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15 October 2019

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH** will be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 23RD OCTOBER, 2019 at 7.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

**A G E N D A**

	<b>Pages</b>
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the meeting of the Scrutiny Committee for Housing, Planning and Economic Growth held on 11 September 2019.	<b>3 - 10</b>
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Parking Services Annual Review 2018/19	<b>11 - 18</b>
7. East Grinstead Conservation Area Appraisal and Boundary Review - Outcome of Public Consultation	<b>19 - 60</b>
8. Scrutiny Committee for Housing, Planning and Economic Growth - Work Programme 2019/20.	<b>61 - 62</b>
9. Questions pursuant to Council Procedure Rule 10, due notice of which	

has been given.

To: **Members of Scrutiny Committee for Housing, Planning and Economic Growth:**  
Councillors N Walker (Chair), C Laband (Vice-Chair), R Bates, M Belsey, P Brown,  
E Coe-Gunnell White, R Cromie, R Eggleston, S Hatton, S Hicks, G Marsh, J Mockford,  
A Peacock, C Phillips and R Webb

**Minutes of a meeting of Scrutiny Committee for Housing, Planning  
and Economic Growth  
held on Wednesday, 11th September, 2019  
from 7.00 - 8.24 pm**

**Present:** N Walker (Chair)  
C Laband (Vice-Chair)

R Bates	S Hatton	C Phillips
P Brown	S Hicks	R Webb
E Coe-	J Mockford	J Dabell
Gunnell White	A Peacock	R Whittaker
R Eggleston		

**Absent:** Councillors M Belsey, R Cromie and G Marsh

**Also Present:** Councillors J Belsey, P Chapman, I Gibson and J Henwood

**Also Present as Cabinet Members:** Councillors S Hillier, J Llewellyn-Burke and A MacNaughton

**1 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE  
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Whittaker substituted for Councillor Marsh and Councillor Dabell substituted for Councillor Belsey.

**2 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Councillors Cromie, Marsh and Margaret Belsey.

**3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT  
OF ANY MATTER ON THE AGENDA.**

Councillor Paul Brown advised that he is the local correspondent for the Open Spaces Society and had a personal interest.

**4 TO CONFIRM THE MINUTES OF THE MEETING OF THE SCRUTINY  
COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH HELD ON  
18 JULY 2019.**

The Minutes of the meeting of the Committee held on 18 July 2019 were agreed as a correct record and signed by the Chairman.

**5 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS  
URGENT BUSINESS.**

None.

## **6 PARKING STRATEGY MEMBERS WORKING GROUP.**

Rob Anderton, Divisional Leader for Contracts and Commercial Services introduced the report. He advised the Committee that the current parking strategy for Mid Sussex expires in 2020. This is a key objective in the Corporate Plan and a Working Group to refresh this strategic document will be drawn from the Scrutiny Committee for Housing, Planning and Economic Growth.

As there were no questions the Chairman took Members to the recommendation which was agreed unanimously.

### **RESOLVED**

The Scrutiny Committee agreed to the establishment of a Member Working Group to oversee the preparation of the Parking Strategy refresh.

## **7 SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT - DRAFT PLAN FOR CONSULTATION.**

The Chairman informed the Committee of the background to the Site Allocations Development Plan Document (DPD): At the examination of the District Plan the Council were committed to the Site Allocations DPD (the Sites DPD) to identify sites for a five year land supply throughout the term of the Plan. A report came before the Scrutiny Committee on 14 November 2017 to set up the Working Group. It was agreed that at every stage the process would be monitored by the Scrutiny Committee. The Committee have reviewed the process on four occasions and each time, through due diligence, have thoroughly examined every stage. He noted that the original 233 sites had been now reduced to 22, and the residual housing figure had been revised to 1,507 dwellings. He highlighted that Councillors Whittaker and Hatton, as Members of the Working Group, can confirm the amount of time spent scrutinising the papers at the Working Group. He thanked the Members and the officers who worked to produce the report.

Sally Blomfield, Divisional Leader for Planning and Economy introduced the report and explained the background and context. She noted that the purpose is to allocate enough sites to meet the residual need for housing and employment, to allocate a site for a Science and Technology Park and also included a small suite of additional policies to ensure sustainable development in the District. The Committee were informed that a consultation would follow, and the procedure is regulated by law. The final Sites DPD would be examined by an independent Planning Inspector following a final public consultation and then the Plan would be adopted by the Council.

The Divisional Leader reminded the Committee that the Government's objective is to boost housing supply to meet need and affordability. She confirmed that the local requirement for Mid Sussex was agreed in the examination of the District Plan, and DP4 set out a minimum requirement of 16,390 homes up to 2031 and committed the Council to allocate sites to meet this need. This figure included some unmet need in Crawley. The Divisional Leader noted that after accounting for Completions, Commitments, Strategic Allocations and Windfalls the residual figure of dwellings still required was 2,439 as at March 2017. She highlighted that the Inspector required the Council to commit to the preparation of this Sites DPD in order to allocate sites to meet the residual figure. She confirmed the importance of allocating sites for the

purpose of a five year housing land supply. The Sites DPD, in ensuring the five year housing land supply, will ensure that the District Plan remains the starting point for considering applications.

The Divisional Leader confirmed that the preparation of the Sites DPD is guided by legislation, the NPPF and Planning Practice Guidance, it is a prescribed, lengthy and complex process. The Site Allocation Working Group had met 16 times to review the work undertaken. The Council had involved stakeholders, town and parish councils, land owners and site promoters in the process to assess the methodology. She highlighted that they had a chance to be involved and comment, and the Scrutiny Committee were here to look at the proposed output from the process. She also advised that the Council had retained Paul Brown QC to critically review the process at every stage.

The Divisional Leader noted Appendix 2 which summarised the five stages of the Site Selection Methodology. She highlighted that stage two included application of the Spatial Strategy which had been considered by the Inspector and fixed in the District Plan by Policies DP4 and DP6. The aim of the spatial strategy is to locate the majority of the growth in the top tier category settlement (Category 1) as this is the most sustainable way to accommodate growth. Following the high level assessment the number of sites reduced from 233 housing sites to get a palette of 142, which were then subject to a further detailed assessment that reduced the number of potential sites to 47. She again referred Members to Appendix 2 which summarised the review processes. The Committee were reminded that the residual figure of 2,439 (April 2017) had been reduced to 1,507 due to more completions, changes in commitments and a reassessment of windfalls. The Divisional Leader confirmed this was good news as the reduced residual figure would reduce the number of sites required.

The Committee was advised that at stage four of the process the Council had to consider all reasonable alternatives before reaching their decision, the alternative options came from the palette of 47 sites. She highlighted that following assessment, 20 sites were common to all three options – allocating the 20 sites is Option 1. Option 2 included two additional sites in Burgess Hill and Option 3 included the Golf Course site in Haywards Heath.

The Divisional Leader noted that Paul Brown, QC had advised that, in line with the adopted Spatial Strategy, if sites were not available in a tier the shortfall should be sought in the upper tiers. As insufficient sustainable sites had been found in Category 3 settlements they were sought from category 1 settlements. Option 2 and 3 proposed additional growth in Category 1 settlements.

The Scrutiny Committee were informed that Option 1 did not provide a satisfactory buffer above the minimum residual figure should any sites be removed from the process following consultation or further work, therefore the robustness of choosing this option would be challenged at examination. Option 3 would yield a greater buffer than necessary and the site was not appropriate in the terms of size and scale of growth. The Divisional Leader confirmed therefore that Option 2 was the preferred option which had been thoroughly tested and was set out in the Draft Site Allocation DPD. This option provides a robust buffer, complies with DP4 and DP6, and increases the 5 year land supply from 5.64 years to 6.47 years.

The Chairman reminded Members that they are were representing the whole district and not just their Ward.

The Divisional Leader noted that all selected sites are listed in the DPD and each site is accompanied by a policy that sets out guidance to aid the development.

Members asked questions on the selected sites, expected yield of units per site, the size of dwellings and the 5 year land supply.

The Divisional Leader advised that the yield per site has been carefully tested through site assessments and visits, and confirmed that the officers considered constraints and other factors. She noted therefore that following this scrutiny the yields in the Sites DPD may be different to the original estimate when the sites were promoted. The District Plan sets out a number of policies including Housing Mix, the Mid Sussex Design Guide which is also to be consulted upon. Both would be taken into account when applications are considered. She confirmed that the District Plan had allocated a number of strategic allocations and the Site Allocation DPD was seeking to allocate suitable sites to meet the residual need. The Committee was advised that the Plan period was up to 2031 and the 5 year land supply was a rolling 5 years looking forward, as detailed in the Annual Position Statement. She confirmed that the revised residual figure had taken into account that some dwellings from the Northern Arc site will be delivered outside of the Plan period.

Several Members commented on the amount of work completed by the officers.

Several Members commented on the congestion on the highway in the District. Andrew Maxted, Business Unit Leader for Planning, Policy and Economy confirmed that site developers had provided information on the impact of proposed developments on the highway and mitigation to resolve the impact.

In response to a Member's concern the Divisional Leader stated that the public can comment on everything during the consultation, sites that have been included or excluded and the proposed additional planning policies.

A member of the Working Group confirmed the vast amount of work completed by the Working Group over the last 18 months and he thanked the officers. He noted it was the Council's legal responsibility to deliver these units and it is the Government's agenda to deliver growth. He confirmed that the process had been officer led, the Working Group had been checking facts and that no choice was an easy choice. The price of an average property was high in Mid Sussex and affordable homes were needed, the Site Allocation DPD will meet the need. He commented on the anticipated cost of improvements to the infrastructure and that Tandridge District Council's District Plan goes to examination next month. He concluded that he fully supported the process and recommendations.

Following several questions the Divisional Leader confirmed to the Committee that the library of background documents would be placed on the Council's website, in the Member's Room and deposited in key deposit locations for the public to view. She noted that the Working Group had met in April to consider the options of the 47 sites and the last meeting on 27 August reviewed the technical work and the final 3 options. The Committee was informed that the officers had taken legal advice on constituting a new Working Group but Paul Brown, QC had advised to continue with the remaining members of the group and complete the process. Andrew MacNaughton, Cabinet Member for Housing and Planning confirmed that all work to date had already been thoroughly scrutinised by the Committee. The work had rightly come back to Scrutiny at the end of the process and to start again would be counterproductive.

Andrew Marsh, Senior Planning Officer confirmed that the criterion of new developments being no more than 150ms from an existing settlement boundary was a guide. It was felt by officers more than 150ms was a significant distance and that there were sufficient sites to choose from that were better connected to existing settlements. The criteria were established within Site Selection Paper 1, which had been scrutinised by this committee in September 2018. The Business Unit Leader, in response to a specific question, noted that other sites may be identified through a future local plan process that might extend the boundary away from the existing built up area.

A Member stated that she had missed the last meeting of the Working Group due to a holiday but confirmed that she had been sent the papers to be reviewed. She expressed concern that her comments had not been put forward. She informed the Committee that it was a cross party group and each area had been represented, but felt her geographical area had not been represented at the last meeting. She noted that the Friar's Oak site had been included but the decision from the current Planning Inquiry had not been released and this could be misinterpreted by the public. She then asked for clarity over the access arrangements for Site SA13 (Land East of Keymer Road).

The Divisional Leader assured the Member that her concerns had been received, reviewed and were included in the schedule of additional comments. The officer noted that the Member did represent the south of the District and noted that no decision had been made on the Inquiry for the Friar's Oak site. However she confirmed that there were different processes for considering a planning appeal and for considering a site through a plan making process. She confirmed that Site SA 13 comprised the two sites in Keymer Road which had originally be promoted independently but then had been combined and the site was shown to have two accesses onto - Keymer Road. However, she confirmed that amendments to SA13 would be made to make vehicular access matters clear.

A Member showed concern over more developments on the edge of towns leading to isolation of those new developments, citing Northern Arc as an example, and the impact of the anticipated increase in traffic movements.

The Divisional Leader noted the Sites DPD was applying the Spatial Strategy set out in the District Plan and reminded the Committee that the Council were required to identify sufficient sites to meet the residual need. In addition, she confirmed that the development at higher tier settlements was sustainable because of the access to goods and services in these locations. Regarding the Northern Arc she outlined the work of the wider Burgess Hill Programme and the proposed new policies to improve accessibility at Wivelsfield Station and secure sustainable transport networks.

A Member highlighted the Transport Assessment and that all landowners must produce a detailed transport assessment to link with the existing network and include mitigation for the impact on the highway. He noted that the Council was working in partnership with neighbouring district and county councils to deliver these sites including solutions to mitigate any severe impact on the highway.

The Business Unit Leader confirmed that the transport evidence was correct and included a comprehensive assessment on the impact of additional traffic from the additional houses on the highway network. He advised that he was aware that the network at East Grinstead is already constrained and highway improvements will be required even if more houses are not built in the area. He confirmed partnership working with District and County Councils and a proposed policy in the draft Sites

DPD for improvements to the junctions of the A22 and A264 corridor. He confirmed that the policy SA19 would be amended to make it clear that there would be a need for ongoing collaboration with both highway authorities. He confirmed that Tandridge District Council were developing proposals to improve the junction at Felbridge and that additional housing has the potential to assist in contributing funding to help deliver the junction upgrades. A Member queried why the Dukes Head junction on the A264 had not been included, the Business Unit Leader confirmed that the whole highway network in the district was considered during the transport modelling work and any improvements required were included in the Sites DPD.

For the benefit of new Members the Divisional Leader confirmed that the Regulation 18 consultation is the first of a two stage consultation process and all representations made to the Regulation 18 consultation will be carefully considered by the officers and then by this Scrutiny Committee. She confirmed receipt of a letter regarding a site in Horsted Keynes, the site had originally been submitted as a large site and the promoter then asked for it to be considered in three sections. She noted that one of the plans in the Site Selection Paper 3 was incorrect and explained that the Site Selection Paper 3 would be updated. She confirmed that all three sites had been assessed and were listed as such in the accompanying table in Site Selection Paper 3. The landowner has been advised to make any other comments at the consultation stage.

The Business Unit Leader commented that following consideration of the representations made to the Regulation 18 consultation by this Committee, the Council can amend the Plan before the second consultation. Representations made to the second consultation are reviewed by the Inspector as part of the independent public inquiry. This second stage of consultation is planned for mid-2020.

A Member wanted reassurance about the consultation process and noted that it was difficult to find your way around the documents. He wanted to know what weight the Plan had in the assessment of planning applications.

The Divisional Leader advised that the Plan gathers more weight as it goes through the process. She noted that Appendix A to the Committee Report assisted with finding information but that a library of documents would be made available in the Members Room and on the Council's web pages.

The Business Unit Leader reminded the Committee of the four purposes of the Site Allocation DPD and confirmed that there is need for an additional 10 to 15 hectares of employment land. He noted that this had been simpler in comparison to the housing sites process as 18 sites were promoted and these were carefully considered in detail using the criteria and scrutinised by this Committee. The Site Allocation DPD identifies 7 employment sites for allocation and there are policies for each site. He confirmed the commitment for the Science and Technology Park was established in policy DP1 of the District Plan. The need had been identified and a broad location west of Burgess Hill. He noted 2 sites had been promoted and considered with the northern site proposed for allocation. The Business Unit Leader confirmed the additional strategic policies would protect the existing 66 employment sites in the district; safeguard land to deliver highway schemes at certain junctions, safeguard land required to deliver enhancements at Wivelsfield Station, and Burgess Hill multifunctional network link; and the air quality policy would reflect new guidance across Mid Sussex to ensure robust and up to date policies.



A Member commented that policy SA 34 would add extra protection and allow flexibility for businesses to expand, and SA 35 would safeguard land for future highway work.

In response to a Member's question on the calculation of net biodiversity gain, the Business Unit Leader advised the Committee that the work had been informed by a comprehensive process involving a range of stakeholders, specialist consultants and landowners. The process has been tailored on a site by site basis and the consultation process would provide an opportunity to revisit some sites. In the light of this question officers will amend the wording to the general principles of the plan to explain how net biodiversity gain is measured.

The Cabinet Member for Housing and Planning noted that all sites are investigated for the opportunity to improve the habitat for wildlife. He confirmed that there would be public open space in the Northern Arc development with areas left for wildlife to flourish. A Member noted that the HRA report and Sustainability Appraisal included a section on biodiversity.

In response to a question, the Divisional Leader confirmed policy SA 37 would safeguard the cycle scheme for the link from Burgess Hill to Haywards Heath. She noted this is part of a larger network looking to deliver sustainable transport improvements as part of the Burgess Hill programme but governance for this work lies outside the Sites DPD work.

The Committee was advised by the Divisional Leader that the next step would be the six week consultation which was detailed on page 24 of the report and the Council's approved Statement of Community Involvement.

The Chairman noted the constructive questioning by the Committee and confirmed the importance of this document.

The Chairman took Members to the recommendations. The recommendations were approved with 10 votes in favour and 4 Members abstained.

## **RESOLVED**

The Committee:

i) Considered and commented on the Draft Site Allocations DPD and supporting documentation; and

(ii) Recommended to Council the Draft Site Allocations DPD, along with supporting documentation, for six-weeks public consultation commencing 9<sup>th</sup> October 2019.

## **8 SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH - WORK PROGRAMME 2019/20.**

Tom Clark, Solicitor to the Council, introduced the report which presented the Committee's Work Programme for the year. He noted the items at the next two meetings and advised that the Site Allocations DPD report would come back to the Committee and the date was dependent on the number of replies from the consultation

The Committee noted the Committee's Work Programme as set out at paragraph 5 of the report.

**9 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10, DUE NOTICE OF WHICH HAS BEEN GIVEN.**

None.

The meeting finished at 8.24 pm

Chairman

## **PARKING SERVICES ANNUAL REVIEW 2018/19**

REPORT OF: Divisional Leader – Commercial Services & Contracts  
Contact Officer: Claire Onslow  
Email: [Claire.onslow@midsussex.gov.uk](mailto:Claire.onslow@midsussex.gov.uk) Tel: 01444 477586  
Wards Affected: All MSDC Wards  
Key Decision: No  
Report to: Scrutiny Committee for Housing, Planning & Economic Growth  
Date: 23 October 2019

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### **Purpose of Report**

1. The purpose of this report is to provide the Scrutiny Committee for Housing, Planning & Economic Growth with an overview of Parking Services' activity in 2018/19, including information about the enforcement contract the Council operate on behalf of West Sussex County Council.

### **Recommendations**

2. **The Committee are asked to note the contents of this report.**
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### **Background**

3. The Council's Parking Services Team manages the District's 34 public car parks (22 town and 12 rural with a total of 2,800 spaces) and since January 2006 has provided the civil enforcement for both on and off street parking.
4. The provision of on-street parking and restrictions is the responsibility of West Sussex County Council (WSCC) . The Council administers the civil enforcement of on-street parking restrictions on behalf of WSCC.
5. The service also manages the administration of WSCC's Controlled Parking Zone (CPZ) in East Grinstead and the District Council's concessionary taxi voucher scheme for residents unable to use public transport.

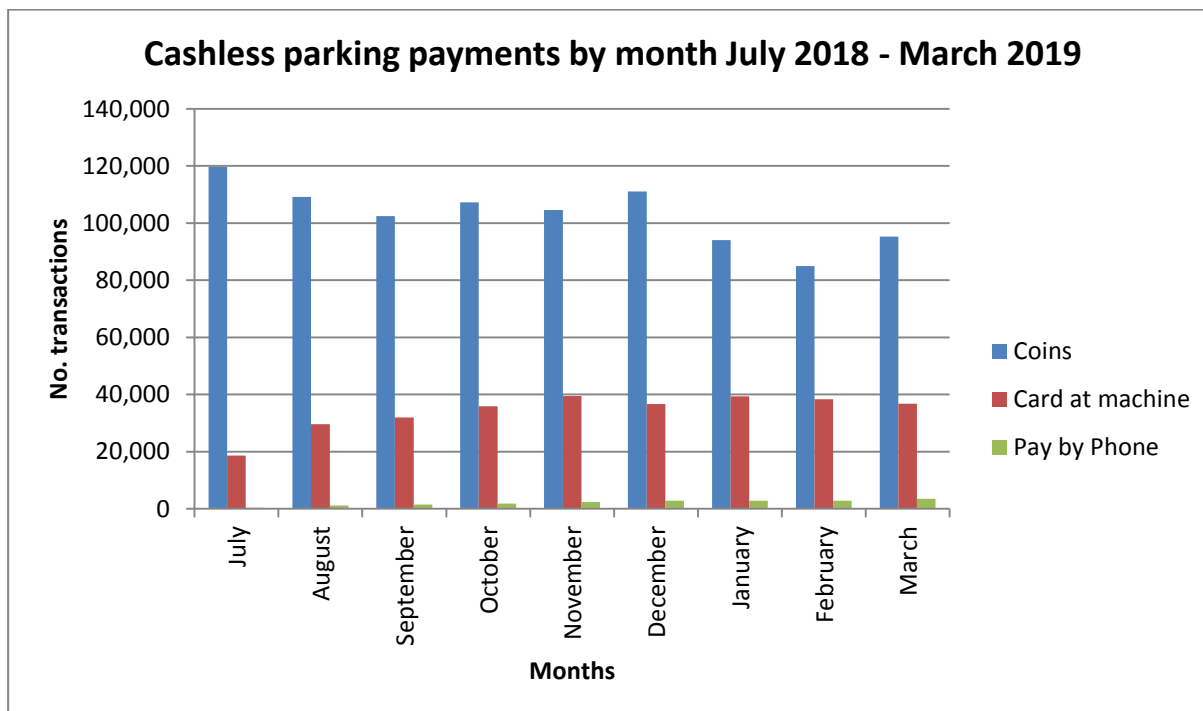
### **Service Innovation during 2018/19**

#### **Cashless parking.**

6. In 2018/19 the Council introduced cashless parking into the town centre car parks. The project was delivered over a 3 week period in July 2018.
7. This involved the Council replacing 42 pay and display machines to accept card payments. 29 machines were enabled for coin and card payments whilst the remaining 13 only accepted card payments. Every car park retained the ability to pay by cash.
8. In addition to the provision of new machines a 'pay by phone' option was also introduced. This service enabled customers to purchase a stay via telephone, app or text message in advance or to extend their stay without returning to their vehicle.

9. Between July 2018 (when the new service was introduced) and year end, 26% of all pay and display transactions were made via cashless platforms; 24.5% via cards at the machine and 1.5% via the pay by phone platform. This significantly exceeds the envisaged participation levels, and demonstrates the high customer demand for alternative payment methods to cash.
10. At the end of 2018/19, the processing charges for cashless parking were 4% of pay and display income for the Council. This matches the Council's expectation when agreeing the business case to support this service improvement.

The table below shows cashless parking payment platforms between July and March.

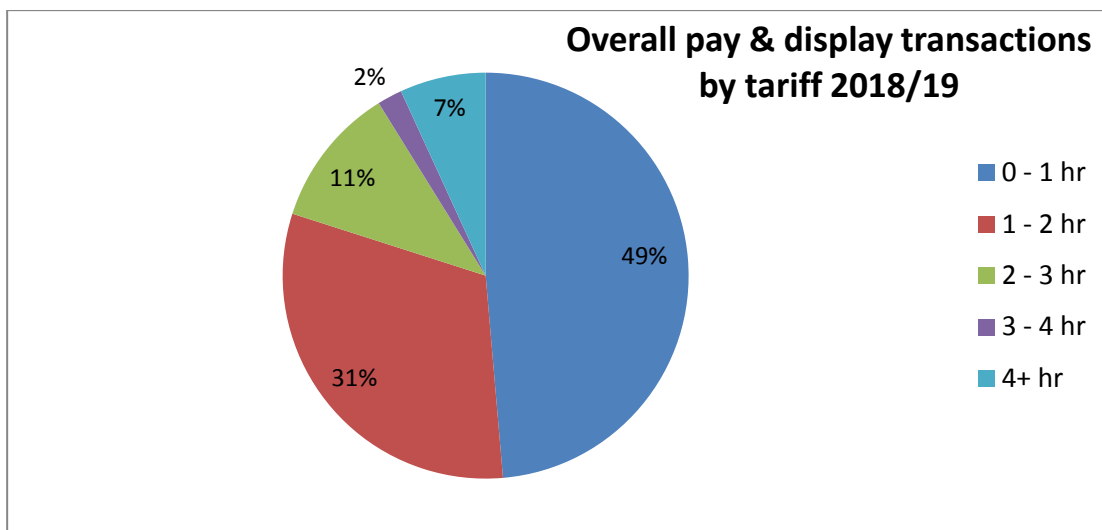


## Monitoring and performance

### Car Parks

11. The total number of pay and display transactions in town centre car parks for 2018/19 was 1,654,754. This represents a 1% decrease on the previous year which was primarily in Haywards Heath due to the loss of spaces in one car park during building works. East Grinstead and Burgess Hill performance was on par with the previous year.
12. High level analysis of pay and display transaction behaviour demonstrates that across the District, 80% of pay and display transactions related to stays of less than two hours. This demonstrates a 2% shift from 0-2hr to 4 plus hour tariffs compared to the previous year. This may be in part attributed to the introduction of cashless parking but it is too early to confirm with confidence.

The chart below highlights the breakdown of stay lengths in pay and stay transactions in 2018/19.



13. Season tickets are available in all but one (Heath Road, Haywards Heath) of the Council's eighteen long stay town centre car parks and offer a significant reduction on the daily tariff for local workers, businesses and commuters. Season Tickets accounted for 9% of parking income in 2018/19, compared to 10% the previous year. Season Ticket demand continued to grow in all three towns during the year. As at the end of March 2019, waiting lists are now in operation in all of the Haywards Heath and East Grinstead season ticket car parks, with only Burgess Hill retaining capacity in two car parks. There are approximately 372 active season tickets in operation at a time, although there will be monthly and seasonal fluctuations.
14. The car parking estate is maintained in partnership with the Council's Corporate Estate and Facilities service. Regular inspections are made to ensure they are fit for purpose and emerging health and safety and enforcement issues are addressed. There is a rolling maintenance programme and in 2018/19 £48,500 was spent on resurfacing St Wilfrid's, Haywards Heath and Christopher Road, East Grinstead car parks. In addition, reactive repairs to address wear and tear, vandalism and accidental damage are funded from the revenue budget to ensure the car park estate is fit for purpose.
15. Park Mark is a recognised industry accreditation giving confidence that car parks are well designed and safer for users. In 2018/19 four of the Districts car parks received 'Park Mark' status after inspection by the British Parking Association and Sussex Police. This brings the total number of car parks with Park Mark status to 21. As part of the ongoing programme of car park maintenance, infrastructure improvements will be identified to bring any remaining key car parks to a standard that would enable them to achieve Park Mark status. Due to the nature of some smaller, rural car parks, it may not be possible for all to achieve this benchmark status.
16. In addition to the above awards, during 2018/19, 19 of the Park Mark car parks also received for the first time Disabled Parking Accreditation from the British Parking Association. These awards recognise good parking facilities for people with disabilities and a commitment to reducing the abuse of disabled spaces.
17. It is difficult to monitor the usage and performance of the District's rural car parks which are either free or operated by a disc system. Discs are available for £1 from local retailers in the Cuckfield, Hassocks and Hurstpierpoint communities and are supplied to the retailers at cost.

18. The total income derived from pay & display and season ticket transactions in 2018/19 was £2,168,717. The yearend outturn position for the off-street parking account was £1,341,905 not including capital expenditure. In line with the Road Traffic Regulations Act (1984) if no further investment is required into off-street parking in that year, any surplus can be reallocated for the purposes of environmental improvements in the local area. As part of the Commercial Services & Contracts Division this parking surplus supports improvements to car parks, the provision of parks and open spaces, waste management and street cleaning.

## **Enforcement**

19. All civil enforcement and notice processing procedures are set out in the Traffic Management Act 2004.
20. This Council carries out 8am – 6pm, Monday to Saturday on and off street enforcement under a contract with West Sussex County Council, with occasional Sunday patrols (on-street only). This Council and WSCC have a Service Level Agreement (SLA) which recommends that 70% of overall enforcement duties are carried out on street and 30% off street. This is monitored and in 2018/19 this Council achieved 71% enforcement on street.
21. There are 11 Civil Enforcement Officers (CEOs) deployed on shift teams to cover each town and its surrounding areas. Whilst a regular schedule of deployment is undertaken every day to key areas, the team also strives to provide an intelligence led, reactive enforcement service responding to requests made by the community.
22. During 2018/19 15,211 Penalty Charge Notices (PCNs) were issued by the Council. Data available from other West Sussex Districts confirms a range of PCN issue rates of between 12,000 – 26,500 PCNs subject to the local authority and their enforcement operations.
23. Of the PCNs issued in Mid Sussex during 2018/19, 32 appeals (0.21% of total PCNs issued) were taken to the Traffic Penalty Tribunal (TPT) for a decision by an Independent Adjudicator. During the year 18 (56%) of the 32 cases were allowed by the adjudicator. Comparative data with other West Sussex authorities shows that between 0.17% – 0.32% was the average number of cases taken to TPT and between 36% - 59% were allowed by the Adjudicator.
24. Mid Sussex District Council submitted an annual report to PATROL PARC (Parking and Traffic Regulations Outside London, Parking Annual Reports by Councils). Local Authorities are encouraged to submit reports to show transparency in civil parking and traffic enforcement activities. The principle function of PATROL is to make provision for independent adjudication in respect of appeals against PCNs.
25. The services of Euro Parking Collections (EPC) are engaged to trace unpaid PCN fines issued to foreign vehicles. Working across most European countries, EPC have successfully managed to close 2 cases out of the 82 referred to them by Mid Sussex, with 44 returned as unable to trace. Whilst this is a small collection rate, these debts would otherwise been written off. This demonstrates a zero tolerance policy in Mid Sussex. Adur & Worthing are the only other Council in West Sussex to use EPC.

26. The on and off street enforcement budget is ring fenced. In 2018/19 there was an operational surplus of £46,307. This was lower than previous years due to a technical issue with the Traffic Enforcement Centre, which temporarily prevented the advancement of debt recovery to the courts in this period. MSDC receive 30% of the surplus which is required to be reinvested into enforcement. The £13,892 retained by this Council will be used to replace end of life Body Worn Cameras for the CEO team.
27. The previous year's enforcement surplus of £23k was invested in a new enforcement vehicle to facilitate new deployment patterns, and in iPads for the enforcement team to improve access to online resources to support enforcement.
28. This Council continues to work with WSCC to carry out remedial work to faulted on-street lines and signs across the District that prevent enforcement. In 2018/19, works in Burgess Hill, Haywards Heath and East Grinstead were carried out to ensure the areas remained enforceable. An annual rolling programme of remedial repairs is developed with WSCC who fund these works.
29. During 2018/19 the enforcement team worked alongside WSCC and officers from the Brighton Operation Bluebird team to crackdown on Blue Badge misuse in the District. A total of 5 cases were sent to prosecution for misuse – including one case resulting in a conviction and £6500 fine; 13 cases were required to attend a Community Resolution Order with a £40 fine and 7 Blue Badges were destroyed.
30. Enforcement Agents are required to comply with the Ministry of Justice Taking Control of National Goods standards. The Council employs two Enforcement Agents to recover unpaid fines as a result of PCNs. During 2018/19 the Enforcement Agents recovered a combined total of £35,847, which equates to 43% of the enforcement contract bad debt. Comparable data with West Sussex District Councils in West Sussex demonstrates that between 25 – 45% is an average recovery rate. No formal complaints were investigated regarding the behaviour of the Enforcement Agents during the year.

### **Controlled Parking Zone**

31. As part of the SLA with West Sussex County Council, this Council administers resident and non-resident permits on behalf of WSCC for the Controlled Parking Zone (CPZ) in East Grinstead. The on street CPZ prices and restrictions are implemented and managed by WSCC. All income generated from the sale of permits is returned directly to WSCC.
32. As at the end of March 2019, a total of 744 active permits were issued in both Zones A and B of the CPZ. This is a small increase on the previous year resulting in 5% combined capacity remaining across both zones. WSCC guidance is to include a 10% surplus margin leaving total remaining capacity at 15%. It is acknowledged that specific streets in the immediate vicinity of the town centre are facing capacity issues.

### **Supporting the Community**

33. As in previous years, the Council supported the three towns during the Christmas period by offering two parking incentives;
  - (i) Free parking was offered after 1pm in short stay car parks on the day of each Christmas light switch on events
  - (ii) A flat tariff of £1 was offered in specific long stay car parks on Saturdays during December up to Christmas.

34. Support was also provided for the East Grinstead leg of the Mid Sussex Marathon by offering participants a free parking voucher in short stay car parks to encourage patronage of the town after the event. The Haywards Heath and Burgess Hill legs of the event took place on the Sunday and Bank Holiday Monday when parking charges did not apply.
35. The team continued to support the West Sussex School Safety team with initiatives to help improve safety around schools, mainly caused by inconsiderate parent parking. The Council's support included targeted enforcement supported by school staff and restricted time permits for parent parking in designated Council car parks, during drop off / pick up times to reduce cars parking on the highway.

### **Taxi Vouchers**

36. The Council has administers the discretionary taxi voucher service which currently offers up to 200 residents who are no longer able to use bus passes due to mobility issues, the option of a maximum of £30 taxi vouchers per annum.
37. There are currently 19 local taxi and community transport operators, including community transport buses, registered to participate in the scheme and they are reimbursed on production of the vouchers. Customers may pay up to half of their fare with the vouchers.
38. At the end of March 2019, there were 116 active customers using the scheme, at a total cost of £3025.
39. Mid Sussex is the only West Sussex Council to continue to offer this discretionary service.

### **Focus for 2019/20**

40. Looking forward, the focus for the Council in 2019/20 is to refresh the Parking Strategy.

Key work areas will be:

- Commission the Haywards Heath Parking Study in partnership with WSCC to provide an evidence base for the current provision of on and off street parking within the town. This will also inform the Haywards Heath Town Centre Masterplan and Orchards Shopping Centre Masterplan.
- Develop the Parking Strategy refresh to provide a strategic direction and policy to support sustainable and economic growth across the District up to 2031, with a five year action plan.
- To consider any implications for the Council arising from the West Sussex County Council Civil Parking Enforcement Contract review.
- Continuing to utilise digital technology to improve the customer experience by phasing season ticket management to a virtual platform.



### **Financial Implications**

41. Any financial implications as a result of car parking and enforcement activities are highlighted within the report.

### **Risk Management Implications**

42. There are no direct risk management implications as a result of this report.

### **Equality and Customer Service Implications**

43. There are no direct equality and customer service impacts as a result of this report.

### **Background papers**

None

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## **EAST GRINSTEAD CONSERVATION AREA APPRAISAL AND BOUNDARY REVIEW – OUTCOME OF PUBLIC CONSULTATION**

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY  
Contact Officer: Alma Howell  
Email: [alma.howell@midsussex.gov.uk](mailto:alma.howell@midsussex.gov.uk) Tel: 01444 477263  
Wards Affected: East Grinstead  
Key Decision: No  
Report to: Scrutiny Committee for Housing, Planning and Economic Growth  
Date of meeting: 23<sup>rd</sup> October 2019

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### **Purpose of Report**

1. The purpose of this report is to request the Committee to consider the proposed changes resulting from the public consultation on the East Grinstead Conservation Area Appraisal and Boundary Review.
2. Subject to the above consideration, the Committee is asked to recommend that Cabinet Member for Housing and Planning approves the proposed changes to the East Grinstead Appraisal document; agrees the revised boundary of the Conservation Area; and approves the revised document as a material consideration in the determination of planning applications.

### **Summary**

3. This report:
  - a) sets out the background to the Council's legal obligations to prepare Conservation Area appraisals, and relevant Historic England guidance;
  - b) describes the process of preparation of the East Grinstead Conservation Area Appraisal and the associated boundary review, including the public consultation; and
  - c) sets out the outcome of the consultation and proposed changes to the East Grinstead Conservation Area Appraisal and boundary.

### **Recommendations**

4. **That the Scrutiny Committee agrees to:**
    - (i) **Consider the responses to the public consultation on the East Grinstead Conservation Area Appraisal and the recommended changes, as set out in Appendix 1 to this report;**
    - (ii) **Delegate approval of the proposed changes to the East Grinstead Conservation Area Appraisal to the Cabinet Member for Housing and Planning along with approval of the revised document (as set out in Appendix 2), as a material consideration in the determination of planning applications; and**
    - (iii) **Delegate approval of the proposed boundary changes, as illustrated in Appendix 3, to the Cabinet Member for Housing and Planning.**
-

## Background

5. A Conservation Area is defined as an area of 'special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance.'  
Conservation areas were originally introduced through the Civic Amenities Act in 1967. They are designated by local authorities under the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990 (The Act). Designation of a conservation area is in recognition that an area has a special character and identity that is worth preserving or enhancing.
6. Under The Act, Local Planning Authorities have a duty from time to time to review the Conservation Areas within their districts. The review should consider whether the boundaries of existing Conservation Areas should be changed, and new areas identified. The Act also places a duty on Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of their Conservation Areas in the form of Management Proposals.
7. It is good practice, as advocated by Historic England in their publication '*Conservation Area Designation, Appraisal and Management*', for a local planning authority to prepare Conservation Area Appraisals to inform this process of periodic boundary review and the development of management proposals. Historic England advises that these appraisals should clearly identify the qualities which make a Conservation Area special, and how these qualities can be preserved and enhanced.

## The East Grinstead Conservation Area Appraisal and Management Proposals

8. The programme for a district wide review of Appraisals was approved by Scrutiny Committee for Community, Housing and Planning last year. East Grinstead is identified as a priority in this programme. In addition, the Economic Development Strategy highlights as a Strategic Priority, the need to prepare an appraisal for East Grinstead because of the economic role of the town and its high historic value.
9. Part A of the East Grinstead Conservation Area Appraisal clearly defines the special architectural and historic interest that justifies its designation. East Grinstead is one of the best surviving medieval market towns in Sussex, famous for its timber framed buildings and its ridgeline setting within the High Weald landscape. Remarkably, its medieval town plan is still evident today. The Appraisal provides a clear statement of this special interest and identifies the key features that should be preserved and enhanced. This will enable Development Management Officers, Members, landowners and developers to understand exactly what needs to be protected in development proposals. It will also help raise awareness amongst the Town Council, businesses and the public of the qualities that make East Grinstead a special place.
10. Part B of the document sets out a series of Management Proposals which are measures to address the issues affecting the special interest of the Conservation Area and to preserve and enhance its character. The Management Proposals will provide a focus for where suitable funding could be targeted. In this respect, as the special character of the Conservation Area is shaped by the many high quality independent shops found in the High Street, their retention is critical in ensuring the town's vibrancy, vitality and competitiveness.

11. It is therefore proposed to investigate the potential for the creation of a Business Improvement District (BID) in East Grinstead which is a business led and business funded body that aims to improve the aesthetic and trading environment of the town centre. The proposal for a BID is not currently included in the District Council's Economic Development Strategy and Action Plan. Therefore, the timetable, including when funding would be available for the delivery of this project, is subject to further consideration as part of the review of the Economic Development Strategy.
12. The Management Proposals also address the issues of the cumulative impact of minor alterations, such as changes to shopfronts and windows and door; issues such as the poor condition of some of the service/backyard areas and waste and traffic management.
13. A small number of boundary changes are also proposed. The Appraisal work has identified no reason to significantly alter the existing Conservation Area boundary, apart from some rationalisation at the northern and western edges to include the complete extent of the parade of shops and to also include some rear service yards which were the original burgage plots and are subject to development pressures. It is also proposed to include the Rectory and its grounds due to its association with the Church and its attractive historic boundary walls. In addition, it is proposed to use this opportunity to rectify a previous omission and statutorily confirm the Conservation Area boundary for Land at the rear of 8-14 High Street and the row of cottages 7-17 Ship Street. While these changes to the boundary were made through the Local Plan process in 2003, the relevant statutory notices were not published. The proposed boundary changes are shown on the Plan attached as Appendix 3.
14. Once approved by the Council, the Appraisal and boundary changes will form a material and legal consideration in the determination of planning applications, and will inform planning practice and policies for the area. It will also give the local community clear advice on what should be protected within the Conservation Area.

### **Public Consultation**

15. On 17<sup>th</sup> April 2019, the Cabinet Member for Housing and Planning approved the draft East Grinstead Conservation Area Appraisal for public consultation.
16. Consultation on the draft document was held from 17<sup>th</sup> June to 29<sup>th</sup> July 2019 (a period of 6 weeks). An exhibition and public meeting was also hosted at East Grinstead Library. In addition, the consultation was published on the Council's website and social media feeds.
17. A total of 26 individual respondents commented on the Appraisal providing 88 separate responses to different parts of the document. Responses were received from Historic England, East Grinstead Town Council, Town Councillors, The East Grinstead Society and local residents. The responses to the public consultation and the proposed amendments are set out in Appendix 1.
18. In general, comments have welcomed the appraisal and supported the Management Proposals. Historic England supports the methodology used. East Grinstead Town Council welcomes the detailed analysis that has been carried out, which they consider will help local Members and the public understand what needs to be preserved when determining planning applications. The Town Council also supports the Management Proposals in particular, exploring the potential to create a Business Improvement District that covers the Town Centre as well as the proposals to address the issues of Waste and Traffic Management in the High Street.

19. The East Grinstead Society and some residents have sought the inclusion of additional important features so that these can be protected, the acknowledgement of impacts as a result of recent new developments within and in the setting of the Conservation Area, and the identification of how these can be avoided in the future. Many residents have also commented on the impact of traffic in the High Street and the need to give priority to pedestrians to provide a more pleasant visitor and shopping environment. Where possible, comments have been acted upon involving additions or changes to the text and reformatting of certain parts of the document.
20. No landowners or residents have objected to the inclusion of their property within the Conservation Area. A few responses have sought the inclusion of additional areas within the Conservation Area boundary. Having reviewed these responses, no significant changes to the proposed boundary review are considered appropriate.
21. The proposed changes in response to the public consultation are clearly identified in red in a revised Appraisal document attached as Appendix 2 (see separate document).

### **Conclusion**

22. It is recommended that the East Grinstead Conservation Area Appraisal is approved as a material consideration in the determination of planning and listed building consent applications.

### **Legal implications**

23. Changes to the Conservation Area boundary would have an effect on the Permitted Development Rights of the affected properties allowing control under the Planning system of some additional forms of development which could potentially affect the character and appearance of the area. The impact on the character and appearance of the Conservation Area would also become a material factor in the consideration of any planning application affecting properties now included in the Conservation Area, or its amended setting. Statutory notices are required to be prepared, including advertising in the London Gazette, to publicise the approved boundary changes.

### **Financial Implications**

24. There are no significant financial implications arising from the report apart from costs associated with statutory notices associated with the boundary changes. There are no legal requirements to pay compensatory payments for the loss of Permitted Development Rights with regards to those properties that are now included in the Conservation Area.

### **Risk Management Implications**

25. Without a properly planned programme of Conservation Area Appraisals, the Council will not have the necessary evidence base to ensure that development proposals respond appropriately to their context and preserve the special character and appearance of the District's Conservation Areas.

### **Other Material Implications**

26. There are no other material implications.

**Appendix 1:** Summary of comments and Proposed Schedule of Changes

**Appendix 2:** East Grinstead Conservation Area Appraisal with proposed changes  
(See separate document)

**Appendix 3:** Proposed Boundary Changes

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**Appendix 1 – Summary of Responses and Proposed Schedule of Changes.** All text to be added is underlined; all deleted text is ~~struck through~~.

<i>Respondent</i>	<i>Page no:</i>	<i>Section of document</i>	<i>Summary of Response</i>	<i>Officer Recommendation</i>
Historic England		General	Welcome this Conservation Area Appraisal which refers and responds well to the key points raised in our published guidance Historic England Advice Note 1: Conservation Area Appraisal, Designation and Management (2nd edition, 2019).	<b>Noted</b> These comments are welcomed.
	8	Part A – Conservation Area Appraisal, Section 2. Setting; paragraph 2.5	The description of the setting of the Conservation Area in section 2 and in the design guidance at Appendix 1 are a positive inclusion. It may be helpful to expand on how the setting specifically contributes to the significance of the Conservation Area.	<b>Agree - change proposed</b> Add additional text regarding how the setting of the Conservation Area contributes to its significance and illustrates the historic evolution of the town as follows: Additional paragraph 2.6; <u>The setting to the Conservation Area illustrates how East Grinstead has evolved from a medieval market town to a large, prosperous Victorian town following the arrival of the railway. While the town expanded rapidly again in the second half of the 20<sup>th</sup> century, this has take place as predominantly low rise development on the lower lying surrounding slopes, preserving the historic centre with the towers of St Swithun’s Church and the Water tower as the dominant landmarks in close and long distant views. New development must respect this setting, by responding to the topography and ensuring that it is appropriate in scale and height so that it is not dominant or overbearing in views into and out of the Conservation Area.</u>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	19	Part A – Conservation Area Appraisal; Section 4. Spatial Analysis; paragraphs 4.14 -4.17.	We welcome the clear definition and mapping of key views within, out of and into the conservation area.	<b>Noted</b> These comments are welcomed.
	53	Part A – Conservation Area Appraisal; Table - Negative features and Issues	The identification of positive and negative features will be valuable in the future management of the area. The layout of the table on Negative Features and Issues should be re-aligned so that the right hand column addressed the left.	<b>Agree - change proposed</b> Realign table.
	57-58	Part B – Management Proposals; Section 3a) Changes to windows and doors and 3b) Shopfronts, paragraphs 7.18 -7.27	The appraisal clearly identifies some negative modern alterations to features such as shopfronts and windows in parts of the conservation area, and defines some necessary controls to ensure sympathetic alterations in future in Part B. Consideration could be given as to whether an Article 4 Direction which removes permitted development rights for certain alterations might prove useful as part of the future management of the area.	<b>Disagree - no change required</b> It is considered that there is no justification for an Article 4 Direction, which removes Permitted Development rights for certain types of development, to be applied to the East Grinstead Conservation Area. The majority of the buildings in the Conservation Area are either: listed buildings, shops, businesses or flats that do not benefit from Permitted Development rights. Listed Building Consent and/or Planning Permission are required for any alterations that affect the character or appearance of the building.
Natural England		General comment	Natural England does not have any specific comments on this draft Conservation Area plan.	<b>Noted</b>
Highways England		General comment	We do not have any comments on this consultation.	<b>Noted</b>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
East Grinstead Town Council		General comment	The Town Council recognises the level of detailed work that has gone in to producing this excellent document and we are grateful that the High St Conservation Area has been considered thoroughly.	<b>Noted</b> These comments are welcomed.
		General comment	The Town Council wishes to thank the officers for engaging with the Town Council and East Grinstead Society during the Conservation Area walk around and discussion.	<b>Noted</b> These comments are welcomed.
	5-6	Part A – Conservation Area Appraisal; Section 1. Introduction; paragraph 1.5	Would like to see reference at the start of the document to the fact that East Grinstead has two Conservation Areas and that this appraisal is in relation to only the High St/ Medieval Town area.	<b>Agree - change proposed</b> Add additional text to the start of paragraph 1.5 as follows: <u>East Grinstead Parish has two Conservation Areas. These are: the East Grinstead Conservation Area, centred on the Medieval High Street, was originally designated in 1969, and Estcots Conservation Area designated in 2003, which includes East Court Mansion and its parkland, and the area of Estcots Farmhouse. This Conservation Area Appraisal encompasses the former Medieval High Street area.</u>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	54-55	Part B – Management Proposals; Section 1 - Conservation Area Boundary Review; paragraphs 7.5 – 7.11	The Town Council welcomes the proposal to extend the Conservation Area to include the four listed areas as set out in paragraphs 7.6, 7.8., 7.10 and 7.11. These are sensible inclusions to protect the substantive area of the existing Conservation Area.	<b>Noted</b>
	62-65	Part B – Management Proposals; Appendix 1 – Guidance on the Design of new development	The Town Council welcomes the proposals regarding design and alteration to buildings.	<b>Noted</b>
	59	Part B – Management Proposals; Section 5 - Waste Management; Recommended Action 8, paragraph 7.31	The Town Council would hope to see specific planning policies brought forward to ensure that new development does not contribute to the problem of unsightly waste and recycling bins, both domestic and commercial.	<b>Agree - no change required</b> Recommended Action 8, Waste Management explains that MSDC will ensure that any planning applications for new residential or commercial development in areas where this is an issue make appropriate provision for the suitable storage of waste bins.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	59-60	Part B – Management Proposals; Section 6 – Town Centre Management; Recommended Action 9, paragraphs 7.32-7.34	The Town Council welcomes the ideas concerning a Business Improvement District and would be willing to discuss ideas with the District Council and businesses who will financially support the BID.	<b>Agree – no change required</b> Recommended Action 9, Town Centre Management refers to exploring the possibility of the creation of a Business Improvement District (BID) in East Grinstead which is a business led and business funded body which aims to improve the aesthetic and trading environment of the town centre. The proposal for a BID in East Grinstead is not currently included in the District Council's Economic Development Strategy and Action Plan. Therefore, the timetable, including when funding would be available for the delivery of this project, is subject to further consideration as part of the review of the Economic Development Strategy.
	59-60	Part B – Management Proposals; Section 7 – Traffic Management; Recommended Action 10, paragraphs 7.32-7.34	The Town Council welcomes further conversations as to the impact of the traffic on the High St and the management of this.	<b>Noted</b> Recommend Action 10, Traffic Management refers to these issues and the need to explore with West Sussex County Council and the Town Council, the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	45	Part A - Conservation Area Appraisal; Chapter 6, Character Area 2 – The High Street, paragraph 6.48	The Town Council suggests that reference to the Old Water Fountain on the High Street being brought back in to use would be appropriate. There is some appetite for this as part of the reduction of single use plastics and provision of drinking water, however full exploration as to the feasibility of this proposal is needed before it could move further.	<b>Agree – change proposed</b> Add additional sentence to paragraph 6.48 as follows: <u>The Town Council has an aspiration to bring the Old Water Fountain on the High Street back into use in order to provide fresh drinking water and to reduce the use of plastic bottles. The feasibility of this however is subject to further consideration.</u>
	11	Part A - Conservation Area Appraisal; Chapter 3, Historical Development, paragraphs 3.21 – 3.22	The following errors in the document should be amended: a. 3.21 The former Chequer Mead Community Arts Centre is now correctly called the Chequer Mead Arts and Community Centre. b. 3.22 Martin Jennings father was not a member of the Guinea Pig Club. He was treated at the hospital. Members of the Guinea Pig Club were operated on by Sir Archibald McIndoe on several occasions. Mr Jennings father's records do not show that Sir Archibald personally operated on him. He was not a formal member and this should be corrected.	<b>Agree – change proposed</b> Amend errors as identified at paragraphs 3.21 and 3.22. Chequer Mead <del>Community Arts</del> <u>and Community</u> Centre. It was funded by a public appeal and sculpted by Martin Jennings, whose <del>own</del> father was a <del>Guinea Pig</del> <u>operated on by Sir Archibald McIndoe.</u>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
The East Grinstead Society	18, 34 and 45	Part A – Conservation Area Appraisal; Chapter 4, Open Spaces and Trees and Chapter 6 Character Area 1 The Church, Sackville College, the Water Tower and cottages along Church Lane, paragraphs 4.12; 6.5 and 6.45	Reference should also be made to the following items within the Conservation Area: the listed war memorial incorporating a plaque to our local Victoria Cross holder; the statue to Sir Archibald McIndoe for his pioneering work in the Second World War on plastic surgery at the Queen Victoria Hospital; the plaque commemorating the three Martyrs who were burned for religious reasons in the reign of Queen Mary.	<b>Agree - change proposed</b> The listed war memorial is featured in paragraph 6.45 of the document, as is the statue to Sir Archibald McIndoe in paragraph 6.5. Reference to the three protestant martyrs that were burnt at the stake in the High Street is mentioned at paragraph 4.12, however additional text will also be added to make reference to the plaque that commemorates this, as follows: In the reign of Mary Tudor, three protestant martyrs were burnt at the stake in the High Street. <u>There is a plaque which commemorates this event in the High Street.</u>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	6	Part A – Conservation Area Appraisal; Chapter 1, Legislation and Policy Context, paragraph 1.9	The Appraisal should make reference to the East Grinstead Neighbourhood Plan.	<p><b>Agree – change proposed</b></p> <p>Include reference to the East Grinstead Neighbourhood Plan in the section on Legislation and Policy Context after paragraph 1.9 as follows:</p> <p><u>Paragraph 1.10: The East Grinstead Neighbourhood Plan was Made in November 2016. Its vision is ‘To provide for a positive future for East Grinstead that is socially inclusive for all, vibrant, economically robust and will allow residents to live with a high degree of self-sufficiency in a town with a first rate natural, built and historic environment’.</u></p> <p><u>Policies EG4 and EG4a of the Neighbourhood Plan (Designated and Non-Designated Heritage Assets) seek to ensure that planning applications affecting heritage assets are supported by statements of significance and the Portlands area to the rear of 58 to 84 High Street are protected.</u></p>
	60	Part B – Management Proposals; Section 7 - Traffic Management; Recommended Action 10, paragraph 7.35	There is a major problem with traffic volume and "fly parking". While complete pedestrianisation is probably not an option because of the limited number of other routes for buses, consideration could be given to restricting deliveries to and collection from business premises before 10am and after 4pm and eliminating the end-on parking area near the old Midland Bank which could be repaved.	<p><b>Noted</b></p> <p>Recommend Action 10, Traffic Management refers to these issues and the need to explore with West Sussex County Council and the Town Council, the potential for further improvements to reduce the impact of traffic in the High Street as well as options for managing service deliveries. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.</p>



<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	54-55	Part B – Management Proposals; Section 1 - Conservation Area Boundary Review, paragraphs 7.5 – 7.11	The boundary alterations are generally supported, particularly the incorporation of the Museum into the area.	<b>Noted</b>
	54-55	Part B – Management Proposals; Section 1 - Conservation Area Boundary Review, paragraphs 7.5 – 7.11	The Chequer Mead Arts Centre should also be included. This was originally a 19th century school of historic significance and while it is not listed there is a good case to be made for it to be incorporated in the Conservation Area.	<b>Disagree - no change required</b> The Chequer Mead Theatre has been extensively altered and extended. It is associated with the Victorian expansion of the town and the neighbouring Victorian terraces of De La Warr Road. The existing Conservation Area boundary follows very closely the medieval extent of the original planned town. This is a very robust area with a distinctive, predominantly commercial character and is very different to the residential Victorian suburbs that surround it. Accordingly, there is no justification to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges, which is proposed.
	59	Part B – Management Proposals; Section 5 - Waste Management, Recommended Action 8, paragraph 7.31	There is a dilemma as to how to hide the large number of exposed industrial-sized waste bins behind Middle Row, around the churchyard and behind the High Street.	<b>Agree – no change required</b> Recommended Action 8, Waste Management refers to this issue and the need to explore options regarding how waste bins can be accommodated sympathetically in the Conservation Area.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	34	Part A – Conservation Area Appraisal; Chapter 6; Character Area 1 – The Church, Sackville College, the Water Tower and cottages along Church Lane, Table of Strengths and Weaknesses	The wall which extends from the outside of Sackville College round into College Lane is in need of repair.	<b>Agree – change proposed</b> Include in the table in the section on Weaknesses, the poor condition of the sandstone wall and its need for repair. <u>The wall which extends from the outside of Sackville College round into College Lane is in need of repair.</u>
	57-58	Part B – Management Proposals, Section 3b) Shopfronts; paragraphs 7.24-7.27	There is a conflict to be resolved between national firms wishing to display their common frontages and the look of the Conservation Area, see Corals, Pizza Express and some of the Banks.	<b>Agree – no change required</b> The retention and enhancement of historic shopfronts is one of the key objectives of the Conservation Area Appraisal as well as preventing insensitive replacements. Section 3b) of the document and Recommended Action 5 highlight that MSDC will be producing a Shopfront SPD to help guide and secure improvements to shopfronts and to advise owners of the correct methods of restoration and repair.
	37 and 59	Part A – Conservation Area Appraisal; Character Area 2 – High Street, Table Strength and Weaknesses and Part B – Management Proposals; Section 4: Buildings in need of maintenance and repair, Recommended Action 7 paragraph 7.30	The exteriors of the upper storeys of some of the shops in Middle Row have been allowed to get quite shabby.	<b>Agree – no change required</b> This issue is mentioned in the table associated with Character Area 2 – High Street, Section on Weaknesses in that a number of buildings lack maintenance and repair. Recommended Action 7 of the Appraisal explains that MSDC will work with owners to address issues of repair and/or will consider serving Urgent Works or Repair Notices, if necessary.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
		General comment	We wonder whether how much can be done to rectify retrospective actions or whether it would be best to concentrate on monitoring future events more strictly.	<b>Noted</b> The District Council takes enforcement action against any breaches of planning permission and/or listed building consent; therefore any harmful actions are carefully monitored.
Town Cllr E Matthews	60	Part B - Management Proposals; Section 7 - Traffic Management, Recommended Action 10; paragraph 7.35	Consideration should be given as to whether it is feasible to try a "Shared Space System" where traffic and pedestrians have equal rights. Pedestrianisation of the High Street should be considered if 'Shared Space' is discounted.	<b>Agree – no change required</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. This suggestion for a 'Shared Space System' will be discussed further through the partnership working. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
Town Cllr CA Amos	55	Part B – Management Proposals; Section1a) – Conservation Area Boundary Review, paragraph 7.9	Do not agree with the inclusion of East Grinstead Museum within the Conservation Area. The justification for its inclusion is its' "high quality contemporary design". It is also mentioned that its eco-friendly design warrants its inclusion. If this is the decisive factor then most properties in the Conservation Area necessarily having a lower level of energy efficiency should be excluded.	<b>Disagree – no change required</b> The main reason for including the service yard at the rear of 33-39 High Street, which includes East Grinstead Museum and Crown Lodge, within the Conservation Area, is that it was originally part of the Portlands behind the High Street. It is sensitive to development pressures and forms the foreground in views of St Swithun's Church from Cantelupe Road. The Museum is a modern building but this does not prevent it from being included within a Conservation Area. In addition it is considered to be of sufficient special architectural appearance to warrant inclusion.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	55 and 57-58	Part B – Management Proposals Management Proposals, Section 3b) Shopfronts Recommended Action 5, and Section 1a) Conservation Area Boundary Review	Recommend Action 5 relating to Shopfronts is not supported. How can it be that unattractive and overly large (by whose standard?) fascias on shop fronts (such as the Print Room sign) be proposed to be stamped out or suppressed at least and yet East Grinstead Museum is to be included. That Museum is ugly and if it is going to be allowed in the Conservation Area by the same logic so must unattractive signs.	<b><i>Disagree – no change required</i></b> The retention and enhancement of historic shopfronts is one of the key objectives of the Conservation Area Appraisal as well as preventing insensitive replacements. Section 3b) of the document and Recommended Action 5 highlight that MSDC will be producing a Shopfront SPD to help guide and secure improvements to shopfronts and to advise owners of the correct methods of restoration and repair. The justification for the inclusion of East Grinstead Museum in the Conservation Area is explained above.
Miss V Waters	59	Part B – Management Proposals, Section 5 - Waste Management; Recommended Action 8 paragraph 7.31	Unsightly commercial waste bins at the rear of Middle Row, often overflowing as general public add their own rubbish. Contaminated recycling is then not collected. Is there a possibility of having lockable bins?	<b><i>Agree – no change required</i></b> Recommended Action 8, Waste Management refers to this issue and the need to explore options regarding how waste bins can be accommodated sympathetically in the High Street. The idea of lockable bins will be also explored with MSDC’s Waste Management team.
Mr P Waters	37 and 59	Part A – Conservation Area Appraisal; Character Area 2 – High Street – Table Strength and Weaknesses	Many buildings need proper maintenance work done. Some properties make necessary repairs while others aren’t receiving the same care and attention.	<b><i>Agree – no change required</i></b> This issue is mentioned in the table associated with Character Area 2 – High Street and the section on Weaknesses in that a number of buildings lack maintenance and repair. Recommended Action 7 on page 59 explains that MSDC will work with owners to address issues of repair and/or will consider serving Urgent Works or Repair Notices if necessary.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	54-55	Part B – Management Proposals; Section 1a) – Conservation Area Boundary Review; paragraphs 7.5 – 7.11	All for extending the conservation area boundary to include back areas of the High Street properties as they do look untidy and unmaintained.	<b>Noted</b>
Mr A Joyce		General comment	Agree with appraisal, recommended boundary alterations, and management proposals.	<b>Noted</b>
Mrs S Robinson		General comment	It's important to protect the amazing architecture within the conservation area of East Grinstead and to ensure that anyone abusing the planning requirements or failing to maintain the buildings is not able to get away without prosecution. It would be good to see those buildings that provide negative impact on the street scene to be returned to closer to original designs or less intrusive styles.	<b>Agree – no change required</b> The District Council takes enforcement action against any breaches of planning permission and/or listed building consent. The Management Proposals also set out recommendations to work with owners to ensure buildings are maintained and repaired along with design guidance to ensure appropriate designs. Recommended Action 5 highlights that MSDC will be producing a Shopfront SPD to help guide and secure improvements to shopfronts and to advise owners of the correct methods of restoration and repair.
Ms C Everest	60	Part B – Management Proposals; Section 7 - Traffic Management, Recommended Action 10; paragraph 7.35	I've never noticed fast cars along the High Street (different in London Rd), but the parking along there and on pavements and in London Road on Double yellow and single yellow lines are increasing daily, particularly in light of huge developments in town and increasing traffic.	<b>Noted - no change required</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council will lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
Mrs S Hodgson	60	Part B – Management Proposals; Section 7 - Traffic Management; Recommended Action 10; paragraph 7.35	The High Street could be improved though by removing all parking on the High Street and widening the pavement along the south side where the current parking is. (Leaving a couple of Blue Badge bays). This would encourage the small independent shops along the raised section to set out tables and also we would all be able to appreciate the beautiful flower beds.	<b>Noted</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
	59-60	Part B – Management Proposals; Section 6 - Town Centre Management; Recommended Action 9; paragraphs 7.32-7.34	To encourage small interesting shops in the whole of East Grinstead, business rates and rentals for independent retailers need to be looked at.	<b>Noted</b> Recommended Action 9, Town Centre Management refers to MSDC exploring with the Town Council the possibility of creating a Business Improvement District (BID) to help improve the aesthetic and trading environment of East Grinstead Town Centre to directly benefit the area and businesses. The proposal for a BID in East Grinstead is not currently included in the District Council's Economic Development Strategy and Action Plan. Therefore, the timetable, including when funding would be available for the delivery of this project, is subject to further consideration as part of the review of the Economic Development Strategy.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	60	Part B – Management Proposals; Traffic Management - Recommended Action 10; paragraph 7.35	Perhaps the road surface along the High Street could be altered so it has a different appearance and fits in more with the general character.	<b>Noted</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
	57-58	Part B – Management Proposals Management Proposals, Section 3b) Shopfronts; Recommended Action 5, paragraphs 7.24-7.27	Some of the shop fronts need to be altered so that they are more sympathetic - Corals in particular, but one or two others also need to be looked at.	<b>Agree – no change required</b> The retention and enhancement of historic shopfronts is one of the key objectives of the Conservation Area Appraisal as well as preventing insensitive replacements. As set out in Section 3b) and Recommended Action 5 of the document, MSDC will be producing a Shopfront SPD to help guide and secure improvements to shopfronts and to advise owners of the correct methods of restoration and repair.
	58-59	Part B – Management Proposals Management Proposals; Section 4 - Backyards/Service yards, Recommended Action 6, paragraphs 7.28-7.29 and Section 5 - Waste Management, Recommended Action 8, paragraphs 7.28-7.31	The whole area could be improved – e.g. unsightly bins and air-conditioning units could be hidden in some way.	<b>Agree – no change required</b> These issues are identified in the Character Appraisal section of the Document and how they might be addressed is set out in the Management Proposals under Section 4 - Backyards/Service yards, Recommended Action 6 and Section 5 - Waste Management, Recommended Action 8. These actions seek to ensure new development in the Conservation Area makes provision for waste storage and the discreet locations of air conditioning units.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
			The approach from the railway station needs to be improved to encourage visitors into the historic centre.	<p><b>Noted</b></p> <p>The approach to the railway station lies outside the area covered by this Conservation Area Appraisal.</p>



<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	62-65	Appendix 1 – Guidance of the design of new development; Section 9; Protecting the Setting of the Conservation Area	Although it is not in the Conservation Area, the new block of flats in Queens Walk is a blot on the landscape. In future any developments in the town should fit in with the character of East Grinstead.	<p><b>Agree – change proposed</b></p> <p>Appendix 1; Section 9, Design Guidance on the Setting of the Conservation Areas sets out specific design guidance relating to protecting the setting and views into and out of the Conservation Area. In addition, the Consultation Draft Mid Sussex Design Guide provides additional guidance on general heights for new developments in East Grinstead Town Centre. It is proposed to include additional text in Section 9 that references the Mid Sussex Design Guide as follows: <u>The Mid Sussex Design Guide, in the section on Understanding the Context – East Grinstead, provides general guidance on acceptable heights of buildings in East Grinstead town centre. The Design Guide explains that buildings typically of four to five storeys, with active uses at ground floor on main routes, and with upper storeys set back to reduce the impact of heights are considered appropriate. This balances the opportunity to intensify uses to create a more vibrant place, with the historic setting of the town and the desire to retain a human scale to development. Building scale, height and massing must however respond to the context of a particular site. The varied topography in East Grinstead means that some sites can more easily take additional height than others and development must respond to sensitive views to and from the Conservation Area and the wider countryside.</u></p>
		General comment	It is an excellent, comprehensive report which I fully support and hope it will be implemented.	<b>Noted</b>

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Mr PM Wyan		General comment	As a former District Council Member and Member of Planning Committees I raised concerns regarding the approval of planning applications relating to Queens Walk Development and the conversion of Threadneedles to the Hay and Straw restaurant, both against the recommendations of the Conservation Officer. I question whether the preparation of this Appraisal Document will give more weight to the conservation of the historic High Street.	<b>Noted</b> A key objective of the Conservation Area Appraisal is to provide a clear statement of the special interest of the Conservation Area and to identify the key features that should be preserved and enhanced. This will enable Development Management Officers, Members, landowners and developers to understand exactly what needs to be protected in development proposals. It will also help raise awareness amongst the Town Council, businesses and the public of the qualities that make East Grinstead a special place.
	72	Appendix 4 - Listed Buildings in the East Grinstead Conservation Area	St Swithun's Church which I think is Grade 11* has been omitted from Appendix 4	<b>Agree – change required</b> Include St Swithun's Church in the list in Appendix 4.
Mr R Collins		General comment	Reject application for too much additional seating on the pavement outside the Hay & Straw Café Bar which will obstruct pedestrians and wheelchair users.	<b>Noted</b> This comment relates to a current planning which has yet to be determined.

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Miss C Rees		General comment	Any alterations where retrospective planning applications are made should be refused if the changes are not in keeping with the grade listing/conservation laws. Fines are not an acceptable solution. The buildings need to be put back to meet the rules.	<b>Noted</b> The District Council takes enforcement action against any breaches of planning permission and/or listed building consent.
	57-58	Part B – Management Proposals Management Proposals, Section 3b) Shopfronts; Recommended Action 5, paragraphs 7.24-7.27	Shops on Middle Row on the High Street have had frontage changes that are not in keeping.	<b>Agree – no change required</b> The retention and enhancement of historic shopfronts is one of the key objectives of the Conservation Area Appraisal as well as preventing insensitive replacements. As set out in Section 3b) of the document and Recommended Action 5, MSDC will be producing a Shopfront SPD to help guide and secure improvements to shopfronts and to advise owners of the correct methods of restoration and repair.
Mr RW Lawrence	54-55	Part B – Management Proposals, Section 1- Conservation Area Boundary Review; paragraphs 7.5 – 7.11	Chequer Mead Theatre & Arts Centre should be included in the - new - conservation area.	<b>Disagree – no change required</b> The Chequer Mead Theatre has been extensively altered and extended and is associated with the Victorian expansion of the town and the neighbouring Victorian terraces of De La Warr Road. The existing Conservation Area boundary follows very closely the medieval extent of the original planned town. This is a very robust area with a distinctive, predominantly commercial character and is very different to the residential Victorian suburbs that surround it. Accordingly, there is no reason to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges, which is proposed.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	62-65	Appendix 1 – Guidance of the design of new development; Section 9; Protecting the Setting of the Conservation Area	In view of the `over` development of the old Martells site, with the new, massive, block of flats much more stringent action needs to be taken to ensure that future development(s) are in keeping with the character of the Town and that MSDC etc., take, proper notice of concerns stated by residents.	<b>Agree – change proposed</b> This issue is mentioned in Appendix 1; Section 9 acknowledging that the new Queens Walk is dominant in views from the western edge. This section sets out specific design guidance relating to protecting the setting and views into and out of the Conservation Area. In addition, the Consultation Draft Mid Sussex Design Guide provides additional guidance on general heights for new developments in East Grinstead Town Centre. It is proposed to include additional text in Section 9 that references the Mid Sussex Design Guide as set out above on page 16 of this table.
	60	Part B – Management Proposals; Section 7 - Traffic Management; Recommendation 10; paragraph 7.35	Concerned that Traffic Management and vehicle parking is not being properly, and realistically taken account of.	<b>Noted</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. This suggestion will be discussed further through the partnership working. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
	59	Part B – Management Proposals, Section 5 - Waste Management; Recommended Action 8 paragraph 7.31	The `waste bin` problem needs addressing.	<b>Agree – no change required</b> Recommended Action 8, Waste Management refers to this issue and the need to explore options regarding how waste bins can be accommodated sympathetically in the High Street.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	59-60	Part B – Management Proposals; Section 6 - Town Centre Management; Recommended Action 9; paragraphs 7.32-7.34	The idea to increase the size and frequency of the `local` market is very welcome but must be properly marketed to encourage more traders, local residents and visitors to spend more time and money in the Town. Perhaps more connection(s) with the Bluebell Railway would assist this.	<b>Noted</b> Recommended Action 9, Town Centre Management refers to MSDC exploring with the Town Council the possibility to a create a Business Improvement District (BID) to help improve the aesthetic and trading environment of East Grinstead Town Centre to directly benefit the area and businesses. The proposal for a BID in East Grinstead is not currently included in the District Council's Economic Development Strategy and Action Plan. Therefore, the timetable, including when funding would be available for the delivery of this project, is subject to further consideration as part of the review of the Economic Development Strategy.
Mr M Bastone	11-12	Part A – Conservation Area Appraisal – Archaeology, Paragraphs 3.24 – 3.27	The well, which is marked in maps 2 and 3, as being behind the junction of London Road /High street, should be taken into the Conservation area line.  Although there are other wells in the town (and at least one or more at the rear of "Wickenden's"), this well and the two access footpaths, in my view deserve to be preserved for future investigation. The wall, at the rear of the ally next to the bank, supports the structure of the well, which was once situated on a slope. The wall should be preserved to support the well.	<b>Noted – no change required</b> The District Council is aware that a study on wells in East Grinstead has been undertaken and a report was published in an edition of 'The Bulletin of the East Grinstead Society.' These wells are considered to be archaeological features and undesignated heritage assets and as such are therefore already offered protection through the National Planning Policy Framework (NPPF) and the Mid Sussex District Plan - DP 34 - Listed Buildings and Other Heritage Assets.

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Mr G Bostock	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	Pedestrianise the High Street.	<b>Noted</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. This suggestion will be discussed further through the partnership working. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
Ms R Bostock	54-55	Part B – Management Proposals; Conservation Area Boundary Review; paragraphs 7.5 – 7.11	West Street, north side contains a row of Victorian cottages and several interesting town houses (two of which are unusually elevated from street level) that I believe should be included.	<b>Disagree – no change required</b> The existing Conservation Area boundary follows very closely the medieval extent of the original Medieval planned town. This is a very robust area with a distinctive, predominantly commercial character and very different to the residential Victorian suburbs that surround it. Accordingly, there is no reason to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges.

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	54-55	Part B – Management Proposals; Conservation Area Boundary Review; paragraphs 7.5 – 7.11	Chequer Mead Theatre is an additional positive features which should be identified in the Appraisal document.	<b><i>Disagree – no change required</i></b> The Chequer Mead Theatre has been extensively altered and extended and is associated with the Victorian expansion of the town and the neighbouring Victorian terraces of De La Warr Road. The existing Conservation Area boundary follows very closely the medieval extent of the original planned town. This is a very robust area with a distinctive, predominantly commercial character and is very different to the residential Victorian suburbs that surround it. Accordingly, there is no reason to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges, which is proposed.
		General comment	Car park on West Street lacks sympathetic landscaping.	<b><i>Noted</i></b> The car park in West Street lies outside the scope of this Conservation Area Appraisal.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	59-60	Part B – Management Proposals; Section 6 - Town Centre Management; Recommended Action 9; paragraphs 7.32-7.34	To provide well designed covered market area to encourage shoppers and stalls in all weather.	<p><b>Noted – no change proposed</b></p> <p>Recommended Action 9, Town Centre Management refers to MSDC exploring with the Town Council the possibility of creating a Business Improvement District (BID) to help improve the aesthetic and trading environment of East Grinstead Town Centre to directly benefit the area and businesses. The BID could include measures to encourage visitors and shoppers such as support to the existing small market or provide themed markets to bring life and vitality and provide a shopping choice. This suggestion of a covered market area will be considered as part of the partnership working. The proposal for a BID in East Grinstead is not currently included in the District Council’s Economic Development Strategy and Action Plan. Therefore, the timetable, including when funding would be available for the delivery of this project, is subject to further consideration as part of the review of the Economic Development Strategy.</p>
		General comment	Provide free parking in town car parks to encourage more visitors and shoppers.	<p><b>Noted</b></p> <p>This issue lies outside the scope of the Conservation Area Appraisal.</p>



<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	Restrict traffic to the area especially to the High Street, by pedestrianisation, if possible.	<b>Noted</b> Recommend Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
		General comment	Give more attention through signage and enhancements to the Museum's approach so that visitors to the High Street will be encouraged to visit it.	<b>Noted</b> The approach to the Museum is outside the scope of this appraisal.
Mr F Berry		General comment	In terms of approval and siting of chairs and tables in the Conservation Area, these need to be carefully managed/enforced by West Sussex County Council as the Highways Authority, to ensure the Conservation Area retains its special character. For the same reason, MSDC as the Planning Authority should ensure that planning and licencing applications are carefully assessed. 2) Banners on Barriers. Approval for siting banners, (which have traditionally been placed across the barriers at the High Street/London Road junction) also need to be carefully managed/enforced for the same reason.	<b>Noted</b> Siting of table and chairs in the public realm and erection of banners requires planning permission and/or advertisement consent where any issues can be taken into account and addressed accordingly.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
		General comment	This is an excellent and comprehensive Appraisal, which provides a lot of historical information and the reasons why East Grinstead needs a Conservation Area. Some typographical errors have been identified.	<b>Agree – changes proposed</b> Typographical errors corrected.
	55-56	Part B – Management Proposals; Local List, Recommended Action 2, paragraphs 7.12 -7.13	This action should be made stronger i.e. MSDC should prepare a list of Local Buildings of Architectural or Historical Interest, to provide more protection for the Conservation Area.	<b>Noted</b> The support for this recommendation is noted. The timetable, including availability of resources for the delivery of this project, is subject to further consideration a part of the District Council's work programme.
	57	Part B – Management Proposals; Changes to Windows and Doors, Recommended Action 4, paragraphs 7.18 -7.23	This needs to be expanded to include proposals for changes to existing buildings/outhouses etc., to ensure that any breaches of Planning Control are enforced against i.e. retrospective planning permission should not be given.	<b>Noted</b> Planning permission is required for any changes to outbuildings that affect their significance and character and appearance and which will be assessed against the guidance contained in this Appraisal document.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	Support any proposal to restrict the times of delivery lorries and vans, but not a complete ban i.e. pedestrianizing the High Street. Traffic movements as a result would move to residential roads, further exacerbating the problems already experienced by residents, with increased traffic speeds and bottlenecks. Buses would also need to continue to use the High Street, as this is a logical bus route and drop off/pick up point for passengers, and Royal Mail would also still need to use the High Street. Parking could possibly be restricted to early evening onwards, where restaurants and pubs would welcome this facility.	<b>Noted</b> Recommend Action 10, Traffic Management refers to these issues and the need to explore with partners the potential for further improvements to reduce the impact of traffic in the High Street as well as options for managing service deliveries. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	The provision of additional pedestrian crossing points will need to be considered carefully. There currently exists a crossing point at traffic lights at Middle Row, but I would not support additional traffic lights in the High Street. This will detract from the character of the High Street, and could lead to a build – up of traffic at times.	<b>Noted</b> Recommend Action 10, Traffic Management refers to these issues and the need to explore with partners the potential for further improvements to reduce the impact of traffic in the High Street as well additional crossing points. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
Mr R Tullett		General comment	I think the proposals are excellent and reflect the commitment of MSDC Conservation planners to the protection of the unique character in the High Street conservation area. Concerned however in the light of recent planning decisions on the Queens Walk scheme, and rear of 5 High Street and how these have had a negative impact on the Conservation Area.	<b>Noted</b> A key objective of the Conservation Area Appraisal is to provide a clear statement of the special interest of the Conservation Area and to identify the key features that should be preserved and enhanced. This will enable Development Management Officers, Members, landowners and developers to understand exactly what needs to be protected in development proposals. It will also help raise awareness amongst the Town Council, businesses and the public of the qualities that make East Grinstead a special place.
Mrs M Collins	54-55	Part B – Management Proposals; Conservation Area Boundary Review; paragraphs 7.5 – 7.11	Chequer Mead Arts Centre should be included as it was a 19 <sup>th</sup> century school of historic significance.	<b>Disagree – no change required</b> The Chequer Mead Theatre has been extensively altered and extended. It is associated with the Victorian expansion of the town and the neighbouring Victorian terraces of De la Warr Road. The existing Conservation Area boundary follows very closely the medieval extent of the original planned town. This is a very robust area with a distinctive, predominantly commercial character and is very different to the residential Victorian suburbs that surround it. Accordingly, there is no reason to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges, which is proposed.
	10	Part A – Conservation Area Appraisal; Historical Development, paragraph 3.12	According to the Oxford Book of carols ‘Good King Wenceslas’ was written in 1853 not 1609.	<b>Agree – change proposed</b> Change date to <u>1853</u>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	59	Part B – Management Proposals, Section 5 - Waste Management, Recommended Action 8, paragraph 7.31	Relocation of the rubbish bins in the Conservation area is required.	<b>Noted</b> Recommended Action 8, Waste Management refers to this issue and the need to explore options regarding how waste bins can be accommodated sympathetically in the Conservation Area.
	54-55	Part B – Management Proposals; Conservation Area Boundary Review; paragraphs 7.5 – 7.11	The boundary alterations are accepted but should be extended further to include the Chequer Mead Arts Centre as it needs to be protected as heritage as the front is typical of a 19 <sup>th</sup> century school of historic significance. The Playfield car park is to be included in the boundary change extension which serves the parking needs of the patrons so it would make sense to include the Chequer Mead building (or at least conserve and protect the façade).	<b>Disagree – no change required</b> The Chequer Mead Theatre has been extensively altered and extended. It is associated with the Victorian expansion of the town and the neighbouring Victorian terraces of De La Warr Road. The existing Conservation Area boundary follows very closely the medieval extent of the original planned town. This is a very robust area with a distinctive, predominantly commercial character and is very different to the residential Victorian suburbs that surround it. Accordingly, there is no reason to significantly alter the boundary of the Conservation Area apart for some minor rationalisation of the boundary at the northern and western edges, which is proposed.
	57	Part B – Management Proposals; Section 3 - Changes to Windows and Doors; paragraphs 7.18 – 7.23	Agree with the Management Proposals but concerned there will not be close monitoring. Any breaches of Action 4 (page 56) must be enforced against. Changes to windows and doors must be sympathetic to the Conservation Area and must be carried out using traditional materials and detailing. Any breaches of planning control must be enforced against.	<b>Noted</b> These comments are noted and supported. The District Council takes enforcement action against any breaches of planning permission and/or listed building consent.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	6	Part A – Conservation Area Appraisal; Section on Legislation and Policy Context, paragraph 1.9	Mention of the Neighbourhood Plan should be included.	<p><b>Agree – change proposed</b></p> <p>Include reference to the East Grinstead Neighbourhood Plan in the section on Legislation and Policy Context after paragraph 1.9 as follows:</p> <p><u>Paragraph 1.10: The East Grinstead Neighbourhood Plan was Made in November 2016. Its vision is ‘To provide for a positive future for East Grinstead that is socially inclusive for all, vibrant, economically robust and will allow residents to live with a high degree of self-sufficiency in a town with a first rate natural, built and historic environment’.</u></p> <p><u>Policy EG4 and EG4a of the Neighbourhood Plan Designated and Non-Designated Heritage Assets seeks to ensure that planning applications affecting heritage assets are supported by statements of significance and the Portlands area to the rear of 58 to 84 High Street are protected.</u></p>
	34	Part A – Conservation Area Appraisal; Chapter 6; Character Area 1 - The Church, Sackville College, the Water Tower and cottages along Church Lane -Table of Strengths and Weaknesses	The wall outside Sackville College leading into College Lane needs to be repaired and preserved.	<p><b>Agree – change proposed</b></p> <p>Include in the table at paragraph 6.6 section on Weaknesses, the poor condition of the sandstone wall and its need for repair.</p> <p><u>The wall which extends from the outside of Sackville College round into College Lane is in need of repair.</u></p>

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	59	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	The western end of the High Street has few crossing points which, with the level of traffic make it difficult for pedestrians to cross.	<b>Agree – no change required</b> Recommended Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street and to investigate the potential for additional pedestrian crossing points. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
	22	Part A – Conservation Area Appraisal; Chapter 4, Public Realm, paragraph 4.26	Is there any chance the new red concrete pavers could be replaced to better match the local red bricks?	<b>Noted</b> The Appraisal document explains that in 2000, as part of the wider public realm works, the traditional brick paving was replaced with red concrete paviours laid in a horizontal pattern. There is no current proposal or budget to replace the concrete paviours with local red bricks which given the extent of the paving in the High Street, would be very expensive.
		General comment	The confusion regarding the numbering of the Church Lane properties should be addressed.	<b>Noted</b> Re - numbering of properties is outside the scope of this Conservation Area Appraisal.
	59	Part B – Management Proposals, Section 5 - Waste Management, Recommended Action 8, paragraph 7.31	The unsightly rubbish bins placement in the Conservation Area should be addressed.	<b>Agree – no change proposed</b> Recommended Action 8, Waste Management refers to this issue and the need to explore options regarding how waste bins can be accommodated sympathetically in the Conservation Area.

<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	Limit parking and stop parking in front of the old buildings both along High Street and by the raised gardens. This area should be paved and perhaps have seating.	<b>Noted</b> Recommended Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. This suggestion regarding paving the area below the raised flower beds will be discussed further through the partnership working. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
		General comment	Plant some trees, perhaps in area in front of Broadleys. Tidy and plant some greenery in the back areas. It would be nice if the Dorset Arms had a garden, rather than a large car park.	<b>Noted</b> These comments are noted and will be taken into account in any public realm or other relevant projects that are taken forward in the Conservation Area.
	62	Appendix 1 Guidance on the design of new development; Section 9 – Protecting the Setting of the Conservation Area	Preserve the views of the town/church from a distance, e.g. from Imberhorne Lane across the fields.	<b>Noted</b> Appendix 1 - Design Guidance ,Section 9, refers to the importance of new development respecting the setting of the Conservation Area and that views to and from the Conservation Area, and towards the important landmark buildings of St Swithun’s Church and the Water Tower, particularly distant ones are protected.
		General comment	Get rid of unnecessary street furniture and signs. Most drivers use sat nav. Remove fold up advert signs outside shops.	<b>Noted</b> These comments are noted and will be taken into account in any public realm projects that are taken forward in the Conservation Area.



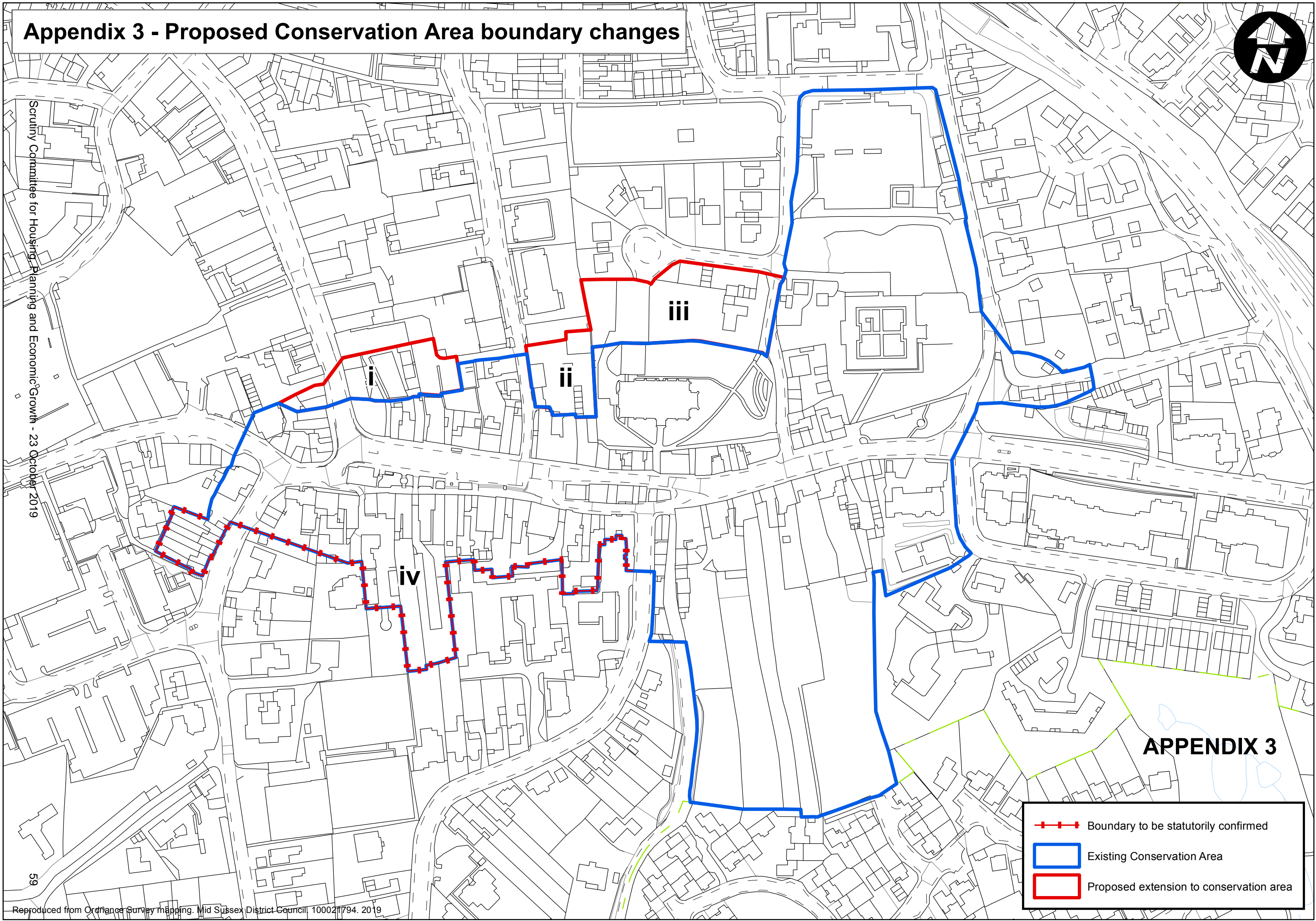
<b>Respondent</b>	<b>Page no:</b>	<b>Section of document</b>	<b>Summary of Response</b>	<b>Officer Recommendation</b>
		Appendix 1 – Guidance of the design of new development; Section 9; Protecting the Setting of the Conservation Area	Use planning to control development in the rest of the town, so that the Conservation Area is in an attractive context.	<b>Noted</b> A key objective of the Conservation Area Appraisal is to protect the setting of the Conservation Area. Advice and guidance on achieving this is set out in Appendix 1 - Section 9; Protecting the Setting of the Conservation Area.
Mr P Nicol		General comment	Buildings of earlier periods should be conserved rather than a headlong race into the 21 <sup>st</sup> century.	<b>Noted</b> The Appraisal provides a clear statement on the significance of the Conservation Area and guidance on how the historic buildings within it should be preserved and enhanced.
Mr S Neave	60	Part B – Management Proposals; Traffic Management - Recommendation 10; paragraph 7.35	Consideration of traffic flow.	<b>Noted</b> Recommended Action 10, Traffic Management refers to the need to explore with the Town Council and West Sussex County Council the potential for further improvements to reduce the impact of traffic in the High Street. As the Highway Authority, West Sussex County Council would lead on this Action. Therefore the timing and funding of any initiatives will be confirmed by them.
		General comment	Minimise High Street furniture including signage.	<b>Noted – no change proposed</b> These comments are noted and will be taken into account in any public realm projects that are taken forward in the Conservation Area.
		General comment	This seems an excellent move to preserve the town and its features.	<b>Noted – no change proposed</b> These comments are welcomed.

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# Appendix 3 - Proposed Conservation Area boundary changes



Scrutiny Committee for Housing Planning and Economic Growth - 23 October 2019



## APPENDIX 3

-  Boundary to be statutorily confirmed
-  Existing Conservation Area
-  Proposed extension to conservation area

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## SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH WORK PROGRAMME 2019/20

REPORT OF: Tom Clark, Head of Regulatory Services  
Contact Officer: Alison Hammond, Member Services Officer  
Email: alison.hammond@midsussex.gov.uk Tel: 01444 477227

Wards Affected: All  
Key Decision: No

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### Purpose of Report

1. For the Scrutiny Committee for Housing and Planning and Economic growth to note its Work Programme for 2019/20.

### Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

### Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**

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### Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

### The Work Programme

5. The Committee's Work Programme for 2019/20 is set out below:

Meeting Date	Item	Reason for Inclusion
22 Jan 2020	Homelessness and Rough Sleepers Strategy.	Prior to adoption by Council.
	Draft Haywards Heath Masterplan.	Prior to consultation.
	Mid Sussex Design Guide – Outcome of Public Consultation.	Prior to adoption by Council
11 Mar 2020	Site Allocation – Development Plan Document.	Post Consultation Report
25 Mar 2020	To be advised.	

### Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

**Financial Implications**

7. None.

**Risk Management Implications**

8. None.

**Background Papers**

None.