

**COUNTY COUNCIL AND COUNTY MATTER PROPOSALS DEALT WITH BY THE
DIRECTOR OF ECONOMY, TRANSPORT & ENVIRONMENT SINCE 20 JUNE 2012
UNDER HIS DELEGATED POWERS ON BEHALF OF THE COUNTY COUNCIL**

Reference	Description	Decision Summary
HS/3084/CC	Proposed new enclosed glazed front entrance canopy to the main school entrance. Castledown Community Primary & Nursery School, Priory Road, Hastings.	Permission granted
RR/3085/CC	Creation of car park on land adjacent to the school to provide 20 x car parking spaces including 2 disabled parking spaces. Access from The Street (vehicular) and into playground (pedestrian). Land adjacent to Dallington C of E Primary School, The Street, Dallington.	Permission granted subject to submission and approval of a landscaping scheme and a detailed strategy and method statement for securing and demonstrating that the amount of construction waste resulting from the development has been reduced to smallest amount possible. Regular access should be arranged during any construction works in order to prepare archaeological records.
RR/3087/CC	Installation of gates, fencing and access control to extend along the front of the school. The fencing will be fixed to the existing brick wall to a total height of 1.8 metres. All Saints C E Primary School, All Saints Lane, Bexhill on Sea.	Permission granted.
RR/3089/CC	To change the single glazed crittal windows to white double glazed windows in the college. Robertsbridge Community College, Knelle Road Robertsbridge.	Permission granted
RR/690/CM	Extension and reconfiguration of the weighbridge office and welfare block. British Gypsum Limited, Robertsbridge Works, Mountfield.	Permission granted.
WD/3082/CC	Minor material amendment to planning permission WD/2936/CC to provide a covered play area wit tensile fabric canopy to the upper decking at the rear of the school. Nutley C E Primary School, High Street, Nutley.	Permission granted
WD/3083/CC	Variation to Condition 3 of planning permission WD/2071/CC to allow for replacement floodlighting of all weather games pitch. Hailsham	Permission granted subject to the pitch being illuminated by Thorlux Olympian 4 light units which shall be operated in accordance with a commissioning

Approval of Conditions Guidance

Condition Submitted

AP/HB will enter the receipt of the condition onto a conditions register (to keep track of what fees we have received and can enter on the Schemes Tab of Rec & Dec Tab that the condition has been received)

Step 1 - Click on Rec & Dec Tab Click on Decision Tab

Find the Condition Number in the list of conditions at the bottom of the page

Step 2 - Right hand click in the title column of the condition and click on discharge condition option

A Conditions Discharge Box will appear with the next group number. The Group number relates to the letter so if there is more than one condition in a letter then repeat Step 2 but change the Group number to the previous number.

Step 3 – Fill in Case Officer and Response Address fields (Use hard carriage return for address so that it looks like a normal set out address).

The system will now create a row on the Conditions Tab. Go to Conditions Tab

Step 4 – Double left click on the row.

This will open another set of fields.

Step 5 - Fill in valid date (if fee has been provided) and status field (fill in as ongoing)

This box is now your working area you can fill in anything in the Cond/Dis Notes or samples text.

Step 6 – Click on Schemes Tab and fill in received date for condition.

*Any letters or plans should be scanned in and added to notes. Please note – now the conditions part of the system is more interactive you can repeat the steps above for the **same condition** if you have not been supportive of previous submissions for a condition.*

Generating the Condition Approved letter

Step 7 – Click on Rec & Dec Tab then click on Conditions Tab

Step 8 – In the Include column click in any of the rows where you want to approve the condition(s) and a tick will appear.

Step 9 – Click on Print Icon and choose “Approval of condition details” and click on print. The letter will be generated which will be addressed to the person/company that submitted the condition(s) and will have a full description of the condition. It will automatically save to the notes page and all you need do is complete the letter in the normal way and get it signed by TC.

Updating the Mastergov System

Once the letter is signed it should be dated and TC’s signature (italic signature) added to the electronic letter and then ticked for the web.

Step 10 – Click on Rec & Dec Tab and click on Conditions tab

Step 11 – Double left click on Condition to “drill down”.

Step 12 – Fill in reply date field and status field (approved)

Step 13 – Click on Schemes Tab and fill in approved date against condition that has been approved.

AP/HB will always check that this has been done when dealing with the copy of the approval that is passed to them.

Recording or checking receipt of Condition Fee

(This is usually done by AP/HB so that they can also record on the register and note for financial information provided to management on a regular basis)

Step 14 – Click on Cash Tab

A condition fee is coded in the Type column as 'C' and the number of the condition is recorded in the reference column.

Step 15 – To add a column right hand click in grey box and choose insert then fill information in as recorded above

Ap Nov10

How to Process a Delegated Decision Notice

(Sections in italics should assist with problems)

The Head of Service will pass to you a paper folder.

Go onto Rec & Dec tab and then Decisions Tab and then fill in the decision field to granted

Go onto notes page and click on the logo of a printer in the bottom left hand corner – scan down and click on full report. Report will be generated.

(If you get an error report saying that the system cannot find a certain type of master either the Officer has not selected the right code in Rec & Dec Tab and then Recommendations tab in field called Recommendation – normal is granted (code is then gra) or on the Details Tab make sure the app type and category fields are both filled in.)

Right hand click and click on save as – go to apps\$ on eschdata then TE Mastergov folder then Live folder then Datawright Saved Documents Folder then Full Delegated Reports Folder and then name report using the file reference number but changing / for -.

Go to Notes Tab and go to end of list of documents. Right hand click in description page and click on insert. A new empty row will appear. Right hand click in empty row and select Open then find the folder as indicated above and click on the saved delegated report and it will appear in the field called File Name and click on open – you will be returned to the notes tab and you need to fill in the title under description – which will be Delegated Report.

Double click on the row you have created and the report will appear. Tidy up the report - look at another record for what a delegated report should look like (***WD/3082/CC on notes page***).

If conditions have not appeared (same number as on Rec & Dec Tab and then Recommendations – double click on missing condition and make sure in Type Field it has approved or refused as appropriate). If approved plans haven't appeared go to Plans/Dwgs tab and make sure that in the field "Plan State" Approved is selected and in the Field "In Notice" it is ticked.

Print off report and attach to front of file with paperclip.

Next Click on Rec & Dec Tab and then Recommendations tab and click on first row of table at the bottom of the page – Hold the upper case key down ⬆ and drag down to the end of the list then right hand click anywhere in the dark blue section and select copy and then select "to decisions".

On the Decisions Tab (under Rec & Dec Tab) Fill in the Decision Field with "Granted".

Go to the Notes Tab then click on the Printer Icon (Bottom left of page) and select "Decision Notice". The system will call up the Decision Notice and will have automatically installed the document into the notes page.

The Decision Notice is made up of a letter which has to go to the District or Borough Planning Officer and then a Written Notice. To fill in the written notice see document called Decision Notice – TEST AP(2) in procedure folder.

Once Decision Notice is correctly filled in print off (usually best to send to Bypass Tray put correct number of headed pages (first page of letter and first page only of Written Notice) Give file with Delegated Report and Written Notice to Team Manager Planning Development Control (Sarah Iles). When she has signed the delegated report leave file with attachments pinned to front in Head of Service's in tray (Tony Cook's in tray)

The Head of Service will sign the Delegated Report and the Decision Notice and pass back to the Support team.

Upon receipt of the signed documentation photocopy relevant number of copies of decision (one set on pink paper for file copy) Make sure that the District/Borough has the original letter BUT a COPY of the Written Notice and the Agent (or applicant if no agent) has the original Written Notice but a COPY of the letter to the District/Borough Council. A set of the approved application documents has to be attached to the agent/applicant's set.

Get the spare set of the application which is the Box Set and is kept in box file in bottom shelf behind DC Planning Team and this is the set that will be attached to the applicant/agents set. First check all the plans from the box set and make sure you have the ones that are noted on the Decision Notice as approved and put the actual application form on the front. Get approved stamp (on shelf behind Technical Support Officer – Amanda Parks) and stamp the application form and all the approved plans and documents – fill in the stamp with the initials of the Head of Service (TC) and the date the Decision was signed. Also stamp the approved plans that are on the file using the same stamp and fill in as above.

On the notes page open the delegated committee report and type officers names and date signed in italics at top of report and tick for web. Open decision and install the date Decision was signed and the date the written notice was signed and type Tony Cooks signature in letter and at end of written notice and tick for web.

Work your way through ticked documents on notes page – should only be the application and approved plans, report, minutes and decision notice nothing else. Go to Rec & Dec tab and then decision tab and fill in field Decision Date and Decision and select TC in Authorising Officer field.

Look at paper decision notice and see if any conditions need further information submitted – if they do click on sch field on table on Decision tab and select c. When

all C's are added click on save and you will be told "Conditions have been entered do you wish to create associated schemes?" Select yes.

Enter information on Best Value form in Best Value Folder under Policy and then DM&W. Fill in paper Register sheet (behind A Parks) Cross off from Outstanding list. Go to Details Tab and Status of application field and make selection which will either be Granted under Delegated Powers or Granted outstanding conditions awaited.

As it is delegated there should not be any neighbour notifications to carry out.

AP (July 2012)

Economy, Transport and Environment

Rupert Clubb
BEng (Hons) CEng MICE
Director

County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE

Tel: 0345 60 80 190
Fax: 01273 479536
www.eastsussex.gov.uk

FILL IN DISTRICT OR BOROUGH COUNCIL ADDRESS
(FOUND IN ADMIN FOLDER IN DOCUMENT CALLED
ADDRESSES

ADD FAO AND USE CASE OFFICERS NAME FROM
DETAILS TAB AND DISTRICT CASE OFFICER FIELD

date
DO NOT FILL IN DATE -

HAND DATED WHEN SIGNED BY HEAD OF SERVICE

please contact
Amanda Parks
Lewes (01273) 481846
Direct Fax (01273) 479040

our ref
TESTAP
AR/AP

your ref
LW/TEST

Dear INSTALL DISTRICT/BOROUGH COUNCILS CHIEF OFFICER'S NAME

TOWN AND COUNTRY PLANNING ACT 1990

**TESTAP - THIS IS A TEST PROPOSAL FOR WATERTEST LOCATION, TEST STREET,
LEWES, SOMEWHERE, EAST SUSSEX. (WITHIN LAND EDGED RED ON APPLICANTS
PLAN NO. FILL IN NUMBER OF PLAN WITH RED SITE BOUNDARY)**

Under the powers delegated to me by the Governance Committee on 30 January 2003,
I have issued a Written Notice dated ### THESE SYMBOLS INDICATE SOMETHING
NEEDS FILLING IN – DELETE THEM AND THEN ADD SPACING TO ALLOW ROOM FOR
A HAND WRITTEN DATE authorising the carrying out of the above development. Planning
Permission is now granted. A copy of the Written Notice is attached hereto.

Therefore, in accordance with the above Act would you please accept this letter in
conjunction with the plans shown as formal notification of the development for the purpose of
your Register of Planning Applications and Decisions.

Approved Plan(s) numbered:

Test001 - Test Landscape, Test002 - Test Site Plan

Yours sincerely

WHEN THIS HAS BEEN HAND SIGNED TYPE IN IN ITALICS T Cook. (ALSO TYPE IN
THE 2 DATES THAT WERE HAND WRITTEN

Tony Cook
Head of Planning

Copies to: Planning Liaison Officer - Environment Agency – for Information – THIS ADDRESS
ONLY NEEDED IF A DELEGATED COUNTY MATTER
Mr Smith Testville – Agent ENSURE THAT THIS READS CORRECTLY
IF A COUNTY COUNCIL DEVELOPMENT ADD:-



DARREN GUYETT – CHILDREN'S SERVICES DEPARTMENT
PHILIP TUCKER – CORPORATE RESOURCES – PROPERTY

IF SITE IS IN LEWES DISTRICT COUNCIL – ADD LOCAL LAND CHARGES SECTION – LEWES DISTRICT COUNCIL – BY EMAIL (AND SEND ELECTRONIC COPY ONCE SIGNED TO locallandcharges@lewes.gov.uk)

IF SITE IS IN HASTINGS BOROUGH COUNCIL – ADD CENTRAL SERVICES – HASTINGS BOROUGH COUNCIL TO THE LIST OF ADDRESSES IT WILL BE COPIED TO

EAST SUSSEX COUNTY COUNCIL

TOWN AND COUNTRY PLANNING ACT, 1990

**TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT
PROCEDURE) (ENGLAND) ORDER 2010**

To :- Mr Smith APPLICANT CAN BE County Ref. No. TESTAP
ADDED HER AND THEN C/O
AGENTS NAME
Testville District/Borough Ref. No.:-
Test Location IN HERE IS THE LW/TEST REMOVE EITHER
Test Street AGENTS NAME DISTRICT OR BOROUGH
Test
East Sussex

In pursuance of the powers delegated to me by the Governance Committee on behalf of the County Council on 30 January 2003 I hereby GRANT PLANNING PERMISSION for This is a test proposal for water Test Location, Test Street, Lewes, Somewhere, East Sussex. in accordance with your application validated by the East Sussex County Council on FILL IN DATE OF VALIDATION FROM DETAILS TAB AND VALID DATE FIELD and the plans and particulars submitted in connection therewith and subject also to due compliance with the condition(s) specified hereunder:-
(CONDITIONS SHOULD AUTOMATICALLY BE POPULATED IN)

1. No development shall take place until fencing has been erected, in a manner approved in writing by the Director of Transport and Environment, around the area marked ### on the approved plan and no works shall take place within the area inside that fencing [without the prior written consent of the Director of Transport and Environment].

BRING REASON OVER TO JUSTIFY IT SO IT LOOKS LIKE 2
BELOWReason: To comply with Policy S1 (j) of the East Sussex and Brighton & Hove Structure Plan 1991-2011.

2. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

3. The development hereby approved shall be carried out wholly in accordance with amended plan/s no/s. ### received on ##.

Reason: For the avoidance of doubt and to enable the Local Planning Authority to control and regulate the development and to comply with Policy ### of the East Sussex and Brighton & Hove Structure Plan 1991-2011.

4. Development shall not commence until details of (### surface water) drainage works and/or a sustainable/containment drainage scheme have been submitted to and approved in writing by the Director of Transport and Environment and [no building shall

be occupied] ### [the building/development shall not be occupied] until the works have been carried out in accordance with the approved details.

Reason: To ensure satisfactory drainage of the site and to prevent water pollution and to comply with Policy ### of the East Sussex and Brighton & Hove Structure Plan 1991-2011 and Policy WLP38 of the East Sussex and Brighton & Hove Waste Local Plan 2006.

5. No machinery shall be operated, no process shall be carried out and no deliveries taken or despatched from the site other than between the hours of ### and ### on Mondays to Fridays and [between ### and ### on ###] [and not at any time on ###] [Saturdays, Sundays, Bank and Public Holidays].

Reason: To safeguard the amenities of the occupiers of properties in the vicinity of the site and to comply with Policy S1 of the East Sussex and Brighton & Hove Structure Plan 1991-2011.

SCHEDULE OF APPROVED PLANS

(THIS SHOULD BE POPULATED)

Test001 - Test Landscape, Test002 - Test Site Plan

The policies relevant to this decision are:

COPY FROM (NORMALLY) SECTION 5 OF DELEGATED REPORT TITLED:-

5. The Development Plan and other policies of relevance to this decision are:

Reasons for Approval

COPY FROM (NORMALLY) SECTION 7 OF DELEGATED REPORT TITLED:-

7. Conclusion and reasons for approval

IGNORE FIRST PARA BEGINNING In accordance with AND THE LAST PARA BEGINNING There are no other material considerations

Signed:
Date:
Tony Cook
Head of Planning

All enquiries should be addressed to:

Director of Economy, Transport & Environment,
Economy, Transport & Environment Department,
County Hall, St Anne's Crescent,
Lewes, East Sussex, BN7 1UE.

IMPORTANT - Please read notes attached.

Copies to: Planning Liaison Officer - Environment Agency - for information ONLY
FOR COUNTY MATTER DELEGATED DECISION
NAMES AS ON FRONT PAGE BUT SWAPPING THE AGENT FOR THE DISTRICT
COUNCIL CASE OFFICER

NOTIFICATION AS REQUIRED BY THE TOWN AND COUNTRY PLANNING ACT 1990 (DEVELOPMENT PROCEDURE) (ENGLAND) ORDER 2010

Appeals to the Secretary of State

- o If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.
- o If you want to appeal, then you must do so within six months of the date of this notice, using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or online at www.planningportal.gov.uk/pcs.
- o The Secretary of State can allow a longer period for giving notice of an appeal, but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- o The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions it imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- o In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based its decision on a direction given by the Secretary of State.

Purchase Notices

- o If either the local planning authority or the Secretary of State refuses planning permission to develop land or grants it subject to conditions, the owner may claim that the owner can neither put the land to a reasonably beneficial use in its existing state nor can the owner render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.
- o In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase the owner's interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

NOTES

- (1) This permission does not purport to convey any approval or consent which may be required under the Town and Country Planning Act, 1990, otherwise than under Section 70-76 or which may be required under any other Acts, including any Byelaws, Orders or Regulations made under such other Acts: e.g. Building Regulations approval may be required from the relevant District/Borough Council for the construction of a building granted planning permission by East Sussex County Council.
- (2) Developers are reminded that the grant of this permission does not permit the obstruction of a right of way and that, if it is necessary to stop up or divert a public right of way to enable the development to be carried out, they should apply without delay:-
 - (a) in the case of a footpath or bridleway, to the County Council for an order under Section 257 of the Town and Country Planning Act, 1990;
 - (b) in any other case to the Secretary of State for an Order under Section 247 of the Town and Country Planning Act, 1990.
- (3) The applicant is recommended to retain this form with the title deeds of the property.
- (4) The grant of planning permission under Section 73 of the Town & Country Planning Act does not prevent the implementation of the previous planning permission, subject to the previous conditions.

IMPORTANT

Any failure to adhere to the details of the plans hereby approved or to comply with any conditions detailed in this notice constitutes a contravention of the provisions of the Town and Country Planning Act, 1990, in respect of which enforcement action may be taken.

If it is desired to depart in any way from the approved proposals, you should consult the East Sussex County Council's, Planning Development Control Team, Economy, Transport & Environment Department, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE before carrying out the development.