



PEACEHAVEN TOWN COUNCIL

TOWN CLERK
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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
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EAST SUSSEX
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Councillors on this Committee:

EX OFFICIO Cllr I Sharkey (Chair of Council), Cllr G Hill (Vice Chair of Council)

Cllr A Milliner (Chair), Cllr D Seabrook (Vice-Chair), Cllr I Sharkey, Cllr G Hill, Cllr A Goble, Cllr S Griffiths,
Cllr D Paul, Cllr R White

15th September 2021

Dear Committee Member,

You are summoned to a meeting of the **PLANNING & HIGHWAYS COMMITTEE** which will be held in the Main Hall, Community House, Peacehaven on **Tuesday 21st September 2021 at 7.30pm.**

Tony Allen
Town Clerk

A G E N D A

GENERAL BUSINESS

1 PH1146 CHAIR ANNOUNCEMENTS

2 PH1147 PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions (which have been submitted in writing to the Admin Officer and received by 12 noon on the day of the meeting) on any matters that affect the Town. Please email the Town Clerk for access to this meeting.

3 PH1148 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

4 PH1149 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

5 PH1150 TO ADOPT THE MINUTES FROM THE 24TH AUGUST 2021

6 PH1151 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

7 PH1152 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND REQUIREMENTS FOR 2022/23

8 PH1153 TO DISCUSS TRAINING FOR COMMITTEE MEMBERS

Agenda of the Planning & Highways Committee – Tuesday 21st September 2021

Agenda of the Planning & Highways Committee - Tuesday 21st September 2021

9 PH1154 TO DECIDE ON REVISED QUOTES FOR THE GREEN ROOFED BUS SHELTER.

10 TO CONSIDER Planning applications as follows:-

<p>PH1155 LW/20/0390 Sweetwater 26 Blakeney Avenue Peacehaven East Sussex BN10 8UY</p> <p>Case Officer Julie Cattell</p>	<p>Amended Scheme - Change of use of land to use as a residential caravan site for gypsy/traveller family, involving removal of one existing stable and siting of one new static caravan/mobile home on existing hard-standing, and retention of the existing bungalow as day room/amenity building.</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/20/0390</p>
<p>PH1156 LW/21/0647 37 Coney Furlong</p> <p>Case Officer James Emery</p>	<p>single-storey rear extension, conversion and extension of existing garage</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0647</p>
<p>PH1157 LW/21/0689 191 Roderick Avenue North Peacehaven</p> <p>Case Officer Rita Burns</p>	<p>loft conversion with 1no front dormer</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0689</p>
<p>PH1158 LW/21/0544 12 Cornwall Avenue Peacehaven</p> <p>Case Officer Tom Bagshaw</p>	<p>demolition of rear conservatory, extension and side garage, and erection of single-storey rear and side extensions and front porch</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0544</p>
<p>PH1159 LW/21/ 0578 268 Arundel Road West</p> <p>Case Officer Tom Bagshaw</p>	<p>first-floor side extension</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0578</p>
<p>PH1160 LW/21/0499 169 Arundel Road</p> <p>Case Officer James Emery</p>	<p>demolition of existing dwelling and erection of 2 no semi-detached houses</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0499</p>

Agenda of the Planning & Highways Committee - Tuesday 21st September 2021

PH1161 LW/21/0651 34B Sunview Avenue Case worker Rita Burns	erection of single-storey and two-storey rear extension, with associated works https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0651
PH1162 LW/21/0604 110 Cairo Avenue Peacehaven Case officer Rita Burns	Change of Use from C3 dwellinghouse to C2 residential institution to accommodate 2 children https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0604
PH1163 LW/21/0675 32A Cissbury Avenue Peacehaven Case Officer	demolition of existing conservatory, erection of single-storey rear and side extension https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0675
PH1164 LW/21/0592 The Lookout 4a Mayfield Avenue Peacehaven Case Officer Rita Burns	construction of new dwelling on land at 4 Mayfield Avenue https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0592

11 TO NOTE the following planning decisions : -

PH1165 LW/21/0429 110 Cairo Avenue, Peacehaven Case Officer Rita Burns	Certificate of lawfulness for proposed use of the property as children's home to provide 24hr care for no more than two children/young people between the ages of 9 and 17 years https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0429 Decision Refused

Agenda of the Planning & Highways Committee - Tuesday 21st September 2021

TO NOTE the following planning applications	
<p>PH1166 TW/21/0057/TPO 47 Valley Road Peacehaven</p> <p>Case Officer</p>	<p>I am requesting the removal of 3 trees in my front garden. There are numerous reasons for removal as follows: T1 is causing significant damage to the walls that run behind it and to one side. This wall is supporting the driveway and garage and has several cracks going through the walls and the garage that I believe are caused by the tree. It will need underpinning due to the damage. It is dangerously close to the power lines that run along the front of the house and down the road and has caused a number of power cuts due to this. When it is windy, (very frequently!) especially high winds it is scary and the way they move or appear to be falling frightens my children and if it were to fall it would be directly on the house, garage, cars, power lines. Whichever way it fell it would cause devastating damage and possibly injury. T2: the ash tree is in the front wall to the other side of the garden and has totally cracked the walls it sits in and they are about to fall. I could not fix them without removing the tree. The tree is overtaking the area it already had and sits directly on the power line. It is directly at the front of the house and blocks a lot of light from our windows. It moves vigorously when there are storms and high winds which is a weekly occurrence in Peacehaven causing unnecessary stress on myself and my family/ children as their bedroom windows are directly there. It is causing a problem due to the roots being so close to the house and causing underpinning problems potentially. T3: the Conifer is also causing significant damage to the walls and therefore garage and underpinning. We have had tree experts who have agreed with this and therefore we are currently looking at replanting some new, smaller trees once these are removed. It's a difficult decision to have these taken down but I feel I have a lot of trees in my rear garden and these offer a lot to the environment so losing 3 and replanting would be the best option</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0057/TPO</p>

Agenda of the Planning & Highways Committee - Tuesday 21st September 2021

PH1167 LW/21/0648/CD Case Officer Julie Cattell	Discharge of condition 2 (Materials), 3 (Finished Floor Levels, Ridge Height and Adjacent Dwelling), 4 (Car Parking), 5 (Electric Car Charging Points), 6 (Cycle Parking), 7 (Storage and Removal of Refuse), 8 (Boundary Treatment), 9 (Hard and Soft Landscaping) and 10 (Renewable Energy) relating to approval LW/19/0765 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0648/CD
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12 PH1168 TO REVIEW & UPDATE THE P&H ACTION PLAN.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.

13 PH1169 TO REVIEW THE DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN

DATE OF NEXT MEETING 12TH OCTOBER 2021 AT 7.30PM



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DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 24th August 2021

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr D Paul, Cllr R White, Cllr C Gallagher.

Officers; A Allen, Town Clerk, Victoria Onis, Admin Officer

Public; One member of the public was present.

1 PH1130 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

The Chairman observed that there has been talk circulating in the Town that the Councillors behave as though their position is a hobby. The Chairman is disappointed in these comments as a lot of good work is being carried out.

Cllr Gallagher stated that she was making an audio recording of the meeting.

2 PH1131 PUBLIC QUESTIONS

Mr Gatti reported that: -

- The Dell roundabout roadworks – meeting with ESCC – according to the engineer it will improve traffic flow as two lanes, easier to turn left. Any problems should have been brought up in planning which it was but disregarded.
- Town Clerk reported that he has written to the lead member of the County Council, Cllr Glazier, to seek your urgent intervention to provide a safe crossing point at the Sutton Avenue - A259 roundabout in Peacehaven. The Town Clerk has received an acknowledgement that the email has been received and a response will follow shortly.
- Cllr White requested cost of the works and to find out how many accidents have been recorded at The Dell roundabout.
- Cllr Paul would like the road safety at the Dell Roundabout and lack of crossings on the A259 raised again at the next SLR meeting, which will be held on the 3rd September at the Civic Centre. Cllr Paul will liaise with Symonds, who will be in attendance.

3 PH1132 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were received from Cllr I Sharkey and Cllr Hill

No apologies from Cllr Harris

4 PH1133 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH1134 TO ADOPT THE MINUTES FROM THE 3RD AUGUST 2021

It was resolved to adopt the minutes as a true record.

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

6 PH1135 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following items:-

- Paper copies of the Neighbourhood Development Plan (NDP) and associated documents are being made to create an official archive.
- The NDP Design Guide is now a working document for the PTC Planning & Highways Committee to use when reviewing planning applications.
- Environmental and Business papers have been received from the University of Brighton students.
- Nancy Astley has produced the draft NDP Policy document, which needs to be reviewed, perhaps initially by the PTC Planning & Highways Committee.
- Further public communications are being planned; posters, leaflets, workshops, etc.

7 PH1136 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The committee noted the report

8 TO CONSIDER Planning applications as follows:-

The applications below were noted

PH1137 LW/21/0632 44 Capel Avenue Peacehaven	Two-storey and single-storey rear extension The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour
PH1138 LW/21/0553 6 Heathdown Close Peacehaven	Erection to two storey rear extension and single storey side extension The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour
PH1139 LW/21/0540 116 South Coast Road Peacehaven Case Officer James Emery	single-storey side and rear extension, alterations to roof to include raising side hip to form gable and 1no rear dormer The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

9 TO NOTE the following planning applications:-

The following planning applications were noted.

PH1140 TW/21/0051/TPO 9 The Compts Peacehaven Case Officer Nick Jones	To fell the Sycamore trees https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0051/TPO <i>The tree officer at LDC, Daniel Wynn, has left and no replacement yet.</i>
PH1141 LW/21/0481 138 South Coast Road Peacehaven Case Officer Tom Bagshaw	Variation of condition 2 in relation to approval LW/18/0630 Removal of cladding (owing to fire risk) Replace material schedule with current letter/schedule Noted.

10 PH1142 TO REVIEW & UPDATE THE P&H ACTION PLAN

Committee Action Plan

The circulated Plan was received, discussed and updated:-

- Cllr Griffiths noted that ESCC Officers had been asked for a simpler way of filling in evidence forms relating to the Hoddern Farm to Centenary Park footpath.
- Cllr Griffiths reported that ESCC had reissued its Public Notice for the adoption of the 'spine path' due to a mistake in the original Notice.
- It was noted that the project for the replacement of the bus shelter at Sutton Avenue had been returned to the Committee (from the Policy & Finance Committee) for additional work and then for submission directly to Council.
- Eric Ware, ESCC, to be chased up to attend a site visit for the inspection of the six lamp posts at 5 locations, which are located on unadopted roads & parks in Peacehaven.
- New item – installation of bollards on the South Coast Road.

Business Development Plan

The circulated Draft 2021/22 Plan (BD Plan) was discussed in detail:-

- Cllr Gallagher explained the construction of the BD Plan, its various levels/hierarchy and relationship with Committees ownership of tasks/projects that will filter down.
- Cllr Griffiths noted that the 'Ouse Valley Cares' project was a short-term matter that is in hand.
- Cllr Seabrook noted that the BD Plan did not reflect the Terms of Reference of the Planning & Highways Committee, noting areas that were missing from the BD Plan.
- Cllr Seabrook questioned the route of the Draft BD Plan going directly to Council from the BD Plan Committee and bypassing the other Committees. Cllr Gallagher noted that the Draft BD Plan was an evolving document that is out for consultation to all staff and Councillors.

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

- The Town Clerk suggested that further debate was more proper to full Council when it receives the Draft BD Plan at its September 2021 meeting.

11 PH1143 TO APPROVE THE RESPONSE TO THE LDC LOCAL PLAN (ISSUES & OPTIONS) CONSULTATION

The Clerk's circulated draft response to this consultation was noted and discussed, with additions/amendments made.

It was resolved to adopt the consultation response, as amended, for forwarding to LDC

Proposed Cllr White

Seconded Cllr Paul

All in favour

12 PH1144 TO APPROVE THE RESPONSE TO THE RAMPION 2 CONSULTATION

The Clerk's circulated draft response to this consultation was noted and discussed, with additions/amendments made.

It was resolved to adopt the consultation response, as amended, for forwarding to the Rampion2 Team

13 PH1145 TO RECEIVE CORRESPONDENCE REGARDING ROAD/PUBLIC SAFETY IN BRAMBER AVENUE

The Town Clerk reported this is a matter for the Police and the County Council and it was proposed to ask our County Councilor to take this matter forward.

Proposed Cllr Griffiths

Seconder Cllr Paul

All in favour.

DATE OF NEXT MEETING 21ST SEPTEMBER 2021 AT 7.30PM

There being no further business, the meeting closed at 20.40

Detailed Income & Expenditure by Budget Heading 09/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>0</u>	<u>2,300</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>0.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	456	1,092	636		636	41.8%	91
4171 Grounds Maintenance Costs	198	500	302		302	39.7%	
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>9,366</u>	<u>11,279</u>	<u>1,913</u>	<u>0</u>	<u>1,913</u>	<u>83.0%</u>	<u>91</u>
Net Expenditure	<u>(9,366)</u>	<u>(13,579)</u>	<u>(4,213)</u>				
6000 plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	<u>(9,275)</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	9,366	13,579	4,213	0	4,213	69.0%	
Net Income over Expenditure	<u>(9,366)</u>	<u>(13,579)</u>	<u>(4,213)</u>				
plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	<u>(9,275)</u>						

Agenda: PH1154

Committee: Policy & Finance

Date: 15th September 2021

Title: Bus Shelter Report

Report Author: Victoria Onis

Purpose of Report: To decide on revised Quotes

Requested

- 3 bay
- Back seat
- Middle partition to give entrance and exit
- Green roof
- Notice board

GW Shelter Solutions Ltd

* double front entrance which means the front middle panel will be glazed.

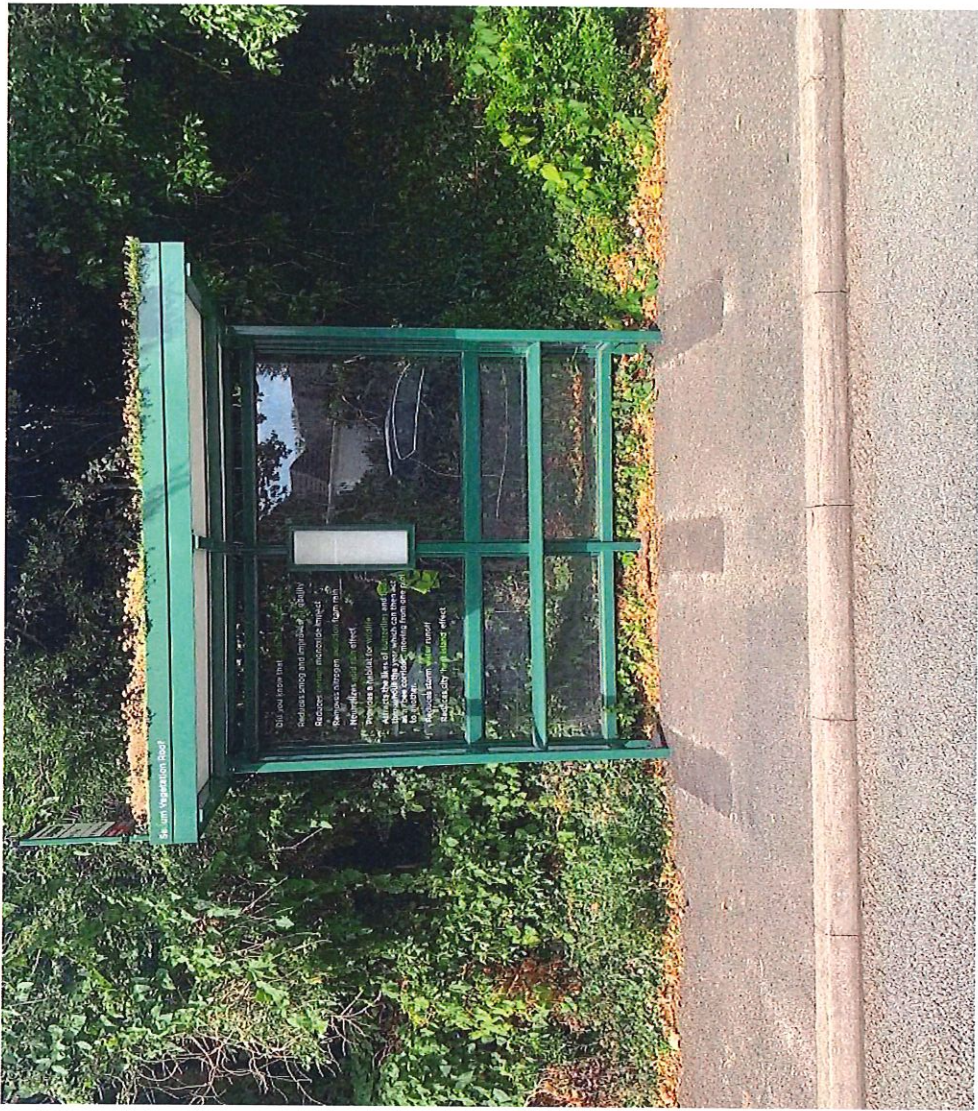
* included a full length 3 bay seat, which would sit along the back of the shelter.

* both versions of the information case (it is obviously cheaper if you can accommodate the standard size case).

Attached photos of 3 bay flat roof enclosed shelters that have been previously installed



Examples of green roof on a 2 bay cantilever shelter for reference.



Quotation				
Quote No	GWQ698b	Date	25/08/2021	
Customer	Peacehaven Town Council Community House The Meridian Centre Peacehaven BN10 8BB	Site Address	Sutton Avenue o/s Community Centre Peacehaven BN10 7NL	
Contact	Vicky Onis admin@peacehavetowncouncil.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply, deliver and install a FLAT ROOF Arun enclosed shelter to the following specification:	1	£5,729.00	£5,729.00
1a	3.93m (3 bay) long x 1.375m wide			
1b	Steel sandwich composite roof with aluminium surround			
1c	6mm Clear polycarbonate panels			
1d	Mid rails			
1e	Two front entrances			
2. Extras				
2a	3 bay aluminium seat	1	£375.00	£375.00
2b	Non illuminated single sided information case bespoke sized 630mm x 1200mm	1	£358.00	£358.00
2c	Non illuminated single sided information case standard sized 635mm x 1016mm	1	£278.50	£278.50
2d	Sedum roof	1	£1,300.00	£1,300.00
3. Colour				
3a	Polyester powder coated Green BS218	inc		
4. Install				
4a	For dig into level site at back of path	inc		
4b	Standard give / take traffic management	inc		
5. Removal				
5a	To remove and dispose of existing shelter at time of new installation	1	£150.00	£150.00
6. Exceptions				
6a	Out of hours or exceptional working	exc		
6b	Exceptional Traffic management	exc		
	<i>Any site specific method statements, risk assessment, permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</i>			

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
- 2 Terms of payment - strictly 30 days nett
- 3 GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
- 4 Slopes in excess of 150mm must also be notified
- 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
- 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

externiture

3 bay green roof Mono shelter installation, please note that this does not have the front panel or notice board, plus it is a different colour than you have requested but it will give you a feel for the shelter other than the 3D images previously sent to the Parks Officer, Mr Bray.

The most recent quotation covers all updated shelter requirements as you have requested.



Manufacture and install 3 bay front entry front exit sedum roof bus shelter

QUOTATION

Peacehaven Town Council
Peacehaven Town Council
Community House
Meridian Centre
PEACEHAVEN
Peacehaven
Sussex
BN10 8BB
GBR

Quotation Date
31 Aug 2021

Expiry
30 Aug 2021

Account Number

Quotation Number
7525

Reference
Sedum Roof shelter

VAT Number
256 4018 13

Externiture Ltd
Unit 3 Daytona Drive
Thatcham
Berkshire
RG19 4ZD
UNITED KINGDOM
Tel: 01635 862100

Description	Quantity	Unit Price	VAT	Amount GBP
			Total VAT 20%	1,457.60
			TOTAL £	8,745.60

Hi Kevin

As requested please find below quotation to manufacture and install 3 bay front entry front exit sedum roof bus shelter

3 bay front entry front exit
Aluminium framed
RAL 6005 moss green (TBC)
6mm polycarbonate glazing
Sedum roof
Seat
DDR board

Removal of existing shelter
Installation of new

Quotation does not include any permit costs or additional TM requirements

Quotation for requested items only, any additional costs can be quoted separately

Description	Quantity	Unit Price	VAT	Amount GBP
Manufacture 3 bay enclosed Sedum roof bus shelter	1.00	5,800.00	20%	5,800.00
Removal of Existing bus shelter	1.00	210.00	20%	210.00
Installation of new bus shelter	1.00	975.00	20%	975.00
8 x A4 poster case	1.00	303.00	20%	303.00
			Subtotal	7,288.00

		Planning & Highways Committee - Action Plan		updated 03/08/21	
CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	PUBLIC RIGHTS OF WAY WORKING GROUP - CONCRETE PATH LOWER HODDERN FARM TO CENTENARY PARK	Cllr Griffiths requested help from other councillors filling in evidence forms (extend of usage prior to 2005)	Cllr Griffiths - ongoing	Cllr Griffiths noted that ESCC Officers had been asked for a simpler way of filling in evidence forms relating to the Hoddern Farm to Centenary Park footpath 24/9/21
			The Parks Officer Kevin Bray has been in contact with Eric Ware (electrical supervisorEast Sussex Highways) and a meeting will be held to discuss all of our outside lighting issues once the covid restrictions have eased.		Email from Eric Ware 27/8 - I will look into getting the lantern spec for the various locations confirmed and then ask the commercial team to give me a price to supply and install, please be aware that my colleague who would advise on the lantern spec is on holiday for a couple of weeks but I will get a response to you as soon as possible.
2	04/01/2021	6 lampposts	* still waiting for Eric Ware to visit. 9/7/21		
			to obtain further information and submit to Full Council on 28/9	admin officer	report submitted to P&H 21st sept
4	25/08/2021	replacement bus shelter at sutton Ave	obtaining further quotes for review		
5	25/08/2021	installation of bollards on the coast road	at P&F 14/9/21	admin officer	report submitted to P&F 14th Sept

