



Seaford Town Council

Seaford Town Council Planning & Highways Agenda – Thursday 22nd February 2024

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 at the **Council Chambers, 37 Church Street, Seaford BN25 1HG** on **Thursday 22nd February 2024** at 7.00pm, which you are summoned to attend.

Adam Chugg

Town Clerk

16th February 2024

- **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 29th January 2024

[LW/24/0046](#) – **10 Salisbury Road** – Erection of single-storey rear extension for Mr D Archer.

[LW/24/0007](#) – **29 Sutton Avenue** – Erection of single-storey rear extension, new pitched roof over existing extension and alterations to fenestration for Mr M Howell.

[LW/24/0042](#) – **3 Cliff Tops, Cliff Road** – Single-storey rear extension for Mr D Foulkes.

[LW/23/0742](#) – **14 -16 Sutton Park Road** - Replacement of 1no. projecting signage, 1no. logo, 1no. ATM surround and decals and safety manifestation with new for National Building Society.

Lewes District Council Planning Applications received in week commencing Monday 5th February 2024

[LW/24/0071](#) - **54 Hartfield Road** - Replacement of existing brick wall and timber fence with brick/flint wall to front/side boundaries, installation of pergola at the side, extending existing side drop kerb and associated landscaping for Mr M Simkin & Mr P Norton.

[LW/24/0075](#) – **30 Hawth Crescent** - Flat roof single storey side/rear infill extension, installation of rear decking with access steps and privacy screen, and alterations to existing side and rear fenestration for S Darby.

[LW/24/0077](#) – **7 Chyngton Road** - Replacement double garage for Ms F Lees.

Lewes District Council Planning Applications received in week commencing Monday 12th February 2024

No applications received.

Tree Works Applications

[TW/24/0012/TPO](#) - **2 Salisbury Court, Salisbury Road** - T1 - Sycamore - Crown reduction of 3.5m for Mr M Taylor.

5. Update Report

To consider report 155/23 on the Lewes District Council decisions received since the last meeting on applications previously considered by the Committee (pages 6 to 8).

6. Exclusion of the Press and Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

7. Town Council's Planning Function Arrangements EXEMPT

To consider exempt report 157/23 and update the committee on the Town Councils Planning Function arrangements (exempt pages).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

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:	155/23
Agenda Item No:	5
Committee:	Planning & Highways
Date:	22 nd February 2024
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.

Report 155/23 Appendix A

Schedule of Lewes District Councils Decisions received since the Committee's last meeting on 1st February 2024

Approvals – No Objections from Seaford Town Council

LW/23/0774 - 7 Ladycross Close - Replacement single storey rear extension, addition of 10no. solar panels to existing rear roof and alterations to fenestration.

LW/23/0679 - 9 Upper Chyngton Gardens - Two storey flat roof rear extension, addition of 2no. front rooflights, extension to width of existing roof, and alterations to fenestration.

LW/23/0746 – 45 Richington Way - Single storey front/side extension.

LW/23/0557 – 57A Church St - Change of use of first floor office to flat.

Approvals - Objections from Seaford Town Council

LW/23/0665 – 90 Claremont Road - Erection of 2no. studio flats (Class C3) to be used for emergency housing with provision of refuse and cycle storage.

n.b Seaford Town Council had no objection in principle but considered that the provision of two flats in a limited area was overdevelopment and that one flat would be more appropriate.

Tree Works Applications - Approved

TW/23/0116/TCA – 51 Steyne Road - T1 - Black Mulberry - reduce and reshape crown by approx. 3.0-3.5m, and cyclical pruning to maintain at reasonable size

TW/23/0102/TPO – 4 Barn Close - T1 - Ash - Removal/pollard to previous points

TW/23/0097/TPO - Annexe 87 Upper Chyngton Gardens - T1 - Sycamore - Removal of individual stem leaning towards the property and currently in contact with the roof.

TW/23/0101/TPO – 17 Barcombe Avenue - T1 - Holme Oaks - Pruned by 3-4 meters and crown raised T2 - Holme Oaks - Pruned by 3-4 meters and crown raised T3 - Holme Oaks - Pruned by 3-4 meters and crown raised T4 - Holme Oaks - Fell (replanting condition removed)

TW/23/0088/TPO – 3 Elm Close - T13 - Holm Oak - 30% reduction owing to proximity to house and land.

TW/23/0087/TPO – 40 Barn Close - T4 - Beech - Crown reduction by approx 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.

TW/23/0081/TPO – 7 Benenden Close - Reduction in height of eight sycamores T1 to T8 by 6m and thinning by 20%.

n.b Split Decision (no other details posted)

TW/23/0079/TPO – The Coach House, Saxon Lane - T1 - Sycamore - Crown reduce by approx. 2.5m and shape with removal of all arising
T2 - Sycamore - Crown reduce by approx. 2.5m and shape with removal of all arising.