Planning Committee

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The Planning Committee meets in the Court Room of the Town Hall which is located on the ground floor. Entrance is via the main door or access ramp at the front of the Town Hall. Parking bays for blue badge holders are available in front of the Town Hall and in the car park at the rear of the Town Hall.

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MEMBERS: Councillor Murray (Chairman); Councillor Coles (Deputy-Chairman); Councillors Choudhury, Jenkins, Miah, Murdoch, Robinson and Taylor

Agenda

1 Minutes of the meeting held on 30 May 2017. (Pages 1 - 8)

2 Apologies for absence.

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 **Urgent items of business.**

The Chairman to notify the Committee of any items of urgent business to be added to the agenda.

5 **Right to address the meeting/order of business.**

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of planning applications/items listed and that these applications/items are taken at the commencement of the meeting.

6 **Land adjacent to 21 Derwent Road. Application ID: 170607.**

(Pages 9 - 18)

7 **Enviro-Facts Kiosk, Middle Parade. Application ID: 170630.**

(Pages 19 - 24)

8 **Statement of Community Involvement.** (Pages 25 - 108)

Report of Director of Planning and Regeneration.

9 **South Downs National Park Authority Planning Applications.**

**Inspection of Background Papers** – Please see contact details listed in each report.

**Councillor Right of Address** - Councillors wishing to address the meeting who are not members of the Committee must notify the Chairman in advance.

**Disclosure of interests** - Members should declare their interest in a matter at the beginning of the meeting, and again, at the point at which that agenda item is introduced.

Members must declare the existence and nature of any interest.

In the case of a 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).

**Public Right of Address** – Requests by members of the public to speak on a matter which is listed in this agenda must be received in writing by no later than 12 Noon, 2 working days before the meeting e.g. if the meeting is on a Tuesday, received by 12 Noon on the preceding Friday). The request should be made to Local Democracy at the address listed below. The request may be made by letter, fax or electronic mail. For further details on the rules about speaking at meetings please contact Local Democracy.

**Registering to speak – Planning Applications** - If you wish to address the committee regarding a planning application you need to register your interest with the
Development Control Section of the Planning Division or Local Democracy within 21 days of the date of the site notice or neighbour notification letters (detail of dates available on the Council’s website at [www.eastbourne.gov.uk/planningapplications](http://www.eastbourne.gov.uk/planningapplications)).

Requests made beyond this date cannot normally be accepted. This can be done by telephone, letter, fax, e-mail or by completing the local democracy or planning contact forms on the Council’s website.

Please note: Objectors will only be allowed to speak where they have already submitted objections in writing, new objections must not be introduced when speaking.

Further Information

Councillor contact details, committee membership lists and other related information is also available from Local Democracy.

**Local Democracy**, 1 Grove Road, Eastbourne, BN21 4TW
Tel: (01323) 415023/415021  Text Relay: 18001 01323 410000,  Fax: (01323) 410322
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Website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)

For general Council enquiries, please telephone (01323) 410000 or E-mail: [enquiries@eastbourne.gov.uk](mailto:enquiries@eastbourne.gov.uk)
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Planning Committee

Present: -
Members: Councillor Murray (Chairman) Councillor Coles (Deputy-Chairman) Councillors Choudhury, Miah, Murdoch, Robinson, di Cara (as substitute for Taylor) and Metcalfe (as substitute for Jenkins)

129 Minutes of the meeting held on 25 April 2017.

The minutes of the meeting held on 25 April 2017 were submitted and approved and the Chairman was authorised to sign them as an accurate record.

130 Apologies for absence.

Councillor Taylor and Councillor Jenkins.

131 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.

Councillor Coles advised the Chairman that she would withdraw from the room whilst applications 6 Central Methodist Church, Langney Road and 8 St Andrews United Reform Church, Cornfield Lane, were considered. In her previous role of Mayor of Eastbourne, Councillor Coles openly supported the proposal and therefore stated that she had predetermined her decision on this scheme.

132 Central Methodist Church, Langney Road. Application ID: 170036. LB:170033.

Conversion of existing meeting rooms and hall into 10no. one bedroom flats together with the retention of the existing worship space (to be read in conjunction with Listed Building Consent ref. 170033) – DEVONSHIRE.

Members were advised that this scheme promoted the conversion into ten self-contained units and was therefore below the affordable housing threshold. Given this Members agreed to amend recommendation 1 be amended to remove the reference to affordable housing requirement.

NB: Councillor Coles withdrew from the room whilst this item was considered.

RESOLVED (A): (Unanimous) That permission be granted subject to a S106 agreement covering local labour employment initiatives and the following conditions: 1) Time limit 2) Approved drawings 3)
Schedule/specification of external repairs 4) Demolition and construction method statement outlining:
- Building/window recording prior to demolition
- How salvaged materials will be removed/stored and reused
- Hours of operation
- Site storage and welfare facilities
- Routes for demolition and construction vehicles
- Parking regimes for construction workers vehicles
5) Cycle parking provided and made available before use commences 6) Refuse/recycling before the uses commences

RESOLVED (A) LB 170033: (Unanimous) That Listed Building permission be granted subject to the following conditions: 1) Time limit 2) Approved drawings 3) Schedule/specification of external repairs 4) Demolition and construction method statement outlining:
- Building/window recording prior to demolition
- How salvaged materials will be removed/stored and reused
- Hours of operation
- Site storage and welfare facilities
- Routes for demolition and construction vehicles
- Parking regimes for construction workers vehicles
5) Cycle parking provided and made available before use commences 6) Refuse/recycling before the uses commences

133 93 Pevensey Bay Road. Application ID: 170239 (PPP).
Demolition of Existing 102 Bed Care Home, Erection of new 80 Bed Care Home – ST ANTHONYS.

RESOLVED (A): (Unanimous) That permission be granted subject to the case being referred to HSE for a 21 day period to ascertain whether they want to call the application in for Secretary of State approval.

RESOLVED (B): (Unanimous) That permission be granted subject to no call in being received from the HSE and a S106 agreement covering Local Employment initiatives and the following conditions: 1) Commencement of development within three years 2) Compliance with approved plans 3) Hours of operation (construction works) 4) Wheel washing facilities 5) Retention of tree/vegetation adjacent to Langney Sewer & protection during construction 6) Provision of landscape maintenance programme 7) Hedgerow removal outside of bird nesting season 8) Amphibian Mitigation strategy 9) Amphibian restoration strategy 10) Construction and Environment mitigation strategy 11) Surface water run off 12) details of attenuation tanks 13) Maintenance programme for surface water system 14) Details confirm implementation of surface water details 15) No development within 3m either side of the exiting sewers at the site 16) Foul water disposal details 17) Existing Access onto the Roundabout to closed up such that it cannot be used 18) Car parking in accordance with details 19) Cycle parking in accordance with details 20) Vehicle turning shall be provided prior to occupations 21) Highway construction management plan 22) Travel plan 23) Landscaping planting scheme implemented prior to occupation 24) Details of service runs in connection with retained trees 25)
Tree protection 26) Existing ground levels around saved trees shall not be altered 27) Development in accordance with the submitted FRA

134 St Andrews United Reformed Church, Cornfield Lane. Application ID: 170156 (PPP).

Demolition of St Andrews Church and Albury House behind retained facade to Blackwater Road. Construction of 3-4 Storey building comprising 36 residential units and 11 parking spaces accessed from Wish Road and Cornfield Lane – MEADS.

Mr Jones addressed the committee in objection stating concern regarding the lack of car parking, waste collection and access to the lane.

Mrs Williams addressed the committee in objection stating concern regarding traffic and access to Wish Lane, the lack of car parking and waste collection.

Mr Hollobone addressed the committee stating that he liked the retention of the front façade and that the roof should be retained as is. He raised concern about the lack of parking and access during the development.

Mr Winch, architect, addressed the committee in response stating that all concerns could be dealt with via condition and that the bin storage location could be reconsidered.

Members were advised that the following information had been received:

Transport Statement: An updated transport assessment of the impact of the proposal had been received and drew the following conclusions:

- A parking survey had been undertaken which found that parking stress on the roads surrounding the site was low at 55%. During the parking survey, there were a total of 191 free car parking spaces which comprised 109 resident permit bays, 48 single yellow line parking spaces and 34 unrestricted parking spaces.
- Refuse collection would be from the kerbside in the same manner as other existing properties.
- Town Centre location and was highly sustainable, close to goods and services and other modes of transport.
- Proposed flats would result in vehicle trips of less than one vehicle every eight minutes and less than the existing lawful use as a church.
- In NPPF terms the impacts of the scheme could not be regarded as severe.

A letter of support had been received as follows:

I am pleased to see residential in lieu of dilapidated church, given small dwellings are unlikely to have the same car needs as families.

A letter of objection had also been received as follows:

“My major interest in this application is as the adjoining land and business owner of a long established and well known specialist motor sales and repair business.”
My property lies close to the development and in general I welcome the renovation of the empty church premises and the improvement of a deteriorating building.

I welcome the refurbishment within the existing building envelope, and that redevelopment is not being considered. But I have three main concerns which I would like to express, and for them be taken into account in making your decision tonight.

Firstly, I am very concerned that full vehicular access to my business is maintained throughout the construction period. Obviously, unimpeded street access is critical, and even a brief interruption would be unacceptable and lead to a potential loss of trade from passing custom as well as booked appointments.

Secondly, I am concerned at the number of units which are planned. 36 units seems to be a large number of units to fit into this building, and this may give rise to significant pressures on services and parking in a sensitive high quality mixed use area.

My third important concern is the risk to the continuation of my business following occupation of the new residential units. Increasingly, new residents are objecting to existing neighbouring businesses which they regard as causing a nuisance.

Notwithstanding that we open for regular workshop hours, there are occasions when access is required at anti-social hours, and experience elsewhere indicates that residents’ complaints this can cause serious disruption to an existing business, however long established, even to the extent to forcing the business to close.

I would request that serious consideration is given to a planning condition, or advisory statement on any consent granted, if a condition is not possible, to alert new residents to the presence of local business activity, to prevent the possibility of an inappropriate objection to a long established local independent business’.

**NB**: Councillor Coles withdrew from the room whilst this item was considered.

**RESOLVED**: *(By 5 votes to 2)* That permission be refused on the grounds that the proposed development by reason of the number of flats proposed represents a gross over development of this restricted site, this has manifested in a parking density significantly below prescribed standards and the layout is such that the proposed garages are of a size/location that would inhibit ease of use; this may lead to a further reduction in available car parking at the site.

The lack of off-street parking proposed by this scheme would be likely to increase indiscriminate on street parking in an area of acknowledged parking stress. This increase in on street parking may lead to highway and pedestrian safety issues.
The scheme would therefore fail policies 10A of the Eastbourne Core Strategy, Policies TR11 of the Eastbourne Borough Plan as well as paragraphs 32, 56 -68 of the National Planning Policy Framework.

Appeal:
Should the applicant appeal the decision the appropriate course of action to be followed, taking into account the criteria set by the Planning Inspectorate, is considered to be written representations.

135 Update on Housing Delivery.

The committee considered the report of the Director of Regeneration and Planning providing Members with an update on recent housing delivery at the end of the 2016/2017 financial year.

The Core Strategy (adopted 2013) planned for the delivery of 5,022 net additional dwellings between 2006 and 2027. As of the end of 2016/17, a total of 2,576 units had been delivered since the start of the plan period. This left 2,446 units to be delivered until the end of the plan period at an annual average of 244.6 units per year.

Falling housing delivery rates over recent years had meant that the total number of units that had been delivered was now less than the cumulative target. At this point in the plan period, 2,640 units should have been delivered, so actual delivery was 64 units short of the number of houses that should have been delivered at this point in the plan.

In the 2016/17 year, a total of 203 net additional dwellings had been completed, compared to an annual target of 240 new dwellings per year. Those 203 net dwellings were provided across 48 sites. The highest number of dwellings was completed in Quarter 4. During the 2016/17 financial year, a total of 305 net additional units were granted permission across 79 sites. By comparison, a total of 246 units were committed in 2015/16.

Of the 305 units granted permission, 91 units were committed through changes of use of office to residential at 20 Upperton Road (56) and 2 St Anne’s Road (35). 64 sites (81%) were granted permission of less than 5 unit, with 33 sites (42%) being granted permission for just one additional unit.

It had been identified that a total of 173 net additional units across 25 development sites were refused planning permission in 2016/17. A list of these refusals was attached to this report within Appendix 2. Members recognised that not all of the units granted permission would be built. Evidence over the Core Strategy plan period (since 2006) suggested that 76% of units granted permission were completed. At a 76% delivery rate, meeting the Core Strategy target of 240 units per year would require 316 units to be granted permission each year.

Members were advised that the Housing White Paper proposed the introduction of a new Housing Delivery Test on local authorities from November 2017. The test would identify the number of houses built against the housing target over a rolling three year period.
If during the first assessment period the delivery of housing fell below 95% of the target, local authorities would be required to publish an action plan setting out an understanding of the key reasons for the situation and the actions that could be taken to get home-building back on track. Where local authorities were delivering less than 85% of their housing target action would also be required to add a 20% buffer to their Five Year Housing Land Supply calculation.

An analysis of housing delivery over the first assessment period shows that 576 units were delivered against a target of 720, which equated to 80% delivery. This meant that the from November 2017, the Five Year Housing Land Supply buffer will be increased to 20% and an action plan on housing delivery would need to be produced.

National planning policy placed considerable weight on the delivery of new housing, and the five year housing land supply was a material consideration in the determination of planning application.

Eastbourne currently had a housing land supply equivalent to 839 units, which represented 2.8 years supply of land, including the 20% buffer required as a result of persistent under-delivery of housing and the housing delivery test. Therefore a five year housing land supply could not be demonstrated, which meant local plan policies relevant to the supply of housing were out of date and could not necessarily be relied upon to refuse development.

The process for identifying additional sites was currently underway through the Strategic Housing & Employment Land Availability Assessment. This study was due to be completed over the summer 2017, and would inform the production of a new Local Plan. The more sites identified as developable through this process, the closer to the Five Year Housing Land Supply requirement would be. This would give Members better control over approvals and greater comfort that refusals would not be overturned on appeal.

**RESOLVED:** That the report be noted.

136 **Summary of performance of the Planning Department Quarter 1 2017 (Jan - Mar).**

The committee considered the report of the Senior Specialist Advisor for Planning which provided a summary of performance for the first quarter of 2017 (January to March).

Given the many varied types of planning applications received, central Government required all Councils to report performance in a consistent and coherent manner. To this end the many varied applications were combined together into three broad categories Major, Minor and Other. Government had recently amended the criteria for the assessment of the Council’s performance which was detailed in the section regarding special measures within the report.
The report detailed the following elements:

**Special Measure Thresholds** – Looking at new government targets  
**Planning Applications** – Comparing volumes/delegated and approval rates  
**Pre Application Volumes** – Comparison by type and volume over time  
**Refusals of Applications** – Comparison of ward and decision level  
**Appeals** – An assessment the Council’s appeal record over time  
**Planning Enforcement** – An assessment of volumes of enforcement related activity.

Members were aware that Government had recently introduced new National performance criteria against which all Council's would be judged. Failure to perform against those targets ran the risk of the Council be designated as ‘Non-Performing’ and special measures would initiated by Government. The assessment of the draft against this new ‘special measure’ threshold had two sections - Speed of decision and Quality of decision - and would be reviewing the Council's performance on a backward rolling two year basis, the detail of which was highlighted in paragraph 2.2 of the report.

If the Council were identified as not complying with these standards/criteria they would be declared as ‘non performing’ and formal designation would follow. In terms of formal designation there were two potential outcomes:-

- Major applications the applicant would have the ability to bypass the Council and go straight to the Planning Inspectorate for determination. This would mean that the Council would lose determination control until such time as the designation was lifted.

- Non-Major applications the Council would have to submit the Central Government an action plan addressing the areas of weakness that it had identified as having contributed to the underperformance.

**Speed of Decision** - It was evident that the decisions taken for the survey period were currently above the special measures threshold. It was considered that there was significant headroom against those targets and as such the risk of Special Measures for Non-Performance was low.

**Quality of Decision** - This section looked at appeal decisions and specifically the number that had been allowed or overturned at appeal. This performance indicator was a reflection on the relevance of an up to date local plan and that the decision makers made correct and informed decisions. Members noted that from the criteria given and the very low volumes of major applications progressed/determined within the survey period; meant that a small number of appeal decisions could have a significant impact upon performance and therefore there was a very high risk of the Council falling under special measures in this category. Members noted that the Council still had the BT Site Moy Avenue appeal to be determined and depending on the outcome of the appeal this may have a significant impact upon performance.
Members noted that in common with other years, the Council had refused fewer than 10% of the applications received, with the overwhelming majority being refused at delegated level. For 2017: - 9 cases were refused at delegated and 0 were refused at Planning Committee level.

**RESOLVED**: That the report be noted.

**137 South Downs National Park Authority Planning Applications.**

There were none.

**138 Eastbourne Pier.**

Members were advised that some additional painting works had been undertaken by the owner of Eastbourne Pier. The painting was over and above that which had been granted permission at a previous planning committee.

Members were advised of the options to address the situation and agreed that a Listed Building notice giving 21 days to return the areas of concern to their former condition and consider prosecution for the unauthorised works. The two actions agreed may run concurrently.

**RESOLVED**: That delegated authority be given to the Senior Specialist Advisor for Planning to deliver the following:

1) Issue a Listed Building notice requiring the subject areas be returned to their to their former condition and
2) That the necessary paperwork be prepared, in consultation with Legal Services, with a view to secure prosecution for the unauthorised works.
3) That should the works to return the areas to their former condition be carried out within a reasonable period then no further action would be taken.

The meeting closed at 7.25 pm
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<tr>
<th><strong>App.No:</strong></th>
<th>170607</th>
<th><strong>Decision Due Date:</strong></th>
<th>28 June 2017</th>
<th><strong>Ward:</strong></th>
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<tr>
<td><strong>Officer:</strong></td>
<td>Anna Clare</td>
<td><strong>Site visit date:</strong></td>
<td></td>
<td>Meads</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>Planning Permission</td>
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**Site Notice(s) Expiry date:** 27 May 2017  
**Neighbour Con Expiry:** 27 May 2017  
**Press Notice(s):** 27 May 2017

**Over 8/13 week reason:** n/a

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<th><strong>Location:</strong></th>
<th>Land adjacent to 21 Derwent Road, Derwent Road, Eastbourne</th>
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**Proposal:** Demolition of existing three garages and erection of chalet bungalow type 1 bedroom single dwelling.

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<th><strong>Applicant:</strong></th>
<th>Mrs Jeanette Crouch</th>
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<th><strong>Recommendation:</strong></th>
<th>Grant Permission subject to conditions</th>
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**Executive Summary:**
The application proposes the erection of dwelling in replacement of a block of garages within the Meads Conservation Area. The design of the proposal is considered to preserve the character of the conservation given the wider development already undertaken and the modern design of the proposal in contrast to the older properties surrounding.

It is not considered the proposal would result in significant impacts on the amenity of surrounding residential properties and therefore it is recommended that planning permission is granted subject to conditions.

**Relevant Planning Policies:**

- **National Planning Policy Framework 2012**
  1. Building a strong, competitive economy  
  4. Promoting sustainable transport  
  6. Delivering a wide choice of high quality homes  
  7. Requiring good design  
  12. Conserving and enhancing the historic environment

- **Core Strategy Local Plan 2013 Policies**
  B2 Creating Sustainable Neighbourhoods  
  C11 Meads Neighbourhood Policy  
  D5 Housing
Site Description:
The site refers to a block of single storey garages on land adjacent 21 Derwent Road and to the rear of 17 Darley Road. The existing site is all hard standing, with a 2.3m brick and blockwork wall to Derwent Road, with an opening for vehicular access with low level barrier.

17 Darley Road was converted into 7 flats following the grant of planning permission in 1971. At some point subsequently the rear garage block appears to have been separated from the main property. The garages are not currently used or owned by occupants of 17 Darley Road.

The site is situated within the Meads Conservation Area.

Relevant Planning History:
EB/1971/0309
Conversion of a dwelling in multiple occupation to form 3 two-person and 4 one-person self-contained flats with parking for 6 cars.
Approved unconditionally
24 June 1971

EB/1973/0272
Erection of a block of three domestic garages at the rear, replacement of front entrance steps and erection of a new boundary well.
Granted unconditionally
19 April 1973

Proposed development:
The application proposes the demolition of the existing garage block and the erection of a one bed dwelling.

The new dwelling would be two storey with living accommodation on the ground floor and a double bedroom within the roof space.

The dwelling is proposed 3.6m in height to eaves level, 5.6m in total height, providing 76m2 of floorspace over the two floors.
The design incorporates a projecting gable to the front which is glazed and clad, whilst the main building would be constructed in brickwork. A new brickwork wall is proposed to Derwent Road, with a vehicular access to the south of the site to provide off street parking for one car to the side of the new dwelling. A small private amenity space is provided to the front/side of the dwelling with provision for cycle and bin storage.

Consultations:

Specialist Advisor (Planning Policy) No objections (full response below)

The proposal site is within the Meads Neighbourhood. Meads is identified in the Core Strategy as a ‘Sustainable Neighbourhood’ and the Meads neighbourhood vision states that the neighbourhood will make an important contribution to the delivery of housing. The development site is located within an area of which several policies are applicable from the Eastbourne Borough Plan (2001-2011) and the Core Strategy (adopted 2013).

The National Planning Policy Framework supports sustainable residential development and planning permission should be granted to meet local and national housing needs. The site would be considered a windfall site, as it has not previously been identified in the Council’s Strategic Housing Land Availability Assessment. The Council relies on windfall sites as part of its Spatial Development Strategy (Policy B1 of the Core Strategy, adopted 2013) and the application will result in a net gain of 1 dwelling. The total proposed GIA (approximately 86.18m²) falls well within the accepted minimum GIA (58m²) for a two storey (including rooms in the roof), one bedroom, house, as outlined by the DCLG technical housing standards. The development would be CIL liable.

As the application would result in an additional residential unit in a sustainable neighbourhood, from a planning policy perspective the proposal would be supported in principle.

Specialist Advisor (Conservation) No objections (full response below)

This application seeks consent for the demolition of 3 existing garages and the erection of a detached chalet bungalow on the same site in a quiet residential setting at the heart of the Meads conservation area. Derwent Road sits between the All Saints development and Meads Street, its main commercial artery, offering an eclectic mix of residential accommodation that encompasses Victorian, Edwardian and more contemporary designs, to include single family houses and apartments. There are also terrace and semi/detached properties on the street.
This application was presented to CAAG on 21 May 2017, where it attracted favourable feedback, with just a single caveat by way of a request that consideration be given to adjusting the design of the small window on the front elevation to one characterised by a single 50:50 vertical division to produce the strongest possible visual definition. It was felt that the incorporation of an additional horizontal opener on submitted plans over-complicated the design and introduced a detail that is detractive at the level of overall effect.

The formal CAAAG minutes read as follows:
"The Group were supportive of the proposal and felt it would enhance the character and appearance of the conservation area. It was however felt that the detailing of the small front window could be improved".

I echo this positive assessment and would wish to reference the use of a bold and attractive contemporary design that works with the rhythm and follow of a pleasing and, on inspection, surprisingly diverse streetscape. To create a stylish and innovative new property design at the heart of one of the borough’s best loved and most prestigious locations invites careful thought, and the fusion of modesty and modernism, drawing on a mixed set of influences from its neighbours, ensures that this distinctive development avoids the danger of being over-designed and/or overwhelming neighbouring property. Indeed, the overall sense derived is of something that is creative and conspicuously C21st, yet somehow manages to be respectful of its older, well-established neighbours.

Highways ESCC
As the proposed development is one unit with access onto an unclassified road ESCC Highways do not wish to be formally consulted.

Any new access should be constructed in accordance with East Sussex highways specifications and works should be carried out under the appropriate license.

Meads Community Association object to the proposal for the following reasons;
- Over development of the site
- Building proposed is too high
- Out of character with the existing properties
- Adverse visual impact on this part of Meads
- The basement flat adjacent would be affected through lack of natural light and overlooking by the building and the high fence
- Derwent Road is narrow
- Lack of parking
Demolition of garages as an amenity would be a loss to the local residents

Neighbour Representations:
11 objections have been received covering the following points;

- Impact on light to No.17 Darley Road rear elevation windows
- Impact on the Conservation Area
- Impact on Parking
- Design is not in keeping with the local area
- Lack of amenity
- Parking space is unusable due to size
- Over developed lack of outside space
- Overshadowing and loss of light, loss of privacy to 15 Darley Road
- Building too tall for the position
- Overcrowding
- Development does not respect the scale and proportions of surrounding buildings
- Detriment to local environment
- Impact on trees
- Overlooking impacts from rear windows and roof lights to No.15 Darley Road
- Filling in the gap between 21 Derwent and 15 Darley Road does not preserve the character of the area
- The two new bungalows of Derwent Road are smaller in height and set further back from the road which reduces their impact
- Impact of overlooking from rooflights towards 32 Milnthorpe Road
- Impact of increased roof bulk and dominance of this on views and Outlook from 32 Milnthorpe Road
- Proposal would not make a valuable contribution to Derwent Road
- Loss of on street parking to allow for new access
- Impact on light to side windows of 21 Derwent Road
- Overbearing on adjacent 21 Derwent Road
- The design is unsympathetic to the Victorian/Edwardian buildings in this conservation area.

Appraisal:
Principle of development:
The National Planning Policy Framework supports sustainable residential development and planning permission should be granted to meet local and national housing needs. The site would be considered a windfall site, as it has not previously been identified in the Council’s Strategic Housing Land Availability Assessment. The Council relies on windfall sites as part of its Spatial Development Strategy (Policy B1 of the Core Strategy, adopted 2013) and the application will result in a net gain of 1 dwelling.

Therefore proposals to provide additional residential development are supported in principle, providing they do not significantly impact on the
amenity of existing surrounding residential properties, and the proposals offer good quality accommodation for future occupiers in accordance with relevant planning policies.

**Impact of proposed development on amenity of adjoining occupiers and surrounding area:**

**Impact on occupiers of NO.17 Darley Road**

At present the boundary between the site and the rear of No.17 Darley Road is a low level approx. 1m block and brickwork wall. The proposal would raise this boundary treatment to 1.8m with the installation of a close board fence.

This will have some impact on the occupiers of No.17 in terms of outlook, although the outlook from the lower ground floor is already very limited. The ground floor windows would be the majority above this fence height and therefore given the orientation, with this elevation being north facing this received very limited light anyway it is not considered that a reason for refusal could be justified for this reasoning.

**Impact on occupiers of no.15 Darley Road**

No.15 sits to the south east of the site, the rear garden runs to the rear of the site and the proposal would be positioned up to the boundary. The proposal currently includes two window in this elevation, a high level window to the kitchen and a small bathroom window; neither window are shown as openable.

However, these are considered unneighbourly given they are right on the boundary with the garden of this neighbouring property. It is also considered they would offer little value to the property given the existing vegetation to the rear and they should therefore be removed form the scheme, this can be secured by condition.

Although it will increase a sense of enclosure to this garden, the proposed development is to the east and will have limited impact on sunlight to the rear garden or rear elevation of the property and therefore it is not considered that the impacts would be significant to warrant refusal of the application on this ground.

**Impact on No.21 Derwent Road**

No.21 sites to the north of the development. NO.21 is a semi-detached property with a garage to the southern boundary. The property has windows/doors to the side elevation facing the proposal. Which serve a kitchen/living area which also has windows to the rear elevation.

The eaves of the proposal are 80cm above the height of their garage which is situated on the boundary. Given this relationship it is not considered that the pitched roof and additional bulk from the proposal would have a significant
impact on the adjacent property to warrant the refusal of the application for this reason.

**Impact on properties to the rear of Milnthorpe Road.**
There would be very limited impact on properties of Milnthorpe Road given the separation distance. Whilst No. 32 Milnthorpe would be able to view the roof of the property it is not considered that the building would be overbearing on or detrimental to outlook from this building. The two rooflights to the rear elevation roof slope would be under 1.8m in height above the floor of the room they serve and when open would afford views to the rear for occupants. Light is provided to the room these serve by the glazing to the front elevation.

**Design issues and impact on character and setting of a listed building or conservation area:**

The application was presented to the Conservation Area Advisory Group, the feedback from which was favourable. In principle the group were favourable of the development bar some minor window detailing changes.

The existing garages and wall offer little in terms of value to the conservation area. Indeed the main building has some very unsympathetic extensions in terms of design and materials which do not reflect the high standard of design across other parts of the Meads Conservation Area.

It is considered that this site would have historically constituted the rear garden area of the main property. However it appears to have been separated at some point following the conversion of the main property into flats.

Historically it appears that the properties of Milnthorpe Road to the east of the site had rear gardens which bordered this side of Derwent Road, residential properties were only situated to the west of the Road. However over the years a number of properties have been developed to the rear of those gardens facing onto Derwent Road. These properties are a mix of design, size and scale. There is also a 60’s development of town houses at the top of Derwent Road, resulting in a mix of character to this Road.

Vistas across the rear and openings/spaces in street scenes are important within conservation areas. However it is considered that the important vista has already been impacted by the development of the garages and other properties along this side of Derwent Road.

The design of the new dwelling is bold with large glazed panes to the front gable giving it a contemporary appearance. The bulk is kept to a minimum by way of a low eaves height, but a modern feature is made of the front elevation with the projecting bay.
The gable end would be set back just over 2m from the front boundary wall, this is slightly forward of the adjacent property no.21 Derwent Road. However given the height and roof structure it is not considered that the dwelling would be overbearing or dominant visually on the street scene.

For the above reasons it is not considered that the new dwelling would harm the appearance of the Conservation area and the character is preserved by the new development.

**Impacts on trees:**
There are no trees or vegetation on the site which is 100% hardstanding.

Residents have raised concern regarding the impact on trees/planting to the garden of No.15 Darley Road which runs immediate to the rear of the proposal. Their concern focuses on the pressure for greater maintenance to these tree/shrubs to mitigate the any nuisance. It is considered that these trees and shrub and the associated legal issues associated with them would not be an impediment to the development of the site.

Given that the principle light source to the proposed unit will be from the front and roof light it is recommended that a refusal based solely on the overbearing relationship of the site from the neighbouring trees and shrubs could not be substantiated or sustained

**Impacts on highway network or access:**
Derwent Road allows for unrestricted parking on both sides of the carriageway; this impacts to some degree on the free flow of traffic as the carriageway width can be narrow in parts.

The proposal incorporates an off street parking space, in accordance with the ESCC Parking calculator however it is considered that it would be awkward to access this space given the narrowness of the road.

The existing garages are served by an existing drop curb, which extends along with the adjoining drop curb to the neighbours garage. If the access were proposed to the southern end of the site it is unlikely that the space between the drop curb existing for the adjacent property and the new access would be sufficient to allow on street parking for a car. Therefore the new access would likely result in additional on street parking loss.

A potential solution would be swap the proposed off street parking space into private amenity space and this would allow the curb to the front of the site to be reinstated creating an additional on street parking space. This additional space would not allocated to the home owner and would be free for use by the wider community.

**Planning obligations:**
The development would be CIL liable given it creates a new residential dwelling. The applicant has submitted the necessary forms at this stage.

**Other matters:**
Storage for two bicycles and bin storage has been allowed to the rear of the site adjacent the development which is considered acceptable for the size of the proposal.

The application includes demolition of the existing garages; under the relevant legalisation this element of the scheme falls to be determined independently from the main proposal.

There is no objection to the demolition of the existing garages, there is no evidence with the application that the garages are in active use and subject to conditions relating to site clearance there is no objection in principle to their demolition.

It is accepted that the scheme proposes to be developed up to the boundaries of the site (on two sides); this may well give rise to construction and on-going maintenance issues at the property, whilst this situation is less than satisfactory it not materially determinative issue in this case.

**Human Rights Implications:**
The impacts of the proposal have been assessed as part of the application process. Consultation with the community has been undertaken and the impact on local people is set out above. The human rights considerations have been taken into account fully in balancing the planning issues; and furthermore the proposals will not result in any breach of the Equalities Act 2010.

**Conclusion:**
The proposed dwelling would provide a good standard of accommodation for future occupiers without impacting significantly on the amenity of the surrounding residential properties.

The design and appearance is considered appropriate for the Conservation Area and is considered to preserve the character of the conservation area.

**Recommendation:** grant planning permission subject to the following conditions;

1. Time for commencement
2. Approved drawings
3. Materials
4. Unless the demolition and re-build are sequential, the spoil shall be removed and the land left in a clean state.
5. The cycle parking shown on the approved drawing to be implemented and made available prior to occupation.
6. Removal of PD rights, no dormers, rooflights or windows to any roof slope other than as agreed
7. Prior to the occupation of the dwelling the curb to the front of the site shall be re-instated.
8. Boundary details (all boundaries of the site)

**Informatives:**

Appeal:
Should the applicant appeal the decision the appropriate course of action to be followed, taking into account the criteria set by the Planning Inspectorate, is considered to be written representations.
Agenda Item 7

Executive Summary:

The application proposes the installation of a ‘Changing Places Toilet’ facility on the seafront (Middle Promenade).

It is a corporate objective to bring this facility to the seafront area as the existing standard accessible toilets do not meet the needs of all people (including tourist customers) with a disability. This facility will have extra features and more space to meet the needs of people who use it.

The principle of and the wider public benefits of the facility is supported, and in this regard is given significant material weight in the evaluation of the merits of the proposal.

It is accepted that the location is prominent and within the wider setting of a listed building and the Town Centre and Seafront Conservation Area but on balance it is considered that the design of the structure would not amount to harm to the listed building or conservation area, when balanced against the public benefit of the proposal.

Therefore it is recommended that planning permission is granted for a temporary period such that the appearance/longevity of the building can be reviewed.
Relevant Planning Policies:
National Planning Policy Framework 2012
7. Requiring good design
8. Promoting healthy communities
12. Conserving and enhancing the historic environment

Core Strategy Local Plan 2013 Policies
B2 Creating Sustainable Neighbourhoods
C1 Town Centre Neighbourhood Policy
D10 Historic Environment
D10a Design

Eastbourne Borough Plan Saved Policies 2007
UHT1 Design of New Development
UHT4 Visual Amenity
UHT15 Protection of Conservation Areas
UHT17 Protection of Listed Buildings and their Settings

Site Description:
The site refers to part of the middle parade, to the north east of the upper level of the bandstand adjacent to the public toilets. In situ at the site currently is a single storey information kiosk which will be removed to make way for the proposal.

The Bandstand is Grade II listed, the site is considered within the wider setting of this listed building. The site is also situated within the Town Centre and Seafront Conservation Area.

Relevant Planning History:
It has been a long standing ambition of ‘seafront services’ to have this facility to support the needs of tourists and local community. This particular location has been chosen in consultation with the operators and the relevant user groups of the facility.

No specific relevant planning history.

Proposed development:
The application proposes the location of a ‘Changing Places Toilet’. This is a stand-alone modular building which will be constructed off site.

The unit will provide toilet and changing/washing facilities for disabled members of the public.

The unit itself measures 3.5m in depth, 4.7m in width and 3m in height under a flat roof.

Consultations:
English Heritage were not consulted as the adjacent Listed Building is Grade II the requirement to consult lies with Grade II* buildings.

Specialist Advisor – Design and Conservation

This application seeks consent for the erection of disability changing facility in one of the town’s most prominent central locations, at the heart of the Town Centre and Seafront Conservation Area and in the immediate proximity of the bandstand, a Grade 2 listed building and one of the borough’s most popular and well-regarded heritage assets.

The kiosk, a modular building which it is intended can be assembled on site, will undoubtedly provide a valuable additional resource for disabled users, thereby extending opportunities for a currently disadvantaged group whilst also visibly demonstrating our municipal commitment to inclusion along the seafront.

It is difficult to make a positive case for the building in strictly conservation terms, through an application of the standard test that it either preserves or enhances the setting.

It would, however, be unreasonable to assert that the installation of the facility in itself would involve any significant harm. Rather, it reinforces the sense of a drift in term of the overall quality and significance of the immediate built environment, recognising the presence on the seafront of other utilitarian structures, notably the information kiosk and sales kiosks, which contribute to a decidedly eclectic immediate environment. Any harm from this build would be limited, and the effect of this would be mitigated by the obvious public benefit derived from the provision of valuable new services.

Neighbour Representations:
No comments have been received on the application from members of the public or interested parties.

Appraisal:
Principle of development:
The proposed development consists of the location of a ‘Changing Places Toilet’, housed within a secure stand-alone modular unit with ramped access.

It is a corporate objective to bring this facility to the seafront area as the standard accessible toilets do not meet the needs of all people with a disability. This facility will have extra features and more space to meet the needs of people who use it.

The principle of the facility is supported, to provide accessible toilets and changing areas for disabled members of the public.
Impact of proposed development on amenity of adjoining occupiers and surrounding area:
The location of the unit means there would be no impact on the amenity of users/occupiers of surrounding properties in terms of the structure.

It is not considered that the use of the unit would be such to cause noise or impact issues on surrounding uses/occupiers. The use of the unit will be controlled, it will not be open to the general public, and will be managed by the Seafront Office which is located below the site on the lower promenade.

Design issues and impact on character and setting of a listed building or conservation area:
The unit is a simple modular construction designed to be easily assembled on site. The building will replace an existing information kiosk which is a flat roof structure affording little to the visual appearance of the wider setting.

When considered in the wider setting there are other examples of modular temporary appearing buildings along the seafront such as sales and information kiosks, including at the site presently, and in this wider context the design of the building is considered acceptable.

The National Planning Policy Framework paragraph 134 states that were a development proposal would lead to less than substantial harm to the significance of a heritage asset, this harm should be weighed against the public benefits of the proposal.

Whilst the structure itself adds little excitement to the promenade it provides a valued service and this service certainly outweighs any considered impacts on the wider setting of nearby listed building (The Bandstand) or the character of the conservation area by the design of the building.

It is considered that a condition allowing a temporary consent for a period of 5 years is prudent in this case to protect the wider setting of the listed building and to preserve the conservation area. The building is a modular temporary construction and it is unknown how this will age (in this seafront location) and therefore impact visually on the surrounding area. This temporary permission allows for a re-assessment of the suitability of the site and any impacts on the wider setting of the listed building or conservation area.

Impacts on highway network or access:
It is not considered that the unit will have any impacts on the surrounding highway network.

Human Rights Implications:
The impacts of the proposal have been assessed as part of the application process. Consultation with the community has been undertaken and the impact on local people is set out above. The human rights considerations
have been taken into account fully in balancing the planning issues; and furthermore the proposals will not result in any breach of the Equalities Act 2010.

**Conclusion:**
It is considered that the siting of the structure centrally to this popular seafront area is important given the facility/service it is providing. It is not considered that the siting would amount to substantial harm to the wider setting of the listed building, and any considered impacts are outweighed by the general public interest in the proposed development.

**Recommendation:** Grant planning permission subject to conditions.

**Conditions:**

1. Time for commencement
2. Approved drawings
3. External Materials
4. The unit shall be removed after 5 years unless agreed in writing by the Local Planning Authority.
1.0 Introduction

1.1 Eastbourne Borough Council has prepared a new Statement of Community Involvement (SCI), which sets out the Council’s approach to consulting the local community and other stakeholders on planning matters within the local planning authority boundary.

1.2 The Council’s previous SCI is considered to be out of date as a result of changes in legislation and national policy since it was adopted in 2006, and a new SCI is being prepared to guide public consultation in the preparation of a new Local Plan for the town.

1.3 The SCI was published for consultation with the local community and other stakeholders between 24 March and 18 May 2017. It now needs to be adopted by Full Council, following endorsement from Cabinet. Once adopted, the SCI will be used to guide consultation on planning policy documents.

2.0 Background

2.1 The Planning & Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested
parties in producing their Local Plan and determining planning applications. It is a legal requirement that any consultation on Local Plans is undertaken in accordance with the adopted SCI.

2.2 The current SCI was adopted in 2006, with minor amendments made in 2009 as a result in changes in legislation. This SCI was used to co-ordinate extensive community and stakeholder consultation on a number of planning policy documents that have since been adopted, including the Core Strategy, Town Centre Local Plan and the Employment Land Local Plan.

2.3 The introduction of the National Planning Policy Framework (NPPF) and changes to the regulations governing the production of Local Plans means that the current SCI is now out of date.

2.4 The Council is embarking on a new round of plan making to replace existing planning policies through the production of a new Local Plan. A new, up to date SCI is being produced to ensure that the local community and other stakeholders are provided with opportunities to have their input into the development of the Plan.

3.0 Summary of the SCI

3.1 The SCI sets out how Eastbourne Borough Council will engage local communities and other interested parties in the production of the Local Plan and in determining planning applications. In order to assist with understand in local communities, the SCI first provides an overview of the planning system and information about the Eastbourne community.

3.2 The SCI then provides more detailed information on how communities and stakeholders will be consulted in Plan-making (the preparation of the Local Plan, SPDs & CIL Charging Schedule); and in Development Management (the determination of planning applications).

3.3 Plan-Making

3.3.1 Within the plan making process, there are three types of plan that will be produced by Eastbourne Borough Council:

- Local Plan
- Supplementary Planning Document
- Community Infrastructure Levy Charging Schedule

3.3.2 The timetable for the production of these planning policy documents is identified within the Council’s Local Development Scheme, which was adopted in February 2017.

3.3.3 The SCI sets out the stages in the preparation in each of these plans that there will be engagement and consultation with the local community and
other stakeholders. As regulations limit the types of representation that can be submitted at certain stages, the SCI sets different consultation periods for different stages. This includes 8 week consultations where any type of feedback is welcome, and 6 weeks where consultation is a ‘technical’ consultation and representations are limited to only addressing issues of ‘soundness’.

3.3.4 The SCI sets out the basic consultation standards will be applied as a minimum in all consultation on planning policy document. These are:

- Use of the on-line Consultation Portal to host consultation material and enable responses, either directly via the website or by downloading comment forms that can be uploaded, emailed or posted back
- Direct notifications to organisations and individuals through the Local Plan Consultation Database and the ‘GovDelivery’ email subscribers list
- Putting paper copies of documentation on deposit at 1 Grove Road
- Putting notices in the local paper to advertise consultation
- The promotion of consultation by local Councillors within their wards, especially in areas where there tends to be a lack of engagement.

3.3.5 In addition, an email newsletter will be sent out on a quarterly basis to everyone on the consultation database and ‘GovDelivery’ subscribers to provide updates on preparation of planning policy documents and when consultation is expected to be undertaken.

3.3.6 The SCI also identifies additional consultation methods and approaches will be used on a case-by-case basis depending on the nature and scale of the consultation.

3.3.7 Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making, will be published on the website and promoted via the quarterly email newsletter.

3.4 Development Management

3.4.1 The SCI sets out the procedures that the Council undertakes in the process of determining planning applications. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning application
- Planning appeals.

3.4.2 The methods that the Council uses to publicise applications and consult the community, which exceed the minimum requirements set out by legislation,
are as follows:
- Neighbour Notification Letters
- Site Notice
- Public Notice in the local press
- Publication on the Council’s website

3.4.3 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days.

4.0 Consultation

4.1 A Draft SCI was subject to an 8 week consultation period between 24 March and 18 May 2017 to allow stakeholders and the local community to comment and make representations, in accordance with the consultation principles set out in the document.

4.2 During the consultation on the SCI, a total of 21 representations were received from 11 respondents. This includes representations from the Clinical Commissioning Group, Highways England, Southern Water, the Health & Safety Executive, Natural England, Bespoke and five individuals. Six of the 21 representations did not comment on the content of the SCI.

4.3 The full representations and the recommended officer response to the representations are contained in Appendix 1. A schedule of changes recommended in light of those representations is provided as Appendix 2. A ‘tracked change’ version of the SCI as a result of the recommended changes is provided as Appendix 3. A summary of the main issues raised during the consultation is summarised below.

4.4 Consultation on Supplementary Planning Documents

4.4.1 A representation raised a concern that the ‘evidence gathering’ stage in the production of a SPD should involve formal consultation, otherwise there would be an in-built democratic deficit. The SCI currently identifies two consultation stages in the preparation of a SPD: 1) evidence gathering and public participation; and 2) representations of a draft SPD. The ‘Representations on a Draft SPD’ stage is the public consultation stage where there is no limit on who can make representations. The SCI identifies the ‘Evidence gathering and public participation’ as being informal consultation, with the Council approaching organisations and consultation bodies for their input.

4.4.2 As a SPD can only provide detail on an existing Local Plan policy, and these Local Plan policies will have already been through extensive consultation and public examination, it is not considered necessary to have two formal rounds of consultation on a SPD. Informal consultation at the first stage allows
stakeholder who have a particular interest to put forward their views in the development of the SPD. This approach worked well with the Tourist Accommodation Retention SPD, where the Eastbourne Hospitality Association were heavily involved in the ‘evidence gathering and public participation’ stage and helped shape the document. The extent to which stakeholders are involved in the ‘Evidence Gathering and Public Participation’ stage can be decided on a case by case basis, and would not preclude anyone making comments at the ‘Representations on a Draft SPD’ stage. Therefore it is recommended that there should be no change as a result of this representation.

4.5 Neighbourhood Planning

4.5.1 A small number of representations requested further information and clarification on the stages in the producing neighbourhood plans. This involves additional information relating to reflect the regulations. This involved clarification as to the process for designating a neighbourhood forum, and clarification on the specific stages in the production of a neighbourhood plans. Amendments are recommended in order to address these issues.

4.6 On-line Discussion Forum

4.6.1 A representation suggested that it would be beneficial to have a digital platform to allow the community to discuss and debate issues relating to Council proposals and develop ideas to take forward. EBC’s on-line Consultation Portal does have a facility to host a discussion forum for a particular consultation, which is not currently used. This could be used at the ‘Evidence gathering and early engagement’ and ‘Issues and Options consultation’ stages in the preparation of Local Plans to allow people to discuss and debate issues relating to the consultation, and to ask questions of the Council. However it is recognised that this consultation method will only be appropriate for certain types of consultation. Therefore it is recommended that the use of a discussion forum should be added to the list of additional consultation methods in the SCI.

5.0 Conclusion

5.1 There is a need to produce a new Statement of Community Involvement (SCI) ahead of the new round of plan making as the previous SCI is out of date due to changes in legislation and national policy.

5.2 Past experience, best practice, the geo-demographic profile of the town and results from the Resident Consultation Survey (2015) and Community Survey on Participation in Planning Consultation (2016) have identified issues that have been addressed within the SCI.
5.3 Public consultation was undertaken on the Draft SCI, resulting in 21 representations from 11 respondents. As a result of these representations, a small number of modifications to the SCI are recommended.

5.4 In order for the SCI to be formally adopted, it requires approval from Full Council. Planning Committee is asked for their views on the final version of the Statement of Community Involvement, which will be reported verbally to Cabinet on 12 July.

Background Papers:

- Community Survey on Participation in Planning Consultation (EBC, 2016)
- National Planning Policy Framework (DCLG, 2012)
- Town & Country Planning (Local Planning) (England) Regulation 2012
- Community Infrastructure Levy Regulations 2010

To inspect or obtain copies of the background paper, please refer to the contact officer listed above.
## APPENDIX 1

### Table of Representations Received on Draft SCI

<table>
<thead>
<tr>
<th>Rep ID</th>
<th>Name</th>
<th>Section</th>
<th>Representation</th>
<th>Officer Response</th>
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</thead>
<tbody>
<tr>
<td>SCI/1</td>
<td>Kay Warner</td>
<td>Introduction – Consultation on Draft SCI</td>
<td>The first thing I would say about this document is whilst it is fine to have planning consultations accessible via this route, as this is not a specific planning consultation but refers to Council Policy in Involving The Community, it should appear on the main website under the heading of “Consultations”. I also think this consultation should be widely advertised and printed copies available for those residents not having computer access. Otherwise a significant number of residents will be excluded from this Community Involvement process.</td>
<td>It is accepted that consultations on plan-making should be advertised on the Council’s main webpage under the “Consultation” headings, and an amendment will be made to the SCI to reflect this. However it is not consider appropriate for consultation on Development Management to be advertised via this method due to the nature, scale and number of consultations that take place. The Council operates a ‘digital by default’ consultation method and all consultation material is made available on-line. However it is recognised that some residents may not have access to a computer. In order to notify these residents about the consultation, a public notice in place in the Eastbourne Herald newspaper at the start of the consultation period, and paper copies of consultation material is made available at the Customer Contact Centre at the Eastbourne Borough Council offices at 1 Grove Road.</td>
</tr>
<tr>
<td>SCI/3</td>
<td>Hastings &amp; Rother CCG (Nicky Cambridge)</td>
<td>Introduction – Why get involved</td>
<td>Eastbourne, Hailsham and Seaford CCG would like to be actively informed and potentially involved in planning developments.</td>
<td>Comments noted.</td>
</tr>
<tr>
<td>SCI/4</td>
<td>Hastings &amp; Rother CCG (Nicky Cambridge)</td>
<td>Overview of the Planning System – Plan-making – Local Plans</td>
<td>Eastbourne, Hailsham and Seaford CCG would like to be involved in the development of local plans.</td>
<td>Comments noted.</td>
</tr>
<tr>
<td>Rep ID</td>
<td>Name</td>
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<td>Representation</td>
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<td>SCI/5</td>
<td>Hastings &amp; Rother CCG (Nicky Cambridge)</td>
<td>Overview of the Planning System – Plan-making – Community Infrastructure Levy</td>
<td>Eastbourne, Hailsham and Seaford CCG would like to ask that the Levy includes consideration of health and well-being impacts and issues.</td>
<td>Although the CIL Charging Schedule itself cannot consider health impacts as it relates to how much financial contribution development should make to the provision of infrastructure, the need for and issues surrounding health infrastructure will be considered through the Infrastructure Delivery Plan and considered for the Regulation 123 list.</td>
</tr>
<tr>
<td>SCI/6</td>
<td>Hastings &amp; Rother CCG (Nicky Cambridge)</td>
<td>Background to Eastbourne – Eastbourne and its residents</td>
<td>Eastbourne, Hailsham and Seaford CCG would ask that all relevant health data (including health inequalities data) is considered as part of the needs of the local population affected.</td>
<td>The 'Eastbourne and its residents' section of the SCI will be updated to include some information about the health of residents. All relevant health data (including health inequalities data) will be considered through the Sustainability Appraisal in terms of the needs of the local population and how this can be affected by planning policy.</td>
</tr>
<tr>
<td>SCI/7</td>
<td>Hastings &amp; Rother CCG (Nicky Cambridge)</td>
<td>Community Involvement in Plan Making</td>
<td>This sounds very helpful and the CCG would be keen to be involved in proportionate ways.</td>
<td>Comments noted.</td>
</tr>
<tr>
<td>SCI/8</td>
<td>Bespoke (P Humphreys)</td>
<td>Overview of the Planning System – Plan-making – Local Plans</td>
<td>Too many EBC plans and strategies have vague targets. Some strategy and planning documents, appear to deliberately avoid using real measurable targets. Without this plans are hard to review later in terms of success or failure. Bespoke are interested in active travel. There are no real targets to increase cycling and pedestrian numbers. ESCC congestion data appears to be missing from recent EBC plans and replaced by vague statements about an increase. If it is a target then state it, track it and review any progress.</td>
<td>Each of EBC’s Local Plans includes a Monitoring Framework that sets out a number of detailed targets and indicators in order to allow the performance of Local Plan policies to be monitored. Each year EBC prepares an Annual Monitoring Report (AMR) that monitors the policies using the indicators set out in the Monitoring Frameworks to identify how well the policy is performing. This information is then used in reviewing policies and their effectiveness.</td>
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<td>Rep ID</td>
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<tr>
<td>SCI/9</td>
<td>Bespoke (P Humphreys)</td>
<td>Background to Eastbourne – Eastbourne and its residents</td>
<td>The above reads like Eastbourne is separate to the rest of the area. Most plans seem to play down the reality of the neighbouring District and Boroughs. (See above) Polegate and Willingdon are part of the same conurbation. Planning for road and active travel infrastructure cannot just be around Eastbourne. Even more so with the 10,000 new homes in South Wealden. Bespoke would like more joined up work with the neighbouring Authorities.</td>
<td>Eastbourne Borough Council is the local planning authority for the Eastbourne Borough, with the exception of the area in the South Downs National Plan, which is under the planning jurisdiction of the South Downs National Park Authority. Therefore the Local Plans prepared by Eastbourne Borough Council have to cover the Eastbourne local planning authority area. However it is recognised that Eastbourne’s area of influence extends further than the Borough boundary into Willingdon and Polegate, and Eastbourne Borough Council does work with Wealden District Council in relation to this. Eastbourne Borough Council has a ‘Duty to Co-operate’ with neighbouring authorities on strategic planning matters, as identified in para 1.14 of the SCI. This ‘Duty to Co-operate’ is enacted at both the Member and Officer level. However it should be noted that the ‘Duty to Co-operate’ is not a ‘Duty to Agree’. In order to make this clearer, additional information will be added to the ‘Eastbourne and its residents’ section.</td>
</tr>
<tr>
<td>SCI/10</td>
<td>Bespoke (P Humphreys)</td>
<td>Community Involvement in Plan Making – How will we consult</td>
<td>Bespoke have found that consultations are often too late. Discussions need to take place earlier. Plus pressure groups are likely to state their ideal. This will clash with other groups so the process is adversarial. So the assumption is there is no agreement. In fact these positions are sometimes negotiable and Bespoke might support other groups stands or agree a joint position. Where meeting take place with other groups there is often agreement.</td>
<td>The SCI at para 4.5 identifies an ‘Evidence gathering and early engagement’ stage in the preparation of a Local Plan, whereby there will be engagement with stakeholders to identify locally relevant visions and objectives for the area and identify what the Local Plan must cover to address the critical issues in the area. This stage provides an opportunity for early discussion and negotiation with groups such as</td>
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<tr>
<td>Rep ID</td>
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<td>Section</td>
<td>Representation</td>
<td>Officer Response</td>
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<tr>
<td>SCI/11</td>
<td>Stuart Bannerman</td>
<td>Overview of the Planning System – Development Management</td>
<td>More detail is needed at 2.29 and 2.30 about the scheme of delegation - as it affects the planning process. The footnote link is to the whole council-wide scheme but the planning bit is too hard to find (way down at para 47). I suggest a proper summary of the relevant parts of said para 47, at g, h, I &amp; j, should be provided within the body of the SCI as part of 2.30 or as a new para. This is to inform others how their rights are affected by delegated powers.</td>
<td>The types of application that may be decided by delegation and those that are more likely to go to Planning Committee are set out in the Council’s Scheme of Delegation. This Scheme of Delegation may be amended during the life of the SCI, meaning that if additional information was added to the SCI, this information could be out of date and incorrect at some point in the future. However it is recognised that people may want to understand how delegated powers work, and therefore a more specific reference to where this information can be found will be included in the SCI.</td>
</tr>
<tr>
<td>SCI/12</td>
<td>Stuart Bannerman</td>
<td>Community Involvement in Plan-Making – Who will we consult - Para 4.6</td>
<td>Evidence gathering to inform SPD should be by formal consultation - not informal consultation - and involve all registered email subscribers to EBC planning policy (not limited to certain bodies). This is essential to ensure all views are taken into account at the earliest stage, and especially because the draft SPD is not subject to any independent examination. In my view, as currently written, 4.6 has a in-built democratic deficit and requires closer consideration to improve community consultation and involvement.</td>
<td>It is important to recognise that a SPD relates to an existing policy in a Local Plan that will already have been subject to extensive consultation and scrutiny through a Public Examination. The SPD can only provide additional detail on the implementation of the policy and cannot amend or change the existing policy. This is explained at para 2.16 of the SCI. This is why SPDs do not require Public Examination, as their related Local Plan policy has already been through the consultation and examination process. As such, an SPD is only a material consideration in the determination of a planning application and not part of the development plan. The Town &amp; Country Planning (Local Planning) (England) Regulations 2012 require that any person may make representations about a SPD (Reg 13). In the SCI, this consultation stage is the</td>
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<td>SCI/13</td>
<td>Stuart Bannerman</td>
<td>Community Involvement in Development Management – Appeals - Para 5.26</td>
<td>The matter of ‘third party rights’ (or lack of) requires a more complete explanation, preferably as a stand-alone para, not tacked on the end. It should appear earlier within 5.26 defining ‘third parties’ so that it is obvious to neighbours et al and clearly explain their status and limited rights following a decision.</td>
<td>‘Representations on Draft SPD’ identified in para 4.6. There are no other requirements to consult on a SPD in the regulations, and therefore the SCI is in accordance with the regulations. However, EBC recognises that, depending on the topic of the SPD, additional early engagement with organisations and communities that the SPD is relevant to will help in the preparation of the SPD. For example, in the preparation of the Tourist Accommodation Retention SPD, the Eastbourne Hospitality Association were heavily involved in the ‘evidence gathering and public participation’ stage and helped shape the document, as this was appropriate for this SPD. Where it is appropriate, organisations and communities will be engaged at this stage in the future preparation of SPDs, but all interested parties without limitation will have the opportunity to comment at the ‘Representations on Draft SPD’ stage. Agreed. Additional explanation will be added to the SCI to provide more information on this subject.</td>
</tr>
<tr>
<td>SCI/14</td>
<td>Stuart Bannerman</td>
<td>Community Led Planning – Who can prepare a Neighbourhood Plan or Order</td>
<td>A footnote link should be provided to enable the community to access the process for setting up Neighbourhood forums and creating Neighbourhood plans.</td>
<td>Agreed. Additional information will be provided on the process for setting up a neighbourhood forum.</td>
</tr>
<tr>
<td>SCI/15</td>
<td>Stuart</td>
<td>Community Led Planning –</td>
<td>A footnote link should be provided to enable the community to access the process for Community Planning.</td>
<td>Agreed. Additional information will be provided on the process for setting up a community right to</td>
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<tr>
<td>Bannerman</td>
<td>Community Right to Build</td>
<td>Right to Build Orders, as mentioned at 6.9 in a similar way as my comment on Neighbourhood Forums at 6.5.</td>
<td>build.</td>
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<tr>
<td>SCI/16</td>
<td>Highways England (Elizabeth Cleaver)</td>
<td>General</td>
<td>Thank you for inviting Highways England to comment on the Eastbourne Borough Council Draft Statement of Community Involvement. Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN). The SRN is a critical national asset and as such Highways England works to ensure that it operates and is managed in the public interest, both in respect of current activities and needs as well as in providing effective stewardship of its long-term operation and integrity. We will therefore be concerned with proposals that have the potential to impact the safe and efficient operation of the strategic road network. Having reviewed the published documentation, we do not have any comments on the Eastbourne Borough Council Draft Statement of Community Involvement. However, please could you amend your database so that consultations to Highways England are sent to our general planning team email address, <a href="mailto:PlanningSE@highwaysengland.co.uk">PlanningSE@highwaysengland.co.uk</a> instead of sending them to my colleague Keith Jacobs? We look forward to continuing to work with Eastbourne Borough Council as your Local Plan progresses and to receiving consultations on any</td>
<td>The Local Plan Mailing List has been amended to contain the email address referred to in the response.</td>
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<tr>
<td>SCI/17</td>
<td>Peter Martin</td>
<td>General</td>
<td>A rule which needs to be enacted now is the complete ban on residential building below the 10 metre above sea level contour. With the current cycle of Global Warming, the tilting of the UK &amp; movement of the World’s Axis even this current contour may disappear under the sea within the lifetime of the new generation &amp; unfortunately drown part of this Town.</td>
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<td>EBC take flooding issues very seriously. The coastal defences are maintained to a level to protect the town from tidal flooding, and the Eastbourne Park flood storage scheme helps to protect the town from river and surface water flooding. It is also important to ensure that residential properties are provided in order to contribute towards meeting local housing need. However this development will only take place in areas that are not at high risk of flooding and through the development management process it should be ensured that development does not increase the risk of flooding elsewhere.</td>
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<tr>
<td>SCI/18</td>
<td>Southern Water (Charlotte Mayall)</td>
<td>Community Led Planning – Neighbourhood Plans and Community Development Orders</td>
<td>Between points (2) and (3) of paragraph 6.8 an additional point should be added to reflect the requirements of Regulation 14 of the Town and Country Planning (Neighbourhood Planning) (England) Regulations 2012, namely the pre-submission consultation and publicity of the neighbourhood plan. From Southern Water’s perspective, as a statutory consultee on local and neighbourhood development plan documents, we would wish to ensure that the additional numbered point includes reference to the ‘consultation bodies’ that should be consulted as a requirement of Regulation 14(b).</td>
<td>Agreed. Para 6.8 will be amended to include an additional key step of pre-submission consultation and publicity of the neighbourhood plan. This will also include reference to the ‘consultation bodies’ that should be consulted as a requirement of Regulation 14(b).</td>
</tr>
<tr>
<td>SCI/19</td>
<td>Health &amp; Safety Executive</td>
<td>General</td>
<td>We have concluded that we have no representation to make at this stage of your local planning process. This is because there is insufficient information in</td>
<td>Comments noted.</td>
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<td>(Allison J Chippendale)</td>
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<td>the consultation document on the location and use class of sites that could be developed. In the absence of this information, HSE is unable to give advice regarding the compatibility of future developments within the consultation zones of major hazard establishments and MAHPs located in the area of your local plan. HSE acknowledges that early consultation can be an effective way of alleviating problems due to incompatible development at the later stages of the planning process, and that we may be able to provide advice on development compatibility as your plan progresses. Therefore, we would like to be consulted further on local plan documents where detailed land allocations and use class proposals are made; e.g. site specific allocations of land in development planning documents.</td>
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<tr>
<td>SCI/20</td>
<td>Phil Belden</td>
<td>General</td>
<td>One earnest plea, is that you honour your pledge, that this genuinely is for “the local community and other interested parties” as the recent proposed Eastbourne Downs sale involved neither the local community nor interested parties. The council decision to dispose of the majority of the downland estate (75% / 3,000 acres) was made in secret and didn’t even involve the whole democratically elected council, but a small Cabinet minority. The reason given, once ordinary people had found out and protested at the town hall, was that it was not considered significant enough to involve the public. This does not bode well for any serious attempt at community involvement – such a statement may “not be worth the paper it is written on”.</td>
<td>This Statement of Community Involvement relates to engaging the community and stakeholders in planning decisions, particularly those relating to the plan-making and development management. Whilst this response is focused on issues relating to the Downland, which do not fall under the scope of the SCI, some points are raised that are relevant to the SCI. Notification of consultation on Local Plan goes out to those on the Local Plan mailing list, and there is no restriction on people living outside of the Eastbourne Borough to signing up for email notifications. All community members and interested parties are encourage to sign up for email notifications as a quick and easy way to keep</td>
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Eventually, the council bowed to considerable pressure from the people, locals and others, opposition parties, the collective media etc, and decided to run a poll for its local residents in the council-owned propaganda freesheet (not my words, but those of The Times, 24/7/17). This loaded poll (not my words, but the headline in the Eastbourne Herald, 14/2/17) makes one seriously question the motives behind any community involvement – making it hard to accept the sincerity of any words in a council “statement of community involvement”. The council has a job to do, to restore trust as a result of the ill-judged Eastbourne Review poll, essential if this is to be a key organ for community involvement which the draft statement seems to be pinning its hopes on (p.6 Of the Summary).

If the council had not changed its mind and had stuck to its minority cabinet decision, which would have been a shock in the face of such overwhelming opposition, though not with the way the poll was loaded with public service threats and fear, then all this would have been tested in the courts. As it is, we move on in a spirit of reconciliation and optimism for a conserved and enhanced Eastbourne Downs, protected in perpetuity (not my words, but your previous Mayor’s session in the House of Lords when this land was being secured for the people).

Finally, community involvement needs to involve the local community AND other interested parties. The highly selective targeting of the poll, which only went to some local residents was only eligible to Eastbourne residents. What about all those other interested parties, such as the local resident neighbours of East Dean, Friston, Jevington, up to date with planning issues in Eastbourne.

EBC has a ‘Duty to Co-operate’ with neighbouring authorities, including the South Downs National Park Authority, on strategic planning matters, and this duty is taken seriously.

The SCI sets out a number of different approaches to consultation on plan-making that could be used depending on the scale and nature of the consultation. For instance, consultation on a Local Plan that impact upon the whole of Eastbourne and beyond will employ the widest range of consultation methods. These consultation methods will be identified by officers and recommended to Cabinet when Cabinet make the decision to approve the document for public consultation, which is the process set out in the Council’s constitution.

Consultation on planning policy documents that only affect a small area or those on a detailed and technical topic may employ a narrower range of consultation methods. Again, these consultation methods will be identified by officers and recommended to Cabinet when Cabinet make the decision to approve the document for public consultation.

In order to demonstrate that consultation responses are taken seriously and fully considered, responses to consultation responses are provided in a form similar to this. Paras 4.34 to 4.36 of the SCI identifies the process for responding to representations made during consultation.
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<td>SCI/21</td>
<td>Natural England (Sharon)</td>
<td>General</td>
<td>Thank you for your consultation on the above, which was dated and received by Natural England on 24 March 2017.</td>
<td>Comments noted. EBC can confirm that the email address provided in the representation is the email address that is currently held on the Local Plan Mailing List and will be sent notifications of</td>
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Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.

We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals.

We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk. This system enables us to deliver the most efficient and effective service to our customers.

There has been much spontaneous online discussion around the Council’s proposals to sell off the Down Land Farms. It seems the people of Eastbourne are keen to become involved in the plans for our Town. I understand the Council already has online mechanisms in place where by we can be informed about developments. But such platforms are ‘passive’ involvement (i.e. we sit back and receive information and may then make a point or 2). What I believe this Town would greatly benefit from is a consultation.

The Council’s on-line Consultation Portal allows consultation material to be hosted on-line and accessed by anyone, and also allows comments to be made directly on the consultation. The use of social media, which would allow discussion, is also identified as an additional consultation method in consultation on plan-making at para 4.20.

The on-line Consultation Forum also has a function that allows the creation of a Discussion Forum for a
more interactive platform. The recent spontaneous debate and discussion hugely demonstrated this. We would benefit from a platform where we can post, comment, share and develop our understanding and views about our Council’s proposals; and where in turn, our own proposals can be generate, voted upon and put forward. This would involve some sort of digital participatory platform. I know these sorts of platforms are not main stream yet but they are being effectively used for similar business as the business of this Town. And, there are people in this Town who are much more knowledgeable on this than I am. These are 3 such digital platforms that were posted on the Eastbourne Can Facebook Page, set amongst a fruitful discussion on how to raise the 1.1 million short fall that was indicated in the Sussex Review Poll.

Perhaps it would be more cost effective to install and run such a platform considering the great cost involved in the much criticized poll? Indeed, consultations in the regular sense are costly. My understanding is that the digital participatory platforms I refer to are not that expensive to run.

I would be proud to live in a Town whose Council was prepared to seriously explore the use of such platforms. I would be even more proud to live in the Town where they are put into use. If you are interested in finding out more, I would be happy to put you in touch with a local person who has more knowledge on these matters than I.

particular consultation. This could be used at the ‘Evidence gathering and early engagement’ and ‘Issues and Options consultation’ stages to allow people to discuss and debate issues relating to the consultation, and to ask questions of the Council. This consultation method will only be appropriate for certain types of consultation, for example in the preparation of a Local Plan. Therefore the use of a discussion forum will be added to the list of additional consultation methods (at para 4.20 of the SCI) that could be used depending on the nature and scale of the consultation that is being undertaken.
**APPENDIX 2**

**Schedule of Changes to the Draft SCI**

*Note:* Deleted text highlighted by strikethrough. New text highlighted in **red and underlined**.

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| C1  | Introduction – What is a Statement of Community Involvement | Amend para 1.7  
The Council is now **taking the opportunity** has reviewed and amended the previous to review its SCI to take into account legislative changes since 2009 and to reflect on previous experience of consultation in order to make the consultation process more efficient and effective. **This SCI was subject to public consultation between 24th March and 19th May 2017.** |
| C2  | Introduction – Consultation on the Draft SCI | Delete paras 1.17 to 1.19 |
| C3  | Overview of the Planning System – Development Management | Amend para 2.30:  
The criteria used to decide which applications should be determined by Planning Committee are covered at paragraph 47 of the Council’s Scheme of Delegation. The dates for Planning Committee can be found on the Council’s website. |
| C4  | Background to Eastbourne – Eastbourne and its residents | Add new paragraph after para 3.1:  
**Eastbourne Borough Council is responsible for planning within the Eastbourne Local Planning Authority area. This includes the Eastbourne Borough boundary with the exception of the area within the South Downs National Park, which is in the planning jurisdiction of the South Downs National Park Authority. However it is recognised that Eastbourne’s area of influence extends further than the Borough boundary into Willingdon and Polegate, and Eastbourne Borough Council does work with Wealden District Council and the South Downs National Park Authority on cross-boundary strategic planning matters in accordance with the ‘Duty to Co-operate’.** |
| C5  | Background to Eastbourne – Eastbourne and its residents | Add new paragraph after para 3.12:  
**6.1% of Eastbourne’s population described themselves as having bad or very bad health at the 2001 census, compared to 4.4% across the South East region. There are over 20,000 people** |
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<td>with a limiting long-term illness, and 10.6% of Eastbourne’s population provides unpaid care for others. The rate of teenage pregnancy is 22.2 per 1,000 females aged 15-17, and the mortality rate of circulatory diseases for persons aged 0-74 is higher than the average for East Sussex.</td>
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| C6  | Community Involvement in Plan-Making – How will we consult | Add additional bullet point to para 4.18:  
- **Website** - The consultation will be advertised on the Eastbourne Borough Council website, particularly under the ‘Consultations’ heading. |
| C7  | Community Involvement in Plan-Making – How will we consult | Add additional bullet point to para 4.20:  
- **Discussion Forum** – Where it is appropriate for the stage of consultation, a discussion forum could be made available through the on-line Consultation Portal to allow the community to debate and discuss issues and proposals related to the consultation and to ask questions of the Council. However it is recognised that this consultation method will only be appropriate for certain types of consultation. |
| C8  | Community Involvement in Development Management – Appeals | Add new paragraph after para 5.24:  
Only the applicant can appeal against a planning decision. There is no ‘third party’ right of appeal for other people who disagree with the Council’s decision. However, anyone can challenge a planning decision in the courts if they have evidence that the decision was not made following the proper procedures. Legal challenges cannot take into account whether the decision was right or not in planning terms, only whether regulations and conventions about making decisions were properly followed.  

*Footnote: The ‘first party’ in planning is the applicant for planning permission and the ‘second party’ is the local authority. ‘Third parties’ are anyone else with a view on a planning application, whether they have a direct interest (e.g. as owner of the land on which the application is submitted) or a personal interest (e.g. as a neighbour) or a wider interest (e.g. as a parish council or interest group).* |
<p>| C9  | Community Involvement in Development | Amend para 5.26: |</p>
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<td>Management – Appeals</td>
<td>The Inspector will consider the evidence and decide whether the Council’s decision was correct. The Inspector’s decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court. <strong>Third parties do not have the right to appeal decisions.</strong></td>
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| C10 | Community Led Planning – Who can prepared a Neighbourhood Plan or Order | Add new paragraph after para 6.4:  
**Detailed information and guidance on Neighbourhood Planning and the required processes can be found in the Neighbourhood planning section of the national Planning Practice Guidance.**  
Footnote: [https://www.gov.uk/guidance/neighbourhood-planning--2](https://www.gov.uk/guidance/neighbourhood-planning--2) |
| C11 | Community Led Planning – Who can prepared a Neighbourhood Plan or Order | Add new paragraph after para 6.6:  
**An application to the Council to form a Neighbourhood Forum must include the following:**  
- The name of the proposed neighbourhood forum  
- A copy of the written constitution of the proposed neighbourhood forum  
- The name of the neighbourhood area to which the application relates and a map which identifies the area  
- The contact details of at least on member of the proposed neighbourhood forum (to be made public)  
- A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the Localism Act 2011  
Footnote: For further information about submitting an application for a Neighbourhood Forum, please contact the Council’s Planning Policy team. |
| C12 | Community Led Planning – Neighbourhood Plans and Community Development Orders | Add new numbered bullet point to para 6.8:  
3. **Pre-submission consultation and publicity** – before a neighbourhood plan is submitted it should be publicised in a manner that is likely to bring it to the attention of people who live and/or work in the neighbourhood and provide the opportunity for the local community and other stakeholders, including the statutory consultation bodies that are identified in the Neighbourhood Planning Regulations. |
<p>| C13 | Community Led Planning – Neighbourhood | Amend the third bullet point of para 6.8: |</p>
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<td>Plans and Community Development Orders</td>
<td>3. <strong>Submission of the Plan or Order to Eastbourne Borough Council</strong> – once a draft plan or order has been subject to consultation, it can be submitted to Eastbourne Borough Council. The Council will publicise the Plan or Order and arrange public consultation to ask for representations to be submitted. The Council will check that the submitted plan to ensure that it is consistent with the Neighbourhood Planning Regulations, and then arrange for examination.</td>
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| C14 | Community Led Planning – Community Right to Build | Amend para 6.10: A Community Right to Build Order may be prepared by local community organisations in addition by parish and town councils, but only where they meet certain legal requirements. The prescribed conditions for community right to build organisations are set out in Section 13 of the Neighbourhood Planning Regulations 2012.  
  
APPENDIX 3

Statement of Community Involvement
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1.0 Introduction

1.1 Every day, decisions are made about our surroundings: what homes, roads, offices, and shops are built and where, and what public spaces will be created and protected. These decisions affect us all, and the Town and Country Planning system seeks to ensure that the local community and other stakeholders are involved in them.

1.2 It is important that local people understand the planning process and are given the opportunity to get involved to contribute to planning decisions. In order to achieve this, Eastbourne Borough Council has produced this Statement of Community Involvement (SCI) to set out the standards and approaches that the Council will take to involve stakeholders and the community in the consulting on planning matters.

What is a Statement of Community Involvement?

1.3 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.

1.4 Eastbourne Borough Council is the Local Planning Authority for the Eastbourne Borough area, excluding the area within the South Downs National Park. Within this area, the Local Planning Authority is the South Downs National Park Authority.

1.5 Eastbourne Borough Council’s SCI sets standards and methods that will be followed for engaging residents, local groups, stakeholders and statutory consultees in:

- The preparation of the plans (known as Local Development Documents) and policies that set out what the town requires and how it will change over a 15 to 20 year period (Plan making); and
- The determination of planning applications for new development (Development Management).
1.6 The Council’s first SCI was adopted in 2006, with a technical amendment made in 2009. This SCI has been used to direct consultation on the production of planning policy documents such as the Core Strategy, the Town Centre Local Plan and the Employment Land Local Plan.

1.7 The Council has reviewed and amended the previous SCI to take into account legislative changes since 2009 and to reflect on previous experience of consultation in order to make the consultation process more efficient and effective. This SCI was subject to public consultation between 24th March and 19th May 2017.

Why get involved?

1.8 Most people have limited contact with the planning system. They may need to make a planning application for an extension to their home, or possibly their neighbour makes a planning application and the Council contacts them for their views.

1.9 However many people are interested in their town’s future. They want their children to have a decent home and job and they value Eastbourne’s environment. They have clear ideas as to the kind of place they would like Eastbourne to be but probably have not realised the important role of planning in helping to achieve these ideas.

1.10 The Council values these ideas and wants to hear from the local community both when it is considering planning applications and when it is preparing planning policies.

Legislation and National Policy

1.11 The key pieces of legislation and national policy that are relevant to consultation on planning matters and the preparation of this SCI are outlined below.

National Planning Policy Framework

1.12 The National Planning Policy Framework (NPPF) sets out guidance for local planning authorities both in drawing up plans and making decisions about planning applications. Paragraph 17 of the NPPF set outs 12 core planning principles. One of the key principles states that planning should ‘be genuinely
plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area.’ The NPPF also requires local planning authorities to demonstrate evidence of having effectively co-operated to plan for issues with cross boundary impacts when their local plans are submitted for examination.

1.13 In addition, the National Planning Practice Guidance (NPPG) adds further context to the NPPF and provides additional advice on a range of matters including on local plans, determining planning applications, and consultation and pre-decision matters. Regard must be had to national policies and advice contained in the NPPF and NPPG in plan making, and these are also ‘material considerations’ in the determination of planning applications.

*Localism Act 2011*

1.14 Section 110 of the Localism Act 2011 introduced a “Duty to Co-operate” for local planning authorities and other public bodies to work collaboratively on strategic, cross boundary issues. It requires Local Planning Authorities and other prescribed bodies to engage in the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters, defined as matters affecting more than one planning area.

*Equalities Act 2010*

1.15 Under the Equalities Act 2010, local authorities must have regard to the Public Sector Equalities Duty in respect of engaging with people with ‘protective characteristics’: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The Equalities Act requires that due regard should be given to:

- eliminate unlawful discrimination
- advance equality of opportunity between people who share a protected characteristic and those who don’t
- foster or encourage good relations between people who share a protected characteristic and those who don’t.

*Data Protection Act 1998 and Freedom of Information Act 2000*

1.16 Representations submitted on planning consultations cannot be treated in confidence under the Freedom of Information Act 2000. This means that copies of representations and the name of the person submitting the representation will be made publicly available, and by submitting
representations, consultees accept responsibility for their comments. However, under the Data Protection Act 1998, other personal information such as telephone numbers, email/private addresses and signatures will not be made publicly available.
2.0 Overview of the Planning System

2.1 The Planning System manages the use and development of land and buildings with the aim of achieving ‘sustainable development’.

2.2 The Planning System has two main parts to it:

- **Plan making** – setting out a plan and policies for how an area will develop over time as a guide to future development.

- **Development Management** – when proposals for development is assessed and granted or refused planning permission.

2.3 The planning system is a ‘plan-led system’, which means that applications for planning permission should be determined according to what the plan and policies for the area says about it, unless there are material considerations that would go against this. Therefore it is important that the local community get involved in the plan making stage as well as commenting on specific planning applications.

2.4 Planning officers prepare the local policy and assess applications, and provide advice to elected Councillors, who are responsible for approving planning policy documents and plans, and making decisions on whether planning permission should be granted.

**Plan-making**

2.5 Plan-making is setting the strategy for the future of the area over a long period, typically 15/20 years, in the form of plans and policies. These plans and policies are contained within Local Development Documents, which is a collective term used to describe Local Plans and Supplementary Planning Documents.

2.6 Plan-making can be undertaken by local communities through Neighbourhood Planning. Community-led plan-making is discussed in more detail in Section 6.

2.7 The legal requirements for the production of Local Development Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, which will subsequently be referred to as ‘the Local Planning Regulations’.
2.8 The Council sets out its timetable for plan-making in the Local Development Scheme (LDS). The LDS specifies the Local Development Documents that are to be produced; the subject matter and geographical area to which each document relates; and the timetable for the preparation and revision of these documents.

**Local Plans**

2.9 The Local Plans are formal plans that set out the strategic priorities for future development including the requirements for housing, the economy, community facilities and infrastructure, as well as a basis for safeguarding the environment, adapting to climate change and securing good design.

2.10 The Local Plan sets out what opportunities there are for development in the area, and what will and will not be permitted and where. Therefore Local Plans are critical in determining what will be developed, what will be protected and what will not be given permission to be built.

2.11 In preparing Local Plans, Local planning authorities will firstly assess the future needs and opportunities in the area. Options for addressing these issues will be presented, and a preferred approach will be identified. This process involves the gathering of evidence, carrying out of a Sustainability Appraisal to ensure that development is sustainable, and effective engagement and consultation with the local community and other stakeholders.

*Key Stages of Production of a Local Plan*

2.12 The process of preparing a Local Plan involves several stages, which are identified in Figure 1.

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1 [www.eastbourne.gov.uk/lds](http://www.eastbourne.gov.uk/lds)
Figure 1 - Stages in the preparation of a Local Plan

1. Evidence Gathering and early engagement
   - Formulate initial aims and objectives for Local Plan
   - Begin evidence gathering process
   - Identify relevant environmental, economic and social objectives to inform Sustainability Appraisal

2. Issues and Options Consultation
   - Engage with local communities, businesses and other interested parties
   - Take into account representations received from consultation process
   - Engage with Duty to Co-operate partners
   - Ensure compliance with Statement of Community Involvement
   - Continue evidence gathering
   - Test emerging options through Sustainability Appraisal

3. Publication and submission
   - 'Proposed Submission' Local Plan published for representations
   - Plan submitted to Secretary of State for public examination, along with Sustainability Appraisal, evidence base and statement of representations

4. Examination
   - Independent Inspector assesses plan to determine whether it has been prepared in line with the duty to cooperate, other legal requirements, and whether it is sound
   - Local planning authority can ask Inspector to recommend main modifications to make plan sound or comply with other legal requirements
   - Inspector issues report at end of examination

5. Adoption
   - Plan formally adopted by the local planning authority

6. Monitoring and Review
   - Monitoring of implementation of Local Plan policies

Adapted from Planning Practice Guidance, Paragraph 005 Reference ID: 12-005-20140306
2.13 Further details of the key stages in Local Plan preparation are identified below, along with the appropriate sections from the Local Planning Regulations where relevant:

1. **Evidence Gathering and early engagement** *(Regulation 18)*

The first stage in Local Plan preparation is to establish a clear understanding of what the Local Plan should cover to address the critical issues in the area. This is achieved by preparing a robust and relevant evidence base, which will also be used to develop policies and proposals at later stages in plan preparation. Social, economic and environmental data will be collected and the scope of the Sustainability Appraisal established.

There may be informal engagement with stakeholders at this stage to consider specific issues arising from the evidence gathering process. This will normally involve informal meetings to discuss issues with relevant consultees and stakeholders, but may also involve wider public engagement. Statutory bodies will be consulted on the scope of the Sustainability Appraisal.

2. **Issues and Options Consultation** *(Regulation 18)*

The issues and options arising from the evidence gathering and early engagement will be subject to public consultation, and comments will be invited as to what the Local Plan should contain.

Once the Issues and Option consultation has concluded, all comments received will be reviewed and considered alongside the evidence collected. All emerging options will be tested through the Sustainability Appraisal, and all of this information will be used to draft the Local Plan.

3. **Publication and submission** *(Regulation 19, Regulation 20 and Regulation 22)*

The Local Plan, at this stage known as the ‘Proposed Submission’ version, will be published alongside the Sustainability Appraisal to allow representations to be made on the plan before it is submitted to Secretary of State for public examination. Representations made at this stage should relate to issues of ‘soundness’.

Following this representation period, the Council will submit the Proposed Submission version of the Local Plan, together with all other relevant reports,
the representations received and a Statement of Representations, to the Secretary of State for public examination.

4. Examination (Regulation 23 and Regulation 24)

An independent Inspector will be appointed by the Secretary of State, who will conduct an Examination into the ‘soundness’ of the Local Plan. This is likely to include public hearing sessions. The Inspector will consider all of the information submitted alongside the Local Plan, including the evidence base and any representations submitted on the ‘Proposed Submission’ version. Anyone who submitted representations on the ‘Proposed Submission’ version will be invited to participate in the Examination, either through written representations or by appearing at public hearing session (it is important to note that both methods carry equal weight).

During the Examination, the Inspector may propose changes to address issues of soundness or legal compliance. These are known as ‘Main Modifications’. Following the conclusion of the hearing sessions, the Main Modifications will be published for consultation.

5. Adoption (Regulation 25 and Regulation 26)

Following the hearing sessions and the conclusion of the Main Modification consultation, the Inspector will issue a report on the examination, including conclusions as to whether the Local Plan is sound and legally compliant.

If the Inspectors Report considers the Local Plan to be sound and legally compliant, the Council can decide if they wish to adopt the Local Plan, including any modifications that the Inspector decides are necessary.

If agreed, the Local Plan should be adopted by Full Council. Following this there is a six week period for legal challenges to the adoption of the Plan to be submitted.

6. Monitoring and Review

Once the Local Plan has been adopted, it will be monitored through the Authority Monitoring Report (AMR) which will be produced on an annual basis. This will inform when the Local Plan needs to be reviewed.
**Sustainability Appraisal**

2.14 Sustainability Appraisal is a process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the social, economic and environmental impacts that would result from the implementation of the policies contained within Local Plans, as well as a means of identifying and mitigating any potential adverse effects that the plan might otherwise have.

2.15 The carrying out of a Sustainability Appraisal on Local Plans is a requirement of Section 19 of the Planning and Compulsory Purchase Act 2004. Sustainability Appraisal incorporates the requirement to prepare a ‘Strategic Environmental Assessment’ from the Environmental Assessment of Plans and Programmes Regulations 2004.

**Supplementary Planning Documents**

2.16 A Supplementary Planning Document (SPD) is a planning policy document that builds upon and provides more detailed advice or guidance on the policies in a Local Plan. The purpose of a SPD is to help applicants make successful applications. Once adopted, SPDs become material planning considerations in the determination of planning applications.

2.17 SPDs are not required to go through the Sustainability Appraisal process; however in exceptional circumstances a Strategic Environmental Assessment may be required if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.

*Key Stages of Production of a SPD*

2.18 There are fewer stages in the preparation of a SPD compared to a Local Plan, meaning the SPDs can be produced in a shorter timeframe. The process of preparing a SPD involves several stages, which are identified in Figure 2 below.
Further details of the key stages in SPD preparation are identified below, along with the appropriate sections from the Local Planning Regulations where relevant:

1. **Evidence Gathering and Public Participation** *(Regulation 12)*

   The first stage in SPD preparation is to assess the existing policy to identify what additional detail is required to assist in its implementation. If there is need for evidence in addition to that which supported the development of the policy, this will be gathered. Early engagement should take place with stakeholders and statutory consultees to identify early issues and how they can be addressed.

2. **Representations** *(Regulation 13)*

   The SPD will be drafted and published for public consultation with the local community and other stakeholders. Once the consultation has concluded, all comments received will be reviewed and considered, and where the recommendations are considered beneficial, the Supplementary Planning Document will be amended accordingly.
3. Adoption *(Regulation 14)*

Once the consultation responses have been considered, the Council can adopt the SPD as there is no requirement for an independent examination of a SPD.

Once adopted by Full Council, there is a 12 week period for legal challenges to the adoption of the SPD to be submitted.

**Community Infrastructure Levy**

2.20 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended), which will subsequently be referred to as ‘the CIL Regulations’.

2.21 Eastbourne Borough Council adopted CIL on 1 April 2015. The charging rates are set out in the CIL Charging Schedule and are expressed as £ (pounds) per square metre.

2.22 Charging schedules are not formally part of the Local Plan, but charging schedules should be consistent with, and support the implementation of, up-to-date Local Plans. Charging Schedules are not required to undergo Sustainability Appraisal.

*Key Stages of Production of a CIL Charging Schedule*

2.23 The process for preparing a CIL Charging Schedule is not too dissimilar to that of a Local Plan. The process of preparing a CIL Charging Schedule involves several stages, which are identified in Figure 3.
2.24 Further details of the key stages in CIL Charging Schedule preparation are identified below, along with the appropriate sections from the CIL Regulations where relevant:

1. **Evidence gathering**

   The first stage in the preparation of a Charging Schedule is to identify the types of infrastructure that should to be funded wholly or partly through CIL, drawn from the Infrastructure Delivery Plan produced to support the Local Plan.
Evidence should then be gathered to demonstrate the potential effects that any levy might have on the economic viability of development in the area, which is used to identify appropriate rates of different types of development.

2. Consult on Preliminary Charging Schedule (Regulation 15)

A preliminary draft charging schedule, which sets out the charging authority’s initial proposals for the levy, will be published for public consultation with the local community and other stakeholders.

Once the consultation has concluded, all comments received will be reviewed and considered, and taken into account when firming up its proposals in the form of the draft charging schedule.

3. Representations on Draft Charging Schedule (Regulation 16, Regulation 17 and Regulation 19)

A Draft Charging Schedule is prepared in light of comments received on the preliminary draft and other updated evidence where applicable. It is published for further public consultation before going forward for a formal independent examination. During the consultation period, any person may comment on the draft charging schedule, and may ask to be heard by the examiner if they wish.

Alongside the draft charging schedule, appropriate available evidence on infrastructure costs, other funding sources and economic viability must also be published.

4. Examination (Regulation 20 and Regulation 21)

Once submitted, the charging schedule will be examined in public by an independent person appointed by the charging authority. Any person asking to be heard before the examiner at the examination must be heard in public. The examination could take the form of a public hearing, or if no-one has requested the right to be heard, through written representations.
5. **Approval** *(Regulation 23 and Regulation 25)*

Following Examination, the examiner will report their recommendations and may recommend that the draft charging schedule should be approved, rejected, or approved with specified modifications.

The charging schedule, incorporating any modifications specified by the examiner, must be formally approved by Full Council. The resolution should include an appropriate commencement date for the Charging Schedule.

### Development Management

2.25 Development Management is the process of managing the development of land and buildings through the granting of planning permission. Eastbourne Borough Council is responsible for deciding whether planning permission should be granted for a proposed development when a planning application is submitted.

2.26 Planning permission is generally required to carry out any form of 'development'. Development means constructing new buildings or significantly changing how land or buildings are being used. However, certain types of development do not require planning permission – this is called Permitted Development. This is because the effect of such developments on neighbours or the surrounding environment is likely to be small. Also, certain areas get additional special protection against particular types of development, particularly where it is within a Conservation Area or involves a Listed Building.

2.27 There are a number of different types of application that can be submitted, and these will be classed as either ‘major’ or ‘minor’. Different applications have different timeframes for determination, for example the determination for a ‘major’ application should be within 13 weeks, whilst a ‘minor’ application should be determined within 8 weeks. By way of an agreement between the Council and the applicant/agent, an ‘Extension of Time’ can set a determination date outside of these parameters.

2.28 Whether planning permission is granted will depend on whether the application is in line with the policies and proposals within the Development
Plan, or if there are other strong planning reasons or ‘material considerations’\(^2\) that would influence a decision.

2.29 Decisions on whether planning permission should be granted will be taken via one of two mechanisms:

- Determination by elected Councillors on the Planning Committee
- Determination by the Senior Specialist Advisor in consultation with the Chair of Planning Committee through delegated powers

2.30 The criteria used to decide which applications should be determined by Planning Committee are covered at paragraph 47 of the Council’s Scheme of Delegation\(^3\). The dates for Planning Committee can be found on the Council’s website\(^4\).

2.31 Where an application is refused, either by Planning Committee or through delegated powers, the applicant has the right to appeal to the Planning Inspectorate, or to negotiate an amended scheme to overcome the areas of concern.

2.32 Eastbourne Borough Council makes decisions on around 800 applications per year, with approximately 90% being determined using delegated authority.

*Process for determining planning applications*

2.33 A summary of the process for the determination of planning applications is described in Figure 4.
Figure 4 - Stages in the processing of a planning application

- Council contacted for Pre-application advice and consultation undertaken if necessary
- Planning Application submitted to the Council with correct fee and supporting documentation
- Council validates application or requests any missing information before validation
- Council publicises and consults on planning application
- Application considered by Planning Committee / under delegated authority
- Permission Refused
- Application not determined in timeframe
- Permission granted with conditions
- Permission granted without conditions
- Right of appeal to the Secretary of State
- Start development (complying with any conditions)
- Permission Refused
- Permission Granted

Adapted from the Planning Portal website (Applications – the Decision-making process)
3.0 Background to Eastbourne

Eastbourne and its residents

3.1 Eastbourne is a coastal borough located within the county of East Sussex in the South East of England. It is bordered by the district of Wealden and the English Channel.

3.2 Eastbourne Borough Council is responsible for planning within the Eastbourne Local Planning Authority area. This includes the Eastbourne Borough boundary with the exception of the area within the South Downs National Park, which is in the planning jurisdiction of the South Downs National Park Authority. However it is recognised that Eastbourne’s area of influence extends further than the Borough boundary into Willingdon and Polegate, and Eastbourne Borough Council does work with Wealden District Council and the South Downs National Park Authority on cross-boundary strategic planning matters in accordance with the ‘Duty to Co-operate’.

3.2 Eastbourne has a population of 102,465 (ONS Mid-2015 Population Estimates), an increase of 7.3% over the preceding 10 years. This rate of growth is broadly in line with that of East Sussex as a whole.

3.3 Eastbourne has a substantially older age profile than the region and nationally, although it is broadly in line with the county profile. 24.2% of Eastbourne’s population is aged over 65, and there is a particularly high percentage of people aged over 85 in comparison to East Sussex, the South East region and nationally.

3.4 At the 2011 Census, Eastbourne has 45,102 households. 36.2% of these were single person households, a higher proportion that across the county, the region and nationally. Average household size across Eastbourne is projected to fall over the next 10 years from 2.14 to 2.02 people per household.

3.5 Eastbourne’s population change since 2001/02 has mainly been driven by net migration. Internal migration (the exchange of people between Eastbourne and other parts of the UK) has had the most significant impact on population growth, although the levels of net migration have decreased since 2008.

3.6 Since 2001, internal in-migration has averaged 6,140 per year, with internal out-migration averaging 5,247 per year, resulting in an average annual population net increase of 893 people per year due to internal migration.
Eastbourne has net increases of population from Lewes, Brighton & Hove and Croydon, and a net decrease in population to Wealden.

3.7 The age profile of migration reveals that Eastbourne has experienced a net inflow in all age-groups with the exception of 20–24 year-olds.

3.8 International migration has had a less significant impact upon Eastbourne’s population growth.

3.9 Natural change has resulted in a population decline (i.e. more deaths than births), which is a reflection of the older age profile to Eastbourne’s population.

3.10 According to the Census 2011, 68% of Eastbourne’s workforce is economically active, with 4.1% of the workforce being unemployed. The most common industries of work are ‘Human health and social work activities’ and ‘Wholesale and retail trade’. Average weekly earnings in 2016 were £392 compared to a regional average of £460.

3.11 There is a broadly similar number of jobs in Eastbourne and the resident workforce. At the 2011 Census, there were 44,449 workers aged 16–74 living within Eastbourne and 43,888 workers aged 16–74 working within Eastbourne.

3.12 Of Eastbourne working age residents, approximately 71% work within the Borough. The most popular workplace destination for out-commuters is Wealden (9.5%), whilst 10% travel out of East Sussex for work. In terms of in-commuting, the most popular origin is also Wealden (14.9%).

3.13 6.1% of Eastbourne’s population described themselves as having bad or very bad health at the 2001 census, compared to 4.4% across the South East region. There are over 20,000 people with a limiting long-term illness, and 10.6% of Eastbourne’s population provides unpaid care for others. The rate of teenage pregnancy is 22.2 per 1,000 females aged 15-17, and the mortality rate of circulatory diseases for persons aged 0-74 is higher than the average for East Sussex.

Geo-demographic classification

3.13 A profile of the types of people who live in Eastbourne, including expected behaviours and beliefs, is provided by the Experian ‘Mosaic’ geo-demographic population classification tool. ‘Mosaic’ divides Eastbourne’s population into 15
groups which are defined by individual characteristics gathered from a range of data sources including the Census, consumer behaviour and lifestyle factors.

3.14 Its shows that the most common types of household in Eastbourne are within the following group classifications:

- **Rental Hubs**: Educated young people privately renting in urban neighbourhoods (15.40%)
- **Vintage Value**: Elderly people reliant on support to meet financial or practical needs (14.21%)
- **Senior Security**: Elderly people with assets who are enjoying a comfortable retirement (12.68%)

3.15 Figure 5 provides a breakdown of Eastbourne’s households by ‘Mosaic Group’.

3.16 This classification tools indicates the behaviours of people within each group. This allows an analysis of how people of Eastbourne are most likely to behave in relation to consultation.

3.17 One of the behaviours analysed is the preference for contacting organisations. It is considered that this could be relevant for how residents would like to respond to consultation.

3.18 The data identifies that residents of Eastbourne are most likely to prefer using email to contact organisations, and slightly more likely to prefer using the phone. Residents are also significantly less likely to prefer contacting organisations via the internet.

3.19 Another behaviour identified by Mosaic is the preference for being notified of offers and promotions. This is relevant for how residents could prefer to be notified on consultation.

3.20 The data identified that residents of Eastbourne are most likely to prefer not being contacted about offers and promotions. However, there is also a small preference for email.
Figure 5 – Households in Eastbourne by 'Mosaic Group'

A – Country Living – Well-off owners in rural locations enjoying the benefits of country life (0.0%)
B – Prestige Positions – Established families in large detached homes living upmarket lifestyles (6.4%)
C – City Prosperity – High status city dwellers living in central locations and pursuing careers (0.8%)
D – Domestic Success – Thriving families who are busy bringing up children and following careers (6.6%)
E – Suburban Stability – Mature suburban owners living settled lives in mid-range housing (6.8%)
F – Senior Security – Elderly people with assets who are enjoying a comfortable retirement (12.7%)
G – Rural Reality – Householders living in inexpensive homes in village communities (0.0%)
H – Aspiring Homemakers – Younger households settling down in housing priced within their means (8.1%)
I – Urban Cohesion – Residents of settled urban communities with a strong sense of identity (4.6%)
J – Rental Hubs – Educated young people privately renting in urban neighbourhoods (15.6%)
K – Modest Traditions – Mature homeowners of value homes enjoying stable lifestyles (5.8%)
L – Transient Renters – Single people privately renting low cost homes for the short term (6.5%)
M – Family Basics – Families with limited resources who have to budget to make ends meet (8.8%)
N – Vintage Value – Elderly people reliant on support to meet financial or practical needs (14.2%)
O – Municipal Challenge – Urban renters of social housing facing an array of challenges (3.3%)
Residents Consultation Survey 2015

3.21 In 2015, Eastbourne Borough Council commissioned a Resident Consultation survey to help inform the priorities for the Corporate Plan for 2015-2020. As part of this, residents were asked to evaluate how well informed they feel about local public services and decision making, which is relevant to public engagement in planning.

3.22 71% of residents completing the survey agreed that they can influence decisions affecting their local area. However, when this broken down by age group, it is clear that younger residents are also less likely to feel they can influence local decision making.

3.23 91% of respondents would generally like to be more involved in decisions affecting their area, although for 60% only on the basis that the issue is one that concerns them. 31% said outright that they would like to be more involved in all decisions affecting their local area. Just 9% would not be prepared to be more involved, regardless of the issue.

3.24 By age, those aged 65+ are least likely to express an interest in becoming more involved, although even amongst this group 85% said they might wish to be more involved, either outright or on particular issues.

Community Survey on Participation in Planning Consultation 2016

3.25 In November 2016, Eastbourne Borough Council published a community survey to ask the local community about their previous experiences of participating in planning consultation, and their interest and expectations of participating in future consultations.

3.26 Based on the times that responses were submitted, it is believed that the majority of responses came as a result of a direct email that went out to subscribers. This highlights the importance of encouraging people to sign-up for email notifications as an efficient and effective method of disseminating information to the community.

3.27 The majority of the survey responses came from people over the age of 50, with 40% of the responses specifically coming from people aged between 51 and 70 years old. Just 8% of responses came from people aged under 40. The age profile of the respondents suggests that the results of the survey are not
representative of the wider community. However the responses do identify important issues that should be considered in future planning consultation.

3.28 According to the Residents Consultation Survey 2015, those aged 65+ are least likely to express an interest in becoming more involved in local decision making, yet this age group was the most represented in the responses to the community survey. This suggests that other methods of publicising consultation may need to be considered in order to promote consultation to make people across the whole community aware.

3.29 There was particularly high representation from the Town Centre, Upperton Meads and Sovereign Harbour neighbourhoods. However areas such as Hampden Park, Langney and Shinewater & North Langney had low response rates when compared to their populations.

3.30 Just over half of respondents have not been aware of Local Plan consultations being undertaken in the past. Of those that were aware, 51% did not participate in the consultation despite being aware of it. The most commonly cited reason for not participating was that they did not feel that their comments would make any difference.

3.31 Despite this, 90% of people responding to the survey would be interested in participating in Local Plan consultations in the future, with the majority preferring to be notified of consultations by email.

3.32 One of the main reasons identified for not engaging in consultations is that there is a perception that comments submitted will not make a difference. This is further drawn out by comments made by respondents, many of whom commented that their views were ‘overruled’ or ignored. Therefore, it is also important that improved feedback processes are considered so that people can identify their comment and an appropriate response to their comment, and that they can identify what happens as a result.

3.33 In terms of responding to consultation, the most preferred methods were completing an electronic form to be returned by email, and responding directly via a website. Interestingly, this facility is already available through the on-line Consultation Portal, and is rarely used. This suggests that consultees are not aware of this facility and additional steps should be taken to promote it as the main way of accessing consultations.

3.34 It is also important that the community are provided with simple and clear information about the background to the consultation. This can be used to better inform local communities about planning issues and help people to
understand what they are being consulted on and therefore make for a more efficient and effective consultation.

3.35 A number of comments suggested that information on the consultation should be made easier to understand, and should be in formats that will help engage people, including animation through pictures and maps.

3.36 Whilst the majority of people responding were keen to visit an exhibition, there is no particular time that would be most suitable. Therefore future exhibitions should be held at various points across town with a number of events in the town centre at different times. Comments also suggested making better use of existing community groups such as neighbourhood panels.

3.37 A number of people also commented that they have not been aware of planning applications and decisions on development taking place near them until building starts, and would like to be better informed about this.
4.0 Community Involvement in Plan Making

4.1 Eastbourne Borough Council has adopted a number of Local Plans and Supplementary Planning Documents following extensive community and stakeholder consultation. The public consultation activities undertaken during the preparation of these documents has been effective in engaging a wide variety of individuals and organisations and has had a positive impact on the creation of these plans.

4.2 The Council is embarking on the next round of plan making to replace existing planning policies and ensure that the Local Plan is up to date. The programme for preparing Local Plans, Supplementary Planning Documents and CIL Charging Schedule is contained in the Local Development Scheme, which is available on the Council’s website\(^5\). The stages in the production of these planning policy documents are summarised in Section 2 of this document.

4.3 The Council wants to ensure that the next round of plan making involves extensive consultation and provides opportunities for the local community and other stakeholders to put their views across. The Council’s approach to consultation in plan making has been influenced by past experience, best practice and the results of recent surveys. This approach will be used in the preparation of all Local Plans, including revisions to plans and preparation of joint plans.

4.4 The main issues that should be addressed through the proposed approach to consultation on plan making are:

- Promoting consultation across all sectors of the community, particularly amongst age groups and neighbourhoods that do not usually participate, with additional effort to engage ‘hard to reach’ groups.

- Creating new approaches to the use of email as data suggests that people prefer to be contacted and respond via this method.

- Being clearer about how plan making will affect local residents as they mainly want to be involved in local decision making when the issue is one that concerns them.

\(^5\) [http://www.eastbourne.gov.uk/lds](http://www.eastbourne.gov.uk/lds)
• The provision of feedback on consultation and showing how comments have been taken on-board.

• Using consultation and engagement as a means to inform residents about planning issues as well as to seek their views.

• Ensuring that consultation material is easily understandable and accessible.

What will we consult on?

4.5 In the preparation of the Local Plan, engagement and formal consultation will be undertaken at the following stages:

• **Evidence gathering and early engagement** – In the initial stages of the production of the Local Plan, there will be engagement with stakeholders to identify locally relevant visions and objectives for the area and identify what the Local Plan must cover to address the critical issues in the area. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input. There may be elements of public consultation with communities within this stage.

• **Issues and Options** – Evidence collected during the initial stages in plan preparation will be presented for a formal consultation period. This will include an identification of the issues that need to be addressed, and initial options for doing this. Local communities and other stakeholders will be able to comment on whether there are any other issues that need to be considered, and which of the options they would prefer to see brought forward as the basis for the Local Plan. This is the stage that the majority of people will be able to have their say of how they would like the town to develop.

• **Proposed Submission** – Once the Local Plan has been drafted using the information collected at the Issues and Options Stage, a Proposed Submission version will be published for formal consultation. At this stage, the Council is only able to accept representations on the 'soundness' of the policies and proposals in the Plan. Consultees submitting representations at this stage will be given the opportunity to raise their objections at Public Examination.

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6 National Planning Policy Framework, para 182.
- **Main Modifications** – During the Examination of a Local Plan, the Planning Inspector may require modifications to be made to the Local Plan in order for it to be considered ‘sound’. These modifications should be subject to a formal period of consultation to allow the Inspector to consider any representations on the modifications.

4.6 In the preparation of Supplementary Planning Documents, engagement and formal consultation will be undertaken at the following stages:

- **Evidence gathering and public participation** – In the initial stages of the preparation of a SPD, there will be public engagement to identify issues relating to the interpretation of policy through the SPD. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input.

- **Representations on Draft SPD** – Once the SPD has been drafted, it will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SPD is adopted.

4.7 In the preparation of the CIL Charging Schedule, engagement and formal consultation will be undertaken at the following stages:

- **Preliminary Charging Schedule** – The Preliminary Charging Schedule will identify initial proposals for the levy for each type of development and provide the opportunity for the local community and other stakeholders to comment.

- **Draft Charging Schedule** – The Draft Charging Schedule will be published following revision and amendments resulting from comments made of the Preliminary Charging Schedule.

4.8 It is recognised that residents who want to get involved in consultation might not be familiar with the planning system and the issues that should be taken into consideration in plan making. Consultation, particularly at the Issues and Options stage, presents an opportunity to inform and update residents as well as seek their views. Therefore it is proposed that where possible consultation material should include sufficient information to provide a background on the consultation and the framework within which decisions on plan making issues should be made.
4.9 The nature of plan making to address issues over a long period of time means that it is not always obvious for local people to understand how they might be affected, and where this is the case they may not get involved in the consultation. Survey responses suggest that people do want to get involved when an issue that affects them, so consultation should attempt to identify what might change in their area. Where possible, it is proposed that a neighbourhood approach to consultation material be taken to help identify how plan making may result in changes to a local area.

Who will we consult?

4.10 Eastbourne Borough Council would like to engage anyone who may have a role or interest in the development of the town in the plan-making process, including residents, businesses, community groups, landowners, developers, public sector organisations and national agencies.

4.11 The ‘Local Planning’ Regulations 2012 set out the minimum legal requirements for consultation and public participation in relation to Local Development Documents. These are known as ‘specific consultation bodies’, and must be consulted at formal consultation stages in the production of a plan.

4.12 In addition to this, the Local Planning Regulations 2012 also require the Council to consult with ‘general consultation bodies’. These include organisations and bodies that have an interest in the Borough, to ensure that a wide range of stakeholders have the opportunity to get involved.

4.13 The Council is committed to ensuring that local residents get an opportunity to have their say, and local people are encouraged to take part in consultations and input into the production of planning policy documents. The Council maintains a database of people and organisations who want to be kept informed or have previously responded to consultation. This database is used to inform consultees about consultation.

4.14 If you would like to be added to the consultation database, you can register yourself at [http://planningpolicyconsult.eastbourne.gov.uk](http://planningpolicyconsult.eastbourne.gov.uk) or contact the Regeneration and Planning Policy team. In addition, consultees are encouraged to inform us of changes of details, or if they no longer want to be on the consultation database.
4.15 In addition, the Council sends out email newsletters to everyone who has signed up for Planning Policy notifications via the Council’s website. These newsletters will inform recipients about when consultation on Local Development Documents will take place. Residents can subscribe to notifications by clicking on the ‘Keep me posted’ icon on the Council’s website.

4.16 It has been identified through surveys that younger people are less likely to respond to consultation, and that certain areas of town are less likely to respond. Additional measures will be taken to engage with these and other ‘hard to reach’ groups to ensure that all sections of the community are engaged and consulted.

How will we consult?

Basic Consultation Standards

4.17 The Local Planning Regulations 2012 sets out some minimum requirements for consultation, however there is considerable flexibility open to the Council in how consultees are engaged in plan-making, provided they comply with the legislative requirements and are consistent with commitments in the Statement of Community Involvement.

4.18 Through this SCI, the basic consultation standards that Eastbourne Borough Council will apply as a minimum in all consultation on planning policy documents are set out below:

- **Consultation Portal** – All consultations on planning policy issues will be hosted on the Council’s on-line Consultation Portal. Each consultation on the Consultation Portal will include the opportunity to read and comment on the document in question. The Consultation Portal will also contain other documentation relevant to the consultation. People can respond to consultation via the on-line consultation portal in the following ways:
  
  - Submit comments directly using the website
  - Download a representation form and submit comments by uploading the completed form to the website
  - Download a representation form and submit comments by returning the completed form by email
  - Download a representation form and submit comments by returning the completed form by post

Residents and other stakeholders are encouraged to use the on-line Consultation Portal to view consultation material and submit comments and representations.

- **Direct notifications to organisations and individuals** – All organisations and individuals on the consultation database will receive direct notification of the publication of a planning policy document for consultation. This will either be by email or by post, depending on the consultees' stated preference. If no preference is stated, the default method will be by email.

- **Deposit** – Planning policy documents published for consultation will be made available in paper copy for consultees to view at Eastbourne Borough Council’s Customer Contact Centre, 1 Grove Road, Eastbourne, BN21 4TW.

- **Local Media** – A public notice will be placed in a local newspaper to advertise formal periods of consultation. These will include details of the consultation, including where to view the consultation and the deadline for submission of representations.

- **Local Councillors** – Local Councillors know their local areas and have many contacts within their communities. Local Councillors will help to promote consultation within their wards and encourage all residents to get involved. This is especially important in areas where engagement in
consultation has previously been at low levels, such as Hampden Park and Langney.

- **Website** - The consultation will be advertised on the Eastbourne Borough Council website, particularly under the 'Consultations' heading.

4.19 In addition, an email newsletter will be sent out on a quarterly basis to everyone on the consultation database and to anyone who has subscribed to email notifications on Planning Policy topics via ‘Keep me posted’ on the Council’s website. This will provide updates on preparation of Local Development Documents and when consultation is expected to be undertaken.

**Additional consultation methods**

4.20 In most instances, other consultation methods in addition to the basic standards will be employed. The use of additional consultation methods will be determined on a case by case basis depending on the type of planning policy document that is being consulted on. The additional consultation methods that may be employed include:

- **Social media** – Social media may be used to promote consultation through updates on the Council’s Facebook\(^7\) and Twitter\(^8\) pages. However it should be noted that social media posts will only be used to promote consultation and comments made on these posts will not be taken as formal representations on consultations and will not be considered to be ‘duly made’. The social media posts will include links to opportunities for comments to be submitted officially.

- **Public exhibitions** – Evidence from the Community Survey on Planning Consultation (2016) suggested that the people responding to consultation would be interested in attending public exhibitions on consultation. Where exhibitions are put on, these will initially be located within Eastbourne Town Centre, usually

\(^7\) [https://www.facebook.com/EastbourneC/](https://www.facebook.com/EastbourneC/)

\(^8\) [https://twitter.com/eastbournebc](https://twitter.com/eastbournebc)
the Town Hall as a central and accessible location, and will be available across a range of times to enable attendance by a wide range of people. This approach has been informed by the results of the survey. However, where there is a request from a local community group such as a Neighbourhood Panel or Residents Association, a public exhibition may be put on at a specific time within a local neighbourhood outside of the Town Centre.

• **Discussion Forum** – Where it is appropriate for the stage of consultation, a discussion forum could be made available through the on-line Consultation Portal to allow the community to debate and discuss issues and proposals related to the consultation and to ask questions of the Council. However it is recognised that this consultation method will only be appropriate for certain types of consultation.

• **Younger People** – Students at Brighton University, Sussex Downs College, and those in Years 10 and 11 of local Secondary Schools will be engaged in consultation through invitations to existing groups that have already been set up. This consultation is likely to take the form of meetings, presentations and forums to allow feedback and discussion.

• **Presentations and forums** – Presentations and forums may be arranged to enable discussion with appropriate groups, organisations or stakeholders, or to target particular sectors of the community who may be interested in certain topics or may be under-represented.

• **Leaflets and posters** – Leaflets and posters may be produced and distributed to promote consultation events or to summarise information on consultations. These could be delivered to community venues or places of interest within the neighbourhood, e.g. doctors’ surgeries, libraries, community centres.

• **Surveys and questionnaires** – Surveys and questionnaires may be used to gather information and canvass views on key issues, options and proposals. These surveys and questionnaires will be hosted on-line via the Consultation Portal; however paper copies of the forms will also be made available.
- **Summary Documentation** – Non-technical summaries of consultation documents will be produced in order to provide a more accessible way to access and understand the consultation. Depending on the scale of the consultation, different versions of consultation documents that clearly set out the expected amount of time that it would take to read, based on:
  - the full plan (1 hour read)
  - a shorter version of the plan (10 min read)
  - key questions from the plan (5 mins to answer)

- **On-line Videos/Presentations** – Videos and presentations may be published on-line as an easy visual way of presenting the consultation material. It is envisaged that they would present the background to the consultation, and highlight opportunities for people to comment using other methods identified.

- **Community Organisations/Groups** – It is recognised that there are some well represented and supported community organisations and groups in Eastbourne such as Neighbourhood Panels and Community/Residents Associations. They could be used to get members of communities involved and may be asked to help promote consultation within their local area through the use of email notifications, newsletters and social media posts. These community organisations and groups can also request exhibitions and meetings to discuss consultation in more detail.

- **Eastbourne Review** – Where possible, the Council will use the Eastbourne Review to inform residents about and summarise the consultation. The Eastbourne Review is a free newspaper produced by the Council and delivered to every home in the Borough usually around twice a year.
When will we consult?

4.21 The Local Planning Regulations 2012 describe the statutory consultation period for a Local Plan to be 6 weeks. The Regulations also require that the formal consultation period on a Supplementary Planning Document should be not less than 4 weeks.

4.22 In terms of the CIL Charging Schedule, there are no regulations governing the length of consultation on a Preliminary Charging Schedule; however regulations do require at least 4 weeks consultation on a Draft Charging Schedule.

4.23 Eastbourne Borough Council is committed to full and proper consultation on planning policy issues and has signed up to the East Sussex ‘Compact’ Agreement⁹, which sets out best practice on consultation with the voluntary and community sector in East Sussex. One of the principles of the Compact is allow sufficient time for voluntary/community organisations to involve their service users, beneficiaries, members, volunteers and trustees in preparing responses.

4.24 Consultations should last for a proportionate amount of time: consulting for too long will unnecessarily delay policy development, whilst consulting too quickly will not give enough time for consideration and will reduce the quality of responses. Taking this into account, this SCI proposes that formal consultation periods on planning policy documents will be determined by the type and stage of plan being consulted on. These are described in Table 1.

### Table 1 - Consultation Periods

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Stage in Preparation</th>
<th>Consultation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Plan</strong></td>
<td>Issues and Options Stage</td>
<td>Minimum of 8 weeks</td>
</tr>
<tr>
<td></td>
<td>Proposed Submission version</td>
<td>Minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Main Modifications following Examination</td>
<td>Minimum of 6 weeks</td>
</tr>
<tr>
<td><strong>Supplementary Planning Documents</strong></td>
<td>Representation Stage</td>
<td>Minimum of 8 weeks</td>
</tr>
<tr>
<td><strong>CIL Charging Schedule</strong></td>
<td>Preliminary Charging Schedule</td>
<td>Minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Draft Charging Schedule</td>
<td>Minimum of 6 weeks</td>
</tr>
</tbody>
</table>

4.25 The publication of a quarterly newsletter containing updates on progress and expected dates of consultation will mean that consultation periods can be announced ahead of time, allowing voluntary and community organisations to plan their response in advance.

4.26 Where possible, consultation over holiday periods will be avoided. If this is unavoidable, the consultation period will be extended to compensate for this.

4.27 In the event that a consultee requests additional time to submit a representation, this will only be accepted with the agreement of the Lead Member for Planning.

4.28 The tables below outline the possible consultation methods that may be used during each consultation stage in the preparation of Local Plans (Table 2), Supplementary Planning Documents (Table 3) and CIL Charging Schedules (Table 4).
### Table 2 - Consultation on Local Plans

<table>
<thead>
<tr>
<th>Stage</th>
<th>Consultation Period</th>
<th>Potential Additional Consultation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Gathering and early engagement</td>
<td>On-going engagement (no formal period)</td>
<td>Surveys/questionnaires, Presentations/Forums, Community Orgs/Groups</td>
</tr>
<tr>
<td>Issues and Option Consultation</td>
<td>Min. 8 weeks</td>
<td>Social Media, Public Exhibitions, Presentations/Forums, Leaflets/Posters, Summary Documentation, On-line Videos/Presentations, Community Orgs/Groups, Eastbourne Review</td>
</tr>
<tr>
<td>Proposed Submission</td>
<td>Min. 6 weeks</td>
<td>Social Media, Public Exhibitions, Presentations/Forums, Leaflets/Posters, Summary Documentation, On-line Videos/Presentations, Community Orgs/Groups</td>
</tr>
<tr>
<td>Main Modifications</td>
<td>Min. 6 weeks</td>
<td>Social Media, Summary Documentation, On-line Videos/Presentations</td>
</tr>
</tbody>
</table>
Table 3 - Consultation on Supplementary Planning Documents

<table>
<thead>
<tr>
<th>Stage</th>
<th>Consultation Period</th>
<th>Potential Additional Consultation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Gathering and Public Participation</td>
<td>On-going engagement (no formal period)</td>
<td>Surveys/questionnaires, Presentations/Forums, Community Orgs/Groups</td>
</tr>
<tr>
<td>Representations</td>
<td>Min. 8 weeks</td>
<td>Social Media, Public Exhibitions, Presentations/Forums, Leaflets/Posters, Summary Documentation, On-line Videos/Presentations, Community Orgs/Groups, Eastbourne Review</td>
</tr>
</tbody>
</table>

Table 4 - Consultation on CIL Charging Schedules

<table>
<thead>
<tr>
<th>Stage</th>
<th>Consultation Period</th>
<th>Potential Additional Consultation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult on Preliminary Charging Schedule</td>
<td>Min. 6 weeks</td>
<td>Social Media, Presentations/Forums, Summary Documentation, On-line Videos/Presentations, Community Orgs/Groups</td>
</tr>
<tr>
<td>Representations on Draft Charging Schedule</td>
<td>Min. 6 weeks</td>
<td>Social Media, Presentations/Forums, Summary Documentation, On-line Videos/Presentations, Community Orgs/Groups</td>
</tr>
</tbody>
</table>
What will we do with consultation responses?

4.29 Representations made during formal consultation periods will be recorded through the on-line Consultation Portal and published. Please note that the Council is not able to acknowledge receipt of comments, other than through automated responses to emails or comments submitted through the on-line Consultation Portal. Individual responses to representations submitted are unlikely to be provided.

4.30 In accordance with the Data Protection Act 1998 and Freedom of Information Act 2000, representations cannot be treated in confidence and by submitting a representation, the consultee accepts responsibility for their comments. Copies of all representations will be made publicly available, including the name of the person submitting the representation, however personal information such as telephone numbers, emails or private addresses will not be published.

4.31 All ‘duly-made’ responses will be carefully considered and used alongside other evidence, government legislation and national planning policy to inform the preparation or amendments to the relevant planning policy document being consulted upon. To be ‘duly made’, representations should:

- Be received before the deadline of the consultation period;
- Relate to the document, its content, or its preparation;
- Not be anonymous; and
- Not be offensive, libellous or otherwise breach the law.

4.32 Confidential or anonymous comments, including those submitted using avatars or web-names, cannot be accepted. In addition, any comments that are offensive, obscene, racist or illegal in any way will be rejected.

4.33 It should be noted that representations submitted at the ‘Proposed Submission’ stage in Local Plan preparation can only be taken into account where they address issues of soundness or legal compliance.

4.34 Following consultation, all representations received will be documented within a Statement of Consultation and Representations, which will identify what consultation has been undertaken, the main issues that have been raised, and how these issues have been addressed.

4.35 Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making,
will be published on the website and promoted via the quarterly email newsletter.

4.36 It is important for local residents and other stakeholders to understand that comments submitted as part of consultation will be fully considered and are part of the evidence informing plan making, but they are not necessarily the only or determining factor. National policy or other evidence may provide good reasons why consultation comments cannot be implemented.
5.0 Community Involvement in Development Management

5.1 Eastbourne Borough Council is committed to informing and engaging with the community on planning applications. It is important that a balance is struck between providing the community with a genuine opportunity to comment and determining applications within the statutory determination period.

5.2 Opportunities exist for the community and or stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning applications
- Planning appeals.

5.3 Community involvement in Development Management not only involves the local community, but also statutory and non-statutory consultees, depending on the nature and location of the proposals.

Statutory Consultees

5.4 Planning law prescribes circumstances where consultation must be undertaken with statutory bodies on a planning application. These organisations are under a duty to respond to consultations within 21 days (article 22 of the Development Management Procedure Order), or such longer period as may be specified in other legislation, and must provide a substantive response to the application.

5.5 A list of statutory consultees on applications for planning permission is available via the National Planning Practice Guidance10 (Table 2, Paragraph: 030 Reference ID: 15-030-20140612).

Non-Statutory Consultees

5.6 Where there are planning reasons, other non-statutory consultees who may have an interest in a proposed development may be consulted on planning applications, even though they are not designated in law. Non-statutory consultees should respond within 21 days of being notified of the application.

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10 [https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications](https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications)
5.7 A list of the organisations identified in national policy and guidance who may have an interest in development and may be consulted as non-statutory consultees are identified in the National Planning Practice Guidance\(^\text{11}\) (Table 3, Paragraph: 031 Reference ID: 15-031-20140306).

**Pre-application stage**

5.8 Prior to submission of an application for development, the Council encourages the applicant to engage with the local community, statutory consultees and service providers on their proposal. For very large-scale development, pre-application consultation is a requirement under the Localism Act 2011.

5.9 Effective pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help to reduce local opposition, help resolve early design and development problems and ensure that high quality planning applications are received.

5.10 The Council expects applicants to carry out their own pre-application consultation. The level of community consultation at the pre-application stage should be appropriate/proportionate to the scale of the application. Potential methods of pre-application on proposals for major development could include public meetings and exhibitions, workshops, websites, leaflets and other media. On significant applications that are likely to be controversial the Council may choose to inform the Ward Councillors and also the Councillors of planning committee of the proposal.

5.11 It would be expected that this consultation will be documented in a ‘Statement of Community Involvement’ for the proposal, which should describe in detail the pre-application consultation that has been undertaken by the applicant and how the comments have been addressed in progressing the proposal. This document should be submitted with the application.

\(^{11}\) [https://www.gov.uk/guidance/consultation-and-pre-decision-matters#table-3-Non-statutory-consultees](https://www.gov.uk/guidance/consultation-and-pre-decision-matters#table-3-Non-statutory-consultees)
Planning application stage

5.12 It is important that all relevant planning issues associated with a proposed development are identified and considered in the determination of a planning application. The Council is required to undertake a formal period of consultation, so therefore publicises applications that are submitted and invites comments from the local community and other consultees and stakeholders. Anyone can respond to a planning consultation.

5.13 Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application, and comments made that are addressing ‘material considerations’ will be taken into account in the determination of the application.

5.14 There are significant amounts of information relating to planning applications on the Council’s website and residents are encouraged to find out information on proposals using this method where possible.

5.15 It is important that residents and other stakeholders understand that whilst comments addressing ‘material considerations’ will be taken into account in determining the application, they are not necessarily the only or determining factor. Local or national policy, or other material considerations, may lead to a decision that is contrary to views expressed during consultation.

5.16 Article 15 of the Town & Country Planning (Development Management Procedures) (England) Order 2010 sets out the minimum requirements for publicising and consulting on planning applications. The requirements vary according to the type of development proposed, and are set out in National Planning Practice Guidance12 (Table 1, Paragraph: 029 Reference ID: 15-029-20140306).

5.17 The methods that the Council uses to publicise application and consult the community, which exceed these minimum requirements, are as follows:

- **Neighbour Notification Letters**
  
  The Council will notify any neighbours immediately adjoining a development proposal by letter or email. The letter provides details of the planning application, where to view plans, how to make comments and by

12 [https://www.gov.uk/guidance/consultation-and-pre-decision-matters#statutory-publicity-requirements](https://www.gov.uk/guidance/consultation-and-pre-decision-matters#statutory-publicity-requirements)
what date. Any consultation wider than this will be on a case by case basis and at the discretion of the case officer.

- **Site Notice**
  Site notices are displayed on or near to the application site. Site notices provide details of the planning application, where to view plans, how to make comments and by what date.

- **Publication on the Council’s website**
  Weekly lists of applications received and decisions made are available on the Council’s website. All planning applications that have been or are being processed, including appeals, are also available to view on the Council’s website.

- **Public Notice**
  A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.

5.18 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper. The Council is under no obligation to consider comments submitted after the deadline.

*Re-consultation following amendments to an application*

5.19 Where an application is amended after it has been submitted, further consultation may be undertaken if the proposed changes are significant. Any representations received subject to any round of consultation will be taken into account in evaluating the merits of the application. Any representation received outside of the consultation period may not be fully considered. The timeframe for responses to re-consultation will be decided on a case-by-case basis.
5.20 If a new planning application is required, this will be subject to new public consultation.

*Planning Committee*

5.21 Where an application is due to be determined by planning committee, members of the public can request to address the committee. This request should only be an amplification of their representations received during the consultation period and should not raise new/unrelated issues.

5.22 Anyone wishing to address the committee on a planning application will need to register their interest, outlining the points they wish to raise, by the end of the consultation period. Should the application be referred to planning committee, normally only one objector is allowed to address the Committee on a ‘first come, first served basis’ or a spokesperson can be nominated, although the Committee (at the discretion of The Chair) may allow more than one objector to speak in certain circumstances. A time limit of 3 minutes shall apply to each speaker.

5.23 Details of meeting dates and times are publicised on the Council’s website, and also outside the Town Hall and at the Central Library. Meetings of the Planning Committee take place in the Town Hall, Grove Road, Eastbourne at 6.00pm. Agendas are published a week before the meeting.

**Appeals**

5.24 When a planning application is refused, the applicant may lodge an appeal against the decision with the Planning Inspectorate. An appeal may also be submitted when the applicant considers any conditions of approval to be unacceptable, or in the event that an application is not determined by the relevant deadline.

5.25 Only the applicant can appeal against a planning decision. There is no ‘third party’ right of appeal for other people who disagree with the Council’s decision. However, anyone can challenge a planning decision in the courts if they have evidence that the decision was not made following the proper procedures. Legal challenges cannot take into account whether the decision

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13 The ‘first party’ in planning is the applicant for planning permission and the ‘second party’ is the local authority. ‘Third parties’ are anyone else with a view on a planning application, whether they have a direct interest (e.g. as owner of the land on which the application is submitted) or a personal interest (e.g. as a neighbour) or a wider interest (e.g. as a parish council or interest group).
was right or not in planning terms, only whether regulations and conventions about making decisions were properly followed.

5.25 All those who were notified of the original application or submitted comments will be informed if an appeal is made. There is then an opportunity for additional comments to be submitted directly to the Planning Inspectorate, who will determine the appeal, either through written representations, an informal hearing or a public inquiry, depending on the nature and scale of the application. Where is it decided that the appeal should be determined by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry.

5.26 The Inspector will consider the evidence and decide whether the Council’s decision was correct. The Inspector’s decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court.

Planning performance agreements

5.27 A planning performance agreement (PPA) is a project management tool which the Council may enter into with applicants to agree timescales, actions and resources for handling particular applications, in order to determine an application in advance of the determination target. The Council may make an additional charge for the administrative work associated with this.

5.28 PPAs can assist in identifying an approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. Any consultation on an application with a PPA should be consistent with this Statement of Community Involvement.

Customer Satisfaction Survey

5.29 Since June 2015, Eastbourne Borough Council has been undertaking regular Customer Satisfaction Surveys on the Development Management service. This survey is sent to applicants and agents following the decision on a planning application, and also to those who made representations. The survey requests views on how well the application was dealt with. The results of this survey are used to identify improvements to the service.
6.0 Community-Led Planning

Introduction to Community-Led Planning

6.1 The Localism Act 2011 introduced new rights and powers for communities to enable them to get more involved in planning for their areas through the production of Neighbourhood Plans or Orders, or Community Right to Build Orders:

- A Neighbourhood Plan is a planning document which establishes general policies for development and use of land in a neighbourhood, including the location of new homes and offices, and what they should look like.

- A Neighbourhood Development Order means that Town and Parish Councils can grant permission for certain types of development without the need for people to apply to Eastbourne Borough Council. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure.

- A Community Right to Build Order enables small scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just Town and Parish Councils. As above, certain types of development are excluded.

6.2 Community-led planning is undertaken by a Town or Parish Councils within a ‘parished’ area, or by a Neighbourhood Forum in ‘non-parished’ areas. Once a Plan or Order has been agreed by a local referendum, it attains the same legal status as the Local Plan, and becomes part of it.

6.3 Community-led planning should be used positively to plan for future development and support growth, reflect and build on the strategic needs set out in the Local Plan, and be in conformity with the National Planning Policy Framework.

6.4 A Neighbourhood Plan or Order is not a process that can be used to prevent development or promote a lower level of development than is set out in a Local Plan.
6.5 Detailed information and guidance on Neighbourhood Planning and the required processes can be found in the Neighbourhood planning section of the national Planning Practice Guidance\(^\text{14}\).

**Who can prepare a Neighbourhood Plan or Order?**

6.5 As Eastbourne Borough is not a ‘parished’ area, (i.e. it does not have Town or Parish Councils), Neighbourhood Plans or Orders can only be prepared by a Neighbourhood Forum.

6.6 A group or organisation can apply to the Borough Council to be designated as a Neighbourhood Forum. A proposed forum group will need a minimum of 21 people who live in the neighbourhood area, or work there, and/or who are elected members for any ward of Eastbourne Borough Council. Only one body can be designated for a chosen area.

6.7 An application to the Council to form a Neighbourhood Forum must include the following\(^\text{15}\):

- The name of the proposed neighbourhood forum
- A copy of the written constitution of the proposed neighbourhood forum
- The name of the neighbourhood area to which the application relates and a map which identifies the area
- The contact details of at least one member of the proposed neighbourhood forum (to be made public)
- A statement which explains how the proposed neighbourhood forum meets the conditions contained in Section 61F(5) of the Localism Act 2011

6.7 Once an application for designating a Neighbourhood Forum has been received, Eastbourne Borough Council will publicise the application and invite comments from the public on the designation. Eastbourne Borough Council will take any comments into account in deciding whether or not to agree the application and designate the forum.

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\(^{14}\) [https://www.gov.uk/guidance/neighbourhood-planning--2](https://www.gov.uk/guidance/neighbourhood-planning--2)

\(^{15}\) For further information about submitting an application for a Neighbourhood Forum, please contact the Council’s Planning Policy team.
Neighbourhood Plans and Neighbourhood Development Orders

6.8 Once a Neighbourhood Forum is ready to proceed, the key steps to prepare a Neighbourhood Plan or Order are:

1. **Designation of a neighbourhood area** - the neighbourhood area that the Plan or Order will cover will be the area that the Neighbourhood Forum decided on during its application for designation.

2. **Production of the Neighbourhood Plan or Order** – the group will prepare the plan or order, and can ask for advice and support of other organisations including Eastbourne Borough Council. The group should agree a timeline and budget, review existing plans and policies, and engage with local people, businesses, and other stakeholders within their area.

3. **Pre-submission consultation and publicity** – before a neighbourhood plan is submitted it should be publicised in a manner that is likely to bring it to the attention of people who live and/or work in the neighbourhood and provide the opportunity for the local community and other stakeholders, including the statutory consultation bodies that are identified in the Neighbourhood Planning Regulations.

4. **Submission of the Plan or Order to Eastbourne Borough Council** – once a draft plan or order has been subject to consultation, it can be submitted to Eastbourne Borough Council. The Council will check that the submitted plan to ensure that it is consistent with the Neighbourhood Planning Regulations, and then arrange for examination.

5. **Independent examination** - Once the Neighbourhood Plan or Order has been submitted it will be subjected to an independent examination. This will make sure that the proper legal process has been followed and that the plan meets the basic conditions, including general conformity with the Borough Council’s Local Plan.

6. **Public referendum and adoption** - The examiner may suggest modifications to make sure the legal requirements are met. When this has been done, a public referendum is held in the Neighbourhood Area covered by the Plan or Order. If more than 50% of those voting in the referendum vote ‘yes’ than the Plan or Order will be adopted by the Council as part of its Local Plan.
Community Right to Build

6.9 A Community Right to Build Order is a type of Neighbourhood Development Order which enables small scale developments such as community facilities or housing for local needs. It can be used to grant outline or full planning permission for specific development which complies with the order.

6.10 A Community Right to Build Order may be prepared by local community organisations in addition to parish and town councils, but only where they meet certain legal requirements. The prescribed conditions for community right to build organisations are set out in Section 13 of the Neighbourhood Planning Regulations 2012.

6.11 The steps to producing a Community Right to Build Order are very similar to those for a Neighbourhood Plan or Order.

6.12 However, when producing a Community Right to Build Order, additional information is needed to accompany the submission of the Order to the Borough Council. This includes: a map of the area the proposal relates to, a statement explaining how the proposed Order meets planning regulations, and a statement of those consulted and a summary of the main issues raised.

6.13 In addition to being in conformity with the National Planning Policy Framework and the Local Plan, the organisation must also show that the Order:

- Would not breach or is not incompatible with EU Regulations
- Is consistent with human rights law
- Has special regard to the desirability of preserving any listed building or its setting and to enhancing the character or appearance of a conservation area, including an archaeology statement if appropriate
- The extent of the area for the referendum.
7.0 Monitoring and Review

7.1 The SCI will be monitored regularly. It is not proposed to establish a formal review period; however a review may be undertaken if it is considered that the SCI becomes out of date or if there is a significant level of dissatisfaction from the local community and stakeholders about how they are being involved in the preparation of Local Plans.

7.2 It is considered that the SCI is sufficiently flexible to allow for appropriate changes in the approach to community involvement as a result of changes in national policy, or to make improvements to the process as a result of new or different approaches to consultation.
## Appendices

### Appendix 1: Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Adoption</td>
<td>The final confirmation of a Development Plan / Local Plan or Supplementary Planning Document status by a Local Planning Authority.</td>
</tr>
<tr>
<td>Authority Monitoring Report (AMR)</td>
<td>Local Planning Authorities are required to prepare and publish an Authority Monitoring Report containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Plan documents are being achieved. Also known as Annual Monitoring Report or Local Monitoring Report.</td>
</tr>
<tr>
<td>Charging Schedule</td>
<td>The types of development that are liable to pay the Community Infrastructure Levy (CIL) and the amount that is required to be paid (£) per square metre is set out in a local authority’s Charging Schedule.</td>
</tr>
<tr>
<td>CIL Regulations</td>
<td>See Community Infrastructure Levy Regulations 2010.</td>
</tr>
<tr>
<td>Community Infrastructure Levy (CIL)</td>
<td>The Community Infrastructure Levy is a charge which local authorities in England and Wales are empowered, but not required, to charge on types of new development in their area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.</td>
</tr>
<tr>
<td>Community Infrastructure Levy Regulations 2010</td>
<td>Regulations that govern the Community Infrastructure Levy and the process of preparing the Charging Schedule.</td>
</tr>
<tr>
<td>Community Right to Build</td>
<td>A Community Right to Build Order is a specific type of Neighbourhood Development Order that can be prepared by any local community organisation rather than just a parish council or neighbourhood forum.</td>
</tr>
<tr>
<td>Community Strategy</td>
<td>A strategy developed by the local community, focusing on what is important to people who live, work and visit the town and to make positive changes.</td>
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<tr>
<td>Term</td>
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<tr>
<td><strong>Conservation Area</strong></td>
<td>An area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.</td>
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<tr>
<td><strong>Core Strategy</strong></td>
<td>The main planning policy document for Eastbourne that sets out the long term strategic planning vision between 2006 and 2027.</td>
</tr>
<tr>
<td><strong>Corporate Plan</strong></td>
<td>Sets out the major place-shaping initiatives crucial to the future success of Eastbourne. Examples of these initiatives are the Town Centre Regeneration and the development of a Business Park at Sovereign Harbour.</td>
</tr>
<tr>
<td><strong>Development Plan</strong></td>
<td>The set of documents that provide the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, any Neighbourhood Plans and the Waste &amp; Minerals Local Plan.</td>
</tr>
<tr>
<td><strong>Development Plan Document</strong></td>
<td>Statutory documents which are subject to specified consultation periods and are subject to independent examination. Also known as Local Plans.</td>
</tr>
<tr>
<td><strong>Eastbourne Strategic Partnership (ESP)</strong></td>
<td>A non-statutory body made up of a wide range of representatives from the public, private and voluntary sector. The ESP is responsible for producing, monitoring and reviewing the Eastbourne Community Strategy, reducing duplication in the provision of services and developing joint projects.</td>
</tr>
<tr>
<td><strong>Evidence Base</strong></td>
<td>The information and data gathered by local authorities to justify the &quot;soundness&quot; of the policy approach set out in the Local Plan, including physical, economic, and social characteristics of an area.</td>
</tr>
<tr>
<td><strong>Examination / Examination in Public</strong></td>
<td>The process by which a Planning Inspector may publicly examine a Local Plan for legal compliance and ‘soundness’ before issuing a binding report.</td>
</tr>
<tr>
<td><strong>Infrastructure Delivery Plan (IDP)</strong></td>
<td>Detailed assessment of the infrastructure required to deliver the spatial development strategy and how this will be delivered.</td>
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<tr>
<td><strong>Inspectors Report</strong></td>
<td>A report issued by a Planning Inspector regarding the planning issues debated at an Independent Examination of</td>
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<tr>
<td>Local Development Plan or a Planning Inquiry.</td>
<td>A Development Plan or a Planning Inquiry.</td>
</tr>
<tr>
<td>Local Development Document (LDD)</td>
<td>A generic term for documents prepared by Local Planning Authorities for the use and development of land or containing environmental, social and economic objectives relevant to the development and use of land which are intended to guide the determination of applications for planning permission.</td>
</tr>
<tr>
<td>Local Development Scheme (LDS)</td>
<td>The LDS sets out the programme for the preparation of the Local Development Documents. All plan making authorities must maintain an up to date LDS.</td>
</tr>
<tr>
<td>Local Plan (LP)</td>
<td>The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community</td>
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<tr>
<td>Local Planning Regulations</td>
<td>See Town &amp; Country Planning (Local Planning) (England) Regulations 2012</td>
</tr>
<tr>
<td>National Planning Policy Framework (NPPF)</td>
<td>The NPPF sets out the Government’s planning policies and how these are expected to be applied. It was published on 27 March 2012.</td>
</tr>
<tr>
<td>National Planning Practice Guidance (NPPG)</td>
<td>A web-based resource which brings together planning guidance on various topics linked to the NPPF into one place. It was launched in March 2014.</td>
</tr>
<tr>
<td>Neighbourhood Plan</td>
<td>A Neighbourhood Plan is a plan prepared by a Parish Council or Neighbourhood Forum, that once adopted becomes part of the Local Plan and the policies contained within them are then used in the determination of planning applications.</td>
</tr>
<tr>
<td>Neighbourhood Development Order</td>
<td>A Neighbourhood Development Order is an order prepared by a Parish Council or Neighbourhood Forum that automatically grants planning permission for a particular type of development in a particular area.</td>
</tr>
<tr>
<td>Soundness</td>
<td>In order to be sound, a Local Plan must be:</td>
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<td></td>
<td>• Positively prepared – the Plan should be prepared based on the geographical boundaries of the area and on the location of all relevant development sites.</td>
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<tr>
<td>Term 1</td>
<td>on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;</td>
</tr>
<tr>
<td>Term 2</td>
<td>• Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;</td>
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<tr>
<td>Term 3</td>
<td>• Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and</td>
</tr>
<tr>
<td>Term 4</td>
<td>• Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.</td>
</tr>
<tr>
<td>South Downs National Park (SDNP)</td>
<td>England’s newest National Park, covering the South Downs and Western Weald, situated in the counties of Hampshire, and West and East Sussex. Planning responsibility within this area falls to the South Downs National Park Authority.</td>
</tr>
<tr>
<td>Statement of Community Involvement (SCI)</td>
<td>Document explaining to stakeholders and the community how they can be involved in the preparation of Local Development Documents, and the steps that will be taken to facilitate their involvement.</td>
</tr>
<tr>
<td>Strategic Environmental Assessment (SEA)</td>
<td>The term used internationally to describe the environmental integration of policies, plans and programmes. The SEA Directive (2001/42/EC) requires a formal ‘environmental assessment’ of plans and programmes that are to be adopted by a public authority including those in spatial planning. This assessment is often combined with the Sustainability Appraisal.</td>
</tr>
<tr>
<td>Supplementary Planning Document (SPD)</td>
<td>These provide additional planning policy guidance to the policies and proposals in the Local Plan. They do not need to be subject to independent examination</td>
</tr>
<tr>
<td>Sustainability Appraisal (SA)</td>
<td>Assessment of the social, economic and environmental impacts of proposals in Local Development Documents.</td>
</tr>
<tr>
<td>Town &amp; Country Planning (Local Planning) (England) Regulations 2012</td>
<td>Regulations that govern the process for preparing Local Plans and Supplementary Planning Documents. Also known as ‘Local Planning Regulations’.</td>
</tr>
</tbody>
</table>
Appendix 2: Further advice and information sources

Further information and advice on planning matters is available from Eastbourne Borough Council. Please contact the Customer Contact Centre at:
Eastbourne Borough Council Offices, 1 Grove Road, Eastbourne, BN21 4TW
(01323) 410000
customerfirst@eastbourne.gov.uk
www.eastbourne.gov.uk

Independent advice is available from the following sources:

The Planning Portal

The Planning Portal is the Government’s online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.
Website: www.planningportal.gov.uk
Email: support@planningportal.gsi.gov.uk

Department of Communities and Local Government (DCLG)

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.
Website: www.communities.gov.uk
Email: contactus@communities.gsi.gov.uk
Postal Address: Fry Building, 2 Marsham Street, London SW1P 4DF
Telephone Number: 030 3444 0000

Planning Aid England (PAE)

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.
Website: www.rtpi.org.uk/planningaid
Email: advice@planningaid.rtpi.org.uk
Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL
Telephone: 020 7929 9494

The Planning Inspectorate

The Planning Inspectorate processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Website: www.planningportal.gov.uk/planning/planninginspectorate
Email: enquiries@pins.gsi.gov.uk
Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN
Telephone: 0303 444 5000