

**WORTH PARISH COUNCIL**

Planning and Highways

Committee Meeting

1st June 2026

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 1<sup>st</sup> June 2026 at 7.30pm.** In the Parish Hub Cophorne where the following business will be considered and transacted.

**Leanne Bannister**  
**Chief Officer**

## **AGENDA**

- 1. To Elect a Vice Chair** - To elect a vice chairman for the Planning and Highway Committee.
- 2. Public Question Time** - To receive, and act upon if considered necessary, comments made by members of the public. This item will last for a maximum of 15 minutes with individual contribution up to a maximum of 3 minutes.

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.

Members of the public will only be allowed to speak at any other time during the meeting at the discretion of the Chairman and will be governed by the rules set out in the Council's Standing Orders at all times.

- 3. Apologies** – to receive and approve apologies for absence.
- 4. Declarations of Disclosable Pecuniary and Other Interests** – To receive any declarations of interest from Councillors.
- 5. Minutes** – To discuss, amend if necessary and thereafter approve the Minutes of the Planning and Highways Committee meeting held on 11<sup>th</sup> May 2026.
- 6. Chairman's Announcements** – To receive any announcements by the Chairman of the Planning and Highways Committee.
- 7. Correspondence** – To note correspondence received.
- 8. 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) Planning Committee – next meeting: 11<sup>th</sup> June 2026 at 7.00pm.
  - b) District Planning Committee – next meeting: 18<sup>th</sup> June 2026 at 7.00pm.

Notification of Committee for planning Application DM/25/2995 Steton Works Turners Hill Road considered on May 21<sup>st</sup>, 2026, recommended for approval.

Notification of Committee for Planning Application DM/25/3191- Land to the South of Burleigh Lane Crawley Down considered on the 21st of May 2026 recommended for approval.

Notification of Committee for Planning Application DM/26/0577- Land West of Turners Hill Road and North of Huntsland including Hurst Farm Turners Hill Road Crawley Down, considered on May 28<sup>th</sup>, 2026 recommended for approval.

**9. Planning Decisions from Mid Sussex District Council** – To receive and comment upon decisions made by Mid Sussex District Council, the Local Planning Authority.

	<b>Address</b>	<b>WPC</b>	<b>MSDC</b>
DM/26/0765	Woodlands Lake View Road Furnace Wood East Grinstead West Sussex RH19 2QE	Defer	Permitted
DM/26/0491	Sandhill Sandhill Lane Crawley Down Crawley West Sussex RH10 4LE	Defer	Permitted
DM/26/0737	Heathy Ridge Copthorne Road Copthorne Crawley West Sussex RH10 3PD	Defer	Permitted
DM/26/0857	Ollen Vicarage Road Crawley Down Crawley West Sussex RH10 4JJ	Object	Refused
DM/26/0882	Fronwell Church Road Copthorne Crawley West Sussex RH10 3RD	Defer	Permitted
DM/26/0688	6 Burleigh Close Crawley Down Crawley West Sussex RH10 4UX	Defer	Permitted
DM/25/2995	Steton Works Turners Hill Road Crawley Down West Sussex	Defer	Permitted

**10. Updates on the Mid Sussex District Plan**- To receive and comment upon any updates in relation to the district plan.

**11. Applications in Neighbouring Parishes**- to receive and note a list of major applications in neighbouring parishes which may affect Worth Parish, and to consider submitting comments if appropriate

**12. Licencing**- To receive and note any new licencing applications.

**13. Appeals** – To receive and note the following appeal.

**14. Planning Compliance action**- To receive a report on any actions currently being investigated by Mid Sussex Council, and to report any further breaches.

**15. Highway Issues**- To discuss and make comments upon any issues relating to Highways.

**16. Royal Oak Update**- to receive any updates in relation to the Royal oak site.

**17. Planning and Highways term of reference** – To Consider and discuss the current process for delegated decisions.

**18. Ratification of Planning Recommendations**– To consider and ratify the following recommendations submitted to Mid Sussex District Council as the Local Planning Authority for planning applications where the deadline for consultee comments is before the next meeting date.

<b>Applications to be Ratified</b>	
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<p><b><u>DM/26/1060</u></b></p> <p><b><u>Knowle Close Copthorne Crawley West Sussex RH10 3LR</u></b></p> <p>Single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.</p>	<p>Could not be viewed on the MSDC portal.</p>
<p><b><u>DM/26/0693</u></b></p> <p><b><u>4 Lamin Way Copthorne Crawley West Sussex RH10 3ZG</u></b></p> <p>Proposed loft conversion with velux windows (Amended plans and description 08.05.2026)</p>	<p>Defer to Officer noting any existing covenants that may affect the development.</p>
<p><b><u>DM/26/1143</u></b></p> <p><b><u>18 Squires Close Crawley Down Crawley West Sussex RH10 4JQ</u></b></p> <p>Single storey extension to rear elevation, new first floor extension built over existing garage and removal of existing single storey side extension</p>	<p>Defer to Officer</p>

**19. 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.

<p><b>Type 1 applications</b></p>	
<p><b><u>DM/26/1225</u></b></p> <p><b><u>Down Park Place Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ</u></b></p> <p>Erection of self-build 2-bedroom single storey dwelling with car port</p>	
<p><b><u>DM/26/1146</u></b></p> <p><b><u>The Lynns Turners Hill Road Crawley Down Crawley West Sussex RH10 4HA</u></b></p> <p>Replacement radio mast and antenna</p>	
<p><b>Type 2 Applications</b></p>	
<p><b><u>DM/26/1147</u></b></p> <p><b><u>7 Hornbeam Place Crawley Down Crawley West Sussex RH10 4AQ</u></b></p> <p>Single storey rear extension</p>	
<p><b><u>DM/26/1083</u></b></p> <p><b><u>Hoadlye Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PS</u></b></p> <p>Construction of a three metre single storey side extension, single storey front porch extension, double storey infill extension and renovation of existing house including rendered finish, new windows and doors</p>	

<p><b><u>DM/26/1075</u></b></p> <p><b><u>Holiday Inn Gatwick Worth Crabbet Park Turners Hill Road Turners Hill Crawley West Sussex RH10 4SW</u></b></p> <p>Installation of 2x LED digital display sign boards and replacement and repositioning of existing internally illuminated sign boards</p>	
<p><b><u>DM/26/1146</u></b></p> <p><b><u>The Lynns Turners Hill Road Crawley Down Crawley West Sussex RH10 4HA</u></b></p> <p>Replacement radio mast and antenna</p>	
<p><b><u>DM/26/1004</u></b></p> <p><b><u>27 Erica Way Copthorne Crawley West Sussex RH10 3XG</u></b></p> <p>Proposed single and double storey rear extension, replacement timber cladding and porch (Amended plans received 22.05.2026)</p>	
<p><b>Tree applications</b></p>	
<p><b><u>DM/26/1203</u></b></p> <p><b><u>Beechey Knowle Borers Arms Road Copthorne Crawley West Sussex RH10 3LU</u></b></p> <p>1 x Beech - remove 2 stems over pavement and 1 secondary stem above. Reduce secondary growth over neighbouring hedge by approx. 1m and no further than previous pruning points. Oak - remove all secondary and epicormic growth up to and including crown break. Scots Pines T1 - largest stem remove lowest branch. T2- remove 2 lowest stems back to trunk (closest to house) and lowest drooping stem to rear. T3 - remove lowest growing towards Beech tree.</p>	

20. **Matters for Consideration submitted by the Village Working Parties, or by the Worth Parish Council Working Party** - to note activities to date, and to receive any recommendations
21. **Consideration of items for discussion by the Village Working Parties, or by the Worth Parish Council Working Party** – to consider and agree items to pass to the two Working Parties, or the Co- for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.
22. **Date of the next meeting – Monday 6<sup>th</sup> July 2026 at 7.30pm at the Parish Hub Copthorne.**

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

**Worth Parish Council**  
**Minutes of the Planning and Highways Committee Meeting held on 11<sup>th</sup> May 2026,  
commencing at 7.30pm**

**Present**

Cllr Williams (Chair)  
Cllr Bingle  
Cllr Kipps  
Cllr Wilson

Cllr Casella (Vice Chair)  
Cllr Dorey  
Cllr Pointer

Hannah Smith  
Ast Clerk

**001 Elect a Vice Chair**

Cllr Williams nominated Cllr Casella, second by Cllr Bingle.

**002 Public Question Time**

No questions raised.

**003 Apologies**

Received and NOTED from Cllrs Coote and King.

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

None.

**005 Minutes**

It was RESOLVED to approve the Minutes of the Planning & Highways Committee meeting held on 13<sup>th</sup> March 2026, and these were duly signed by the Chair.

**006 Chairman's Announcements**

When I stood to be Chair of Planning and Highways, I explained that while I worked in the planning sector, I had no involvement with sites in Worth Parish, Mid Sussex or West Sussex. While Chair I have had no involvement with any site that is a conflict of interest or any site within Worth Parish Council's area. However, I feel that with the failure of the District Plan and the pressures being put upon MSDC to find new sites the possibility of a conflict is now too high. I spoke to the Chief Officer a month ago just after our last committee meeting and explained to her that I would not be seeking re-election as Chair at the next annual meeting. During my time as Chair we have brought new procedures into our planning process, with meetings being held monthly and delegated decisions being taken. This hasn't been without controversy. For my first two years, after some teething problems, this worked in line with what was set out. However, in the last year I don't think the checks and balances established when the new system was formed have entirely worked. It is for members of the council to elect my successor and their Vice Chair. Could I suggest that careful consideration be given to how much time each has to scrutinise all applications and particularly those that are being considered via delegated powers.

As Planning Chair I have tried to give adequate time to all applications from both villages. I have appeared on MSDC's planning committee three times, and we won on one of them. I have also attended preapps for both villages. I have discovered little lanes and pathways I didn't know existed across the Parish.

The next period is going to be one in which planning in Worth will face challenges.

- The new neighbourhood plan needs drawing up swiftly. I would argue the priority is to think through what we want as "settlements" and sites within them thus defending and retaining our green land between them.

- The decision, expected very shortly, from the Secretary of State regarding an application called in before reaching a planning committee in Swale has significant implications for development along our border in Tandridge. If applications are routinely called in by the Secretary of State before reaching committee – there is a danger we will gain houses along our boundary without the S106/CIL funding to go with them.

- The election results turning some London Boroughs green may create a spillover effect making areas with good transport links to the capital even more attractive for developers who

will face hurdles in the areas of London concerned.

- Whatever happens at the Fir Tree Place public inquiry this week, this is likely to be an issue that rumbles on for a while, either with more applications for the same site, or the potential for the applicant to look for others.

I wish my successor well. They will need a good understanding of the rules of planning, a love of the area they live in, and a determination to represent both villages equally. Finally, I would like to thank you, the members of my committee, and Ian Gibson (who was a member until this year) for the help and support you have given during my chairmanship.

**Correspondence**

**007** Cllrs NOTED the Correspondence.

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

Planning Committee – 21<sup>st</sup> May at 4pm. No agenda issued at the time of writing this report  
Planning Committee – 28<sup>th</sup> May at 2pm. No agenda issued at the time of writing this report.

**009 Planning Decisions from Mid Sussex District Council**

The following decisions were NOTED:

	<b>Address</b>	<b>WPC</b>	<b>MSDC</b>
DM/26/0307	Marsh Brook 25 Newtown Copthorne Crawley West Sussex RH10 3LY	Defer	Permitted
DM/26/0340	Jensen Cottage 1A Sunnyhill Close Crawley Down Crawley West Sussex RH10 4GY	Defer	Permitted
DM/26/0378	Ramblers 2 Chesterfield Close Furnace Wood East Grinstead West Sussex RH19 2PY	Defer	Permitted
DM/26/0005	Stables Cottage Sandy Lane Crawley Down Crawley West Sussex RH10 4HR	Defer	Permitted
DM/26/0154	Falcon Park Hophurst Lane Crawley Down Crawley West Sussex RH10 4XF	Object	Permitted
DM/25/2621	45 Lashmere Copthorne Crawley West Sussex RH10 3RR	Defer	Refused
DM/26/0339	46 Lashmere Copthorne Crawley West Sussex RH10 3RT	Defer	Permitted
DM/26/0542	12 Heather Close Copthorne Crawley West Sussex RH10 3PZ	Defer	Permitted
DM/26/0472	The Stables Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PS	Defer	Permitted

**010 Updates on the Mid Sussex District Plan**

Cllrs have been invited to a briefing at MSDC prior to the Annual meeting to discuss potential sites for the district plan.

**011 Applications in Neighbouring Parishes**

Cllrs NOTED the officer report.

**012 Licencing**

No new Licencing applications to NOTE.

<b>013</b>	<b>Appeals</b>  The appeal updates were NOTED.
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**014 Planning Compliance Action**

Cllrs NOTED the officers report.

**015 Highways**

Cllrs NOTED the officer report.

It was reported that there is mud on the A264 coming from the two new developments in Felbridge. The road needs cleaning and lorries need their wheels washed before leaving site. This has been reported to MSDC. Tipper trucks are turning left from the site into Crawley Down Hophurst and adjacent roads are not appropriate for these trucks. District needs to look at the construction Mgt plan, the committee have resolved to write formally to MSDC planning compliance.

Crawley Down build out Station Road – WSCC highways were on site Friday 8<sup>th</sup> May, signs on bollards to be removed, plans are currently being drawn up and will be shared with WPC to consider.

Imberhonre Road closure – Lack of Communication, term time disruption on GCSE students, the committee have RESOLVED to formally write to Vistry homes and WSCC highways.

**016 Update the Royal Oak Site**  
Cllrs NOTED the officers report

**017 Bowers Place**  
Cllrs NOTED the officer report.

**018 Copthorne Recreation Ground**  
Cllrs NOTED the officer report.

**019 Ratification of Planning Recommendations**  
Cllrs NOTED the submissions to the MSDC planning portal.

Applications to be Ratified	Submissions
<p><b><u>DM/26/0882</u></b></p> <p><b><u>Fronwell Church Road Copthorne Crawley West Sussex RH10 3RD</u></b></p> <p>T2 / T3 / T4 /T5: Reduce back Yew trees growing towards the house by approximately 1.5 meters. T2 / T3 / T4 /T5: Reduce back the Yew trees overhanging Church Road by approximately 1.5 meters . T6: Reduce back Yew tree growing towards the house by approximately 0.5 meters</p>	Defer to Officer
<p><b><u>DM/26/0541</u></b></p> <p><b><u>Great Frenches Park Snow Hill Crawley Down Crawley West Sussex RH10 3EE</u></b></p> <p>Proposed erection of an ancillary single-storey, detached garage to accommodate up to eight no. cars</p>	Defer to Officer, asking for a non-severance clause to be attached.

**020 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>	
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<p><b><u>DM/25/3020</u></b></p> <p><b><u>Land To The West Of Courthouse Farm Copthorne Common Copthorne West Sussex</u></b></p> <p>Outline planning application for the erection of an extra-care retirement community (Use Class C2) and community pavilion, including associated parking, outdoor amenity space, landscaping and drainage, with all matters reserved except for the new access proposed from Copthorne Common Road. ADDITIONAL INFORMATION submitted 8th April 2026 in respect of a FRA and drainage strategy, green ring strategy drawing, response to consultations, road safety design audit and district licence report</p>	<p>Object previous comments stand.</p>
<p><b><u>DM/26/0857</u></b></p> <p><b><u>Ollen Vicarage Road Crawley Down Crawley West Sussex RH10 4JJ</u></b></p> <p>Single dwelling on land adjacent to Ollen</p>	<p>PIP - Overdevelopment of the site and the absence of sufficient plans to properly assess the proposal—I respectfully request that this application be refused. At the very least, the application should not be determined until full, accurate, and accessible plans are made available for public scrutiny.</p>
<p><b><u>DM/26/0577</u></b></p> <p><b><u>Land West Of Turners Hill Road And North Of Huntsland Including Hurst Farm Turners Hill Road Crawley Down West Sussex</u></b></p> <p>Outline application (appearance, landscaping, layout and scale reserved), for the demolition of existing buildings and erection of up to 230 dwellings, a care home (use class c2) up to 70 beds, and community facility, and associated infrastructure including new access points off of Turners Hill Road, with associated spine road and car and cycle parking, together with provision of open space, play facilities, utilities infrastructure, surface water drainage features, and associated works. (Additional drainage information received 30/03/26 and transport information received 24/04/26</p>	<p>Defer to Officer</p>
<p><b><u>DM/26/1045</u></b></p> <p><b><u>The Brook Cuttinglye Road Crawley Down Crawley West Sussex RH10 4LR</u></b></p> <p>Demolition of an existing dwelling and construction of a replacement self-build dwelling with a 2-bed annexe for ancillary use to main dwelling, rear balcony and indoor swimming pool</p>	<p>Defer to Officer</p>
<p><b>Type 2 Applications</b></p>	

<p><b><u>DM/25/1384</u></b></p> <p><b><u>Mill Studio Old Hollow Copthorne Crawley West Sussex RH10 4TB</u></b></p> <p>Retention of heat pump (Amended Plans and info rcvd 22.04.202</p>	<p>Defer to officer</p>
<p><b><u>DM/26/1004</u></b></p> <p><b><u>27 Erica Way Copthorne Crawley West Sussex RH10 3XG</u></b></p> <p>Proposed single and double storey rear extension, replacement timber cladding and porch.</p>	<p>Defer to Officer</p>
<p><b><u>DM/26/1006</u></b></p> <p><b><u>19 Church Lane Copthorne Crawley West Sussex RH10 3QF</u></b></p> <p>Proposed single storey side and rear extensions and raised rear terrace.</p>	<p>Defer to Officer</p>
<p><b><u>DM/26/0941</u></b></p> <p><b><u>Hollyheart Cottage 12 Brookhill Road Copthorne Crawley West Sussex RH10 3QL</u></b></p> <p>Proposed loft conversion with rear dormer and front Velux windows 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.</p>	<p>Defer to Officer</p>
<p><b><u>DM/26/1081</u></b></p> <p><b><u>1 Brookhill Close Copthorne Crawley West Sussex RH10 3PP</u></b></p> <p>Erection of a single-storey outbuilding 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.</p>	<p>Defer to Officer</p>
<p><b><u>DM/26/1082</u></b></p> <p><b><u>1 Brookhill Close Copthorne Crawley West Sussex RH10 3PP</u></b></p> <p>Proposed single-storey rear extension and front extension for porch</p>	<p>Defer to Officer</p>
<p><b>Tree Applications</b></p>	
<p><b><u>DM/26/1048</u></b></p> <p><b><u>10 Brookview Copthorne Crawley West Sussex RH10 3RZ</u></b></p> <p>Reduce crown back to previous pruning points</p>	<p>Defer to Tree Officer</p>

**221 Matters for Consideration submitted by the Village Working Parties, or by the Worth Parish Council Working Party**

No Considerations

**222 Consideration of items for discussion by the Village Working Parties-**

No considerations

**223 Date of the next meeting** – Monday 1<sup>st</sup> June 2026 at 7.30pm at the Parish Hub Copthorne

*Meeting closed at 20.06 pm*

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

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

## **Officers Report**

To be considered in conjunction with the agenda for this meeting.  
**Meeting of the Planning and Highways Committee to be held on  
Monday 1<sup>st</sup> June 2026, In the South Room the Parish Hub Cophorne where the  
following business will be considered and transacted.**

### **1 To Elect a Vice Chair**

To elect a vice chairman for the Planning and Highway Committee.

### **2**

#### **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.

### **3 Apologies**

At the time of writing this report, no apologies have been received.

### **4 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.

### **5 Minutes**

To approve the Minutes of the 11th of May 2026.

### **6 Chairmans Announcements**

There were no planned announcements at the time of writing this report.

### **7 Correspondence**

Cllrs to note the Godstone Neighbourhood plan consultation. Legal changes, the consultation started on May 11<sup>th</sup> and runs to 11.59pm on May 25<sup>th</sup>.

Mid Sussex District Councils Local validation list for planning applications. Comments were received up to May 29<sup>th</sup>, 2026.

Burstow and Smallfield Neighbourhood Plan Proposal - Submission Draft for Regulation 16 Consultation: 14 May to 25 June 2026.

## 8 Update on Mid Sussex District Council Planning Committee meetings.

Planning Committee – 11<sup>th</sup> June at 7pm.

No agenda issued at the time of writing this report.

District Planning Committee – 18<sup>th</sup> June at 7pm.

No agenda issued at the time of writing this report.

Notification of Committee for planning Application DM/25/2995 Steton Works Turners Hill Road considered on May 21<sup>st</sup>, 2026, recommended for approval.

Notification of Committee for Planning Application DM/25/3191- Land to the South of Burleigh Lane Crawley Down considered on the 21<sup>st</sup> of May 2026 recommended for approval.

Notification of Committee for Planning Application DM/26/0577- Land West of Turners Hill Road and North of Huntsland including Hurst Farm Turners Hill Road Crawley Down, considered on May 28<sup>th</sup> , 2026 recommended for approval.

## 9 Planning Decisions from Mid Sussex District Council

To note the planning decisions as listed on the agenda.

	Address	WPC	MSDC
DM/26/0765	Woodlands Lake View Road Furnace Wood East Grinstead West Sussex RH19 2QE	Defer	Permitted
DM/26/0491	Sandhill Sandhill Lane Crawley Down Crawley West Sussex RH10 4LE	Defer	Permitted
DM/26/0737	Heathy Ridge Copthorne Road Copthorne Crawley West Sussex RH10 3PD	Defer	Permitted
DM/26/0857	Ollen Vicarage Road Crawley Down Crawley West Sussex RH10 4JJ	Object	Permitted
DM/26/0882	Fronwell Church Road Copthorne Crawley West Sussex RH10 3RD	Defer	Permitted
DM/26/0688	6 Burleigh Close Crawley Down Crawley West Sussex RH10 4UX	Defer	Permitted
DM/25/2995	Steton Works Turners Hill Road Crawley Down West Sussex	Defer	Permitted

## 10 Updates on the Mid Sussex District Plan

To receive an update from Cllr Casella during the committee meeting.

## 11 Applications in Neighbouring Parishes

Suggested actions to consider are **in red**.

## 12 Licencing

No new Licensing Applications to NOTE.

## 13 Appeals

No new appeals to NOTE.

## 14 Planning Compliance

Fir Tree Place- The Inquiry has been adjourned until the end of June whilst ecological surveys are submitted. The next stage of the review will be available online and will include closing statements.

## **15 Highways**

WSCC Highways have advised that to allow for the repairs to the B2110 Turners Hill / East Street Embankment, works are planned to start on 1 June 2026 and last approx five weeks until 3 July 2026, but noting the planned start date of these works are dependent upon a utilities diversion and a geotechnical survey.

To enable these repair works to be done safely a short length of the B2110 Turners Hill Road across the culvert will be required to be fully closed requiring an 11 mile diversion (via Turners Hill, Crawley Down and East Grinstead) using appropriate B class or higher roads as shown, noting that a local (non-HGV access) via the C320 Vowels Lane will still be available. Vehicle access to properties along Turners Hill Road / East Street will still be available but will not be through route.

Imberhorne Lane Closures have reportedly been delayed; no new dates confirmed as of yet. These were originally scheduled to be completed between the 18<sup>th</sup> of May to the 4<sup>th</sup> of July.

## **16 Royal Oak Update-** A request for MSDC to consider a section 215 notice has been sent. On the 1<sup>st</sup> of May 2026, MSDC has acknowledged that officers will be undertaking a visit to formally assess the condition of the property. Once assessed, the officers will decide if s215 notice is applicable.

On the 19<sup>th</sup> of May Officers received written communication detailing MSDC officers have now undertaken a site visit and confirmed that the condition of the building has deteriorated since previous inspections. As a result, we are currently compiling a schedule of work required to bring the property back to an acceptable condition.

We recognise the concerns raised by Worth Parish Council regarding the building's prominent location within the village centre and the impact its condition is having on visual amenity and the wider environment. We also note the concerns regarding ongoing deterioration and the potential for anti-social behaviour if the site is not addressed.

In terms of next steps, the Council will contact the owner setting out the remedial works required. Given that this will be our initial engagement on this matter, the owner will be afforded for a reasonable period, currently anticipated until the end of August, to undertake these works.

Section 215 is a formal power which must be applied proportionately; officers will continue to monitor the position closely. Should satisfactory progress not be made within the agreed timeframe, the Council will consider progressing to formal action under Section 215 of the Town and Country Planning Act 1990.

We will keep the Parish Council updated as matters progress.

## **17 Planning and Highways term of reference** –Current Process for Cllrs to review and consider is included in the meeting pack, Section k highlighted in Red.

## 18 Ratification of Planning Recommendations

Responses to the following applications were made under delegated powers.

<b>Applications to be Ratified</b>	
<p><b><u>DM/26/1060</u></b></p> <p><b><u>Knowle Close Copthorne Crawley West Sussex RH10 3LR</u></b></p> <p>Single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.</p>	<p>No available to view on the MSDC portal.</p>
<p><b><u>DM/26/0693</u></b></p> <p><b><u>4 Lamin Way Copthorne Crawley West Sussex RH10 3ZG</u></b></p> <p>Proposed loft conversion with velux windows (Amended plans and description 08.05.2026)</p>	<p>Defer to Officer noting any covenants that may exist on the development.</p>

<p><b><u>DM/26/1143</u></b></p> <p><b><u>18 Squires Close Crawley Down Crawley West Sussex RH10 4JQ</u></b></p> <p>Single storey extension to rear elevation, new first floor extension built over existing garage and removal of existing single storey side extension</p>	<p>Defer to Officer</p>
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**19** **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>Planning History</b>
<p><b><u>DM/26/1225</u></b></p> <p><b><u>Down Park Place Turners Hill Road Crawley Down Crawley West Sussex RH10 4HQ</u></b></p> <p>Erection of self-build 2-bedroom single storey dwelling with car port</p>	<p><b>DM/24/2646-</b> Erection of replacement ancillary domestic building comprising garage, garden store and gym. <b>Permitted</b></p> <p><b>DM/24/0855 -</b> Demolition of existing bungalow and double garage and erection of a two storey replacement dwelling with attached double carport. <b>Permitted.</b></p>
<p><b><u>DM/26/1146</u></b></p> <p><b><u>The Lynns Turners Hill Road Crawley Down Crawley West Sussex RH10 4HA</u></b></p> <p>Replacement radio mast and antenna</p>	<p>Neighbor Objection to the height and proximity of the ariel to the highways and their property.</p> <p>No recent relevant planning applications.</p>
<b>Type 2 Applications</b>	
<p><b><u>DM/26/1147</u></b></p> <p><b><u>7 Hornbeam Place Crawley Down Crawley West Sussex RH10 4AQ</u></b></p> <p>Single storey rear extension</p>	<p>No planning history.</p>
<p><b><u>DM/26/1083</u></b></p> <p><b><u>Hoadlye Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PS</u></b></p> <p>Construction of a three metre single storey side extension, single storey front porch extension, double storey infill extension and renovation of existing house including rendered finish, new windows and doors</p>	<p>No recent planning history.</p>

<p><b><u>DM/26/1075</u></b></p> <p><b><u>Holiday Inn Gatwick Worth Crabbet Park Turners Hill Road Turners Hill Crawley West Sussex RH10 4SW</u></b></p> <p>Installation of 2x LED digital display sign boards and replacement and repositioning of existing internally illuminated sign boards</p>	<p>No relevant planning history relating to this application.</p>
<p><b><u>DM/26/1004</u></b></p> <p><b><u>27 Erica Way Copthorne Crawley West Sussex RH10 3XG</u></b></p> <p>Proposed single and double storey rear extension, replacement timber cladding and porch (Amended plans received 22.05.2026)</p>	<p>Previous submission Defer to Officer.</p>
<p><b>Tree applications</b></p>	
<p><b><u>DM/26/1203</u></b></p> <p><b><u>Beechey Knowle Borers Arms Road Copthorne Crawley West Sussex RH10 3LU</u></b></p> <p>1 x Beech - remove 2 stems over pavement and 1 secondary stem above. Reduce secondary growth over neighbouring hedge by approx. 1m and no further than previous pruning points. Oak - remove all secondary and epicormic growth up to and including crown break. Scots Pines T1 - largest stem remove lowest branch. T2- remove 2 lowest stems back to trunk (closest to house) and lowest drooping stem to rear. T3 - remove lowest growing towards Beech tree.</p>	<p>No previous tree applications.</p>
<p><b>20</b></p> <p><b>21</b></p>	<p><b>Matters for Consideration submitted by the Village Working Parties, or by the Co-Ordination Group.</b> To note activities to date, and to receive any recommendations</p> <p><b>Consideration of items for discussion by the Village Working Parties</b> – 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.</p>
<p><b>22</b></p>	<p><b>Date of the next meeting – 6<sup>th</sup> July 2026 at the Parish Hub Copthorne</b></p>

Dear Sir/Madam,

Burstow Parish Council has prepared a Neighbourhood Plan for its area and submitted it to Tandridge District Council as the Local Planning Authority. The submitted Plan contains a vision, objectives and planning policies across four themes – housing, design & character, transport, sustainable drainage and local green space designations. Its purpose is to help guide decision making when planning applications in the neighbourhood area are submitted to us for determination.

In accordance with requirements under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Tandridge District Council is inviting comments on the submitted draft Neighbourhood Plan Proposal.

**The consultation period runs from 14 May to 25 June 2026.**

We are contacting you **either** because you are a statutory consultee, **or** because you have commented on an earlier version of the Neighbourhood Plan **or** because you have an interest in the Burstow and Smallfield area as a resident or business owner. You may therefore receive more than one notification and if so, we apologise for this.

**Where can I view the Neighbourhood Plan Proposal?**

You can view the Burstow and Smallfield Neighbourhood Plan and supporting documents online at [www.tandridge.gov.uk/consultation](http://www.tandridge.gov.uk/consultation) or hard copies are available at the Tandridge District Council offices, 8 Station Road East, Oxted, Surrey, RH8 0BT.

**How can I submit my comments?**

- You can complete the online form: [Burstow and Smallfield Survey form](#) or,
- Send your comments by email to [neighbourhoodplans@tandridge.gov.uk](mailto:neighbourhoodplans@tandridge.gov.uk) or,
- Send your comments by post to Planning Policy Team, Tandridge District Council, Council Offices, 8 Station Road East, Oxted, Surrey, RH8 0BT.

All comments must be received by **11.59pm on 25 June 2026**. Any late responses may not be considered by the examiner.

**Privacy**

Please note that the Council is unable to accept anonymous comments. Please provide your name and contact address when submitting your comments. All comments received will be published in line with the General Data Protection Regulations (2018). Your details will be stored on a secure system and are used only for the purposes of this consultation.

**Next steps**

Once the consultation has concluded, all feedback received by the Council will be passed to an independent examiner who will use this to consider whether the plan meets Basic Conditions and other legal requirements. The examiner will produce a report which will be published on the Tandridge District Council website. This may recommend modifications to ensure it meets basic conditions. If the plan is acceptable, the next stage will be referendum where voters will be asked to decide on whether the Neighbourhood Plan should be used to determine planning applications in the neighbourhood area. If supported by majority of voters, it will become part of the Local Development Plan for Tandridge.

If you have any queries, please contact the Planning Policy Team on

[neighbourhoodplans@tandridge.gov.uk](mailto:neighbourhoodplans@tandridge.gov.uk)

Yours faithfully

**Rebecca Landman**  
Planning Policy Officer  
Planning  
Tel: 01883732970

Tandridge District Council  
The Council Offices  
8 Station Road East  
Oxted, Surrey  
RH8 0BT

[rlandman@tandridge.gov.uk](mailto:rlandman@tandridge.gov.uk) [www.tandridge.gov.uk](http://www.tandridge.gov.uk) [www.tandridge.gov.uk](http://www.tandridge.gov.uk)



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The Tandridge District Council logo is repeated in the bottom right corner of the banner.

## Planning and Highways Committee Meeting Applications to be Ratified.

### Type 1 Applications

Application	Planning History	Suggested Submission
No Applications		

### Type 2 Applications

Applications to be ratified	Planning History	Suggested Submission
<p><b><u>DM/26/1060</u></b></p> <p><b><u>5 Knowle Close Copthorne Crawley West Sussex RH10 3LR</u></b></p> <p>Single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.</p>	Not available to view on the MSDC portal currently. Currently showing as no results are found.	<b>Not available to comment</b>
<p><b><u>DM/26/0693</u></b></p> <p><b><u>4 Lamin Way Copthorne Crawley West Sussex RH10 3ZG</u></b></p> <p>Proposed loft conversion with velux windows (Amended plans and description 08.05.2026)</p>	Amended plans, new development on Heathy Wood, previous comment was, defer to officers noting any covenants that may affect the site.	<b>Defer to Officer</b>

<p><b><u>DM/26/1143</u></b></p> <p><b><u>18 Squires Close Crawley Down Crawley West Sussex RH10 4JQ</u></b></p> <p>Single storey extension to rear elevation, new first floor extension built over existing garage and removal of existing single storey side extension</p>	<p>No previous planning history</p>	<p><b>Defer to Officer</b></p>
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### Tree Applications to be Ratified

Applications to be ratified	Planning History	Suggested Submission

**DM/26/1060**

**Knowle Close Copthorne Crawley West Sussex RH10 3LR**

Single storey side and front extension, porch extension, partial garage conversion, new first floor with side dormer extension, installation of x3 rooflights, and alterations to the fenestration.

**DM/26/0693**

**4 Lamin Way Copthorne Crawley West Sussex RH10 3ZG**

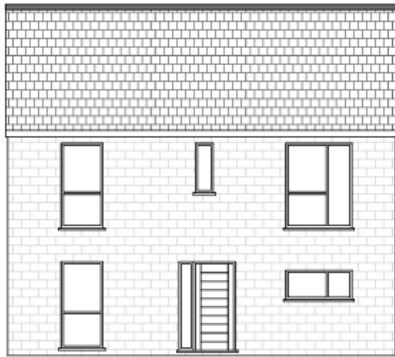
Proposed loft conversion with velux windows (Amended plans  
and description 08.05.2026)



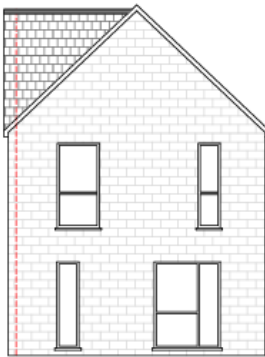


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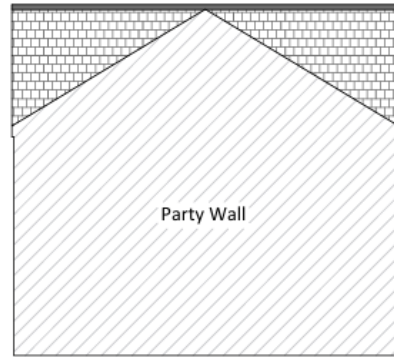
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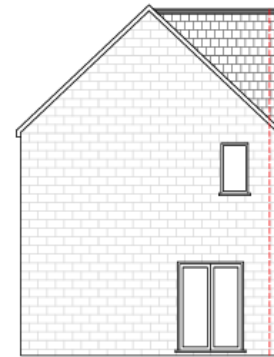
Existing Front Elevation



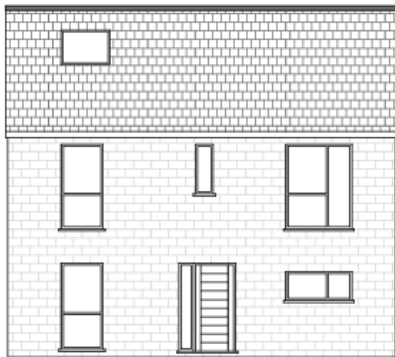
Existing Side Elevation



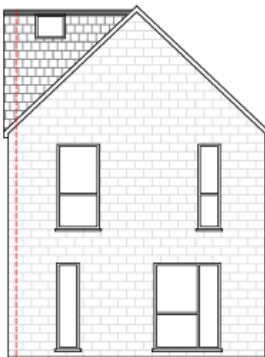
Existing Rear Elevation



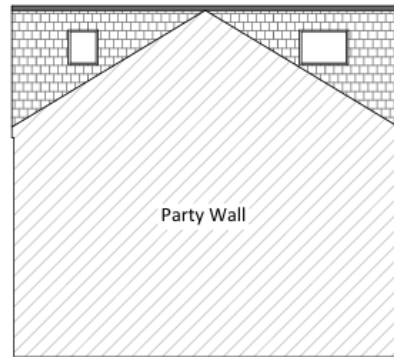
Existing Side Elevation



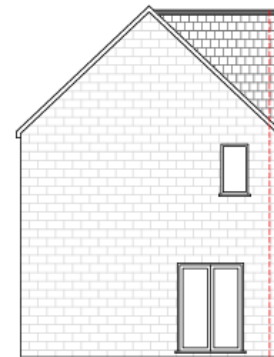
Proposed Front Elevation



Proposed Side Elevation



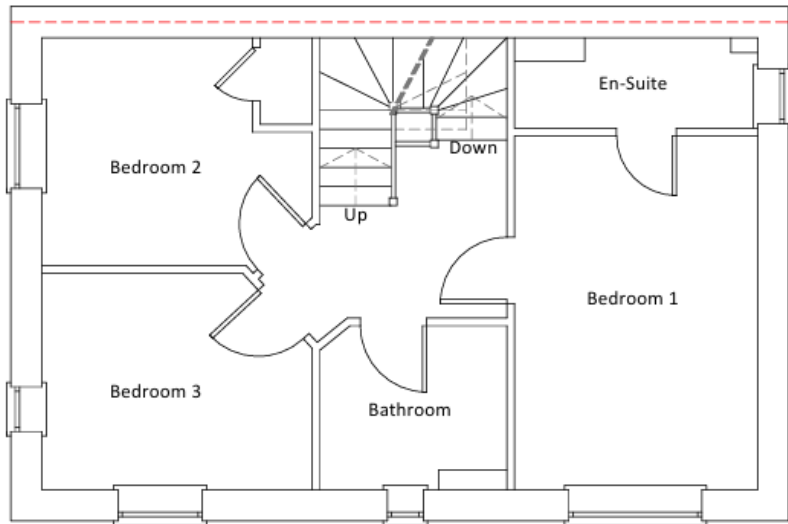
Proposed Rear Elevation



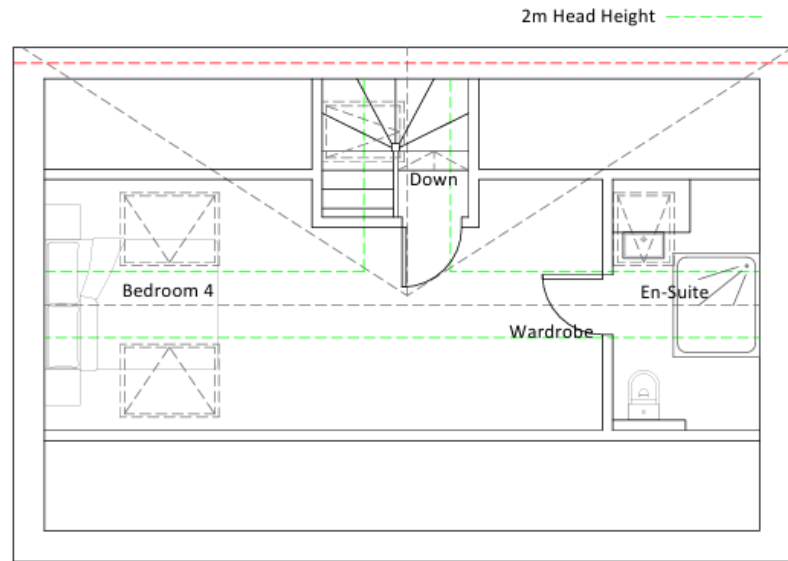
Proposed Side Elevation

Scale in metres 1:100

1 2 3 4 5 6 7 8 9 10



Proposed First Floor Plan



Proposed Second Floor Plan

**DM/26/1143**

**18 Squires Close Crawley Down Crawley West Sussex**  
**RH10 4JQ**

Single storey extension to rear elevation, new first floor  
extension

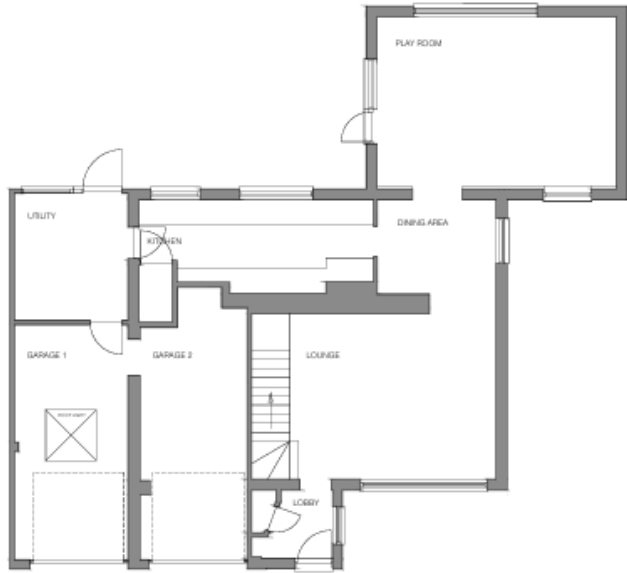
built over existing garage and removal of existing single storey  
side extension



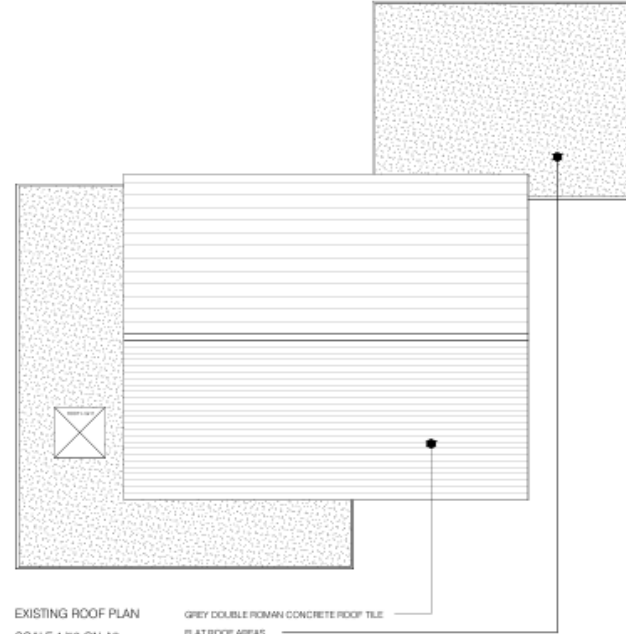
LOCATION LAYOUT

1/1250 ON A3

PLOT BOUNDRY MARKED IN RED

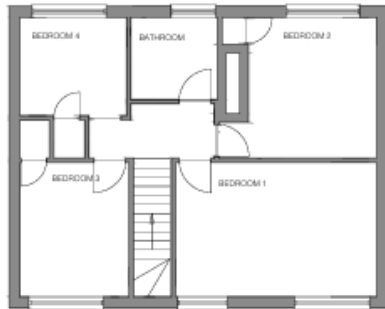


EXISTING GROUND FLOOR PLAN

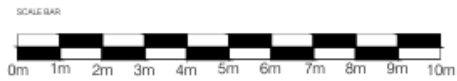


EXISTING ROOF PLAN  
SCALE 1/50 ON A3

GREY DOUBLE ROMAN CONCRETE ROOF TILE  
FLAT ROOF AREAS



EXISTING FIRST FLOOR PLAN  
SCALE 1/50 ON A3



IS SQUARES CLOSE CRAWLEY DOWN EAST SUSSEX BN11 1UG	EXISTING FLOOR PLANS	
	DATE: _____	SCALE: _____



EXISTING FRONT ELEVATION  
SCALE 1/50 ON A3

- YELLOW FACING BRICK SPLASH COURSE
- PARTED RENDER
- WHITE UPVC WINDOWS
- RED TILE WAGGINS
- WHITE FASCIA AND SOFFIT
- WHITE SQUARE GUTTER AND DOWNPIPES
- GREY DOUBLE ROMAN CONCRETE ROOF TILE



EXISTING SIDE ELEVATION  
SCALE 1/50 ON A3



EXISTING REAR ELEVATION  
SCALE 1/50 ON A3

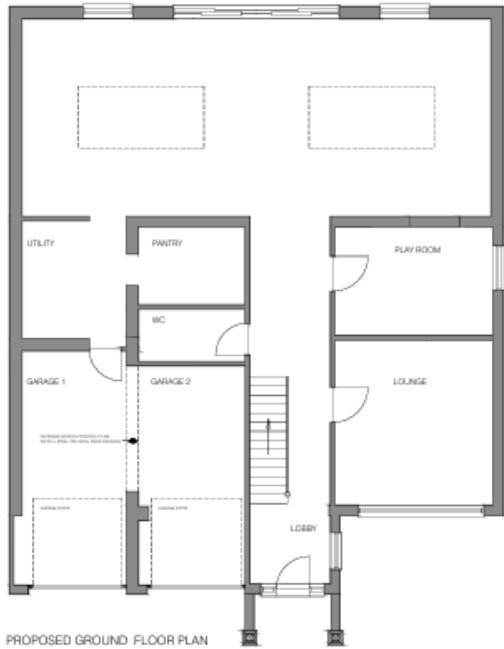


EXISTING SIDE ELEVATION  
SCALE 1/50 ON A3

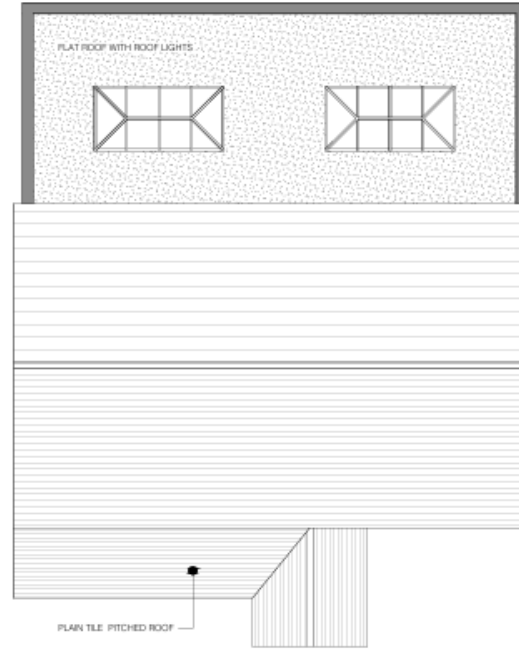
SCALE BAR



10 SQUARE CLOSE CRAWLEY DOWN SOUTH SURREY RH10 6JG	EXISTING ELEVATIONS	
	DATE	SCALE
	DATE	SCALE



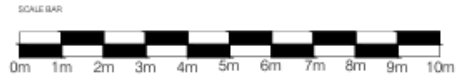
PROPOSED GROUND FLOOR PLAN  
SCALE 1/50 ON A3



PROPOSED ROOF FLOOR PLAN  
SCALE 1/50 ON A3



PROPOSED FIRST FLOOR PLAN  
SCALE 1/50 ON A3



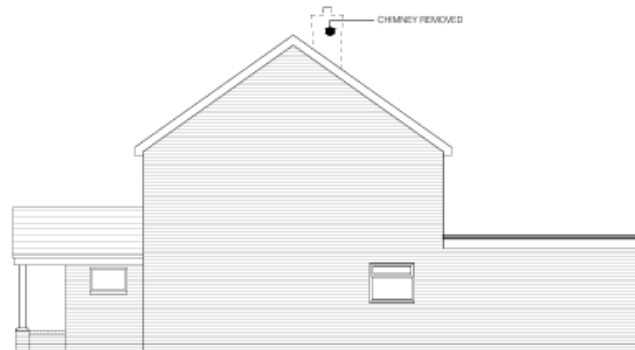
PROPOSED FLOOR PLANS	
DATE	SCALE
BY	NO.

14 SQUARE CLOSE  
CRESLEY COURT  
BART SUBSEX  
W11 4JG



PROPOSED FRONT ELEVATION

PLAIN CONCRETE ROOF TILE TO NEW ROOF AND PORCH  
 TIMBER PORCH ENTRANCE



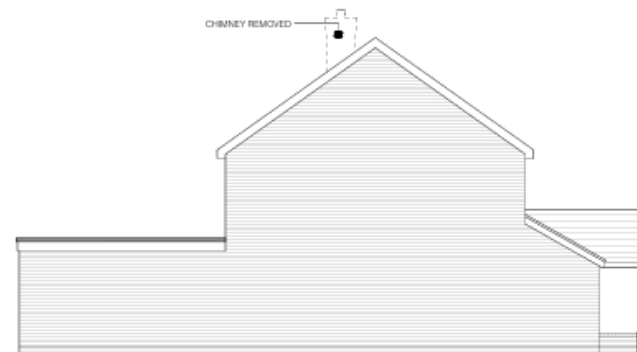
PROPOSED SIDE ELEVATION

SCALE 1/50 ON A3



PROPOSED REAR ELEVATION

GREY FRAMED WINDOWS AND PATIO DOORS  
 GREY FRAMED ROOF LANTERNS



PROPOSED SIDE ELEVATION

SCALE 1/50 ON A3

SCALE BAR



14 SQUARE CLOSE CHIMNEY DOWN EAST SIDE BOX 10/12/22	PROPOSED ELEVATIONS		
	DATE	SCALE	NO.





## Applications in Neighbouring Parishes

1st June 2026

Parish	Planning Ref	Address	Action
Burstow	2019/548/EIA	Roundabouts Farm, Clay Hall Lane, Copthorne RH10 3JE Request for screening opinion for the Proposed Development of circa 360 residential units made up of 2, 3 and 4-bedroom detached, semi-detached and terraced houses, and potentially some 1-bedroom flats and a small amount of commercial development of circa 7,000 soft. The properties will not exceed 3-storeys.	<p>WPC has commented on the proposals and asked to be kept updated.</p> <p>Confirmed EIA required.</p> <p><b>No change 26/05/2026</b></p>
East Grinstead	DM/25/1665	<p>Land South of Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PP</p> <p>Discharge of planning conditions 9, 10, 16 and 20 relating to planning application DM/23/0810</p>	<p>Submission of details pursuant to the discharge of Conditions 9, 10, 16 and 20 of Planning Permission DM/23/0810 for 200 homes at Land South of Crawley Down Road, Felbridge, East Grinstead, West Sussex, RH19 2PP.</p> <p>pursuant to the Discharge of Conditions 9 (Archaeology), 10 (Air Quality Assessment), 16 (Arboriculture Method Statement) and 20 (Biodiversity Net Gain Plan) attached to the Full Planning Permission regarding Land South of Crawley Down Road (Ref. DM/23/0810).</p> <p>The information submitted pursuant to the afore mentioned conditions as follows: Condition 9 (Archaeology) 230233 WSIv5 230233-ev-2025100-V1reduced</p> <p>Condition 10 (Air Quality Assessment) 444669-02(03) Air Quality Assessment Report-Crawley Down Road Felbridge</p> <p>Condition 16 (Arboriculture Method Statement) 10948_AMS.001</p>

Updated

			<p>Condition 20 (Biodiversity Net Gain Plan) Land at Felbridge - HMMPT 1.0 (Revision b)</p> <p><b>01.07.2025 Historic Environment Consultee</b>  Given the submitted evaluation report, I can recommend discharge of Condition 9(i). The remainder of Condition 9(ii, iii &amp; iv) should not be discharged until the submission and approval of an archaeological mitigation strategy (ii), the completion of the approved mitigation strategy (iii) and the submission and approval of a post-excavation report detailing the results of the archaeological work (iv).</p> <p><b>17.07.2025 Enviromental protection</b>  Re: Cond 10 Air Quality The condition requires a scheme to be submitted in accordance with the value stated in the RSK AQ assessment. It appears that the applicant has re-submitted the original report rather than a specific and agreed scheme. <b>Not recommended for discharge at this stage.</b></p> <p><b>18.07.2025 Condition 16 – approval for discharge from MSDC.</b></p> <p><b>8.9.2025 Condition 16 discharged.</b></p> <p><b>29.9.25 Condition 10 discharged.</b></p> <p><b>13.10.25 Ecology consultee</b>  Unable to recommend discharge until additional information submitted.</p> <p><b>22.10.25 – BNG statement submitted.</b></p> <p><b>24.11.2025 MSDC decision notice confirming that the following details are acceptable and that condition 9 of planning permission DM/23/0810 is discharged</b></p>
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			<p><b>22.01.2026</b>  <b>Place services- recommendation to not remove condition 20 until additional information has been provided.</b>  <b>Planning Portal states awaiting decision 26.05.2026</b></p>
East Grinstead	DM/22/0718	<p>Land Rear Of 61 Crawley Down Road Felbridge East Grinstead West Sussex RH19 2PP</p> <p>Development to provide a mix of 20-, two-, three- and four-bedroom dwellings with access obtained through adjoining site (as approved under DM/20/1078) with associated landscaping and infrastructure.</p>	<p>Pending consideration</p> <p>Still live 27/02/2025.</p> <p>To be superseded by DM/23/0810?</p> <p><b>Suggest Noting.</b>  <b>Planning portal states pending consideration 07.05.2026</b></p>
Burstow	2025/468	<p>Land South of Tagzvondeni Kennels, Shipley Bridge Lane, Shipley Bridge, RH6 9TL</p> <p>Use of land as a private gypsy and traveller caravan site for 4 pitches, including parking. Retention of hardstanding and widened vehicular access. (Retrospective)</p>	<p>Pending Consideration- comments by the 4th of July</p> <p>11<sup>th</sup> June 2025 London Gatwick- consultee comment – No development shall take place until full details of soft landscaping works have been submitted and approved in writing by the local planning authority.</p> <p>The reason to avoid endangering the safe movement of aircraft and the operation of London Gatwick through the attraction of birds and an increase in the bird hazard risk of the application site.</p> <p>01.07.2025- Surrey County Council Highways –requires evidence of vehicular sight lines at the proposed site access junction onto Shipley Bridge Lane, the use of which would be intensified by the proposed development.</p> <p><b>Decision Notice Refused 28.11.2025</b>  <b>No Appeals as of the 26.05.2026</b></p>

<b>Burstow</b>	<b>2025/1318</b>	<p>Land Adjacent to Oaklands Drive, Copthorne Bank, Copthorne, West Sussex</p> <p>Asprey Homes Southern Ltd in support of a full planning application for the erection of seven dwellings (2 x three bed and 3 four bed detached dwellings and one pair of 3 bed semi-detached) on land at Copthorne Bank, Copthorne</p>	<p>Comments open until December 14<sup>th</sup></p> <p>Waste/ refuge collection Confirmed as Tandridge</p> <p>Oakland Drive Residents – Do not object to the layout of the development, concerns are raised of the potential damage to and the drainage system and damage and deterioration of the road in Oaklands Drive especially at the bellmouth.</p> <p><b>Refused 27<sup>th</sup> February 2026</b></p> <p><b>No Appeals as of the 26/05/26</b></p>
Burstow	2025/1376	<p>Development Site East of Farthings Copthorne Bank North of Borers Arms Road, Copthorne Bank, Copthorne, Crawley, Surrey, RH10 3JF</p> <p>Outline planning application with all matters reserved except for access for the demolition of an existing commercial building and the erection of up to 260 dwellings, up to 1,700sqm of employment floorspace E(c)(iii), E(g)(i)(ii)(iii), car parking, landscaping, open space, and associated development works, with access from Copthorne Bank and Borers Arms Road.</p>	<p>Comments are due by the 8th of March 2026.</p> <p>The case has been allocated to Steven King at MSDC.</p> <p>Health impact statement – States that the children of this new development will be able to walk to school.</p> <p>S106 Draft terms- Obligations and/or contributions may be secured in relation to the following provisions:</p> <p>On-site provision</p> <ul style="list-style-type: none"> <li>(i) On-site provision of affordable housing (50%).</li> <li>(ii) On-site community open space.</li> <li>(iii) Travel Plan.</li> <li>iv) Biodiversity net gain.</li> </ul> <p>Off-site provision</p> <ul style="list-style-type: none"> <li>(v) Sustainable Transport measures.</li> <li>(vi) Biodiversity net gain.</li> </ul> <p>The Applicant will work with the Councils (Mid Sussex and Tandridge) to secure the requisite contributions to be secured through the provisions as set out in (i) The Tandridge District Core Strategy 2008, (ii) The Tandridge Local Plan Part 2: Detailed Policies 2014-2029; and (iii) Appendix 5 of the Submission draft Mid Sussex Local Plan</p>

			<p>Transport assessment- Mentions safe pedestrian footpath along Copthorne Bank</p> <p>A proposed gateway traffic calming feature on Copthorne Bank, offering the opportunity to deliver a scheme that slows traffic as it enters the village has been discussed with SCC Transport Development Control Officers. At a site visit Officers were supportive of the principle, as well as the opportunity to extend the footway on the eastern side of Copthorne Bank.</p> <p>The development will also provide a new pedestrian/cycle link between Copthorne Bank to Borers Arms Road via the development internal road layout</p> <p>05.05.2026 Surry Wildlife trust formally objects</p> <p>05.05.2026- WSCC Highways- recommendation Advice Conclusion Based on the information within the TA the LHA would not consider the application would result in a Severe the adjoining highway network in accordance with Paragraph 116 of the National Planning Policy Framework (NPPF).</p> <p>22.05.2026 SCC Flood and Water services Team- The applicant has addressed our previous comments. Flood Risk, Planning, and Consenting Team Whitebeam Lodge Mellow Lane Guildford Surrey GU4 7BQ Recommendation Further/amended information required No objection No objection – Subject to conditions X Objection We are satisfied that the proposed surface water drainage scheme meets the requirements set out in the aforementioned documents and are content with the development proposed, subject to our advice below. Our advice would be that, should planning permission be granted, suitably worded conditions are applied to ensure that the SuDS Scheme is properly implemented and maintained throughout the lifetime of the development.</p> <p><b>WPC objection comments have been submitted.</b></p>
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Updated

			<b>Not yet determined 26.05.2026</b>
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New Applications/Comments in bold/Red

Updated

**Worth Parish Council**  
**Planning & Highways Committee**  
**Terms of Reference**

The Planning & Highways Committee is a Standing Committee of the Council. It has no remit to spend; any expenditure must be authorised by the General Purposes & Finance Committee.

**MEMBERSHIP:**

- The Committee shall have a membership of up to 12 Councillors.
- The membership will be confirmed at the Annual Council Meeting.
- The Chairman of the Committee shall be appointed at the Annual Council Meeting.
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee after the Annual Council Meeting.

**QUORUM:**

- A quorum will one third of the membership, or four Councillors.  
If a quorum is not present or during the meeting the number of Councillors falls below the required quorum the meeting shall be adjourned, and no business transacted.

**MEETINGS:**

Meetings will be held according to the Schedule of Meetings agreed by the Council. Such meetings are open to the public and Agendas and Minutes are published on the Council's website and on the Council's notice boards.

**ACTIVITIES:**

Subject to observance of decisions of the Council on matters of principle or policy, and to Council's powers and duties shall be delegated to the Planning & Highways Committee in accordance with the following terms of reference:

- a) The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16, and other relevant legislation.
- b) The making of representations in respect of appeals against the refusal of planning permission
- c) The making of recommendations regarding street naming
- d) To consider and monitor the District and other developmental plans and the making of all appropriate representations.
- e) To make representation to the Local Planning Authority in relation to infrastructure requirements which should be considered in any Section 106 agreement
- f) To consider and monitor Enforcements matters.
- ~~g) To receive and consider recommendations from the Copthorne Neighbourhood Plan Steering Group and the Crawley Down Neighbourhood Plan Advisory Sub-Committee Neighbourhood Plan Committee as to the monitoring and review of the Copthorne and Crawley Down Neighbourhood Plans~~
- h) To monitor developments in neighbouring parishes and consider their effect on the parish of Worth and make representation to the appropriate authority accordingly.
- i) To receive and note representations from landowners and developers relating possible future development within the parish.

- j) The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) - (h) above.
- k) **With reference to Standing Orders Clause 15.xv, refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman of the Planning Committee in conjunction with the Clerk/Deputy Clerk for consideration and to submit a recommendation to Mid Sussex District Council if the nature or statutory consultation deadline of a planning application requires consideration before the next Planning Committee meeting.**
- l) The making of representations to the appropriate authority in respect of highways matters, such as roads, drainage, footpaths and PROWs.
- m) The making of representations to the appropriate authority in respect of public transport services.
- n) The making of representations to the appropriate authority in respect of Waste & Mineral matters.
- o) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee.
- p) To receive and consider recommendations from the following Working Parties
  - i. Copthorne Village Working Party
  - ii. Crawley Down Village Working Party
  - iii. Worth Parish Council Working Party
- q) All members should regularly attend planning training sessions as organised by WPC, WSALC and or MSDC.
- r) To develop a vision for the future development of the Neighbourhood Plan Areas in accordance with the overall vision of Worth Parish Council, to include:
  - The Committee will have delegated powers to act on behalf of the Council to work on both Copthorne and Crawley Down Neighbourhood Plans to submit to the Council for approval
  - To draft, monitor and revise the Copthorne/Crawley Down Neighbourhood Plans in accordance with current Planning Law and the Guidance issued by Government and the Local Planning Authority.
  - To plan, management and report events and other activities as considered necessary to prepare, monitor and revise the Copthorne/Crawley Down Neighbourhood Plans.
  - To involve and engage with the residents of the Neighbourhood Plan Areas in its activities and will maintain records of such activities in addition to the minutes of its meeting.
  - The Committee may on occasion have need to meet with parties interested in neighbourhood planning, such as Local Authorities, Landowners, Developers etc. Notes of such meetings will be kept, with the Clerk/Assistant Clerk in attendance.
  - To consider on an ongoing basis whether the parish would be better served by a single Worth Parish Neighbourhood Plan.

#### Criteria for the consideration of Planning Application.

Planning applications will be considered under the following criteria.

#### Type 1

- New housing applications, whether for a single or multiple dwellings.

- Applications pertaining to commercial use, new build or otherwise, including changes of use.
- Care homes.
- Applications where there are neighbour comments on the planning portal.
- Retrospective applications.
- Garage conversions (to ensure these are compliant with both Neighbourhood Plans parking polices).
- Conversion of outbuildings.
- Applications where a Councillor has declared an interest
- Applications where the applicant or a neighbour has requested to speak at committee
- Applications which, in the view of the Chairman/Clerk/Deputy clerk, merit detailed discussion.

Full comments will be supplied to MSDC for all of the above.

#### Type 2 Applications

- Extensions, including porches.
- New fencing and gates.

Comments of 'Defer to officer' will usually be supplied to MSDC for all the above.

#### Tree Applications

All tree applications will not be discussed in detail at Committee: comments of 'Defer to Tree Officer' will usually be made to MSDC. Where a tree is to be felled, an additional comment will be made requesting that a replacement tree is planted, as per the Neighbourhood Plans.

#### Amended applications.

These will follow the precedent set by the original application i.e. a minor application will not be discussed in detail by Committee, unless the change is such that, in the opinion of the Chairman/Clerk/Deputy Clerk merits a different classification.

#### Agenda

Agendas will be issued with the applications grouped into the above classifications. Should a Councillor wish for the classification to be changed prior to the meeting, then they should advise the Chairman and the Deputy Clerk.

\*It should be noted that these may be lodged after the agenda has been issued, necessitating a change in classification at the meeting.

#### Extraordinary meeting

An extraordinary meeting can be called as and when necessary for reasons such as;

- An application received for a contentious or large development.
- If the Chairman considers that application worthy of being 'called in'.

**Agreed October 2023**  
**Reviewed September 2024**

**Reviewed May 2025**