

## LINDFIELD PARISH COUNCIL

Minutes of the **PLANNING AND TRAFFIC COMMITTEE** held on **MONDAY 3 NOVEMBER 2014** in the King Edward Hall, Lindfield.

The meeting commenced at **8.00 p.m.**

**Present:** Parish Councillors: Mr. A Gomme (Chairman)  
Mrs. M Hersey (Vice Chairman)  
Mr. M. Amor  
Mr. S. Hodgson  
Mr C. Snowling  
Mrs V. Upton

**Also present:** Mr. J. Jesson, Lindfield Preservation Society (LPS). Councillor C. Hersey (Mid Sussex District Council).  
9 members of the public (for part(s) of the meeting only)

**In attendance:** Mr. I. McLean (Deputy Clerk).

**Absent:** Councillors Mrs. J. Chatfield, and Mr. W Blunden

The Chairman opened the meeting, welcomed those present, and announced the emergency procedure for the King Edward Hall.

### **510. APOLOGIES FOR ABSENCE.**

510.1 An apology for absence was received from Councillor Chatfield and the reason was accepted.

### **511. DECLARATIONS OF INTEREST**

511.1 Councillor Hersey stated that she reserved the right to express a different opinion from that given at this meeting, when present at meetings of Mid Sussex District Council's Planning Committee B, or at any meeting which subsequently considered any matter discussed at the present meeting, having seen officers' reports and heard representations from members of the public and fellow Members.

511.2 Councillor Hersey declared a personal interest in item 5(ii) on the Agenda (1 The Wilderness) as the applicant was known to her family, and said that she would leave the room during the discussion of this item.

511.3 All Committee Members declared a personal interest in item 5(vii) on the Agenda (Old School Court) as the applicant was a fellow Councillor.

### **512. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

512.1 Mr John Jesson raised a concern that the Parish Council was not consulted on applications to discharge planning conditions. He agreed to provide some recent examples to the Deputy Clerk who would then take the matter up with Mid Sussex District Council. He also requested that the Parish Council revisit the possibility of the Parish Council routinely notifying or reminding new owners of listed buildings in the Parish, what the rules and regulations regarding planning matters were, and their responsibilities in this regard. Finally, he commented that a number of recent Barratts site liaison meetings (for the development of the land at Gravelye Lane/Lyoth Lane) had been cancelled recently at short notice, and was concerned that the meetings might fall away. He said that that these were important meetings, which the Parish Council should continue to support.

512.2 Mr Geoff Heath urged the Parish Council to proceed with the traffic survey in the Parish, and noted that it was being discussed by Councillors later in the meeting. He confirmed that he already had in his possession some good data from previous research/surveys into this, and would be very happy to make the information available to the Parish Council.

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512.3 Mr Nick White informed the meeting that the permitted four week period for the lorry activity at Fullingmill Farm, Spring Lane, under the planning condition, had expired, but that the operations for ground levelling at the Farm were continuing. Mid Sussex District Council will be pursuing this as a planning enforcement matter.

### 513. MINUTES OF THE MEETING OF THE PLANNING AND TRAFFIC COMMITTEE (PLANS ONLY) HELD ON 14 OCTOBER 2014.

513.1 The Chairman called for approval of the Minutes of the Planning and Traffic Committee meeting held on 14 October 2014. It was **AGREED** to **APPROVE** the Minutes and the Chairman **SIGNED** the Minutes as a true record of that meeting.

### 514. PLANNING APPLICATIONS AND OTHER MATTERS REFERRED TO THE PARISH COUNCIL BY MID SUSSEX DISTRICT COUNCIL (MSDC) FOR CONSIDERATION

514.1 For each application, the observations of the members who had specifically studied the plans were read out before any public comments and discussion by the Committee. It was also agreed to alter the order of the Agenda for the benefit of those persons present with interest in a particular application.

514.2 14/02795/COU – 69B HIGH STREET  
CHANGE OF USE FROM (B1) OFFICES TO (B1) OFFICES AND (D1) PHYSIO CLINIC. AMENDED PLANS AND INFORMATION SUBMITTED 8/10/14 SHOWING THE CORRECT POSITION OF THE SITE AND CONFIRMING THE PROPOSED HOURS OF OPENING.

**AGREED RESPONSE:** "Lindfield Parish Council has no objections to this application."

514.3 14/02800/FUL – 1 THE WILDERNESS  
SINGLE STOREY DOUBLE CARPORT AND WOOD STORE. AMENDED PLANS RECEIVED 6.10.14 SHOWING HIPPED ROOF TO GARAGE.

The owner of the neighbouring property set out his objections to the application, and asked the Committee to take these into account in its proposed response. This was agreed as below.

**AGREED RESPONSE:** "The Parish Council considers that all its previous objections to the previous plans for this development remain valid. Additionally, the proposal will be overbearing in that it will considerably reduce the gap between numbers 1 and 2, The Wilderness. It will contravene Local Plan policy H9 in that the proposal will be out of keeping with adjoining properties, and the character of the particular locality. Finally, it will have an adverse effect on the presentation of the street scene in this sensitive area, and detract from the appearance and spaciousness of The Wilderness. The Council cannot therefore support the proposal."

[In accordance with her declaration of interest, Councillor Hersey left the room for the duration of the discussion of this item.]

514.4 14/03476/FUL – 1 BARNCROFT DRIVE  
CONVERSION OF EXISTING GARAGE TO HABITABLE ROOM.

Mr Jesson said that he had an issue with the plans, and that they appeared to be incomplete as regards the provision of the car parking bay. This could have an adverse effect on the other parking in this area, but it was difficult to tell. Both Councillors Snowling and Hodgson agreed that it was impossible to judge the adequacy of the parking from the quality of the plans. It was therefore agreed to build this concern into the response.

**AGREED RESPONSE:** "The Parish Council has no objections in principle to this application, but the application appears to be incomplete, in that it is difficult to judge from the plans the adequacy of the car parking in what appears to be a general car parking area, give the creation of the "proposed parking

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bay.”

- 514.5 14/03577/TCA – THE MANOR HOUSE, 85 HIGH STREET  
2 NO. POPLARS – FELL. MAGNOLIA – PRUNE BRANCHES TO CLEAR THE ROOF OF NEIGHBOURING PROPERTY.

The Deputy Clerk reported that this application had had to be dealt with under delegated authority because of the MSDC response deadline being before the date of this Committee. It had therefore already been submitted on 28<sup>th</sup> October 2014.”

**AGREED RESPONSE:** “There are no objections to this application.”

- 514.6 14/03644/LDP – 17 EASTERN ROAD  
PROPOSED LOFT EXTENSION AND CONVERSION WITH REAR DORMER AND 3 VELUX WINDOWS TO THE FRONT ELEVATION. 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.

**AGREED RESPONSE:** “As this is a request for a Lawful Development Certificate for the development, the Parish Council can only comment that there are no reasons for legal, valid objections as far as it is aware.”

- 514.7 14/03690/FUL – WARRENS CROFT, HICKMANS LANE  
DEMOLITION OF AN EXISTING SINGLE GARAGE AND PAVE AS CAR PARKING SPACE. SINGLE STOREY EXTENSION AND SINGLE STOREY REAR SUN ROOM EXTENSION.

Mr Jesson commented that, whilst the LPS had no objections in principle, Local Plan policy resisted the use of “upvc” in a Conservation Area, and that this should be supported. It was agreed to add this to the response.

**AGREED RESPONSE:** “Lindfield Parish Council has no objections to this application, provided matching materials and finishes to the existing building are used, and that “upvc” finishes particularly, are not permitted. The Council notes that Local Plan Policy in a Conservation Area resists the use of such finishes for doors and windows, and the Parish Council very much supports this policy position.”

- 514.8 14/03728/TCA – 6, 14 AND 18, AND COMMUNAL GARDENS AT OLD SCHOOL COURT, LEWES ROAD  
2 LIME TREES PLUS 4 SILVER BIRCHES STANDING IN THE GARDENS OF 6, 14 AND 18 AND COMMUNAL GARDENS AT OLD SCHOOL COURT. 2 LIMES – POLLARD TO KNUCKLE. 4 SILVER BIRCHES – PARTIAL CROWN REDUCTION AND THINNING BACK TO PREVIOUS CUTS, APPROXIMATELY 2-3 METRES.

**AGREED RESPONSE:** “Lindfield Parish Council has no objections in respect of the proposed work to the 4 Silver Birch trees, or to the proposal, in principle, concerning the 2 Lime trees. However, it would prefer the pruning of these trees to be restricted to the former cutting points, i.e. not back to the knuckle.”

- 514.9 14/03750/LBC – PARTRIDGES, BLACK HILL  
TO INSERT TWO LEAD TRAYS INTO THE CHIMNEY STACK AND REPAIR THE STUDS AND SOLE PLATE OF THE TIMBER FRAMES AT GROUND FLOOR LEVEL.

The applicant spoke in support of the application, and wanted to make clear that he was not changing anything, and that the work was remedial in order to prevent further damage. Mr Jesson said that great care and attention was being taken by the applicant, and that the application should be supported. Councillor Snowling cautioned against changing the standard “no objections” response to actively supporting an application.

**AGREED RESPONSE:** “We note that the Design and Access Statement was not available electronically

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on-line, until quite recently, but having now viewed all the papers, Lindfield Parish Council has no objections to this application.”

### **515. TO RECEIVE REPORTS ON ANY SIGNIFICANT PLANNING DECISIONS MADE BY MSDC AND THE PLANNING INSPECTORATE AND TO AGREE ANY FURTHER ACTION WHICH MAY NEED TO BE TAKEN BEFORE THE NEXT MEETING.**

515.1 The Deputy Clerk reported that the planning applications 14/02790/FUL and 14/02794/LBC for Archway House, Old Place, High Street (ground floor single storey rear extension) had been refused by MSDC. (Decision notices dated 23/10/14).

### **516. NEIGHBOURHOOD PLAN.**

516.1 Councillor Gomme, Chairman of the Steering Group, reported that the period for the further period of consultation had now ended (on 31<sup>st</sup> October), and a few additional responses had been received. These were unlikely to require significant changes to the Plan, but the Steering Group would be reviewing the responses in more detail, and formulating recommendations to the two Parish Councils about the next steps to be taken. He also referred to his recent article in the November edition of Lindfield Life, which also updated the situation.

### **517. TRAFFIC SURVEY/STUDY IN THE PARISH.**

517.1 The need for the Parish Council to undertake a traffic/study in the Parish was ongoing, and was an objective of the Neighbourhood Plan. Previous data could now be out of date, and there had been considerable changes over the past years, including a number of new housing developments (completed or current), and the completion of the Haywards Heath relief road. It was therefore considered that given the lead-in time necessary, and the preparation work required, it would be appropriate to start the process now. Councillors were concerned to know what the Council wanted to get out of the survey, and some suggestions, including revisiting the question of a one way system, were discussed. However, Councillor Gomme said that it was important to rule nothing in and nothing out.

517.2 Accordingly, it was **AGREED** that this Committee agrees to recommend to full Council (i) that the Clerk/Deputy Clerk be authorised to update the “Traffic Study Invitation to Quote” document prepared in 2003, having regard to the Traffic & Transport section of the Lindfield Action Plan 2006, and in the light of the completion of the Haywards Heath relief road and the objectives of the Neighbourhood Plan, and (ii) that tenders be invited for a comprehensive traffic management survey/study in the Parish to be conducted throughout the Parish as soon as possible.

### **518. FLOODING ISSUE AT JUNCTION OF THE B2028 HIGH STREET/BUXSHALLS HILL WITH PARK LANE.**

518.1 The Deputy Clerk said that this matter had resulted from a discussion at the Committee’s meeting on 23<sup>rd</sup> September, and he read out the relevant minute, which stated that the issue should come back to the next full meeting of this Committee. It was agreed that some action needs to be taken to address the issue of the pooling of water/flooding at the bottom of the hill. Councillor Hersey pointed out that it had been particularly bad over the last few days, with the amount of rain that had just fallen. Councillor Snowling reminded the Committee that the land was actually within Lindfield Rural Parish, and that the issue should be primarily addressed by that Council. Councillor Hersey replied that it was being so addressed by the Rural Parish Council, but that a joint approach to West Sussex County Council Highways might be more effective. The Deputy Clerk said that it may be possible to apply for Operation Watershed grant monies from WSCC in order to help with any necessary remedial work.

518.2 It was **AGREED** that the Deputy Clerk should liaise with the Clerk at Lindfield Rural Parish Council with a view to discussing the best way of trying to resolve the problem. As previously noted, this should include the involvement of Councillor Christine Field.

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### 519. PLANNING & TRAFFIC COMMITTEE BUDGET PROGRESS 2014/15: TO REVIEW PAYMENTS MADE FROM 01.08.14 TO 30.09.14., AND TO CONSIDER AND AGREE RECOMMENDATIONS FOR THE COMMITTEE'S BUDGET FOR 2015/16.

519.1 **NOTED:** that there had been no further expenditure in the period 01.08.14 to 30.09.14 during the current financial year from the P&T in-year budget. It was noted that there may be a final invoice to come from Action in Rural Sussex, the consultants on the Neighbourhood Plan, to come out of the Professional fees/Neighbourhood Plan budget.

519.2 A discussion ensued on the budget recommendations for 2015/16, and it was agreed that given the state of the designated reserves, caution should be exercised before requesting further monies for the coming financial year. Councillor Gomme said that the commitment to the traffic survey, just agreed, needed to be clear in the budget arrangements.

519.3 Accordingly, it was **AGREED** that the Committee recommend to full Council:-

(i) That the unspent amount of the miscellaneous budget (£200) be dropped into the General Reserve, and that a budget of £200 be set and requested for miscellaneous expenditure for 2015/16.

(ii) That the unspent amount of the professional fees/neighbourhood planning budget (currently £19,981.40) be dropped into the existing designated reserve, and that no additional budget be set for 2015/16.

(iii) That the unspent amount of the traffic survey (£20,000) be put into a new designated reserve, and that no additional budget be set for 2015/16.

It was noted under (iii) above that if further expenditure was required, this could be funded from virements, or from the General Reserve (with full Council's approval).

### 520. ANY OTHER BUSINESS

520.1 No other items of business were raised.

The Meeting concluded at 8.57 p.m.