




## Seaford Town Council

### Seaford Town Council Planning & Highways Agenda – 18<sup>th</sup> August 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 18<sup>th</sup> August 2021** at **7.00pm**, which you are summoned to attend.

  
Adam Chugg  
Town Clerk  
12<sup>th</sup> August 2021

#### PLEASE NOTE:

- **Public attendance at this meeting will be limited to 28 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.**
- **All participants are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**

### 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**

Further consultation on an application previously considered by the Committee

#### **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 - Consultation on final amendment (08/2021) for Joseph Palmer

LDC Planning Applications received in week commencing Monday 19<sup>th</sup> July 2021

#### **LW/21/0460 - 6 Sovereign Close**

Erection of single storey side extension with internal reconfigurations & associated hard/soft landscaping for Mr & Mrs M Sayce.

#### **LW/21/0378 – Maycroft, Eastbourne Road**

Variation of Drawing Numbers to Condition Number 3 relating to approval LW/15/0140 Revision A Drawings as:- P-274-01 A Site Location and Proposed Block Plan Layout P-274-04 A Proposed Floors and Roof Plans P-274-05 A Proposed Elevations P-274-07 A Existing and Proposed site Layouts, Section CC, Garage Plan P-274-08 A Existing and Proposed Side Street Scene for Mr & Mrs L Machan.

#### **LW/21/0450 & 0451 - Albion House, 2 High Street**

Planning and Listed Building Consent for Installation of replacement boiler and flue for Mr & Mrs Walker.

#### **LW/21/0426 - Beachlands Care Home, Marine Parade**

Advertisement Consent application for signs to North, East & West elevations for Mr G Irving.

#### **LW/21/0374 - Newhaven and Seaford Sailing Club, Marine Parade**

Retrospective Advertisement Consent application for removable A frame boards and painted lettering on the side and rear cabin walls stating Cafe Kiosk for Mrs N Papanicolaou.

LDC Planning Applications received in week commencing Monday 26<sup>th</sup> July 2021

**LW/21/0439 - 36 Belgrave Crescent**

External render applied to lower floor of front elevation with grey composite cladding to upper floor for Mr S Tucker.

**LW/21/0577 - 15 Kimberley Road**

Single-storey rear extension and associated decking and steps for Ms T Brennan.

**LW/21/0576 - 14 Firle Grange**

Two-storey side extension for M Pullen.

**LW/21/0615 – 23 Fairways Road**

Erection of garage and two-storey side extension annex for K Keen.

**LW/21/0413 - Seaford Railway Station, Station Approach**

Removal of two parking spaces in the car park and installation of a cycle shelter with two tier cycle rack for P Devereux.

**LW/20/0848 - 13 St Peters Road**

Revised scheme - Demolition of existing residential care home and erection of 3 x three-bedroom bungalows for Mr M Stanford.

LDC Planning Applications received in week commencing Monday 2<sup>nd</sup> August 2021

**LW/21/0331 - 60 Sutton Avenue**

Side/rear single storey extension with crown/lantern roof for Mr G Penfold.

**LW/21/0506 - 14 Manor Road North**

Single-storey front extension and enlargement of front balcony for Mr A Henderson.

**LW/21/0516 - 74 Clementine Avenue**

Creation of additional storey above detached garage through increasing eaves height for Mr J Hunter.

**LW/21/0633 - 27 Richington Way**

Demolition of existing conservatory and erection of single storey rear extension for Mr S Nippard.

**LW/21/0534 – 14 Southdown Road**

Replace existing outbuilding with brick garden room for Mr & Mrs D Batt.

**LW/21/0431 - 7 Kingston Close**

Single-storey rear extension for Mr P McMahon.

### **LW/21/0528 - 3 Chyngton Way**

Single-storey front porch extension, single-storey rear extension and alterations to roof to facilitate a loft conversion, including front, side and rear dormers for Ms F Bryans.

### **LW/21/0536 - 10 Monarch Gardens**

Single-storey side extension and erection of rear conservatory for Mr A Zawisza.

LDC Applications received in the week commencing Monday 9<sup>th</sup> August 2021

### **LW/21/0535 - 4 Rookery Way, Bishopstone**

Alterations to roof to facilitate loft conversion with rear dormer, single-storey rear extension and raised rear platform for Mr G Kyriacos.

## **5. Road Closure Application – French Street Market**

To consider report 73/21 of the Planning Officer informing the Committee of proposed road closures for the French Street Market on Friday 17<sup>th</sup> September 2021 (page 9 to 10)

## **6. Update Report**

To consider report 74/21 of the Planning Officer and the schedule of recent decisions made in July by Lewes District Council on applications previously considered by this Committee (pages 11 to 14).

## **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.

The number of public in attendance will be limited to 28. The Town Council therefore asks that you contact [georgia.raeburn@sefordtowncouncil.gov.uk](mailto:georgia.raeburn@sefordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

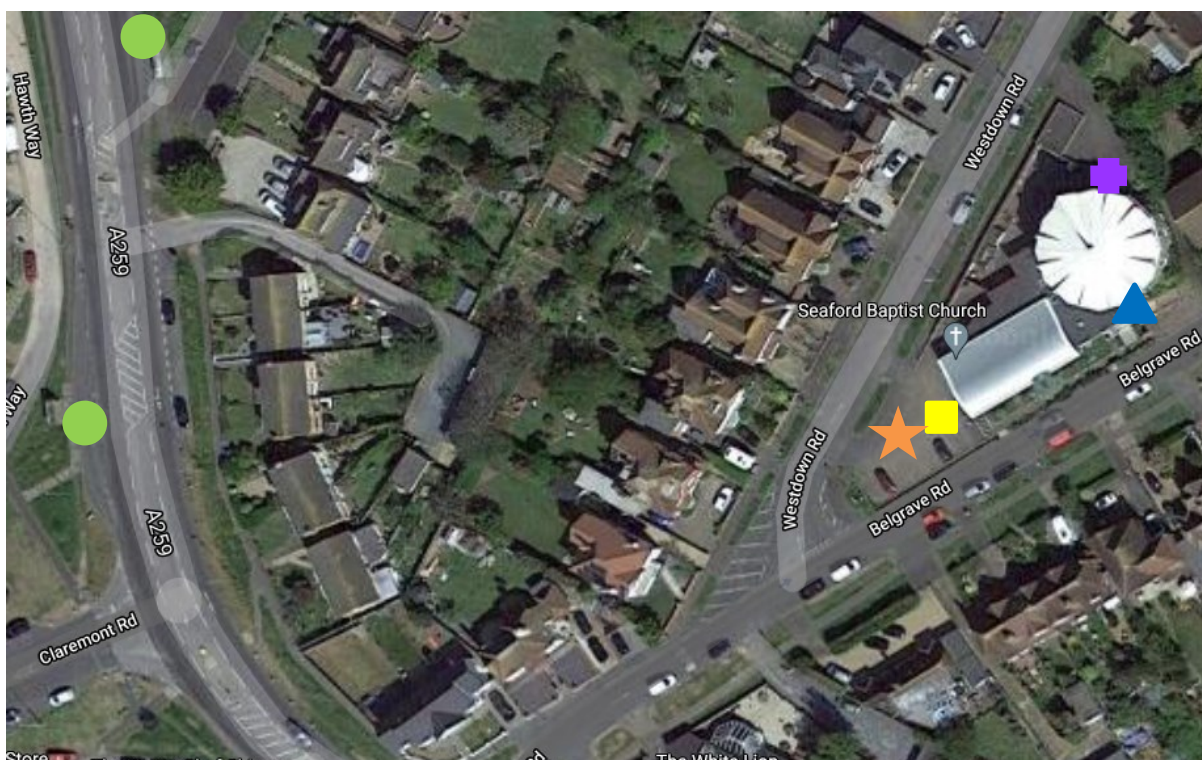
Spaces will be assigned on a first come, first served basis.

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:



#### **Picture key:**

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

**Yellow square** – bike racks available onsite.

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

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

**Purple cross** - 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); [instructions to do this are available for download from the Town Council's website.](#)

#### Zoom Details:

Zoom Meeting Link:

<https://us06web.zoom.us/j/87384877836?pwd=c2lkODhzNmEwMUM0YURpWG1wZEg3UT09>

Zoom Meeting ID: 873 8487 7836

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. You are encouraged to wear a mask when in the meeting, unless you have a medical exemption.
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).





## Seaford Town Council

<b>Report No:</b>	<b>73/21</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Planning &amp; Highways</b>
<b>Date:</b>	<b>18<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Road Closure Application – French Street Market</b>
<b>By:</b>	<b>Geoff Johnson, Planning Officer</b>
<b>Purpose of Report:</b>	<b>To inform the Committee of proposed road closures for the French Street Market on Friday 17<sup>th</sup> September 2021</b>

<b>Recommendations</b>
<b>The Planning &amp; Highways Committee is recommended:</b>
1. To consider the application and forward any comments to Lewes District Council.

### 1. Information


- 1.1 Lewes District Council has received an application from the Seaford Rotary Club for a temporary road closure on Friday 17<sup>th</sup> September 2021 for the French Street Market.
- 1.2 The closure requested is on Church Street from the junction with Place Lane to the junction with South Street, and West Street from the junction with Church Street to the entrance to the Police Station. The closure period will be from 0600 to 1800.
- 1.3 Members are requested to consider the application and forward any comments to Lewes District Council.

### 2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report.

### 3. Contact Officer

The Contact Officer for this report is Geoff Johnson, Planning Officer.

Planning Officer	
Town Clerk	



## Seaford Town Council

<b>Report No:</b>	74/21
<b>Agenda Item No:</b>	6
<b>Committee:</b>	Planning & Highways
<b>Date:</b>	18 <sup>th</sup> August 2021
<b>Title:</b>	Update Report
<b>By:</b>	Geoff Johnson, Planning Officer
<b>Purpose of Report:</b>	To notify the Committee of decisions taken by Lewes District Council on applications previously considered by the Committee

<b>Recommendations</b>
<b>The Planning &amp; Highways Committee is recommended:</b>
1.To note the report and the decisions.

### 1. Information



- 1.1 The attached schedule at Appendix A lists the decisions taken by Lewes District Council in July on applications previously considered by the Committee
- 1.2 There is confirmation of the decision at the end of each entry. If the application is marked as 'APPROVED' it can be assumed that it was determined in line with the Town Council's response.
- 1.3 The Committee is recommended to note the report.

### 2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report.

### 3. Contact Officer

The Contact Officer for this report is Geoff Johnson, Planning Officer.

Planning Officer	
Town Clerk	

## Report 74-21 Appendix A

### SCHEDULE OF LDC DECISIONS – July 2021

- [Single storey rear/side extension](#)

35 Lexden Drive Seaford East Sussex BN25 3BD

Ref. No: LW/21/0376 | Received: Wed 19 May 2021 | Validated: Wed 19 May 2021 |

Status: APPROVED

- [roof conversion works including building a dormer to the rear, bringing out the existing gable further forward, whilst retaining part of the existing roof terrace under the extended roof area. To the side of that there will be a mirror image gable ended feature formed, with a pitched roof section linking the two](#)

28 Bishopstone Road Bishopstone East Sussex BN25 2UB

Ref. No: LW/21/0360 | Received: Fri 14 May 2021 | Validated: Fri 14 May 2021 |

Status: APPROVED

- [retrospective application for the retention of the balcony area](#)

9 Carlton Road Seaford East Sussex BN25 2LE

Ref. No: LW/21/0357 | Received: Thu 13 May 2021 | Validated: Thu 13 May 2021 |

Status: REFUSED ON GROUNDS OF OVERLOOKING STC HAD RAISED NO OBJECTION

- [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 over an extended duration](#)

5 Barn Close Seaford East Sussex BN25 3EW

Ref. No: TW/21/0031/TPO | Received: Mon 12 Apr 2021 | Validated: Mon 12 Apr 2021

Status: APPROVED

- [demolition of the existing detached garage and erection of 2 storey side extension](#)

23 Hawth Hill Seaford East Sussex BN25 2RW

Ref. No: LW/21/0309 | Received: Tue 27 Apr 2021 | Validated: Tue 27 Apr 2021 |

Status: REFUSED IN LINE WITH REASONS GIVEN IN STC's OBJECTION

- **Single storey side extension with roof extension and enlargement of existing rear dormer**

13 Deal Avenue Seaford East Sussex BN25 3LN

Ref. No: LW/21/0293 | Received: Wed 21 Apr 2021 | Validated: Wed 05 May 2021 |

Status: APPROVED – TO BE REPORTED AT COMMITTEE

- **Single storey rear and side extensions, together with a loft conversion**

Vereeniging Saxon Lane Seaford East Sussex BN25 1QL

Ref. No: LW/21/0082 | Received: Mon 08 Feb 2021 | Validated: Mon 05 Apr 2021 |

Status: APPROVED CONTRARY TO STC's OBJECTION – TO BE REPORTED AT COMMITTEE

- **Conversion of garage/basement to studio flat**

37 Fitzgerald Avenue Seaford East Sussex BN25 1AU

Ref. No: LW/20/0864 | Received: Fri 18 Dec 2020 | Validated: Fri 18 Dec 2020 |

Status: APPROVED

- **Retrospective application of a balcony on top of previously approved single storey rear extension**

83 Stafford Road Seaford East Sussex BN25 1UA

Ref. No: LW/21/0230 | Received: Mon 29 Mar 2021 | Validated: Fri 04 Jun 2021 |

Status: REFUSED ON GROUNDS OF OVERLOOKING STC RAISED NO OBJECTION SUBJECT TO INSTALLATION OF OBSCURE GLAZED SCREEN

- **T1 - Ash - fell - infected with Ash dieback. T2 - Sycamore - fell - poor specimen T3 - Sycamore - fell - poor specimen T4 - Ash - fell - infected with Ash dieback T5 - Sycamore - fell - tall and drawn T6 - Holm Oak - remove deadwood and lightly shape crown by up to 2.5 metres - to maintain shape T7 - Elm - crown lift to 4 metres, remove deadwood and crown thin by up to 15% - to allow access under tree and allow wind through crown. T8 - Sycamore - crown lift to 4 metres , remove deadwood and crown thin by up to 15% - to allow access under tree and allow wind through crown. T9 - Sycamore - crown lift to 4 metres , remove deadwood and crown thin by up to 15% - to allow access under tree and allow wind through crown.**

10 Chalvington Close Seaford East Sussex BN25 3QF

Ref. No: TW/21/0024/TPO | Received: Fri 12 Mar 2021 | Validated: Fri 12 Mar 2021 |

Status: APPROVED

- [replacement of existing flat roof with pitched roof and timber cladding to match existing](#)

28 Sutton Avenue Seaford East Sussex BN25 4LH

Ref. No: LW/21/0311 | Received: Thu 29 Apr 2021 | Validated: Thu 29 Apr 2021 |

Status: **APPROVED**