrth Railway Bridge HHeath Station Market Place North Central**

A Radio Equipment Building, an electricity supply sub-station, and a distribution cabinet set within a dedicated fenced compound, along with stretches of 2.4m high palisade fencing and access gates.

### Week 2

**DM/23/0828 - Chester House, Harlands Road**

**North Central**

Proposed redevelopment of existing car park to provide a 5-storey building to the west of Chester House, Harlands Road, for 14 dwellings, together with ancillary residential facilities, and including changes to parking, and additional bin and bike store provision. FLOOD RISK ASSESSMENT received 28th June 2023.

**DM/23/1272 - 47 Lucastes Avenue**

**Lucastes & Bolnore**

Retrospective application for proposed new decking in rear garden at 47 Lucastes Avenue.

**DM/23/1398 - Flats 7 to 53 Lockhart Court Southdowns Park**

**Franklands**

Partial replacement of existing damaged roof structure and replacement of roof coverings

**DM/23/1537 - Halifax 32 - 36 South Road**

**Ashenground**

Restaurant / Coffee Shop.

**DM/23/1600 - Sams Fish Bar 36 Sussex Road**

**Ashenground**

Erection of a two storey 2 bed detached dwelling to the rear of 36 Sussex Road

**DM/23/1643 - 24 Pasture Hill Road**

**Lucastes & Bolnore**

Rear and side single storey extensions

### Week 3

**DM/23/0762 - Land Opposite 10 Bridgers Mill**

**North Central**

Proposed detached, chalet style, three-bed dwelling house. Sequential Test submitted 6/7/2023

**DM/23/1019 - 37 Sunte Close****North East**

Remove existing rear extension/conservatory, new ground floor rear and side extensions. Amended plans received 30.06.2023 showing: side high-level kitchen window reduced in length, roof lantern over utility/dog area removed and proposed external finish to side and rear amended from weatherboard to a coloured silicone render.

**DM/23/1502 - 15 Portsmouth Lane****North East**

Two storey rear extension (Revised plan received 27.06.2023. Revised description agreed 30.06.2023)

**DM/23/1586 - Twin Oaks 25 Farlington Close****Bentswood & Heath East**

Proposed garage conversion and extension to facilitate assisted living accommodation for elderly relative, and incorporating the creation of two off-street parking spaces and dropped kerb.

**DM/23/1674 - 23 Bolnore Road****Lucastes & Bolnore**

Change of use from single dwelling to 2No. Four bedroom houses including alterations to external elevations and extensions and alterations to roof.

**DM/23/1712 - 89 Penland Road****North Central**

Demolition of the detached garage and workshop to construct a single Storey rear and front extension, two-storey side and rear extension and a storm porch together with associated internal and external alterations

**DM/23/1724 - Fieldway House, Lucastes Road****Lucastes & Bolnore**

T1 Holly Tree - Crown reduction of 3m.

**DM/23/1728 - 11 Greenhill Park****Franklands**

Proposed replacement porch and side link extension.

**DM/23/1777 - 72 Sydney Road****Bentswood & Heath West**

T1 Magnolia - Reduce crown by up to 2m and remove limb growing into house. T2 Hawthorn - Reduce crown by up to 3m. T3 Sycamore – Remove limbs overhanging lawn and neighbour's garden.



**Committee Meeting: Planning**

**Report of:** Town Clerk  
**Date:** 17<sup>th</sup> June 2023  
**Subject:** Planning Committee Business Plan

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**Purpose of Report:**

- 1) The purpose of this report is to consider policy matters.

**Summary:**

- 2) It is the intention of the Town Council to work to an overarching business plan to regulate and monitor the Town Council's aims and objectives both inwardly facing and working with the community. The first stage of this process is for each Committee to own its business plan. To this end, the following report presents the Planning Committee's business plan for consideration and comment.

**Recommendation(s):**

**To consider and note the draft Planning Committee Business Plan.**

**Background**

- 3) As articulated at the Councillor training session held on the 23<sup>rd</sup> May 2023 each Committee of the Town Council will be working to a business plan, which will be supported by an overarching green paper planned to be presented to Full Council on the 24<sup>th</sup> July 2023. The business plan as attached as appendix one will sit in the background so Councillors can monitor the work of officers in delivering the wishes of the Town Council and its statutory functions.
- 4) The business plan will be fluid and open to review and additions, as the Town Council moves forward during the rest of this Town Council year, and there will be forward planning and budgeted work ongoing.
- 5) The business plan will also act as a guide/training for the committee's business for all Councillors, new and returning. At the present time costs and timescales are not apportioned, but the aim is to do this by the time the overarching plan is presented to Full Council.

**Financial Implications:**

- 6) To be confirmed as the business plan develops and the provisions made in the 2023/2024 budget as adopted.

**Legal Implications:**

- 7) None policy document. Each facet of the business plan will be presented with legal implications as the work comes forward.

**ITEM 7 – Appendix 1**

Service/Matter	Narrative	Policy Suggestion
Haywards Heath Neighbourhood Plan	Haywards Heath Neighbourhood Plan (2016-2031) was adopted by referendum in 2016 and forms part of the Planning Framework linked to Mid Sussex District Council's District Plan. This document is due for review during this term of the Town Council after the District Plan is updated.	The Town Council..... After direction and review of the District Plan by Mid Sussex District Council will review the Haywards Heath Neighbourhood Plan.
Hurst Farm Planning Application	Planning application DM/22/2272 – Land at Hurst Farm, Hurstwood Lane Outline application with all matters reserved except for access for the erection of up to 375 new homes, a two-form entry primary school, burial ground, allotments, open space with associated infrastructure, landscaping and parking areas. 'Amended land use, building heights parameters and access plans, and additional information regarding drainage, agricultural land classification, highways matters and burial ground and water quality received 20th February 2023.' The Town Council has made representation on the Planning Application 02/05/23, which broadly supports the application but requires that traffic lights are placed by the Fox and Hounds on Fox Hill and that the land, which the Town Council wishes to adopt be transferred as part of the Section 106 agreement. The Town Council cannot be party to the S106 for legal reasons but the Town Clerk is asking to have sight of the document before the determination of the application to ensure the Council's interest in receiving the land it requires for a Cemetery, Allotments and Country Park.	As per Policy H1 in the Haywards Heath Neighbourhood Plan requires the transfer of land East of Hurstwood Lane for the provision of a Country Park, Allotments and Cemetery.
Routine Planning Applications	The Town Council is a statutory consultee on all Planning Applications in the Town and occasionally those on the boundary of Haywards Heath, which effects the Town. These applications are notified by weekly	Will consider each planning application lodged in the Town at three weekly meetings of the Planning Committee. Furthermore, consideration of how information can be

	listings from Mid Sussex District Council.	posted on social media (Twitter and Facebook) and linked to the Town Council Website will be given, so to encourage interested members of the public to attend Planning Meetings and give their opinion.
Routine Appeals and Licencing Applications	The Town Council is a statutory consultee on Planning Appeal application/decision notifications and Licencing Applications in the Town and occasionally those on the boundary of Haywards Heath, which effects the Town. These applications are notified by weekly listings from Mid Sussex District Council.	Will consider each appeal and licencing lodged in the Town at three weekly meetings of the Planning Committee. Furthermore, consideration of how information can be posted on social media (Twitter and Facebook) and linked to the Town Council Website will be given, so to encourage interested members of the public to attend Planning Meetings and give their opinion.
Adhoc Consultations	The Town Council is consulted upon matters by West Sussex County Council, Mid Sussex District Council and other statutory organisations.	Will consider any third-party consultations lodged in the Town at three weekly meetings of the Planning Committee when they arise so to meet the consultation deadline for responses.
Town Centre Regeneration	The current Town Centre Masterplan sets out a high-level vision for the future of the Town Centre and was supported by the Town Council. Coupled with this West Sussex County Council presented proposed changes to the layout of South Road in 2022, which to date have not been delivered.	Will work with Mid Sussex District Council and West Sussex County Council in delivering the vision of the Town Centre Masterplan for the regeneration and improvement of the Town Centre. Furthermore, making comment and representation on plans as they come forward.
Street Naming Consultations	The Town Council is routinely consulted for advice on the names of roads resulting from new housing developments.	Will advise Mid Sussex District Council of requested names for roads in Haywards Heath arising from new housing development and maintain a list of proposed names to use during consultation responses.

Expenditure of Section 106 Monies	In line with the Infrastructure Delivery Plan for Haywards Heath Section 106 monies allocated are on occasion granted to community organisations.	To make comment on the expenditure of Section 106 when asked by Mid Sussex District Council.
Town Wide Infrastructure	Seek to ensure that the Town Council is involved in the development of major planning and infrastructure initiatives so that the voice of the Town is heard and that local people are given the opportunity to be consulted and involved at an early stage	<p>Seek to ensure that all major developments address the needs of the Town including regeneration; deprivation; infrastructure and are eco-compliant.</p> <p>Is involved and liaises with developers on major development proposal within the Town.</p> <p>Requests the allocation of Local Community Infrastructure to named projects in the Town within planning comments.</p>