



Seaford Town Council

Agenda

Planning & Highways Committee Meeting

Thursday 1 October 2026

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

Meeting Date	Thursday 1 October 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

23 September 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. [Lewes Parking Review 3 – Formal Consultation](#)

To consider report 114/26 and to agree the Town Council's response to East Sussex County Council's Lewes District Parking Review Formal Consultation (pages 6 to 9).

5. Planning Applications – For Comment

The planning and/or tree works applications received since the last Committee meeting on 3 September, for the Committee to consider and comment on as a statutory consultee are as follows:

Planning Applications

[LW/26/0392](#) – **14 Kedale Road** – Construction of first floor rear extension for Mr R Smith.

NOTE: This Committee supported a previous application for this property in 2025 for a single-storey rear extension ([LW/25/0261](#)). This application seeks permission for a first-floor rear extension. The proposed first-floor extension does not sit above or attach to the previously approved single-storey extension.

[LW/26/0422](#) – **12 Clementine Avenue** – Erection of 1no detached single-storey dwelling with associated soft and hard landscaping for Mr P Duffy.

[LW/26/0329](#) – **72 Tudor Close** – Section 73a retrospective application for erection of a detached outbuilding in rear garden for Miss J Rigelsford.

NOTE: This application relates to a timber summerhouse that was partially erected before concerns were raised by a neighbouring resident regarding whether planning permission was required. Planning advice was subsequently sought regarding the applicability of permitted development rights. The applicant has submitted this application to obtain formal planning permission for the structure.

[LW/26/0421](#) – **17 Kingston Close** – Extension and conversion of existing garage into a single storey extension with addition of front porch for Mr M Hunt.

Tree Works Applications

[TW/26/0060/TPO](#) – **The Coach House, 15 Firle Road** – T1 - Sycamore - Crown reduction by up to 2 m - to Enhance Sunlight and prevent Limb Failure. T2 - Sycamore - Crown reduction by up to 2.5 m - to Enhance Sunlight and prevent Limb Failure for Mr G Durnford.

[TW/26/0065/TPO](#) – **Sussex Cottage, Upper Belgrave Road** – T4 - Sycamore - Reduce lateral branches over garden by 2/3 m back to previous pruning points - causing excessive shading; T5 - Sycamore - Reduce lateral branches over garden by 2/3 m back to previous pruning points - causing excessive shading; T6 and T7 - Beech - Reduce primary limb facing south over Annex of Sussex Cottage by 5m to reduce weight of limb providing sufficient clearance from the property underneath; G1 - Sycamore - 1 No. - tree over Garage of Sussex Cottage - reduce lateral branches over garage by 2/3 meters back to previous pruning points for Mr L Russ.

6. [Road Closure Application – Remembrance Sunday](#)

To consider report 117/26 on the application to Lewes District Council by Seaford Town Council for temporary road closures for the Seaford Remembrance Sunday Service on Sunday 8 November 2026 (pages 10 to 12).

7. [Update Report](#)

To consider report 113/26 reporting on decisions taken by Lewes District Council since the last meeting on applications previously considered by the Committee (pages 13 to 15).

- 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 No:	114/26
Agenda Item No:	4
Committee:	Planning & Highways
Date:	1 October 2026
Title:	Lewes Parking Review 3 – Formal Consultation
Strategy Programme Ref:	N/A
Purpose of Report:	To agree the Town Council's response to East Sussex County Council's Lewes District Parking Review Formal Consultation
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Officer recommended responses

Officer Recommendations

1. To note the contents of the report
2. To approve the officer recommended responses to the Lewes District Parking Review, and delegate authority to the Town Clerk to respond on behalf of the Town Council.

1. Introduction

- 1.1 On 7 July 2026, this Committee considered Report 57/26 seeking approval of the Town Council's response to the informal consultation relating to East Sussex County Council's (ESCC) Lewes District Parking Review 2026.
- 1.2 At that time, this Committee supported recommendations for the Town Council to support the proposed changes to:
 - (a) Esplanade (Turning circle and access to/from)
 - (b) Martello Road (Martello Mews Access)
 - (c) Upper High Street (Business Park Entrance)
 - (d) Walmer Road/Hythe Crescent Junction
 - (e) Bishopstone Station (Blue Badge Parking Bay)

- 1.3 The details of this report are available on the [Town Council's website](#) (page 5 onwards).

2. Information

- 2.1 Since that time, on 7 September 2026 ESCC informed the Town Council that it will now be progressing to a formal consultation which closes on 2 October 2026.
- 2.2 Officers are disappointed to note that the first of the five bullet pointed proposals – that of double yellow lines around the turning circle and along Esplanade between Cliff Gardens and Splashpoint – has been omitted from the formal consultation. Having asked ESCC for confirmation of why this is, ESCC has responded: *“The Esplanade leading to Splashpoint will not be in the review currently out for consultation. We are still reviewing the legal position and considering what can be done to address the wide range of issues across the area. We also need to confirm what is required before any Traffic Regulation Orders can be introduced.”*
- 2.3 The four other proposed changes remain unchanged from the time of the informal consultation.

3. Town Council Proposed Responses

- 3.1 Officers have prepared responses to the five proposals, reflecting the responses provided to the Informal Consultation in July, and these are detailed at **Appendix A**.
- 3.2 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.
- 3.3 Councillors will note the Map Number references provided by ESCC for the proposed changes have inexplicably changed from those provided in the Informal Consultation. Appendix A sets out the new Map Number references for the Formal Consultation, whilst the proposals remain in the same order as they were displayed in Report 57/26.

4. Financial Appraisal

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

**Officer proposed responses to
Lewes District Parking Review Informal Consultation**

Martello Road (Martello Mews Access) Map 22: Double yellow lines to the entrance of Martello Mews

Are you in favour of the proposed changes: **YES**

Further Comments: **Martello Road is a bottleneck area regularly used for parking by beach users and this often blocks access and/or sight lines to Martello Mews. This proposal is crucial to prevent obstruction and to allow safe entry and exit for residents whilst maintaining full width of the carriageway for safe two-way vehicle movements.**

Upper High Street (Business Park Entrance), Map 21: Double yellow lines to allow safer passage to and from the business park.

Are you in favour of the proposed changes: **YES**

Further comments: **To allow safer passage along the narrow road during peak hours, including larger delivery vehicles accessing and exiting the Business Park onto the High Street, which is currently restricted by vehicles parked near the entrance.**

Walmer Road / Hythe Crescent Junction, Map 20: Double yellow lines on this junction

Are you in favour of the proposed changes; **YES**

Further comments: **To allow better sight lines and safer passageway on to a main road used as a bus route, to service the local primary school, for the local post office, and well used church / community halls, in a densely populated residential area.**

Bishopstone Station, Map 19: Blue Badge Parking Bay

Are you in favour of the proposed changes: **YES**

Further comments: **To provide accessible parking for rail users and users of the community hub located within the train station.**



Seaford Town Council

Report Number:	117/26
Agenda Item Number:	6
Meeting:	Planning & Highways
Date:	1 October 2026
Title:	Road Closure Application – Seaford Remembrance Sunday
Strategy Programme Ref:	N/A
Purpose of Report:	To present details of the proposed road closure application for Seaford Remembrance Sunday 2026
Contact Officer:	Isabelle Mouland, Community Engagement and Democratic Services Manager
Supporting Documents:	Appendix A – Road Closure Map 2026

Officer Recommendations

1. To note the road closure application for Seaford Remembrance Sunday 2026.

1. Information

- 1.1. Lewes District Council has notified the Town Council of an application for a temporary road closure for the 2026 Remembrance Day procession and service on Sunday 8 November.
- 1.2. This is the Town Council's own application for the usual road closures, as follows:
 - A259 Clinton Place, from the roundabout to the junction with Southdown Road
 - Broad Street, from the junction with Clinton Place to the junction with Sutton Road
 - Place Lane, from its junction with Church Street to Broad Street
 - The War Memorial and surrounding area at Avondale Road

- The closures will be in place from 10.30am to 11.30am

1.3 A map of the closures can be found at **Appendix A**.

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

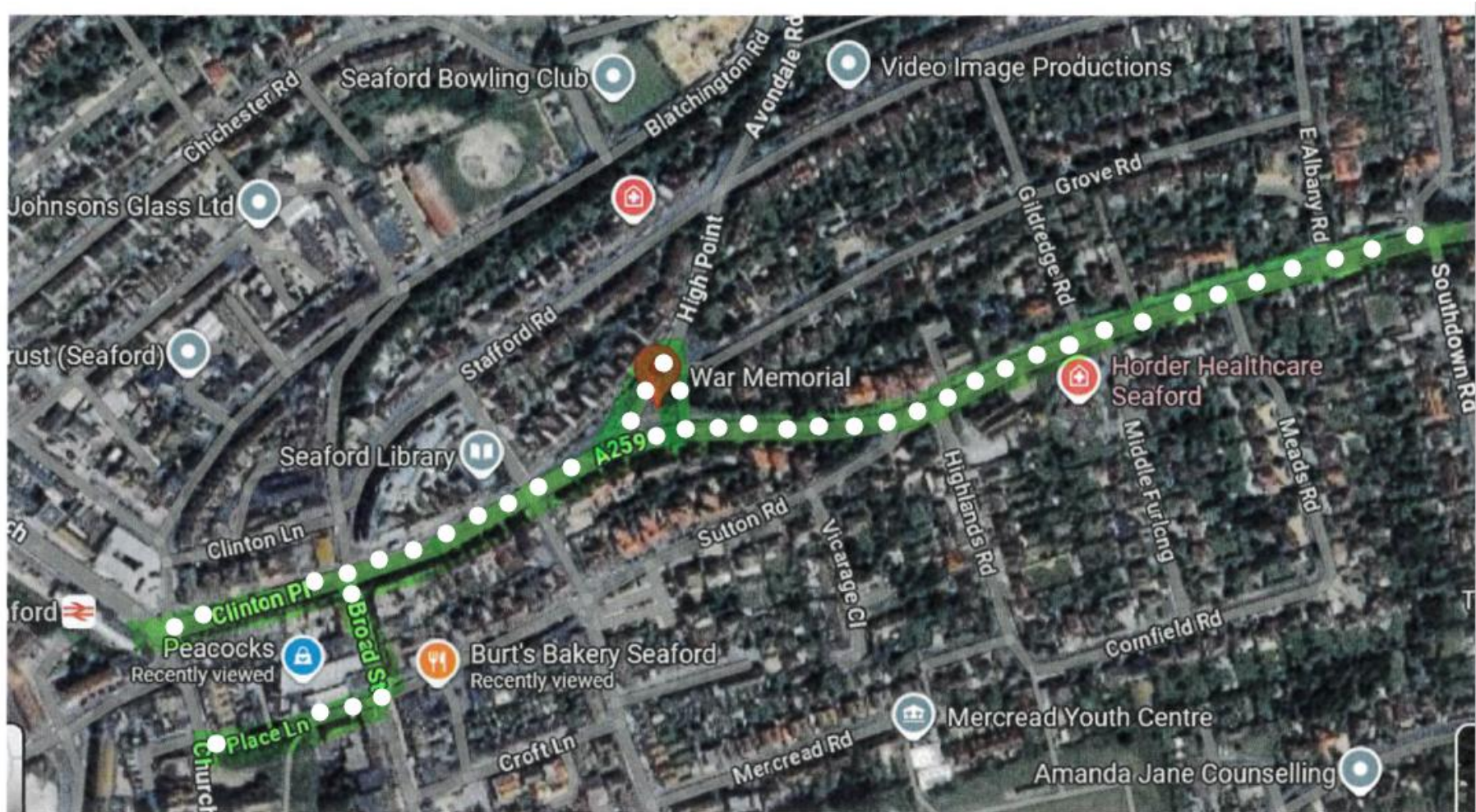
2. Financial Appraisal

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

Report 117/26 Appendix A

Seaford Remembrance Sunday Road Closure Map

Green highlighting with white dots = roads to be closed





Seaford Town Council

Report Number:	113/26
Agenda Item Number:	7
Meeting:	Planning & Highways
Date:	1 October 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 other ‘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 3 September 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 113/26 Appendix A

A SCHEDULE OF DECISIONS TAKEN BY THE PLANNING AUTHORITY SINCE THIS COMMITTEE'S LAST MEETING ON 3 SEPTEMBER 2026

Approvals – No Objections from Seaford Town Council

LW/26/0346 – 32 Kedale Road – Single storey rear extension and two storey side extension.

LW/26/0367 – 54 Hawth Park Road – Erection of single-storey front extension, addition of 3no side rooflights, widening of existing vehicular access/driveway, replacement of existing rear slabbed patio with permeable gravel, thermal upgrades to garage/conservatory and alterations to fenestration.

LW/26/0350 – Salts Recreation Ground, Marine Parade – Proposed siting of a shipping container for ancillary football club and community use.

LW/26/0363 – 92 Hawth Park Road – Demolition of existing garage and single-storey rear side extension.

LW/26/0380 – 5 Kingsway – Single storey rear extension.

Approvals – Objection from Seaford Town Council

None at the time of writing.

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 – No Objections from Seaford Town Council

TW/26/0025/TCA – Street Record, Glebe Drive – T1,T2,T3 - Sycamores - Reduction of lower branches of crowns - overhanging on pond T4 - Elder - Removal of overhanging growth of branches – APPROVED

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 – APPROVED

TW/26/0055/TPO – 3 Seaford Close – T1 - Sycamore - Re-pollarding to previous points - Overhanging into neighbour's garden – APPROVED

TW/26/0061/TPO – Street Record, Westdown Road – T1 & T2 - Corsica pines - Removal of 2 broken limbs - Safety – APPROVED

Tree Works Applications – Objection from Seaford Town Council

TW/26/0057/TPO – 2 Willow Drive – T1, T2, T3 - Holm Oak - Reduction of crown by 3-4m - To maintain tree health and prevent possible damage to property – APPROVED.

NOTE: The Planning Officer has contacted the Arboriculture Team at Lewes District Council to seek confirmation that the Town Council's objection concerns were considered/noted.

TW/26/0062/TPO – 5 St Marys Close – T1 & T2 - Sycamore - Removal to the ground - To reduce shading and create space for outbuilding – REFUSED.

Withdrawn Applications

None at the time of writing.

Appeals

None at the time of writing.