



Seaford Town Council

**To Members of the Planning & Highways Committee**

A meeting of the **Planning & Highways Committee** will be held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 12<sup>th</sup> March 2015**, at **7.00pm**, which you are summoned to attend.

James Corrigan  
Town Clerk  
06 March 2015

**1. Apologies for Absence and Declaration of Substitute Members**

**2. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**3. Public Participation**

In accordance with Standing Order 1 and Seaford Town Council Policy members of the public will be entitled to speak on general issues concerning this Committee on non-planning application matters at this point. People wishing to speak on planning applications may do so immediately before each planning application.

**4. Planning Applications**

Planning Applications week ending 14<sup>th</sup> February 2015

To consider planning applications in respect of Seaford:

<b>Seaford</b> LW/15/0083	<b>89 Steyne Road</b> Planning Application - Replace existing timber fence with 2 metre high closed boarded timber fence for Mr S Heal
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<b>Seaford</b> LW/15/0092	<b>8 Clinton Place</b> Planning Application - Conversion and extension of a single-storey building to provide one self-contained dwelling for Ms S Slade
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<b>Seaford</b> LW/15/0105	<b>16 Kingsway</b> Planning Application - Extension of front dormer window for Mr & Mrs Bradley
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Planning Applications week ending 21<sup>st</sup> February 2015

To consider planning applications in respect of Seaford:

<b>Seaford</b> LW/15/0117	<b>24 Rookery Way Bishopstone</b> Planning Application - Erection of rear conservatory for Mrs M Winton
<b>Seaford</b> LW/15/0127	<b>15 Bishops Close</b> Planning Application - Erection of a single storey rear and side extension with extended decking area for Mr & Mrs N Moffett
<b>Seaford</b> LW/15/0128	<b>53 Sutton Drove</b> Planning Application - Demolition of redundant nursery buildings and erection of four dwellings (resubmission of application reference LW/14/0820) for Havenscroft Ltd
<b>Seaford</b> LW/15/0131	<b>Units 1 &amp; 2 123 Princess Drive</b> Planning Application - Change of use of Unit 2 from B1a to A1 in order to provide a single A1 retail unit with Unit 1 and external alterations to building including replacement ATM, alterations to car park layout and associated works for The Co-operative Group Food Limited
<b>Seaford</b> LW/15/0134	<b>West Gate Arundel Road</b> Planning Application - Erection of single and two storey extensions for Mr A Bargioni
<b>Seaford</b> LW/15/0135	<b>36 Steyne Road</b> Planning Application - Garage conversion including front porch and new front window for Mr C Haustead
<b>Seaford</b> LW/15/0140	<b>Maycroft Eastbourne Road</b> Planning Application - Loft conversion with front and rear dormer windows and erection of garage and conservatory at side for Mr & Mrs L Machan

Planning Applications week ending 28<sup>th</sup> February 2015

To consider planning application in respect of Seaford:

<b>Seaford</b> LW/15/0147	<b>4 Clinton Place</b> Advertisement Consent Application - Installation of external shopfront signage, including: 1 x internally illuminated fascia sign, 1 x internally illuminated projecting sign, 1 x full ATM surround (replacement of 1 x ATM in situ with new like for like replacement), & 1 x reverse applied vinyl entrance sign for RBS
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**5. Lewes District Council CIL – Independent Examination Hearings.**

To consider report 223/14 advising the Committee of the forthcoming CIL Examinations (pages 4 to 13).

## **6. Update Report**

To note report 224/14 updating the Committee of previous planning applications (pages 14 to 15).

### **Circulation:**

#### **Committee:**

Councillor L Wallraven (Chairman), Councillor R Allen (Vice Chairman).  
Councillors S Adeniji, G Cork, T Goodman, B Groves, A Latham and S McStravick.

**For information:** Councillors M Brown, B Burfield, S Dunn, P Franklin, S Gauntlett, A Hayder, P Heseltine, L Lord, R Needham, B Warren, A White and I White.



## Seaford Town Council

### Report 223/14

**Agenda Item No:** 5

**Committee:** Planning & Highways Committee

**Date:** 12 March 2015

**Title:** Lewes District Council CIL – Independent Examination Hearings.

**By:** Lucy Clark, Support Services Manager

**Purpose of Report:** To advise the Committee of the forthcoming CIL Examination.

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#### Recommendations

1. To consider the contents of the report and appoint a representative to attend the Examination Hearing if necessary.
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#### 1. Information

- 1.1 An email has been received advising us of the forthcoming Lewes District Council CIL Examination. We have received this information because we made comments to previous CIL consultations.
- 1.2 The Draft Hearings Programme will be held on Tuesday 14 April 2015 at Lewes District Council, Southover House commencing at 9.30am
- 1.3 Details of the Hearing is attached in Appendix A.
- 1.4 The Inspector's Programme (including his Matters) and Briefing Notes for the examination are attached in Appendix B.
- 1.5 It has been requested that a response on attendance is received as soon as possible so it is therefore recommended that the Committee decide whether or not to appoint a representative to attend the Hearing.

#### 2. Financial Appraisal

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

**3. Contact Officer**

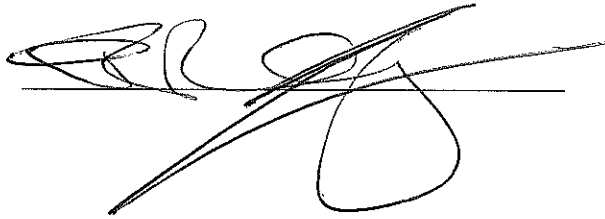
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Town Clerk



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**LEWES DISTRICT COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY  
CHARGING SCHEDULE EXAMINATION**

**DRAFT HEARINGS PROGRAMME**

Examiner – Nigel Payne BSc(Hons) DipTP MRTPI MCFI

Hearings on Tues 14 April 2015 - 0930

To be held at: Ditchling Room, Lewes District Council, Southover House,  
Southover Road, Lewes, East Sussex, BN7 1AB

This programme should be read in conjunction with the Examiner's  
Briefing Notes

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**Claire Jones Hughes**, Programme Officer  
Lewes District Council CIL Examination  
c/o Banks Solutions, 6 Brading Road, Brighton BN2 3PD  
tel: 01273 381518 mob: 0737 786425  
email: bankssolutionsuk@gmail.com

**Lewes District Council**

**Community Infrastructure Levy Charging Schedule Examination**

Programme for Hearings on Tues 14 April 2015

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**Day 1 - am**

**0930** - Examiner's Opening Statement

**0935** - Council's Opening Statement

**0945 - Issue 1 - Residential Levy Rates**

*(a) Are the two local levy rates, north and south, for residential development justified by appropriate available evidence, having regard to national guidance, local economic context and infrastructure needs, including in relation to the Council's adopted planning policies?*

*(b) Overall, do they strike an appropriate balance between helping to fund the new infrastructure required and the potential effect on the economic viability of new housing schemes?*

Invited Participants: 6, plus Council

Seaford Town Council, Savills/Gleeson Homes, McCarthy + Stone/Churchill, Barton Willmore/Thakenham Homes, Rydon Homes, Urbanissta/Persimmon Homes.

**1330 - Close**

**Lewes District Council**

**Community Infrastructure Levy Charging Schedule Examination**

Programme for Hearings on Tues 14 April 2015

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**Day 1 – pm**

**1430 – Issue 2 – Retail Levy Rate**

*(a) Is the local levy rate for new retail floorspace justified by appropriate available evidence, having regard to national guidance, local economic context and infrastructure needs, including in relation to the Council's adopted planning policies?*

*(b) Overall does it strike an appropriate balance between helping to fund new infrastructure and the potential effects on economic viability?*

Invited Participants: 1, plus Council

Thomas Eggar LLP/Asda.

**1530 approx - Short Break**

**1730 – Close.**

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## LEWES DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY SCHEDULE EXAMINATION

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### BRIEFING NOTES

#### **1 EXAMINER**

The Examiner is Nigel Payne BSc (Hons), Dip TP, MRTPI, MCMI.

#### **2 PROGRAMME OFFICER**

The Programme Officer [PO] is Claire Jones Hughes. For the purposes of the examination she acts as an **impartial** officer of the Examination, under the Examiner's direction, and not as an employee of the Council.

Details of **how to contact her** up to and during the examination hearings are set out at the end of these notes. Her principal functions are:

to **liaise** with all parties to ensure the smooth running of the examination.

to ensure that all the **documents** received before the hearings are recorded and distributed.

to maintain the Examination **Document list**.

to **assist the Examiner** with all procedural and administrative matters.

She will **advise** on any programming queries and all practical and procedural points should be addressed to her. She will pass them on to the Examiner for a reply, if necessary, but carries his authority to act in accordance with the regulations

#### **3 HEARINGS**

The hearings will commence at 0930 on Tues **14 April 2015** in Ditchling Room, Lewes District Council, Southover House, Southover Road, Lewes, East Sussex, BN7 1AB.

#### **4 SCOPE OF THE EXAMINATION AND EXAMINER'S ROLE**

This is to consider whether the Community Infrastructure Levy [CIL] Charging Schedule meets the requirements of the Planning Act 2008 and the relevant CIL Regulations, as amended in 2014, in respect of **legal compliance and viability**.

The examination will focus on viability. The Council should rely on evidence collected whilst preparing the schedule to demonstrate that it is viable. **Those seeking changes have to demonstrate why that is not the case.**

The process of examining a CIL Schedule is similar to development plans. The Examiner considers the viability of the schedule, having regard to the evidence available and representations submitted, rather than just objections made. The **process of examination** hearings is akin to a structured debate, with "round

table"/"informal hearing" sessions addressing particular topics, rather than the traditional form of public inquiry.

After the hearing sessions, the Examiner will prepare a **Report to the Council** with conclusions and decisions as to the action it needs to take with regard to the viability of the schedule. This report is not fully binding on the Council but it should amend the document accordingly, moving swiftly to formal adoption.

In terms of published documents DCLG's CIL 2010 Regulations (as amended 2014), and the online Planning Guidance (June 2014) should help interested parties with further understanding but there is also other advice available on the DCLG, PINS, and Council/Examination websites. Representors should seek advice from the Council or the PO if still not clear.

The Council is not expected to put forward any more substantive changes to the schedule. If, exceptionally, fundamental changes are proposed, the Council must fully explain and justify the reasons for the changes, with supporting evidence. They should also indicate the implications in terms of the viability of the schedule and ensure that they have been subject to the same process of financial appraisal, publicity and opportunity to make representations as the submitted version.

## **5 PROCEDURAL QUESTIONS FOR THE COUNCIL**

At the start of the Examination the Council will be asked formally:

Can the Council confirm that the Schedule has been prepared in accordance with:-

- the statutory procedures?
- the Council's Core Strategy and Infrastructure Delivery Plan?
- the consultation requirements set out in the Regulations?
- Is it supported by a viability appraisal(s)?
- Are there any fundamental procedural shortcomings?

## **6 PROCEDURE PRIOR TO THE OPENING OF THE HEARINGS**

The Examination Hearings will be progressed in an **effective and efficient** manner, with a tight rein on the discussions and time taken. As part of that process the amount of written material should be limited to that necessary for the Examiner to come to informed conclusions on the issues. A **short, focussed**, series of hearings should lead, in turn, to a short, focussed, report.

Those who have made representations on the Schedule within the relevant time period ["representors"] should have already decided whether their views have been adequately expressed in **written form** or whether they wish to also present them **orally** at a hearing session. Both methods will carry the same weight and the Examiner will have equal regard to views put orally or in writing.

Attendance at a hearing session will only be useful and helpful to the Examiner if participants can engage in a debate. Anyone participating in a hearing session should, **two weeks in advance**, i.e. **by Tues 31 March (deadline – 5pm electronically)** prepare a **statement of their position, focussed upon the issues** in the programme for that session, but this is not compulsory.

Participants must confirm attendance or otherwise at the hearings by **Friday 10 April** so that arrangements can be finalised by the P.O. It is discourteous to the P.O. and to the Examiner to simply fail to attend having been invited to do so.

Those who wish to rely on their previous submissions need take **no further action**. However, if a representor wants to make a **further written submission** it must be **focussed** on the issues identified for the relevant hearing sessions and submitted within the same deadline or it risks being returned.

The Council may then respond to any further representations with its own further written statement on each issue, setting out why it considers the Schedule to be viable in that respect and why the changes sought by other parties would not be acceptable, by no later than one week in advance i.e. **Tues 7 April (deadline – 5pm electronically)**.

There is a list of **Examination Documents** (ED) on the website, in the Examination Library or from the PO. These include the draft charging schedule, background papers and other documents that parties may wish to refer to.

Accordingly, participants should not attach extracts of these documents to statements as they are already Examination Documents and the Examiner will be familiar with them. **All such references should please include the ED number.**

The Examiner also emphasises the need for **succinct submissions**, avoiding unnecessary detail and repetition. There is no need for quotes from the Schedule or other sources of policy guidance. Nonetheless, it is vital that the fundamental elements of cases are set out clearly but it is the quality of the reasoning that carries weight, not the scale of the documents or the weight of the appendices !

**Essentially, the Examiner needs to know the following** from those submitting further statements:

- What particular part of the schedule is unviable/unrealistic/unreasonable?
- Which test[s] does it fail?
- Why does it fail?
- How could the schedule be made viable/realistic/reasonable?
- What is the precise change/wording sought?

All further statements should be no longer than **3,000 words per issue**. Any submissions that are of excessive length and/or containing irrelevant or repetitious material may be returned.

**No photographs should be submitted.** Any plans or diagrams should be folded to A4 size and listed as Appendices.

**No additional statements or documents [including letters and press cuttings] will be accepted at the Examination Hearings.**

Any supporting material – **Appendices** to Statements – should be limited to that which is essential and not contain extracts from any publication that is already before the Examination, such as the Planning Policy Guidance.

Any Appendices should have a contents page and be paginated throughout and tagged at the side. They should also indicate which parts are particularly pertinent and are relied on to support the case made.

Any technical evidence should be limited to Appendices and also kept brief, with a non-technical summary attached. Those of excessive length and/or which cannot be circulated electronically risk being returned.

## **7 THE EXAMINATION ARRANGEMENTS AND PROCEDURE**

The draft programme indicates that the hearings will be on one day only.

A short break will be taken mid morning and mid afternoon, with around an hour for lunch from about 1330 and a finish no later than about 1700. Only water is provided. Mobile phones and similar devices need to be switched off when the Examination is in session [they may be used in breaks].

A separate session will be held on **each issue** identified in the programme and all sessions are open to the public and the press to observe.

The sessions will take the form of **Round Table/Informal Hearing Sessions**, where several parties are present. This approach will provide an informal setting for dealing with issues, by way of a discussion led by the Examiner. There will normally be **no formal presentation** of evidence or cross-examination.

Those attending may bring professional advocates, but there is usually only space at the table for one representative of each group, organisation or company [apart from the Council who have two seats], though there is no objection to the representative changing if notified to the Examiner and others present at the time.

Advocates/legal representatives take part as a normal participant/member of a team, rather than in a traditional advocate's role, as no cross examination or opening/closing statements will normally be permitted.

The discussion will focus **on the issues in the programme** and any additional points arising from the written submissions.

Those present will be asked to introduce themselves. The Examiner may then make a **brief statement** as to his understanding of the issues under discussion and then **invite participants** to make their contribution in response to the points raised starting usually, but not exclusively, with the Council.

The hearing will then progress with the Examiner drawing those present into the discussion in such a way as to enable him to gain the information necessary to come to a decision on the relevant matters. There should be opportunities within the discussion to ask questions of the other parties, with the Examiner's approval, and all involved may join in the discussion, when invited to do so.

## 8 SITE VISITS

The Examiner will visit relevant parts of the area, unaccompanied, if necessary.

## 9 CLOSE OF THE EXAMINATION

Once all the information necessary to come to reasoned conclusions and decisions on the issues has been gathered by the Examiner, he will write the Report. The Examination itself **remains open** until this is submitted to the Council. However, once the hearing sessions part of the Examination is completed the Examiner can receive **no further information** from any party, unless it is a matter on which he specifically requests it. Any unsolicited items sent in will be returned.

## 10 SUBMISSION OF THE REPORT TO THE COUNCIL

The report should be submitted to the Council during June 2015.

## 11 EXAMINATION PROGRAMME

The purpose of the issues listed for each session is **to focus attention** where the Examiner is seeking a fuller understanding of the comments and respective positions. If you think that a programme or issue **change** should be made, please inform the P.O. without delay, but with reasons, and the Examiner will consider it.

## 12 CLOSING REMARKS

The Examiner urges everyone to:

- Make the best use of the remaining time before the start of the hearing sessions as the first statements are needed by Tues **31 March**.
- Ensure that the timescales and deadlines are adhered to; otherwise examination attendance may have to be rearranged or curtailed at best.
- Be aware of the Examination Documents, the supporting evidence and any other relevant material produced by the Council.
- Keep looking at the website and/or in contact with the PO.

The Examiner looks forward to meeting everyone in April.

Claire Jones Hughes, Programme Officer, Lewes CIL Schedule Examination, c/o Banks Solutions, 6 Brading Road, Brighton, BN2 3PD.

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e-mail: bankssolutionsuk@gmail.com



## Seaford Town Council

Report 224/14

**Agenda Item No:** 6  
**Committee:** Planning & Highways Committee.  
**Date:** 12 March 2015  
**Title:** Update Report  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To inform the Committee of LDC decisions

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### Recommendations

You are recommended:

1. To note the contents of the report.
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### 1. Information

- 1.1 Please see the attached list in Appendix A showing LDC decisions on previous applications put before this Committee which is for reference only.

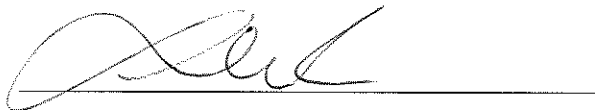
### 2. Financial Appraisal

There are no financial implications to the Council as a result of this report.

### 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manger



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## Update Report - 12.03.2015

Reference	Address	Description	Registered W/E	STC Meeting Date	STC Decision	LDC Decision	Included on Update Report
SDNP/14/06232/FUL	Outbuilding Near Alfriston Cottage, Alfriston Road	Demolition of existing outbuilding and erection of a detached holiday-let with parking and landscaping.	13.12.2014	08.01.2015	No Objection	Approved	
LW/14/0966	37 Sherwood Road	Planning Application-Loft Conversion with dormer window to the West Elevation for Ms V Vandenberg	10.01.2015	29.01.2015	No objection	Approved	
LW/14/0980	16 Bowden Rise	Planning Application - Single Storey side Extension for Mrs S Green	10.01.2015	29.01.2015	No objection	Approved	
LW/14/0981	98 Claremont Road	Planning Application - Erection of a two storey extension for Mrs V Beeny	10.01.2015	29.01.2015	No objection	Approved	
LW/15/0001	19 Stirling Avenue	Planning Application - Erection of a rear extension and internal alterations	10.01.2015	29.01.2015	No objection	Approved	
LW/15/0013	3 St Wilfrids place	Planning Application - Single Storey rear extension for Mr Goodall	10.01.2015	29.01.2015	No objection	Approved	
LW/15/0020	The Old Cottage, Dane Road	Planning Application - Refurbishment of an existing optical practice to include a new exterior sign and two new lintels to the front for Barracough & Stiles Opticians	17.01.2015	29.01.2015	No objection	Approved	
LW/15/0021	The Old Cottage, Dane Road	Advertisement Consent Application - Replacement of the existing fascia and projecting signage by a single internally illuminated aluminium lightbox with acrylic face for Barracough & Stiles Opticians	17.01.2015	29.01.2015	No objection	Approved	
LW/15/0024	Diellas Restaurant-Dane Road	Planning Application - Change of use from A3 function room to C3 residential on the first floor of Diella's Restaurant and alterations and extension to the north elevation to create a two bedroom flat for a Mr S Diella	17.01.2015	29.01.2015	No objection	Approved	
TW/15/007/TPO	10-12 Homefield Road	G1 - prune back lateral branches overhanging garden by 30%. Remove secondary growth affecting building. Crown lift secondary growth. Remove epicormic growth.	19.01.2015	19.02.2015	No objection	Approved	