



Seaford Town Council

Seaford Town Council Planning & Highways Agenda – 30 October 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 **Thursday 30 October 2025** at **7.00pm**, which you are summoned to attend.

Steve Quayle

Town Clerk

24 October 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**
- 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
- Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email

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 22 September 2025

[LW/25/0531](#) - **2 Sandore Road** - Demolish existing conservatory and replace with single storey rear extension and alterations to rear window for Mr & Mrs R & M Clarke.

[LW/25/0556](#) - **43 Chyngton Road** - Replacement of existing porch and detached garage with single-storey front/side extension, including alterations to fenestration for Mr L Kite.

Planning Applications received in week commencing Monday 29 September 2025

None received.

Planning Applications received in week commencing Monday 6 October 2025

None received.

Planning Applications received in week commencing Monday 13 October 2025

None received.

Planning Applications received in week commencing Monday 20 October 2025

None received.

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 for Mr L Stafford.

[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

For Mr G Durnford.

[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 for Mr & Mrs Smith.

5. [Update Report](#)

To consider report 96/25 reporting on decisions taken by Lewes District Council since the last meeting on applications previously considered by the Committee (pages 6 to 9).

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

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 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 relevant to an item on the agenda for this 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.



Seaford Town Council

Report No:	96/25
Agenda Item No:	5
Committee:	Planning & Highways
Date:	30 October 2025
Title:	Update Report
By:	Isabelle Mouland, Community Engagement and Democratic Services Manager
Purpose of Report:	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

Actions

The Committee 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 95-25 Appendix A

SCHEDULE OF DECISIONS TAKEN BY LEWES DISTRICT COUNCIL SINCE THE COMMITTEE'S LAST MEETING ON 2 OCTOBER 2025

Approvals – No Objections from Seaford Town Council

LW/25/0476 - Parish Church Of St Peter Blatchington Hill - New external railings, gate and handrails to Boiler Room, Vestry and Church Hall.

LW/25/0480 - 9 East Dean Rise - Detached residential annexe – with the following condition applied:

The detached annexe hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 9 East Dean Rise, Seaford, BN25 3HL. The annexe shall not be used as a separate unit of accommodation, nor shall it be sold, let, or otherwise disposed of separately from the main dwelling.

LW/25/0491 - 10 Heathfield Road - Single storey rear extension.

LW/25/0424 - 153 Chyngton Cottages Chyngton Lane - Removal of existing detached garage and replacement detached garage, replacement single storey front porch and erection of part single, part two storey side/rear extension.

LW/25/0499 - Bishopstone Railway Station, Station Road - New double door between station building lobby and footbridge to match existing main entrance doors.

LW/25/0035 - 10 South Way - Section 73a retrospective permission for the removal of front porch and replacement single storey front extension, associated works including external wall insulation.

LW/25/0517 - 41 North Way - Single storey rear and side extension with fenestration alterations.

LW/25/0528 - 25 Sutton Drove - Loft conversion including rear flat roof dormer and 2no front pitched roof dormers and change of hipped roof to an end gable.

LW/25/0541 - 24 Downsview Road - Replacement of existing conservatory with single and two-storey rear extensions, erection of detached single-storey outbuilding at the back garden, replacement of existing front porch, extension of drop kerb, associated hard/soft landscaping and alterations to fenestration.

Approvals – Objection from Seaford Town Council

LW/25/0399 - 24 Chyngton Avenue - Single storey rear extension, hip to gable roof extension and rear dormer.

Seaford Town Council objected on the grounds of overdevelopment. The proposal seeks to extend over 5 meters from the rear wall right up to the neighbouring property's boundary, which is contrary to GB02a of the Seaford Neighbourhood Plan which states that single story rear extensions should not project too far from the rear wall, with the most common maximum depth being three meters.

Lewes District Council reason for approval:

The Town Council objected to the original proposal on the grounds of overdevelopment, citing Policy GB02a of the Seaford Neighbourhood Plan, which advises that single storey rear extensions should not typically exceed 3 metres in depth. The original plans proposed a rear extension of approximately 9 metres, which was considered excessive and contrary to the character of the area. In response to these concerns, the applicant has amended the proposal, and the most recent plans now show a reduced rear extension of approximately 4.25 metres in depth. While this still exceeds the 3-metre guideline, it represents a significant reduction in scale and is now considered to be more proportionate to the host dwelling. The revised depth is not uncommon in the local context and does not result in unacceptable harm to the character of the area or neighbouring amenity.

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

None at the time of writing.

Withdrawn Applications

None at the time of writing.

Appeals

None at the time of writing.