



HAYWARDS HEATH TOWN COUNCIL

Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

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27th May 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 2nd June** 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 Tuesday 13th May 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 road name for residential development on land off Western Road.
10. To receive a report on a requested Traffic Regulation Order (TRO) for Fox Hill.
11. To consider any items that the Chair agrees to take as urgent business.

Committee Members: Planning Committee: S Inglesfield (Chair), A Bashar (Vice Chair), N Chapman, B King, 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 Duncan Pascoe **Town Clerk** Mr Steven Trice

Haywards Heath Town Council

Minutes of the Planning Committee Meeting held on Tuesday 13th May 2025 commencing at 7:00pm.

Present

S Inglesfield (Chair)
A Bashar (Vice Chair)
N Chapman
B King
A Platts

Also present: RFO, Committee Clerk

*Absent

**Apologies

1. Apologies

Member	Reason

2. Minutes

The minutes of the meeting held on Tuesday 22nd April 2025 were taken as read, confirmed as a true record and duly signed by the Chair.

3. Substitutes

There were none.

4. Public Forum

There were no members of the public present.

5. Members Declaration of Interest

Cllr A Bashar declared that he sits on Mid Sussex District Council's Planning Committee. In accordance with guidance received from the Monitoring Officer, he would not make any decisions or vote on any application, so to retain his ability to vote at District Planning meetings.

6. Planning Appeals

Members noted that there were no appeals lodged or decided in the weeks commencing 14th April, 21st April and 28th April.

Licensing Applications

Members noted that there were no licensing applications received in the weeks commencing 14th April, 21st April and 28th April.

7. Planning decisions from Mid Sussex District Council.

Members noted the following decisions:

Application Ref	Address	Agenda Date	HHTC Comment	MSDC Decision
DM/25/0478	2-8 Sussex Road, RH16 4EA	17/03/2025	No comment	Permitted
DM/25/0585	19 Lucastes Road, RH16 1JN	07/04/2025	Defer to MSDC Tree Officer	No Objection
DM/25/0673	9 Wickham Close, RH16 1UH	07/04/2025	No comment	Permitted
DM/25/0375	26 Gander Hill, RH16 1QX	17/03/2025	No comment	Permitted
DM/25/0846	25 Oathall Road, RH16 3EG	07/04/2025	Defer to MSDC Tree Officer	No Objection
DM/23/3230	Central Education Ltd, Barclay Court, Market Place	29/07/2024	No comment	Permitted
DM/25/0994	Braydells, Hurstwood Lane	-	-	Non-material amendment - Approved
DM/25/0815	Communal Garden Are, Mill Hill Close	22/04/2025	Defer to MSDC Tree Officer	Permitted
DM/25/0729	Former St Francis Hospital, Colwell Road		Defer to MSDC Tree Officer	Permitted – Beech removal Refused – Lawson Cypress removal
DM/25/0895	Heath Court, RH16 3AF	22/04/2025	Defer to MSDC Tree Officer	Application withdrawn
DM/25/0475	11 Orchard Close, RH16 1UU	17/03/2025	No comment	Permitted
DM/25/0328	45 Franklynn Road, RH16 4DQ	22/04/2025	No comment	Permitted
DM/25/0638	East Lodge, 23A Bolnore Road, RH16 4AB	07/04/2025	No comment	Permitted

8. Comments and Observations on Planning Applications

Members made comments and observations on 7 Planning Applications as per Appendix 1 attached.

9. Items Agreed as Urgent by the Chair

There were none.

The meeting closed at 7.24pm.

Planning Applications Received Week 1

Application Reference	Address/Description	Ward	Comments
DM/25/0964	143 Priory Way, RH16 3NS Removal of the existing conservatory and construction of a new structure in its place. Loft conversion into the existing loft space.	Bentswood and Heath East	No comment.
DM/25/1027	4 Sussex Gardens, RH17 SU T1 Magnolia - fell. T2 and T3 Hawthorn and Hazel trees - cut back to fence line. T4 Hazel - reduce to height of 2m. T5 Hornbeam - remove two branches leaning over into garden.	Franklands	The Town Council defers this decision to Mid Sussex District Council's Tree Officer.
DM/25/1013	24 Old Wickham Lane, RH16 1UP Part ground floor, part first floor extension and creation of new porch.	North Central	No comment.

Planning Applications Received Week 2

Application Reference	Address/Description	Ward	Comments
DM/25/0847	23 Oathall Road, RH16 3EG Hawthorn - Cut back overhanging branches on top of garage. (site address changed 23.4.25)	Bentswood and Heath West	The Town Council defers this decision to Mid Sussex District Council's Tree Officer.
DM/25/0445	Land at Colwell Farm, Lewes Road Outline application with all matters reserved except for access, for up to 80 dwellings with associated landscaping, open space, infrastructure and vehicular and pedestrian accesses. UPDATED INFORMATION: A highways layby plan, Transport Note, response to Ecology consultation comments and updated	Franklands	The Town Council OBJECTS to this proposal and wishes to reiterate their comments of 20/03/2025 which are below: 'The Town Council is extremely disappointed by the submission of this application and considers it to be opportunistic and speculative. The Town Council OBJECTS to the proposal on the following grounds:

	Landscape Visual Impact Assessment		<p>1. it is not an allocated site in the Haywards Heath Neighbourhood Plan and is contrary to Policies E5 and E9;</p> <p>2. it is not an allocated site in the Mid Sussex District Plan 2014- 2031 and is considered contrary to elements of Policies DP26, DP34 and DP35;</p> <p>3. the site falls outside of the built-up area line of the town;</p> <p>4. the proposal constitutes development within the green belt;</p> <p>5. the proposal would be detrimental to the neighbouring Lewes Road Conservation Area;</p> <p>6. the proposed highway access to the development at this point on Lewes Road (which is part of the busy A272) would generate an unacceptable increase in vehicular traffic entering and leaving the highway to the detriment of highway safety;</p> <p>7. the proposed highway access - between two existing/established properties in Lewes Road - would be detrimental to the amenities of residents living there;</p> <p>8. as well as being partially comprised of ancient woodland, the site is home to numerous species of endangered, vulnerable and protected wildlife including: Hazel dormice, adders, multiple species of bats, hedgehogs, Great Crested newts (this is in fact listed as a red area site for this species), deer and badgers. Disturbance of Hazel dormice, protected bats and</p>
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			<p>badgers is a criminal offence. The development would destroy vital habitat, feeding, nesting and hunting grounds for these species and the Town Council believes the proposals do not go far enough to ensure the protection of these, particularly in regard to the large badger set found on site. The development would also result in the loss of a vital wildlife corridor.</p> <p>In the event that the application is approved despite these objections, the Town Council requests that developer Section 106 contributions for local community infrastructure be allocated towards the proposed allotments, cemetery and Country Park on land off of Hurstwood Lane.</p> <p>Furthermore, any consent must be conditional on a significant improvement in what is being offered in terms of the proposal's accessibility, connectivity, and sustainability, such as: the creation of controlled crossings/a pedestrian bridge across Lewes Road, improved footpaths, wildlife tunnels and cycle paths.'</p> <p>Additionally, the Town Council seeks clarification on the TAD scheme mentioned in the WSCC document dated 06/05/2025 as safe access to the site is a major concern.</p>
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Application Reference	Address/Description	Ward	Comments
DM/25/1086	30 Quarry Hill, RH16 1NQ Proposed single and double storey extension with garage conversion.	Lucastes and Bolnore	No comment.
DM/25/1077	2-8 Sussex Road, RH16 4EA Change of use from commercial space to two flats.	Ashenground	No comment.

Notification of Appeals Lodged/Decided with the Planning Inspectorate

There were **no** appeals lodged or decided in the weeks commencing 5th May, 12th May and 19th May.

Notification of Licensing Applications received

There were **no** licensing applications received in the weeks commencing 5th May, 12th May and 19th May.

Planning decisions received from Mid Sussex District Council

Application Ref	Address	Agenda Date	HHTC Comment	MSDC Decision
DM/25/07/07	London and Quadrant Housing Trust, Old Farm Close	07/04/2025	No comment	Permitted
DM/25/0648	61 Turners Mill Road, RH16 1NH	07/04/2025	No comment	Refused
DM/25/0664	57 Ashenground Road, RH16 4PS	07/04/2025	No comment	Permitted
DM/25/0665	63 Ashenground Road, RH16 4PS	07/04/2025	No comment	Permitted
DM/25/0100	Brooklea, 3 West Common, RH16 2AE	03/02/2025	No comment	Permitted
DM/24/2985	8 Quarry Hill, RH16 1NQ	07/04/2025	No comment	Permitted
DM/25/0730	4 Beech Hurst Close, RH16 4AE	07/04/2025	Defer to MSDC Legal	Certified Lawful
DM/25/0569	2 West Mallion, RH16 4HP	22/04/2025	No comment	Permitted
DM/25/0755	65 Blunts Wood Road, RH16 1ND	07/04/2025	No comment	Permitted
DM/25/0775	31 Sunte Close, RH16 1QT	07/04/2025	No comment	Permitted
DM/25/0776	31 Sunte Close, RH16 1QT	07/04/2025	Defer to MSDC Legal	Certified Lawful
DM/25/0786	7 Redwood Drive, RH16 4ER	07/04/2025	Defer to MSDC Legal	Certified Lawful
DM/24/3009	20 Lucastes Road, RH16 1JL	07/04/2025	No comment	Permitted
DM/25/0788	72 Barnmead, RH16 1UZ	07/04/2025	No comment	Permitted
DM/25/0884	42 Gower Road, RH16 4PN	22/04/2025	Defer to MSDC Legal	Certified Lawful
DM/28/1027	4 Sussex Gardens, RH17 7SU	13/05/2025	Defer to MSDC Tree Officer	No Objection
DM/25/0538	59 Lucastes Avenue, RH16 1JZ	22/04/2025	Defer to MSDC Tree Officer	Permitted- Oak Tree works Refused – Hornbeams Fell
DM/25/0847	23 Oathall Road, RH16 3EG	13/05/2025	Defer to MSDC Tree Officer	No Objection
DM/25/0930	50 College Road, RH16 1QR	22/04/2025	No comment	Permitted
DM/25/0765	Trees Adjacent to 57 Franklands Village, RH16 3QZ	07/04/2025	Defer to MSDC Tree Officer	Consent

DM/25/0883	14 Church Avenue, RH16 1ED	22/04/2025	Defer to MSDC Legal	Certified Lawful
DM/25/0844	86 Harlands Road, RH16 1LS	22/04/2025	No comment	Permitted
DM/25/0752	Laurels, 15a Harlands Close	07/04/2025	No comment	Permitted
DM/25/0890	22 Haywards Road, RH16 4HT	22/04/2025	No comment	Refused –The proposed extension is not considered to be appropriate in either scale or design in relation to the existing property and the street scene, by way of its visibility, lack of subservience, use of zinc cladding, roof form and the scale and proportion of the Juliet balcony. The proposal would not enhance the Area of Townscape Character and overall, it would fail to comply with Policy DP26 of the Mid Sussex District Plan, Policies E10 and H9 of the Neighbourhood Plan and the Mid Sussex Design Guide SPD.
DM/25/0791	Franklynn Road, RH16 4DG	22/04/2025	No comment	Permitted
DM/25/0882	40 Wickham Way, RH16 1UQ	22/04/2025	Defer to MSDC Legal	Application withdrawn – Resubmitted as DM/25/1310.

Planning Applications Received **Week 1**

Application Reference	Address/Description	Ward	Comments
DM/25/1108	Central Education Ltd, Barclay Court Variation of condition nos 2 and 8 - To replace approved drawings with new drawings, to amend the materials, layout of staircores and fenestration detail at third floor.	Lucastes Boltro	Related to DM/23/3230 which was approved 25/04/2025, which HHTC made no comment on.
DM/25/1130	66 Western Road, RH16 3LP Removal of chimney, extending the pitched roof and inserting a loft conversion.	Bentswood and Heath East	
DM/25/1145	60 Blunts Wood Road, RH16 1NB New porch to front of the house, Extension of utility room, Extension out from rear of garage and removal of wall between kitchen and dining room to form one room and raising roof of garage to create room above.	Lucastes and Bolnore	
DM/25/1149	Northlands Wood Primary Academy, RH16 3RX The proposed development will provide extensions to the Hall and the Community Facility at the existing school. This is an application to establish whether the development is lawful.	Franklands	Lawful Development Certificate (Proposed)
DM/25/1163	Byron Court and Chaucer Court, Paddockhall Road The proposal includes replacement of the existing balustrades on all balconies for Chaucer and Byron Court.	Lucastes and Bolnore	
DM/25/1167	6 Eastern Road, RH16 3NN Proposed rear single storey extension with flat roof and lantern rooflight an garage conversion to office space.	Bentswood and Heath East	
DM/25/1113	19 Lucastes Road, RH16 1JN	Lucastes and Bolnore	

	Proposed two-storey wrap around extension and new porch.		
DM/25/1177	16 Ash Grove, RH16 4PZ Proposed loft conversion.	Ashenground	
DM/25/1216	5 Lucas Way, RH16 1JR Poplar (T1) - Fell. Sycamore x 4 (Multi stemmed) (G2) - Crown reduce by 3m. Thuja (T3) - Crown reduce by 3m. Ash (T4) – Fell.	Lucastes and Bolnore	Defer to MSDC Tree Officer.

Planning Applications Received **Week 2**

Application Reference	Address/Description	Ward	Comments
DM/25/0331	35 Blunts Wood Road, RH16 1ND Proposed single storey rear extension and first floor rear extension. Amended plans received 15.05.2025 showing revised extension design and daylight illustration for first floor extension.	Lucastes and Bolnore	
DM/25/0959	12 Sheppeys, RH16 4NZ Proposed rear single storey extension, small extension to rear of garage, front porch extension, small new ground floor side window to new wc and raised decked area to the rear of the property. AMENDED DESCRIPTION.	Ashenground	
DM/25/1171	28 Allen Road, RH16 3PT Existing garage to be converted into living accommodation.	Bentswood and Heath East	
DM/25/1204	5 Osborne Mews, South Road, RH16 4LZ Proposed alterations to convert roof terrace to a bedroom.	Ashenground	
DM/25/1216	5 Lucas Way, RH16 1JR Poplar (T1) – fell. Sycamore x 4 (multi-stemmed) (G2) – crown reduce by 3m. Thuja (T3) – crown reduce by 3m. Ash (T4) – fell.	Lucastes and Bolnore	Trees in a Conservation Area.

DM/25/1238	Linden, 9 Fox Hill Village, RH16 4QZ Proposed garage conversion.	Franklands	Lawful Development Certificate – proposed.
DM/25/1266	11 Franklynn Road, RH16 4DG Change of use from Small HMO (C4) (currently 6 sharers) to Large HMO (Sui Generis) (7 sharers).	Bentswood and Heath East	
DM/25/1287	Land to rear of 126c and 128A Franklands Village, RH16 3RE T1 – Holly – pollard at 4m from ground. T2 – Birch – fell. T3 – Birch – fell.	Franklands	Trees in a Conservation Area.

Planning Applications Received **Week 3**

Application Reference	Address/Description	Ward	Comments
DM/25/1310	40 Wickham Way, RH16 1UQ Loft conversion including erection of rear box dormer. This is an application to establish whether the development is lawful.	North East	Lawful Development Certificate

Committee: Planning Committee

Report of: Responsible Financial Officer (RFO)

Date: 2nd June 2025

Subject: Street Naming for Residential Development on Land off Western Road

1. The Town Council is being consulted on the naming of one new road that has been created as a result of the residential development on the former Parkers Garage site (also known as The Courtyard) behind numbers 1 to 4 Devon Villas, Western Road. Access to the development is between numbers 69 and 77 Western Road.
2. The development falls within the town's Bentswood and Heath East Ward and comprises 9 new dwellings (4x 3-bed semi-detached houses and 5x apartments), permitted under Mid Sussex District Council (MSDC) application number DM/20/0840.
3. In an effort to acknowledge the history of the site which, it is understood, had been a garage as far back as 1939, the developer has put forward the suggested road name of **Parkers Courtyard**.
4. The developer's proposal seems reasonable and appropriate, and Mid Sussex District Council's Street Naming and Numbering Officer agrees that it reflects the history of the site. It is also unlikely to cause any address management problems because of a similarity to pre-existing road names in Haywards Heath.

Recommendation:

5. It is recommended that:
 - a. **Members accept the developer's preferred road name of Parkers Courtyard;**
 - b. **failing selection of the name Parkers Courtyard, Members decide upon an alternative, ensuring it does not duplicate or conflict with any pre-existing road names in the town.**

Committee: Planning Committee

Report of: Committee Clerk

Date: 2nd June 2025

Subject: Traffic Regulation Order

Purpose of Report:

1. The following reports seek support from the Town Council for the making of a Traffic Regulation Order.

Summary:

2. West Sussex County Council offer a scheme that allow residents to apply for a Traffic Regulation Order to support road safety measures in their locality. To progress any application support and agreement need to be obtained from the Town/Parish Council then after review and technical consideration by highways officers sign off by the divisional West Sussex Councillor. The following report presents a TRO which is now being proposed by West Sussex County Council.

Recommendation(s):

To support the application to extend the 30MPH speed limit on Fox Hill from the junction of Hurstwood Lane south to the East Sussex County Boundary.

Background

3. Residents of the Gamblemead development have raised concerns that the speed of traffic creates a safety hazard for vehicles at the junction of Cape Road with Fox Hill. Fox Hill presently has a 30 MPH speed limit between Haywards Heath and Hurstwood Lane and a 60 MPH speed limit from Hurstwood Lane southwards into East Sussex.
4. West Sussex County Council proposes to make a permanent Traffic regulation Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to extend the 30 MPH speed limit on Fox Hill (B2112) in Haywards Heath from its junction with Hurstwood Lane southwards to the East Sussex County Boundary.
5. The policy supports lowering the speed limit at this location to 30 MPH and it is considered that this will improve safety for vehicles at the affected junction.
6. The photo in Appendix 1 shows the relevant zones and boundaries.

Financial Implications

7. None.

Legal Implications

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

Committee Clerk

