




## Seaford Town Council

### Seaford Town Council Planning & Highways Agenda – 16<sup>th</sup> June 2021

#### To the Members of the Planning & Highways Committee

Councillors L Wallraven (Chair), L Boorman (Vice Chair), D Argent, J Edson, M Everden, R Honeyman, J Lord, J Meek and B Payne.

A meeting of the **Planning & Highways Committee** will be held at **Seaford Baptist Church, Belgrave Road, Seaford, BN25 3EE** on **Wednesday 16<sup>th</sup> June 2021** at 7.00pm, which you are summoned to attend.

  
Adam Chugg  
Town Clerk  
9<sup>th</sup> June 2021

#### PLEASE NOTE:

- **Public attendance at this meeting will be limited to 14 people.**
- **The meeting will also be livestreamed and recorded to the Town Council's YouTube channel to enable to public to watch this remotely.**
- **See the end of the agenda for further details of public access and participation.**
- **Unless you have a valid medical exemption, all participants must wear a mask when at the meeting – failure to do so may result in you being asked to leave.**

### AGENDA

#### 1. **Apologies for Absence**

To consider apologies for absence.

#### 2. **Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### **3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

In accordance with Town Council policy, members of the public wishing to speak on individual planning applications may do so immediately before each planning application.

### **4. Planning Applications**

LDC Planning Applications received in week commencing Monday 17th May 2021

#### **LW/21/0235 - 70 Saltwood Road**

Creation of a rear two storey and side single storey extension for Mr M Green.

#### **LW/21/0269 - Dane Lea Dane Road**

Change of use of dwelling house to a nine-bedroom HMO for Mr N Moffett.

LDC Planning Applications received in week commencing Monday 24th May 2021

#### **LW/21/0223 - 3 Harbour View Close Bishopstone**

Side extension, increase dormer width to rear, 2no dormers to front and front rooflights for Mr & Mrs Creese.

LDC Planning Applications received in week commencing Monday 31st May 2021

#### **LW/21/0309 – 23 Hawth Hill**

Proposal: demolition of the existing garage and replacement with a side addition containing a room in the roof for Mr & Mrs J Powell.

#### **LW/21/0251 - Seaford Football Club Bramber Road**

Infill existing entrance door and replace with new wider entrance doors with ramp to improve accessibility. Installation of kitchen extractor with ventilation duct (size to be confirmed subject to specialist design). Covid-19 compliant outside seating for Mr T Webster, Chairman of Seaford FC.

#### **LW/21/0242 - Seaford Head School Arundel Road**

Replacement of 2no. existing modular buildings with a single storey modular building. Amended re-submission of application LW/18/0832 for Sally Laidlaw, Seaford Head Academy Trust.

#### **LW/21/0293 - 13 Deal Avenue**

Single storey side extension with roof extension and enlargement of existing rear dormer for Mr King.

#### **LW/21/0278 - 3 Homefield Road**

Lower ground floor, ground floor and first floor extension and demolition of existing garage and boundary wall and construction of new garage and boundary wall for Mr J Palmer.

## **LW/21/0230 – 83 Stafford Road**

Retrospective application for the erection of a balcony on top of previously approved single storey rear extension for Lee Mildon.

### Tree Works Application

## **TW/21/0031/TPO – 5 Barn Close**

Ash (T16) - No longer present. Ash (T17) - Pollarding due to excessive shading while in leaf caused by lack of maintenance over an extended duration. Ash (T18) - Pollarding due to excessive shading while in leaf caused by lack of maintenance for Mr C Smith.

N.B No decisions have been notified to the Town Council by Lewes District Council since the last Committee meeting on 25<sup>th</sup> May so there is no Update Report for this meeting.

## **AGENDA NOTES**

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870 (please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with)

### **Circulation:**

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Watching the livestream of the meeting on the Town Council's YouTube channel at:  
<https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA>

OR

2. Attend the meeting in person.

Due to Covid-19 restrictions, the number of public in attendance will be limited to 14.

The Town Council therefore asks that you contact

[georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

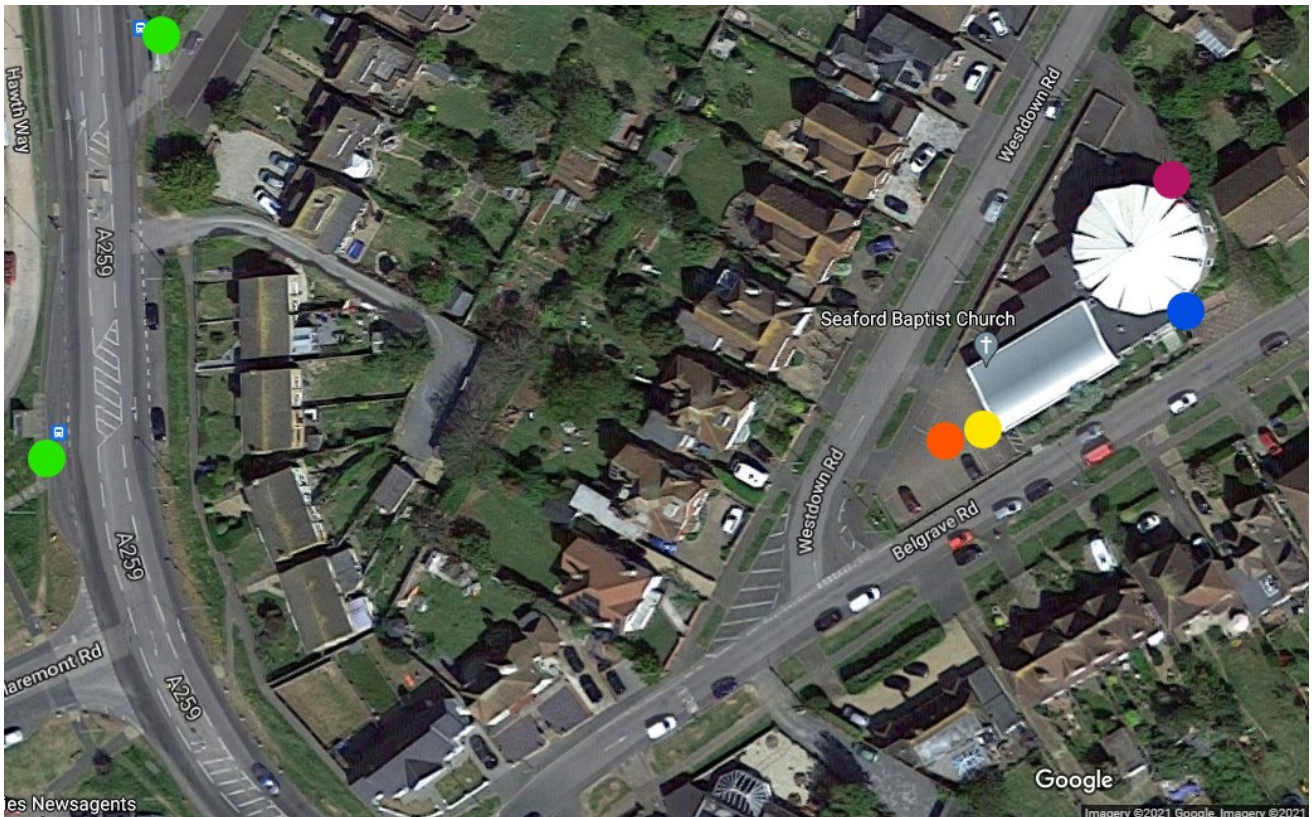
Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

## Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Access to the meeting by all participants is as set out below:



**Green** – main bus route stops, a 2 to 3 minute walk from venue.

**Yellow** – bike racks available

**Orange** – onsite car parking, limited number of spaces – alternative car parking on street.

**Blue** – main entry point to be used, requires use of stairs OR

**Purple** - disabled access and pathway to Belgrave Road or Westdown Road.

## Public Participation:

Members of the public looking to participate in the public participation section of the meeting may do so in three ways:

1. Submit a written statement using the above contact details, which will be read out by a Council Officer during the public participation section of the meeting, or;
2. Join a virtual Zoom meeting that will be visible to the meeting participants and will allow you to make your statement verbally to those present in the meeting, or;
3. If attending the meeting in person, by making a verbal statement at the meeting during the public participation section of the meeting.

Your statement should be regarding business on the agenda for that meeting.

A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.

### **Written Statement:**

1. Please ensure that any written statement is submitted to [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) at least 24 hours before the meeting.
2. Submissions can be submitted by post but you must be mindful that this is received 24 hours before the meeting still; the Town Council cannot take responsibility for post that is not received in time.
3. While every effort will be made to include all submissions possible, those received later than the above may not be guaranteed to be read aloud.
4. Submissions should be no longer than 4 minutes in length to read (this is roughly 1 – 2 pages of A4).
5. If there are any concerns about the nature of your submissions, officers will raise this with you in advance of the meeting where possible but the right is reserved to not read aloud all of submissions where there is a justified reason for this – officers will inform you where this is the case.

### **Verbal Statements:**

Further details regarding the specifics of attending the Zoom meeting or in person are further below, but these are key points for any form of verbal participation in the meeting:

1. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is (if via Zoom, the technical host will also prompt you if needed).
2. You do not have to state your name if you don't want to.
3. This point is usually included on the meeting agenda as 'Public Participation' although in Planning & Highways Committee meetings members of the public are also invited to speak immediately before each planning application, if they wish to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. If attending via Zoom and you have no video feed and only audio, you will have to unmute yourself and state your wish to speak or indicate this using the 'chat function' within Zoom.



7. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
8. Members of the public should not speak at other points of the meeting.

### **Participation via Zoom meeting:**

If you are looking to join the Zoom meeting you will need to join the meeting for 7.00pm. Please use the meeting details below.

It is important to note that at this Zoom meeting you will only be able to see yourself and other public participants, not the physical meeting. If you would like to watch the meeting proceedings, you will need to have both the livestream and Zoom operating (which can be done on the one device/screen).

### **Zoom Details:**

Zoom Meeting Link:

<https://zoom.us/j/93488116933?pwd=NS9Vbm00L1lZVk1BNzNDMjEzVkhQUT09>

Zoom Meeting ID: 934 8811 6933

Zoom Meeting Passcode: please email [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) at least 24 hours before the meeting to request the passcode

### **Joining the Zoom Meeting:**

1. When you join the meeting, you will enter the virtual waiting room and a Town Council officer (the 'technical host') will let you in to the meeting at the appropriate time.
2. We advise residents to change their Zoom names to 'Resident' as names will be visible to those in the meeting and possibly on the livestream of the meeting to YouTube.
3. With Zoom, you will have the option to choose whether or not you want your video feed on.
4. We ask that all members of the public remain muted during the meeting.
5. If joining part way through the meeting, you may have a short period in the waiting room if the host has to wait for a suitable point to allow you to enter.
6. The Zoom meeting will remain live for all of the meeting (save for where an exclusion of the press and public is required) but participation will be limited to the public participation section of the meeting.

## Covid-safety Measures

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings.

In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>); or if there is any reason to believe you have been in contact with someone with Covid-19.
2. Unless you have a valid medical exemption, you will be required to wear a mask when in the venue. Failure to do so could result in your being removed from the meeting.
3. The Town Council would encourage anyone attending the meeting in person to have carried out a rapid lateral flow coronavirus test before attending. These are tests taken at home, giving you an instant result, and ordered for free from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> or by calling 119 (open 7am to 11pm, calls are free).
4. If you test positive, do not attend the meeting; you will need to self-isolate immediately and follow the advice on: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
5. Touch as few shared surfaces as possible when at the meeting and bring your own supplies (reusable water bottles, pens, tissues, copies of agendas etc).