



# EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Phone: 01342 323636

[www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk)

**Town Clerk:** Samantha Heynes BA, FSLCC

Email: [townclerk@eastgrinstead.gov.uk](mailto:townclerk@eastgrinstead.gov.uk)

---

To: Members of the Planning Committee  
Quorum is 3

30 March 2026

Dear Councillor

You are hereby summoned to attend a meeting of the **PLANNING COMMITTEE** to be held in the **COUNCIL CHAMBER, EAST COURT** on **TUESDAY 7<sup>th</sup> APRIL 2026** at **7.00pm**. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given. If you are not able to attend and wish to send a substitute, please advise the Clerk who this will be.

Non-committee members wishing to attend and speak must ensure that they seek permission from the Chairman before the meeting starts and should indicate the item they wish to speak on.

Yours faithfully

Samantha Heynes  
Town Clerk

## ORDER OF MEETING

### 7:00pm Public Participation

Members of the public may attend the meeting in person. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.

Representations will be restricted to a maximum of 2 persons speaking for and/or against the application. In the event of a large number of speakers, the Chairman has the discretion to increase the number allowed to speak.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's interpretation of the standing orders is final. Should there be no questions, or the questions complete before the end of 15 minutes the Chairman will move along to the agenda and public participation will end.

To request the meeting link, please contact [townclerk@eastgrinstead.gov.uk](mailto:townclerk@eastgrinstead.gov.uk) no later than noon on the day of the meeting.

## **AGENDA**

The Planning Committee will commence immediately upon completion of public participation.

96. To receive apologies for absence/substitutions
97. To receive the minutes of the meeting held on 17<sup>th</sup> March 2026
98. To receive Members' Declarations of Interest
99. Chairman's Announcements  
The Chairman will update the committee on any matters that have arisen
100. To review the Planning Application Policy for recommendation and approval by Council (Appendix A)
101. To note the Planning Action List – no outstanding actions
102. To make observations as may be considered necessary in respect of the planning applications (Appendix B)
103. To note any planning and/or appeal decisions received from Mid Sussex District Council attached (Appendix C)

The next meeting of the Planning Committee will be held on **Tuesday 28<sup>th</sup> April 2026 at 7pm**



# EAST GRINSTEAD TOWN COUNCIL

Planning Committee Meeting Report

Tuesday 7 April 2026

Agenda Item 100 Appendix A

---

## Planning Applications Policy

### Introduction

The Town Council receives a large number of planning applications on a weekly basis. Due to this, a strategic approach is required to manage the volume of applications to ensure planning committee meetings can be run efficiently.

### Purpose

To provide a timely, consistent and well evidenced planning consultation response that reflects national policy, statutory requirements and local community priorities.

### Aim

To improve the quality, consistency and transparency of the Council's planning consultation responses.

### Objectives

- To streamline the handling of minor applications
- To ensure larger, complex or sensitive applications receive full committee scrutiny.
- To ensure responses are aligned with the NPPF, local plans, neighbourhood plans and material planning considerations.
- To ensure councillors understand the distinction between material and non-material considerations.

### Principles for assessing planning applications

When forming a response, the following will be considered:

- National Planning Policy Framework (NPPF) policies
- Local Development Plan Policies
- Material Considerations such as but not limited to:
  - Impact on character and appearance of the areas
  - Residential amenity (privacy, light, noise)
  - Highway safety and parking
  - Heritage assets
  - Environmental impact
  - Drainage and flood risk
  - Compliance with permitted development limits

Non-material considerations (eg loss of private views, property value or personal circumstance) will not form part of the Council's response.

### **Delegation and decision-making structure**

All planning applications notified by the planning authority will be logged, with either the delegated or committee response noted.

The list of planning applications will be reviewed every 3 weeks prior to issuing an agenda, with a recommendation made by Officers as to whether the meeting is required. This decision will be made jointly between the Officer and the Planning Chair.

### **Delegated consultation for minor applications**

Officers will be granted delegated authority for minor applications, which will generally not be considered by committee unless a member requests a committee discussion.

### **Applications requiring Planning Committee Meetings**

A formal meeting will be convened for applications that are:

- Major developments
- New housing schemes
- Community facilities
- Demolition and replacement dwellings
- Substantial impact on street scene
- Change of use
- Applications requiring Listed Building Consent (other than repairs)
- Infill development (e.g. new dwelling)
- Any application requested by a member.

### **Conflicts of interest**

Members must declare interests in accordance with the Localism Act 2011 and the Council's Code of Conduct. Members with a disclosable pecuniary interest must not participate in discussion or decision-making.

### **Data Protection and document handling**

All handling of planning documents and correspondence will comply with GDPR and the Council's data Protection Policy.

### **Policy Review**

This policy will be reviewed regularly to ensure its relevance and effectiveness.

## APPENDIX B

### Planning Application List

Planning Application No	Ward	Location	Proposal	Date of EGTC Committee	EGTC Comments	MSDC Decision	Date decision reported to EGTC Committee
DM/26/0558/LDC	Town North	4 East Court Villas Cranston Road East Grinstead RH19 3HQ West Sussex	Proposed single storey rear extension.	07/04/2026			
DM/26/0630/HOU	Baldwins	50 Buckhurst Way East Grinstead West Sussex RH19 2AJ	Proposed minor extension at the front door and alterations to the roof to provide internal floor space for a WC room at first floor	07/04/2026			
DM/26/0565/HOU	Imberhome	25 Sackville Lane East Grinstead West Sussex RH19 2AX	Proposed flat roof to pitched roof	07/04/2026			
DM/26/0683/TREE	Herontye & Ashplats South	2 Glendyne Close East Grinstead West Sussex RH19 4NP	Pine - Remove seven lowest secondary branches back to trunk.	07/04/2026			
DM/26/0716/HOU	Herontye & Ashplats South	12 Paddock Gardens East Grinstead West Sussex RH19 4AE	Proposed roof conversion with dormers and new open front porch.	07/04/2026			
DM/26/0722/HOU	Town South	5 Court Close East Grinstead West Sussex RH19 3YQ	Proposed rear extension and front porch with new steps going up to porch door, New vehicle cross over to porous drive.	07/04/2026			
DM/26/0710/HOU	Town South	3 Harvest Hill East Grinstead West Sussex RH19 4BU	Demolition of garage. Construction of side and rear extension. Extension of roof to create additional first floor bedrooms. Layout and elevational alterations	07/04/2026			
DM/26/0572/HOU	Baldwins	26 Kennedy Avenue East Grinstead West Sussex RH19 2DG	Construction of new 3-bedroom house attached to end of existing terrace and associated external works.	07/04/2026			
DM/26/0384/CON	Town South	West Street Baptist Church West Street East Grinstead West Sussex RH19 4EY	Discharge of condition no 3 relating to planning application DM/25/2479	07/04/2026			
DM/26/0754/CON	Ashplats North	Queen Victoria Hospital Holtye Road East Grinstead West Sussex RH19 3DZ	Discharge of condition no. 10 relating to planning application DM/25/0396.	07/04/2026			
DM/26/0782/HOU	Town South	83 - 85 London Road East Grinstead West Sussex RH19 1EQ	Advertisement proposals include an externally illuminated main fascia sign, an externally illuminated heritage projecting sign, an internally illuminated directory of services and banking availability poster, two internally illuminated marketing posters, a community and ownership message, advertisement on the top collar of the ATM and on the entrance door - a DDA sign, CCTV sign and opening hours sign.	07/04/2026			
DM/26/0766/HOU	Town South	83 - 85 London Road East Grinstead West Sussex RH19 1EQ	Conversion of the site into a Banking Hub. Single glazed aluminium framed shopfront replaced with new double-glazed anodised aluminium shopfront and external ATM and spandrel panel surround to ATM. Two new louvres at ground floor level to the rear. Proposed condenser units Mitsubishi Electric MXZ-2F53VF3 and MXZ-2F33VF3 (or equal and approved) to replace the two existing condensers in the same location on the first-floor roof.	07/04/2026			

# APPENDIX C

Planning Application No	Ward	Location	Proposal	Date of EGTC Committee	EGTC Comments	MSDC Decision	Date decision reported to EGTC Committee
DM/25/2648/FUL	Baldwins	36 And 38 Buckhurst Way East Grinstead West Sussex RH19 2AJ	Proposal to erect six above ground columbariums for ashes interments and install a path in front of the columbarium. (revised plans received 28.10.2025)	25/11/2025	No comment	Approved 17/03/2026	07/04/2026
DM/25/3080/COU	Town South	Mid Sussex Timber 79 Railway Approach East Grinstead West Sussex	Change of Use of part of an existing building used as a builder's merchant (B2) to self storage (B8) including associated parking.	03/02/2026	No comment	Approved 12/03/2026	07/04/2026
DM/26/0158/HOU	EG South	Gabriels 5A Saint Hill Green East Grinstead West Sussex RH19 4NG	Proposed replacement side extension	24/02/2026	No comment	Approved 24/03/2026	07/04/2026
DM/26/0177/TREE	Ashplats North	9 Ashplats Mews East Grinstead West Sussex RH19 3AQ	T1 Silver Birch - Crown reduce 3-4m from top of tree to a suitable growth point and reduce laterals to give best balance, 1-1.5m, to suitable growth point.	24/02/2026	No comment	Approved 17/02/2026	07/04/2026
DM/26/0223/TREE	Imberhorne	7 The Timbers East Grinstead West Sussex RH19 1NH	Horse Chestnut - Fell	24/02/2026	No comment	Approved 18/03/2026	07/04/2026
DM/26/0232/LDC	Baldwins	5 Baldwins Field East Grinstead West Sussex RH19 2HE	Proposed single storey rear extension	24/02/2026	No comment	Withdrawn 16/03/2026	07/04/2026
DM/26/0302/TREE	Ashplats North	3 Holtye Place East Grinstead West Sussex RH19 3GQ	T7 Beech - reduce crown by maximum of 2.5m and lift canopy by 2.5m.	24/02/2026	No comment	Approved 18/03/2026	07/04/2026
DM/26/0313/TREE	EG South	Bullecourt Coombe Hill Road East Grinstead West Sussex	T1 - Dawn Redwood - Remove 8 x lower branches to improve clearance to drive and reduce impact to phone line.	24/02/2026	No comment	Approved 18/02/2026	07/04/2026