

MINUTES of the PLANNING COMMITTEE
Held in the Council Chamber
on **Monday 10 March 2025**

Present: David Eggleton Chairman
Janice Henwood Vice Chairman

Graham Allen
Diane Black
Matthew Cornish
Tofojjul Hussain
John Orchard

Also Present: Peter Williams
Julie Holden CEO
Sam Kimblin Administrative Support Officer

** Denotes non-attendance.*

(19.00)

312. OPEN FORUM

There were 3 members of the public present, who all addressed the Committee in support of Agenda Item 11, the Request for Change to a Traffic Regulation Order in Doubledays.

The member of the public explained the proposal and why this benefits the residents of this road. She went on to say that having asked Mid Sussex enforcement hardly any parking tickets had been issued in the road for the last 15 years. Where there have been parking tickets, this has been on average 2 per year.

Another member of the public stated that tradesman and regular visitors can't park in the road. They are forced to park on neighbouring roads. They are not concerned about having unrestricted parking near the train station.

Another member of the public stated that in many years, no parking tickets have been issued at all. This shows that the single yellow line is not needed.

313. APOLOGIES FOR ABSENCE

There were none.

314. SUBSTITUTES

There were none.

315. DECLARATIONS OF INTEREST

Councillors Janice Henwood and Tofojjul Hussain declared "That as an elected member of the Mid Sussex District Council Planning Committee, any views that I express today, may be altered at a later time following advice or reports from the Planning Officers, representations or other material factors that come to my attention.

Councillor Janice Henwood declared "That as an elected member of the Mid Sussex District Council Licencing Committee, any views that I express today, may be altered at a later time following advice or reports from the licencing officers, representations or other material factors that come to my attention."

Councillor David Eggleton declared a personal interest in Agenda item 11 - Request for Change to a Traffic Regulation Order - as he has provided support to the residents of Doubledays on this issue in his capacity as Ward Councillor.

Councillor John Orchard declared a personal interest in DM/25/0139 Incorporate Ltd 14 Mill Road as he was an acquaintance of the Agent.

The whole committee made a personal declaration on DM/25/0430 22 and 23 Wheatsheaf Close that one of the householders was known to the committee.

316. CHAIRMAN'S ANNOUNCEMENTS

Chair advised that there have been a number of piecemeal consultations regarding town centre connectivity arising from the Brookleigh development. This will be included on the agenda for the next meeting as this issue seems to need addressing.

317. MINUTES

The Minutes of the meeting of the Planning Committee held on **Monday 17 February 2025**, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

318. REQUEST FOR CHANGE TO A TRAFFIC REGULATION ORDER

A resident of Doubledays contacted the Town Council and requested the Town Council's support for a proposed change to the TRO in their road. Two residents currently have carers coming to them and there was nowhere for them to park in the road. Prior to the meeting the Residents circulated an additional street plan to the Committee members. This is attached as Appendix 3.

A Cllr asked if it would be better to completely remove the TRO from the whole of Doubledays, rather than asking for a section of it to be removed.

The resident clarified that they would prefer for only a section of the TRO to be removed. They still need a single yellow line on the side of the road that has no pavement. The residents are aware that removing the TRO could lead to more parking for the train station users. But if the single yellow line was removed, at least residents and their visitors would get the chance to park there, without receiving a parking ticket.

RESOLVED: to support a revised Traffic Regulation Order if submitted by the residents to West Sussex County Council and conforming with the outlined changes.

319. 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 **Monday 17 February 2025**, were considered.

320. TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 78 APPEAL

DM/23/2372 Appeal by: Mrs Jayne Millard Location: Land At Wellhouse Lane, Appeal Ref: AP/24/0036

RESOLVED: The Committee noted the decision to dismiss the appeal.

321. LICENSE APPLICATIONS

The Planning Committee considered the following applications. The Committee were reminded of the 4 licensing objectives. Crime and Disorder, Public Safety, Public Nuisance and Prevention of harm to children and young people.

1a. LI/25/0265 A variation of premises license application for The Brickworks Taproom & Shop, Unit 5, 55 Victoria Road, RH15 9LH

RESOLVED: the Committee had no objection.
Cllr Henwood abstained from this vote.

1b. LI/25/0282 A new premises license application for The Triangle, Triangle Way, RH15 8WA

RESOLVED: the Committee had no objection.
Cllr Henwood abstained from this vote.

2. LI/25/0173 Amended Licencing conditions (Minor Variation) for Co-op Sheddingdean, Unit 5 Maple Drive, Burgess Hill, RH15 8UA
Deadline for comments was 14th February.

RESOLVED that: the Committee noted this application.

322. STREET NAMING

1. Approved List of Future Street Names

A request to include “Crowhurst” on our approved list of future street names was received from a member of the public

RESOLVED: to include Crowhurst in the list of approved street names and to advise Mid Sussex District Council accordingly.

2. New Street Name

Development at 277, London Road, RH15 9QU (DM/24/1805), The spur road will now be called “**Catherine Court**”.

The Committee noted the new street name.

Meeting terminated at 20.25 hours.

OBSERVATIONS

Parish: Burgess Hill

Ward: Burgess Hill - Meeds and Hammonds

DM/25/0114

Location: 127 Lower Church Road Burgess Hill West Sussex RH15 9AA

Desc: Rear Extension to property was completed under permitted development in 2021

Applicant: Mrs S Bell

127 Lower Church Road Burgess Hill West Sussex RH15 9AA

Case Officer: Peter Davies

App. Type: Lawful Development Certificate -Existing

RECOMMENDATION: The Committee noted this application had been withdrawn.

Parish: Burgess Hill

Ward: Burgess Hill - Meeds and Hammonds

DM/25/0139

Location: Incorporate Ltd 14 Mill Road Burgess Hill West Sussex

Desc: Change of use of the existing building from Administrative Offices (Class E(g)(i) to Massage Therapy Rooms (Class E(e)). Development of a front access ramp

Agent: Mr Stuart Beckett - Beckett Architectural and Consultancy Services Ltd 53 Bramble Gardens Burgess Hill RH15 8UQ

Applicant: Mr James Shillaker - Incorporate Ltd 14 Mill Road RH15 8DR

Case Officer: Stefan Galyas

App. Type: Full Application

RECOMMENDATION: Recommend Approval. The Committee referred back to the decision made on this application at the meeting of 17th February 2025, stating that the plans had not changed, only the description had, their previous recommendation remained valid.

Parish: Burgess Hill

Ward: Burgess Hill - St Andrew's

DM/25/0305

Location: Land To The South Of Kings Way Burgess Hill West Sussex

Desc: Variation of condition 1 of planning application DM/23/1548 - to amend the plans to allow minor amendments to the approved scheme.

Agent: Lucy Helliwell - Hay Associates Limited 4100 Park Approach Thorpe Park Leeds LS15 8GB

Applicant: C/O Agent

Case Officer: Joseph Swift

App. Type: Removal/Variation of Condition

RECOMMENDATION: Recommend Approval. The amended plans addressed the Committee's previous concerns.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0311

Location: 3 Inholmes Close Burgess Hill West Sussex RH15 0JF

Desc: Proposed single storey side extension

Agent: Mr Alistair Ewen

Lime Tree Designs 23 Fieldway Lindfield RH16 2DD

Applicant: O'Connor, 3 Inholmes Close Burgess Hill West Sussex RH15 0JF

Case Officer: Hamish Evans

App. Type: Householder Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Meeds and Hammonds**

DM/25/0339

Location: 38 The Martlets Burgess Hill West Sussex RH15 9NN

Desc: To carry out temporary filming within the Lidl and Heights units. Unit 38 and 49 The Martlets Shopping Centre. Total of 28 days filming within a 12-month period. applicable dates cover 40 days to allow for movements in schedules, only 28 days filming will be carried out.

Agent: Ms Nadine King

Workman LLP 1 The Martlets Burgess Hill RH15 9NN

Applicant: Mr Andy Fry, Sandridge Media Workman LLP 1A The Martlets Burgess Hill RH15 9NN

Case Officer: Steven King

App. Type: Prior Not. Commercial Film Making

RECOMMENDATION: The Committee noted the application.

It was agreed that Cllr Eggleton will raise the following question with the Mid Sussex District Council Planning Committee:

How will this permission work with the planned town centre regeneration, if construction starts before the end of the 12 month permission but filming has not concluded?

Cllr Henwood and Cllr Hussain abstained from the vote.

Parish: Burgess Hill**Ward: Burgess Hill - Victoria**

DM/25/0340

Location: City Electrical Factors Unit B1 Burgess Hill Trade Centre York Road

Desc: Oak Tree (T1) - Reduce radial spread by 3 metres. Oak Tree (T2) - Reduce radial spread by 2- 3 metres.

Agent: Mr Paul Tulley

Greensmith Ltd 19 Stanford Acre Littlehampton BN17 7FN

Applicant: Mr Colin Hargreaves, City Electrical Factors Unit B1 Burgess Hill Trade Centre York Road Burgess Hill West Sussex RH15 9AD

Case Officer: Irene Fletcher

App. Type: Tree Surgery

RECOMMENDATION: No Objections.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0344

Location: 64 Folders Lane Burgess Hill West Sussex RH15 0DX
Desc: Application to discharge Condition No's: 10 - Proposed Screens/walls 11 - EV Charging 12 - Connection to High-speed Broadband 14 - LEMP 15 - Lighting Design for Biodiversity in connection with planning approval ref: DM/24/1886
Applicant: Mr Kevin Slater, Riverdale Developments Ltd Riverdale House Unit 1 Beverley Trading Estates 190-192 Garth Road Morden SM4 4LU
Case Officer: Rachel Richardson
App. Type: Approval of Detail reserved by condition

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Meeds and Hammonds**

DM/25/0373

Location: 103 Station Road Burgess Hill West Sussex RH15 9ED
Desc: Variation Condition of No: 3 of Planning Permission DM/24/2846 to enable substitution of plans to allow for the materials to be changed on the rear dormer to black timber, with a natural timber infill, in line with the facing materials of the ground floor extension.
Agent: Chris Holt 171A Church Road Hove UK BN3 2AB
Applicant: Poutney 103 Station Road Burgess Hill West Sussex RH15 9ED
Case Officer: Andrew Horrell
App. Type: Removal/Variation of Condition

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - St Andrew's**

DM/25/0376

Location: Land To The South Of Kings Way Burgess Hill RH15 0XP
Desc: Discharge of Condition 18 relating to planning reference DM/23/1548.
Agent: Lucy Helliwell, Hay Associates Limited 4100 Park Approach Thorpe Park Leeds LS15 8GB
Applicant: CO AGENT
Case Officer: Joseph Swift
App. Type: Approval of Detail reserved by condition

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - St Andrew's**

DM/25/0089

Location: 8 Mansion Close Burgess Hill West Sussex RH15 0NT
Desc: Lime Tree: Re pollard to previous points and remove epicormic growth to 6m.
Applicant: Mr Henry Mason, HM Tree Surgeons The Well House Underhill Lane Clayton BN6 9PL
Case Officer: Irene Fletcher
App. Type: Tree Surgery

RECOMMENDATION: No Objections.

Parish: Burgess Hill**Ward: Burgess Hill - Dunstall**

DM/25/0209

Location: Holly Tree House Cuckfield Road Burgess Hill West Sussex
Desc: Proposed 4 dwellings as 2 x Semi-detached properties
Applicant: Mr Christopher Jones, Holly Tree House Cuckfield Road Burgess Hill West Sussex RH15 8RE
Case Officer: Hamish Evans
App. Type: Full Application

RECOMMENDATION: Recommend Refusal. The Committee felt it contravened:

Burgess Hill Neighbourhood Plan:

H2 – Back Garden Development

Mid Sussex District Plan:

DP9 – Strategic Allocation to the North and North-West of Burgess Hill, in regards to sustainable transport options

DP21 – Transport

DP39 – Sustainable Design and Construction – as no noise assessment is provided and air source heat pumps are listed in application but don't appear on any of the drawings.

DP42 – Water Infrastructure and the Water Environment

Concern was raised that water use is restricted to 8 litres per person per day.

Cllr Henwood and Cllr Hussain abstained from the vote.

Parish: Burgess Hill**Ward: Burgess Hill - Leylands**

DM/25/0276

Location: 22 St Wilfrids Road Burgess Hill West Sussex RH15 8BD
Desc: Proposed loft conversion incorporating a hip to gable roof conversion. First floor extension with a balcony over an existing single storey extension. Bi-fold doors to be installed into the existing rear extension.
Agent: Mr Phillip Wellstead, ThePlanningman.co.uk 28 Chester Close Pixham Dorking RH4 1PP
Applicant: Mr Ben Webb, 22 St Wilfrids Road Burgess Hill West Sussex RH15 8BD
Case Officer: Stefan Galyas
App. Type: Householder Application

RECOMMENDATION: Recommend Refusal. The Committee felt it contravened:

Mid Sussex District Plan:

DP26 – Character and Design

Mid Sussex Design Guide:

DG52 – Loft Conversions and Roof Extensions

Councillors were also concerned about the size of the balcony and the current construction work taking place at unsociable hours. Committee would like this application called in to MSDC Committee for consideration.

Cllr Henwood and Cllr Hussain abstained from the vote.

Parish: Burgess Hill**Ward: Burgess Hill - Leylands**

DM/25/0321

Location: 62 Leylands Road Burgess Hill West Sussex RH15 8AL
Desc: Proposed single storey side extension.
Agent: Mr Simon Burrows - Si-Tec Plans Ltd The Lodge Bramshill Road
Eversley Hook RG27 0PT
Applicant: Mr And Mrs Thomas, 62 Leylands Road Burgess Hill West
Sussex RH15 8AL
Case Officer: Andrew Horrell
App. Type: Householder Application

RECOMMENDATION: Recommend Approval. The Committee regretted the loss of a garage.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0360

Location: 12 Silverdale Road Burgess Hill West Sussex RH15 0EF
Desc: Change of use from single dwelling (C3) to boarding house (C2)
with staff flat to serve Burgess Hill School for Girls
Agent: Mr Martin Carpenter
Enplan 111 High Street Lewes BN7 1XY
Applicant: Burgess Hill School For Girls - Keymer Road RH15 0EG
Case Officer: Caroline Grist
App. Type: Change of Use Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0383

Location: Common View 83 Folders Lane Burgess Hill West Sussex
Desc: Proposed single storey rear extension, first floor front extension,
part garage conversion to office space and a loft conversion with
dormers.
Agent: Mr Robert Threlfall - Spruce Architecture Unit E Glennys
Industrial Estate Latimer Road Eastbourne BN22 7ET
Applicant: Mr Josh Allum - 28 High Street Hurstpierpoint BN6 9RG
Case Officer: Stefan Galyas
App. Type: Householder Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Meeds and Hammonds**

DM/25/0395

Location: 24 Old School Place Burgess Hill West Sussex RH15 9JU
Desc: Removal of existing 'catio' garden cat enclosure. Erection of new 'catio'.
Agent: Mrs KM McNally
KM Architecture 46 Valebridge Drive Burgess Hill RH15 0RW
Applicant: Alison Smith - 24 Old School Place Burgess Hill RH15 9JU
Case Officer: Anna Tidey
App. Type: Householder Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Meeds and Hammonds**

DM/25/0406

Location: 20 Nightingale Lane Burgess Hill West Sussex RH15 9JJ
Desc: Proposed loft Conversion, rear dormer, and 2 roof light front slope roof
Agent: Mr Fahir Alhamdawi - Engineering Construction Design Ltd Suite 300
Cumberland House Scrubs Lane White City NW10 6RF
Applicant: Mr Carl L Morgan - 20 Nightingale Lane Burgess Hill RH15 9JJ
Case Officer: Stefan Galyas
App. Type: Householder Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0410

Location: 29 Greenlands Drive Burgess Hill West Sussex RH15 0AZ
Desc: Proposed single storey rear extension.
Agent: Mr Daryl Gowlett
Clive Voller Associates 2 Woolven Close Burgess Hill RH15 9RR
Applicant: Mr and Mrs D Hurley - 29 Greenlands Drive Burgess Hill RH15 0AZ
Case Officer: Peter Davies
App. Type: Householder Application

RECOMMENDATION: Recommend Approval.

Parish: Burgess Hill**Ward: Burgess Hill - Dunstall**

DM/25/0430

Location: 22 and 23 Wheatsheaf Close Burgess Hill RH15 8UT
Desc: Ground works and associated fibrous root pruning to install a root barrier 17m in length and 3.5m in depth.
Agent: Mr Keiron Hart
Tamla Trees Ltd Vitners Fugelmere Road Fleet GU51 3BB
Applicant: William Hunt Consulting, Seven Stars House 1 Wheler Road Coventry
Case Officer: Irene Fletcher
App. Type: Tree Surgery

RECOMMENDATION: No Objections.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0431

Location: 4 Keymer Gardens Burgess Hill West Sussex RH15 0AF
Desc: Horse Chestnut Pink (Aesculus x carnea 'Briotii') - Reduce by approximately 2m cut to old reduction area, cutting to the branch collar leaving a good secondary leader using the rule of a 3rd
Agent: Victoria Braithwaite - KPS Contractors Ltd Ham Lane Scaynes Hill Haywards Heath RH17 7PR
Applicant: Mr Martin Parmenter - 4 Keymer Gardens Burgess Hill RH15 0AF
Case Officer: Irene Fletcher
App. Type: Tree Surgery

RECOMMENDATION: No Objections.

Parish: Burgess Hill**Ward: Burgess Hill - Franklands**

DM/25/0442

Location: May Trees Keymer Road Burgess Hill West Sussex
Desc: T1 - Oak remove epicormic growth on main stem. T2 - Oak reduce by 2.5 - 3m and no further than previous points. T3 - Oak remove epicormic growth on main stem and reduce by 2 - 3m and no further than previous pruning points. T4 - Beech, remove epicormic growth, remove damaged limb close to centre and reduce by 2 -3 m and no further than previous points. T5 - Oak, remove 2 lowest and damaged branches over summer house and epicormic on main stem. T6 Oak, remove lowest 2 branches over garden and epicormic on main stem.
Applicant: Mrs Theresa Corkill
May Trees Keymer Road Burgess Hill West Sussex RH15 0AH
Case Officer: Irene Fletcher
App. Type: Tree Surgery

RECOMMENDATION: No Objections.

Parish: Burgess Hill**Ward: Burgess Hill - Victoria**

DM/24/2970

Location: Capital Hair And Beauty Unit A Consort Way Burgess Hill
Desc: Construction of new commercial building within classes E(g), B2 and B8. ADDITIONAL DRAINAGE INFORMATION received 21/2/2025.
Agent: Mr Peter Quincey - PGQ Property Consulting Ltd
Applicant: Mr Peter Vans Agnew
Capital Hair And Beauty Limited Crowhurst Corner Crowhurst Road Brighton BN1 8AP
Case Officer: Joanne Fisher
App. Type: Full Application

RECOMMENDATION: Recommend Approval. Subject to the conditions recommended by the Planning Officers were executed.

Parish: Burgess Hill

Ward: Burgess Hill - Meeds and Hammonds

DM/25/0192

Location: Burgess Hill Dental Care 75 Station Road Burgess Hill West Sussex

Desc: Removal of all current exterior signage and replaced with 2 signs. The illuminated monolith at the front of the building and the wall sign on the side of the building.

Applicant: Mr Henry Duckham

Burgess Hill Dental Care 75 Station Road Burgess Hill RH15 9DY

Case Officer: Stefan Galyas

App. Type: Advertisement Application

RECOMMENDATION: Recommend Approval. The Committee recommended that a planning condition was attached, regarding the hours of illumination so as not to be unneighbourly.

Parish: Burgess Hill

Ward: Burgess Hill - Leylands

DM/25/0473

Location: 16 Highlands Drive Burgess Hill West Sussex RH15 8JJ

Desc: Proposed single story front and two storey side extensions.

Agent: Mr Christopher Jones

Jones Projects Architectural Hollytree House Cuckfield Road Burgess Hill RH15 8RE

Applicant: Mr And Mrs Dubben

16 Highlands Drive Burgess Hill West Sussex RH15 8JJ

Case Officer: Stefan Galyas

App. Type: Householder Application

RECOMMENDATION: Recommend Approval. The Committee regretted the loss of a garage.

Chairmans Signature

.....