

Conservation Area Advisory Group

18 February 2020



Time and venue:

6.00 pm in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG

Membership:

**Councillor Pat Rodohan (Chair); Councillors Dean Sabri (Deputy-Chair)
Colin Belsey, Robert Smart, Richard Crook, Nicholas Howell and Rebecca Madell**

Quorum: 2

Published: Monday, 10 February 2020

Agenda

- 1 Minutes of the meeting held on 26 Nov 2019 (Pages 5 - 6)**
- 2 Apologies for absence/declaration of substitute members**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.**
- 4 Questions by members of the public.**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).
- 5 Urgent items of business.**

The Chairman to notify the Group of any items of urgent business to be added to the agenda.
- 6 Right to address the meeting/order of business.**

The Chairman to report any requests received to address the Group from a member of the public or from a Councillor in respect of an item listed below and to invite the Group to consider taking such items at the commencement of the meeting.
- 7 Proposed changes to Terms of Reference for CAAG (Pages 7 - 12)**

Peter Finnis, Monitoring Officer and Assistant Director for Corporate Governance, to report.

8 Planning Applications for Consideration (Pages 13 - 14)

Specialist Advisor (Conservation) to report on applications.

9 New Listings

Specialist Advisor (Conservation) to update the Group on newly listed buildings in Eastbourne – **Verbal Report**.

10 Dates of future meetings - All at 6.00 p.m. at the Town Hall

Information for the public

Accessibility: Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Filming/Recording: This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Councillor right of address: Councillors wishing to address the meeting who are not members of the committee must notify the Chairman and Democratic Services in advance (and no later than immediately prior to the start of the meeting).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

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Conservation Area Advisory Group

Minutes of meeting held in Court Room - Town Hall, Eastbourne on 26 November 2019 at 6.00 pm

Present:

Councillor Pat Rodohan (Chair)

Councillors Colin Belsey and Robert Smart

Advisors: Richard Crook (Royal Institute of British Architects), Nicholas Howell (Eastbourne Society) and Rebecca Madell (Heritage Champion).

Officers in attendance:

Chris Connelley (Specialist Advisor, Conservation), Jenny Martin (Specialist Advisor, Conservation) and Elaine Roberts (Committee Officer)

37 Minutes of the meeting held on 26 November 2019

A comment was raised that the minutes did not capture adequate detail.

The Chair noted CAAG's role as an advisory body, specifically to evaluate whether an item under consideration 'preserved and/or enhanced' its environment.

The Specialist Conservation Advisor confirmed that comments from CAAG were shared back to both the Planning Officers and the applicants, and that the descriptions were taken from the Planning Application, ensuring consistency.

The minutes of the meeting held on the 1st October 2019 were approved and the Chair was authorised to sign them as a correct record.

38 Apologies for absence/declaration of substitute members

An apology had been received from Councillor Sabri.

39 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

40 Questions by members of the public.

None received.

41 Urgent items of business.

There were none.

42 Right to address the meeting/order of business.

None received.

43 Planning Applications for Consideration**1) 190785, (LBC), Eastbourne Bandstand, Grand Parade, Eastbourne BE21 3EH**

Cons Area: Town Centre and Seafront, Grade 2 listing
Proposal: Structural engineering investigation

CAAG Comments: The Group noted the application and agreed the application preserved the character and appearance of the building.

2) 190665/ 190666, (LBC and PP), The Southdown Hotel, 1-3 Howard Square, Eastbourne, East Sussex, BN21 4BQ

Cons Area: Town Centre and Seafront.
Proposal: Creation of 15 apartments and removal of lift shaft at rear and alterations to the rear elevation including the enlarging of dormer windows and associated works.

CAAG Comments: The Group agreed that the application would preserve the character of the building and requested that officers note the view that harmony of colour would help enhance the character of the conservation area.

44 Dates of future meetings - All at 6.00 p.m. at the Town Hall

7th January 2020 at 6pm in the Town Hall, Eastbourne.

The Chair thanked everyone for coming and wished everyone a Merry Christmas and a Happy New Year.

The meeting ended at 6.55 pm

Councillor Pat Rodohan (Chair)

Agenda Item 7

Report to:	Conservation Area Advisory Group (CAAG)
Date:	10 February 2020
Title:	Proposed changes to Terms of Reference for CAAG
Report of:	Monitoring Officer and Assistant Director for Corporate Governance, Peter Finnis
Ward(s):	All
Purpose of report:	To propose an expansion of remit of the CAAG in accordance with a request from the Chair
Officer recommendation(s):	(1) That Council be recommended to adopt the revised Terms of Reference (ToR) in respect of remit and membership, set out in Appendix 1 (2) That the Monitoring Officer be authorised to make the necessary changes to the Council's Constitution in order to give effect to this change
Reasons for recommendations:	To propose an enhanced remit for the CAAG enabling a broader input of knowledge into the decision making process in respect of matters affecting Conservation Areas and Listed Buildings.
Contact Officer(s):	Name: Peter Finnis Post title: Monitoring Officer and Assistant Director for Corporate Governance E-mail: Peter.Finnis@lewes-eastbourne.gov.uk Telephone number: 01323 415003

1 Introduction

- 1.1 Councils are required, from a 'Best Practice' point of view, to have consultative arrangements for planning applications in conservation areas. These arrangements are non-specific, but this Council's practice is for these consultative arrangements to be covered by a formal public committee, namely the Conservation Area Advisory Group (CAAG).
- 1.2 The current remit of the CAAG is specifically to comment and make recommendations in respect of planning applications in conservation areas and on listed buildings where there is a material impact. The Chair of CAAG has now requested that we consider expanding this remit to enable a wider use of this resource and its experience and expertise, to provide input into any major policy, strategy or project that has a material effect on conservation areas or listed buildings.

2 Proposal

- 2.1 A proposed expanded remit for CAAG is set out in Appendix 1. This retains the existing remit in respect of expressing views on material planning applications in conservation areas but now enables CAAG to be consulted on wider matters that impact on conservation areas. CAAG would remain strictly as a consultative forum only, receiving and commenting on matters led by other decision making bodies. However, where its current remit makes it a 'client consultee' specifically for the planning committee and the South Downs National Park Authority, the proposed expansion of remit would allow for CAAG's views to be sought also in response to strategic matters from the Cabinet.
- 2.2 As this proposal for expansion of remit would necessitate a change to CAAG's Terms of Reference, as set out in the Council's Constitution, it will require Full Council approval. The proposed amended ToR is set out in Appendix 1.

3 Introducing specification guidance for the Co-opted Advisors

- 3.1 Currently, the Group's Terms of Reference for membership refers simply to the addition of co-opted advisors, without being specific as to who those advisors are or how they are selected.
- 3.2 Introducing some structure for the recruitment of co-opted advisors will provide an opportunity for a more transparent and disciplined approach towards recruiting the best possible balance and breadth of representation on the Group, allowing for both professional and non-professional views relating to conservation areas to be heard.

Following discussion with the Chair, the proposal is that co-opted advisors should specify inclusion of the Council's Heritage Champion and up to three others, at least two of which should be external. These would be reviewed annually and appointments made by the Head of Planning in liaison with the Chair of CAAG.

To instigate this change, we propose to amend the Terms of Reference membership details in the constitution. Again, this is set out in Appendix 1.

4 Consultation

- 4.1 In preparing this report, the Monitoring Officer has consulted with the Leaders of both Groups, the Chair of Planning and the Chair of CAAG. Officers consulted include members of the Corporate Management Team, the Head of Planning, Specialist Advisors for Conservation, the Committee and Civic Services Manager, and Senior Committee Officer. No objections have been received.

5 Financial Implications

The Council's Finance Team have been consulted. However, there are no financial implications arising from the recommendations in this report.

6 Legal implications

The Council's Legal Team have been consulted and provided the following comment:

Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990 requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include the effect on listed building and conservation areas.

7 Risk management implications

There are no new risks arising from the proposals in this report.

8 Equality analysis

The revised proposal for recruiting co-opted advisors will enable broad and creative representation on the Group and the wider remit will provide an opportunity for greater input into matters affecting conservation areas.

9 Sustainability implications

The proposed amendments to CAAG's Terms of Reference will help promote wider, more informed views, and can only enhance responsible development and quality decision making, in keeping with the desire to preserve and enhance conservation areas.

10 Appendices

- Appendix 1 – Recommended changes to CAAG's Terms of Reference as set out in the Council's Constitution, in accordance with the recommendations in this report.

11 Background papers

There were no background papers used in compiling this report.

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Proposed Changes to Terms of Reference for CAAG Report

Appendix 1

Proposed amendments to the Terms of Reference for CAAG – as they appear in Eastbourne Borough Council's Constitution, Part 3 Section B, Responsibilities for Functions – Full Council and its committees (page ref: B12-13).

NB: Proposed amendments highlighted in red

6. Conservation Area Advisory Group

6.1 Composition:-

3 or 4 Councillors who are not on the pool of Councillors for the Planning Committee, plus co-opted advisors. Membership to be balanced to political proportions on the Council.

Co-opted advisors to include the Council's Heritage Champion and up to 3 others of which at least two must be external, this to be determined by the Head of Planning in liaison with the Chair of CAAG on an annual basis, usually at the start of each municipal year.

6.2 Terms of Reference:-

To advise the Planning Committee and the South Downs National Park Authority with regard to planning applications in Conservation Areas where there is a material effect on the Conservation Area and applications affecting Listed Buildings.

To comment and advise on any matter under consideration by Cabinet or the Planning Committee that has a significant material effect (as deemed by Cabinet or Planning Committee) on the Conservation Area and/or listed buildings.

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Conservation Area Advisory Group – 18 February 2020

Planning Applications for Consideration

For further information on applications being considered please visit the Council's planning system <http://www.eastbourne.gov.uk/planningapplications> and enter the relevant application number.

1) 200084/85, (LBC and PP), The Rainbow, Star Road, Eastbourne, BN21 1ND

Cons Area: Old Town, Grade 2 listing

Proposal: Garden works, provision of access ramp, external lighting and signage.

2) 200035, (PP) Meads House, 26 Denton Road, Eastbourne, East Sussex, BN20 7ST

Cons Area: Meads

Proposal: Change of residential use from C2 to C3 for 6 new dwellings, rear extension, demolition of the existing garage structure, internal refurbishment and repair works including a new lift, new cycling storage and refuse provision.

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