

**MINUTES of the PLANNING COMMITTEE**  
Held in the Council Chamber  
on **Monday 13 MARCH 2023**

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**Present:** Janice Henwood Chairman  
Matthew Cornish Vice Chairman

Andrew Barrett-Miles \*  
Robert Duggan  
Simon Hicks  
Tofjjul Hussain \*

**Also Present:**

\* *Denotes non-attendance.*

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(19.00)

**607. OPEN FORUM**

1 local resident addressed the Committee on application DM/22/2851 - 16 Slimbridge Road, Burgess Hill, West Sussex, RH15 8QE - to build a two-storey side extension, single storey front and rear extensions with a rear loft conversion. The residents raised the following concerns:

That this was the fifth application received for the property, that was in a conservation area with many Victorian terraces. He suggested that the size of the extension would block the end of what was a dead-end private road and upset many of the neighbours. He also stated it would limit access to properties on London Road that backed onto the area.

The resident also addressed the Committee on application DM/23/0276 -24 Oak Hall Park, Burgess Hill, West Sussex, RH15 0BX to construct a Gym and Office Outbuilding. The residents raised the following concerns on behalf of The Oak Hall Park Residents Association:

That the applicant had already had an application refused to build two homes in the same location, and that this was the sixth application for this property. The home owners had already been allowed a large extension to the property itself, that had met no objection, and that it was not clear what the new building would be used for in the long term. They regretted the loss of the large trees that had been in the garden of the property and were concerned about the loss of the last remaining tree, that was at least a few hundred years old, as the roots were likely to be damaged by the building's foundations.

**608. [APOLOGIES FOR ABSENCE](#)**

An apology for absence had been received from Councillor Tofojjul Hussain.

**609. [SUBSTITUTES](#)**

There were none

**610. [DECLARATIONS OF INTEREST](#)**

There were none.

**611. [CHAIRMAN'S ANNOUNCEMENTS](#)**

The Chairman informed the Committee that the application for Little Winton had been refused and stated the reasons provided for refusal.

**612. [MINUTES](#)**

The Minutes of the meeting of the Planning Committee held on **20 FEBRUARY 2023**, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

**613. [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 **21 FEBRUARY 2023**, were considered.

**614. [TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 78 APPEAL](#)**

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

ORIGINAL PLANNING APPLICATION NUMBER DM/22/3771

Appeal by: Ms. Georgina Lacey

Location: 1 Brookway, Burgess Hill, West Sussex, RH15 0LL

Proposed Development: Retrospective application for the retention of timber fence

Appeal Ref: AP/23/0023

**RESOLVED THAT:** Await a copy of the Appeal Decision from Mid Sussex District Council.

**615. [PREMISES LICENCE APPLICATION LI/23/0278 PLACES FOR PEOPLE LEISURE LTD, TRIANGLE WAY BURGESS HILL, WEST SUSSEX, RH15 8WA](#)**

Notification had been received of a minor variation to premises licence, as set out in Agenda Item 9 dated **8 MARCH 2023**.

**RESOLVED THAT:** The Planning Committee noted the application.

**616. [Meeting terminated at 19.44 hours.](#)**

## OBSERVATIONS

**Parish: Burgess Hill**

**Ward: Burgess Hill - Victoria**

DM/22/2851

Location: 16 Slimbridge Road Burgess Hill West Sussex RH15 8QE  
Desc: The removal of existing detached garage with the erection of a two-storey side extension, single storey front and rear extensions with a rear loft conversion. (Amended plans received 12/02)  
Agent: Mr Alex Page  
ACPLANS 59 North Farm Road Lancing BN15 9BT  
Applicant: Mr Matt Leburn  
16 Slimbridge Road Burgess Hill West Sussex RH15 8QE  
Case Officer: Andrew Horrell  
App. Type: Householder Application

### **RECOMMENDATION: Recommend Refusal**

The Committee fully supported the comments of the conservation officer Emily Wade and that it contravened DP35 Conservation Areas, as it would be detrimental to the conservation area.

They raised concern over the access to the rear of the properties and businesses on London Road. They were concerned about the loss of the garage and the lack of adequate parking to the home.

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Dunstall**

DM/23/0407

Location: 4 Walnut Close Burgess Hill West Sussex RH15 8GQ  
Desc: T1 - 1x Oak - Crown reduce top section of crown to remove die-back only, leaving all live growth. Reduce top corners and lateral growth by no more than 1-1.5m. Tip prune lowest lateral branches to give a height clearance of 5m from ground level. Remove all substantial deadwood.  
Agent: Mr Josh Steere  
TTC-Total Tree Care Ltd Butlers Cottage Tower Hill Horsham RH13 0AQ  
Applicant: Mrs Chrissy Cook  
4 Walnut Close Burgess Hill West Sussex RH15 8GQ  
Case Officer: Irene Fletcher  
App. Type: Tree Surgery

### **RECOMMENDATION: No Objection.**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Meeds**

DM/23/0439

Location: 25 Park Road Burgess Hill West Sussex RH15 8EU  
Desc: T1, T2 and T3 Cypress Leylandi - reduce height by 16 meters  
Applicant: Mr Keith Brookman  
25 Park Road Burgess Hill West Sussex RH15 8EU  
Case Officer: Sarah Nelson  
App. Type: Trees in a Conservation Area

**RECOMMENDATION: No Objection**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Franklands**

DM/22/3264

Location: Wintons Fishery Folders Lane Burgess Hill West Sussex  
Desc: Demolition of existing rental office unit 1B, and proposed single storey, 60sqm office space to provide new updated office facilities for a growing business. Flood Risk Assessment received 21/2/2023.  
Agent: Mr Richard Ewen  
Richard Ewen Architects the Moat House 38A Beacon Road Ditchling East Sussex BN6 8UZ  
Applicant: Wintons Fishery Ltd  
Wintons Fishery Ltd Folders Lane Burgess Hill West Sussex RH15 0DR  
Case Officer: Joanne Fisher  
App. Type: Full Application

**RECOMMENDATION: Recommend Approval**

The Committee noted the neighbours concern over noise from the foul water treatment unit.

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**Parish: Burgess Hill**

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

DM/22/3711

Location: 2 Copestake Drive Burgess Hill West Sussex RH15 0LD  
Desc: Internal remodelling to convert the garage into a habitable space  
Agent: BuchanRumArchitects  
9 Savill Road Lindifield RH16 2NY  
Applicant: C/o Agent  
2 Copestake Drive Burgess Hill West Sussex RH15 0LD  
Case Officer: Andrew Horrell  
App. Type: Lawful Development Certificate -Proposed

**RECOMMENDATION: The Committee noted the application.**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Franklands**

DM/22/3835

Location: 38A And 38B Ferndale Road Burgess Hill West Sussex RH15 0HG  
Desc: (Amended Application form received 14.02.2023 and amended plans received 20.02.2023) Change of use of two flats to a single dwelling house with two storey flank extension and single storey rear extension following removal of existing carport.  
Agent: Mr Graham Whitehouse  
GWP Architects Fairfield House Fairfield Road Burgess Hill RH15 0AZ  
Applicant: Mr Hugo Whitehouse  
GWP Architects 38A Ferndale Road Burgess Hill West Sussex RH15 0HG  
Case Officer: Katherine Williams  
App. Type: Full Application

**RECOMMENDATION: Recommend Refusal**

The Committee fully supported the comments of the conservation officer Emily Wade. The Committee were concerned that the flat roof of the ground floor rear extension may cause loss of light to the adjoining house, they also raised concern about the architectural heritage of the building. The Committee regretted the absence of the photo referred to in the plans.

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Franklands**

DM/23/0276

Location: 24 Oak Hall Park Burgess Hill West Sussex RH15 0BX

Desc: Gym and Office Outbuilding

Agent: Mr Christopher Jones

Jones Projects Holly Tree House Cuckfield Road Burgess Hill  
RH15 8RE

Applicant: Mr Josh Baxter

24 Oak Hall Park Burgess Hill West Sussex RH15 0BX

Case Officer: Joanne Fisher

App. Type: Householder Application

**RECOMMENDATION: Recommend Refusal**

The Committee raised concerns that it was an overdevelopment due to the size of the building. They recommended there was a tree report produced as there was a tree of significant size close to the site, whose roots may be damaged by any building works. There was also concern that the boundary adjacent to the public right of way is not being respected.

They stated the application contravened:

H2 Back Garden Development -as the building could become habitable in the future with a toilet and shower included in the plans

DP41 Flood Risk and Drainage -as there was a lack of drainage and the area was low lying

D26 Character and Design -the building would out of character for the area

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**Parish: Burgess Hill**

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

DM/23/0438

Location: Land To the South of Kings Way Burgess Hill West Sussex

Desc: Variation of condition 1 of planning application DM/21/3385 - The application seeks minor amendments to the consented scheme, and as such requires the plans set out within condition 1, to be substituted.

Agent: Mr Alex King

Mission Town Planning 42 Constitution Hill Road Parkstone Poole  
BH14 0QD

Applicant: Church Gate Services

C/O Agent

Case Officer: Joseph Swift

App. Type: Removal/Variation of Condition

**RECOMMENDATION: The Committee noted the variations.**

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**Parish: Burgess Hill**

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

DM/23/0455

Location: 77 Janes Lane Burgess Hill West Sussex RH15 0QP

Desc: Remove condition 3 from planning application DM/22/3299.

Agent: Mr Charles Rose

City Planning Third Floor 244 Vauxhall Bridge Road London  
SW1V 1AU

Applicant: Mr Charles Rose

77 Janes Lane Burgess Hill West Sussex RH15 0QP

Case Officer: Andrew Horrell

App. Type: Removal/Variation of Condition

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**RECOMMENDATION: The Committee noted the variations**

**Parish: Burgess Hill**

**Ward: Burgess Hill - Leylands**

DM/23/0461

Location: 70 Leylands Road Burgess Hill West Sussex RH15 8AJ

Desc: Retrospective planning permission sought for a two-storey side extension and roof alterations.

Agent: Mrs Jenny Minett

Belmont Designs Practice Ltd 37 Ashenground Road Haywards  
Heath RH16 4PS

Applicant: Mr Paul O'Connor

70 Leylands Road Burgess Hill West Sussex RH15 8AJ

Case Officer: Katherine Williams

App. Type: Householder Application

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**RECOMMENDATION: Recommend Approval**

**Parish: Burgess Hill**

**Ward: Burgess Hill - Meeds**

DM/23/0479

Location: 17 And 19 Park Road Burgess Hill West Sussex RH15 8EU

Desc: 1 x Cypress and 1 x Portugese Laurel (located at number 17) -  
Fell. 1 x Eucalyptus (located at number 19) - Remove one limb  
overhanging number 17.

Applicant: Refer to Case Officer

Case Officer: Irene Fletcher

App. Type: Trees in a Conservation Area

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**RECOMMENDATION: Objection. There was no arboriculture report provided.**

**Parish: Burgess Hill**

**Ward: Burgess Hill - Meeds**

DM/23/0509

Location: 42 Meadow Lane Burgess Hill West Sussex RH15 9JA

Desc: Proposed two storey side extension.

Agent: Mr Joseph O'Neill

Just Plans 46A Keymer Road Hassocks BN6 8AR

Applicant: Mr Matthew Bament

42 Meadow Lane Lindfield Haywards Heath West Sussex RH16 2RJ

Case Officer: Anna Tidey

App. Type: Householder Application

**RECOMMENDATION: Recommend Approval**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Franklands**

DM/23/0511

Location: 47 Sycamore Drive Burgess Hill West Sussex RH15 0GG

Desc: Proposed replacement of glazed roof to conservatory with a slate roof.

Agent: Mr Mike Hill

Mike Hill Architectural Services Ltd Croom Cottage London Road East  
Hoathly BN8 6EL

Applicant: Mr and Mrs M Hill

Mike Hill Architectural Services Ltd Croom Cottage London Road East  
Hoathly BN8 6EL

Case Officer: Katherine Williams

App. Type: Householder Application

**RECOMMENDATION: Recommend Approval**



DM/22/0239

Location: Land Off Maple Drive Burgess Hill West Sussex  
Desc: The erection of a new Church and Community Facility including all associated external works forming car, motor cycle and cycle parking and associated hard and soft landscaping. (Amended Plans received 28.02.2023)  
Agent: Mr Philip Doleman  
Pod Developments Ltd Suite 263 Peel House 30 The Downs  
Altrincham WA14 2PX  
Applicant: Mr Mike Southcombe  
Sheddingdean Baptist Church 5 Mackie Avenue Hassocks West  
Sussex BN6 8NH  
Case Officer: Joseph Swift  
App. Type: Full Application

**RECOMMENDATION: The Committee noted concern.**

There was concern raised about the design of the roof and the complicated pitch of it, as well as concern that the white render would be prone to graffiti.

The Committee discussed the missed opportunities for installing photovoltaics on the roof and concern over the rainwater discharge arrangements. The Committee also requested confirmation that there was cooperation with football club over use of the car park, they additionally questioned whether the surface of the car park was permeable and what protection had been agreed for the existing trees or whether these would be suitably replaced should they be removed.

DM/23/0450

Location: Archer Court Crescent Road Burgess Hill West Sussex  
Desc: Cherry - fell to ground level  
Agent: Mrs Angel Tudor  
Gristwood And Toms Limited Unit 12 The Beacon Solar Way  
Amesbury SP4 7SZ  
Applicant: Carina Miguel Cristinio  
Clarion Housing Group Level 6 6 More London Place Tooley  
Street London SE1 2DA  
Case Officer: Irene Fletcher  
App. Type: Tree Surgery

**RECOMMENDATION: Objection. There was no arboriculture report provided.**

DM/23/0532

Location: Land Rear Of 96 Folders Lane Burgess Hill West Sussex RH15 0DX

Desc: Development of 40 dwellings (including 12 affordable homes) with access from Phase 1. Provision of car parking, access roads and landscaping.

Agent: Andrew Black  
Hill Place House 55A High Street Winbledon Village SW19 5BA

Applicant: Mr Simon Collins  
Jones Homes Southern Limited 3 White Oak Square Swanley Kent BR8 7AG

Case Officer: Susan Dubberley

App. Type: Full Application

**RECOMMENDATION: The committee noted concerns.**

The Committee raised concern around the lack of on-sight open public space and that informal play areas would have an impact on the natural habitat. They were concerned about the drainage of the area, as well as access and possible noise from air source heat pumps.

It had been raised by the public and discussed by the Committee that the management of the construction of phase one had caused issues, such as that the builders had not kept to the operating times and the inconsiderate parking of contractors had impacted local residents.

Additionally, it was noted that the biodiversity report had been produced at a time there would be a lower level of wildlife to survey and should be been produced around June time. According to residents there were sightings of badgers, door mice and wider range of fauna than recorded in the report.

The resident of Woodbarton had concerns that the site invaded their boundary and suggested a suitable boundary fence be constructed.

The Committee stated the site contravened the 20 minutes neighbour policy, with a 30-minute walk to town centre, and over oversubscribed local NHS facilities and schools.

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Meeds**

DM/23/0533

Location: 74 Nightingale Lane Burgess Hill West Sussex RH15 9JJ

Desc: Single storey rear extension.

Agent: Emma Louise Buchan

74 Nightingale Lane Burgess Hill RH15 9JJ

Applicant: CO Agent

Case Officer: Anna Tidey

App. Type: Lawful Development Certificate -Proposed

**RECOMMENDATION: The Committee noted the application.**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Leylands**

DM/23/0534

Location: 83 Leylands Road Burgess Hill West Sussex RH15 8AF

Desc: Demolition of existing garage and rebuild as a garden annex. A single storey rear extension.

Agent: Emily Hatton

Buchan Rum Architects Ltd 9 Savill Road Lindfield RH16 2NY

Applicant: Mr and Mrs Watt

83 Leylands Road Burgess Hill West Sussex RH15 8AF

Case Officer: Katherine Williams

App. Type: Householder Application

**RECOMMENDATION: Recommend Approval**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Franklands**

DM/23/0553

Location: 4 Folders Close Burgess Hill West Sussex RH15 0TA

Desc: T1 Quercus rober - Reduce canopy by 2.5 meters

Agent: Antony Geer

AG Garden and Tree 16 Capenors Burgess Hill West Sussex  
RH15 9QL

Applicant: Samantha Ferguson

4 Folders Close Burgess Hill West Sussex RH15 0TA

Case Officer: Irene Fletcher

App. Type: Tree Surgery

**RECOMMENDATION: No Objection**

**Parish: Burgess Hill**

**Ward: Burgess Hill - Meeds**

DM/23/0567

Location: 68 Park Road Burgess Hill West Sussex RH15 8HG  
Desc: T1 Cupressus Macrocarpa - Reduce radial spread overhanging the garden of 'Newlands' by up to 2.5 metres and blend pruning into high crown with no height reduction.  
Agent: Mr Geoffrey Foers-Place  
Sussex Tree Works Woodley House South Road Wivelsfield Green RH17 7QS  
Applicant: Mr Stuart Fleet  
Newlands 1 Upper St Johns Road Burgess Hill West Sussex RH15 8HB  
Case Officer: Irene Fletcher  
App. Type: Tree Surgery

**RECOMMENDATION: No Objection**

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**Parish: Burgess Hill**

**Ward: Burgess Hill - Dunstall**

DM/23/0589

Location: 46 The Oaks Burgess Hill West Sussex RH15 9XP  
Desc: T1 and T2 Oaks - Crown thin by 20 percent.  
Agent: Mr Alan Scrase  
Holly Tree Surgeons Ltd Black Dog Cottage East Plawhatch Lane Sharpthorne RH19 4 JJG  
Applicant: Mr Lee Rae-Byford  
46 The Oaks Burgess Hill West Sussex RH15 9XP  
Case Officer: Irene Fletcher  
App. Type: Tree Surgery

**RECOMMENDATION: No Objection**