



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 14th March 2023 at 7.30pm

Present: Cllr Milliner (Chair) Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Ron White, Cllr Lucy Symonds

Officers: Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1 PH1571 CHAIR ANNOUNCEMENTS

There were no Chairs announcements.

2 PH1572 PUBLIC QUESTIONS

There were no public questions.

3 PH1573 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received and accepted from Cllr Paul and Cllr Griffiths

Cllr Harris was also absent.

4 PH1574 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH1575 TO ADOPT THE MINUTES FROM THE 21ST FEBRUARY 2023

It was noted that Item 8 PH1562 has been incorrectly minuted as 'agreeing to the proposal'. The admin Officer will amend the Draft minutes to make it clear that Committee Objected to the proposal with 1 abstention. The Admin Officer also confirmed that Comments from the Committee regarding this proposal have been sent to LDC and it is very clear that this Committee have objected to this application by Majority.

It was resolved to adopt the minutes as a true record subject to the amendment for item PH1562.

6 PH1576 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was noted.

7 PH1577 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN

The population is documented as 23k in Peacehaven; this is the figure for both Telscombe and Peacehaven. Peacehaven alone is now approximately 16k.

It was suggested that this figure is changed to approx. 16k from 23k.

8 PH1578 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher stated that there will be a full update at Full Council on the 21st March

9 PH1579 TO NOTE AND COMMENT – RURAL SETTLEMENT STUDY

Cllr Symonds commented that although we have at least 1 all the Key/Other services listed in the document; in relation to the population of approx 16k these services are not adequate to meet the needs of a population this size. There are small Towns of approx 3k and they still have 1 of each service; our population is far greater and the services are inadequate.

The local Secondary School is so oversubscribed children are having to travel long distances out of Town to other Schools. There is also a need for a Sixth Form College as children are having to travel on two buses out of Town to attend a sixth form.

10 PH1580 TO LOOK AT INSTALLING AN ADDITIONAL NOTICEBOARD NEAR THE ENTRANCE TO THE CORNWALL AVENUE ALLOTMENT SITE - REFERRED FROM FULL COUNCIL 16/2/23

It was agreed that the Admin Officer would discuss the board with the Grounds Team. A free-standing notice board will be needed and not fixed to the gate.

11 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:-

PH1581 LW/23/0001 66 Capel Avenue Peacehaven Case Officer James Emery	Erection of single storey outbuilding to rear and alterations to fenestration at rear and side elevations to main dwelling It was resolved to recommend approval
PH1582 LW/23/0084 90 Hodder Avenue Peacehaven Case Officer James Emery	Prior Approval Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class AA; for the enlargement of a dwellinghouse by construction of additional storeys to increase the total height from 4.5m to 7.0m The online Objection to this application was noted but there are no Planning reasons to object. It was resolved to recommend approval

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PH1583 LW/23/0061 133A Sutton Avenue North Peacehaven Case Officer Ella Rigluth	Garage conversion to habitable accommodation It was resolved to recommend approval
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12 The below planning application was noted.

PH1584 TW/23/0005/TPO 29B Telscombe Road Peacehaven Case Officer Nick Jones	Consideration: The proposed 2m crown reduction is considered to accord with sound arboricultural practice and is acceptable subject to the conditions outlined below. Lewes District Council consent to the above specified works
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13 PH1585 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

- It was requested that item 5 can be removed.
- It was noted that the letter from the Town Clerk to Barrett's seems to have the wrong description of the requested fence. It has previously been requested that a vertical chestnut fence is needed and not a closed boarded style fence. Admin officer to investigate.

14 PH1586 DATE OF NEXT MEETING CONFIRMED AS THE 4TH APRIL 2023 AT 7.30PM

There being no further business the meeting ended at 20.25

Detailed Income & Expenditure by Budget Heading 28/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
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	213	1,850	1,637	0	1,637	11.5%	0
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	523	1,092	569		569	47.9%	
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	19,300	11,156	(8,144)	0	(8,144)	173.0%	9,312
Net Expenditure	(19,512)	(13,006)	6,506				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,200)						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	19,512	13,006	(6,506)	0	(6,506)	150.0%	
Net Income over Expenditure	(19,512)	(13,006)	6,506				
plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,200)						

Subject:

FW: South Downs Local Plan Review - Invitation to contribute to Local Plan Review evidence base and prepare a Parish Priority Statement

HELP US TO #RENATURE SOUTH DOWNS NATIONAL PARK

Dear Clerk,

Following on from the parish workshops, we are writing to update you on progress on the South Downs Local Plan Review and to invite you to help with some of our evidence gathering.

In December 2022 the National Park Authority considered a proposal to review the timetable for the Local Plan Review. The Authority agreed a revised timetable, more information on this can be found in the minutes and papers of the [December NPA meeting](#). The new timetable will allow the Authority to consider the major changes evolving regarding National Planning Policy reform and will ensure that the Local Plan Review is considered and adopted under the new plan making arrangements.

We ran our Call for Sites over the summer and received more than 300 site submissions. We also ran a Call for Local Green Spaces and received 95 submissions. Thank you if your parish council sent in a site. We are now processing all the submissions and will be going out on site to assess them.

As highlighted in our letter to you in December 2022 we are asking all Town and Parish Councils for help in developing the evidence base for the Local Plan Review. There are two key pieces of evidence where we would welcome your support. For both of these evidence based studies we need you to identify the facilities and open spaces for any settlements within your Parish. Please provide only factual information on the provision of open space and facilities in your settlements, we are not asking you to identify potential sites for open space or a lack of a particular facility.

Firstly, we are updating our **Settlement Facilities Assessment**, which assesses the number and type of facilities and services provided in individual settlements across the National Park. This study helps in our understanding of the relative sustainability of individual settlements. A copy of the Settlement Facilities Assessment form is enclosed for you to fill out for each settlement in your parish located in the National Park. We would be grateful if you could do this by **6 April 2023**.

Secondly, we have started work on an **Open Space Assessment**. The purpose of the study is to understand how much public open space is available across the National Park and identify any shortfall, which can be considered through the Local Plan Review. We want to understand the different types of public open space, which exist across the National Park and any issues associated with the open space. A copy of the Open Space form and guidance note is included with this email for you fill out for that part of your parish, which is located in the National Park. We would be grateful if you could do this by **6 April 2023**. We may contact you after this date for follow up discussions on open space provision in your Parish if necessary.

We mentioned **Parish Priority Statements** in our previous letter to you and at the parish workshops held in October and November 2022. These are for parishes that are wholly in the National Park or whose main settlement is in the National Park. A list of these Parishes can be found in Appendix I to the PPS. They are your opportunity to set out the principal needs and prevailing views of your local community and are much simpler than Neighbourhood Development Plans. PPS will be used in the preparation of the Local Plan Review and will inform our decision on policy development, land allocations and designations. They are a key part of the collaborative approach to plan making the Authority is committed to. PPS will be easier and less resource intensive to prepare than a Neighbourhood Plan and provide a helpful method for the parish to engage in the Local Plan Review Process. A copy of the template for PPS including guidance can be found attached to this email. Completed PPS will need to be returned by **20 October 2023** to inform the development of the LPR. We have given you more time to complete the PPS template as this will require community engagement and may require consideration and approval at Parish or Town Council meetings.

There are a number of town and parish councils that are considering starting work on new Neighbourhood Development Plans (NDP) or a NDP Review. As stated in our June letter to Town and Parish Councils and at the autumn 2022 Parish Workshops we will only be able to offer feedback at the statutory stages of preparing an NDP namely pre-submission and submission. Instead of preparing an NDP, you may wish to prepare Parish Priorities Statement to summarise the principal needs and prevailing views of your community, as described above, which we think offer a proportionate response to community plan making.

If you are intending to prepare a NDP or NDP review including land allocations to meet any housing provision identified by the Local Plan Review, I would be grateful if you could confirm your intention to do so, to planningpolicy@southdowns.gov.uk by **20 October 2023**. We appreciate this will be a key decision for Town and Parish Councils. We will engage with you before October to provide more information on likely housing provision (numbers) for individual settlements and to provide more information on our assessment of potential sites. This information will be made available to Town and Parish Councils before the deadline to confirm your intention to prepare a Neighbourhood Plan.

Enclosed with this email are the following documents:

Settlement Facilities Assessment Proforma (SFA 2023 Proforma)

Open Space Proforma

Open Space Guidance Note

Parish Priority Statement Proforma (PPS Proforma) including appendix I, list of parishes with their main settlement in the National Park

A copy of this email in letter format, should you wish to circulate the attachments as a package to Councillors

Please contact us on planningpolicy@southdowns.gov.uk if you have any queries.

Yours faithfully


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Please note that we are experiencing a temporary number of vacancies that is impacting some areas of our planning service at the South Downs National Park Authority. We are working actively to recruit new staff and are committed to filling all posts within the Planning Department. We would be grateful for your understanding and patience during this time, as we may be unable to deal with all matters within normal specified timeframes. As always, our goal is to deal with matters as efficiently as possible and we hope to be in a position to meet our normal specified timeframes within 4 to 5 months. Thank you.

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.
					Chased up again - 18/11/2022 & 16/12/2022. Queries around the ownership of the path from Barratts.
					Response from Barratts circulated 22nd December 2022. Path will not be coming into PTC ownership.
					10/01/2023 - Committee agreed to refer to a TFG meeting to discuss options to progress the item.
					31/01/2023 - Cllr Griffiths reported that a TFG meeting is due to take place tomorrow (1st February).
07/02/23 - Cllr Griffiths and The Deputy Clerk visited the Concrete path					
					01/06/2022 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).
					01/11/2022 - This item came on the P&H Agenda as a discharge of condition - Committee objected to proposal, currently with LDC planning.
2	17/05/2022	Infiltration basin			31/01/2023 - Agreed for the Town Clerk write to Barratts requesting that a Risk Assessment be carried out for the Attenuation Pond (suggesting that RoSPA could do this) as the pond is close to residential properties, a school, play park, skate park, with lots of small children around. The pond becomes very deep, and we do not want to see another tragedy such as the recent one in Solihul.
24/03/2023 Confusion with type of fence required. Deputy Clerk sent email to Committee to confirm.					

4	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.	<p>Planned to be discussed at next Public Safety Group meeting on 28/10/22.</p> <p>To be discussed on 25/11/2022 at Public Safety Group Meeting.</p> <p>Need more evidence before being able to progress further.</p> <p>Steve O'Connell to attend 14th March at 6.30pm to talk about speed watch which will help get the required evidence for a speed activated sign.</p> <p>Cllr Seabrook & Committees & Assistant Projects Officer to join Steve O'Connell on the 23rd March to commence first Speed Watch session.</p> <p>Cllr Seabrook and APO commenced Speed Watch at Healthy brow on 23/3 along with Police Road Safety Officer - who will be providing a body cam. Next session will be 4/4/23.</p>
				<p>Meeting with SDNPA Officers planned on 21/11/2022.</p> <p>Update - 29/11/2022. Steering group to be set up following meeting with representatives from SDNPA. Projects Officer will arrange. UPDATE REQUIRED</p>
				<p>In discussion with Events, Amenities, and Projects Officer about getting out a survey - will likely be early in 2023. UPDATE REQUIRED</p>
5	01/11/2022	SDNPA CIL Funding Opportunities	To investigate options for CIL funding from SDNPA	
6	01/11/2022	Wildflower Verges	Ton conduct a survey via eNews and Social Media regarding possible locations for Wildflower verges in the town	DCCO