

**WORTH PARISH COUNCIL**

**Planning & Highways committee  
Meeting**

**Meeting Pack**

**24<sup>th</sup> July 2023**

**Issued: 18<sup>th</sup> July 2023**

To: Members of the Planning and Highways Committee.

## **Notice of Meeting**

You are hereby summoned to the **Planning and Highways Committee** meeting of Worth Parish Council, on **Monday, 24<sup>th</sup> July 2023, after the Full Council meeting in The Glebe Centre, Vicarage Road, Crawley Down** where the following business will be considered and transacted.

Mrs J. Nagy  
Clerk to the Council

## **AGENDA**

- 1. Public Question Time – 15 minutes** – To receive, and act upon if considered necessary, comments made by members of the public.

Members of the Public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

- 2. Apologies** – to receive and approve apologies for absence.
- 3. Declarations of Disclosable Pecuniary and Other Interests** – To receive any declarations of interest from Councillors.
- 4. Minutes** – To discuss, amend if necessary and thereafter approve the Minutes of the Planning and Highways Committee meeting held on 10<sup>th</sup> July 2023.
- 5. Chairman's Announcements** – To receive any announcements by the Chairman of the Planning and Highways Committee.
- 6. Correspondence** – To note correspondence received.
- 7. Update on Mid Sussex District Council Planning Committee meetings** – To note items relevant to Worth Parish Council on the agendas of the following Mid Sussex District Council Committees:
  - a) District Planning Committee – next meeting: 10<sup>th</sup> August 2023 at 2pm
  - b) Planning Committee – next meetings: 3<sup>rd</sup> August 2023 at 4pm.
- 8. Planning Decisions from Mid Sussex District Council** – To receive and comment upon decisions made by Mid Sussex District Council, the Local Planning Authority.

Ref	Address	WPC	MDSC
DM/23/0987	13 Burleigh Way, Crawley Down, RH10 4AU	Defer to officer	Permitted
DM/23/1282	4 Grange Crescent, Crawley Down, RH10 4JU	Defer to officer	Permitted
DM/23/1304	7 Burleigh Way, Crawley Down, RH10 4AU	Defer to officer	Permitted
DM/23/1429	8 Calluna Drive, Copthorne, RH10 3XF	Defer to tree officer	Permitted
DM/23/1545	61 Westway, Copthorne, RH10 3QS	Defer to tree officer	Permitted

9. **Presentation** – To receive a presentation from RDJW Architects Limited.
10. **Mid Sussex District Plan** – to receive and note any updates on the Mid Sussex District Plan.
11. **Licencing** – To receive and note any new licencing applications.
12. **Appeals** – To receive and note any new appeals.
13. **New Planning Applications** - To consider and agree recommendations to submit to Mid Sussex District Council as the Local Planning Authority, on the following planning applications:

<b>Type 1 Applications</b>	
<b>DM/23/0660</b>  <u>Tamarind, Copthorne Common, Copthorne, RH10 3LF</u>  Outline application for the erection of a new detached dwelling with associated detached garage. All matter reserved except for access. (Amended application form received 21.06.2023, revised location and block plans received 21.06.2023 and 23.06.2023) (Revised block plan with re-positioned garage received 29.06.2023)	
<b>DM/23/1714</b>  <u>White Mead, Shipley Bridge Lane, Copthorne, RH10 3JL</u>  Proposed single storey side/rear extensions, conversion of garage to habitable room plus front porch.	
<b>Type 2 Applications</b>	
<b>DM/23/0676</b>  <u>Barns Court, Turners Hill Road, Crawley Down, RH10 4HQ</u>  Application for approval of Reserved Matters following outline approval DM/20/4127 for the expansion of the existing commercial estate relating to Appearance, Landscaping, Layout and Scale. (Amended layout plan and additional drainage information received 10th July 2023).	
<b>DM/23/1611</b>  <u>The Birches, Felcot Road, Furnace Wood, RH19 2QA</u> Retrospective application for the erection of a 1.2m-1.5m horizontally slatted Venetian fence positioned approximately 2m back from the roadside edge of the property.	
<b>DM/23/1757 LDC</b>  <u>Ethlinden, Hophurst Hill, Crawley Down, RH10 4LP</u>  Proposed single storey side extension.	
<b>DM/23/1767</b>  <u>The Platt, Turners Hill Road, Crawley Down, RH10 4EY</u>  Temporary access and haul road including crossover to access The Platt during construction works.	
<b>DM/23/1823</b>  <u>17 Beechey Way, Copthorne, RH10 3LT</u>  Single storey rear/side extension	
<b>Tree Applications</b>	
<b>None</b>	

14. **Consideration of items for discussion by the Village Working Parties** – to consider and agree items to pass to the two Working Parties for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.
15. **August Recess** - To agree either a scheme of delegation to the Chairman and the Clerk/Deputy Clerk, in order to comment on planning applications during the August Recess, or to agree an additional meeting date.
16. **Date of the next meeting** – Monday, 4<sup>th</sup> September after the GP & Finance meeting.

**ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETING**

**Worth Parish Council**  
**Minutes of the Planning and Highways Committee Meeting held on**  
**10<sup>th</sup> July 2023, commencing at 08.08pm**

<b>Present</b>	Cllr Williams (Chairman)	Cllr Pointer (Vice Chairman)
	Cllr Bingle	Cllr Coote
	Cllr Casella	Cllr Lord
	Cllr Kipps	Cllr King
	Cllr Wilson	Cllr Stewart
	Mrs T Cruickshank (Deputy Clerk)	1 member of the public

**66 Public Question Time**

The Chairman welcomed all present to the meeting. The member of the public did not wish to speak.

**67 Apologies**

There were no apologies to NOTE.

**68 Declarations of Disclosable Pecuniary and Other Interests**

There were no declarations of pecuniary or other interests.

**69 Minutes**

It was agreed by all present that the Minutes of the Planning & Highways Committee meeting held on 26<sup>th</sup> June 2023 were true and correct record proposed by Cllr King, seconded by Cllr Stewart and AGREED by all.

**70 Chairman's Announcements**

The Chairman had no announcements.

**71 Correspondence**

The Deputy Clerk advised she had received an email from PLMR Built Environment in regards to the redevelopment of St Francis Court Care home in Copthorne. The proposal seeks to replace the existing care home with a new fit for purpose care home. Cllrs are invited to the drop in event on Thursday 13<sup>th</sup> July 4-8pm. Cllr Williams will aim to attend. The Deputy Clerk will forward the email and link to the project to full council for information.

The Deputy Clerk advised she had invited a representative from David Wilson Homes to this meeting and they had been unable to attend, she has subsequently invited them to the 24<sup>th</sup> July meeting and is awaiting a response.

The committee asked the Deputy Clerk to email the WSCC Highways Manager and the Cabinet Member for Transport and Highways at WSCC regarding the road markings on Vicarage Road which have not been repainted since the road was resurfaced in April and also the state of the Dukes Head roundabout road surface and the 'dip' in the road at Sandy Lane.

**72 Update on Mid Sussex District Council Planning Committee Meetings**

- a) District Planning Committee – next meeting: 13<sup>th</sup> July at 2pm.
- b) Planning Committee – next meetings: 3<sup>rd</sup> August at 4pm.

Nothing pertaining to WPC on the 13<sup>th</sup> July agenda.

Councillors NOTED this information.

## 73 Planning Decisions from Mid Sussex District Council

	Address	WPC	MDSC
DM/23/0539	Beech House, Hophurst Lane, Crawley Down, RH10 4LN	Withdrawn	
DM/23/0689	45 Tiltwood Drive, Crawley Down, RH10 4XP	Defer to officer	Permitted

Councillors NOTED these decisions.

### 74 Licencing

There were no new licencing applications.

### 75 Appeals

There were no appeals to note.

### 76 Bowers Place Parking

The Deputy Clerk advised WSCC had received the S278 application and had asked for some more supporting documentation which was being prepared.

### 77 The Royal Oak Pub

Nothing to report.

### 78 Updates on the Mid Sussex District Plan

A discussion took place, councillors felt that a briefing report on the Mid Sussex District Plan to update councillors both new and old was needed, it was agreed that the Deputy Clerk would prepare a report.

The committee would like to invite Gary Marsh (MSDC Chair of Planning) to a future meeting, to talk about the Mid Sussex District plan, Planning policy and the Crabbett Park Development Proposals. The Deputy Clerk will issue an invitation.

### 79 Planning Compliance Action

Nothing to report.

### 80 Highways Issues

Update from Cllr Gibson regarding Vicarage Road – 'Repainting the junction marking has been made a priority. A lot of the drains need the ironwork to be raised so that they do not damage car tyres. The tarmac covering has been left in place on 8 drains to prevent damage.'

Cllr King reported that the kerb stones and the road surface outside the Copthorne Village Hall were in need of repair, the Deputy Clerk will report this.

The Deputy Clerk reminded councillors they were able to report highways issues online.

### 81 Gatwick Airport

Gatwick Airport have submitted their Development Consent Order (DCO) application for the Northern Runway Project to the Planning Inspectorate, which includes the proposal to bring the existing standby runway into regular use for departures – 'the Northern Runway Project'. The Planning Inspectorate now have 28 days to review the application and confirm formal "acceptance".

Cllrs NOTED this information.

## 82 Applications in Neighbouring Parishes

There were no changes to the list.  
The list was NOTED.

## 83 New Planning Applications

<b>Type 1 Applications</b>	
<b><u>DM/23/0660</u></b>  <u>Tamarind, Copthorne Common, Copthorne, RH10 3LF</u>  Outline application for the erection of a new detached dwelling with associated detached garage. All matter reserved except for access. (Amended application form received 21.06.2023, revised location and block plans received 21.06.2023 and 23.06.2023)	Defer to officer
<b><u>DM/23/1568</u></b>  <u>The Loklamp, Sandhill Lane, Crawley Down, RH10 4LD</u>  Garage conversion. Loft conversion with rear and front facing dormer windows and changes to fenestration.	Defer to officer
<b><u>DM/23/1613</u></b>  <u>Silverwood, Snow Hill, Crawley Down, RH10 3EN</u>  Erection of an electric vehicle charging station with café kiosk, sub-station and transformers/power units building.	Defer to officer
<b><u>DM/23/1700</u></b>  <u>The Old Chapel, Chapel Lane, RH10 3ET</u>  Erection of barn for stabling and storage of agricultural equipment for equestrian and agriculture with hard stand access, parking, fence and gate.	Defer to officer
<b>Type 2 Applications</b>	
<b><u>DM/23/1572</u></b>  <u>Ethlinden, Hophurst Hill, Crawley Down, RH10 4LP</u>  Proposed single storey rear extension.	Defer to officer
<b><u>DM/23/1680</u></b>  <u>Shepherds Farm, Turners Hill Road, Crawley Down</u>  Replacement of secondary glazing; new secondary glazing and regularisation of a new external boiler and cover.	Defer to officer
<b><u>DM/23/1681</u></b>  <u>Shepherds Farm, Turners Hill Road, Crawley Down</u>  Replacement of secondary glazing; new secondary glazing and regularisation of a new external boiler and cover.	Defer to officer
<b><u>DM/23/1691</u></b>  <u>Penkill, Vicarage Road, Crawley Down, RH10 4JJ</u>  Proposed first floor front and side extensions, facade/ internal alterations and all associated works.	Defer to officer
<b><u>DM/23/1707</u></b>  <u>Elwood House, Copthorne Bank, Copthorne, RH10 3RE</u>	Defer to the opinion of the officer but point out that the consultation documents are unclear as the house is shown in two

Proposed first floor extension above porch with new dormers to front elevation.	different names (Kirsden and Elwood House).
<b>DM/23/1708</b>	Defer to officer
2 Borers Close, Copthorne, RH10 3XW	
Proposed single storey front extension.	
<b>Tree Applications</b>	
<b>None</b>	

**84 Consideration of items for discussion by the Environment & Infrastructure Working Parties**

Nothing to take forward.

**85 Date of the next meeting**

Monday, 24<sup>th</sup> July after the Full Council meeting to be held at the Glebe Centre Crawley Down.

*Meeting closed at 08.52 pm.*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Clerk's Report

**Meeting of the Planning and Highways Committee to be held on Monday 24<sup>th</sup> July 2023, after the Full Council Meeting. In the Glebe Centre, Vicarage Road, Crawley Down where the following business will be considered and transacted.**

To be considered in conjunction with the agenda for this meeting.

### **1. Public Question Time**

The Public Forum will last for a period of up to fifteen minutes during which the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

### **2. Apologies**

There were no apologies at the time of writing this report.

### **3. Declarations of Interest**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

Where there is a Prejudicial Interest (which is not a Disclosable Pecuniary Interest) Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

### **4. Minutes** – To discuss, amend if necessary and thereafter approve the Minutes of the Planning and Highways Committee meeting held on 10<sup>th</sup> July 2023.

### **5. Chairman's Announcements** – To receive any announcements by the chairman of the Planning and Highways committee.

### **6. Correspondence** – Update on Highways complaints/reports – Reply from WSCC re Copthorne Bank- *'We have investigated your enquiry and it is not currently at a level where it would be scheduled for immediate repair but we will continue to monitor it through our routine inspections'*.

### **7. Update on Mid Sussex District Council Planning Committee meetings.**

- a. District Planning Committee – next meeting: 10<sup>th</sup> August 2023 at 2pm.
- b. Planning Committee – next meetings: 3<sup>rd</sup> August 2023 at 4pm

No agendas are available at this time.

### **8. Planning Decisions from Mid Sussex District Council**

Ref	Address	WPC	MSDC
DM/23/0987	13 Burleigh Way, Crawley Down, RH10 4AU	Defer to officer	Permitted
DM/23/1282	4 Grange Crescent, Crawley Down, RH10 4JU	Defer to officer	Permitted
DM/23/1304	7 Burleigh Way, Crawley Down, RH10 4AU	Defer to officer	Permitted
DM/23/1429	8 Calluna Drive, Copthorne, RH10 3XF	Defer to tree officer	Permitted
DM/23/1545	61 Westway, Copthorne, RH10 3QS	Defer to officer	Permitted



Cllrs are asked to note the above decisions.

**9. Presentation** To receive a presentation from RDJW Architects.

Pre application proposals for Industrial units at Carriall, Copthorne Road, Copthorne.

**10. Mid Sussex District Plan** – to receive an update on the Mid Sussex District Plan

Report attached with the pack.

**11. Licencing**

There are no new licencing applications at the time of writing this report.

**12. Appeals**

There are no new appeals pertaining to WPC.

**13. New Planning Applications**

<b>Type 1 Applications</b>	
<b><u>DM/23/0660</u></b>  <u>Tamarind, Copthorne Common, Copthorne, RH10 3LF</u>  Outline application for the erection of a new detached dwelling with associated detached garage. All matter reserved except for access. (Amended application form received 21.06.2023, revised location and block plans received 21.06.2023 and 23.06.2023) (Revised block plan with re-positioned garage received 29.06.2023)	Change in scale and position of garage.
<b><u>DM/23/1714</u></b>  <u>White Mead, Shipley Bridge Lane, Copthorne, RH10 3JL</u>  Proposed single storey side/rear extensions, conversion of garage to habitable room plus front porch.	No previous planning history.
<b>Type 2 Applications</b>	
<b><u>DM/23/0676</u></b>  <u>Barns Court, Turners Hill Road, Crawley Down, RH10 4HQ</u>  Application for approval of Reserved Matters following outline approval DM/20/4127 for the expansion of the existing commercial estate relating to Appearance, Landscaping, Layout and Scale. (Amended layout plan and additional drainage information received 10th July 2023).	MSDC drainage engineer has asked for a flood risk assessment and a foul & surface water drainage strategy to be proved to determine whether the proposal meets requirement.  Alterations to the masterplan now show, new trees & soft landscaping in the space previously occupied by unit F rather than additional parking. Additional hedgerow screening along the eastern and S/E boundary.  Suggest defer to the opinion of the officer.
<b><u>DM/23/1611</u></b>  <u>The Birches, Felcot Road, Furnace Wood, RH19 2QA</u>  Retrospective application for the erection of a 1.2m-1.5m horizontally slatted Venetian fence	Suggest defer to officer.

positioned approximately 2m back from the roadside edge of the property.	
<b><u>DM/23/1757</u></b>  <u>Ethlinden, Hophurst Hill, Crawley Down, RH10 4LP</u>  Proposed single storey side extension.	This is a lawful development certificate.
<b><u>DM/23/1767</u></b>  <u>The Platt, Turners Hill Road, Crawley Down, RH10 4EY</u>  Temporary access and haul road including crossover to access The Platt during construction works.	The proposed development is temporary. The proposed new site entrance will improve the safety of the site and not cause harm.
<b><u>DM/23/1823</u></b>  <u>17 Beechey Way, Copthorne, RH10 3LT</u>  Single storey rear/side extension	No previous planning history.
<b><u>Tree Applications</u></b>	
<b><u>None</u></b>	

**14. August Recess** - To agree either a scheme of delegation to the Chairman and the Clerk/Deputy Clerk, in order to comment on planning applications during the August Recess, or to agree an additional meeting date.

# **WORTH PARISH COUNCIL**

## **Report to Council**

**Title:** Mid Sussex District Plan Update

**Meeting:** Planning and Highways

**Date:** 24<sup>th</sup> July 2023

**Agenda Item:** 10

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### Purpose of this report

Having been raised at the Crawley Down Working Group and brought before the Planning and Highways Committee it was agreed the Deputy Clerk would draft a briefing report to update the committee on the District Plan review.

An invitation to the 4<sup>th</sup> September Planning and Highways meeting has been extended to Gary Marsh (MSDC Planning Committee Chairman).

### What is a District Plan?

The District Plan is the main planning document used by the Council when considering planning applications. It includes the strategy, proposed level of development and a number of planning policies.

### Background

The National Planning Policy Framework (NPPF) states that the planning system should be 'genuinely plan Led' and the Council is required to have an up to date plan which provides a future vision for its area, including a framework for addressing housing needs. Policies in local plans should be reviewed every 5 years.

Mid Sussex District Council adopted its District Plan on 28th March 2018 and it has since been Supplemented by the Site Allocations DPD (SADPD) which was adopted in June 2022. It is a requirement to complete the review and any subsequent updates of the District Plan within 5 years of adoption – 2023. The District Council is in the process of reviewing and updating the Plan where necessary. The new District Plan 2021 – 2039 will replace the current adopted District Plan.

### The review

MSDC published the Draft District Plan 2021- 2039 in November 2022 for a 6-week consultation (Regulation18).

Ahead of its publication for consultation in November 2022 the Regulation 18 draft was informed by a cross party politically balanced working group, established by recommendation of the Scrutiny Committee for Planning, Economic Growth and Net Zero.

This Scrutiny Committee identified it may be necessary to reconvene the Members Working Group to revisit and discuss revised site selection papers prior to the Regulation 19 stage.

Once a plan reaches the Regulation 19 stage it is submitted to the Secretary of State and once submitted there is limited scope for further changes.

Upon submission an independent planning inspector will be appointed to ensure the plan is legally compliant. If the inspector concludes the plan is compliant the council is required to adopt the plan as it is (subject to any changes the inspector recommends) or not to adopt the plan at all. Not adopting the plan would leave the council without an up to date plan meaning any policies would have little weight.

#### What's happening now?

The leader of Mid Sussex District Council has requested that a working group be established to consider the responses from the Regulation 18 consultation, looking at the sites that were not selected for allocation in the draft plan and also new sites that were cited during the consultation.

This working group will be politically balanced and made up of 6 members as follows, 2 liberal Democrat, 2 conservative, 1 green and 1 independent member.

The minutes of the 28<sup>th</sup> June Scrutiny committee meeting show that it is anticipated that the working group can be set up for July 2023 and engagement with Town and Parish councils may take place during August and September.

#### Lead Officer

**Tracy Cruickshank, Deputy Clerk**