

# Burwash Parish Council Planning Committee

Minutes of the Planning Committee

Held on the 25<sup>th</sup> June 2020, at 15.00

Due to the coronavirus crisis this meeting was held online using Zoom

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Chair Cllr I Rees, Cllr Franklin, Cllr Newson, Cllr Wraight, Cllr Moore

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**The meeting was opened at 15.02 by Chair Cllr Rees.**

**There were 4 members of the public present online.**

## **Public Questions:**

### **15.03 Cllr Franklin left the meeting temporarily**

Public: Has anyone been in contact with the owners of The Bell Inn?

Cllr Rees: Wait for Cllr Franklin to return and check.

Public: How is the new system working to visiting properties on the agenda with planning applications?

Cllr Newson: Stated it is not a new system and properties are regularly visited.

Public: Referring to policy made at last planning meeting.

Cllr Rees: Confirmed that when deemed necessary properties are being visited. Some properties do not need a site visit.

Cllr Moore: Confirmed he had been out to visit Bines Farm that week.

Public: Is the system that councillors make an appointment to do a site visit?

Cllr Rees: If needed then yes.

Cllr Wraight: Noted that with the coronavirus and lockdown less visits have been taking place than usual.

Public: Wanted to check that procedure in place and being followed.

### **15.13 Cllr Franklin returned to the meeting**

Public: Has Cllr Franklin been in contact with the owners of The Bell Inn?

Cllr Franklin: Confirmed he had not.

## **1. Public Time (as above).**

Public time ended at 15.17

## **2. Apologies for Absence.**

Apologies were received from Cllr Caulkin and from Cllr John Barnes.

## **3. Disclosures of Interest.**

Cllr. Franklin disclosed a family connection with the owners of the Oakleys agenda items 4 and 5.

#### 4. Minutes from the Previous Meeting.

- a) There had been no further Planning Meetings since the last Full Council Meeting on the 9<sup>th</sup> June 2020.
- b) It was agreed that the outstanding action points would be completed by councillors with regards to item 5 on the Minutes of the meeting that took place on the 5<sup>th</sup> June 2020.  
*“Councillors agreed to RESOLVE to speak to landowners of all 3 sites (Oakleys, Bell Inn and Higher Nature), with a view to reporting to Council any new plans or ideas pertaining to the sites and offer help from the Committee if needed. Action: Cllr Franklin to speak to Oakleys, Cllr Rees to contact other landowners.”*

#### 5. Extension of the Conservation Area Boundary.

Discussion was had about the general conservation area and whether School Hill had been considered. It was agreed that it would be a good idea to contact anyone affected by the proposed change in boundary and living in that area.

##### **15.25 meeting was paused for members of the public to speak.**

Public: Suggestion made that a joint committee or group be formed with Save Our Fields. Discussion between members and public about where the current boundaries are. Reference to maps.

**Action:** Assistant Clerk to circulate the East and West maps of the village

Public: Goal not to go into too much detail at this meeting but get decision on whether the boundary line should be extended.

##### **15:40 meeting resumed**

Members were asked to vote on whether they wanted to extend the Conservation Boundary. A vote was held by show of hands and 4 councillors were in favour. (Cllr Franklin abstained due to Disclosure of Interest declared at Item 3.)

Members **RESOLVED** that they were in favour of extending the conservation boundary.

**Action:** Assistant Clerk to add to Full Council Agenda for 14<sup>th</sup> July Meeting.

**It should be noted so that there is no lack of clarity on the above resolution that the actual new boundaries for the conservation area will be reviewed in full at the sub-group meetings. The Conservation Boundary group will be formed once approved at Full Council on the 14<sup>th</sup> July 2020 and a meeting schedule established. All recommendations from the group will be presented to the Planning Committee and Full Council for resolution.**

Members discussed working party/ subgroup and it was agreed this would be put to Full Council at the next meeting.

**Action:** Assistant Clerk to request this item be added to the Agenda for the Full Council Meeting for a resolution on forming the new working party. **Action:** Assistant Clerk to get information from Clerk on best way this group could be formed and report to Planning Committee.

**At 15:45 the meeting was paused for a member of public to speak.**

Public: Queried size of working group and who would be a member.

Discussion was had about the size of a working group. The suggestion made by the member of public was 3 councillors and 3 members from Save Our Fields.

Suggested timeframe was discussed between councillors and public as follows:

Recommendation to Full Council at 14<sup>th</sup> July meeting that a Working Party be formed that includes 3-4 councillors and 3-4 members of Burwash Save Our Fields.

The formed Working Party to meet end of July and report back to Full Council in August.

The goal being that a decision be reached at the September Full Council meeting.

**At 15:47 the meeting resumed.**

*Further update from Clerk 9/9/20: Following discussions from Save Our Fields on the 8<sup>th</sup> July 2020, there has been a change in plans regarding the way the working group will be set up. The following resolution from the 25.6.20 is now being put to Full Council on the 14<sup>th</sup> July as follows:*

***“Committee recommend that Council RESOLVE to agree the establishment of a separate sub-group to be Chaired by Save Our Fields to work specifically on the potential extension of the conservation boundary. Sub-group to be populated by 3 members of Save our Fields and 3 council representatives. Resolutions of the sub-group to come back to Full Council for agreement.”***

**6. Planning Training Update.**

- a) It was reported that the training session that took place on the 23<sup>rd</sup> June 2020 was informative and very useful for councillors.
- b) Further training will be aided by the creation of a central location on sharepoint for councillors to access key documents containing policies, procedures and updates.

**At 15:48 the meeting was paused for a member of the public to speak**

Public: Document on Save Our Fields website: Understanding Planning Permission in Burwash could be of use as a reference point.

**Action:** Assistant Clerk to add this document to sharepoint for councillors to view.

**At 15.49 the meeting resumed**

**Action:** Assistant Clerk to upload relevant documents to the Key Documents folder under planning.

*Assistant Clerk’s note: This folder has been created and all documents mentioned to date uploaded and available to councillors.*

**7. Planning Applications. (Standing item) – see appendix for comments lodged on portal**

- a) RR/2020/1046/L DEL Dunmayling, High Street, Burwash TN19 7EP  
Provision of 3no. fascia signs.

The Planning Committee unanimously **RESOLVED** to support this application.

- b) RR/2020/410/P DEL Old Orchard Nursery, Heathfield Rd, Burwash TN19 7NB  
Extension of farmshop cafe to create kitchen and tea room with new WC. (Part retrospective)  
The Planning Committee unanimously **RESOLVED** to support this application.
- c) RR/2020/467/P DEL Bines Farm, Witherenden Hill, Witherenden, Burwash TN19 7JN  
Erection of an agricultural building and yard area to provide suitable livestock housing.  
The Planning Committee unanimously **RESOLVED** to support this application.
- d) RR/2020/939/T DEL Land around Garston Park and to the north of Churchill House and south of old police house, Buwash TN19 7EZ  
Works to trees.

Council were unable to come to a decision about this application but **RESOLVED** to make the following comments:

- i) If the trees are dangerous then council agrees this needs to be addressed.
- ii) Council would like to request more information on the extent of the works.
- iii) Council would like the ownership of the trees, which currently seems unclear, to be clarified.

#### **8. Any Planning results received (standing item)**

None had been received

#### **9. Planning Appeals (standing item)**

- a) Red Cross Centre Appeal Ref. 2687 Application: RR/2019/2193/P  
The Appeal is showing as current on the portal and has not yet been decided.  
**Action:** Assistant Clerk to monitor any progress on this Appeal, notify Council and add to next meeting agenda.

#### **At 16.10 the meeting was paused for a member of the public to speak.**

Public: There are 21 days to comment on appeals. Rother can have received them but we know nothing until Appeal validated.

#### **At 16.12 the meeting resumed.**

- b) Update on Appeals Procedure  
It was confirmed that Council should be notified when an Appeal is lodged, but once validated there are 21 days to respond.  
**Action:** Assistant Clerk to monitor this process and ensure Council are aware of any Appeals being lodged.

#### **10. Correspondence to the clerk (standing item)**

- a) Email received about potential new housing site in Fontridge Lane, Burwash  
Councillors **RESOLVED** to conduct a site visit but did confirm the property is outside of the development boundary.

**Action:** Assistant Clerk to contact residents to arrange a suitable time for a site visit with Councillors.

**11. Strand Meadow (standing item)**

There was nothing to report. The hoardings were discussed but would be addressed at a future meeting once enforcement is more active again following lockdown.

**12. Glebe House Site (standing item)**

No application has been lodged and the Pre-Planning Advice Section is now closed. There is a planning application that will be discussed at the next meeting regarding a stable block at Glebe House.

**At 16.20 the meeting was paused for a member of the public to speak.**

Public: Advised sending provisional view based on feedback received by Save Our Fields group on submission of their paper to Rother DC.

Consider sending Cllr Moore's paper and endorse the one produced by Save Our Fields group.

**At 16.22 the meeting resumed.**

Cllr Rees asked members to consider the member of public's idea.

Cllr Wraight suggested we add "initial thoughts" as a proviso as council had already expressed their intention to consult on this application.

Cllr Newson suggested anything that is submitted to Rother should be done so on behalf of Council, not by endorsing a third-party document/ opinion, even if the same views may be shared.

It was agreed that the item would be discussed more fully at the next Planning Meeting and that both Cllr Moore's report and Note from Save Our Fields should be added to the next Agenda.

**Action:** Assistant Clerk to add both documents to next Agenda for discussion.

**13. Ashwood House Site and Application (standing item)**

Cllr Moore read out the email received from Mr. Collins Green on the 22<sup>nd</sup> June 2020 which provided an update (see Appendix).

**Action:** Cllrs Rees and Moore to attend Pre-Application Consultation on site with Rother District Council on 29<sup>th</sup> June 2020 at 11am. **Action:** Cllrs Rees and Moore to report back to the committee at the next meeting.

**14. Information for noting or including on a future agenda.**

- a) Conservation Boundary (standing item)
- b) Red Cross Centre Appeal Ref. 2687 Application: RR/2019/2193/P
- c) Strand Meadow (standing item)

- d) Glebe House (standing item) Note from Save Our Fields and Report written by Cllr Moore on behalf of Council.
- e) Ashwood House and report from Cllrs Rees and Moore on site visit on 29<sup>th</sup> June.

**15. Date of next meeting and time to be agreed.**

**Monday 6<sup>th</sup> July 2.30pm** online via Zoom.

**The meeting was closed at 4.33pm**

## Appendix

### Item 13: Email from Mr Collins Green

**From:** Nick Collins Green [REDACTED]

**Sent:** 22 June 2020 22:11

**To:** Cllr Nick Moore <[cllr.nick.moore@burwashpc.org.uk](mailto:cllr.nick.moore@burwashpc.org.uk)>; [REDACTED]  
[REDACTED]

**Subject:** Ashwood Nursing Home, Burwash Common

Good evening Nick,

I wanted to give you a quick update on our plans for Ashwood.

We have now received most of the necessary reports that will be required for the planning submission, and hope to be ready to send our application in the next few weeks. We have also been waiting for Rother to get back to us regarding our request for a pre-application consultation and have now been offered a meeting on site next Monday 29th at 11.00. You would be most welcome to attend, if you have the time and felt that it was of interest and appropriate.

I have not yet met with the Save Our Fields group, as I have been waiting for updated information to discuss with them, but will be contacting them later this week. One of their major concerns was adherence to the High Weald Design Guide, which we have taken on board and made a number of changes to the plans.

We will be consulting more widely with the local community in the next few days, with letters being sent to surrounding houses and a display board showing the proposed development being erected at the site - unfortunately, at the moment, we are unable to invite local residents into the building so the display board is the next best way to provide information.

If you are unable to make the meeting next Monday I will let you know what advice Rother provide.

Kind regards,

Nick

Nick Collins Green MCIOB

## **Appendix 2 – Planning Portal Comments submitted on 29/6/20**

### **Item 7a)**

Your comments relating to Application RR/2020/1046/L have been received, your reference is OWPC24559

Name: Burwash Parish Council

Address: Parish Council Office High Street Burwash

Comments: The Planning Committee met on the 25th June 2020 and resolved to support this application.

### **Item 7b)**

Your comments relating to Application RR/2020/410/P have been received, your reference is OWPC24560

Name: Burwash Parish Council

Address: Parish Council Office High Street Burwash

Comments: The Planning Committee unanimously RESOLVED to support this application at their recent meeting on the 25th June 2020.

### **Item 7c)**

Your comments relating to Application RR/2020/467/P have been received, your reference is OWPC24561

Name: Burwash Parish Council

Address: Parish Council Office High Street Burwash

Comments: The Planning Committee met on the 25th June 2020 and unanimously RESOLVED to support this application.

### **Item 7d)**

Your comments relating to Application RR/2020/939/T have been received, your reference is OWPC24562

Name: Burwash Parish Council

Address: Burwash Parish Council Office High Street Burwash

Comments: The Planning Committee met on the 25th June 2020 but were unable to come to a decision about this application but RESOLVED to make the following comments: i) If the trees are dangerous then council agrees this needs to be addressed. ii) Council would like to request more information on the extent of the works. iii) Council would like the ownership of the trees, which currently seems unclear, to be clarified.