

**MINUTES** of the **PLANNING COMMITTEE**  
held virtually  
on **Monday 19 October 2020**

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**Present:** Janice Henwood Chairman

Graham Allen  
Andrew Barrett-Miles  
Tofojjul Hussain  
Max Nielsen\*  
Kathleen Willis\*

**Also Present:** Peter Chapman  
Robert Duggan  
Anne Eves  
Simon Hicks  
Sylvia Neumann

\* *Denotes non-attendance.*

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(19.00)

223. **OPEN FORUM**

There were no members of the public present.

224. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Kathleen Willis and Councillor Sarah Lawrence.

225. **SUBSTITUTES**

Councillor Simon Hicks substituted for Councillor Max Nielsen.

226. **DECLARATIONS OF INTEREST**

Councillor Graham Allen advised that with regard to any comment(s) he may make on any planning application on tonight's agenda, he reserved the right to alter their views on any application and submission should it come before the Mid Sussex District Council Planning Committees, following reading the planning officer's report, considering any verbal update the planning officer may provide and taking into account the views expressed by other members or members of the public at that meeting.

Councillor Andrew Barrett-Miles declared an interest in DM/20/3544 as it was his neighbour's application.

227. **CHAIRMAN'S ANNOUNCEMENTS**

At the last meeting it had been requested that the Committee discussed the Town and Country Planning Association document responding to the Planning for the Future consultation.

A question was raised on whether a further step should be taken on the Planning for the Future consultation, in addition to the response already submitted by the Town Council. There was a suggestion of the Town Council publishing a Press Release summarising the response, in order to communicate with the public locally and let them know that the Town Council were engaging with this. Councillor Robert Duggan had drafted a document and distributed this to the Councillors prior to the meeting. It was also suggested that the Town Council could contact the Town and Country Planning Association to support and endorse their response.

In response it was suggested that the Town Council could consider membership of the Town and Country Planning Association, in order to contribute to their future consultation responses. It was agreed that Steve Cridland, CEO of the Town Council, would be asked to investigate this, and that this would be an alternative to endorsing their document on the Planning for the Future consultation.

It was agreed to publish a Press Release summarising the Town Council's response to the Planning for the Future consultation, and that Town Council officers would be asked to produce this. Councillor Robert Duggan would work with the officers.

**RESOLVED** that:

1. Town Council officers would be asked to write a Press Release on the Town Council's response to the Planning for the Future consultation and send the draft to all Councillors.
2. Steve Cridland, CEO of the Town Council, would be asked to explore membership for the Town and Country Planning Association.

228. **MINUTES**

The Minutes of the meeting of the Planning Committee held on Monday 28 September 2020, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

229. **TOWN & COUNTRY PLANNING ACT 1990 - PLANNING APPLICATIONS**

Applications (as set out in the accompanying schedule) under the Town & Country Planning Act 1990, received by Mid Sussex District Council and forwarded for observations since Tuesday 1 September 2020, were considered.

230. **TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 78 APPEAL**

Notification had been received that the following appeal had been made to the Planning Inspectorate.

20/0423

Appeal by: B Williams

Location: Land West of 118 Junction Road, Burgess Hill, West Sussex

Proposed Development: Proposed 4 bed detached dwelling house with associated off road parking. Re-location of access to 118 Junction Road. (Revised plans received 17.03.2020. Description amended 19.03.2020).

Appeal Ref: AP/20/0046

**RESOLVED that:**

The Committee would await a copy of the Appeal Decision from Mid Sussex District Council.

231. **LEWES AND EASTBOURNE PLANNING POLICY CONSULTATION**

Notification had been received from Eastbourne Borough Council inviting the Town Council to participate in the Lewes District Council – Land Availability Assessment (LAA) consultation, as set out in Agenda Item 9 dated 19 October 2020.

**RESOLVED that:**

At this stage the Committee had no comments to make.

**232. Meeting terminated at 19.45 hours.**

## OBSERVATIONS

DM/20/3189

Location: 11 Titchfield Close Burgess Hill West Sussex RH15 0RX  
Desc: T1 and T2 Oak Trees - Reduce back to previous cut points and reduce height and previously unreduced growth by up to 1m (Description amended 23.09.2020).  
Applicant: Mr James Whatley  
11 Titchfield Close Burgess Hill West Sussex RH15 0RX  
Applicant: Mr James Whatley  
Case Officer: Irene Fletcher  
Ward: Burgess Hill - Franklands  
App. Type: Tree Surgery

**OBSERVATIONS: No objections**

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DM/20/3294

Location: 160 Royal George Road Burgess Hill West Sussex RH15 9SL  
Desc: Proposed dropped kerb  
Applicant: Mrs Janet Knottley  
160 Royal George Road Burgess Hill West Sussex RH15 9SL  
Applicant: Mrs Janet Knottley  
Case Officer: Katherine Williams  
Ward: Burgess Hill - Victoria  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3348

Location: 9 Ferndale Road Burgess Hill West Sussex RH15 0HQ  
Desc: Norway Spruce (T1) fell. Cyprus (T2) reduce height to 3m and trim back lower branches by 0.5m. Apple (T3) fell. Bay (T4) reduce height by ~2.5m and trim branches in line with rear path edge.  
Applicant: Michael and Anne Collison  
9 Ferndale Road Burgess Hill West Sussex RH15 0HQ  
Applicant: Michael and Anne Collison  
Case Officer: Sarah Nelson  
Ward: Burgess Hill - Franklands  
App. Type: Trees in a Conservation Area

**OBSERVATIONS: No objections**

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DM/20/3461

Location: 24 Atlas Crescent Burgess Hill West Sussex RH15 0XS  
Desc: Conversion of garage to office/garden room.  
Agent: Mr Philip Wellstead  
ThePlanningman.co.uk 1 Pine Villas Old Kiln Lane Brockham  
Betchworth RH3 7LY  
Applicant: Mr and Mrs Hardaway  
Case Officer: Anna Tidey  
Ward: Burgess Hill - St Andrew's  
App. Type: Householder Application

**OBSERVATIONS: The Committee regretted the loss of a garage. It would reduce car parking space on an already crowded estate.**

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DM/20/3465

Location: 1 Priory Road Burgess Hill West Sussex RH15 9HD  
Desc: Removal of existing car port, proposed side and front single storey extension and extension of existing front driveway.  
Agent: M Stuart Beckett  
Beckett Architectural and Consultancy Services Ltd 53 Bramble Gardens  
Burgess Hill West Sussex RH15 8UQ  
Applicant: P Brown  
Case Officer: Anna Tidey  
Ward: Burgess Hill - Meeds  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3483

Location: 105 Manor Road Burgess Hill West Sussex RH15 0NG  
Desc: Demolition of existing external brick outbuildings and erection of new single storey side/rear extension.  
Agent: Mr Robert Thomas  
61 Coulstock Road Burgess Hill RH15 9XZ  
Applicant: Mr and Ms Byrne And Hurrell  
Case Officer: Hamish Evans  
Ward: Burgess Hill - St Andrew's  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3491

Location: Oakmeeds Gospel Hall Station Road Burgess Hill West Sussex  
Desc: T3, T4, T5 Oaks - fell to ground level.  
Agent: Mr Tim Laddiman  
Broad Oak Tree Consultants Ltd Laurel House Burwash Road  
Broad Oak Heathfield East Sussex TN21 8SS  
Applicant: Mr Simon Gould  
Case Officer: Irene Fletcher  
Ward: Burgess Hill - Meeds  
App. Type: Tree Surgery

**OBSERVATIONS: Objections - The trees should be preserved and the building should instead be underpinned. Removing the three trees could cause heave, which could lead to removal of the other trees in the future.**

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DM/20/3493

Location: 47 Coulstock Road Burgess Hill West Sussex RH15 9XH  
Desc: Proposed summer house in the rear garden.  
Applicant: Mrs Pauline Owen  
47 Coulstock Road Burgess Hill West Sussex RH15 9XH  
Applicant: Mrs Pauline Owen  
Case Officer: Andrew Horrell  
Ward: Burgess Hill - Dunstall  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/2899

Location: Land To The West Of Freeks Lane Freeks Lane Burgess Hill West Sussex  
Desc: Installation of a surface water drainage pipe to support SUDS, features approved under application DM/19/3845  
Applicant: Countryside Properties  
Suffolk House 154 High Street Sevenoaks TN13 1XE  
Case Officer: Stuart Malcolm  
Ward: Burgess Hill - Leylands  
App. Type: Full Application

**OBSERVATIONS: Recommend Approval**

**The loss of trees and undergrowth was regrettable, the Committee requested that the developer should commit to a replanting scheme.**

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DM/20/3472

Location: 7 Inholmes Park Road Burgess Hill West Sussex RH15 0JJ  
Desc: Proposed rear upper ground floor metal balcony and spiral stair.  
Agent: Mr Abe Mohsin  
7 Hove Manor Parade Hove Street Hove BN3 2DF  
Applicant: Mr and Mrs Lake  
Case Officer: Hamish Evans  
Ward: Burgess Hill - Franklands  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3479

Location: 61 Coulstock Road Burgess Hill West Sussex RH15 9XZ  
Desc: Oak tree - Reduce branches in garden of no. 61 Coulstock Road by 2m.  
Applicant: Mr and Mrs Thomas  
61 Coulstock Road Burgess Hill West Sussex RH15 9XZ  
Case Officer: Irene Fletcher  
Ward: Burgess Hill - Dunstall  
App. Type: Tree Surgery

**OBSERVATIONS: No objections**

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DM/20/3520

Location: Icon Live Ltd 4 York Road Burgess Hill West Sussex RH15 9TT  
Desc: Proposed installation of 5 external air conditioning condensers on the existing plant gantry to the rear of the building.  
Agent: Mr David Hollis  
Oktra South Friary Court 13-21 High Street Guildford GU1 3DG  
Applicant: Simon Vick  
Case Officer: Rachel Richardson  
Ward: Burgess Hill - Victoria  
App. Type: Full Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3521

Location: Icon Live Ltd 4 York Road Burgess Hill West Sussex RH15 9TT  
Desc: Proposed erection of 1 no. new external sign to the front of the building.  
Agent: Mr David Hollis  
Oktra South Friary Court 13-21 High Street Guildford GU1 3DG  
Applicant: Simon Vick  
Case Officer: Rachel Richardson  
Ward: Burgess Hill - Victoria  
App. Type: Advertisement Application

**OBSERVATIONS: No Comment – the application was missing a diagram.**

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DM/20/3544

Location: Birchwood, Birchwood Grove Road, Burgess Hill West Sussex RH15 0DL  
Desc: Poplar tree (T4) - Fell. Ash tree - fell and grind out roots.  
Agent: Andrew McDonald  
MAC Tree Surgery Backlands Farm London Road Hickstead West Sussex RH17 5LZ  
Applicant: Mr Geoffrey Daw  
Case Officer: Sarah Nelson  
Ward: Burgess Hill - Franklands  
App. Type: Trees in a Conservation Area

**OBSERVATIONS: No objections**

**Councillor Andrew Barrett-Miles declared an interest in DM/20/3544 as it was his neighbour's application.**

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DM/20/3556

Location: 57 Leylands Road Burgess Hill West Sussex RH15 8AF  
Desc: Single storey rear extension.  
Agent: Mr John Sergi  
Sussex Architectural Services Wickets View Cuckfield Lane Warminglid Haywards Heath RH17 5UB  
Applicant: Mr and Mrs Botting  
Case Officer: Katherine Williams  
Ward: Burgess Hill - Leylands  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3580

Location: 32 Potters Lane Burgess Hill West Sussex RH15 9JS  
Desc: Proposed single storey rear extension to replace the existing conservatory. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.  
Agent: Mr Russell Wooden  
Eleven Folders Close Burgess Hill RH15 0TA  
Applicant: Ms Natalie Wise  
Case Officer: Anna Tidey  
Ward: Burgess Hill - Meeds  
App. Type: Lawful Development Certificate –Proposed

**OBSERVATIONS: The legal situation was noted.**

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DM/20/3584

Location: Fairways 81 Folders Lane Burgess Hill West Sussex RH15 0DX  
Desc: Two storey side extension and loft conversion with dormers.  
Agent: Mrs Jenny Minett  
Belmont Designs Practice Ltd 37 Ashenground Road Haywards Heath West Sussex RH16 4PS  
Applicant: Mr Ben Cobb  
Case Officer: Joanne Fisher  
Ward: Burgess Hill - Franklands  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3529

Location: 36 Park Road Burgess Hill West Sussex RH15 8ET  
Desc: Chestnut Tree at front to be crown lifted by 1-2 metres. Conifer tree at rear overall partial reduction by 1 metre.  
Applicant: Mrs Norma Phelan  
36 Park Road Burgess Hill West Sussex RH15 8ET  
Case Officer: Sarah Nelson  
Ward: Burgess Hill - Meeds  
App. Type: Trees in a Conservation Area

**OBSERVATIONS: No objections**

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DM/20/3595

Location: 6 The Jays Burgess Hill West Sussex RH15 8JZ  
Desc: Proposed first floor, rear and part side, extension  
Agent: Mr Neil Millbank  
Architectare Ltd Homested Meadow Wellingham Lane Ringmer  
Lewes BN8 5SN  
Applicant: Mr And Mrs K Virgo  
Case Officer: Rachel Richardson  
Ward: Burgess Hill – Dunstall  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3598

Location: 229 Chanctonbury Road Burgess Hill West Sussex RH15 9HG  
Desc: Proposed Rear Orangery.  
Agent: Mr Frank Cook  
South Downs Conservatories Gemini House 136-140 Old  
Shoreham Road Brighton BN3 7BD  
Applicant: Mr Reed and Mrs Finney  
Case Officer: Katherine Williams  
Ward: Burgess Hill - Meeds  
App. Type: Householder Application

**OBSERVATIONS: Recommend Approval**

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DM/20/3608

Location: Land Rear Of 88 Folders Lane And Land South Of Folders Lane  
Burgess Hill West Sussex RH15 0DX  
Desc: Modification of planning obligation. To amend the definition of  
Protected Occupier and amend the MIP Clause.  
Agent: Miss Ella Jones Capsticks Solicitors 1 St Georges Road  
Wimbledon London Sw19 4DR  
Applicant: Raven Housing Trust  
Case Officer: Caroline Grist  
Ward: Burgess Hill - Franklands  
App. Type: Mod. / Discharge of Planning Obligation

**OBSERVATIONS: Due to scarcity of information the Committee could not give a considered response. The Committee were concerned that this may affect occupiers of social or shared ownership housing tenancy arrangements.**

DM/20/3619

Location: Victoria House 66 Victoria Road Burgess Hill West Sussex RH15 9LH  
Desc: Prior approval of a change of use of an office (Use Class B1a) to form 4 x 1 bedroom residential units (Use Class C3).  
Agent: Mr Huw James  
ECE Planning Brooklyn Chambers 11 Goring Road Worthing BN12 4AP  
Applicant: Tower Pension Trustees  
Case Officer: Anna Tidey  
Ward: Burgess Hill - Victoria  
App. Type: Prior Notification - Offices to dwelling

**OBSERVATIONS: The Committee were concerned that the apartments should meet the room space standard requirements, as the measurements were not listed.**

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DM/20/3638

Location: 20 Park Road Burgess Hill West Sussex RH15 8ET  
Desc: T1 - Lawson Cyprus - fell and grub-up roots.  
Applicant: Laurence Perry  
20 Park Road Burgess Hill West Sussex RH15 8ET  
Case Officer: Sarah Nelson  
Ward: Burgess Hill - Meeds  
App. Type: Trees in a Conservation Area

**OBSERVATIONS: No objections**

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DM/20/3687

Location: 10 Keymer Gardens Burgess Hill West Sussex RH15 0AF  
Desc: Oak Tree - Crown lift by 1m  
Applicant: Peter Barnes  
10 Keymer Gardens Burgess Hill West Sussex RH15 0AF  
Case Officer: Irene Fletcher  
Ward: Burgess Hill - Franklands  
App. Type: Tree Surgery

**OBSERVATIONS: No objections**

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