



Seaford Town Council

Seaford Town Council Planning & Highways Agenda – Thursday 19th October 2023

To the Members of the Planning & Highways Committee

Councillors L Wallraven (Chair), L Boorman (Vice Chair), R Buchanan, R Clay,
O Honeyman, R Honeyman and S Markwell.

A meeting of the **Planning & Highways Committee** will be held in the **Council
Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 19th
October 2023** at 7.00pm, which you are summoned to attend.

Adam Chugg

Town Clerk

12th October 2023

- **Public attendance at this meeting will be limited due to the size of the meeting, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation**

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 – For Comment

The planning and/or tree works applications for the Committee to consider and comment on as a statutory consultee are as follows:

Lewes District Council Planning Applications received in week commencing Monday 18th September 2023

[LW/23/0036](#) – **Rosecroft, 42 Firle Road** - Reformation of a two-storey dwelling house with rooms in the roof on the site of a previous house, alongside 2no. single storey double garages and swimming pool to the rear for Mr J Yap.

[LW/23/0557](#) – **57A Church Street** - Change of use of first floor office to flat for Mr P Mann.

Lewes District Council Planning Applications received in week commencing Monday 25th September 2023

No applications received.

Lewes District Council Planning Applications received in week commencing Monday 2nd October 2023

[LW/23/0544](#) & [0545](#) – **Pear Tree Cottage, Saxon Lane** – Planning Permission and Listed Building Consent for repair and replacement to roof, comprising the removal and re-build of 2no. chimney stacks to the main roof; replacement flashing around the chimney stacks; replacement of all roof battens; replacement of rafters (localised only and following visual inspection); retiling of roof (re-use of some tiles and replacement where others have failed); repair or replacement of gutter brackets; repair and re-build of the upper section of the front elevation due to outward deflection; installation of lateral restraint straps at first floor level to both front and rear elevations (east and west) and at roof level to the gable ends, and stripping out internal wall with removal of timber cladding within the bathroom and bedroom at second floor to reveal the historic timbers behind for Mr T Richards.

[LW/23/0571](#) – **Fairways, 41 Firle Road** - Amendments to existing driveway with new brick garden wall and electric access gates for D Gibbins.

[LW/23/0585](#) – **89 Sutton Road** - Erection of two-storey side extension over existing detached garage, single storey flat roof rear extension, composite cladding to front and side elevations and rear dormer for L Knight.

Lewes District Council Planning Applications received week commencing Monday 9th October 2023

[LW/23/0598](#) & [0599](#) – **Sutton Place, Eastbourne Road** - Applications for Planning and Listed Building Consent for phased development comprising the demolition of West Wing and northern additions (phase 1) reinstatement of soffit/eaves to western elevation and re-roofing of the building (phase 2) and, conversion and change of use of Sutton Place into 5 No. residential units (phase 3) for Mr J McSweeny.

Tree Works Applications

[TW/23/0087/TPO](#) – **40 Barn Close** - T4 - Beech - Crown reduction by approximately 4m from all directions, removal of branches back to 1m, removal of hanging branches, trim back to match circumference of the tree, and height reduction by 2m for Mr C Payne.

[TW/23/0088/TPO](#) – **3 Elm Close** - T13 - Holm Oak - 30% reduction owing to proximity to house and land for Mrs S Frankis.

Planning Applications – For Noting:

The planning applications for the Committee to note are as follows:

[LW/23/0594](#) – **Martello Kiosk, The Esplanade** - Detached pre-fabricated Changing Place facility for members of the public with severe disabilities and assistants for Seaford Town Council.

Reason: this application has been submitted by the Town Council.

5. [Road Closure Applications for November and December](#)

To consider report 91/23 presenting details of proposed road closure applications for events in November and December 2023 (pages 6 to 8).

6. [Update Report](#)

To consider report 90/23 reporting on decisions taken by Lewes District Council since the last meeting on applications previously considered by the Committee (pages 9 to 11).

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: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

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. Attending the meeting in person.

The Town Council asks that you contact meetings@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.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

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

2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want 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. 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.
7. 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.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to planning@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	91/23
Agenda Item No:	5
Committee:	Planning & Highways
Date:	19th October 2023
Title:	Road Closure Applications for November and December
By:	Geoff Johnson, Planning Officer
Purpose of Report:	To present details of proposed road closure applications for events in November and December

Recommendations

The Committee is recommended:

1. To note the two Town Council applications.
2. To consider and comment on the two applications from the Seaford Traders Association, noting the permission details set out without the report.

1. Information

- 1.1 Lewes District Council has notified the Town Council of four applications for temporary road closures for events in November and December.
- 1.2 The applications are set out below.

2. Town Council Road Closure Applications (for noting)

2.1 Remembrance Sunday – 12th November 2023

2.2 This the Town Council's own application for the usual road closures for the Remembrance Day procession and service, as follows:

- A259 Clinton Place roundabout to the junction with Southdown Road
- Broad Street from the junction with Clinton Place to the junction with Sutton Road
- Place Lane from the junctions with Church Street to Broad Street and the War Memorial around Avondale Road.
- The closures will run from 10.15am to 11.40am.

2.3 As the application is submitted by the Town Council it is reported for **noting** only.

2.4 Seaford Christmas Magic Lantern Parade – Saturday 2nd December 2023

2.5 This the Town Council's own application to facilitate the Seaford Christmas Magic lantern parade, as follows:

- High Street from East Street to Broad Street and the entire length of Broad Street from High Street to Clinton Place
- The closure will run from 2.00pm to 7.00pm.

2.6 This again is the Town Council's own application so is reported for **noting** only.

3. Other Road Closure Applications (for consideration and comment)

3.1 Seaford Late Night Shopping – Thursdays 7th and 14th December 2023

3.2 This application is from Victoria Skippings of the Seaford Traders Association.

3.3 This covers Broad Street from Place Lane to High Street and High Street from Crouch Lane past Broad Street to outside no 5 High Street.

3.4 The proposed closure for the late-night shopping evenings will run from 3.00pm to 10.00pm on Thursday 7th and 14th December 2023.

3.5 Seaford Festive Family Fun Days – Sunday 3rd and 10th December 2023

3.6 This application is from Victoria Skippings of the Seaford Traders Association.

3.7 This covers Broad Street from Place Lane to High Street and High Street from Crouch Lane past Broad Street to outside no 5 High Street.

3.8 The proposed closure for the fun days will run from 8.00am to 6.00pm on Sunday 3rd and 10th December 2023.

3.9 Notes on both of the above road closure applications:

3.10 These planned activities are not linked to the Town Council's Christmas Magic event.

3.11 To provide Committee with some clarity of the approval process for these activities, these are subject to three approvals:

- 1) Road Closure consent – granted by Lewes District Council but this Committee is consulted on,
- 2) Street Trading consent – the activities all take place in streets where a street trading licence is required. Lewes District Council transferred street trading powers of certain, pre-identified ‘consent streets’ within the town to the Town Council (consent streets being the main town centre and seafront road). Through this, Town Council officers have delegated powers to determine the outcome of street trading applications, in accordance with street trading legislation, and
- 3) Alcohol licence / TENS (temporary event notices) – granted by Lewes District Council

3.12 To clarify, both permissions at 1 and 2 above are required to see the activities take place. Permission 3 not being granted would not prevent the activities from taking place but would prevent the sale of alcohol.

3.13 This Committee is being asked to consider and comment on the road closure applications (permission 1 above).

3.14 If Committee members wish to make any other observations, Town Council officers can take this into consideration as part of the process for street trading consent (permission 2 above).

3.15 Town Council Officers have not yet met with the event organisers but have a meeting in the diary to discuss this.

4. Recommendations

4.1 Members are requested to note the two Town Council applications and consider and comment on the two applications from the Seaford Traders Association, noting the details of the permissions being sought to enable the activities to take place.

5. Financial Appraisal

5.1 There are no direct financial implications of this report.

6. Contact Officer

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



Seaford Town Council

Report No:	90/23
Agenda Item No:	6
Committee:	Planning & Highways
Date:	19 th October 2023
Title:	Update Report
By:	Geoff Johnson, Planning Officer
Purpose of Report:	To notify the Committee of decisions taken by Lewes District Council on applications previously considered by the Committee

Recommendations

The Committee is recommended:

- 1.To note the report and the decisions set out in the Schedule.

1. Information

- 1.1 The attached schedule lists the decisions taken by Lewes District Council since the last Committee meeting on applications previously considered by the Committee.

2. Financial Appraisal

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

3. Contact Officer

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

Schedule of Lewes District Councils Decisions received since the committee's last meeting on 28th September 2023

Approvals – No Objections from Seaford Town Council

LW/23/0457 – 4 Cricketfield Road – Single storey side and rear extensions with associated landscaping works.

LW/23/0425 – Barn Cottage, Chyngton Lane - Erection of entrance porch.

LW/23/0450 – 48 Richington Way - Erection of single storey front extension with alterations to fenestration and addition of rendering.

LW/23/0456 - 55 Dane Close - Conversion of lower ground floor undercroft into habitable space, extension of ground floor balcony with balustrade at rear, installation of solar panels to roof and recladding rear elevation | 55 Dane Close.

LW/23/0462 – 14 Middle Furlong - Single storey side garage extension and first floor front/side roof extension.

LW/23/0474 – 14 Green Walk - Erection of detached double garage with first floor office and associated widening of driveway.

LW/23/0504 – 61 North Way - Erection of single storey rear/side extension connecting to existing external garage.

LW/23/0418 – Meadows, Chyngton Lane North - Erection of rear dormer and installation of 3no roof lights at front elevation.

Approvals – Objection from Seaford Town Council

LW/23/0362 – 37 Barn Close - Two storey side extension, relocation of driveway with new vehicle crossover.

Comment: The applicant was required to submit revised plans to show a stepping down/set back of the extension to ensure compliance with design policies. The driveway which Seaford Town Council also objected to, was considered by Lewes District Council to be permitted development and could not therefore justify a refusal.

LW/23/0446 – 9-11 Broad Street - First floor extension and conversion of 1no. flat into 2no. flats, second floor extension to create 2no. 1-bedroom flats.

Comment: Lewes District Council confirms that the design of the extension has been revised in response to comments from the Council's Heritage Officer. The proposed flats meet national space standards.

LW/23/0478 – 65 Upper Belgrave Road - Erection of dormer to the rear elevation with 2no. juliet balconies (resubmission of LW/23/0238).

Comment: A second revised plan was submitted late on in the process on 28th September to deal with Seaford Town Council's objections. This reduced the width of the dormer by 1.75m each side and the height to below the ridge height. Number of windows also reduced. Lewes District Council considered this dealt with the design objections.

Prior Approval Application Refused – Seaford Town Council Objected

LW/23/0421 – 3 Katherine Way - Prior Notification Under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class AA for Enlargement of a dwellinghouse by construction of additional storeys to increase the total height from 4.2m to 5.6m.

Tree Works Applications Decisions

TW/23/0062/TCA – 4 Blatchington Hill - T1 - Plum - Fell to level stump T2 - Holly - Fell to level stump - **No Objection from Lewes District Council.**

TW/23/0060/TPO – 3 Sycamore Close - T1 - Corsican Pine - fell piecemeal to ground level – **Refused.**

TW/23/0020/TPO – 8 Roedean Close - T1 - Sycamore - Trimming of 5no. stems and cutback by 2m off the branches. T2 - Sycamore - Minor trimming to prevent damage to cables T3 - Sycamore - Cutback by 2m off the branches T4 - Sycamore - Cutback by 2m off the branches T5 - Sycamore - Trimming of 6no. stems and cutback by 2m off the branches – **Approved.**

TW/23/0057/TPO – 3 Seafield Close - T1 - Sycamore - Height reduction by 3m and removal of lower branches – **Refused.**

Further information on these applications can be given at the meeting.

Forthcoming Appeal

LW/22/0286 – Land at Florence House, Southdown Road – Development of 60-bed care home

The date for the Hearing of this appeal has been confirmed as Tuesday 12th December, commencing at 10.00am.

The venue is the Newhaven Marine workshops (room 209/210 Marine Workshops), Railway Approach, Newhaven, BN9 0DF.