



## Seaford Town Council

### To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 15<sup>th</sup> August 2019** at 7.00pm, which you are summoned to attend.

James Corrigan  
Town Clerk  
2<sup>nd</sup> August 2019

### AGENDA

1. **Apologies for Absence**  
To consider apologies for absence.
2. **Disclosure of Interests**  
To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
3. **Public Participation**  
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
4. **Minutes**  
To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	20 <sup>th</sup> June 2019	Pages 3 to 6
4.2	Finance & General Purposes	4 <sup>th</sup> July 2019	Pages 7 to 11
4.3	Golf and The View	11 <sup>th</sup> June 2019	Pages 12 to 13
4.4	Community Services	11 <sup>th</sup> July 2019	Pages 14 to 15
4.5	Planning & Highways	6 <sup>th</sup> June 2019	Pages 16 to 18
		27 <sup>th</sup> June 2019	Pages 19 to 23
		18 <sup>th</sup> July 2019	Pages 24 to 27
5. **Civic Update Reports:**
  - a. **Mayor's Update Report**  
To note report 56/19 presenting the Mayor's Update Report and details of engagements from June 2019 to date (pages 28 to 31).
  - b. **Young Mayor's Update Report**  
To provide an opportunity for a verbal update from the 2019-2020 Young Mayor, James Jenkins.
6. **Clerk's Report**  
To consider report 57/19 presenting the Clerk's update report from June 2019 to date, to be circulated in due course prior to the meeting.

7. **District / County Councillor Update Report**  
To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.
8. **New Policy:**
  - a. **Business Continuity Plan**  
To consider report 40/19 presenting a draft Business Continuity Plan and Business Continuity and Risk Management Policy for adoption (pages 32 to 50).
  - b. **Website Accessibility Statement**  
To consider report 22/19 presenting a draft Website Accessibility Statement for adoption (pages 51 to 54).
9. **Reviewed Policy:**
  - a. **Salts Improvement Plan**  
To consider report 47/19 presenting a proposal to consult and review the Salts Improvement Plan (pages 55 to 56).
10. **Outside Bodies Update**  
To consider report 54/19 presenting an update on the Town Council's representation on outside bodies (pages 57 to 58).
11. **Health Hub Working Party**  
To consider report 51/19 proposing that the Town Council establishes a working party with the remit of reviewing the provision of GP services within Seaford (page 59).
12. **Licence Application for use of Coat of Arms**  
To consider report 55/19 presenting an application received requesting a licence to use the Town Council's Coat of Arms (page 60).
13. **Seafront Concession – Harley House Distillery**  
To consider exempt report 52/19 seeking approval for a new concession to sell alcohol along the promenade (exempt pages 61 to 62).

Please note that as the report at items 13 is commercially sensitive, it has not been published as a public document. It is intended to hold the discussion in public however. If details of the commercially sensitive areas are to be discussed the Council can resolve to hold that part of the meeting under an exclusion of the press & public.

**For further information about items appearing on this Agenda please contact:**

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**Circulation:** All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 20<sup>th</sup> June 2019 at 7.00pm.

**Present:**

Councillor J Lord (Deputy Mayor).

Councillors L Boorman, P Boorman, M Brown, S Dunn (from item 10), J Edson, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, A Latham, J Meek, R Reed, L Wallraven and B Webb.  
James Jenkins, Young Mayor

Chanel Pritchard, Deputy Young Mayor

James Corrigan, Town Clerk – Seaford Town Council

Colin Andrews, Deputy Town Clerk – Seaford Town Council

Isabelle Mouland, Executive Support Officer – Seaford Town Council

2 members of the public

**C22/06/19 Apologies for Absence**

Apologies for absence were received from Councillor N Adil, J Cash, R Morland & G Rutland.

**C23/06/19 Disclosure of Interests**

No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**C27/06/19 Public Participation**

No comments were received from members of the public.

**C28/06/19 Minutes**

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

C28.1	Full Council - AGM	16 <sup>th</sup> May 2019
C28.2	Full Council - Ordinary	16 <sup>th</sup> May 2019
C28.8	Planning	25 <sup>th</sup> April 2019
		23 <sup>rd</sup> May 2019

**C29/06/19 Mayor's Report**

The Council considered report 24/19 presenting the Mayor's Report and details of engagements.

It was **RESOLVED** to **NOTE** the contents of the report.

**C30/06/19 Young Mayor's Report**

The Young Mayor gave a verbal report which thanked the past Mayor, Linda Wallraven for her support during his term as Deputy Young Mayor and welcomed the new Mayor. The Young Mayor then introduced the new Deputy Young Mayor, Chanel Pritchard and informed the Council that during their term they plan to find ways to assist Seaford in becoming eco-friendly, working to support initiatives already in place, starting up and new all to help tackle climate change.

**C31/06/19 Clerk's Report**

The Council considered report 29/19 presenting the Clerk's update report from March 2019 to date.

The Clerk gave a verbal update on various items of the written report, including: successful movements on changes to the Newlands School proposed development; upcoming meetings with Lewes District Council about Talland Parade works progress; the Projects and Facilities Department's current

activities including the re-marking of the disabled bays at Splash Point and progress with the skatepark works.

Councillors discussed points arising from the report, including: the possibility of CCTV along the seafront; the Town Clerk's attendance at a conference which highlighted the regeneration of the High Street at Stockton On Tees and what Seaford could learn from this; updates on the Neighbourhood Plan; and a recent potential litigation matter.

It was **RESOLVED** to **NOTE** the contents of the report.

### **C32/06/19 District / County Councillor Update Report**

*Lewes District Council –*

Members received updates on matters concerning Seaford, including representation made on the Seaford Health Hub and members were also urged to use the Neighbourhood First facility.

*East Sussex County Council -*

Members received updates on matters concerning Seaford, including: grass verges and how members of the public are advised that they can cut their own grass verge as long as they remove the clippings; ongoing communication on the Homefield site proposal; and following the recently knife incident in Newhaven, that there have been several positive community meetings and Newhaven Football Club have agreed to hold a community drop-in every Friday to enable the public to interact with Councillors and Sussex Police representatives.

### **C33/06/19 2018/2019 Annual Governance Statement**

The Council considered report 16/19 presenting the 2018/19 Annual Governance Statement. The Council **RECORDED** a note of **THANKS** to the Responsible Financial Officer and Finance Manager for their hard work in producing the necessary detailed reports.

**C33.1** It was **RESOLVED** to **APPROVE** the effectiveness of the system of internal control.

**C33.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the year ended 31<sup>st</sup> March 2019 and **AUTHORISE** the Chair of the meeting and Town Clerk to sign on behalf of the Council as required.

### **C34/06/19 2018/2019 Annual Return Statement of Accounts**

The Council considered report 17/19 presenting the Final Accounts and Annual Return (Section 2) for the year ended 31<sup>st</sup> March 2019.

**C34.1** It was **RESOLVED** to **APPROVE** the Accounting Statements for the year ended 31<sup>st</sup> March 2019.

**C34.2** It was **RESOLVED** to **AUTHORISE** the Chair of the meeting to sign and date the Accounting Statements on behalf of the Council. The Chair of the meeting signed and dated the Accounting Statements for the year ended 21<sup>st</sup> March 2019.

*7.40pm Councillor S Dunn joined the meeting.*

### **C35/06/19 Internal Audit Report Year Ended 31<sup>st</sup> March 2019**

The Council considered report 18/19 presenting the final report from Mulberry & Co Ltd., Internal Auditor for year ended 31<sup>st</sup> March 2019.

**C35.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report.

**C35.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers.

**C35.3** It was **RESOLVED** to **APPOINT** Mulberry & Co Ltd. as the Council's Internal Auditor for 2019/2010.

**C36/06/19 C7 Standing Orders**

The Council considered report 26/19 presenting the review of the Council's Standing Orders.

It was **RESOLVED** to **ADOPT** the as presented Council Standing Orders.

A **RECORDED VOTE** was requested:

Councillor Liz Boorman	For
Councillor Phil Boorman	For
Councillor Mark Brown	Against
Councillor Sylvia Dunn	Abstained
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Mohamed Ali Hayder	For
Councillor Rahnuma Hayder	For
Councillor Richard Honeyman	Against
Councillor Olivia Honeyman	Abstained
Councillor Alan Latham	For
Councillor Jim Lord	For
Councillor James Meek	Abstained
Councillor Rodney Reed	For
Councillor Linda Wallraven	For
Councillor Bill Webb	For

**C37/06/19 F4 Financial Regulations**

The Council considered report 19/19 presenting the review of the Council's Financial Regulations.

It was **RESOLVED** to **ADOPT** the revised Council's Financial Regulations incorporating the discussed amendments to include the requirements for opening tenders over £50,000 are repeated in the table within the document as set out elsewhere in the policy.

**C38/06/19 F5 General and Financial Risk Assessment**

The Council considered report 20/19 presenting the review of the Council's General and Financial Risk Assessment.

It was **RESOLVED** to **ADOPT** the revised Council's General and Financial Risk Assessment.

**C39/06/19 The General Power of Competence**

The Council considered report 25/19 confirming the Council's eligibility for the General Power of Competence.

It was **RESOLVED** to **CONFIRM** that the Council meets the eligibility criteria to use the General Power of Competence as set out in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012: (a) The number of Seaford Town Councillors elected at the last ordinary election exceeds two thirds of its total number of seats and (b) The Town Clerk has the nationally recognised, sector-specific, Certificate in Local Council Administration.

**C40/06/19 Councillor Attendance at Training**

The Council considered report 27/19 presenting the councillors training attendance record for the 2019/20 municipal year to date.

It was **RESOLVED** to **NOTE** the contents of the report.

**C41/06/19 South Downs National Park Authority Elections**

The Council considered report 28/19 presenting the South Downs National Park Authority elections information and timetable.

**C41.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C41.2** It was **RESOLVED** to **VOTE** for candidates Tim Bryant & Richard Waring.

**C42.3** It was **RESOLVED** to **DELEGATE** to the Town Clerk the completion of the Council's ballot paper and return to SSALC.

The meeting closed at 8.09pm

Councillor Jim Lord  
Deputy Mayor of Seaford

**DRAFT**



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 4<sup>th</sup> July at 7.00pm.

#### Present:

Councillors M Brown (Chair) and Richard Morland (Vice Chair).  
Councillors N Adil, L Boorman, J Cash, R Honeyman and L Wallraven  
Colin Andrews – Deputy Town Clerk & RFO  
Lucy Clark - Finance Manager  
3 members of the public including Councillor J Edson.

#### F01/07/19 Apologies

Apologies of absence were received from Councillors O Honeyman, J Meek and A Latham.

#### F02/07/19 Disclosure of Interests

Councillor L Boorman declared a non-pecuniary interest in agenda item 7 and will exit the meeting at this point.

#### F03/07/19 Public Participation

There was no public participation.

#### F04/07/19 Finance Report

##### F04.1 Receipts, Payments and Bank Reconciliation for February, March, April and May 2019.

The Committee considered report 33/19 advising of receipts, payments and bank reconciliations for February, March, April and May 2019.

**F04.1.1** It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from January 2019 is £263,238.65.

**F04.1.2** It was **RESOLVED** to **NOTE** the February 2019 total receipts of £125,312.57 and total payments of £132,345.76 leaving a balance to carry forward of £256,205.46.

**F04.1.3** It was **RESOLVED** to **NOTE** the March 2019 total receipts of £202,939.64 and total payments of £268,393.27 leaving a balance to carry forward of £190,751.83.

**F04.1.4** It was **RESOLVED** to **NOTE** the April total receipts of £604,797.81 and total payments of £173,960.03 leaving a balance to carry forward of £621,589.61.

**F04.1.5** It was **RESOLVED** to **NOTE** the May total receipts of £126,777.92 and total payments of £312,716.50 leaving a balance to carry forward of £435,651.03.

**F04.1.6** It was **RESOLVED** to **NOTE** that in addition to the Current Account balance above, the new CCLA investment account balance is £625,000.

#### **F04.2 Finance Report**

The Committee considered report 34/19 informing of income and expenditure for the Financial Year End 2019 and the first two months of the 19/20 Financial Year to 31<sup>st</sup> May 2019 compared to budget.

Members asked for clarity on certain items.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

#### **F04.3 Deputy Town Clerk and RFO's Report – July 19**

The Committee considered report 37/19 informing the Councillors of key aspects of the Council's finances and related updates.

Members asked for clarity on certain items.

It was **RESOLVED** to **NOTE** the report

#### **F05/07/19 Ear Marked Reserves 2018-19**

The Committee considered report 42/19 informing the Committee of the Ear Marked Reserve Position at the end of 2018-19.

**F05.1** It was **RESOLVED** to **NOTE** the Ear Marked Reserve Position at 31<sup>st</sup> March 2019.

**F05.2** It was **RESOLVED** to **NOTE** the transfer of £830 to the Tree Wardens Ear Marked Reserve.

**F05.3** It was **RESOLVED** to **NOTE** the transfers of £440,551 to the Ear Marked Reserves scheduled at Appendix A.

**F05.4** It was **RESOLVED** to **NOTE** the transfer from Ear Marked Reserves of £34,591 used to fund expenditure.

**F05.5** It was **RESOLVED** to **NOTE** the transfer of £73,479 to General Reserve.

#### **F06/07/19 Grant Applications 2019-20**

The Committee considered report 35/19 presenting the 2019-20 Grant applications.

It was discussed that the Seaford Silver Band could not be awarded a grant this year due to their previous grant having not been spent due to delays.

**F06.1** It was **RESOLVED** to **AGREE** that Seaford Silver Band would not have to return their unused grant but to carry it forward to 2019/20.



**F06.2** It was **RESOLVED** to **APPROVE** the following large grants to a total of £29,000.

Name of Organisation	Purpose of Grant	Awarded 2019-2020
CAB Lewes District	Contribution to staffing & service overheads.	£5,000
CTLA	Transport services to BN25 for Dial-a-ride, Group travel, Travel Club and services.	£4,000
Cuckmere Buses	To help meet ongoing annual running costs & avoid deficits.	£1,000
Cuckmere Haven SOS (Lapwing Music Festival)	To support the Lapwing Music Festival.	£500
Down Syndrome Development Trust	To help set up the Summer Camp at Cradle Hill School.	£625
Seaford Bonfire Society	Towards the Cost of Specialist Security & Medical Personnel to ensure the safety of the public.	£2,000
Seaford Community Events Committee	Towards the Cost of Event Management.	£1,500
Seaford Contemporary Illustrators & Printmakers (SCIP)	To fund work for The Green Show; a large Seaford Art event taking place at Sth Hill Barn & free children's workshops for Xmas 19.	£500
Seaford Musical Theatre	Implementation of a Hearing Loop Amplifier & Microphone for patrons with hearing problems.	£700
Seaford Town Football Club	To replace the Mesh Fencing surrounding the Crouch Football Pitch.	£2,000
SeeAbility	To support the Speech & Language Therapist which would reach out to the 21 Seaford based people with learning disabilities and many of whom are blind.	£2,675
St James' Trust (Seaford)	Towards re-decorating all the communal areas at the Community Centre.	£500
St Wilfrid's Hospice Eastbourne	Towards the costs of the Community Nursing team providing care and support for patients and their families.	£2,000
Sussex Community Rail Partnership	Towards the Bishopstone Station project; restoring, improving and protecting the grade II listed main art deco building and	£500

	devising ways to use these buildings to the full.	
Teddy Treats Children's Charity	To provide Top Talent Sponsorship for local children via local dance, drama, tennis, art and other creative clubs.	£1,500
The Youth Counselling Project	To continue the provision to provide Counselling for children in Seaford Schools.	£1,500
Waves Family Support	To support clients in need of counselling and who are not able to afford the necessary fees for professional counselling.	£2,500
	<b>Total Awarded</b>	<b>£29,000</b>

**F06.3** It was **RESOLVED** to **APPROVE** the following small grants to a total of £1,000.

<b>Name of Organisation</b>	<b>Purpose of Grant</b>	<b>Awarded 2019-2020</b>
Bishopstone Parish Hall	To help with the cost of resurfacing the yard area to improve the fabric of the building and making safe.	£500
ESAB Seaford (Inner Light) Group	Towards subsidising the cost of transport to & from monthly meetings along with monthly hall hire.	£200
Havens Community HUB CIC	Support of the Seaford Charities; Leadership Training, Fundraising help, Community projects.	£0.00
Sailhaven	To assist with the restoration of a 1961 Crusader boat (specifically to buy timber and glue for the boats hull) which will eventually provide free sailing training to local children.	£0.00
Seaford Silver Band	Towards instrument repair and replacement, extra uniforms & general overheads.	£0.00
The Crouch Bowling Club	Towards the purchase of bowling aids for those having difficulty bending and to buy an additional set of steps.	£300
Willet Charitable Trust Bishopstone	Works associated with re-routing and re-building footpath steps.	£0.00
	<b>Total Awarded</b>	<b>£1,000</b>

**F07/07/19 Exclusion of the Press and Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting during the discussion on the next item on the agenda as it concerns sensitive debtor information.

(7.26pm – members of public and Councillor L Boorman exited the meeting)

**F08/07/19 Debtors Report EXEMPT**

The Committee considered report 36/19 informing the Committee of the current debtors (excluding those in legal dispute) and recommending to write off a debt of £360.

**F08.1** It was **RESOLVED** to **NOTE** the debtors report.

**F08.2** It was **RESOLVED** to **WRITE OFF** the sum of £360.

**F08.3** It was **AGREED** to **INFORM** a current tenant of the concerns the Committee have over unpaid rents and to devise a repayment plan which is in agreement with both parties and to bring back in line with the terms of the contract.

The meeting closed at 7.42pm

Councillor Mark Brown  
Chairman



## Seaford Town Council

**MINUTES** of the meeting of the **Golf & The View Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 11<sup>th</sup> June 2019** at **7.00pm**.

**Present:**

Councillors A Latham (Chair), M Brown (Vice-Chair), J Cash, J Edson, M Everden, R Hayder, M Hayder & R Morland.

Mr James Corrigan - Town Clerk (Seaford Town Council)

Mr Fraser Morley – Golf Professional

Mr Simon Lambert – Head Greenkeeper (Seaford Town Council)

Mr Craig Nicol – General Manager The View (Seaford Town Council)

Mr Alan Miller (Seaford Head Golf Club)

Mr Eddie Martin (Seaford Head Golf Club)

No members of the public

**G01/03/19 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor N Adil.

**G02/03/19 Disclosure of Interests**

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**G03/03/19 Public Participation**

There was no public participation.

**G04/03/19 Head Greenkeeper's Report**

The Committee considered report 13/19 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper. It was noted that the Course had recently been awarded the prestigious environmental award Operation Pollinator. This follows recent successes with bespoke sown wildflower areas, the success of the wildflowers planting on the roof, the progress to secure borehole water supply and the use of own-grown organic fertilizer.

It was **RESOLVED** to **NOTE** the contents of the report.

**G05/03/19 Golf Professional's Report**

The Committee considered exempt report 14/19 presenting an update on golf course related matters and business and asked questions of the Golf Professional. It was noted that the financial performance is significantly up on last year with over £14,000 of additional income at the end of month two. There was also a discussion on use of the course by dog walkers and walkers and the signage in place as well as some of the issues that arise.

It was **RESOLVED** to **NOTE** the contents of the exempt report.

**G06/03/19 General Manager's Report**

The Committee considered exempt report 15/19 presenting an update on the business activities and finance of The View and asked questions of the General Manager. It was noted that the financial performance was excellent and that the income was over £14,000 greater after two months than last year's performance.

It was **RESOLVED** to **NOTE** the contents of the exempt report.

**G07/03/19** The View Financial Performance 2018/19

The Committee considered a report of the Deputy Town Clerk and Responsible Financial Officer detailing the Financial performance of The View from 2015/2019.

**G07.1** It was **RESOLVED** to **NOTE** the contents of the exempt report

**G07.2** That the General Manager continues to maintain the downward trend of costs compared to rising activity by careful buying

**G07.3** To endorse the conclusions that;

No exceptional trends are evident nor scope for ready cost reduction to influence net outturn with any significance

Whilst opportunities to trim costs to be sought it is clear that no significant reduction of costs can be achieved whilst maintaining the goals of high standards of food and services

The meeting closed at 7.45pm.

Councillor Alan Latham  
Chair of the Golf & The View Committee

**DRAFT**



Seaford Town Council

## Community Services Committee

Minutes of the meeting of the Community Services Committee held at 37 Church Street, Seaford on Thursday 11<sup>th</sup> July 2019 at 7.00pm.

### Present:

Councillor S Dunn (Chair)

Councillors N Adil, J Cash, J Edson, M Everden, A Hayder, R Hayder, R Reed L Wallraven (Vice-Chair) and B Webb.

Mr Tony Jackson – Projects & Facilities Manager, Seaford Town Council

Mr Colin Andrews – Deputy Clerk and Responsible Finance Officer

3 members of the public.

### CS01/07/19 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor J Meek

### CS02/07/19 Disclosure of Interests

No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### CS03/07/19 Greenhavens Presentation

Karen Rigby-Faux, Community Liaison Officer with Burleys gave a talk about the Greenhavens Network. Detailing their journey so far, 2 successful projects and future aspirations.

### CS04/07/19 Public Participation

*Resident A discussed the work of the Seaford Community Partnership. He mentioned the ongoing works at the Sunken Gardens opposite the seafront and the recent hopscotch play area. The partnership are also involved in the Gateway project which hopes to promote better links between the town and seafront, and the possible installation of sea defence gates so there is more access to the seafront all year round.*

*Resident A mentioned the mostly positive remarks he had encountered regarding grass verges being left to grow.*

### CS05/07/19 Projects and Facilities Manager – Update Report

The Committee discussed report 39/19 presenting the Projects & Facilities Manager's update report. Members of the Committee mentioned there have been some fires on the seafront which have left dangerous debris. The Projects and Facilities Manager confirmed he would discuss this with the local Lifeguards and pass details to members of Lewes District Council's Neighbourhood First website, where anyone can instantly report an issue.

**CS15.1** It was **RESOLVED** to **NOTE** the contents of the report.

### CS06/07/19 South Hill Barn – Dark Skies Discovery Site

The Committee considered report 41/19 relating to South Downs National Trust request the Council that South Hill Barn car park be designated a Dark-Sky Discovery Site.

**CS15.1** It was **RESOLVED** to **RECOMMEND** the contents of the report.

**CS07/07/19 Finance Report**

The Committee considered report 38/19 relating to Income and Expenditure for February 2019 and the financial year to date.

It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 8.12pm

Councillor S Dunn, Chair

**DRAFT**



Seaford Town Council

**Planning and Highways Committee**

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 6<sup>th</sup> June 2019** commencing at 7.00pm

**Present:**

Councillors L Wallraven (Chairman), Councillor R Honeyman (Vice Chairman) Councillors N Adil, J Edson, M Everden, A Latham and J Lord  
Geoff Johnson-Planning Officer  
4 members of the public present

**P 08/06/19 Apologies for Absence**

None

**P 09/06/19 Disclosure of Interests**

None

**P 10/06/19 Public Participation**

None

**P 11/06/19 Planning Applications**

Planning Applications received in the week commencing 18<sup>th</sup> May 2019

**Seaford**

LW/19/0347

**53 Farm Close**

Planning Application – Demolition of existing lean-to and erection Of new single storey side extension

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 25<sup>th</sup> May 2019

**Seaford**

LW/19/0323

**Buff Cottage 61 Firle Road**

Planning Application – Retrospective application for the demolition of existing garage and erection of two-storey front extension

It was **RESOLVED** to **SUPPORT** the application, based on the relevant planning considerations, but the Committee was concerned that the scheme had been implemented without consent. It was acknowledged however that this could not be taken into account in the decision-making process

**Seaford**

LW/19/0348

**37 Steyne Road**

Listed Building Consent Application – Installation of internal lift from ground to first floor

It was **RES P . 1 6** to **SUPPORT** the application. It was noted that



there would be no external alterations required and that the lift would be removed and the interior restored when there was no longer any requirement for it

**Seaford**  
LW/19/0364

**Homefield Place Homefield Road**

Planning Application – Demolition of existing building and erection of a 55-bed care home (within Class C2) with associated works including access, parking and landscaping

It was **RESOLVED** to **DEFER** consideration of the application to the next meeting on 27<sup>th</sup> June 2019 to give further time for the consideration of the plans and of the third-party responses

**Seaford**  
LW/19/0307

**67 Tudor Close**

Planning Application – Single storey front, side and rear extensions

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 31<sup>st</sup> May 2019

**Seaford**  
LW/19/0372

**7 Albany Road**

Planning Application – Single storey side extension

It was **RESOLVED** to **SUPPORT** the application

Tree Works Applications

**Seaford**  
TW/19/0036/TPO

**18 Manor Road North**

Re-pollard one sycamore and fell the other due to excessive shading

As there was no plan or additional information and nothing to identify the subject trees it was not possible for the Committee to make an informed response. There was a general feeling amongst the members that it would not normally be appropriate to remove a protected tree purely on grounds of excessive shading but in the absence of any further information it was **RESOLVED** to leave the final decision with the District Council's Arboricultural Officer

**P/12/06/19**

**Newlands School Site – Reserved Matters Application (LW/19/0258)**

The Planning Officer reported that there had been no further meeting with Bellway Homes since the last Committee meeting on 23<sup>rd</sup> May. A further update would be given at the next Committee meeting on 27<sup>th</sup> June

**NOTED**

**P/13/06/19**

**Update Report**

Members considered report 23/19 updating the Committee on decisions taken by Lewes D.C since the last meeting

It was **RESOLVED** to **NOTE** the report

The meeting closed at 7.32 p.m

Councillor L Wallraven  
Chairman



Seaford Town Council

**Planning and Highways Committee**

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 27<sup>th</sup> June 2019** commencing at 7.00pm

**Present:**

Councillors L Wallraven (Chairman), Councillors J Edson, M Everden, A Latham and J Lord  
Geoff Johnson-Planning Officer  
8 members of the public present

**P 14/06/19 Apologies for Absence**

Apologies were reported from Councillor Honeyman

**P 15/06/19 Disclosure of Interests**

Councillor Lord declared a pecuniary interest in application LW/19/0364 (Homefield Place) and did not speak or vote on that item

Councillor Wallraven declared a non-pecuniary interest in application LW/19/0370 (9 Rookery Way) as a friend of the applicant and did not speak or vote on that item

Councillor Edson declared a non-pecuniary interest in application LW/19/0370 (9 Rookery Way) as a near neighbour of the property and did not speak or vote on that item

Councillor Latham declared a non-pecuniary interest as a relative of a neighbouring resident/objector on application LW/19/0404 (Hindover Alfriston Road) and did not speak or vote on that item

**P 16/06/19 Public Participation**

None

**P 17/06/19 Planning Applications**

Planning Application deferred from previous meeting

**Seaford**  
LW/19/0364

**Homefield Place Homefield Road**  
Planning Application – Demolition of existing building and erection Of a 55-bed care home (within Class C2) with associated works Including access parking and landscaping

*Will Rees from the applicants, Frontier Estates, and Hannah Pearce the Agent, made a joint presentation on the application. The applicant company specialised in providing bespoke care homes for the main operators. There was a demand for care home*

*places due to the baby boomer generation reaching old age. The 55 proposed units were all 'en-suite' and were aimed at 'late stage' residents who would need the extra care provided and would not normally be driving. Planning-wise it was a good location for a care home . The use would be within Class C2 in line with the previous long-term use and care had been taken in the provision of parking and landscaping. No weight could be placed on the Seaford Neighbourhood Plan's allocation of the site for housing and in any event recent Government policy guidance indicated that the units provided could now count towards the LPA's Housing Supply figures. There clearly was a demonstrable need for these care home beds in Seaford*

*Charles Grimble of the Seaford Neighbourhood Plan Steering Group objected to the application. Details of the objection had been circulated to members and to the applicant's agent prior to the meeting. The NP had reached the latter stages of the adoption process after several years of intensive work and had been through two rounds of public consultation. It did therefore carry sufficient weight to be a major consideration in this application. This site is allocated in the NP as a prime residential site. It is irrelevant that the Government now allows care home units to count towards housing supply. The Town needs proper housing , including affordable housing. The applicant's report identifying demonstrable need for care home beds is flawed. The 10km radius takes in too large an area. In Seaford itself there is a surplus of care home beds*

It was **RESOLVED** to **OBJECT** to the application on the following grounds :-

1. That Homefield Place was a site allocated for general housing Including affordable housing, in the Seaford Neighbourhood Plan
2. That the plan , although still not adopted, was at a late stage of the planning process having been through several rounds of public consultation and been approved formally by the Town Council. No objection had been raised to this particular allocation
3. The report submitted by the applicants alleging and supporting a demonstrable need for more care home beds was flawed in that it covered too large and arbitrary an area, i.e a 10km radius of Seaford ,rather than concentrating on the Town itself where there was an acknowledged surplus of care home beds.
4. That under the guidance in Para 48 of the NPPF (2018) weight could and should be placed on the emerging Neighbourhood Plan sufficient to support a formal objection in that , by effectively removing a prime residential site from the Plan allocation in favour of a use for which there was no demonstrable need, it would undermine the implementation of the Plan and be directly contrary to its policies and provisions

Planning Applications received in the week commencing 3<sup>rd</sup> June 2019

**Seaford**  
LW/19/0371

**Land South and West of the ESCC Port Access Road, Southern Roundabout Newhaven** - Planning Application – Construction of two link roads between Newhaven Port and ESCC Port Access road along with associated fences gates and landscaping

It was **RESOLVED** to **RAISE NO OBJECTION** although concern was expressed that the feeder road to the main highway network would not be adequate to cope with the likely increase in traffic and that further improvements would be required in order to avoid serious congestion

**Seaford**  
LW/19/0404

**Hindover Alfriston Road**  
Planning Application – Demolition of existing dwelling and construction of 4 x detached dwellings and all associated on-site parking access and landscaping

It was **RESOLVED** to **OBJECT** to the application on the following grounds :-

1. The proposals constituted over development of a restricted site.
2. Three storey dwellings would be out of character with the surrounding area. The location, being close to the National Park boundary required special consideration and the proposals would have an unacceptable impact on the amenity of the area
3. The additional traffic generated at the junction of Alfriston Road with Old Nursery Close would also have an adverse impact on the amenities of existing residents

**Seaford**  
LW/19/0405

**21 Crown Hill**  
Planning Application – Single storey rear extension

It was **RESOLVED** to **SUPPORT** the application

**Seaford**  
LW/19/0391

**20 Richington Way**  
Planning Application – Single storey rear extension

As this application was merely for a Certificate of Lawfulness for the proposed development it did not require the consideration of the Town Council

**NOTED**

Planning Applications received in the week commencing 10<sup>th</sup> June 2019

**Seaford**                      **16 Corsica Road**  
LW/19/0376                      Planning Application – Removal and replacement of existing  
single-storey extension

The Planning Officer reported that as the plans and supporting documents for this application had not been posted on the LDC website it could not be considered at this meeting

**NOTED**

**Seaford**                      **9 Rookery Way**  
LW/19/0370                      Planning Application- Erection of single-storey garden room/ golf  
simulation room for private use only (part retrospective)

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received week commencing 17<sup>th</sup> June 2019

**Seaford**                      **8 Queen's Park Gardens**  
LW/19/0124                      Planning Application – Side extension to main house, replacement of  
windows and new balcony

It was **RESOLVED** to **OBJECT** to the application on the grounds that the design of the extension was unsympathetic to and completely out of character with the rest of the property and was therefore contrary to Policy ST3 of the Local Plan

**P/18/06/19**                      **Newlands School Site – Reserved Matters Application (LW/19/0258)**

The Planning Officer reported that there had been no further meeting with Bellway Homes since the last Committee meeting on 6<sup>th</sup> June. A further update would be given at the next Committee meeting on 18<sup>th</sup> July.

**NOTED**

**P/19/06/19**                      **ESCC Parking Review**

Members considered report 30/19 on the formal proposals for local Parking and waiting restrictions

It was **RESOLVED** that the following comments be forwarded to ESCC on the various local sites included in the Review

**SUTTON PARK ROAD** – The change to a permanent clearway was opposed in view of the possible adverse effect on late night take aways in the area. The current restrictions should be left in place

**BLATCHING P . 22 DAD** – No objection

PLACE LANE – No objection

CLAREMONT ROAD – Current restrictions should be left in place

CHURCH STREET – No objection

**P/20/06/19**

**Rights of Way Improvement Plan**

Members considered report 31/19 regarding the consultation being carried out by ESCC on the review of this plan

It was **RESOLVED** that following the designation of most of the open space surrounding Seaford as part of the South Downs National Park that the Park Authority should work closely with the ESCC as Highways Authority to assist in the improvement and maintenance of the ROW network and in particular to assist in the funding of the works, taking into account the severe pressures being applied to all areas of the ESCC budget

**P/21/06/19**

**Update Report**

Members considered report 32/19 updating the Committee on decisions taken by Lewes D.C since the last meeting

It was **RESOLVED** to **NOTE** the report

The meeting closed at 8.17 p.m

Councillor L Wallraven  
Chairman



Seaford Town Council

**Planning and Highways Committee**

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 18<sup>th</sup> July 2019** commencing at 7.00pm

**Present:**

Councillors L Wallraven (Chairman), Councillor R Honeyman (Vice-Chairman), Councillors N Adil, J Edson and M Everden  
Geoff Johnson-Planning Officer  
2 members of the public present

**P 22/07/19 Former Councillor Terry Goodman**

Prior to the start of the meeting the Chairman referred to former Councillor Terry Goodman who had recently passed away following a short illness. Terry was a member of the Council from 2011 to May 2109 when he stood down. He was always willing to sit as a substitute on this Committee and his contribution to the Council and the Town will be greatly missed

Members observed a period of silence in his memory

**P 23/07/19 Apologies for Absence**

Apologies were reported from Councillors A Latham and J Lord

**P 24/07/19 Disclosure of Interests**

None

**P 25/07/19 Public Participation**

None

**P 26/07/19 Planning Applications**

Planning Application deferred from previous meeting

<b>Seaford</b>	<b>16 Corsica Road</b>
LW/19/0376	Planning Application – Removal and replacement of existing single storey extension

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 24th June 2019

<b>Seaford</b>	<b>14 Old Nursery Close</b>
LW/19/0435	Planning Application - Two-storey side extension

It was **RESOLVED** to **SUPPORT** the application



**Seaford**  
LW/19/0441

**Land at the Junction of The Holt and North Way**  
Planning Application – Erection of boundary fence

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 8<sup>th</sup> July 2019

**Seaford**  
LW/19/0415

**59 Belgrave Road**  
Planning Application – Erection of shed

The Committee considered this application and **RESOLVED** that the following comments be forwarded to Lewes D.C -:

It is noted that the main dwelling in this case is a Grade II Listed Building and that the property is within the East Blatchington Conservation Area. The proposed shed is sited between the road and the main dwelling. The existing boundary hedge would soften the impact of the shed on views into the site from the road but careful consideration should be given to the overall impact on the Listed Building and the appearance of the Conservation Area as well as the imposition of a condition requiring future retention and maintenance of the hedge.

Also, given the size of the shed, there should be a condition imposed to restrict its use to non-commercial activities ancillary to the enjoyment of the main dwelling.

**Seaford**  
LW/19/0438

**8 Chesterton Avenue**  
Planning Application- Demolition of existing conservatory and erection of a new single-storey side/rear extension

It was **RESOLVED** to **SUPPORT** the application

**Seaford**  
LW/19/0482

**Seaford Head Lower School Steyne Road**  
Planning Application – Erection of a single-storey building for the storage of bicycles

It was **RESOLVED** to **SUPPORT** the application

**Seaford**  
LW/19/0485

**9 Seagrove Way**  
Planning Application – First floor side extension

It was **RESOLVED** to **SUPPORT** the application

Tree Works Applications

**Seaford**  
TW/19/0043

**15 Badgers Copse/Cuckmere House School**  
Tree Preservation Order -Trim back Sycamore (T13 in Order) situated at Cuckmere P . 2 5 school from the boundary with 15 Badgers Copse

in order to prevent excessive shading

It was **RESOLVED** to **SUPPORT** the application

**Seaford**  
TW/19/0045

**Newlands Manor Newlands School**

Tree Preservation Order – T1 Sycamore – Trims back stems blocking Light

It was reported that this application had been approved by Lewes D.C prior to the meeting

**NOTED**

**P/27/07/19**

**Newlands School Site – Reserved Matters Application**

The Planning Officer reported on the recent submission by Bellway Homes of a new application (LW/19/0475) for revisions to the scheme originally submitted in April under LW/19/0258.

The revisions covered the replacement of the formal sports pitch, changing rooms and parking spaces with a landscaped public park area and the demolition of the main school building and its replacement with two new blocks providing the same number of apartments (21) with parking moved to the rear

The amendments, if approved, would enable the applicants to increase the provision of affordable housing in the scheme from the original 8% to 20% and to make a large financial contribution to the Town Council for the provision of additional sports facilities in the Town in lieu of the proposed formal sports pitch at the site.

The applicants had also increased the overall affordable housing provision to 25% in line with this Committee's request as resolved at the meeting on 23<sup>rd</sup> May 2019 (P/05/05/19).

The consultation deadline for the new full application LW/19/0475 And the amended reserved matters application LW/19/0258 was 15<sup>th</sup> August.

It was **RESOLVED** that the applications be considered at the next meeting of the Committee on Thursday 8<sup>th</sup> August 2109 to be held at The View, Seaford Head Golf Club, Southdown Road commencing at 7.00 pm and that interested residents be invited to attend and to contribute to the debate

**P/28/07/19**

**Lewes District Local Plan Part 2**

Members considered report 44/19 on recent modifications to the proposed Local Plan following the Examination in Public in April 2019. Significant modifications were proposed to policy E1 dealing with commercial development to the east of Newhaven Port

The consultation deadline was 19<sup>th</sup> August 2019

It was **RES P . 2 6** that the matter be deferred to the meeting on

Thursday 8<sup>th</sup> August 2019 when the Committee would consider its formal response to the modifications

**P/29/07/19 Car Parks – Proposed Restrictions**

Members considered report 46/19 on proposals by ESCC for alterations in the use of certain local car parks

It was **RESOLVED** that no objection be raised to the proposals but that the arrangements for the overnight parking of motorhomes and the timing of the restrictions should tie in with the existing arrangements for the parking of motorhomes at local caravan parks

**P/30/07/19 Proposed Road Closure – French Market**

Members considered report 45/19 on the proposed road closure for The French Market on Friday 13<sup>th</sup> September 2019

It was **RESOLVED** that **NO OBJECTION** be raised to the proposal

**P/31/07/19 Update Report**

Members considered report 43/19 updating the Committee on taken by Lewes D.C and the South Downs National Park Authority since the last meeting

It was **RESOLVED** to **NOTE** the report

The meeting closed at 8.15 p.m

Councillor L Wallraven  
Chairman



Seaford Town Council

Report 56/19

**Agenda Item No:** 5a  
**Committee:** Council  
**Date:** 15<sup>th</sup> August 2019  
**Title:** Mayor's Report & Engagements  
**By:** Sue Treadwell, Mayor's Secretary  
**Purpose of Report:** To present the Mayor's update report and details of Mayoral engagements.

---

**Recommendations**

**You are recommended:**

- 1. To note the contents of the report.**

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**1. Information**

- 1.1** Attached at Appendix A is the Mayor's update report and Appendix B provides details of the Mayor's engagements for period of 20<sup>th</sup> June 2019 to date.

**2. Financial Appraisal**

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

**3. Contact Officer**

The Contact Officer for this report is Sue Treadwell, Mayor's Secretary.

Mayor's Secretary

*S. Treadwell*

*[Signature]*

Town Clerk

## Appendix A Mayor's Report August 2019

It has been a great month and a half for me as Seaford Town Mayor. I have been thoroughly enjoying the role and trying to comply to the duties diligently. I have been attending every event, ceremony and/or services that I have been invited to and have been so far lucky in doing so.

I took part in Seaford Veterans and Armed Forces Day where I had the privilege of meeting the Deputy Lt. David Allam, The High Sheriff of East Sussex, Violet Hancock, The Chairman of The Royal Society of St. George, eminent veterans and the young sea and army cadets. A really cherished moment was being part of the group taking the salute on the parade by the Martello Tower.

I also took part in The Blind Veterans and Armed Forces Day at Brighton head office which again was a fantastic experience. I met my counterpart from Brighton and important veterans, and cadets and was given a tour of the building by the Chaplain, which itself had been a wonderful memory.

Other important events have been my Summer Reception held at The View, which was attended by special dignitaries, colleagues and close family and friends. It was an evening full of laughter, music, dancing and food. My chosen charities The Downs Syndrome Development Trust and The Youth Counselling Project had had their stalls and gave brief introductions, which was well responded by the audience and we raised £249 through raffle tickets which was brilliant for the night.

I attended the RNLI Summer Fete, and opened the event, on behalf of the Newhaven Mayor and Crier who unfortunately had been running late. I went to the Peacehaven Community Summer Fair which was a well organised and well attended event. I had the pleasure of meeting my counterparts from Lewes, Newhaven, Telscombe, and Peacehaven. I was also introduced to 'Miss Sussex', Rebecca Kite.

I attended Sea Sunday at the St. Andrew Church Bishopstone where it was an honour to meet our Lord Lt. Peter Field, other important officers and the local Clergy.

I supported the Macmillan Open Gardens and attended 9 of the beautiful gardens in Seaford and highly appreciate the support of residents who facilitate this in promoting various charities for the well-being of the town.

I opened the annual Seaford Head School Fun Run where over 1300 pupils had taken part in support of charity named The Youth Counselling Project (one of my chosen charities of the year).

I attended the bus tour arranged by Seaford Town Council Officers, with Colleagues and learnt more about the historic background of projects, properties, land and green spaces of the Town. It was a very informative and useful trip for me.

I was invited to a couple of other opening ceremonies like the Beach Access for the mobility restricted people and The Hopscotch Rainbow Pad at the seafront. Another of the important tasks that I had been part of was the Seaford Station and Bishopstone Community Partnership for beautification of the platform with collaboration of the Seaford Martello Rotary Club.

I attended the 125th Anniversary Dinner of The Royal Society of St. George it was such a pleasure meeting all the members, The Chairman, The President, The Vice President of the society and also the Deputy Lt. Of East Sussex, Maureen Chowen. It was an evening to commemorate the services and achievements of The Royal Society members and veterans.

I also had the pleasure of visiting the Deputy Lt. David Allam at his home in Bishopstone for an informal tea where I was briefed on various ways the Lord Lt. could work with us for the betterment of the town.

I also had a useful meeting with the Seaford Rotary Club members building relationships with them and will be kept informed of their amazing work and participation in community services and involvement with the schools in providing great support in numerous ways.

The most favourite of all the events from the list has been a visit to Arundel Cathedral, Arundel where The East Sussex Youth Orchestra performed spectacularly well.

I am pleased to inform you all that The Youth Counselling Project has been chosen by the Seaford Martello Rotary Club President as his Charity of the year and also The Bond School of Dance has also picked The Downs Syndrome Development Trust as their charity of the year.

It has been such a progressive month and a half, and I am looking forward to more of the months with the support of community members, Seaford Town Council officers and my dear fellow colleagues.

Thanks for guiding me wherever needed and thanks for all the cooperation. I really appreciate it.

Cllr. Nazish Adil

Mayor of Seaford

Appendix B Mayor's Report – August 2019

June 20<sup>th</sup> – 15<sup>th</sup> August

STC AFD	Veterans and Armed Forces Day	Friday	28-Jun-19	Martello Fields
Blind Veterans UK	Brighton and Hove AFD	Sunday	30-Jun-19	Blind Veterans
NAFAS Flower Club	Open Garden Day	Saturday	06-Jul-19	6 Victor Close Seaford
RNLI	Summer Fete	Saturday	06-Jul-19	Fort Recreation Ground
Michael and Pippa Logan	Garden Party	Sunday	07-Jul-19	31 Sutton Avenue
Seaford Head School	Fun Run	Friday	12-Jul-19	Martello Tower
Mayor of Peacehaven	Peacehaven Community Summer Fair	Saturday	13-Jul-19	Centenary Park Piddinghoe Ave, BN10 8RH
Sussex wildlife Trust	Seaford Head	Saturday	13-Jul-19	South Hill Barn
St Andrews Church	Sea Sunday	Sunday	14-Jul-19	Bishopstone Church
Dep Lieutenant	Informal Tea	Wednesday	17-Jul-19	Bishopstone
Mayor STC	Mayors Summer Reception	Wednesday	17-Jul-19	The View Southdown Road
East Sussex Music Service	Summer School Concert	Friday	19-Jul-19	Town Hall Lewes
STC	Accessible Beach	Saturday	20-Jul-19	Martello Kiosk
Radio Surrey and Sussex	Radio Interview	Wednesday	24-Jul-19	BBC Sussex and Surrey
East Sussex Music Service	East Sussex Youth Orchestra 40th Anniversary	Wednesday	24-Jul-19	Arundel Cathedral
Geoff Stonebanks	Macmillan Trail	Saturday	27-Jul-19	Open Garden EBM Centre 16 Seaview Road Peacehaven,
The RSSG	125th Anniversary Banquet	Saturday	27-Jul-19	BN108PX
Geoff Stonebanks	Macmillan Trail	Sunday	28-Jul-19	Open Garden
Seaford and District Horticultural Society	Prize giving	Saturday	03-Aug-19	Seaford Head Upper School/ Arundel Road
Bishopstone Church Summer Fete	Fete	Saturday	03-Aug-19	Bishopstone Church Hall
Chairman ESCC	Summer Civic Reception	Tuesday	06-Aug-19	County Hall Lewes
Cheyne's lodge	Garden Party	Saturday	10-Aug-19	Cheyne's Lodge
Newhaven Town council	Dieppe Raid	Sunday	11-Aug-19	Denton Island Bowls Club
Wave Leisure	Para Games	Sunday	11-Aug-19	Wave Leisure
SCIP	The Green Show Private viewing	Wednesday	14-Aug-19	South Hill Barn Seaford Head



## Seaford Town Council

Report 40/19

**Agenda Item No:** 8a  
**Committee:** Council  
**Date:** 15<sup>th</sup> August 2019  
**Title:** Business Continuity Planning  
**By:** Colin Andrews, Deputy Town Clerk & RFO  
**Purpose of Report:** To NOTE the progress that has been made in preparing a Business Continuity Plan, incorporating Risk Assessment and Disaster Recovery measures, and to approve the programme.

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### Recommendations

You are recommended to:

1. NOTE the risk matrix produced at Appendix A
  2. CONFIRM agreement to a two-year rolling programme described at 2.6 below,
  3. NOTE the key areas at 3. below and covered in the Business Continuity Plan at Appendix B
  4. ADOPT the Business Continuity and Risk Management policy contained at Appendix C.
- 

### 1. Information

- 1.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Council's Corporate Risk Register, considered separately under Report 176/18 in March 2019.
- 1.2 Risk Management is the process whereby Councils methodically address the risks associated with what they do and the services that they provide, to identify things that could go wrong and take the appropriate steps to avoid this.
- 1.3 In the light of this the Town Clerk and officers have been reviewing what is in place, not only to identify risks but also to have in place measures and contingencies to minimise disruption to services and maintain support to the community. Not all risks can be mitigated but measures are now established to ensure prompt action is taken as needed.
- 1.4 To catalogue risks the Council uses Local Council Risk System (LCRS), a proprietary package that enables risks to be noted comprehensively, their severity scaled and actions to be drawn from the findings. LCRS provides a snapshot of the perceived risks but needs amplifying to address risks in the round.



- 1.5 Training was conducted in February for senior staff with an explicit follow-up in May for Projects & Facilities and Finance, which has enabled a reappraisal of the Council's approach to risk management by being based on identifying risks generically.
- 1.6 The Risk Register has been updated and reviewed, critical areas identified for more-comprehensive work and the Business Continuity Plan drafted as shown at Appendix B, with the Risk Register updated quarterly.

## 2. Framework

- 2.1 The Responsible Financial Officer has assumed coordination and liaison responsibilities for the Risk Register, assisted by all managers and officers for their respective areas. With LCRS now updated it encompasses key risks within the Council's remit.
- 2.2 The Internal Auditor scrutinises the Risk Register as part of the internal audit, together with the Council's insurance arrangements and relevant financial policies.
- 2.3 Risks have been reviewed comprehensively to cover all locations which the Town Council manages, including The View and Seaford Head Golf Course.
- 2.4 Some 344 individual risks have been identified over 40 risk heads for some 30 locations. Officers will continue to be mindful of additional risk and be vigilant for additional or modified risks. The risk matrix is shown at Appendix A with higher risks indicated in red and is scaled in order of frequency across the STC property and activity portfolio.
- 2.5 Protection of the Council's electronic information and systems is critical and deserves special mention. Disaster Recovery is associated more with protection of electronic data and the means to restore it in the case of its loss or corruption: all data that is held on the Council's server is currently backed up off-site nightly and, according to Schools ICT Service, several times each day. Regular back-up of payroll and accounting systems takes place. Officers are satisfied that systems and data are adequately protected for information that is held on the STC server and staff are reminded to save work files electronically on the STC server folders.
- 2.6 It is envisaged that a rolling programme of inspections and revised action plans will be followed over a two-year period, addressing those considered most urgent initially, to be reviewed more frequently, and ensure that resource is focused most effectively on those risks perceived to be the highest, followed by evaluation of less-severe risks, down to those considered least urgent.
- 2.7 All risks are detailed in the matrix at Appendix A but key risks are noted at 3. below

## 3. Key risks identified:

- 3.1 **Fire:** 37 Church Street, The View & SHGC Clubhouse and SHGC greenkeepers are principally at risk, necessitating urgent alternatives to be available/implemented in that contingency.
- 3.2 **Flooding:** parts of Seaford within the town boundary are at or below sea-level and the SALTS leisure area is at high risk in particular, as is the area east of Tide Mills, with properties in the vicinity of Steyne Road at a lesser level of risk.

**3.3 Loss of key staff:** the key roles of Town Clerk, General Manager at The View and Head Greenkeeper each have the support of a deputy. Ready interim cover and prompt recruitment are the recommended actions.

**3.4 Cyclist collision:** areas where cyclists and pedestrians mix and vulnerabilities exist are the Esplanade - an area of significant risk is Frankie's and the seasonal beach huts – along to the Martello Tower and Marine Parade.

**3.5 Arson/explosion:** the advised Sussex Police security level is high so it can only be assumed that even in Seaford the potential for extremist activity is great.

**3.6 Data/systems:** measures for back-up and data security are robust and support by Schools ICT is diligent and exemplary. STC colleagues are all encouraged to ensure data is filed on the appropriate server folder.

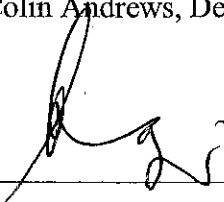
#### **4. Financial Appraisal**

The report has no direct financial implications, apart from the cost of training incurred to date amounting to some £1,200, including expenses.

#### **3. Contact Officer**

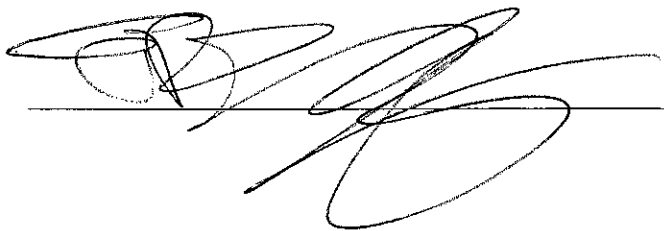
The Contact Officer for this report is Colin Andrews, Deputy Town Clerk & RFO.

Deputy Town Clerk & RFO:



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Town Clerk:



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Seaford Town Council - Risk Matrix

RISKS	37 Church Street	The View	SHGC	Greenkeepers	SHNR	SHB	SHB Concession	Seaford	Beach huts			SALTS	SALTS Café	The Base	SALTS Changing Rooms
									East to Splash Point	West View	Bonningstedt				
Employee protection	x	x	x	x				x							
Fire	x	x		x		x	x	x				x	x	x	
Flooding								x				x	x	x	
Cyclist collision								x							x
Data	x	x	x	x											
Key staff	x	x	x	x											
Explosion	x	x	x	x											
Inadequate PPE	x	x	x	x											
Adverse weather	x	x	x	x	x	x	x	x				x	x	x	x
Blades/sharp kit	x	x	x	x	x							x	x		
Systems	x	x	x	x											
Arson	x	x	x	x		x						x	x	x	x
Biological hazards		x	x	x	x			x				x	x		
Flammable liquids		x	x	x				x							
Slipping/tripping/falling	x	x	x	x	x	x	x	x				x	x	x	x
Machinery	x	x	x	x	x			x							
Vehicle collision	x	x	x	x	x	x		x							
Discarded Sharps	x	x	x	x	x	x		x							
SHGC/SHNR Cliff edge															
Stray golf balls		x	x	x	x	x		x							
Old ordnance/munitions			x	x	x	x									
Animal		x	x	x	x	x		x							
Barbeques/fire pits															
Electrical hazards	x	x		x		x	x	x				x	x	x	x
Entanglement		x	x	x	x										
Ergonomic (e.g.RSI, etc.)	x	x	x	x											
Exhaust/process fumes		x	x	x				x							
Fuels/LPG		x	x	x				x							
Hand tools		x	x	x											
Horticultural chemicals			x	x	x										
Kitchen/WC	x	x	x	x									x	x	
Legionnaires		x	x	x											
Lone working	x	x	x	x	x	x									
Noise		x	x	x				x							
Overheating equipment	x	x	x	x											
Oxidising agents	x	x	x	x											
Safe handling of loads	x	x	x	x											
Pressurised fluids/compressed air	x	x	x	x									x	x	
Working at heights		x	x	x		x									
Vegetation			x	x	x										

Seaford Town Council - Risk Matrix

Appendix A

RISKS	Martello Tower	Martello Tower Kiosk	Martello Fields	Toilets x3	Crouch	The Crypt	Old Town Hall	Public areas	Allotments	Green spaces	Xmas Magic/Town Centre lights	Events	Concessions		CRITICAL
													Fixed	Mobile	
Employee protection											x	x			7
Fire	x			x		x	x						x	x	17
Flooding	x	x		x									x	x	12
Cyclist collision	x														4
Data															4
Key staff															4
Explosion															3
Inadequate PPE															3
Adverse weather	x	x	x	x	x	x	x	x	x	x	x	x	x	x	20
Blades/sharp kit															4
Systems															6
Arson				x	x	x	x						x	x	3
Biological hazards															15
Flammable liquids				x	x	x									7
Slipping/tripping/falling	x	x	x	x	x	x	x	x	x	x	x	x	x	x	12
Machinery															6
Vehicle collision															29
Discarded Sharps															8
SHGC/SHNR Cliff edge															4
Stray golf balls															6
Old ordnance/munitions															3
Animal															15
Barbeques/fire pits															7
Electrical hazards															12
Entanglement															4
Ergonomic (e.g.RSI, etc.)															6
Exhaust/process fumes															5
Fuels/LPG															5
Hand tools															6
Horticultural chemicals															6
Kitchen/WC															7
Legionnaires															10
Lone working															5
Noise															8
Overheating equipment															9
Oxidising agents															5
Safe handling of loads															5
Pressurised fluids/compressed air															6
Working at heights	x														7
Vegetation															9



Seaford Town Council

**Seaford Town Council  
Business Continuity Plan – August 2019**

**Contents**

No.	Section	Page
1	Aim of the Plan	2
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3	Critical Function Checklist	3
4	Critical Function Analysis and Recovery Process	
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	2. Community assets – issues	5
	3. Personnel	6
	4. Core purposes & community wellbeing	7
5	Emergency Response Checklist	8
6	Contact Lists	
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	Key Suppliers	9
	Key Customers	10
	Utility Companies	10
	Local Emergency Services	10
	Insurance and Finance Companies	11
7	Emergency Pack Contents	11
8	Actions and Expenses Log	12

## **1. Aim of the plan**

This plan has been designed to prepare Seaford Town Council to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick and efficient return to "business as usual" regardless of the cause.

## **2. Objectives of the plan**

To provide a flexible response so that Seaford Town Council can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities/services during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

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### 3. Your Business Priorities: Critical Function Checklist

This is a checklist to ensure that critical tasks are completed on time.

Priority	Critical function	Timeframe	Page
1	Seaford Town Council premises: i) 37 Church Street ii) The View, Southdown Road iii) Seaford Head Golf Course iv) Beach Huts	Within 48 hours for (i) & ASAP for (ii) – (iv)	4
2	Community assets: Seafront SALTS The Crouch Martello Toilets Martello Tower Hurdis House Old Town Hall The Crypt	If the safety of staff or the public is compromised then the location needs closing, action tba	5
3	Personnel: Key staff with deputies <i>Recruitment of temporary/permanent replacement if on long-term sick or have resigned</i>  Protection Safety Well-being	Deputies to act up immediately – where no deputy, arrangements to recruit a successor to be implemented immediately	6
4	Community & core purposes	Dependent on the type of incident & the measures needed – emergency services prime responsibility, county/local authority lead bodies, STC subordinate assistance	7

#### 4. Critical Function Analysis and Recovery Process

Priority:	1	Critical function:	STC premises, including 37, Church Street, The View & SHGC
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Town Clerk, Deputy Town Clerk, General Manager
Potential impact on organisation if interrupted:			Service to community <b>37 Church Street</b> (a) critical – early recovery/relocation vital If <b>The View</b> (b) then emergency measures equally critical
Likelihood of interruption to organisation:			Despite current amber alert likelihood of an incident is low affecting 37 Church Street. H&S/risk measures at The View should mitigate incidence
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			(a) 24 hours to relocate – The View (b) Depending on severity temporary facilities located in the carpark, etc, within 48 hours.
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			(a) All to be relocated; Town Clerk, Deputy Town Clerk and P&FM key players (b) TC & GM key players – all permanent staff to be involved
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			Schools ICT manage server backups daily and throughout the day/night
Premises <i>(potential relocation or work-from-home options)</i>			(a) Alternative premises (The View function area), telephones, desks and IT kit (b) Emergency kitchen facility & kit and temporary eating area, tables, catering requirements
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Personal email, mobile telephones, landline contacts  Also see Section 6 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Replacement kit to be sourced as needed to recover and maintain service
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			Regular suppliers contacted to restock foodstuffs, catering requirements and office ancillary items



#### 4. Critical Function Analysis and Recovery Process (continued)

Priority:	2	Critical function:	Community assets – issues
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Project & Facilities Manager
Potential impact on organisation if interrupted:			Relevant location/service impacted
Likelihood of interruption to organisation:			Minimal but service interruption of some significance
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			Depends entirely on the nature of the incident – safety to users/the public critical and restoration measures high priority
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			P&FM, Inspector, contractor = 3
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			n/a
Premises <i>(potential relocation or work-from-home options)</i>			Key focus – none STC service critical but ancillary to key services
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Press releases, media & social media  Also see Section 6 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			SALTS playground equipment insured, beach huts also. Lead times for replacement/restoration variable
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			n/a

#### 4. Critical Function Analysis and Recovery Process (continued)

Priority:	3	Critical function:	Key Personnel
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			L/T absence/resignation/critical incident TC/DTC/GM
Potential impact on organisation if interrupted:			Acting up where deputies/immediate measures to recruit replacements/arrange for cover where appropriate
Likelihood of interruption to organisation:			Moderate
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			Target completion – three months for successful recruitment or 6 weeks for temporary measures
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			Up-to-date job descriptions, training and role allocation
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			HR and line management
Premises <i>(potential relocation or work-from-home options)</i>			n/a
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Also see Section 6 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			n/a
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			n/a

#### 4. Critical Function Analysis and Recovery Process (continued)

Priority:	4	Critical function:	Community & core purposes
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Town Clerk & P&FM
Potential impact on organisation if interrupted:			Service disruption
Likelihood of interruption to organisation:			Minimal but continuity important
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			Dependent on location, scale of incident and nature of service impacted
Resources required for recovery:			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			To be determined by the nature of the incident and the scale of recovery/restoration involved
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			n/a
Premises <i>(potential relocation or work-from-home options)</i>			Applicable for the location involved but no impact on STC key operations
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Also see Section 6 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Applicable to SALTS and other types of equipment provision
Supplies <i>(processes to replace stock and key supplies required; provision in emergency pack)</i>			n/a

## 5. Emergency Response Checklist

This page should be used as a checklist during the emergency.

Task	Completed (date, time, by)
<b>Actions within 24 hours:</b>	
Start of log of actions and expenses undertaken (see section 9 Action and Expenses Log)	
Liaise with emergency services (see section 6E Contact List – Emergency Services)	
Identify and quantify any damage to the organisation, including staff, premises, equipment, data, records, etc	
Assess the key priorities for the remainder of the working day and take relevant action. Consider sending staff home, to recovery site etc	
Inform staff what is required of them.	
Identify which critical functions have been disrupted (use section 3 Critical Function Checklist)	
Convene those responsible for recovering identified critical functions, and decide upon the actions to be taken, and in what time-frames (use section 4 Critical Function Analysis and Recovery Process)	
Provide information to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Suppliers and customers</li> <li>• Insurance company</li> </ul>	
Publicise the interim arrangements for delivery of critical activities. Ensure all stakeholders are kept informed of contingency arrangements as appropriate	
Recover vital assets/equipment to enable delivery of critical activities. The essential equipment/resources/information that need to be recovered where possible are:	
<b>Daily actions during the recovery process:</b>	
Convene those responsible for recovery to understand progress made, obstacles encountered, and decide continuing recovery process	
Provide information to: <ul style="list-style-type: none"> <li>• Staff/Suppliers and customers/Insurance company</li> </ul>	
Provide public information to maintain the reputation of the organisation and keep relevant authorities informed	
<b>Following the recovery process:</b>	
Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards	

Use information gained from the debrief to review and update this business continuity management plan

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### Key Customers Contact List

Customer	Service / goods used	Telephone	E-mail

### Utility Companies Contact List

Utility	Company	Telephone	E-mail
Electricity			
Gas			
Telecommunications			
Water			

Include a plan of your premises (for use by emergency services) showing locations of:

- Main water stop-cock
- Switches for gas and electricity supply
- Any hazardous substances
- Items that would have priority if salvage became a possibility

### Local Emergency Services

Service	Location	Telephone
Ambulance	Emergencies	999
Fire Service	Emergencies	999
Floodline	Information service	0845 988 1188
NHS Direct		0845 46 47
Police	Emergencies	999
	Non-emergency matters	101

### Insurance and Finance Companies

Service	Company	Telephone	E-mail
Banking			
Insurance			

## 8. Emergency Pack Contents

As part of the recovery plan for the organisation, key documents, records and equipment are held off-site at *{location}* in an emergency pack. This pack may be retrieved in an emergency to aid in the recovery process.

The contents of the emergency pack comprise the following:

### Documents:

- A copy of this plan, including key contact details
- Insurance policy

### Records:

- Computer backup tapes and / or disks
- Financial records

### Equipment:

- Spare keys
- Torch and batteries

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## Seaford Town Council

### BUSINESS CONTINUITY AND RISK MANAGEMENT POLICY

Seaford Town Council is aware that some risk will always exist and can never be wholly eliminated.

The Council recognises that it has a responsibility to manage various risks and associated hazards and support a structured and focused approach to managing them by means of an approved risk management strategy. Through this process, the Council will be able to more fully achieve its overall aims and objectives of delivering a beneficial, effective and efficient service to the community.

The Council's risk management strategy objectives are as follows:

- Integrate risk management into the culture of the council.
- Manage risk in accordance with best practice, insuring against liability where it is prudent and cost effective to do so.
- Anticipate and respond to changing social, environmental, financial and legislative requirements.
- Prevent injury, damage and other losses and reduce the cost and likelihood of risk.
- Raise awareness of the need for risk management by all those connected with the delivery of the Council's services.

These objectives will be achieved by:

- Establishing clear roles and responsibilities for the delivery of risk management.
- Implementing a Business Continuity Plan to provide an overarching approach to risk and measures to manage and mitigate risk
- Ensuring that all involved receive proper training in the understanding and delivery of risk management.
- Identifying where necessary and providing resources to priority risk areas as ascertained.
- Reinforcing as appropriate the importance of effective risk management in the everyday culture and delivery of the Council's services.
- Establishing and continuing appropriate and effective monitoring arrangements.
- Implementing and maintaining suitable insurance policies with a Company specialising in risks associated with Town and Parish Council Services.
- Ensuring continuing awareness that the Town Council facilitates attendance at training for relevant seminars and meetings for Council staff.



## Seaford Town Council

Report 22/19

<b>Agenda Item No:</b>	8b
<b>Committee:</b>	Full Council
<b>Date:</b>	15 <sup>th</sup> August 2019
<b>Title:</b>	Website Accessibility Statement
<b>By:</b>	Isabelle Mouland, Executive Support Officer (Mat Cover)
<b>Purpose of Report:</b>	To note the presented draft Town Council's Website Accessibility Statement and delegate to the Town Clerk the responsibility of revising the Town Council's Website Accessibility Statement to be uploaded to the new website.

---

### Recommendations

#### You are recommended:

1. To note the Town Council's draft Website Accessibility Statement to be revised and published on the Town Council's new website when launched mid-September to meet the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
2. To delegate to the Town Clerk the responsibility of revising the Town Council's Website Accessibility Statement where necessary, publishing it on the new website and regularly reviewing and replacing the Website Accessibility Statement as and when required.

---

### 1. Information

- 1.1 On 23<sup>rd</sup> September 2018 the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 came into force. The purpose of these regulations is to improve the accessibility of public sector websites/mobile apps so that they can be used by as many people as possible.
- 1.2 This means to ensure public sector websites/mobile apps are accessible for people with, for example, impaired vision, impaired hearing, cognitive impairments or learning disabilities amongst others.
- 1.3 Accessibility does not just include uploading items online, it concerns website design, type of font, colour schemes etc. so that most people can use a website without needing to adapt it. Whilst ensuring website content and design can be adapted for those for whom it is necessary such as, screen reader software for users with impaired vision.
- 1.4 Public sector bodies have until 23<sup>rd</sup> September 2020 to meet the standards to comply with the regulations, however in the meantime and by 23<sup>rd</sup> September 2019, must review current/new websites and publish an accessibility statement detailing the accessibility of the website, what is/isn't fully accessible and who to contact if parts of the website cannot be accessed.

- 1.5 Seaford Town Council is in the process of working with website developers Madison Web Solutions (based in Peacehaven) in the creation of a new website of which officers will be checking the new website meets the 2018 Regulations. It is hoped that the new Town Council website will be launched mid-September (before 23<sup>rd</sup> September 2019 accessibility statement deadline).
- 1.6 To help prepare for the new website launch and comply with the 2018 Regulations, officers have drafted a Website Accessibility Statement for Town Council's consideration (Appendix A) to be completed and uploaded to the new website when ready to do so. The draft statement has been compiled using the Government Digital Service sample accessibility statement found here - <https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website>
- 1.7 It is recommended that the Town Council delegates responsibility to the Town Clerk in completing and publishing the Town Council's Website Accessibility Statement when the new website is ready to launch and regularly reviewing the Statement to keep it up-to-date and compliant with the 2018 Regulations.

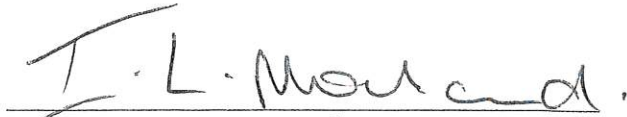
**2. Financial Appraisal**

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

**3. Contact Officer**

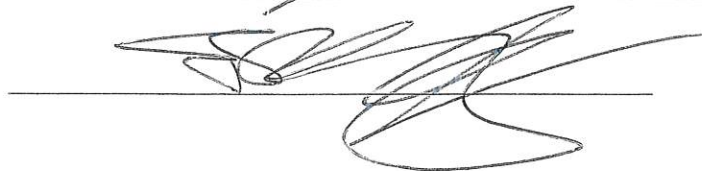
The Contact Officer for this report is Isabelle Mouland, Executive Support Officer.

Executive Support Officer  
(Maternity Cover)



I. L. Mouland

Town Clerk





Seaford Town Council

Report 22/19 Appendix A

## Accessibility statement for Seaford Town Council

[www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

This website is run by WordPress. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)
- We've also made the website text as simple as possible to understand.

AbilityNet (<https://www.abilitynet.org.uk/>) has advice on making your device easier to use if you have a disability.

### **We know some parts of this website are not fully accessible:**

[to be completed once new STC website tested]

### **What to do if you can't access parts of this website:**

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

email [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)  
call 01323 894870

We'll consider your request and get back to you in 20 working days.

### **Reporting accessibility problems with this website:**

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact: the Town Clerk, [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or 01323 894870.

### **Enforcement procedure:**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS) (<https://www.equalityadvisoryservice.com/>).

### **Contacting us by phone or visiting us in person:**

Our offices have audio induction loops, or if you contact us before your visit we can arrange a British Sign Language (BSL) interpreter.

Find out how to contact us at [\[will insert new 'contact us' page link\]](#).

### **Technical information about this website's accessibility:**

Seaford Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

This website is not compliant with the Web Content Accessibility Guidelines version 2.1 AA standard. The non-accessible sections are listed below.

[\[Note: will delete the options that don't apply once the new website has been tested\]](#)

### **Non accessible content: (if required following new website testing)**

The content listed below is non-accessible for the following reasons:

#### *Non compliance with the accessibility regulations:*

[\(if required following new website testing, if required this would include any...](#)

- [accessibility problems](#)
- [which of the WCAG 2.1 AA success criteria the problem fails on](#)
- [when we plan to fix the problem\)](#)

#### *Disproportionate burden:*

[\(if required following new website testing, if required this would include any...](#)

- [accessibility problems we're claiming would be a disproportionate burden to fix](#)
- [which of the WCAG 2.1 AA success criteria the problem fails on\)](#)

#### *Content that's not within the scope of the accessibility regulations:*

[\(if required following new website testing, if required this would include any...](#)

- [accessibility problems that fall outside the scope of the accessibility regulations](#)
- [which of the WCAG 2.1 AA success criteria the problem fails on\)](#)

### **How we tested this website:**

This website was last tested on [\[will insert date\]](#). The test was carried out by Seaford Town Council's Executive Support Officer.

We used this approach to decide on a sample of pages to test [\[will add link to explanation of how we decided which pages to test\]](#).

You can read the full accessibility test report [\[will add link to report of how we decided which pages to test\]](#).

This statement was prepared on [\[date when it was first published\]](#). It was last updated on [\[date when it was last updated\]](#).



## Seaford Town Council

### Report 47/19

<b>Agenda Item No:</b>	9a
<b>Committee:</b>	Full Council
<b>Date:</b>	15 <sup>th</sup> August 2019
<b>Title:</b>	Salts Improvement Plan Review
<b>By:</b>	Tony Jackson, Projects & Facilities Manager
<b>Purpose of Report:</b>	To approve updated consultation, note and adopt the updates to the Salts Improvement Plan.

---

#### Recommendations

##### You are recommended:

1. To approve updated consultations
  2. To approve the review of the Salts Improvement Plan
  3. To adopt changes made to the Salts Improvement Plan
- 

#### 1. Information

- 1.1 The Salts Development Plan was adopted in 2014 with the ethos of the project being to develop the Salts in a way that meets the expectations of Seaford residents, to attract visitors to sustain the local economy and businesses, and to have a low risk and low revenue outlay.
- 1.2 The title has been changed to the Salts Improvement Plan, to reflect that the plan deals with improving the facilities we have as well as creating new and exciting ones.
- 1.3 A significant portion of the plan concerned the play park and the skate park, both of which have been delivered since the original plan was approved. The revised plan takes this in to account and has refocused the deliverables accordingly.
- 1.4 Due to the extended period of time between the first consultation in August 2013, it is proposed to update the consultation with the public on Saturday 17<sup>th</sup> August 2019 and another later date to be confirmed.
- 1.5 In addition, a consultative group meeting will be held open to all Councillors at a date to be advised at the Full Council meeting on 15<sup>th</sup> August.
- 1.6 Following consultations, a new draft plan will be presented to the Council to consider for adoption.

**2. Financial Implications**

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

**3. Contact Officer**

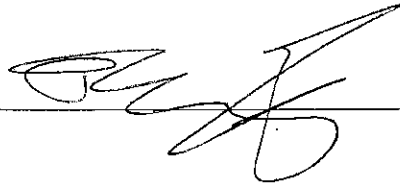
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



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Town Clerk



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## Seaford Town Council

Report 54/19

**Agenda Item No:** 10  
**Committee:** Council  
**Date:** 15<sup>th</sup> August 2019  
**Title:** Outside Bodies Update  
**By:** Isabelle Mouland, Executive Support Officer (Mat Cover)  
**Purpose of Report:** To provide an update on the Council's representation on Outside Bodies and revise representation as appropriate.

---

### Recommendations

You are recommended:

1. To approve revisions made to appointments to outside bodies made at the 16<sup>th</sup> May 2019 Full Council meeting.
  2. To appoint members to represent the Town Council on the Lewes Community Safety Partnership – Joint Action Group (JAG), the Cuckmere Estuary Group and the Seaford Befriending Group;
  3. To delegate to the Town Clerk authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved.
- 

### 1. Information

#### *Revisions to existing Outside Body Representation*

- 1.1 At its meeting on 16<sup>th</sup> May 2019 the Town Council formally appointed its representatives on to outside bodies. When doing so, there were two bodies, the Seaford Head Nature Reserve Management Committee and Tree Wardens Group which were oversubscribed.
- 1.2 Officers contacted both bodies to see if they could accommodate more Town Council representatives. Unfortunately, due to constitutions and room space, both groups responded advising that they required the Town Council to stick with the previously advised Town Council representative numbers.
- 1.3 Subsequently, Officers contacted the Town Councillors that had been appointed to these bodies to establish how they would like to go forward. This resulted in the following changes –

#### *Seaford Head Nature Reserve Management Committee –*

Councillors Phil Boorman and Jean Cash (Councillors Nazish Adil and James Meek agreed to step down for the 2019/20 municipal year).

#### *Tree Wardens Group –*

Councillor Rodney Reed (Councillors Nazish Adil, Jean Cash and James Meek agreed to step down for the 2019/20 municipal year, however they will continue to be invited to the Tree Warden Group events).

1.4 Unfortunately, due to meetings taking place during working hours, Councillor Morag Everden has had to step down as the Town Council's representative on the Lewes Community Safety Partnership – Joint Action Group (JAG). The other representative is Councillor John Edson. Councillor Liz Boorman has expressed interest in being appointed to JAG.

*New representation on Outside Bodies requests*

1.5 The Town Council has been invited to appoint one representative on to the following outside bodies:

- a. Cuckmere Estuary Group – Councillor Liz Boorman has expressed interest.
- b. Seaford Befriending Group – Councillors Jean Cash, Jim Lord and Rodney Reed have expressed interest.

*Future changes to outside body representation*

1.6 In the above instance with delegated authority appointments could have been made expeditiously and using less administration time.

1.7 It is therefore suggested that where a consensus can be achieved with Councillors that appointments can be made by the Town Clerk to outside bodies as and when necessary.

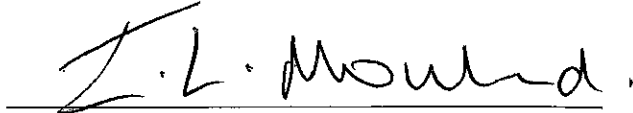
**2. Financial Appraisal**

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

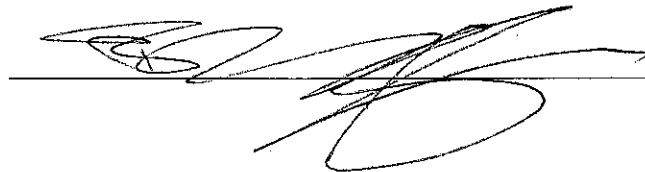
**3. Contact Officer**

The Contact Officer for this report is Isabelle Moulard, Executive Support Officer.

Executive Support Officer  
(Maternity Cover)

  
\_\_\_\_\_

Town Clerk

  
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## Seaford Town Council

Report 51/19

**Agenda Item No:** 11  
**Committee:** Council  
**Date:** 15<sup>th</sup> August 2019  
**Title:** Proposal to establish a Seaford GP services Working Party  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To establish a Town Council working party with the remit of reviewing the provision of GP services within Seaford.

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### Recommendations

You are recommended to:

1. To establish a Council Working Party to identify a number of possible means to provide accommodation for GP and other healthcare service in Seaford.
  2. The Working Party's terms of reference is to consult widely and to provide an interim report to the Full Council in approximately 3 months and a full report in 6 months.
  3. To appoint five or six elected members to the Working Party and give the Working Party authority to appoint up to two experts.
- 

### 1. Background

- 1.1 Following a meeting between the Town Clerk and Councillors Cash and Moreland it was agreed to present a report to propose a Working Party to review GP services for Seaford.
- 1.2 The Councillors were concerned that the proposed LDC Health Hub, which had been welcomed as a mutually beneficial solution, seems to be encountering significant opposition with many issues such as traffic, congestion, effects of footfall in Seaford Town centre and the inevitable loss of green space yet to be assessed and evaluated. They suggested that Seaford Town Council become actively involved in examining the issue.
- 1.3 It is anticipated that this Working Party will review the current provision of GP services, look at the circumstances that have brought about the current proposals to construct a health hub at The Downs Leisure Centre and also look at what alternatives exist before reporting back to the Council with its findings and any recommendations.

### 2. Financial Appraisal

The report has no direct financial implications.

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk

Town Clerk:

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Seaford Town Council

Report 55/19

**Agenda Item No:** 12  
**Committee:** Council  
**Date:** 15<sup>th</sup> August 2019  
**Title:** Licence Application for use of Coat of Arms  
**By:** Isabelle Mouland, Executive Support Officer (Mat Cover)  
**Purpose of Report:** To consider an application received requesting a licence to use the Town Council's Coat of Arms.

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**Recommendations**

**You are recommended:**

- 1. To consider granting the applicant a licence to use the Town Council's Coat of Arms.**
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**1. Information**

- 1.1** The Town Council has received an application from Peter Martin of Seacroft Arts who would like to use a monochrome image of the Coat of Arms in a self-published book of poetry that celebrates the social and natural history, and beauty of Seaford, Seaford Head and the Cuckmere Valley.
- 1.2** The applicant wishes to insert the Seaford Coat of Arms at the head of a poem containing the Seaford town motto.
- 1.3** Although commercial, the applicant states that the books sold do not turn a profit following considerable self-publishing costs.

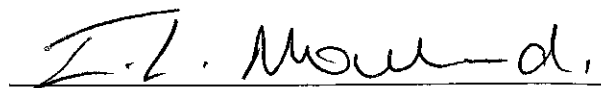
**Financial Appraisal**

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

**2. Contact Officer**

The Contact Officer for this report is Isabelle Mouland, Executive Support Officer.

Executive Support Officer  
(Maternity Cover)



Town Clerk

