

Conservation Area Advisory Group 5 July 2022



Working in partnership with **Eastbourne Homes**

Time: 6.00 pm

Membership:

Councillor Steve Wallis (Chair); Councillors Helen Burton, Colin Belsey and Robert Smart.

Co-opted Advisors: Simon Barker (Chair of Eastbourne Design Review Panel), Richard Crook (Royal Institute of British Architects), Nicholas Howell (Eastbourne Society) and Hugh Parker (The Council's Heritage Champion)

Officers: Chris Connelley (Specialist Advisor, Conservation) and Elaine Roberts (Committee Officer)

Quorum: 2 Councillors and 1 co-opted advisor

Published on: 24 June 2022

Agenda

- 1 Apologies for absence/declaration of substitute members**
- 2 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.**
- 3 Minutes of the last meeting (Pages 3 - 6)**
Approval of Minutes from the last meeting on 7 June 2022.
- 4 Proposed Changes to Terms of Reference (Pages 7 - 12)**
Report of the Head of Democratic Services.
- 5 Planning Applications for Consideration (Pages 13 - 14)**
Specialist Advisor (Conservation) to report on applications.
- 6 New Listings**
Specialist Advisor (Conservation) to update the Group on any newly listed buildings in Eastbourne – **Verbal Report.**
- 7 Date of next meeting.**

Information for the public

Accessibility: Please note that this meeting is run remotely via Microsoft Teams. If you wish to observe the meeting, please contact Democratic Services (contact details below) to request a link to join the meeting. As an observer you will be required to keep your 'mute' on and your camera off. 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 recorded by the Council. Members of the public attending the meeting are deemed to have consented to be filmed or recorded.

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 meeting while the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

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Working in partnership with **Eastbourne Homes**

Conservation Area Advisory Group

Minutes of remote meeting held on Teams on 7 June 2022 at 6.00 pm

Present:

Councillor Steve Wallis (Chair)

Councillors Alan Shuttleworth and Robert Smart

Advisors: Nicholas Howell (Eastbourne Society) and Hugh Parker (The Council's Heritage Champion)

Officers in attendance:

Chris Connelley (Specialist Advisor, Conservation), Elaine Roberts (Committee Officer) and Leigh Palmer (Head of Planning First)

1 Apologies for absence/declaration of substitute members

Apologies were received from Councillor Belsey, and co-opted advisors Richard Crook and Simon Barker.

2 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.

3 Minutes of the last meeting

Agreed – That the minutes of the last meeting held on 8th March 2022 be approved.

A query was raised over a recent Planning Committee report. It was confirmed that CAAG was not the correct forum for this to be discussed, and instead the query would be addressed by the Head of Planning First, Leigh Palmer outside the meeting. It was confirmed that if and when an application for the premises in question returned, it would be brought back to CAAG for consideration.

4 Planning Applications for Consideration

Chris Connelley, Specialist Advisor, Conservation, presented his report and the Group considered each of the four applications in turn.

1) 220012 (PP) Park View Hotel, 6-8 Wilmington Gardens, Eastbourne

Cons Area: Town Centre and Seafront

Proposal: Conversion of building comprising 6-7 Wilmington Gardens (currently 24 x C3 apartments) and 8 Wilmington Gardens (C1 hotel) to provide total of 25 x 2 bed flats, including provision of a two- storey rear extension, front extension, formation of basement light wells, alterations to facade, fenestration, roof and provision of communal bin and cycle storage areas along with other associated works.

CAAG comments: The Group welcomed this application, and agreed it positively rehabilitated the buildings and preserved the character of the conservation area. A number of points of detail were made in the meeting to enhance/improve the application (including; a pitched roof for the porch; addition of string-coursing to flat-fronted infill section; to restore rather than replace timber-frame windows at the front or heritage sash; and 'splay' back the rear balconies) and it was agreed that the specialist adviser, conservation should feed these back to the agent.

2) 220277 (PP) Pearl Court, Devonshire Place, Eastbourne

Cons Area: Town Centre and Seafront

Proposal: Replacement of existing windows to all four stair wells with aluminium framed windows

CAAG comments: The Group welcomed this application, which addressed a long-standing development need in a thoughtful and sensitive manner and preserved the character and appearance of the conservation area.

3) 220269 (PP) 10 Park Close, Eastbourne, East Sussex, BN20 8AG

Cons Area: The Park Close

Proposal: Erection of a three- storey side extension, single-storey side and rear extensions with installation of rooflights

CAAG comments: The Group felt that this application negatively challenged the character and appearance of the conservation area and invited the applicant to reconsider the design in order to produce something more sensitive to the borough's only Article 4 setting. The Specialist Advisor, Conservation, confirmed he would share the Group's concerns with the applicant's agent, which included issues of style, scale and the application's inadequate detailing.

4) 220285 (PP) 31-41 Congress Hotel, Carlisle Road, Eastbourne, East Sussex, BN21 4JS

Cons Area: College

Proposal: Retention of outdoor seating area, pergola and serving area

CAAG comments: The Group agreed that the style and high visibility of the structures detracted from the character and appearance of the conservation area setting, and that this structure should be removed.

5 New Listings

There were none.

6 Date of next meeting.

The next meeting was confirmed for Tuesday 5th July, at 6pm, via Teams.

The meeting ended at 7.09 pm

Councillor Steve Wallis (Chair)

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Agenda Item 4

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| Report to: | Conservation Area Advisory Group (CAAG) |
| Date: | 5 July 2022 |
| Title: | Proposed changes to Terms of Reference |
| Report of: | Simon Russell, Head of Democratic Services |
| Ward(s): | All |
| Purpose of report: | To propose a further expansion of the remit to CAAG in order to enhance and better reflect its role and contribution to the Council. |
| Officer recommendation(s): | To recommend to Full Council: (1) The revised Terms of Reference (ToR) in respect of remit and membership, set out at Appendix 1; (2) To authorise the Head of Democratic Services and Deputy Monitoring Officer to make the necessary changes to the Council’s Constitution in order to give effect to these changes. |
| Reasons for recommendations: | To reflect the expanded remit for CAAG, enabling more discussion and a broader input into the decision-making process in respect of matters affecting Conservation Areas, Listed Buildings and Heritage Assets. |
| Contact Officer(s): | Name: Simon Russell Post title: Head of Democratic Services (and Deputy Monitoring Officer) E-mail: simon.russell@lewes-eastbourne.gov.uk Telephone number: 01323 415021 |

1 Introduction

- 1.1 A review of the remit of the Conservation Area Advisory Group (CAAG) was undertaken in 2020. Following this review, a report was presented to CAAG and then onto Full Council.
- 1.2 At its meeting on 18 November 2020, Full Council agreed changes to the Terms of Reference for the Group.
- 1.3 The changes agreed have enabled a wider use of the Group’s 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.

1.4 Meetings of CAAG have remained open for members of the public to attend and observe. Further details on meetings can be viewed on the Council's website or by contacting the Council via the various channels of communication.

1.5 In recognising the importance of all heritage assets around the Borough, including street furniture, it has been requested that it be considered expanding the Group's remit further.

2 Proposal

2.1 Following discussion with the Chair, the changes proposed and set out at Appendix 1, would enable the Group to comment and advise, with regards to planning applications and scheduled works, affecting heritage assets. This would bring into scope heritage assets that are not just within conservation areas or classed as listed buildings.

2.2 The mechanism for how matters affecting heritage assets would be reported to CAAG and discussed, would be determined by the Chair of CAAG, in consultation with officers. This would take place following the completion of an audit of heritage assets. Certain works, particularly affecting street furniture assets would potentially fall within the remit of East Sussex County Council who were carrying out said works and they would need to be consulted, along with other stakeholders, where appropriate.

2.3 In recognising the expanded remit of the Group, the Chair also requested that it be considered that the Group be renamed the **Conservation Advisory Group** and that the Group's membership be expanded to up to 5 Councillors. Within the current composition of the Council, this would equate to 3 Councillors from the Controlling Group and 2 Councillors from the Opposition Group. As a result of the increased membership, it is proposed that the quorum for the Group be amended to 3 Councillors and 1 co-opted advisor.

2.4 Currently, the Chair of CAAG is appointed at the Annual Council meeting. It is also proposed that the Vice-Chair is appointed through the same process from the next municipal year.

2.5 As this proposal for expansion of remit and membership 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 Consultation

3.1 The Group's views are sought, prior to this matter being considered by Full Council in July. Officers have been consulted on the report and no objections have been received.

4 Financial appraisal

4.1 There are no additional financial and resource implications as a result of this report.

5 Legal implications

5.1 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 representation from CAAG is a material consideration that should be taken into account in deciding a planning application although the weight to attach to the advice is a matter for the decision maker. In reaching their representations, CAAG must seek to maintain transparency and fairness in their decision-making, with all members being required to declare and resolve any personal and prejudicial interests in the items under discussion.

Legal Implications provided 15.06.22 - CAAG Report - July 2022 011190-EBC-JCS

6 Risk management implications

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

7 Equality analysis

7.1 The wider remit will provide an opportunity for greater input into matters affecting conservation areas, listed buildings and heritage assets.

8 Environmental sustainability implications

8.1 The proposed amendments to CAAG's Terms of Reference will continue to 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 and heritage assets.

9 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.

10 Background papers

The background papers used in compiling this report were as follows:

- [Full Council Report – 18 November 2020](#)

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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 blue italics

6. Conservation **Area** Advisory Group

6.1 Composition:-

Up to **5** Councillors who are *not members of the Planning Committee or approved substitutes*, plus co-opted advisors. ~~*No requirement for political balance*~~

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.

Quorum to be **3** Councillors and 1 co-opted advisor.

Voting rights remain with the elected members only and the Chair **and Vice Chair** continues to be appointed by full Council.

6.2 Terms of Reference:-

To meet as an informal advisory body.

To advise the Planning Committee and the South Downs National Park Authority **with** regards 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, with regards to planning applications and scheduled works, affecting heritage assets.

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 **and/or** *heritage assets*.

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Conservation Area Advisory Group – 5 July 2022

Planning Applications for Consideration

For further information on applications being considered please visit the Council's planning system [Planning - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](http://www.lewes-eastbourne.gov.uk) and enter the relevant application number.

1) 210904 (PP) 177-187 Terminus Road, Eastbourne, East Sussex, BN21 3NX

Cons Area: Town Centre and Seafront

Proposal:

Demolition of the existing building and redevelopment of the site for a mixed-use development comprising 700 sqm (GIA) of commercial space (Class E) on the ground floor with 48 residential units (Class C3) on up to five upper floors with associated communal amenity space, cycle and car parking, refuse, recycling and servicing facilities

2) 220280 (PP) 81 Carlisle Road, Eastbourne, East Sussex, BN20 7EN

Cons Area: Meads

Proposal:

Single storey rear extension and 1st floor extension over existng garage

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