



Seaford Town Council

Agenda

Planning & Highways Committee Meeting

Thursday 6 August 2026

To the Members of the Planning & Highways Committee, you are summoned to attend a meeting as follows:

Meeting Date	Thursday 6 August 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Members	Councillors L Wallraven (Chair), L Boorman (Vice Chair), C Bristow, R Buchanan, O Honeyman, R Honeyman, J Lord, S Markwell, and R Stirton

Steve Quayle, Town Clerk

29 July 2026

PLEASE NOTE:

- For members of the public that have registered to attend the meeting, please see the end of the agenda for further details of public access and participation
- 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 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

For further information about items on this Agenda please contact:

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Postal Address: Seaford Town Council, 37 Church Street, Seaford, BN25 1HG

AGENDA

1. Apologies for Absence

To receive details of any apologies for absence.

In accordance with Section 85(1) of the Local Government Act 1972, to approve or not the reasons for absence.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

2. Disclosure of Interests

To receive any disclosure by councillors of interests that they are aware of in relation to matters on the agenda, whether registered or not, and confirmation of any procedural steps they will take because of this.

Councillors arriving late in the meeting will be asked to confirm if they have any interests to disclose at the point that they arrive.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

3. Public Participation

To deal with any questions, or brief representations, from members of the public physically in the meeting room, in accordance with relevant legislation and Town Council Policy.

4. Planning Applications – For Comment

The planning and/or tree works applications received since the last Committee meeting on 7 July, for the Committee to consider and comment on as a statutory consultee are as follows:

Planning Applications

[LW/26/0334](#) – **62 Valley Drive** – Addition of 1 no. front dormer and modification to roof at front first floor level, alterations to fenestration at rear side elevation of existing extension for Mr S Belcher.

[LW/26/0241](#) – **17 Pelham Place, Pelham Road** – Replacement of metal windows with UPVC in basement and ground floor, addition of bay window and alterations to ground floor layout for Parkinson.

[LW/26/0346](#) – **32 Kedale Road** – Single storey rear extension and two storey side extension for Mr J Godfrey.

Tree Works Applications

[TW/26/0045/TPO](#) – **4 Sycamore Close** – T1 - Holm Oak - Reduction of lower limb to 600 mm stump and Removal of 2 upper stems towards the road - To reduce weight and mitigate risk from lean and root plate instability T2 - Holm Oak - Removal of dead branch - for safety reasons for Mrs Gibbins.

[TW/26/0049/TPO](#) – **Homefield Place, Homefield Road** – T1 - Beech - Pruning by 1.5-2 m, not more than 30% - To reduce weight and risk of limb failure T2 - Holm Oak - Crown reduction not more than

2 m, thinning and pruning not more than 30% - To reduce weight, decayed sections, risk of failing for Ms N Walford.

TW/26/0055/TPO – 3 Seafield Close – T1 - Sycamore - Re-pollarding to previous points -

Overhanging into neighbour's garden for Mr S Tedman.

5. Consultation Response - Statement of Community Involvement for Lewes District

To consider report 65/26 presenting Lewes District Council's consultation on its Draft Statement of Community Involvement 2026 and seeking agreement of representations to be submitted (pages 6 to 69).

6. Update Report

To consider report 66/26 reporting on decisions taken by Lewes District Council since the last meeting on applications previously considered by the Committee (pages 70 to 74).

- Agenda End -

INFORMATION – MEMBERS OF THE PUBLIC

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore 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.

There is a lift for those requiring it to access the first floor. Please note that motorised scooters cannot be brought into the lift. Electric and other wheelchairs can be accommodated but there is a maximum weight limit of 400kg.

Public Participation:

Public participation must take place in person during the designated agenda item or immediately prior to the planning application to which your comments relate. Members of the public may make a verbal statement relevant to an agenda item, for up to four minutes, when invited by the Chair. Speakers do not have to give their name and will be guided by the Chair on when to speak. Statements are recorded in summary form in the minutes of the meeting (without personal details) and public participation will normally last no more than 20 minutes, with the Chair having overall discretion. Further guidance on public participation is available to view on the [Town Council's website](#).

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 councillors. Comments can be submitted by email to planning@seafordtowncouncil.gov.uk or by post to the Town Council offices.

INFORMATION – COUNCILLORS

Councillor Questions:

If councillors have any questions on the reports and you think that officers may require time to prepare a response, please send these through in writing via email at least 48 hours prior to the meeting. A verbal response will be given when the officer is introducing the item in the meeting.

Councillor Apologies for Absence:

Section 85 of the Local Government Act requires that councillors must attend meetings regularly and that failure to attend any meetings for six consecutive months without an approved reason may lead to disqualification. Apologies must be submitted directly to an officer in advance, include a reason, and be formally approved by the meeting to be recorded. Absences without a reason cannot be approved.

Councillor Interests:

Please see the [Town Councillor Interests Guide](#) for information about what interests councillors must declare, when those interests become a problem for decision making, and what councillors must do if they have them.



Seaford Town Council

Report Number:	65/26
Agenda Item Number:	5
Meeting:	Planning & Highways
Date:	6 August 2026
Title:	Consultation Response - Statement of Community Involvement for Lewes District
Strategy Programme Ref:	N/A
Purpose of Report:	To consider Seaford Town Council's response to Lewes District Council's consultation on its Draft Statement of Community Involvement (SCI) 2026 and to agree representations to be submitted
Contact Officer:	Isabelle Mouland, Community Engagement and Democratic Services Manager
Supporting Documents:	Appendix A – Revised SCI 2026 Appendix B – Draft Response to Statement of Community Involvement Consultation Questionnaire

Officer Recommendations

1. To note the contents of the Draft Statement of Community Involvement 2026 consultation document.
2. To approve the officer recommended responses to Lewes District Council's Statement of Community Involvement consultation, and delegate authority to the Town Clerk to respond on behalf of the Town Council.

1. Introduction

- 1.1** Lewes District Council (LDC) has published a draft revised Statement of Community Involvement (SCI), which sets out how it intends to engage residents, businesses, statutory consultees, town and parish councils, and

other stakeholders in the preparation of planning policy documents, neighbourhood planning, supplementary planning documents and the determination of planning applications.

- 1.2** The SCI is a statutory document that the District Council is required to prepare and review periodically. The draft SCI replaces the 2020 version.
- 1.3** The deadline for responding to this consultation is advertised as 5pm on 6 August, however the Town Council has secured a short extension so that this Committee can consider and agree representations to be submitted.

2. LDC's Draft SCI

- 2.1** The draft SCI contains a number of positive commitments including aspirations to deliver consultation that is "inclusive, fair and equitable", ensure stakeholders feel "listened to and valued", provide feedback on consultation responses, and support neighbourhood planning through advice and assistance to town and parish councils. It also recognises the importance of local knowledge in achieving better planning outcomes.
- 2.2** However, the Committee may wish to consider whether the draft SCI adequately reflects the District Council's recent practice in relation to engagement with the Town Council and other local councils during the preparation of the emerging Lewes District Local Plan, and also recent planning application decisions.
- 2.3** In particular, the Town Council invested significant time and resources in responding to the first consultation on the emerging Local Plan. The Town Council's representations included detailed evidence and locally-informed comments on development proposals affecting Seaford. When the District Council published the subsequent version of the Local Plan for its phase two Regulation 18 consultation, there was little evidence available to demonstrate how the Town Council's representations had influenced the revised proposals, nor was there a clear explanation of why key concerns had not been accepted.
- 2.4** Whilst it is recognised that consultation responses do not have to be accepted, meaningful engagement requires consultees to understand how their contributions have been considered. The SCI states that consultation responses will be documented, that the main issues raised will be identified, and that feedback will be provided explaining how comments have been

addressed. Members may therefore consider it appropriate to seek stronger commitments within the SCI regarding engagement with town and parish councils and transparent reporting of how their representations have influenced plan-making.

- 2.5** The Committee may also wish to note the evolving legislative context. The English Devolution and Community Empowerment Act 2026 and associated Government guidance places increasing emphasis upon neighbourhood governance and effective collaboration between principal authorities and local communities. Government and sector guidance accompanying the legislation highlights the importance of working constructively with neighbourhood-level governance structures, including town and parish councils, and moving decision-making closer to communities.
- 2.6** As the democratically elected body representing the community of Seaford, the Town Council considers that it should be treated as an equal partner in plan-making. Members may therefore wish to request that the SCI contains a stronger and more explicit commitment to collaborative working with town and parish councils, particularly where neighbourhood plans are in force and where local councils provide detailed evidence through Local Plan consultations.

3. Suggested Consultation Response

- 3.1** It is recommended that the Committee considers emphasising the following points in its response:
- (a)** Support for the principle of community engagement
 - i.** The Town Council welcomes the intention to improve public participation and transparency in planning.
 - ii.** The commitment to support neighbourhood planning and engagement is supported.
 - (b)** Need for evidence of meaningful engagement
 - i.** The SCI should not only describe consultation processes but also demonstrate how consultees' views influence outcomes.
 - ii.** Greater emphasis should be placed on feedback loops and explaining why representations have or have not been accepted.

- (c) Recognition of town and parish councils as equal partners
 - i. Town and parish councils are more than consultees; they are elected local authorities with statutory responsibilities and detailed local knowledge who can absorb local democratic pressure and provide visible leadership at neighbourhood level.
 - ii. The SCI should include a commitment to early and ongoing engagement with town and parish councils throughout plan-making.
- (d) Lessons from the emerging Local Plan process
 - i. Seaford Town Council was very disappointed that many of its representations on the first consultation draft of the emerging Local Plan appeared to have been disregarded without adequate explanation when subsequent drafts were published.
 - ii. This experience does not reflect the SCI's stated objective that stakeholders should feel listened to and valued.
- (e) Neighbourhood governance and devolution
 - i. The SCI should be updated to reflect the evolving framework for neighbourhood governance and community empowerment.
 - ii. Lewes District Council should explicitly commit to promoting collaboration with town and parish councils and demonstrating how it has considered their views during plan-making.

3.2 Officers have drafted a suggested response to the questionnaire which can be found at Appendix B.

3.3 Councillors are recommended to discuss and amend these proposed responses, if appropriate, to agree the Town Council's final response, and to delegate power to the Town Clerk to respond on behalf of the Town Council.

4. Financial Appraisal

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

CONTENTS

Introduction	3
What is a Statement of Community Involvement?	3
Why get involved?.....	3
Legislation and National Policy.....	4
2.0 Overview of Local Authority Planning	7
Local Development Scheme	7
Local Plan	7
Other Development Plan Documents.....	8
Sustainability Appraisal.....	9
Neighbourhood Plans	9
Supplementary Planning Documents	13
Community Infrastructure Levy (CIL)	13
Development Management	16
3.0 Community Involvement in Plan Making	19
What will we consult on and when will we consult?.....	20
Who will we consult?	24
How will we consult?	24
What will we do with consultation responses?.....	27
4.0 community involvement in Neighbourhood Planning	30
Who can prepare a Neighbourhood Plan or Order?	30
When will consultation take place?	31
the COUNCIL'S POLICY of advice and assistance to neighbourhood planning.....	32

Community Involvement in Development Management.....	34
Pre-application stage	35
Planning application stage	35
Appeals	39
Planning performance agreements.....	41
6.0 Monitoring and Review	42
Appendices	43
Appendix 1: Glossary	43
APPENDIX 2: Material considerations	48
Appendix 3: List of specific consULTation bodies	49
Appendix 4: List of General consultation bodies.....	50
APPENDIX 5: SPEAKING AT PLANNING COMMITTEE	51
Further advice and information sources	54

INTRODUCTION

Every day, decisions are made about our surroundings: what homes, roads, offices, and shops are built and where, and what public spaces will be created and protected. These decisions affect us all and the purpose of planning is to contribute to the achievement of sustainable development.

Lewes District Council as the local planning authority (LPA) is responsible for making decisions to guide where sustainable development takes place across its planning area. It is important that local people understand the planning process and are given the opportunity, through their contributions, to get involved in planning decisions.

The Key functions of the LPA are:

- Plan-making - the production of planning policy documents, principally the Local Plan, setting out a future vision and providing a policy framework for addressing development needs, including housing, economic, social and environmental priorities and needs. The types of policy documents prepared will be outlined in section 2 of this document.
- Development management – managing the type, mix and design of development and ensuring it is located in sustainable locations through the approval or refusal of planning applications (and other types of applications)

WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

This Statement of Community Involvement (SCI) sets out how Lewes District Council (the Local Planning Authority (LPA)) will involve and consult its community, businesses and stakeholders in plan making and when considering planning applications and proposals. It is designed to improve understanding of how we prepare documents such as the Local Plan, support neighbourhood planning, and how we consider planning proposals.

The administrative area covered by Lewes District Council is covered by two LPAs and this SCI excludes the area of the district that falls within the South Downs National Park. The South Downs National Park Authority, as the local planning authority, has prepared its own SCI for that part of the district.

Why do we need an SCI

Local planning authorities are currently required, under section 18 of the Planning and Compulsory Purchase Act 2004 to produce and review their SCI. This SCI replaces the 2020 version of the SCI.

WHY GET INVOLVED?

Planning has a direct impact on the daily lives of residents and businesses, yet most people have limited contact with the planning system. It is therefore important that people are provided the opportunity to have their say in planning decisions. The Council values these ideas as we recognize that local knowledge can be extremely valuable, and lead to better planning decisions.

Through the SCI, we intend to explain how we will:

- Provide opportunities for everyone to take part in the planning process and help shape the places around them.
- Deliver consultation that is inclusive, fair, and equitable, ensuring communities and stakeholders feel listened to and valued.
- Apply consistent consultation approaches while embracing the advantages of new and emerging methods, including digital technology.
- Use the identified consultation methods as a baseline while aiming, where possible, to go beyond these minimum requirements.
- Clarify how and when you can participate and share your views on planning policy documents, such as the Local Plan.
- Describe how we will support neighbourhood planning initiatives.
- Explain how and when you can get involved in the assessment of planning applications.
- Promote transparency in decision-making by outlining how consultation responses will be considered and how you and others will be kept informed.

LEGISLATION AND NATIONAL POLICY

The key pieces of legislation and national policy that are relevant to consultation on planning matters and to the preparation of this SCI are outlined below.

The National Planning Policy Framework [NPPF] (December 2024, updated Feb 2025) sets out guidance for local planning authorities both in drawing up plans and making decisions about planning applications. The NPPF¹ confirms that planning should be genuinely plan-led and a platform for local people to shape their surroundings. Plans should also 'be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees', and 'be accessible through the use of digital tools to assist public involvement and policy presentation' (NPPF, para 16).

In addition, Planning Practice Guidance (PPG) adds further context to the NPPF and provides additional advice on a range of matters including on local plans, determining planning applications, and consultation and pre-decision matters. Regard must be had to

¹ NPPF, paragraphs 15 and 16

national policies and advice contained in the NPPF and PPG in plan making, and these are also 'material considerations' in the determination of planning applications.

Localism Act 2011

Section 110 of the Localism Act 2011 introduced a "Duty to Co-operate" for local planning authorities and other public bodies to work collaboratively on strategic cross boundary issues. It requires local planning authorities and other prescribed bodies to engage in the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters (matters affecting more than one planning area).

Section 116 of the Localism Act 2011 introduced 'Neighbourhood Planning', providing a right for communities to draw up a neighbourhood plan or neighbourhood development order. It requires local planning authorities to provide technical advice and support. If a neighbourhood plan is in accordance with national planning policy, the strategic vision for the wider area, and other legal requirements, and is also approved by a majority vote in a local referendum, the plan will be brought into force by the local authority.

Equalities Act 2010

Under the Equalities Act 2010, local authorities must have regard to the Public Sector Equalities Duty in respect of engaging people with 'protected characteristics', i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

General Data Protection Regulations (GDPR), Data Protection Act 1998 and Freedom of Information Act 2000

Under the Freedom of Information Act 2000, representations submitted on planning consultations cannot be treated in confidence. This means that copies of representations and the name of the person submitting the representation will be made publicly available, and that by submitting representations, consultees accept responsibility for their comments. However, under the Data Protection legislation, other personal information such as telephone numbers, email/private addresses and signatures will not be publicly available.

Neighbourhood Planning Act 2017

The Neighbourhood Planning Act 2017 is designed to encourage communities engaged in neighbourhood planning to complete the process and to assist others to draw up their own plans or orders. The Act strengthens neighbourhood planning by ensuring that planning decision-makers take account of very advanced neighbourhood plans, by requiring parish and town councils to be automatically notified of future planning applications in their area and by giving neighbourhood plans full legal effect at an earlier stage. The Act also makes it the duty of local planning authorities to support

neighbourhood planning groups and increases the transparency of the neighbourhood planning examination process.

2.0 OVERVIEW OF LOCAL AUTHORITY PLANNING

The 'development plan' is the collective term for the local planning policy framework. This sets out the strategic and non-strategic policies that will help achieve the strategic priorities for the area. Legally, decisions on planning applications and proposals must be made in line with the development plan, unless there are material considerations indicating otherwise.

The various types of planning policy documents which may be included in the development plan are set out below.

LOCAL DEVELOPMENT SCHEME

The Council sets out its timetable for plan making in the Local Development Scheme (LDS). The LDS specifies the Local Development Documents that are to be produced by the Council; the subject matter and geographical area to which each document relates; and the timetable for the preparation and revision of these documents. The LDS can be found on the Council's website. The timetables for Neighbourhood Plans as these are published separately by the relevant town or parish councils.

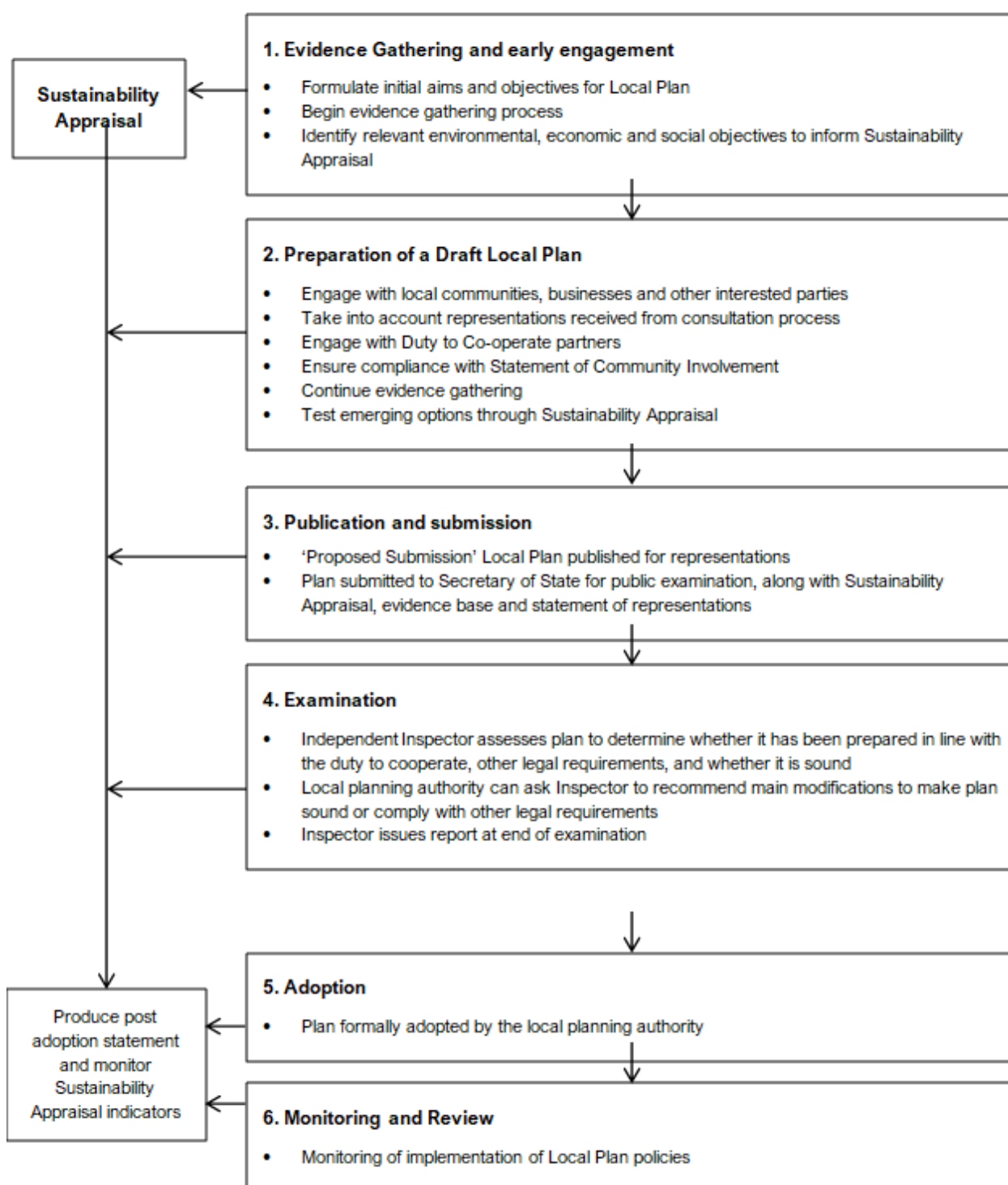
LOCAL PLAN

The Local Plan is a key formal document that sets out the vision and strategic priorities for future development in the area, including the requirements for housing, the economy, community facilities and infrastructure, as well as the basis for safeguarding the environment, adapting to climate change and securing good design. Many of these requirements (for instance for housing, environment, or climate) are decided on a national level; however, Local or Neighbourhood Plan are able to address the optimal way to carry out these requirements.

Up to date information on the Local Plan is available on the Council's Planning webpages.

The process of preparing a Local Plan involves several stages, which are identified in Figure 1.

Figure 1 - Stages in the preparation of a Local Plan



OTHER DEVELOPMENT PLAN DOCUMENTS

Lewes District Council also prepares other development plan documents (DPD) in much the same way as a local plan and these are given the same weight in decision making. These, typically, address a particular policy subject not addressed in the local plan and may include development allocations.

Up to date information on Other Development Plan documents is available on the Council's planning webpages

SUSTAINABILITY APPRAISAL

Sustainability Appraisal (SA) is a process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the social, economic and environmental impacts that would result from the implementation of development plan policies. It is also a means of identifying and mitigating any potential adverse effects of a development plan document.

Conducting SA on Local Plans is a requirement of Section 19 of the Planning and Compulsory Purchase Act 2004. The SA incorporates the requirement to prepare a 'Strategic Environmental Assessment' from the Environmental Assessment of Plans and Programmes Regulations 2004.

NEIGHBOURHOOD PLANS

The Localism Act 2011 introduced new rights and powers for communities to get more involved in shaping their areas through the production of Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood Planning is not a legal requirement, but Lewes District Council does have a duty to support the preparation of neighbourhood plans, as well as responsibilities for parts of the neighbourhood plan-making process.

- A **Neighbourhood Plan** is a planning document which establishes general policies for development and use of land in a neighbourhood, including the location of new homes, and what they should look like.
- A **Neighbourhood Development Order** means that town and parish councils can grant permission for certain types of development without the need for people to apply to Lewes District Council. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure.
- A **Community Right to Build Order** enables small-scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just town and parish councils. As above, certain types of development are excluded.

Neighbourhood planning is usually undertaken by a town or parish council within a 'parished' area. The group preparing the Plan/Order are referred to as a 'Qualifying Body'. Once a Neighbourhood Plan is 'Made', it becomes part of the development plan and is a material consideration in determining planning applications with the neighbourhood area.

Neighbourhood planning is used to positively plan for future development and support growth, reflect and build on the strategic needs set out in the Local Plan, and conform with the National Planning Policy Framework. It is not a process to prevent development or promote a lower level of development than is set out in a Local Plan.

The process of preparing a Neighbourhood Plan involves several stages, which are identified in Figure 2.

The process for preparing a Neighbourhood Development Order or a Community Right to Build is similar, as presented in Figure 3. Detailed information and guidance on Neighbourhood Planning and the required process can be found in the Neighbourhood Planning section of the National Planning Practice Guidance.²

A Community Right to Build Order is a type of Neighbourhood Development Order which enables small scale developments, such as community facilities or affordable small-scale housing. It can be used to grant outline or full planning permission for specific development which complies with the order.

When producing a Community Right to Build Order, additional information is needed to accompany the submission of the Order to the District Council. This includes: a map of the area the proposal relates to, a statement explaining how the proposed Order meets planning regulations, a statement of those consulted and a summary of the main issues raised.

The key stages in the preparation of Neighbourhood Plans and Orders are identified in Figure 2 and 3.

² <https://www.gov.uk/guidance/neighbourhood-planning--2>

Figure 2 Stages in the preparation of a Neighbourhood Plan

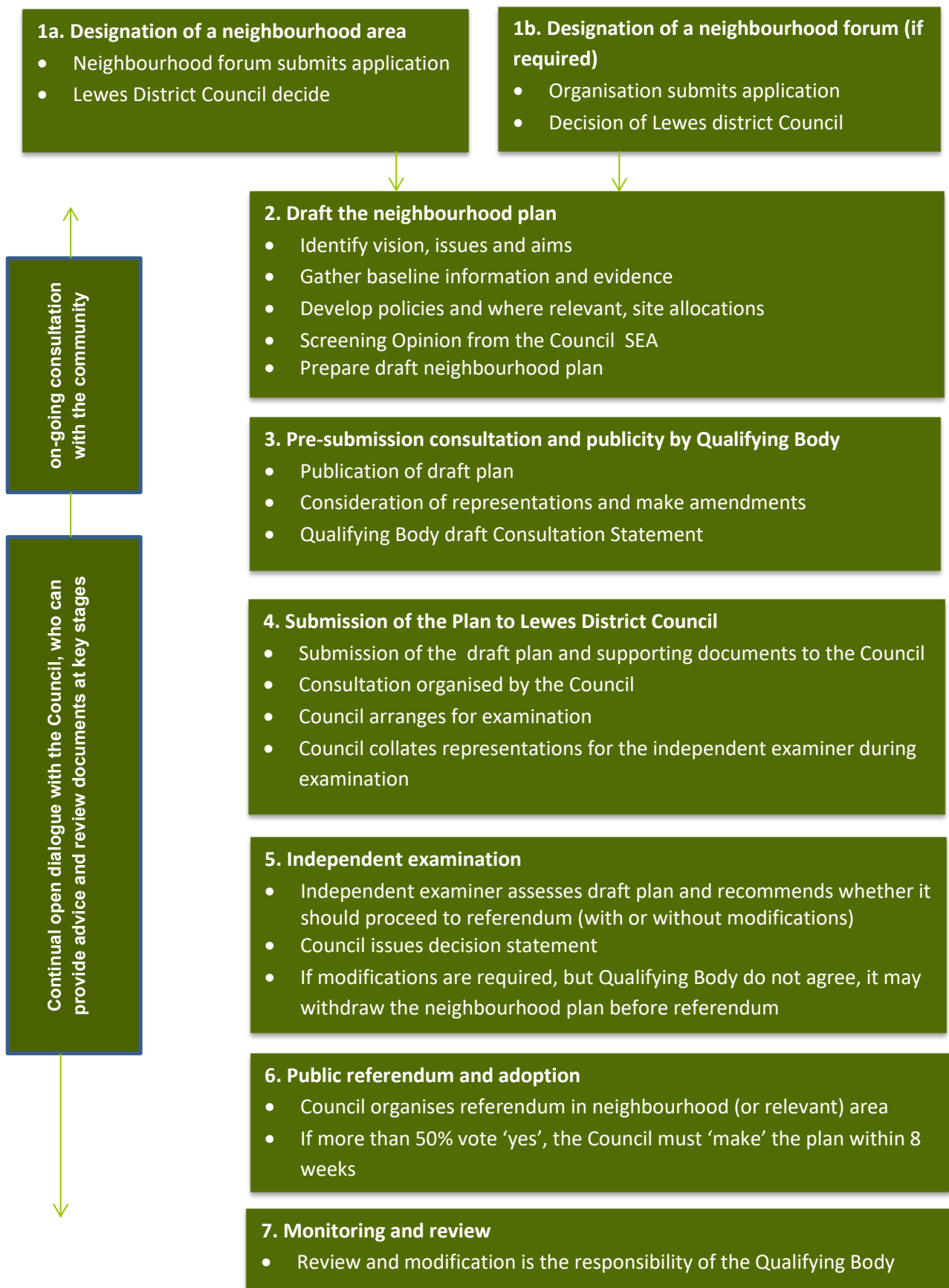
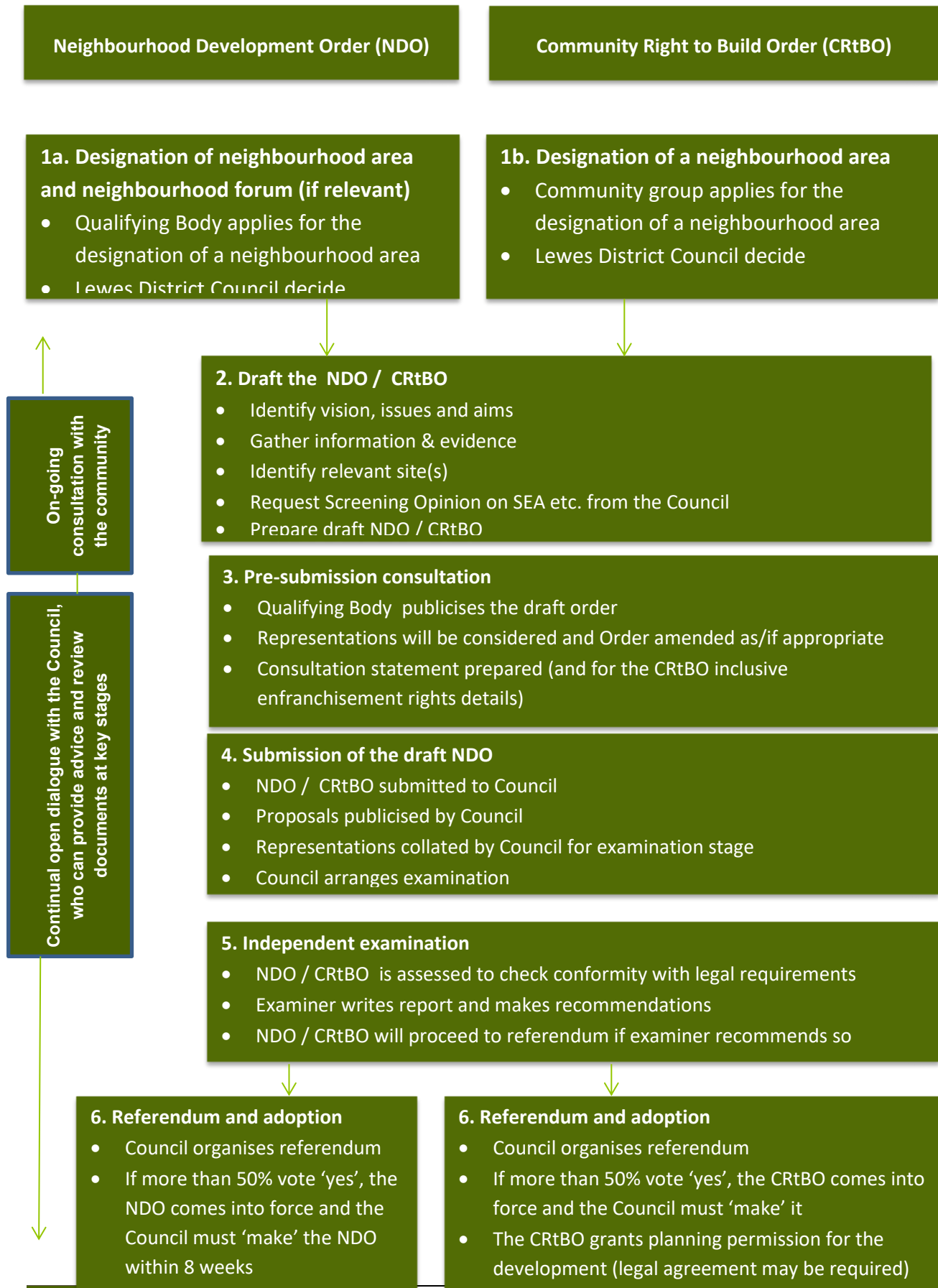


Figure 3 Stages in the preparation of a Neighbourhood Development Order and Community



SUPPLEMENTARY PLANNING DOCUMENTS

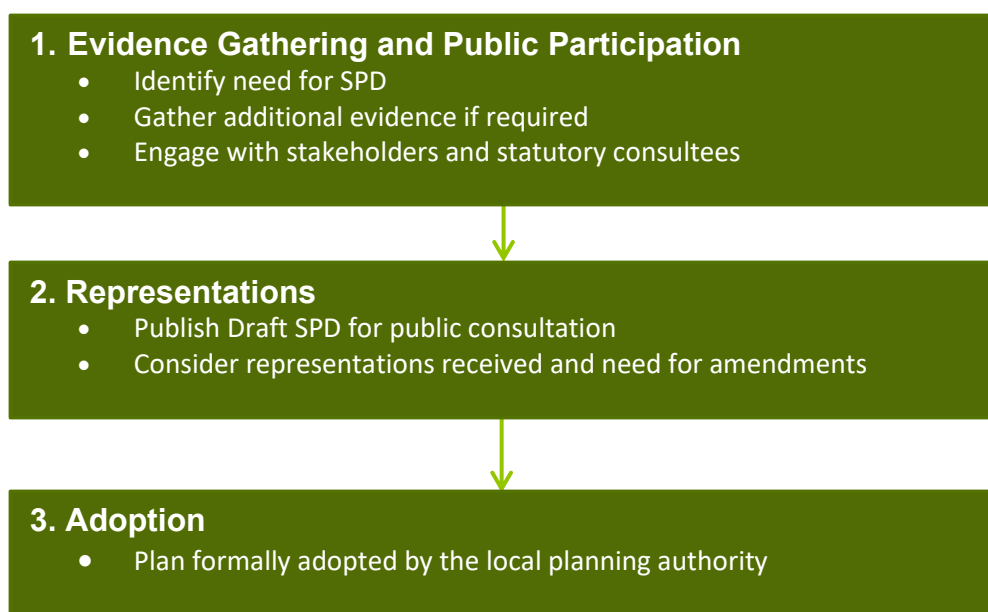
A Supplementary Planning Document (SPD) is a planning policy document which provides more detailed advice or guidance on the implementation of development plan policies.

SPDs are not required to go through the Sustainability Appraisal process; however, in exceptional circumstances a Strategic Environmental Assessment may be required if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.

SPDs are not subject to independent examination, and do not form part of the development plan. They are, nevertheless, capable of being material considerations when relevant planning applications are decided.

The process of preparing a SPD involves several stages, which are identified in Figure 4, below.

Figure 4 - Stages in the preparation of a Supplementary Planning Document



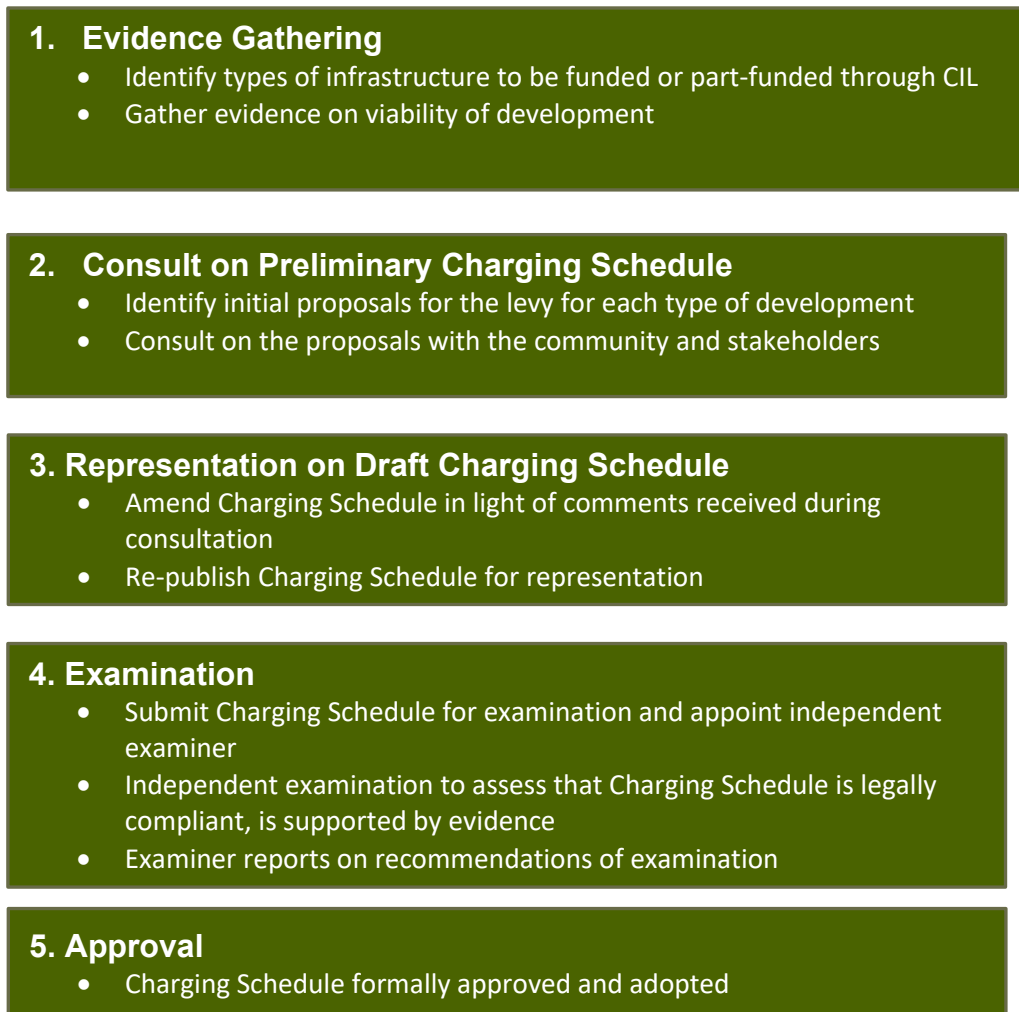
COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 and came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended). It is a tool local planning authorities use to help deliver infrastructure to support the development of their area.

Lewes District Council adopted its CIL on 14 October 2015. The charging rates are set out in the CIL Charging Schedule. A proportion of the CIL income is passed directly to the Local Parish or Town Council.

The process of preparing a CIL Charging Schedule involves several stages, which are identified in Figure 5, below.

Figure 5 - Stages in the preparation of CIL charging schedule



DEVELOPMENT MANAGEMENT

Development Management is the process of managing the development of land and buildings through the granting of planning permission. Lewes District Council is responsible for deciding whether planning permission should be granted for a proposed development following receipt of a planning application.

Planning permission is generally required to carry out any form of 'development'. Development means constructing new buildings or significantly changing how land or buildings are being used. However, certain types of development do not require planning permission – this is called Permitted Development. This is because the effect of such developments on neighbours or the surrounding environment is likely to be small. Also, certain areas get additional special protection against particular types of development, particularly where it is within a Conservation Area or involves a Listed Building.

There are a number of different types of applications that can be submitted, and these will be classed as either 'major' or 'minor'. Different applications have different timeframes for determination, for example the determination for a 'major' application should be within 13 weeks, whilst a 'minor' application should be determined within 8 weeks. By way of an agreement between the Council and the applicant/agent, an 'Extension of Time' can set a determination date outside of these parameters.

Whether planning permission is granted will depend on whether the application is in line with the policies and proposals within the Development Plan, or if there are other strong planning reasons or 'material considerations' that would influence a decision. A list with material consideration is set out in Appendix 2.

Decisions on whether planning permission should be granted will be taken via one of two mechanisms:

- Determination by elected Councillors on the Planning Committee
- Determination by the Senior Specialist Advisor through delegated powers

The criteria used to decide which applications should be determined by Planning Committee are covered at Part 9 of the Council's Constitution³. The dates for Planning Committee can be found on the Council's website⁴.

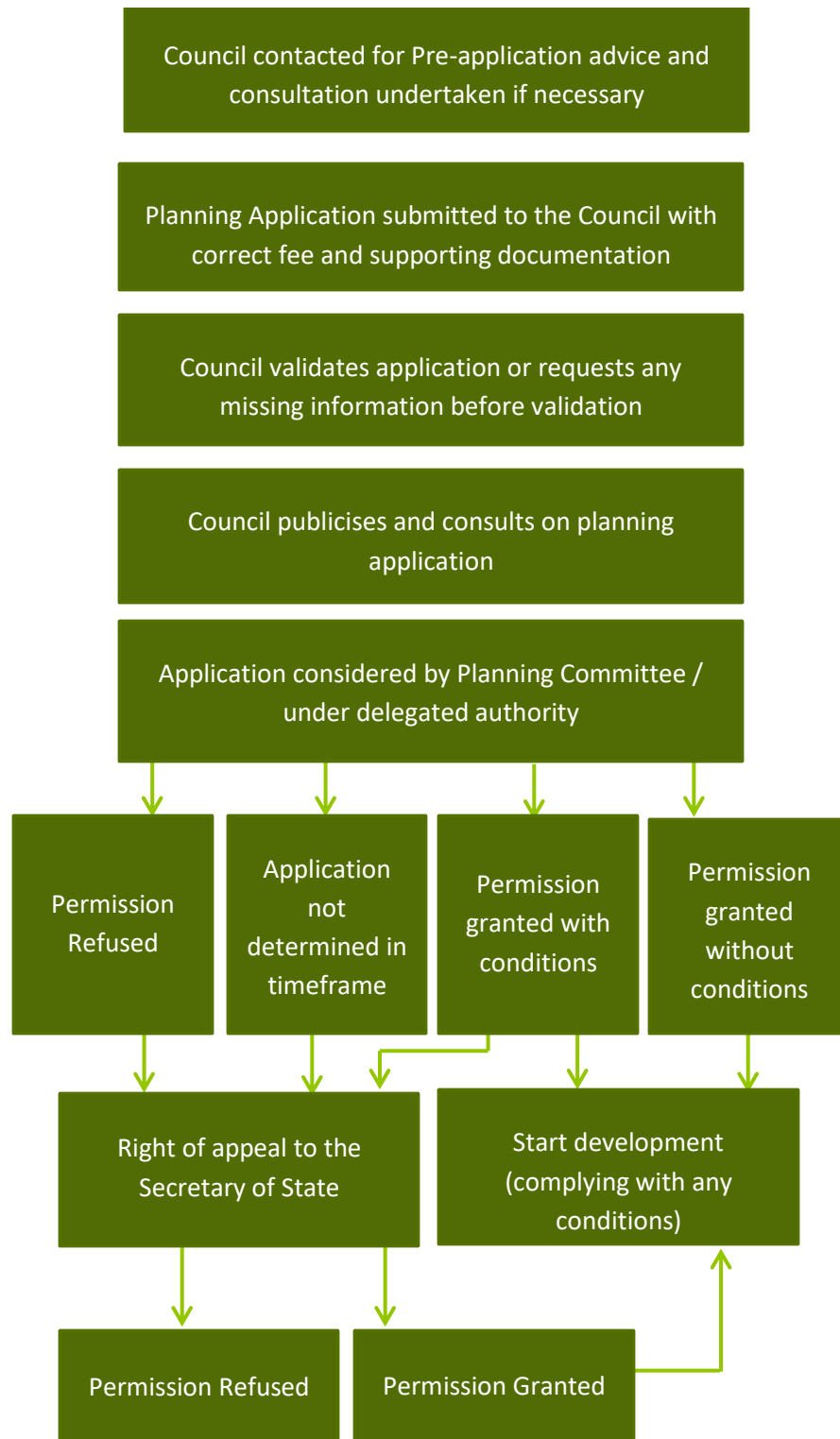
Where an application is refused, either by Planning Committee or through delegated powers, the applicant has the right to appeal to the Planning Inspectorate, or to negotiate an amended scheme to overcome the areas of concern.

A summary of the process for the determination of planning applications is described in Figure 6.

³ The powers and duties of the Director of Regeneration and Planning can be found in: <https://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions>

⁴ <http://democracy.lewes-eastbourne.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Figure 6 - Stages in the processing of a planning application



Adapted from the Planning Portal website (Applications – the Decision-making process)

3.0 COMMUNITY INVOLVEMENT IN PLAN MAKING

The Council wants to ensure that plan making involves extensive consultation and opportunities for the local community and other stakeholders to put their views across are provided. Nevertheless, the nature of public consultation and other involvement activities will vary according to the type of document under preparation.

The Council's approach to consultation in plan making has been influenced by past experience, best practice and community feedback. This approach will be used in the preparation of all Local Plans, including revisions to plans and preparation of joint plans. The main issues that should be addressed through the proposed approach to consultation on plan making are:

- Promoting consultation across all sectors of the community, particularly amongst age groups and neighbourhoods that do not usually participate, with additional effort to engage 'seldom heard' groups.
- Creating new approaches to the use of email as data suggests that people generally prefer to be contacted and respond via this method.
- Being clearer about how plan making will affect local residents as they mainly want to be involved in local decision making when the issue is one that concerns them.
- The provision of feedback on consultation and showing how comments have been taken on-board.
- Using consultation and engagement as a means to inform residents about planning issues as well as to seek their views.
- Ensuring that consultation material is easily understandable, (i.e. in plain English wherever possible) and is accessible (i.e. alternative formats are available upon request as well as hard copies).

In line with Public Sector Equality Duty, the Council ensures that everyone has equal access to our services and information. We will ensure that any public consultation events are held at accessible venues, and we will make reasonable adjustments to

enable participation and involvement in those consultations. consultation documents can be made available on request in large copy print, audio cassette or Braille and officers are willing to meet individuals and talk issues through.

For Neighbourhood Planning, there should be plenty of opportunity to engage with the neighbourhood plan process where you live or work. Much of the consultation is carried out by the town or parish council to help inform the scope and content of the plan and will be outside the formal consultation stages.

Lewes District Council will advise and assist the town and parish councils and will carry out consultations required by legislation as well as publicise details of any relevant referendum.

The role of the District Council in Neighbourhood Planning is described in **Section 3.**

WHAT WILL WE CONSULT ON AND WHEN WILL WE CONSULT?

The statutory process for preparing a local plan or other development plan document is set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) (as amended). There are two key stages of consultation during the preparation of a local plan or DPD – Regulation 18 and Regulation 19.

In terms of the CIL Charging Schedule regulations do require at least 4 weeks consultation on a Draft Charging Schedule.

LOCAL PLAN

Evidence gathering and early engagement – This stage is likely to be an informal consultation, with the Council approaching organisations and consultation bodies for their input. There may be elements of public consultation with communities within this stage.

Preparation of a draft Local Plan – Evidence collected during the initial stages in plan preparation will be presented for a formal consultation period. This could include an identification of the issues that need to be addressed, and initial options for doing this (known as Issues and Options). It may alternatively be in the form of a full Draft Local Plan, or a partial Draft Local Plan that focuses on specific issues, policies or sites. Local communities and other stakeholders will be able to comment on what is being proposed

and whether there are any other considerations that need to be taken into account. This is the stage that the majority

Consultation period: minimum 8 weeks.

Proposed Submission – Once the Local Plan has been drafted a Proposed Submission version will be published for formal consultation. Consultees submitting representations at this stage will be given the opportunity to raise their objections at Public Examination.

Consultation period: minimum 6 weeks.

Main Modifications – During the Examination of a Local Plan, the Planning Inspector may require modifications to be made to the Local Plan in order for it to be considered ‘sound’. These modifications should be subject to a formal period of consultation to allow the Inspector to consider any representations on the modifications.

Consultation period: minimum 6 weeks.

NEIGHBOURHOOD PLANS, NEIGHBOURHOOD DEVELOPMENT ORDERS AND COMMUNITY RIGHT OF BUILD ORDERS

Designation of a neighbourhood area – the Council will carry out the relevant public consultation

Consultation period: minimum 6 weeks.

Production of the Neighbourhood Plan or N.D. Order – the Qualifying Body (usually the Town or Parish Council) can ask for the support of other organisations and is entitled to advice from Lewes District Council.

Pre-submission consultation and publicity – The Qualifying Body will carry out a consultation with the local community and other stakeholders.

Submission of the Plan or Order – The Council will check whether the plan is consistent with neighbourhood planning legislation and then will publicise the draft plan for another consultation, which will precede an examination by an independent examiner.

Consultation period: minimum 6 weeks.

Public referendum

A public referendum is held in the neighbourhood area covered by the Plan or Order (or any relevant area specified by the examiner).

SUPPLEMENTARY PLANNING DOCUMENTS

Evidence gathering and public participation – In the initial stages of the preparation of a SPD, there will be public engagement to identify issues relating to the interpretation of policy through the SPD. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input.

Representations on a Draft SPD – Once the SPD has been drafted, it will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SPD is adopted.

Consultation period: minimum 8 weeks.

STATEMENT OF COMMUNITY INVOLVEMENT

Draft Statement of Community Involvement – The Draft SCI will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SCI is adopted.

Consultation period: minimum 6 weeks.

CIL CHARGING SCHEDULE

Draft Charging Schedule – The Draft Charging Schedule will be published following revision and amendments resulting from comments made of the Preliminary Charging Schedule.

Consultation period: minimum 6 weeks.

WHO WILL WE CONSULT?

Lewes District Council wants to engage anyone with a role or interest in the development of the district (outside of the South Downs National Park) or in the plan-making process, including residents, businesses, community groups, landowners, developers, public sector organisations and national agencies.

The 'Local Planning' Regulations 2012 set out the minimum legal requirements for consultation and public participation in relation to Local Development Documents. These are known as 'specific consultation bodies' and must be consulted at formal consultation stages in the production of a plan. The list of the specific consultation bodies is presented in Appendix 3.

In addition to this, the Council is required to consult with 'general consultation bodies'. These include organisations and bodies that have an interest in the district. The list of general consultation bodies is presented in Appendix 4.

The Council is committed to ensuring that local residents have the opportunity to have their say, and local people are encouraged to take part in consultations and input into the production of planning policy documents. The Council maintains a database of people and organisations who want to be kept informed or have previously responded to planning consultation. This database is used to inform consultees about consultation.

If you would like to be added to the consultation database, you can register yourself at <http://planningpolicyconsult.lewes-eastbourne.gov.uk>

Additional measures will be taken to engage 'hard to reach' groups to ensure that all sections of the community are engaged and consulted.

HOW WILL WE CONSULT?

A range of consultation methods will be used to inform and consult individuals and organisations regarding the preparation of planning documents. Wherever possible and where resources allow we will go beyond the legal minimum requirements. These are described in this section.

Basic Consultation Standards

While minimum requirements for consultation are set in Regulations there is considerable flexibility for the Council to set how it wants engagement in plan making, provided legislative requirements are complied with and, consistency with commitments in the SCI is maintained.

The basic consultation standards that will apply as a minimum in all Council consultation on planning policy documents are set out below:

Consultation Portal – All consultations on planning policy issues will be hosted on the Council’s on-line Consultation Portal. Each consultation on the Consultation Portal will include the opportunity to read and comment on the document in question. The Consultation Portal will also contain other documentation relevant to the consultation. The Consultation Portal can be accessed via <http://planningpolicyconsult.lewes-eastbourne.gov.uk>

Direct notifications to organisations and individuals – All organisations and individuals on the consultation database will receive direct notification of the publication of a planning policy document for consultation.



Deposit – Planning policy documents published for consultation will be made available in paper copy for consultees to view at Lewes District Council, 6 High Street, Lewes, BN7 2AD

Local Media – Only applications for major developments or that affect conservation areas or listed buildings will be advertised in a local newspaper. We will write press releases for local newspapers to inform on formal periods of consultation.

Local Councillors – Local Councillors know their local areas and have many contacts within their communities. Local Councillors will help to promote consultation within their wards and encourage all residents to get involved.

Website - The consultation will be advertised on the Lewes District Council website, particularly under the ‘Consultations’ heading.

Email alerts will be sent to anyone who has subscribed to email notifications on Planning Policy topics via ‘Keep me posted’ on the Council’s website.



Additional consultation methods

The Council will consider use of other consultation methods, in addition to the basic standards on a case-by-case basis depending on the type of planning policy document that is being consulted on. The additional consultation methods include:

Social media – Social media may be used to promote consultation through updates on the Council's Facebook and Twitter pages.

A District News magazine will be sent out on a quarterly basis. It is delivered to every home in the district and sent by email to anyone who has subscribed.

Deposit in libraries and/or village halls – Planning policy documents published for consultation may be made available in paper copy to view at libraries or village halls in the District.

Public exhibitions – Where exhibitions are put on, these will initially be located within the Town or Village Hall as a central and accessible location.

Virtual Exhibitions – In addition to holding in-person exhibitions, the Council may also host a 'virtual exhibition' on its website that replicates the content displayed at the in-person events. At the in-person exhibitions, information will be presented using physical exhibition boards, and these same boards can be made available online so that people can experience the exhibition virtually in a similar way to attending in person.

Younger People – Working with schools, youth groups, colleges, and local community influencers to reach established networks of young people to promote the consultation and seek feedback. This engagement will be framed around issues that resonate with young people, such as climate change, local amenities, or housing, using clear, simple language. This consultation is likely to take the form of meetings, presentations and forums to allow feedback and discussion.

Online discussion Forum – Where it is appropriate for the stage of consultation, a discussion forum could be made available through the online Consultation Portal to allow the community to debate and discuss issues and proposals related to the consultation.

Presentations and forums – Presentations and forums may be arranged to enable discussion with appropriate groups, organisations or stakeholders, or to target particular sectors of the community.

Leaflets and posters – Leaflets and posters may be produced and distributed to promote consultation events or to summarise information on consultations.

Surveys and questionnaires – Surveys and questionnaires may be used to gather information and canvass views on key issues, options and proposals.

Summary Documentation – Non-technical summaries of consultation documents may be produced in order to provide a more accessible way to access and understand the consultation.

Community and resident Organisations/Groups – It is recognised that there are some well represented and supported community organisations and groups in Lewes District such as Neighbourhood Panels and Community/Residents Associations. Engagement with them could widen the scope of participation in consultations within their local area.

WHAT WILL WE DO WITH CONSULTATION RESPONSES?

Comments, known as ‘representations’ made during formal consultation periods will be recorded through the online Consultation Portal and considered as part of the decision making process. The Council will only assess the planning issues relevant to plan making.

We are unable to accept anonymous representations.

In accordance with the Data Protection legislation and Freedom of Information Act 2000, representations cannot be treated in confidence and by submitting a representation, the party commenting accepts responsibility for their comments. Copies

of all representations will be made publicly available, including the name of the person submitting the representation; however personal information such as telephone numbers, emails or private addresses will not be published.

For representations to be considered they have to be in writing and must be 'duly made', which means that they must:

- Be received before the deadline of the consultation period.
- Relate to the document, its content, or its preparation.
- Not be anonymous; and
- Not be offensive, libellous or otherwise breach the law.

Representations submitted at the 'Proposed Submission' stage in Local Plan preparation can only be taken into account where they address issues of soundness or legal compliance.

Following consultation, all representations received will be documented within a Statement of Consultation and Representations (with the exception of Neighbourhood Planning, which follows a different process), which will identify what consultation has been undertaken, the main issues that have been raised, and how these issues have been addressed.

In England, there is not yet a single consolidated 'AI in Planning' statutory code for local planning authorities. Instead, government guidance, digital planning programmes, procurement initiatives, data protection laws, and emerging best practice are driving the use of AI. Current national guidance is encouraging the use of Artificial Intelligence (AI) in planning for administrative efficiency and decisions support. However it is clear that legal accountability remains with the council for decision making, with human oversight being essential. The Council may consider the use of digital tools, including AI software to support consultation analysis, document accessibility, translation, categorisation of representations and customer enquiries. Where it is used for processing of consultation representations it may for be used, for instance, to identify and remove personally identifiable information, identifying offensive language, or in the summarisation of representations. Where AI has been used, it will be made clear what tool has been used and for what purpose in the related publication. Any use of AI will be subject to human oversight, transparency, data protections requirements and public sector equality duties.

Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making, will be published on the website.

It is important for local residents and other stakeholders to understand that comments submitted as part of consultation will be fully considered and are part of the evidence informing plan making, but they are not necessarily the only or determining factor. National policy or other evidence may provide good reasons why consultation comments cannot be implemented.

4.0 COMMUNITY INVOLVEMENT IN NEIGHBOURHOOD PLANNING

WHO CAN PREPARE A NEIGHBOURHOOD PLAN OR ORDER?

Neighbourhood Plans/Orders are led by a 'qualifying body'. The qualifying body will usually be a Town or Parish Council or a designated neighbourhood forum in unparished areas. The process starts with an application made to Lewes District Council to designate the Neighbourhood Area (in these cases, it is usually the area within the parish boundary). The qualifying body may appoint a Steering Group to advise it and carry out various tasks to progress the Neighbourhood Plan/Order.

To become a Qualifying Body, a Neighbourhood Forum will need a minimum of 21 people who live in the Neighbourhood Area, or work there. There can only be one Qualifying Body serving a designated Neighbourhood Area.

Once an application for designating a Neighbourhood Forum has been received, Lewes District Council will publicise the application and invite comments from the public on the designation. Lewes District Council will take any comments into account in deciding whether or not to agree the application and designate the forum.

WHEN WILL CONSULTATION TAKE PLACE?

Community engagement in developing a Neighbourhood Plan/Order is the responsibility of the Town or Parish Council, except for the consultation mentioned in Section 3. The requirements for consultations carried out by the Qualifying Body are set out below.

Consultation Periods in consultations carried out by the Town or Parish Council (Qualifying Body)

Type of Document	Stage in Preparation	Consultation Period
Neighbourhood Plan/Order	Evidence Gathering and early engagement	On-going (no formal period)
	Pre-submission consultation	Minimum 6 weeks

THE COUNCIL'S POLICY OF ADVICE AND ASSISTANCE TO NEIGHBOURHOOD PLANNING

Lewes District Council must give advice or assistance to Town or Parish Councils (or other relevant qualifying bodies) in all appropriate circumstances for the purpose of, or in connection with, facilitating the making of proposals for Neighbourhood Plans and Neighbourhood Development Orders (including their modification). The Council is committed to supporting communities to pursue neighbourhood planning. The Localism Act 2011, Neighbourhood Planning Act 2017 and other relevant legislation sets out the Council's responsibilities as:

COUNCIL'S RESPONSIBILITIES

- Designating the area for a Neighbourhood Plan/Order
- Designating Neighbourhood Forums
- Advising and/or assisting communities in the preparation of a Neighbourhood Plan/Order
- Formally considering Neighbourhood Plan/Order proposals when submitted
- Arranging for and covering the costs of the independent examination of the Plan/Order
- Determining whether the Neighbourhood Plan meets the Basic Conditions and other legal requirements following recommendations made by the independent examiner
- Arranging and covering the costs of the relevant referendum/s for Neighbourhood Plans/Orders
- If successful at referendum, bringing the plan legally into force (unless the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights, within the meaning of the Human Rights Act 1998)
- Providing advice on and duly considering proposals to modify 'made' Neighbourhood Plans/Orders and facilitating all of the required processes to enable this.

The Council is also responsible for the relevant publicity of each of the above stages in the development of the Neighbourhood Plan/Order, which are set out in legislation

(including the Neighbourhood Planning (General) Regulations 2012 (as amended)). However, it is not required to give financial assistance to the community to facilitate the making of Neighbourhood Plan/Order proposals.

All Town or Parish Councils (or other qualifying bodies) and the Plans/Orders they seek to make will be different. The level of assistance given by Lewes District Council and the times at which it is required by those preparing the Plans/Orders will vary depending on their needs and wants. The Council will adopt a flexible approach to best suit the Town or Parish Council and will adhere to the timescales legally required by it. Assistance and advice will be given over the phone, by email or at meetings. Some of the methods of support will be as follows:

METHODS OF SUPPORT

- Giving initial advice regarding the suitability of completing a plan or order and its potential scope
- On-going advice and support throughout the process including detailed technical input into each key stage. This support will be provided both on an informal basis, but also on a formal basis when responding to specific consultations. The focus will be on the conformity of the Neighbourhood Plan/Order with the existing national and local planning framework but guidance will also be provided to ensure that allocations and policies are fit for purpose and deliverable
- Providing guidance on key issues such as: timetabling, the role of the qualifying body, community engagement and undertaking consultation events, site selection and relevant legislation including SEA
- Practical assistance such as mapping, where appropriate
- Providing examples of best practice from plans or case-law
- Providing relevant contact information for consultation bodies and advice on undertaking consultation, publicity and engagement
- Giving guidance and interpretation of the relevant legislative requirements
- Ensuring the suitable involvement of local councillors and other interested parties to enable timely decision making at key stages
- Advising in relation to the monitoring and review of adopted Plans/Orders

COMMUNITY INVOLVEMENT IN DEVELOPMENT MANAGEMENT

Lewes District Council is committed to informing and engaging with the community on planning applications. It is important that a balance is struck between providing the community with a genuine opportunity to comment and determining applications within the statutory determination period.

Opportunities exist for the community and/or stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning applications
- Planning appeals

Community involvement in Development Management not only involves the local community, but also statutory and non-statutory consultees, depending on the nature and location of the proposals.

Statutory Consultees

Planning law prescribes circumstances where consultation must be undertaken with statutory bodies on a planning application. These organisations are under a duty to respond to consultations within 21 days (article 22 of the Development Management Procedure Order), or such longer period as may be specified in other legislation, and must provide a substantive response to the application.

A list of statutory consultees on applications for planning permission is available via the National Planning Practice Guidance⁵ (Table 2 within the Guidance).

Non-Statutory Consultees

Where there are planning reasons, other non-statutory consultees who may have an interest in a proposed development may be consulted on planning applications, even though they are not designated in law. Non-statutory consultees should respond within 21 days of being notified of the application.

⁵ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

A list of the organisations identified in national policy and guidance who may have an interest in development and may be consulted as non-statutory consultees are identified in the National Planning Practice Guidance⁶ (Table 3 within guidance).

PRE-APPLICATION STAGE

Prior to submission of an application for development, the Council encourages the applicant to engage with the local community, statutory consultees and service providers on their proposal. For very large-scale development, pre-application consultation is a requirement under the Localism Act 2011.

Effective pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help reduce local opposition, resolve early design and development problems and ensure that high quality planning applications are received.

The Council expects applicants to carry out their own pre-application consultation. The level of community consultation at the pre-application stage should be appropriate and proportionate to the scale of the application.

It would be expected that this consultation will be documented in a 'Statement of Community Involvement' for the proposal, which should describe in detail the pre-application consultation that has been undertaken by the applicant and how the comments have been addressed in progressing the proposal. This document should be submitted with the application.

The Council provides a pre-application advice service. Appointments for this advice should be made in advance. This service increases the chance of a successful application and is likely to speed up a decision on a planning proposal. The charging schedule for pre-application advice is to be found on the Council's website⁷.

PLANNING APPLICATION STAGE

⁶ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

⁷ <https://www.lewes-eastbourne.gov.uk/planning-and-building-control/development-management/apply-for-pre-application-planning-advice/>

It is important that all relevant planning issues associated with a proposed development are identified and considered in the determination of a planning application. The Council is required to undertake a formal period of consultation so therefore publicises applications that are submitted and invites comments from the local community and other consultees and stakeholders. Anyone can respond to a planning consultation.

Relevant planning issues are:

- National, local planning policies, neighbourhood plans
- Government Guidance including Orders and Circulars
- Case Law and previous decisions
- Highway safety, traffic, parking
- Noise, disturbance, smells
- Design, appearance, layout, materials, character
- Overshadowing, loss of privacy, residential amenities
- Effect on Listed Buildings, Conservation Areas, trees

However, there are certain issues which are not considered relevant. These include:

- Matters covered by other laws, e.g. licensing
- Private property rights
- Effect on the value of property
- Loss of view from a private property
- Possible future development
- Preferable alternative development
- Personal circumstances (except in exceptional cases)
- Moral/religious issues

Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application, and comments made that are addressing ‘material considerations’ will be taken into account in the determination of the application.

There are significant amounts of information relating to planning applications on the Council’s website and residents are encouraged to consult this where possible.

It is important that residents and other stakeholders understand that whilst comments addressing ‘material considerations’ will be taken into account in determining the application, they are not necessarily the only or determining factor. Local or national policy, or other material considerations, may lead to a decision that is contrary to views expressed during consultation.

Article 15 of the Town & Country Planning (Development Management Procedures) (England) Order 2015 sets out the minimum requirements for publicising and consulting on planning applications. The requirements vary according to the type of development proposed, and are set out in National Planning Practice Guidance⁸ (Table 1 within the Guidance).

The methods that the Council uses to publicise application and consult the community, which exceed these minimum requirements, are as follows:

Neighbour Notification Letters

The Council will notify any neighbours immediately adjoining a development proposal by letter or email. The letter provides details of the planning application, where to view plans, how to make comments and by what date.

Site Notice

Site notices are displayed on or near to the application site. Site notices provide details of the planning application, where to view plans, how to make comments and by what date.

Publication on the Council’s website

Weekly lists of applications received and decisions made are available on the Council’s website. All planning applications that have been or are being

⁸ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

processed, including appeals, are also available to view on the Council's website.

Public Notice

A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.

The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days. To ensure comments are taken into account it is important to make comments before the deadline given.

Re-consultation following amendments to an application

Where an application is amended after it has been submitted, further consultation may be undertaken if the proposed changes are significant. Any representations received subject to any round of consultation will be taken into account in evaluating the merits of the application. Any representation received outside of the consultation period may not be fully considered. The timeframe for responses to re-consultation will be decided on a case-by-case basis.

If a new planning application is required, this will be subject to new public consultation.

Decision Making on Planning applications / Planning Committee

The Council will make decisions on planning applications by considering the advice of Planning Officers, the Local Plan and other relevant material considerations. Such decisions are made in two ways. These are by:

- Delegated powers; and
- Planning Committees.

The majority of planning applications in Lewes District Council are determined under a delegated scheme to the Head of Planning.

Larger cases, or those that raise policy issues, are generally referred to the Planning Committee for a decision. Applications which are considered contentious or

controversial, or when a member of the Council can request, may be referred to the Committee as well.

Planning Committee is a public meeting which anyone is able to attend. Interested parties have an opportunity to speak at Planning Committee for a maximum of three minutes per person. Appendix 5 provides full details about how to speak at Planning Committee.

Meetings of the Planning Committee take place in the County Hall, St Anne's Crescent, Lewes. The meetings start at 5.00 pm and are held every three weeks on a Wednesday. Agendas are published a week before the meeting on the committee pages on the Council's website.

APPEALS

When a planning application is refused, the applicant may lodge an appeal against the decision with the Planning Inspectorate. An appeal may also be submitted when the applicant considers any conditions of approval to be unacceptable, or in the event that an application is not determined by the relevant deadline.

Only the applicant can appeal against a planning decision. There is no 'third party'⁹ right of appeal for other people who disagree with the Council's decision. However, anyone can challenge a planning decision in the courts if they have evidence that the decision was not made following the proper procedures. Legal challenges cannot take into account whether the decision was right or not in planning terms, only whether regulations and conventions about making decisions were properly followed.

All those who were notified of the original application or submitted comments will be informed if an appeal is made. There is then an opportunity for additional comments to be submitted directly to the Planning Inspectorate, who will determine the appeal, either through written representations, an informal hearing or a public inquiry, depending on the nature and scale of the application. Where it is decided that the appeal should be

⁹ The 'first party' in planning is the applicant for planning permission and the 'second party' is the local authority. 'Third parties' are anyone else with a view on a planning application, whether they have a direct interest (e.g. as owner of the land on which the application is submitted) or a personal interest (e.g. as a neighbour) or a wider interest (e.g. as a parish council or interest group).

determined by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry.

The Inspector will consider the evidence and decide whether the Council's decision was correct. The Inspector's decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court.

PLANNING PERFORMANCE AGREEMENTS

A Planning Performance Agreement (PPA) is a project management tool which the Council may enter into with applicants to agree timescales, actions and resources for handling particular applications, in order to determine an application in advance of the determination target. The Council may make an additional charge for the administrative work associated with this.

PPAs can assist in identifying an approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. Any consultation on an application with a PPA should be consistent with this SCI.

6.0 MONITORING AND REVIEW

This SCI is founded on current national planning policy and legislation. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), we are committed to reviewing the SCI at least every five years following its adoption to ensure it remains current and aligned with legislation and best practice.

If significant changes to national legislation arise that affect all or part of this SCI or there is a significant level of dissatisfaction from the local community and stakeholders about how they are being involved, we will seek to update the document at the earliest opportunity.

APPENDICES

APPENDIX 1: GLOSSARY

Term	Definition
Adoption	The final confirmation of a Development Plan / Local Plan or Supplementary Planning Document status by a Local Planning Authority.
Authority Monitoring Report (AMR)	Local Planning Authorities are required to prepare and publish an Authority Monitoring Report containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Plan documents are being achieved. Also known as <i>Annual Monitoring Report</i> or <i>Local Monitoring Report</i> .
Charging Schedule	The types of development that are liable to pay the Community Infrastructure Levy (CIL) and the amount that is required to be paid (expressed as pounds (£) per square metre is set out in a local authority's Charging Schedule.
CIL Regulations	See Community Infrastructure Levy Regulations 2010.
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy is a charge which local authorities in England and Wales are empowered, but not required, to charge on types of new development in their area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.

Community Infrastructure Levy Regulations 2010	Regulations that govern the Community Infrastructure Levy and the process of preparing the Charging Schedule.
Community Right to Build Order	A Community Right to Build Order is a specific type of Neighbourhood Development Order that can be prepared by any local community organisation rather than just a parish council or neighbourhood forum.
Community Strategy	A strategy developed by the local community, focusing on what is important to people who live, work and visit the town and to make positive changes.
Conservation Area	An area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.
Core Strategy	The main planning policy document for Eastbourne that sets out the long term strategic planning vision between 2006 and 2027.
Corporate Plan	Sets out the priorities of the Lewes District Council, prepared using the findings of consultation held with residents and stakeholders.
Development Plan	The set of documents that provide the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, any Neighbourhood Plans and the Waste & Minerals Local Plan.
Development Plan Document	Statutory documents which are subject to specified consultation periods and are subject to independent examination. Also known as Local Plans.
Evidence Base	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in the Local Plan, including physical, economic, and social characteristics of an area.

Examination / Examination in Public	The process by which a Planning Inspector may publicly examine a Local Plan for legal compliance and 'soundness' before issuing a binding report.
Infrastructure Delivery Plan (IDP)	Detailed assessment of the infrastructure required to deliver the spatial development strategy and how this will be delivered.
Inspectors Report	A report issued by a Planning Inspector regarding the planning issues debated at an Independent Examination of a Development Plan or a Planning Inquiry.
Local Development Document (LDD)	A generic term for documents prepared by Local Planning Authorities for the use and development of land or containing environmental, social and economic objectives relevant to the development and use of land which are intended to guide the determination of applications for planning permission.
Local Development Scheme (LDS)	The LDS sets out the programme for the preparation of the Local Development Documents. All plan making authorities must maintain an up to date LDS.
Local Plan (LP)	The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community
Local Planning Regulations	See Town & Country Planning (Local Planning) (England) Regulations 2012
National Planning Policy Framework (NPPF)	The NPPF sets out the Government's planning policies and how these are expected to be applied. It was published on 27 March 2012.
National Planning Practice Guidance (NPPG)	A web-based resource which brings together planning guidance on various topics linked to the NPPF into one place.
Neighbourhood Plan	A Neighbourhood Plan is a plan prepared by a Town/Parish Council or Neighbourhood Forum, that once adopted becomes part of the Local Plan and the policies

	contained within them are then used in the determination of planning applications.
Neighbourhood Development Order	A Neighbourhood Development Order is an order prepared by a Town/ Parish Council or Neighbourhood Forum that automatically grants planning permission for a particular type of development in a particular area.
Planning and Compulsory Purchase Act 2004	The legislation that introduced a new development planning system, based on the preparation of Local Development Frameworks. The Act commenced 28th September 2004.
Soundness	In order to be sound, a Local Plan must be: • Positively prepared – the Plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development; • Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence; • Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and • Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
South Downs National Park (SDNP)	England's newest National Park, covering the South Downs and Western Weald, situated in the counties of Hampshire, and West and East Sussex. Planning responsibility within this area falls to the South Downs National Park Authority.
Statement of Community Involvement (SCI)	Document explaining to stakeholders and the community how they can be involved in the preparation of Local Development Documents, and the steps that will be taken to facilitate their involvement.

Strategic Environmental Assessment (SEA)	The term used internationally to describe the environmental integration of policies, plans and programmes. The SEA Directive (2001/42/EC) requires a formal 'environmental assessment' of plans and programmes that are to be adopted by a public authority including those in spatial planning. This assessment is often combined with the Sustainability Appraisal.
Supplementary Planning Document (SPD)	These provide additional planning policy guidance to the policies and proposals in the Local Plan. They do not need to be subject to independent examination
Sustainability Appraisal (SA)	Assessment of the social, economic and environmental impacts of proposals in Local Development Documents.
Town & Country Planning (Local Planning) (England) Regulations 2012	Regulations that govern the process for preparing Local Plans and Supplementary Planning Documents. Also known as 'Local Planning Regulations'.

APPENDIX 2: MATERIAL CONSIDERATIONS

Planning applications can only be decided on those matters relevant to planning. These matters are called 'Material Considerations'.

Material Considerations are factors considered in the determination of applications for planning permission and other consents, alongside the Local Plan. They can include (but are not limited to):

- Effects on highway safety, traffic, access and parking
- Government guidance including Orders and Circulars
- Scale and appearance of proposal and impact on surrounding area
- Loss of light, overshadowing
- Overlooking and loss of privacy
- Effect on nature conservation and loss of trees
- Effect on a conservation area, listed buildings
- Noise , disturbance, smells
- Whether the use would be appropriate for the area
- Design, appearance, layout, materials, character
- National, regional and local planning policies

Often residents want to comment on matters that cannot be taken into account because they are not controlled by planning legislation. These are Non-material Considerations.

Non-material considerations are factors that cannot be considered in the determination of applications for planning permission and other consents. They include:

- Matters covered by other laws, e.g. licensing
- Loss of property value
- Loss of view
- Private issues between neighbours such as land covenants, land boundary disputes, damage to property
- Problems associated with construction works being carried out, such as noise, dust and disturbance by construction vehicles.
- Competition between firms
- Structural and fire precaution matters
- Possible future development
- Preferable alternative development
- Applicants morals or motives

APPENDIX 3: LIST OF SPECIFIC CONSULTATION BODIES

The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) state that the following bodies must be consulted with in relation to the formation of Local Development Documents:

- South Downs National Park Authority *)
- East Sussex County Council
- Brighton and Hove City Council, Wealden District Council and Mid Sussex District Council (Adjoining Local Planning Authorities)
- West Sussex County Council (Adjoining County Planning Authority)
- Town and Parish Councils / Meetings within Lewes District
- Town and Parish Councils Meetings which adjoin Lewes District
- The Coal Authority
- Environment Agency
- Historic Buildings and Monuments Commission for England (Historic England)
- Network Rail Infrastructure Limited
- The Marine Management Organisation
- Natural England
- The Highways Agency
- The Homes and Communities Agency
- East Sussex Downs and Weald Primary Care Trust
- Relevant gas, electricity and telecommunications companies who operate in the District
- Relevant water and sewerage undertakers who operate in the District.

*) The South Downs National Park Authority (SDNPA) is only a specific consultation body in respect of Local Development Documents that are produced by Lewes District Council for an area that does not include any land that is in the National Park.

APPENDIX 4: LIST OF GENERAL CONSULTATION BODIES

The Council, where it believes to be appropriate, will engage with a wide variety of groups and organisations through the Local Development Document Preparation process, which will include those from the following categories:

- Lewes District Local Strategic Partnership
- Local Enterprise Partnerships
- Highways Agency
- Local Community Action Groups
- Local Civic and Amenity Groups
- Local Business Groups (For example, Chambers of Commerce and Federation of Small Businesses)
- Travellers Groups (For example Friends, Families and Travellers)
- Religious Groups (For example Churches Together in Sussex)
- Countryside and Conservation Groups at local, regional and national level (For example the CPRE, Sussex Wildlife Trust and Friends of the Earth)
- Bodies that represent the interest of disabled persons in the area (For example the Access in Seaford and Newhaven Committee)
- Rural Organisations (For example National Farmers Union)
- Older Persons groups (For example Age Concern)

All of the information listed above is correct at the time of writing and is in keeping with the Planning Regulations. Should the Planning Regulations change or if new consultation guidance is forthcoming from central government then the names and types of bodies may change.

APPENDIX 5: SPEAKING AT PLANNING COMMITTEE

The following is taken from Part 10 of the Council's Constitution – Public Speaking at Planning Applications Committee.

Introduction

The Council operates a scheme whereby interested parties have the opportunity to speak at meetings of the Planning Applications Committee. The Council considers this adds value to the planning process, offering increased involvement for the public and more informed decision-making by the Committee.

These guidance notes set out how the scheme operates and what to expect at the meeting itself. They are designed to make the system as fair and easy to operate as possible.

Scope of the Scheme

The scheme only applies to applications included on the agenda for a particular meeting. For this purpose applications include Planning Applications, Listed Building and Conservation Area Consent Applications Advertisement Applications and Tree Applications. The scheme does not apply to Enforcement matters, applications for Certificates of Lawful Use or applications where the Council is not the determining authority.

Who may speak?

Anyone with an interest in an application is able to speak and to make the system manageable, the following numbers have been agreed:

Town/Parish Council 1 representative

Ward Member/s (that are not a member of the Committee and represent that ward) No limit

Objectors Up to 3 representatives

This includes local residents and any professional representative. Amenity Societies/Residents Associations are included but do not have an automatic right to speak.

Applicant/Agent/Supporters Up to 3 representatives

Local residents, Amenity Societies etc. may also be supporters. The applicant (or nominee) will have priority in deciding who should speak.

Applicants/Agents and those who have commented on an application will be notified of the date when it is to be considered by the Planning Applications Committee so that they can register their interest in speaking (see section below on Registering an interest to speak).

Speakers are selected on a “first come, first served” basis until the above numbers have been reached. Subsequent objectors/supporters are put in touch with those who have already registered to speak so that they can agree what they want to say, either for or against an application, and who will speak.

If a Member of the Committee is also a Local Ward Member, wishes to speak against, or in support, of an application in that capacity and has registered to speak, then they are allowed to withdraw from the meetings proceedings for that item only and speak for 5 minutes on that particular item. In this event, they would not take part in the debate nor have a vote on the determination of the application on which they spoke. Having spoken, they would be required to leave the room. They then may return to the Committee to determine the remaining items.

Time limits for speakers

The maximum time for each speaker is three minutes, other than the Ward Member/s and Town/Parish Councillors who have five minutes, and this is strictly controlled with start/stop lights.

Procedure at meetings

Those who have registered their interest to speak should arrive at the venue at least 20 minutes before the start to be briefed on the procedure. The sequence of speakers is as follows:

- 1 Presentation of application by Planning Officer
- 2 Town/Parish Council representative*
- 3 Objectors (up to 3)*
- 4 Applicant/Agent/Supporters (up to 3 with Applicant having priority)*
- 5 Further clarification by Planning Officer (if required)*
- 6 Ward Member (if not on Committee)
- 7 Committee debate and decision.

** if the “Opportunity to Speak” is taken up*

Committee members are not able to question speakers directly but are permitted to ask “closed” questions to seek clarification or provide more information through the Chair only.

Speakers are asked to make verbal presentations only (unless special disability circumstances apply). If a written copy of a presentation is submitted this is included on a supplementary report, provided it is received by Planning Services not later than the day before the meeting. If an application is deferred, speakers are allowed an opportunity to speak at a subsequent meeting when the application in which they have an interest is considered again.

Venue and time of meetings

All meetings start at 5pm. Meetings of the Planning Applications Committee are held on a three weekly cycle on a Wednesday in Lewes. However, it may sometimes be necessary to change the venue to another part of the District and prior notice will be given.

Registering an interest to speak

If you wish to speak you must register your intention not later than 12 noon on the day before the Committee meeting. See:

<https://www.lewes-eastbourne.gov.uk/planning-and-building-control/planning-applications/speaking-at-planning-committee/>.

FURTHER ADVICE AND INFORMATION SOURCES

Further information and advice on planning matters is available from Lewes District Council. Please contact:

Lewes District Council Offices, 6 High Street, Lewes, BN7 2AD (01273) 471600
www.lewes-eastbourne.gov.uk

Independent advice is available from the following sources:

The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area and appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Email: support@planningportal.gsi.gov.uk

Ministry of Housing, Communities and Local Government (DCLG)

The MHCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: www.communities.gov.uk

Email: contactus@communities.gsi.gov.uk

Postal Address: Fry Building, 2 Marsham Street, London SW1P 4DF

Telephone Number: 030 3444 0000

Planning Aid England (PAE)

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: www.rtpi.org.uk/planningaid

Email: advice@planningaid.rtpi.org.uk

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 020 7929 9494

The Planning Inspectorate

The Planning Inspectorate processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Website: www.planningportal.gov.uk/planning/planninginspectorate

Email: enquiries@pins.gsi.gov.uk

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

Statement of Community Involvement Consultation Questionnaire

Draft Response

Question 1

Section 2 describes Plan Making, Neighbourhood Planning, Supplementary Planning Documents, and Development Management.

Does this section help you to understand how the planning system works in Lewes District?

Suggested Response

Seaford Town Council considers that Section 2 provides a generally clear and accessible overview of the planning system, the Local Plan process, neighbourhood planning, supplementary planning documents and development management. The inclusion of process diagrams and explanations of the respective roles of the District Council and town and parish councils is welcomed.

However, the document would benefit from greater recognition of the important role played by town and parish councils as democratically elected local authorities and key partners in the planning process. Whilst the SCI explains the statutory stages of consultation, it should place greater emphasis on collaborative plan-making and how the views of local councils will be incorporated into policy development and decision-making.

Question 2

Section 3 explains how Lewes District Council will involve the community in plan-making, including who will be consulted, when consultation will take place, and the methods used.

Do you think the proposed approach to community involvement in plan-making is sufficient?

Suggested Response

The proposed approach contains many positive commitments and exceeds statutory minimum requirements in several respects. In particular, Seaford Town Council welcomes the commitments to:

- provide opportunities for all sectors of the community to participate;
- engage with harder to reach / less likely to engage groups;
- provide feedback on consultation responses;
- ensure consultees feel listened to and valued; and
- use consultation as an ongoing dialogue rather than a procedural exercise.

However, the Town Council does not consider the proposed approach to be fully sufficient because the SCI focuses heavily on how consultation will be undertaken, whilst providing limited assurance regarding how consultation responses will influence outcomes.

The Town Council's experience during preparation of the emerging Lewes District Local Plan has raised concerns regarding the effectiveness of engagement. Seaford Town Council submitted extensive comments and locally-derived evidence during the first consultation stage, yet many of those concerns appeared not to have been reflected in subsequent versions of the Plan. More importantly, there was insufficient explanation as to why key representations had not been accepted.

Meaningful engagement requires more than simply collecting representations. The SCI should include a stronger commitment to reporting how comments from town and parish councils have been considered, what amendments have been made as a result and, where suggestions are rejected, the reasons for doing so.

The Council would therefore support amendments requiring a formal audit trail between consultation responses and subsequent policy changes.

Question 3

Section 4 explains how Lewes District Council will support Neighbourhood

Planning and the role of communities in preparing neighbourhood plans.

Do you think the level of support offered for neighbourhood planning is sufficient?

Suggested Response

The Town Council welcomes the detailed description of the advice and assistance available to neighbourhood planning groups and recognises the statutory responsibilities placed on Lewes District Council in relation to neighbourhood planning.

However, support for neighbourhood planning should extend beyond the preparation of neighbourhood plans themselves. Once a neighbourhood plan has been adopted, the principal authority should demonstrate how it is taking account of the locally-developed evidence, policies and objectives contained within that plan when preparing district-wide planning policy.

Neighbourhood planning is intended to empower local communities and provide locally distinctive planning solutions. This objective is weakened if the evidence, objectives and policies developed through neighbourhood planning are not demonstrably taken into account when preparing district-wide planning policy.

The Town Council therefore recommends that the SCI should include a specific commitment to ongoing strategic engagement with town and parish councils that have adopted neighbourhood plans and to demonstrating how neighbourhood plan evidence has informed district-wide plan-making.

Question 4

Section 5 explains how the public can engage with planning applications.

Do you think the opportunities for community involvement in planning applications are sufficient?

Suggested Response

Seaford Town Council considers that the opportunities for public involvement in planning applications are generally sufficient and, in several respects, exceed statutory requirements. The use of neighbour notifications, site notices, public notices and online publication provides multiple opportunities for residents and organisations to comment on planning applications.

The Town Council particularly welcomes the continued right for town and parish councils to speak at Planning Committee meetings.

However, the Town Council would also welcome a stronger expectation that applicants explain how comments received from town and parish councils during pre-application engagement have been considered and addressed within any subsequent planning application.

Question 5

Please provide any additional comments you have on the draft Revised Statement of Community Involvement.

Suggested Response

Seaford Town Council supports the objective of improving public engagement in planning and welcomes many of the commitments contained within the draft SCI. However, the Town Council believes the document should place greater emphasis on collaboration, partnership working and accountability.

The SCI repeatedly refers to consultation being inclusive, fair and equitable and states that communities and stakeholders should feel listened to and valued. It also commits to providing feedback on consultation responses and explaining how comments have been addressed.

The Council's recent experience during preparation of the emerging Lewes District Local Plan does not reflect these aspirations. Despite detailed submissions made by the Town Council during the first consultation stage, there was limited evidence that those representations informed the subsequent draft plan and insufficient explanation as to why key concerns had been rejected.

The Town Council considers that principal authorities should treat town and parish councils as equal partners in planning rather than simply consultees. This expectation is increasingly important within the broader context of devolution, community empowerment and neighbourhood governance, which seek to strengthen local democratic participation and collaboration between tiers of local government.

The SCI should recognise that town and parish councils are statutory consultees and democratically elected local authorities, and that effective engagement with them should be viewed as an ongoing dialogue throughout the plan-making process rather than consultation at defined stages only.

Accordingly, Seaford Town Council requests that the SCI be amended to include:

- A commitment to early and ongoing engagement with town and parish councils throughout plan-making.
- A commitment to demonstrate how representations from town and parish councils have influenced plan preparation.
- A requirement to provide clear reasons where significant representations are not accepted.
- Stronger recognition of town and parish councils as key neighbourhood governance partners.
- A commitment to work collaboratively with local councils in accordance with the principles of neighbourhood governance, community empowerment and local democratic accountability.

Such amendments would strengthen confidence in the planning process and help ensure that consultation is a meaningful exercise, rather than merely a procedural requirement.



Seaford Town Council

Report Number:	66/26
Agenda Item Number:	6
Meeting:	Planning & Highways
Date:	6 August 2026
Title:	Update Report
Strategy Programme Ref:	N/A
Purpose of Report:	To notify the Committee of decisions taken by the Planning Authority on planning applications previously considered by this Committee, and any 'for information' updates on Highway matters
Contact Officer:	Isabelle Mouland, Community Engagement and Democratic Services Manager
Supporting Documents:	Appendix A - Schedule of decisions taken by the planning authority since this Committee's last meeting on 7 July 2026

Officer Recommendations

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

1. Introduction

- 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.

Report 66/26 Appendix A

A SCHEDULE OF DECISIONS TAKEN BY THE PLANNING AUTHORITY SINCE THIS COMMITTEE'S LAST MEETING ON 7 JULY 2026

Approvals – No Objections from Seaford Town Council

LW/26/0143 – Maycroft, Eastbourne Road – Continuous use of detached outbuilding as self-contained dwellinghouse with independent access and associated garden/curtilage.

LW/26/0186 – Seaford Football Club, Bramber Road – Erection of football stand and covered standing area, installation of advertisement boards to picket fence immediately adjacent to the clubhouse and fascia signage to the clubhouse/football stand.

LW/26/0228 – Little Chyngton, Chyngton Lane – Erection of single storey front and rear extensions, garage conversion, demolition and replacement of existing outbuilding.

LW/26/0299 – 21 Rookery Way, Bishopstone – First floor extension including raising of the roof pitch, 2No. front dormers, 1No. front Juliette balcony dormer, and 1No. rear dormer.

NOTE: This Committee supported the application, subject to confirmation that the proposed front balcony is a Juliette balcony, as stated within the application description.

LDC has added a condition as follows: The Juliette balcony hereby approved shall not incorporate any external platform, decking, terrace, seating area or any structure extending beyond the external face of the building. The balcony shall be retained as a Juliette balcony only and shall not be altered without the prior written consent of the Local Planning Authority. Reason: To safeguard the privacy and amenities of neighbouring occupiers in accordance with Policy CP11 of the Lewes Local Plan Part 1 and Policy DM25 of the Lewes Local Plan Part 2.

LW/26/0292 – 3 Surrey Road – Garage conversion and single storey side extension.

LW/26/0316 – 16 Hill Rise – Single storey rear extension.

Approvals – Objection from Seaford Town Council

LW/26/0150 – 79 Vale Road – Demolition of existing dwelling and erection of 3no. terraced dwellings.

Town Council's objection:

- *Overdevelopment of the site: The proposal represents an over-intensive form of development that fails to respect the size, constraints, and capacity of the plot. The resulting layout appears cramped and contrived, with insufficient regard to spacing and the established pattern of development. This is contrary to Policy DM25 of the Lewes Local Plan, which requires development to respond positively to its site and avoid overdevelopment.*
- *Harm to the character and appearance of the area: Vale Road is characterised by detached and semi-detached dwellings, creating a consistent and spacious pattern of development. The introduction of a terrace of three dwellings would appear out of place and visually intrusive, disrupting the established rhythm and spacing of the street scene. The proposal therefore fails to respect local distinctiveness, contrary to Policy DM25 of the Lewes Local Plan, which requires development to complement and respect the character and appearance of the area.*
- *Substandard residential accommodation: The Town Council is concerned that the proposed dwellings may fail to meet the Nationally Described Space Standards (NDSS), potentially resulting in substandard living conditions for future occupants. Should the Planning Authority be minded to grant approval of this application, the Town Council encourages the incorporation of Swift bricks within the development.*

LDC's reason(s) for approval – *The proposed development seeks the demolition of an existing dwelling and its replacement with three terraced dwellings within the built-up area of Seaford. The principle of residential redevelopment at a higher density is supported in this location, particularly in the context of the Council's acknowledged shortfall in housing land supply and the presumption in favour of sustainable development set out in the NPPF.*

In design terms, whilst the introduction of a terrace form represents a departure from the immediately adjacent detached pattern, the wider street scene is varied in character, incorporating a mix of dwelling types and styles. The proposal would make efficient use of a relatively spacious plot without appearing unduly cramped or visually intrusive. Subject to conditions securing materials and landscaping, the development would integrate acceptably within its context and would not result in significant harm to the character and appearance of the area in conflict with Policies CP11 and DM25. The impact on neighbouring residential amenity has been carefully considered. The siting, separation distances and window arrangements ensure that there would be no

unacceptable overlooking, loss of light, overbearing impact, or increase in noise and disturbance. The proposal therefore accords with relevant local and national policies safeguarding residential amenity.

The living conditions for future occupiers would be of a acceptable standard, with all units exceeding the Nationally Described Space Standards and benefiting from adequate private outdoor amenity space, outlook, and internal living conditions.

In terms of highways and parking, the scale of development would not give rise to a severe impact on the local road network. Adequate parking provision and safe access arrangements would be provided, and the scheme complies with Paragraph 116 of the NPPF in this regard.

Finally, while the proposal is exempt from mandatory Biodiversity Net Gain requirements, appropriate soft landscaping can be secured via condition to ensure a satisfactory visual outcome and ecological enhancement commensurate with the scale of development.

NOTE: LDC has added a condition as follows: *The development hereby permitted shall incorporate three (3) swift bricks/ boxes within the external walls of the development and shall be retained thereafter. Reason: To enhance the biodiversity of the site in accordance with Policy DM24 of LLP2.*

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/26/0040/TPO – Oakdene, 36 Firle Road – T1 - Oak tree - Crown reduction by 2 m - To stop overcrowding and to enhance sunlight - APPROVED

Withdrawn Applications

None at the time of writing.

Appeals

6009869 – 33 Sherwood Road - Change of use from single family dwelling to two self-contained flats.

An appeal has been made to the Secretary of State against the Refusal to Grant planning consent. The appeal will be determined based on Written Representations. There is no opportunity for Seaford Town Council to submit further comments at this

stage and its previous written representation has been forwarded to the Planning Inspectorate.

Appeal closed for comment and awaiting site visit.

6008233 – Little Chyngton, Chyngton Lane - Erection of single storey front and rear extensions, garage conversion and demolition of existing outbuilding and replacement with new outbuilding.

Awaiting decision.