



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 4th October 2022 at 7.30pm

Present: Cllr Alan Milliner (Chair), Cllr David Seabrook (Vice-Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths, Cllr Ron White.

Officers: George Dyson (Deputy Town Clerk & Civic Officer).

7 members of the public were in attendance.

1. PH1472 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, and went through the building fire procedures.

2. PH1473 PUBLIC QUESTIONS

Liz Venn read out the following statement to Councillors:

Although much like many people I have a fear of public speaking, this is the second speech I had to give regarding a planning application for number 1 Bramber Avenue. PH1484 LW/22/0581. I must say that I live and work at number 3 Bramber Avenue, directly to the North of 1 Bramber Avenue.

Many of us will remember that earlier this year there was an application in front of this committee to convert number 1 Bramber Avenue into a home for 29 ex-convicts. The entire town was worried about the effect of this application.

This Committee supported the town and objected to this application but, the planning Officer and Lewes District Council's solicitor recommended this application to the Lewes Planning Committee as there was no legal basis to reject the application. To the dismay of the planning Officer, and as a temporary measure Lewes Planning Committee rejected this application knowing that it would not hold up at an appeal.

Myself, and my neighbours at Bramber Avenue were rather fearful of this situation. Knowing that statistically we would have at least 10 out of 29 offenders reoffending and we would likely be subject to an overwhelming increase in crime in our area.

At this point the residents of Bramber Avenue, The Promenade, and I approached my employers to purchase this property to stop it becoming a house for ex-offenders.

Based on the support of residents they purchased number 1 Bramber Avenue above market value by the end of March.

After extensive planning and consultation of the neighbourhood, they have submitted the application in front of you. The plans are to convert the building into 9 high quality flats that would enhance our road which my neighbours support.

I respectfully urge this Committee to recommend this application, otherwise my employers may be forced to sell the building and my fear is that we, the residents of Bramber Avenue and indeed Peacehaven may find ourselves in the same position as 10 months ago.

Councillors raised some concerns with the members of the public present regarding this application, particularly relating to the limited parking available at the proposed development, and concerns around the sewage drainage.

Residents responded that there have been ongoing problems with sewage for many years which is unrelated to this development, and that there is plenty of parking available as there are large car parks at either end of the road.

3. PH1474 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Paul and Cllr Sharkey.

Cllr Harris was also absent.

4. PH1475 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1476 TO ADOPT THE MINUTES OF 30TH AUGUST 2022

Proposed by: Cllr White. Seconded by: Cllr Gallagher.

The minutes of the above meeting were **resolved and adopted**.

The Chair brought forward agenda item PH1484 to discuss whilst members of the public were present.

12. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1484 - LW/22/0581 1 Bramber Avenue

Cllr White reiterated concerns surrounding the parking and sewage being an issue.

Cllr Gallagher highlighted that an objection has already been logged from the Highways Agency over concerns about the parking. Cllr Gallagher also suggested that the Design and Access Statement was unclear about the parking, and made no mention of sustainability.

Cllr Seabrook stated that he doesn't agree with objecting on the grounds of parking as there is car parking nearby in the form of car parks, and it wasn't an issue when it was going to be an ex-offenders institute.

Cllr Griffiths added that although the parking arrangements may be suitable for many people, any people with disabilities may be disadvantaged by this arrangement.

It was proposed that the Committee support this application, with the provision that the sewage concerns are properly explored and adequately resolved, and that Lewes District Council considers a restricted covenant on car parking.

Proposed by: Cllr Seabrook. Seconded by: Cllr Griffiths.

The Committee **resolved** unanimously to this proposal.

The Chair suspended standing orders at this point to allow members of the public to make some comments

A resident of Bramber Avenue asked whether it might be possible to have a designated disabled parking space on the road to alleviate the Committee's concern about disabled parking at the proposed development.

Another resident also reinforced that the problems with sewage have been ongoing for some time.

The residents thanked the Committee for their comments and support of the application.

*Standing orders reinstated
6 members of the public left at this point.*

6. PH1477 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher read out the following statement to the Committee:

I am making this report as Chair of the Neighbourhood Development Plan Steering Group.

On the 27th September Peacehaven Town Council approved for submission the final document to Lewes District Division for Regulation 15 and 16, 6 weeks of consultation .

On the 28th September Telscombe Town Council did the same

Both Council votes were unanimous.

The Neighbourhood Development Plan is a planning document which when "made" will have the same weight in planning decisions as The National Planning Policy Framework (NPPF) and Lewes District Local Plan.

In the meantime ,the document will influence actions within the 2 Councils . It is a working document which will be revised in time.

There are 39 local Policies PT1 – PT39 and an accepted Vision and Objectives.

This verbal report was **noted**.

7. PH1478 TO NOTE THE BUDGETARY UPDATE & START CONSIDERING 2023/24 BUDGETARY REQUIREMENTS

The Committee **noted** the budgetary update.

There was a brief discussion about budgetary requirements for 2023/24 particularly around the cost of grass cutting and electricity.

8. PH1479 – TO NOTE AND APPROVE THE ESCC GRASS CUTTING SERVICE 2023

There was a lengthy discussion on the grass cutting requirements including the frequency, cost, locations, flexibility of when the cuts take place, and what the public would want.

It was proposed that the Committee defer this item to the next meeting to allow more information to be gathered about the different options.

Proposed by: Cllr Gallagher. Seconded by: Cllr White.

The Committee **resolved** unanimously to this proposal.

Cllr Seabrook also suggested that we consider setting up a Task and Finish Group to look at longer term plans with the grass cutting, for example having wild flower verges.

9. PH1480 - TO DISCUSS PTC OWNED STREET LAMPS

Cllr Griffiths informed the Committee that the lamp posts in Firle Road would come under the Leisure, Amenities, and Environment Committee as they're located in a park rather than on a highway.

1 member of the public left at this point

It was proposed that the 2 lamp posts on Firle Road are referred to the Leisure, Amenities, and Environment Committee, that we check which lamp posts are already LED, and request a maintenance report on the other 3 lamp posts.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.

The Committee **resolved** unanimously to this proposal.

10. PH1481 TO NOTE UPDATE FROM SUSTAINABLE TRANSPORT (BUSES) TASK AND FINISH GROUP

Cllr Gallagher reported the progress of the Sustainable Transport (Buses) TFG to the Committee.

Cllr Seabrook added that he was involved in a meeting with the CTLA last week and that they can put on bus services where it is viable. Travel Clubs are also an option where a service could go to a particular place each week (e.g. shopping).

Cllr Seabrook also reported that Morrisons had reaffirmed their plans to put on a shoppers bus whilst the Meridian Centre redevelopment is taking place.

11. PH1482 TO DISCUSS THE DOWNS WALK DEVELOPMENT AND IMPACT ON THE BADGER SETT PRESENT

Cllr Seabrook reported that a resident of a property adjoining the development has a badger sett in their garden which has an entrance on the development site.

Presently the situation is being monitored and any evidence of badgers on the site will be reported.

The Committee **noted** this verbal report.

12. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1483 - LW/22/0566 2 Robin Lane

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.

The Committee **resolved** unanimously to this proposal.

PH1485 - LW/22/0588 Land North Of 50 Cornwall Avenue

It was proposed that the Committee object to this planning application on the grounds of overdevelopment and contrary to Lewes District Council Local Plan Policy DM25, and policy PT1 of the emerging Neighbourhood Plan.

Proposed by: Cllr White. Seconded by: Cllr Gallagher.

The Committee **resolved** unanimously to this proposal.

PH1486 - LW/22/0576 15 Hairpin Croft

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr White.

The Committee **resolved** unanimously to this proposal.

13. – TO NOTE THE FOLLOWING PLANNING APPLICATIONS

PH1487 LW/22/0540 Sports Park Community Centre Pid-dinghoe Avenue

The Committee **noted** this planning application.

PH1488 LW/22/0589/CD Land Between Greenacres And Highsted Park Telscombe Road

The Committee **noted** this planning application.

PH1489 LW/22/0626/CD 139 South Coast Road

The Committee **noted** this planning application.

14. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS:-

PH1490 LW/22/0447 213 Arundel Road West

PH1491 LW/22/0466 21 Slindon Avenue

PH1492 LW/22/0480 17 Arundel Road

PH1493 LW/22/0482 1 Johns Close

PH1494 LW/21/0014 Land East And West Of, Downs Walk

PH1495 LW/21/0926 Land South Of, Lower Hoddern Farm, Hoddern Farm Lane

PH1496 LW/22/0478 39 Hoddern Avenue

PH1497 LW/22/0506 19 Rustic Road

The Committee **noted** these planning application decisions.

15. PH1471 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Committee discussed the following updates to be made to the action plan;

- Item 1 (Concrete path) – can we establish some more of the history of this site, also need to follow up with Barratts.
- Item 2 (Lamp posts) – updates as discussed in item PH1480
- Item 5 (Phone masts) – can now be removed from Action Plan as the Committees and Assistant Projects Officer has had an answer from Lewes District Council and has shared this with members of this Committee.

The next meeting of this Committee was confirmed for 1st November 2022.

There being no further business the meeting ended at 21:12.

Agenda Item: PH1477
Committee: Planning and Highways
Date: 1st November 2022
Title: Update on the Peacehaven and Telscombe Neighbourhood Development Plan.
Report Authors: Cllr Cathy Gallagher
Purpose of Report: To note

Introduction

The draft Peacehaven and Telscombe Neighbourhood Plan has been accepted by both Town Councils and is in the process of being passed to Lewes district Council for a further 6 weeks Consultation known as Schedule 16. The next stages will be the appointment of a Planning Inspector and the Referendum.

The process is taken over by Lewes District Council who are preparing a web-site page, the final documents are being uploaded to the Steering group website,

The Consultants, Steering Group and other professionals still have a role to play. The next Steering Group meeting has been arranged for 2nd November by Zoom.

Background

The Vision underpinning the NDP is "Peacehaven and Telscombe Towns aim to be sustainable, with clean air and a healthy environment providing a good quality of life for all inhabitants and visitors".

Peacehaven Town Council has been working for the last 3 years to fulfil some of the aims of the NDP.

1. Active Travel i.e. Access to public transport, better cycle routes and walkways
2. Character of the area to be improved by better designed buildings, improved employment spaces, upgrading the Public Realm.
3. Retail encouraging a wider and more diverse range, a vibrant local economy.
4. Community Facilities, improving the Library and more Community Hubs.
5. Improved accessibility to South Downs National Park, Telscombe Village and beach and Cliff Tops.

Through this Committee there is an opportunity to use the Design Codes document to protect and improve the landscape and buildings.

RECOMMENDATIONS

Continue to seek grant funding opportunities to raise the profile of Peacehaven and achieve visible benefits.

In 2022 to date approximately £11,000 Grant from the Welcome Back fund and £15,000 from the High Streets and Social Infrastructure Fund.

Kaner Olette and Allen Scott, landscape Architects started in May 22 to access a section of the South Coast Road to improve the Public Realm to make Peacehaven a place where people wish to stop rather than drive through.

A public consultation was held 12th October 2022, 2pm to 8pm. The Consultation was well attended and the plans for 3 sections of the area well received. Final report due December 2022. Presentation is part of the papers with this report.

Active Travel

The project to provide an accessible entrance pathway to Centenary Park and to improve parking areas and limit the area cars are able to drive into the Park is progressing with Town Council and LDC Community Infrastructure Plans (CIL) funds

The continuation path through Centenary Park to the access Road has been approved for LDC CIL Funds. The project will cost in the region of £64,000.

Improvements to Howard/Peace Park have also been allocated CIL funds

POLICY PTC 11 is Promoting All-Inclusive Travel

Linking existing and new path and cycleways.

Cycle parking, bike charging points.

POLICY PTC 13 is Enhancing Public Transport.

Bus travel is being worked on through Sustainable Transport (Bus) Task and Finish Group.

The Active travel Group continues to work on the network of cycle and pathways needed to link all parts of Peacehaven and Telscombe .

Lewes District Council Local Plan.

Consultants from AECOM have contacted Peacehaven and Telscombe Councils to help in their research to compile an evidence base. They will of course have all the documents supporting the P & BT Neighbourhood Development Plan.

A Senior Economist from AEACOM has contacted the Chamber of Commerce, who invited Cllr Gallagher as Outside Body Representatives to join in the conversation about business and Industrial properties. An Economic Needs Assessment is being completed.

A Landscape Character Assessment is also being prepared for the area of LDC outside of the SDNPA. Peacehaven has been included and the documents for our NDP will help with the preparation.

Conclusions

Report to be noted.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	<ul style="list-style-type: none">• None at this stage
<u>Legal</u>	<ul style="list-style-type: none">• N/A at this stage•

<u>Health & Safety</u>	<ul style="list-style-type: none"> • Due regard will be taken when actions follow
<u>Planning</u>	As necessary
<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> • significant environment benefits can be achieved
<u>Crime and disorder</u>	N/A
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for all residents / charities/voluntary organisations
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint aware. Aims to Reduce greenhouse gases

Appendices/Background papers

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337 Neighbourhood Plan

Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

4101 Repairs & Alterations

4111 Streetlight Electricity

4171 Grounds Maintenance Costs

4850 Grass Cutting Contract

4851 Noticeboards

4852 Monument & War Memorial

4853 Street Furniture

Planning & Highways: Expenditure

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2022/23 Budget	Draft 2023/24 Budget	% Change
5,000	5,000	0.0%
5,000	5,000	0.0%
5,000	5,000	0.0%
700	2,000	185.7%
1,092	1,092	0.0%
500	500	0.0%
8,864	9,041	2.0%
650	650	0.0%
600	600	0.0%
600	600	0.0%
13,006	14,483	11.4%
13,006	14,483	11.4%
18,006	19,483	8.2%
0	0	
18,006	19,483	8.2%

Includes two new planters

We have £650 in EMR & Budget not spent this year so far
Earmark remaining money this year

Detailed Income & Expenditure by Budget Heading 18/10/2022

Month No: 7

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	650	650		650	0.0%	
4852 Monument & War Memorial	213	600	387		387	35.5%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>213</u>	<u>1,850</u>	<u>1,637</u>	<u>0</u>	<u>1,637</u>	<u>11.5%</u>	<u>0</u>
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	206	1,092	886		886	18.9%	
4171 Grounds Maintenance Costs	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>18,983</u>	<u>11,156</u>	<u>(7,827)</u>	<u>0</u>	<u>(7,827)</u>	<u>170.2%</u>	<u>9,312</u>
Net Expenditure	<u>(19,196)</u>	<u>(13,006)</u>	<u>6,190</u>				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	<u>(9,884)</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	19,196	13,006	(6,190)	0	(6,190)	147.6%	
Net Income over Expenditure	<u>(19,196)</u>	<u>(13,006)</u>	<u>6,190</u>				
plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	<u>(9,884)</u>						

Agenda Item: PH1479
Committee: Planning & Highways
Date: 1st November 2022
Title: Grass Verge Cutting
Report Authors: Town Clerk
Purpose of Report: To Highlight Issues and Discuss Options

Introduction

Again this year the perennial issue of whether to proceed with the additional four cuts for the next year offered by ESCC has to be considered

Background

East Sussex Highways is responsible for most of the grass verge cutting, which it contracts out. The standard service is two cuts per year, but PTC takes up the option of paying for four additional cuts per year; (see attached schedule).

LDC cuts the grass in their parks and on the cliff top. PTC cuts the grass in its parks

Analysis

Despite the additional cuts paid for, most complaints are about the lack of grass cutting.

Other complaints are about:-

1. Spear Grass which grows wherever dogs urinate. The nitrogen in their urine encourages the spear grass to grow. Spear grass is most harmful for dogs once it has become dried out (i.e. Cut) and more easily falls from the stalks. It is most often a problem from late spring through to autumn. The shape of the grass awns makes them very likely to penetrate into the body. The awn burrows into the tissue and acts as a foreign body. The fix is to cut the spear grass before it seeds. This happens when the weather is right and not when ESCC schedules a grass cut.
2. Not taking away the cuttings. If this was done, it would cost us at least double and it would reduce the fertility of the soil. The ESCC website explains more about this and other issues.
3. The "Council" leaving grass to grow because of wildflowers. No decisions about wildflowers on verges have been made in Peacehaven. When we have perfect growing conditions, i.e. plenty of rain and sun, grass grows fast everywhere and it is not possible to cut all of the grass in East Sussex instantly as expected by residents.

Conclusions

For at least the last 20 or so years this matter has been discussed every year and there have always been complaints no matter what cutting regime is adopted. As a Council we have to look at best value and what we have seems to be the best we can do for the money we have. We have to also remember that some residents are already paying extra in their service charges for grass cutting around where they live so are in fact subsidising the grass cutting for residents in other areas.

If PTC took grass cutting in house as some town councils have done, we will have to deal with contractors, pay more money and be responsible for all the complaints. We do not have the staff or equipment to do this, so £9041 (£8687 in 2022) seems pretty good value for four additional cuts of all verges in Peacehaven.

Telscombe TC has in place a 3-year contract with Countrymans to cut the grass 4 times per year at £1,539 per cut, for a much smaller area. This was looked at in recent years and proved too expensive for Peacehaven.

Recommendations

To retain the current grass cutting practices and to authorise four additional cuts in 2023.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	£9041 (+VAT) for four additional ESCC cuts per year.
<u>Legal</u>	No legal duty to bring in-house.
<u>Environmental and sustainability</u>	Monitoring measures and methods used.

Agenda Item: PH1480
Committee: Planning and Highways
Date: 1st November 2022
Title: To discuss the South Downs National Park, Community Infrastructure Levy (CIL)
Report Authors: Cllr Cathy Gallagher
Purpose of Report: To decide on suitable project/s

Introduction

The South Downs National Park Authority (SDNPA) has opened its call for projects for the 2022/23 round of Community Infrastructure Levy (CIL) funding. Cllr Gallagher, Cllr White and the Deputy Town Clerk attended a SDNPA Parish Workshop at Iford on 11th October. At that meeting they presented a display showing Peacehaven Town Council's position surrounded by SDNPA and the Cliff tops and sea.

With a population approaching 20,000, access to the National Park to experience all of the beauty and health benefits of the countryside. Centenary Park is a gateway to the SDNP with visitor facilities with a café, toilets and play and sports areas. There are also a number of parks and greenspaces including the coastline which are part of "The Green Infrastructure Plan, connecting these and advertising the Meridian Line where East meets West in Peacehaven could attract more tourists to Peacehaven.

Background

The Meridian Line walk and the green routes connecting all areas of Peacehaven has been a project for PTC for some time. Links with the SDNPA have been established and now is the time to see if they will give practical and financial help. An unsuccessful application was submitted in 2022.

The window for submission of Expressions of Interest (EOI) is open from 1st October 2022 until 31st January 2023. CIL funding is intended to be spent on infrastructure to support growth within the National Park. SDNPA is looking for projects which support their corporate plan priorities over the next 3 years are "Nature Recovery, "Climate Action" and a "National Park for ALL".

Peacehaven has two areas of land within the SDNPA and they have indicated that they would welcome applications from Towns on the borders.

RECOMMENDATION

PTC should consider and discuss if an application should be submitted.

The existing project is based on accessibility to the SDNP, involving maps, signposts resting places and promotion material as a start.

What other projects might be appropriate?

Conclusions

This is an opportunity to increase the amenities and visitor attractions to boost the local economy

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	<ul style="list-style-type: none">• None at this stage
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<u>Legal</u>	N/A <ul style="list-style-type: none"> • N/A at this stage •
<u>Health & Safety</u>	<ul style="list-style-type: none"> • N/A
<u>Planning</u>	None at this stage
<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> • significant environment benefits will be achieved
<u>Crime and disorder</u>	N/A
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for all residents / charities/voluntary organisations • Opportunities to access the outside areas
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint awareness. Reductions in greenhouse gases

Appendices/Background papers



Peacehaven Town Council

Planning & Highways Committee – Code of good practice.

Introduction

This Planning & Highways Code of Good Practice has been produced to provide practical advice relevant to the consideration of local planning applications. Members are advised to use this guidance in conjunction with:

- Peacehaven Town Council's Standing Orders
- Peacehaven Town Council Members' Code of Conduct
- Peacehaven Town Councils Planning Committee Terms of Reference

The Town Council is a statutory consultee on planning matters and Lewes District Council invites the Town Council to comment on relevant planning applications. Comments submitted by Town and Parish Councils are displayed with the appropriate application on the Lewes District Council (LDC) website and provide planning officers with a local view. Members of the public are able to make representations to the Town Council but should be encouraged to also participate in the Planning Authority's public engagement methods and make direct representations.

Members are always bound by the commitment to uphold the Peacehaven Town Council Members Code of Conduct whenever contributing to the decision-making of the Council or of the Planning Committee.

Members of Peacehaven Town Council (PTC) shall act in the public interest of the whole town when considering any items of business, including local planning applications. Members should always act impartially in reaching decisions and avoid taking account of personal feelings or those of a planning applicant. Members should not favour improperly any person, company, group, or locality. Councillors must not pre-determine decisions. Decisions can only be made in the Planning Committee.

Expectation of Councillors on the Planning & Highways Committee

Members of the Planning & Highways Committee are expected to be able to discuss planning applications in their ward and share their thoughts and insights with the Committee, members should therefore be familiar with the details of the application on the LDC Planning Portal and the proposed site of development.

Members are encouraged to gain knowledge of the proposed site for development by making a visual inspection from the public highway, footpath or other vantage point accessible to the public or by arranging a site visit with the owner or agent with at least one other member of the Committee and advice from the Town Clerk. Remember that entry onto private property without permission could be viewed as trespassing.

Should an individual applicant invite a member of the Planning Committee onto their property, consideration must be given to personal safety, public perception, openness, and transparency, again advice should be sought from the Town Clerk and at least one other Committee member should ideally attend.

Should applicants, developers or groups of objectors wish to seek to lobby or request a private meeting about planning applications, they should be advised to make contact with the Town Council Office to arrange for their representations to be made during the "public questions" sessions provided at the start of all meetings held by the Town Council. Such written comments can be submitted to the office 3 clear days prior to a Planning Committee meeting, to be circulated to all Planning Committee members.

All pecuniary or non-pecuniary declarations in any application should be disclosed at the appropriate time at Planning Meetings, this includes any member of the Planning Committee who is also a member of LDC Planning Committee. Guidelines on disclosable pecuniary or non-pecuniary interests can be found in the Peacehaven Town Council Members Code of Conduct, but additional advice in relation to any matter under consideration at a Council or Planning Committee meeting can be gained from the Monitoring Officer at LDC or the Town Clerk.

Members are expected to be able to explain the Town Council Planning Committees consultative role in contributing to the LDC's decision making process on planning applications; this will promote a greater understanding of the planning process.

Members will also be given the opportunity to attend planning training sessions to further their knowledge of the planning process.

When considering planning applications, the Planning Committee will consider statements on duties related to climate change, biodiversity, crime and disorder, the Neighbourhood Development Plan and other statements adopted by the Town Council.

Councillors may be asked to speak at meetings of LDC's Planning Committee. Comments should be agreed by the Chairman and Vice Chairman of the Planning Committee prior to public speaking.

Public Engagement

Members of the public have the opportunity to engage with the planning process in Peacehaven by:-

1. Viewing plans at the local Library or on-line
2. Attending Planning Committee meetings, all of which are held in public. Advance notice of Town Council Planning and Highways Committee meetings is available on the public notice boards around the town, on the Town Council website page, or in hard copy from the Information office at Community House, Meridian Centre
3. Addressing the Planning Committee during the allocated public speaking time which is at the beginning of every meeting
4. Contacting the Town Council Office or individual Councillors

In addition, local residents must also make direct contact with the relevant Planning Authority and submit comments in writing, copied to the Town Council.

Policy for discussions with developers

The Council has taken advice given by ESCC, LDC and SSALC regarding meetings with developers and agreed that, as far as possible, discussions with developers should include members of the public. There will be occasions where this will not be possible due to commercially confidential reasons.

Council will appoint and authorise Councillors to liaise with developers

The onus should be on the developers to arrange the venue and time of a meeting and that it need not always coincide with a Town Council Meeting.

The Planning & Highways Committee

All members of Peacehaven Town Council are able to be part of the Planning Committee should they wish. The terms of reference for the Planning Committee is part of the Town Council's Standing Orders.

The Planning Committee have been given delegated responsibility for supporting or objecting to planning applications on behalf of the Council. These recommendations are submitted to the Planning Officers at LDC within the set deadlines.

'Calling in' an application is outside the remit of PTC, and can only be done by a District Councillor of the ward the application is in. This has to be done within 2 weeks of the application appearing on the weekly list of planning applications. The request has to be in writing and the Councillor has to provide a valid planning reason. The request is then considered by Officers, in consultation with the Chair of Planning if necessary.

In reaching its decisions, the Planning Committee must only take into account material considerations i.e. issues that are in law, material or relevant to a planning application. Defining a material consideration can be a grey area, however there are some generally accepted principles as follows:

Material considerations include:-

- Government Policy e.g. the National Planning Policy Framework
- Lewes District Council's Planning Policies contained in retained policies or the Local Plan
- The designated status of a site or its surroundings e.g. Area of Outstanding Natural Beauty, SSSI, National Park, etc
- A site's planning history (including existing planning permissions, previous applications, refusals and appeals)
- The effect on a conservation area or listed building
- Peacehaven and Telscombe Neighbourhood Development Plan

They can also include: -

- Backland (Back garden) development - building another property within the confines of the existing one or large extension to property. This could be a material consideration if it results in overlooking, loss or privacy, or parking issues.
- Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue
- Blind or blocking corners - either with fence, bushes or trees causing hazard to drivers and pedestrians, health and safety
- Design – does not fit in with local surroundings or the Peacehaven and Telscombe Neighbourhood Development Plan Design Guide.
- Inadequate local infrastructure - including A259, surgeries, school
- Detrimental effect on local character - surrounding area included – ecological/trees/habitats
- Density of layout & over development - too large for plot/overbearing
- Absence of car parking facilities - provision for pedestrians, wheelchairs and prams
- Increase of traffic & congestion - is there an alternative
- Noise, disturbance and smell generated from development once complete
- Exacerbate existing parking problems
- Accessibility, traffic, roads, adequate parking and servicing
- Access, parking & highways safety - turning space if applicable
- Listed building, Conservation Areas and trees with Protection Orders
- Flood risk at site and whether local drainage needs to be improved - not really for us, but sometimes there is problem if the drain goes under the neighbour's garden or path
- Could prejudice further development
- Visual effect on neighbouring properties
- Loss of employment premises affecting economic impact and viability.

Please note however, that the following issues are not material considerations and cannot be considered:

- loss of view

- devaluation of property
- business competition
- damage to property
- consent required under other legislation (such as building regulations)
- boundary disputes, rights of access, covenants and other private rights
- disturbance during development
- maintenance of property

When making recommendations for approving a planning application, it is also helpful for the reasons to be stated to the Planning Authority along with suggested appropriate Conditions, for example: -

- Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13:00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
- Sympathetic materials to be used.
- Require a Waste Minimisation Plan
- Vehicles belonging to construction staff should not block access for other residents and should not be parked on grass verges or at junctions.
- Any damage to the grass verges during construction must be repaired by the developer.
- All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid 'rush hour' on the A259 and ease congestion
- If parking at the front of property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.
- An asbestos survey should be carried out prior to demolition.
- With large sites a vehicle wheel wash system to be used to stop contamination of the public highway

When objecting to a planning application, it is also helpful supply the Planning Authority with suggested appropriate Conditions '*should the Planning Authority be minded to approve the application*'.

Sustainability

A Sustainability Statement is a report demonstrating how an application will meet core policies set by the local authority regarding sustainability. Lewes District Council local plan includes policies on sustainability including:

Core Policy 8 - (Green Infrastructure)

Core Policy 9 - (Air Quality)

Core Policy 10 - (Natural Environment and Landscape)

Core Policy 12 - (Flood Risk, Coastal Erosion & Drainage)

Core Policy 13 - (Sustainable Travel)

Core Policy 14 - (Renewable and Low Carbon Energy)

Policy DM19 – (Protection of Agricultural Land)

Policy DM20 – (Pollution Management)

Policy DM21 – (Land Contamination)

Policy DM22 - Water Resources and Water Quality)

Policy DM23 – (Noise)

Policy DM24 – (Protection of Biodiversity and Geodiversity)

Policy DM26 - (Refuse and Recycling)

Applications outside of the area and ESCC Applications

East Sussex County Council (ESCC) is the Planning Authority for some issues such as schools, libraries, minerals extraction or waste disposal. The Committee may also wish to comment occasionally on planning applications submitted to neighbouring Planning Authorities e.g. Telscombe, Newhaven, Seaford and Piddinghoe Councils, as well as South Downs National Park land, if it is considered there will be material impact on Peacehaven.

Issue V2

To be reviewed by 17/10/2023

Planning & Highways Committee - Action Plan

updated 19/10/22

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	Public rights of way TFG - Concrete path from Lower Hodder 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 Hodder Farm to Centenary Park footpath 24/9/21 Town Clerk to contact Barratts regarding this action point. 20/7/22 Deputy Clerk has sent correspondence to Barratts. 08/08/2022. Discussed at Committee meeting 04/10/2022 - research needed into history of the path and to chase up Barratts as no reply received.
2	04/01/2021	6 Lampposts	The Parks Officer Kevin Bray has been in contact with Eric Ware (electrical supervisor East Sussex Highways) and a meeting will be held to discuss all of our outside lighting issues once the covid restrictions have eased.		11/1 Zoom organised with Eric Ware on 1st Feb with Parks officer, Cllr Seabrook & Cllr Symonds long process being looked in to - Cllr Seabrook Report put together for Committee to receive on 4th October 2022. 2 lamp posts in Firlie Road being referred to LAE Committee for discussion. Maintenance report to be requested for other non-LED lamp posts. 05/10/2022 - Email sent to Eric Ware requesting maintenance report as above.
3	17/05/2022	Infiltration basin			1.6.22 Cllr Collier has confirmed that planners are in the process of agreeing a proper fence around the pond (this will be a fence and not a knee rail). First meeting held - 05/09/2022
4	28/06/2022	Sustainable Transport TFG	To set up the sustainable transport TFG and arrange the first meeting.	DCCO	Update report put together for Committee to receive on 4th October 2022. Second meeting held 10/10/2022 with ESCC Officer in attendance. Next meeting scheduled for 10th November 2022.
5	09/08/2022	Speed activated sign	For the Public Safety TFG to investigate, discuss, and liaise with Telscombe Town Council about the speed activated sign, and report back to the P&H Committee.		Planned to be discussed at next Public Safety Group meeting on 28/10/22.
6	30/08/2022	Planning Code of Good Practice Policy Review TFG	To set up a TFG group to review the Planning Code of Good Practice Policy.	DCCO	First meeting held on 22nd September - DCCO and Admin officer are working on policy following on from TFG comments.

