HORLEY TOWN COUNCIL
Planning & Development Committee

Minutes of a Meeting of the above-named Committee held at the Town Council Offices, Albert Road, Horley on 27 August 2019, at 7.30 pm

Present	**Cllrs**	Giorgio Buttironi
		Pamela Chandler
		Mike George (Chairman)
		Jerry Hudson (Vice-Chairman)
		Samantha Marshall
		Simon Marshall
		Martin Saunders
		Rob Spencer
Also Present		Joan Walsh (Town Clerk)
		Judy Morgan (Finance and Planning Officer)

P 6543 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Powell and Stimpson be accepted for reasons as specified in the Attendance Register.

P 6544 Disclosable Pecuniary Interests and Non-Pecuniary Interests

RESOLVED: that the Declarations of Interest, as appended to these minutes, be noted.

P 6545 Approval of Minutes
Planning & Development Committee – 23 July 2019

RESOLVED: that the minutes of the above meeting of the Planning & Development Committee, be approved.

Planning Updates – 23 July 2019

P 6546 Junction at Cross Oak Lane / Orchard Drive

It was noted that a response containing the following information had been received both from Cllr Furniss and the SCC Transport Projects Officer in relation to the junction design at Cross Oak Lane and Orchard Drive.

The matter was raised at the March and June Reigate & Banstead Local Committee meetings. In March, it was resolved that:
(i) the SCC Road Safety Team would re-look at the junction to see if the design could be improved on; and
(ii) a meeting would be held between the 2 divisional members and the AHM to discuss possible ways forward.
The SCC Road Safety Team had, however, not identified any significant options for improving the junction. In June, a site meeting was held between Cllr Kay Hammond and Cllr Graham Knight and officers from the Transportation Development Planning

Group, to discuss what should be done about the junction to deter illegal manoeuvres and further reduce the risk of collisions. At the meeting, it was agreed that as the current layout was installed as a condition of planning permission for 'The Acres' development, the best that could be done would be to suggest some kind of low-cost improvement measures. It was agreed that SLOW road markings might result in a reduction in speeds on the approaches and heavy, cast-iron bell bollards on the kerbs and islands would be a physical deterrent to those drivers making illegal turns. Subsequently, an estimate for such improvements was obtained and forwarded to Cllr Hammond for decision by the Committee.
At the June Committee, a question was asked about the junction in the Open Forum Session. The AHM replied that in terms of safety, the junction was considered not a high priority. Cllr Hammond advised that the junction would be expensive to make changes to and that accidents happen at the junction because people were ignoring the signage and making illegal turnings, not because the junction is was unsafe.

Cllr Saunders expressed further concerns in light of the new North Gatwick Gateway being built, in that commercial vehicles coming to and from that development (estimated at up to 300 movements per day) were likely to use Cross Oak Lane as an escape route to the M25 (via Godstone). He suggested that the serious impact of this might present a further opportunity to propose changes to the said junction which he felt could benefit residents both north and south of Cross Oak Lane. It was suggested that Cllr Saunders take up his proposals Borough Cllrs Schofield, Knight and Allcard in the first instance and update the Committee at the next meeting.

RESOLVED: noted.

Outside Bodies and Sub-Committees

P 6547 **Horley Town Management Group (HTMG)**

Members were informed that the next meeting of HTMG would take place on Thursday, 12 September. At the meeting it was expected that an update on the High Street Precinct refurbishment would be provided by RBBC's Head of Place Delivery. Barriers would remain in place until the TRO became operational which was likely to be around the end of September or beginning of October. The reason for this was that the loading bays required monitoring to prevent cars from parking there.

Cllr Saunders reported that, at his request, the RBBC Regeneration Manager had provided and sanctioned the publication on social media of a photo of the street furniture and there had been some positive feedback.

Concerns had been raised about the condition of some of the tarmacking and whether the mixed recycling bins specified would be supplied. An update on these issues was expected to be provided.

Coast to Capital LEP, Local Growth Fund

The Clerk advised that the HTMG Chairman had been forwarded a copy of the Town Council's letter in support of the RBBC business case put forward to the Local Growth Fund for potential improvements to the town centre. A decision was expected in September 2019.

P 6547) **Wayfinding Signage**

The Planning Chairman reported that he had a meeting with Cllr Saunders along with the RBBC Economic Prosperity Officer and an appointed RBBC signage contractor, at which time, useful discussions took place about ideas for the design and style of the wayfinding signage. He was awaiting a quote and would provide further information once this had been discussed by HTMG.

RESOLVED: noted.

P 6548 **Determined Planning Applications**

Members reviewed the list of Planning Applications determined for the period 19 July – 22 August 2019.

RESOLVED: noted.

P 6549 **Planning Applications received from Reigate & Banstead Borough Council for the period 19 July – 22 August 2019.**

RESOLVED: that the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.

Planning Appeals – During the period 19 July – 22 August 2019.

P 6550 **Planning Appeals Received**

Members reviewed the list of Planning Appeals Received for the period 19 July – 22 August 2019.

RESOLVED: noted.

P 6551 **Planning Appeals Determined**

Members reviewed the list of Planning Appeals Determined for the period 19 July – 22 August 2019.

RESOLVED: noted.

Ongoing Planning Matters

P 6552 **Proposed Upgrade to Base Station at Oakwood School, Balcombe Road**

The Town Clerk reported that HTC were informed by agents acting for EE and 3 about a proposed upgrade of the existing mobile telecommunications apparatus at Oakwood School. These works included a replacement of the existing pole mounted antennas and dish at roof level with 6 antennas apertures, 3 dishes and ancillary development thereto. An upgrade to the existing site would mean there would be no need to deploy a new telecommunications infrastructure in the vicinity, thereby reducing the impact on the local area. It was decided that a response from the Town Council would not be required.

RESOLVED: noted.

P 6553 **SCC Consultation: Manorfield Primary & Nursery School, Sangers Drive, Horley**

It was noted that the above consultation in regard to a School Travel Plan (pursuant to Condition 5 of planning permission ref: RE19/01509/CON) had been submitted by SCC Property Services.

RESOLVED: noted.

P 6554 **North East Sector (The Acres)/North West Sector (Westvale Park)**

There were no updates.

RESOLVED: noted.

P 6555 **Town Centre Regeneration**

It was noted that the Horley Regeneration Forum had still not met and there were therefore no updates. However, Cllr Lynch was in the process of investigating the possibility of a merger of the forum with the Horley Town Management Group (HTMG) by consulting Democratic Services at the Borough Council. A further update would be provided at the next meeting.

RESOLVED: noted.

Railway Matters

P 6556 **Govia Thameslink Railway (GTR) – Passenger Benefit Fund**

It was noted that since the online survey closed on 31 July 2019, GTR had reported they had a successful three-month consultation period. As they had received the suggestions, all the station improvement ideas will be assessed under specific criteria, such as, feasibility, safety, affordability (within the station allocation budget). Following this they had planned to deliver all passenger benefit fund schemes before the end of their franchise in September 2021. As previously reported the Planning Vice-Chairman understood that it might be possible for the fund for Horley Station to be used for improvements to the underpass.

P 6556) It was also possible that if the RBBC bid for funding from the Coast to Capital Local Growth Fund was successful, that some of that funding may be available for improvements to the underpass.

RESOLVED: noted.

Highways Matters

P 6557 **Surrey County Council Order Proposal: Westvale Road, Horley (40 MPH Speed Limit)**

The Town Clerk reported that a response expressing the Town Council's support to the above proposal but suggesting the speed limit be reduced to 30 mph, had been sent and acknowledged**.** The outcome had yet to be made known by Surrey County Council.

RESOLVED: noted.

P 6558 **SCC Highways Bulletins**

RESOLVED: that receipt be noted of the latest SCC Highways Bulletins (already circulated to members).

Airport Matters

P 6559 **Gatwick Airport – Publication of our Final Master Plan and beginning the DCO process**

It was noted that the above consultation followed GAL's issue of its Final Master Plan in July and its plans to improve capacity and resilience by bringing its standby runway into routine use. GAL would launch the proposals through a Development Consent Order (DCO) which would involve robust planning processes and an Environmental Impact Assessment through a statutory consultation. The Planning Chairman would attend an initial GAL briefing on the project to be held on 3 September 2019. The briefing would explain the aims of project in more detail and the potential timelines for the DCO consultation and subsequent submission.

RESOLVED: noted.

P 6560 **GATCOM Meeting 18 July, Key Messages**

The Key Messages had previously been circulated to Members. The Town Clerk highlighted some of the issues covered such as the ICCAN Commissioner's presentation on the work of the commission, the GATCOM Chair's reflections and suggestions from the first six months; and some airspace updates, including Route 4**.** The Planning Chairman said that Members were welcome to contact him for any clarification on these items. The next GATCOM meeting would take place on 17 October.

RESOLVED: noted.

P 6561 **GATCOM: Weekly Newsletters & Updates**

These had previously been circulated to Members for information.

P 6561) ***RESOLVED: noted.***

P 6562 **GATCOM Complaint**

The Chairman reported that GATCOM had received a complaint from a resident of Westvale Park regarding suspected air pollution and air noise as a result of living under a flight path. This had been referred to GAL to investigate.

RESOLVED: noted.

P 6563 **Recent Airport Communications**

From	Subject	Received	Action
GATCOM	Weekly Newsletters & Updates	26.07.19) 01.08.19) 09.0819)	Noted.

RESOLVED: noted.

P 6564 **Surrey County Council Rights of Way and Countryside Access annual report 2018-19**

The Town Clerk referred to the report which had been previously been circulated to Members. She highlighted that with a tight budget, the SCC Countryside Access and Operations Team continued to look for the most cost effective and efficient ways to undertake its statutory duties. They were keen to work with Town and Parish Councils and were particularly grateful to the army of volunteers who continued to undertake a wide range of tasks to help keep Surrey's wonderful countryside accessible for local people and visitors alike.

RESOLVED: noted.

P 6565 **Coast to Capital LEP, Local Growth Fund Bid**

The Town Clerk advised that, as requested, the Town Council had written a letter in support of the RBBC business case put forward to the Local Growth Fund for potential improvements to the town centre. A decision was expected in September 2019.

If successful in securing the funding, this could be used for a number of projects, such as:

1. Plans to improve the pedestrian and national cycle route into the town, including the underpass and along High Street;
2. To install pay on exit parking at Central and Victoria Road car parks; and
3. To undertake an options/feasibility study into development options for the High Street Car Park.

RESOLVED: that the Town Council's letter to Coast to Capital LEP, in support of the Borough Council's bid to the Local Growth Fund, as appended to the signed copy of these minutes, be noted.

P 6566 **RBBC Draft Corporate Plan 2020-25 Consultation (Closing Date: 16 September 2019)**

The Committee considered the RBBC Draft Corporate Plan in detail and the Borough's key commitments and priorities over the next 5 years, noting that these would relate to the Town Council's vision for Horley in many respects. It was further thought that many of RBBC's aims and objectives would feed into the Town Council's own 5 year

P 6566) plan which was currently under review. All Members had previously been canvassed

for their feedback. A compilation of comments and suggestions put forward had been circulated in advance of the meeting and these encompassed the following key issues:

- Increased GP capacity in Horley.
- Greater investment in Horley projects led by HTC.
- Review of charges for recycling at Earlswood Depot and improvement in recycling rates.
- More starter homes and social housing for rent.
- More support for vulnerable residents.
- More investment in the town centre including local shops and pop up shops.
- The need for day centre services to be provided at reasonable rates and to include transport to and from Regent house.
- Better support for community events.
- More strategies to ensure that new businesses thrive.
- More support for community groups undertaking litter picks and conservation work.
- More effective parking enforcement.

The Committee agreed that the above-mentioned proposals should form the basis of the Town Council's draft response to the consultation and that these be recommended to Full Council for approval at its next meeting on 3 September.

RECOMMEND: that the Town Council's draft response to the RBBC Draft Corporate Plan be considered for approval at the Full Council meeting on 3 September.

P 6567 **Letters Received**

From	Subject	Received	Action
Tandridge District Council	Tandridge Local Plan	27.8.19	***Noted***
Salfords & Sidlow Parish Council	Tree Charter	20.8.19	***Council to sign up to the Tree Charter. An update to be provided to the next meeting of the Planning Committee.***

RESOLVED: noted.

P 6568 **Diary Dates**

Horley Lions Charity Dog Show and Country Fayre
Horley Recreation Ground on **Sunday 8 September 2019**

Planning Training for Town & Parish Councillors (details circulated)
Albert Rooms at **7.00 pm** on **Wednesday 16 October 2019**

RESOLVED: noted.

P 6569 **Items for Future Consideration**

No matters were raised.

RESOLVED: noted.

P 6570 **Press Release**

RESOLVED: that comments on Planning Applications be released to the press and placed on the Town Council website.

Meeting closed at 9.05 pm **Date of next meeting: 24 September 2019**

Planning & Development Committee
Declarations of Interest

Date of Meeting: 27 August 2019

Councillor(s)	Pecuniary or Non-Pecuniary	Reference	Location	Details
Samantha Marshall	Non-Pecuniary	19/01231/S73	Wings Peeks Brook Lane Horley Surrey RH6 9SX	Supporter of the Greyhound Trust.

List of Planning Comments
Registered by Reigate & Banstead Borough Council
During the period 19 July – 22 August 2019

To see plans please CTRL+click on the application number to follow the link .

1. RBBC Letter Dated: 22/07/19	**Application No: 19/01408/HHOLD**
LOCATION:	24 The Meadway Langshott Horley Surrey RH6 9AW
DESCRIPTION:	Single storey extension.
HORLEY TOWN COUNCIL COMMENTS Ratified Planning Meeting 27/08/19	**No objections**

2. RBBC Letter Dated: 19/07/19	**Application No: 19/01371/S73**
LOCATION:	Chalet At Trentham Peeks Brook Lane Horley Surrey
DESCRIPTION:	Retrospective approval for change of use to gypsy caravan site for 6 static and 6 touring caravans and retention of hard standing. Variation of conditions 3, 4 and 5 of permission 18/02251/RET. Removal of No. of pitches, sound insulation and ventilation conditions.
HORLEY TOWN COUNCIL COMMENTS Ratified Planning Meeting 27/08/19	**No objections**

3. RBBC Letter Dated: 24/07/19	**Application No: 19/01422/HHOLD**
LOCATION:	104 Benhams Drive Horley Surrey RH6 8QP
DESCRIPTION:	Proposed single storey rear extension and part single storey, part two storey side extension.
HORLEY TOWN COUNCIL COMMENTS Ratified Planning Meeting 27/08/19	**No objections**

4. RBBC Letter Dated: 24/07/19	**Application No: 19/01231/S73**
LOCATION:	Wings Peeks Brook Lane Horley Surrey RH6 9SX
DESCRIPTION:	Demolition of the existing metal barn and the residential bungalow Wings and construction of a new dog kennel facility and office headquarters for the Greyhound Trust (GT). Variation of condition 3 of permission 17/01956/F. Removal of demolition condition. As amended on 16/07/2019 and on 23/07/2019.
HORLEY TOWN COUNCIL COMMENTS Ratified Planning Meeting 27/08/19	**No objections. We question the need to demolish a residential building in good condition. The site being at the end of a road & somewhat secluded should not have the impact of overdevelopment.**

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5. RBBC Letter Dated: 01/08/19	**Application No: 04/02120/RM5A**
LOCATION:	Horley North West Development Meath Green Lane Horley Surrey
DESCRIPTION:	Reserved Matters application for Phase 5 of development at North West Horley (appearance, landscaping, layout and scale) pursuant to 04/02120/OUT for the erection of 63no. dwellings and associated parking, levels, lighting, drainage and ancillary works.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

6. RBBC Letter Dated: 01/08/19	**Application No: 19/01474/HHOLD**
LOCATION:	Argyll Weatherhill Close Horley Surrey RH6 9LU
DESCRIPTION:	Refurbishment of the existing conservatory to improve its energy efficiency and to address existing problems associated with frequent flooding from local watercourse. The works include the enlargement of the existing kitchen to improve functionality and the replacement of all glazing and external doors with new energy efficient glazing and bi-folding doors. The roof will also be replaced with a solid tiled roof to match that of the existing house incorporating an area of flat lead rolled roof and a number of roof lights to provide natural light into the space. To address the current problems with frequent flooding the floor level of the conservatory will be raised by approximately 200mm to align with the floor level of the existing property.
HORLEY TOWN COUNCIL COMMENTS Ratified Planning Meeting 27/08/19	**No objections**

7. RBBC Letter Dated: 07/08/19	**Application No: 19/01506/HHOLD**
LOCATION:	Hazleglen 8 Russells Crescent Horley Surrey RH6 7DN
DESCRIPTION:	Construction of garden shed
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

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8. RBBC Letter Dated: 08/08/19	**Application No: 19/01214/TPO**
LOCATION:	Land At Stafford Place Horley Surrey RH6 9DH
DESCRIPTION:	Hawthorn - on land formerly the rear garden of 4 Limes Avenue Horley. Fell Hawthorn as tree is in decline due to proximity to neighbouring conifer hedge.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections, subject to no adverse comments from the Tree Officer.**

9. RBBC Letter Dated: 12/08/19	**Application No: 19/01321/HHOLD**
LOCATION:	14 Birchwood Close Langshott Horley Surrey RH6 9TX
DESCRIPTION:	Ground floor rear extension. First floor side extension over garage.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

10. RBBC Letter Dated: 14/08/19	**Application No: 19/01519/F**
LOCATION:	Dairy At Hutchins Horley Row Horley Surrey
DESCRIPTION:	Use of outbuilding as independent dwelling house
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

11. RBBC Letter Dated: 13/08/19	**Application No: 19/01526/HHOLD**
LOCATION:	88 Cheyne Walk Horley Surrey RH6 7LR
DESCRIPTION:	Proposed single storey rear extension
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

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12. RBBC Letter Dated: 15/08/19	**Application No: 19/01438/F**
LOCATION:	Cumberland Guest House 39 Brighton Road Horley Surrey RH6 7HH
DESCRIPTION:	Conversion of guest house and outbuilding to create 8 self contained flats for occupation by residents in need of a limited element of care (use class C3). Single storey extensions to front and rear elevations of guest house and dormers to outbuilding.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections, however the Council wishes to express concerns about the limited number of parking spaces available for residents and visitors, given the location.**

13. RBBC Letter Dated: 19/08/19	**Application No: 19/01466/HHOLD**
LOCATION:	2 Mosford Close Horley Surrey RH6 8JS
DESCRIPTION:	Single storey side extension and erection of new fence.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

14. RBBC Letter Dated: 21/08/19	**Application No: 19/01191/OUT**
LOCATION:	Drill Service Ltd 89 Albert Road Horley Surrey RH6 7HB
DESCRIPTION:	Conversion of existing ground floor commercial property and alterations to existing first and second floor residential properties to create 3 No. 1-bed, 3 No. 2-bed and 1 No. 3-bed flats. As amended on 20/08/2019.
HORLEY TOWN COUNCIL COMMENTS Planning meeting, 27/08/19	**No objections**

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Tree Works (Non-Felling)

A. RBBC Letter Dated: 06/08/19	**Application No: 19/01404/TPO**
LOCATION:	29 The Meadway Langshott Horley Surrey RH6 9AW
DESCRIPTION:	Oak crown lift one single low branch overhanging garden.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

B. RBBC Letter Dated: 06/08/19	**Application No: 19/01490/TPO**
LOCATION:	Office Wavertree Court 59 Massetts Road Horley Surrey
DESCRIPTION:	T3 H. Chestnut - Crown lift 2.5m from ground level over footpath. T4 H. Chestnut - Remove basal and epicormic growth. T10 H. Chestnut - Twin stemmed tree with included bark. Reduce crown by 2m and check cobra brace. T31 H. Chestnut - Previously pollard, remove basal and epicormic growth to be able to inspect base. T41 H.Chestnut - Crown lift 2.5m from ground level over footpath T43 H. Chestnut - Requested work due to darkness in flats. Crown lift2.5m from ground level, crown thin by 15%
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

C. RBBC Letter Dated: 08/08/19	**Application No: 19/01213/TPO**
LOCATION:	Land At Staffords Place Horley Surrey RH6 9DH
DESCRIPTION:	Sycamore on land formerly the rear garden of 4 Limes Avenue Horley. Reduce Sycamore over parking bays by 1.5 meters to reduce overhang of 3rd party tree. Tree falls under TPO RE570.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

D. RBBC Letter Dated: 08/08/19	**Application No: 19/01185/TPO**
LOCATION:	Land At Staffords Place Horley Surrey RH6 9GX
DESCRIPTION:	2 x Horse Chestnut on land formerly the rear garden of 6 Limes Avenue Horley - Lift to give 2 meters clearance for pedestrians.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

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E. RBBC Letter Dated: 15/08/19	**Application No: 19/01528/TPO**
LOCATION:	Land Adjacent To 2 West Meads Horley Surrey RH6 9AF
DESCRIPTION:	T1 Oak Tree that leans over the public grass area - Crown lift by 3m, the secondary branches to ensure a minimum clearance from the neighbour's boundary. Tip prune the entire overhang of the tree (South side) above the neighbour's garden to shorten branches by approximately 2.5m. Also remove any internal branches that are causing congestion or rubbing. The reason is to improve the overall balance of the tree. T2 Oak tree adjacent to the road - Cut back the stem growth that is now growing over the road. Crown lift above the road to create a minimum of 5.2m headroom, compliance with highways regulations.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

F. RBBC Letter Dated: 14/08/19	**Application No: 19/01353/TPO**
LOCATION:	Land Rear Of 2 Rainbow Close Horley Surrey RH6 9QQ
DESCRIPTION:	T3 - To reduce 1x mature Oak trees located behind the garden of 2 Rainbow close by approximately 2.0m on garden side only. All branches will be pruned to appropriate growth points. All works are carried out to BS 3998: 2010 Tree work recommendations. A well balanced shape must be maintained. Any major deadwood will also be removed.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

G. RBBC Letter Dated: 15/08/19	**Application No: 19/01216/TPO**
LOCATION:	Land At Staffords Place Horley Surrey RH6 9GX
DESCRIPTION:	Poplar on land formerly the rear garden of 10 Limes Avenue Horley. Reduce branches away from building to leave 2 meters clearance.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**

H. RBBC Letter Dated: 16/08/19	**Application No: 19/01008/TPO**
LOCATION:	28 Lechford Road Horley Surrey RH6 7NB
DESCRIPTION:	3 large Oak trees, at rear of property - Thin by 30%
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	**No objections, subject to no adverse comments from the Tree Officer.**