



## Seaford Town Council

### **Seaford Town Council Planning & Highways Agenda – 17 December 2025**

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

Councillors L Wallraven (Chair), L Boorman (Vice Chair), R Buchanan, O Honeyman, R Honeyman and J Lord

A meeting of the **Planning & Highways Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Wednesday 17 December 2025** at 7.00pm, which you are summoned to attend.

Steve Quayle

Town Clerk

12 December 2025

#### **PLEASE NOTE:**

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
  - The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.
  - See the end of the agenda for further details of public access and participation.
- 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:

Planning Applications received in week commencing Monday 3 November 2025

[LW/25/0649](#) – **7 Hartfield Road** – Replacement of existing conservatory with single-storey rear extension for D Ward.

Planning Applications received in week commencing Monday 10 November 2025

[LW/25/0666](#) – **89 Sutton Drove** – Addition of 1no. front and 1no. rear dormer for K Richards.

Planning Applications received in week commencing Monday 17 November 2025

[LW/25/0638](#) – **Land To The South Of Florence House Southdown Road** – Erection of 7.no dwellings including accesses, landscaping and other associated infrastructure for Mr M Waters.

NOTE: The Committee is advised to view (for information) the documentation in a previous application for a 60 bed care home at this property which was refused in 2023 and dismissed at appeal in 2024 - [LW/22/0286](#)

[LW/25/0672](#) – **10 Cornfield Road** – Raising of existing side boundary brick wall with wooden fencing to 2m, and erection of 1m sleeper wall to front/side boundaries for Mr S Harman.

Tree Works Applications

[TW/25/0101/TPO](#) – **1 Chapel Close** – T5 - Beech - Reduce secondary growth by 25% at the front; lift smaller growth on North side to approx. 6m; and reduce branch length by up to 4m (13ft) - to reduce overshadowing and provide better balance for the tree for Mr G Cooke.

[TW/25/0114/TPO](#) – **7 Roedean Close** – G5 - 8 No. Sycamores - Crown reduction by 2 metres - General maintenance to reduce growth towards highway for Mr G Durnford.

**TW/25/0116/TCA** – **10 Blatchington Hill** – T2 - Italian Plum - Crown reduction and reshape by up to 2.0-2.5 m T3 - Red Horse Chestnut - Crown reduction and reshape by up to 2.5-3.0 m to growth points - Remove deadwood and stubs in crown for Mr N Amery.

**TW/25/0121/TPO** – **19 Normansal Park Avenue** – T1- Elm - Removal to ground level and bark stripping of remaining stump due to Dutch Elm Disease for Seaford Town Council.

NOTE: This application is for noting only, as this is the Town Council's own application.

**5. Lewes Local Plan – Seaford Town Council Public Engagement**

To consider report 119/25 seeking the Committee's consideration of Seaford Town Council's Public Engagement in Lewes District Council's Lewes Local Plan Consultation (pages 6 to 9).

**6. Update Report**

To consider report 114/25 reporting on decisions taken by Lewes District Council since the last meeting on applications previously considered by the Committee (pages 10 to 13).

## **AGENDA NOTES**

For further information about items on this Agenda please contact:

Steve Quayle, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

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

Telephone: 01323 894 870

### Circulation:

All Town Councillors 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](mailto: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 between 6.45 – 6.55pm 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 6.55pm 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.

Entrance through the rear fire escape of the building will not be allowed.

### 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](mailto:planning@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>119/25</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Planning &amp; Highways</b>
<b>Date:</b>	<b>17 December 2025</b>
<b>Title:</b>	<b>Lewes Local Plan – Seaford Town Council Public Engagement</b>
<b>By:</b>	<b>Isabelle Mouland, Community Engagement and Democratic Services Manager</b>
<b>Purpose of Report:</b>	<b>For the Committee to consider Seaford Town Council's Public Engagement in Lewes District Council's Lewes Local Plan Consultation.</b>

### **Actions**

#### **The Committee name is advised:**

1. To consider the details regarding Lewes District Council's Lewes Local Plan consultation.
2. To consider the proposed Seaford Town Council led public engagement in the Lewes Local Plan consultation.
3. To move to a vote on the motions below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the details of the Lewes Local Plan consultation.
2. To agree for officers to deliver the following public engagement sessions on the Lewes Local Plan consultation:  
15 January – Planning & Highways Committee meeting to welcome public views on the Spatial Strategy policies.  
21 January – Hold a public engagement session about the Chyngton Field site allocation.

26 January – Hold a public engagement session about the St John’s School site allocation.

2 February – Hold a public engagement session about the Sutton Place & Talland Parade site allocations.

12 February – Planning & Highways Committee meeting to finalise Seaford Town Council’s response.

## **1. Information**

- 1.1** Lewes District Council has indicated that it will open the next phase of the Lewes Local Plan consultation on or around 12 December 2025, with a closing date around the end of February 2026.
- 1.2** This phase will consult on the Spatial Strategy policies and site allocations.
- 1.3** The Town Council has been made aware of four site allocations in Seaford:
  - (a)** Chyngton Field – residential, up to 30 homes
  - (b)** St John’s School – residential, up to 40 homes & public open space
  - (c)** Talland Parade – mixed use, approx. 17 homes
  - (d)** Sutton Place – residential, up to 13 homes
- 1.4** The Town Council is aware that Lewes District Council will hold public sessions during the consultation period; these sessions will take place across the Lewes District.
- 1.5** Dates and locations of Lewes District Council’s sessions are to be confirmed and members of the public will be welcome to attend any session(s) regardless of where it is being held in the District, as each session is not place specific.
- 1.6** There is likely to be a session at Downs Leisure Centre, Seaford.
- 1.7** During the last consultation, the Town Council held its own public engagement session to hear views from members of the public to help inform its own response to the consultation.
- 1.8** It is proposed that the Town Council takes a similar approach for this consultation and this report presents proposals for this.

## **2. Proposed Seaford Town Council Public Engagement**

- 2.1** As well as sharing Lewes District Council’s consultation information and encouraging members of the public to submit responses using the online portal, it is suggested that the Town Council runs facilitated public

engagement sessions to gather views from members of the public to help inform the Town Council's consultation response.

**2.2** It is suggested that the Town Council hold a series of public engagement sessions, specific to different topics of the consultation as below:

- (a)** 15 January – (pre-arranged) Planning & Highways Committee meeting to welcome public views on the Spatial Strategy policies – 7pm, venue TBC.
- (b)** 21 January – Hold a public engagement session about the Chyngton Field site allocation, to be held in the Council Chamber, from 6.45pm.
- (c)** 26 January – Hold a public engagement session about the St John's School site allocation, to be held in the Council Chamber, from 6.45pm.
- (d)** 2 February – Hold a public engagement session about the Sutton Place & Talland Parade site allocations, to be held in the Council Chamber, from 6.45pm.
- (e)** 12 February – (pre-arranged) Planning & Highways Committee meeting to finalise Seaford Town Council's response – 7pm, The View at Seaford Head.

**2.3** The venue for the Planning & Highways meeting on 15 January 2026 is being finalised, but the meeting will take place in a larger venue to accommodate larger numbers of members of the public.

**2.4** The Council Chamber public engagement sessions can accommodate up to 30 members of the public each. If these proposed sessions are approved, details of how to register to attend any of the sessions will be announced shortly.

**2.5** At the public engagement session held during the first consultation, 45 members of the public attended, and this session was about the whole of the Lewes Local Plan first phase consultation, not individual sites, so it is felt that a maximum of 30 per topic should be sufficient.

**2.6** Officers will collate public views gathered following each session and share these with the Committee in the lead up to the Town Council's final draft response being considered at the Planning & Highways meeting on 12 February 2026.



- 2.7** The Committee is recommended to consider holding this series of public engagement sessions to help inform its response to the Lewes Local Plan consultation.

### **3. Financial Appraisal**

- 3.1** There are no direct financial implications as a result of this report if the Committee agrees to use the Council Chamber for the public engagement sessions.
- 3.2** The larger venues for the January and February 2026 Planning & Highways Committee meetings will cost approximately £250-£400 depending on the available appropriate venues, which is funded through the Town Council's Room Hire budget 4180/210.

### **4. Contact Officer**

- 4.1** The contact officer for this report is Isabelle Mouland, Community Engagement and Democratic Services Manager.



## Seaford Town Council

<b>Report No:</b>	<b>114/25</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Planning &amp; Highways</b>
<b>Date:</b>	<b>17 December 2025</b>
<b>Title:</b>	<b>Update Report</b>
<b>By:</b>	<b>Isabelle Mouland, Community Engagement and Democratic Services Manager</b>
<b>Purpose of Report:</b>	<b>To notify the Committee of decisions taken by the Planning Authority on planning applications previously considered by the Committee, and any 'for information' updates on Highway matters</b>

### **Actions**

#### **The Committee name is advised:**

1. To consider the contents of the report.
2. To move to a vote on the motions below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the report, decisions on planning applications, and updates on highway matters.

## **1. Information**

- 1.1** The attached schedule at Appendix A lists the decisions taken by Lewes District Council (LDC) and South Downs National Park Authority (SDNPA) since the last Committee meeting on applications previously considered by this Committee.

## **2. Financial Appraisal**

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

## **3. Contact Officer**

**3.1** The contact officer for this report is Isabelle Mouland, Community Engagement and Democratic Services Manager

## **Report 114-25 Appendix A**

### **SCHEDULE OF DECISIONS TAKEN BY THE PLANNING AUTHORITY SINCE THE COMMITTEE'S LAST MEETING ON 18 NOVEMBER 2025**

#### **Approvals – No Objections from Seaford Town Council**

**LW/25/0531 – 2 Sandore Road** – Demolish existing conservatory and replace with single storey rear extension and alterations to rear window.

#### **Approvals – Objection from Seaford Town Council**

**LW/25/0543 – 5 Chyngton Road** – Proposed detached store to the rear garden  
Seaford Town Council objected on the grounds of the proposed store not being sensitively located within the boundary line, going against paras 2, 5 and 6 of DM25 of the Lewes Local Plan. The application proposes that the store will be positioned up to the boundary line and immediately against the public footpath which is not in character with neighbouring properties and could dominate the public realm. The Committee suggest that the proposed store must be set back from the boundary line by at least 1 meter.

Following the Town Council's objections, the plans were amended to keep the existing boundary wall next to the footpath and be extended in height to form a parapet wall in matching brickwork, topped by a brick on edge detail, concealing the appearance of the flat roof from the highway.

Lewes District Council reports that *“the proposed store is acceptable in principle and design, and the amended siting ensures that it respects the character of the area and public realm. The concerns raised by the Town Council have been satisfactorily addressed.”*

#### **Refusals – Objection from Seaford Town Council**

None at the time of writing.

#### **Refusals – No Objection from Seaford Town Council**

None at the time of writing.

#### **Tree Works Applications**

**TW/25/0084/TPO – 53 Willow Drive** – T1 & T2- 2 x Beech - cut back overhanging branches /remove the new growth (shoots) around 2m – approved.

**TW/25/0083/TPO – 3 Sycamore Close –** T1 - Pine - Fell to ground due to twisted trunk making unsafe in high winds – approved.

**TW/25/0088/TPO – Cuckmere Cottage, Chyngton Lane –**

T1 - Sycamore Tree - reduce the crown by 2 metres - to improve light and keep tree safe; T2 - Sycamore Tree - reduce the crown by 2 metres - to improve light and keep tree safe; T3 - Poplar Tree - reduce the crown by 2 metres - to improve light and keep tree safe; T4 - Poplar Tree - reduce the crown by 2 metres - to improve light and keep tree safe; T5 - Poplar Tree - reduce the crown by 2 metres - to improve light and keep tree safe – approved.

**TW/25/0090/TPO – 14 Manor Road North –** T1 - Sycamore - Crown lift lower secondary branches by up to 6.5 metres, thin crown by 15%, remove major deadwood, crossing branches and epicormic growth. Reduce and reshape crown by approximately 2.50-3.00 metres to suitable growth points. To keep tree at reasonable size for location and to shape crown – approved.

**Withdrawn Applications**

None at the time of writing.

**Appeals**

None at the time of writing.