**DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 17th October 2023 at 7.30pm**

**Present:** Cllr Mary Campbell (Chair),Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Cathy Gallagher.

**Officers**: George Dyson (Town Clerk), Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1. **PH1746 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure.

1. **PH1747 PUBLIC QUESTIONS**

A member of the public asked a question relating to the Committee Chair’s representation at the recent District Council Planning Meeting regarding application LW/23/0276 and raised concerns about the accuracy of the information presented.

The Chair clarified the situation and explained that it seemed to be a matter of misinterpretation.

1. **PH1748 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received from Cllrs Seabrook, Sharkey, Alexander, and Wood.

1. **PH1749 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **PH1750 TO ADOPT THE MINUTES OF 26th SEPTEMBER 2023**

Proposed by: Cllr Gordon-Garrett. Seconded by: Cllr Gallagher.

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

1. **PH1751 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The Committee **noted** the budgetary report.

1. **PH1752 TO AGREE THE GRASS CUTTING REQUIREMENT FOR 2024/25**

The Committee briefly discussed the report and the substantial increase in cost.

It was proposed that the matter be referred to the next Full Council meeting.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett

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

1. **PH1753 TO DISCUSS 2024/25 BUDGET REQUIREMENTS**

The Committee **noted** the report.

1. **PH1754 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher gave some information on the timeline of the NHDP since the process first began in 2018 and in particular how the residents broad priorities of the plan have not changed throughout this process.

1. **PH1755 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs):**
	1. Wildflower Grass Verge Survey

The Committees and Assistant Projects Officer informed the Committee that the survey has now closed and the TFG will be meeting next Thursday to start looking at the results.

* 1. Planters and public realm along South Coast Road

Cllr Gallagher gave an update on the advertising on planters and some of the obstacles the TFG has faced. The TFG is planning on meeting next Wednesday (during half term).

* 1. Public Safety Working Party

No update.

1. **PH1756 TO NOTE REPORT AND PROPOSED TREE PRESERVATION ORDERS (TPOs)**

It was proposed that the Committee agree to all the TPO applications in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett

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

1. **TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-**

**PH1757 –** TW/23/0083TPO – 3 Wendale Drive

It was proposed that the Committee support this Tree Works application

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Gallagher.

The Committee **resolved** to **support** to this application.

**PH1758** – LW/23/0588 38 Friars

Cllr Gordon-Garrett introduced the application and gave some background from when she had visited the site.

It was proposed that the Committee support this planning application subject to a condition that as much grass verge is retained as possible between the vehicular entrances and subject to the planning Officer being satisfied that the neighbours right of way is maintained.

Proposed by: Cllr Gordon-Garrett. Seconded by: Cllr Gallagher.

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

**PH1759 –** LW/23/0593 42 Steyning Avenue

The Committee **noted** this application.

**PH1760** – LW/23/0498 15 Ashmore Close

The Committee **noted** this application.

1. **TO NOTE THE FOLLOWING PLANNING DECISIONS:-**

**PH1761 –** TW/23/0054/TPO

**PH1762** – TW/23/0058/TPO

The Committee **noted** these planning decisions.

1. **TO NOTE DISCHARGE OF CONDITIONS**

**PH1763** – Relating to approval LW/22/0257

The Committee **noted** the discharge of conditions.

1. **PH1764 TO NOTE PLANNING AND HIGHWAYS COMPLAINTS SINCE THE LAST MEETING**

The Committee **noted** the complaint.

1. **PH1765 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The Chair informed the Committee that there was a need to clarify some of the details relating to item 5 on the action plan (bus shelters on Pelham Rise) following an email from an ESCC Officer. The Committees and Assistant Projects Officer is following this matter up.

The Committee **noted** the Action Plan.

1. **PH1766 DATE OF NEXT MEETING 14TH NOVEMBER 2023 AT 7.30PM.**

The next meeting of this Committee was confirmed for 14th November 2023.

1. **PH1767 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS.**

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Gallagher

The Committee **resolved** to exclude press and public from the remaining items.

***In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-***

1. **PH1768 TO AGREE ANY NECESSARY RESPONSE TO A NOTICE FROM HM LAND REGISTRY.**

The Committee briefly discussed the report and felt that no action was necessary.

*There being no further business the meeting ended at 20:23.*