



EAST GRINSTEAD TOWN COUNCIL

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PLANNING COMMITTEE

Minutes of the meeting held at 7pm on Tuesday 7 April 2026

Committee: Cllr L Gibbs (Chair)
Cllr E Godwin (Vice Chair)*
Cllr J Belsey (Town Mayor)
Cllr H Farren
Cllr J Mockford
Cllr S Ody*
Cllr S Reeves (Deputy Town Mayor)
Cllr T Scott*
Cllr R Whittaker

* absent

In Attendance: Deputy Town Clerk

PUBLIC PARTICIPATION

8 members of the public present.

96. **To receive apologies for absence/substitutions**

Apologies were received from Cllrs. Scott and Ody and were noted.

97. **To receive the minutes of the meeting held on 17th March 2026**

RESOLVED: The previously circulated minutes of the meeting held on 17 March 2026 were agreed by the Committee and signed by the Chairman.

98. **To receive Members' Declarations of Interest**

Cllr Whittaker declared membership of MSDC's District Planning Committee and so reserved his right to amend his views in future based on further information from officers, the public or other representations.

99. **Chairman's Announcements**

No Chairmans announcements were made.

100. **To review the Planning Application Policy for recommendation and approval by Council (Appendix A)**

The Planning Applications Policy was circulated and the Chairman explained that due to the large number of planning applications received on a weekly basis, the policy had been created to manage the volume of applications and to assist with the efficiency of the planning committee by ensuring the agenda is better managed, whereby a formal meeting will be convened if required for significant applications, such as detailed within the policy.

Prior to the meeting date, the list of applications will be reviewed and a recommendation made by officers as to whether the meeting is required, this decision will be made jointly between the officer and the Planning Chairman.

It was noted that this should also include applications associated with significant infrastructure where necessary.

RESOLVED: To adopt the Planning Applications Policy.

101. **To note the Planning Action List.**

No actions were outstanding.

102. **To make observations as may be considered necessary in respect of the planning applications (Appendix B)**

RESOLVED: That Mid Sussex District Council be informed of the observations of this Committee in relating to the applications set out in the Appendix B to these minutes, as indicated in column 5.

103. **To note any planning and/or appeal decisions received from Mid Sussex District Council attached (Appendix C)**

The decisions were noted by the Committee as detailed in Appendix C.

The meeting closed at 7.23pm.

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

Signed

Chair



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.

Planning Application No	Ward	Location	Proposal	EGTC Comments
DM/25/2781/FUL	Baldwins	91 - 93 Lingfield Road East Grinstead West Sussex RH19 2EL	Retrospective application for conversion of an old commercial garage into an office space.	No comment
DM/26/0173/HOU	Imberhorne	Naremburn 42 Fairlawn Drive East Grinstead West Sussex RH19 1NT	Proposed first floor dormer to side elevation and new garage to replace existing (revised plans received 11.03.2026)	No comment
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	No comment
DM/26/0558/LDC	Town North	4 East Court Villas Cranston Road East Grinstead RH19 3HQ West Sussex	Proposed single storey rear extension.	No comment
DM/26/0565/HOU	Imberhorne	25 Sackville Lane East Grinstead West Sussex RH19 2AX	Proposed flat roof to pitched roof	No comment
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.	The committee recommend refusal on the grounds of highway safety, impact on character and appearance of the area, and additional pressure on already limited parking in the vicinity of the development.
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	No comment
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.	The committee supported approval subject to no adverse report from the MSDC tree officer.
DM/26/0710/HOU	Herontye & Ashplats 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	No comment
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.	No comment
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.	No comment
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.	No comment
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.	Committee recommend approval.
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.	No comment

APPENDIX C

Planning Application No	Ward	Location	Proposal	EGTC Comments	MSDC Decision
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)	No comment	Approved 17/03/2026
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.	No comment	Approved 12/03/2026
DM/26/0158/HOU	EG South	Gabriels 5A Saint Hill Green East Grinstead West Sussex RH19 4NG	Proposed replacement side extension	No comment	Approved 24/03/2026
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 pint.	No comment	Approved 17/02/2026
DM/26/0223/TREE	Imberhorne	7 The Timbers East Grinstead West Sussex RH19 1NH	Horse Chestnut - Fell	No comment	Approved 18/03/2026
DM/26/0232/LDC	Baldwins	5 Baldwins Field East Grinstead West Sussex RH19 2HE	Proposed single storey rear extension	No comment	Withdrawn 16/03/2026
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.	No comment	Approved 18/03/2026
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.	No comment	Approved 18/02/2026