



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 16th May 2019** immediately after the Annual Meeting, which you are summoned to attend.

James Corrigan
Town Clerk
3rd May 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	28 th March 2019	Pages 3-6
4.2	Community Services	18 th April 2019	Page 7
4.3	Golf & The View	19 th March 2019	Pages 8 & 9
4.4	Finance & General Purposes	7 th March 2019	Pages 10 & 11
4.5	Planning	14 th March 2019	Pages 12-15
		4 th April 2019	Pages 16-19
5. **Policy Reviews:**
 - a) **Scheme of Delegation**
To consider report 07/19 presenting the reviewed Scheme of Delegation for adoption (pages 20 to 27).
 - b) **Complaints Procedure**
To consider report 08/19 presenting the reviewed Complaints Procedure for adoption (pages 28 to 32).
6. **Single Use Plastic Policy**
To consider report 09/19 presenting a Single Use Plastic Policy for adoption (pages 33 to 35).

7. South Hill Farm Land

To consider report 01-19 setting out recommendations to agree to a five-year extension of the Agricultural Tenancy in respect of South Hill Farm (pages 36 to 38).

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 28th March 2019 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor L Freeman (Deputy Mayor).
Councillors S Adeniji, D Argent, P Boorman, M Brown, J Elton, N Freeman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, B Webb and C White.
James Corrigan, Town Clerk – Seaford Town Council
Colin Andrews, Deputy Town Clerk and RFO – Seaford Town Council
Isabelle Moulard, Executive Support Officer (Maternity Cover) – Seaford Town Council
Tony Jackson, Projects and Facilities Manager – Seaford Town Council
2 members of the public

C130/03/18 Apologies for Absence

Apologies for absence were received from Councillors M Wearmouth, D Burchett, T Goodman and Cllr B Burfield.

C131/03/18 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.

C132/03/18 Public Participation

Resident A *Raised concerns that the outside noticeboards needed cleaning.*

Town Clerk Thanked the resident for raising this and advised that Seaford Town Council is looking to replace the noticeboards outside 37 Church Street once Sussex Police Authority have carried out the planned replacement of the railing. In the short term, we will clean the noticeboards.

C133/03/18 Minutes

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

C133.1	Full Council	28 th February 2019
C133.2	Planning & Highways	21 st February 2019
C133.3	Community Services	7 th February 2019
C133.4	Personnel	28 th February 2019

C134/03/18 Mayor's Report

The Council considered report 192/18 presenting the Mayor's Report and details of engagements.

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

C135/03/18 Young Mayor's Report

The Town Clerk reported that this was the last meeting of the current Young Mayor and that the Deputy Young Mayor, James Jenkins will be taking over as Young Mayor from May. The election of Deputy Mayor is underway jointly with Seaford Head School.

C136/03/18 Clerk's Report

The Council considered report 191/18 presenting the Clerk's update report from January 2019 to date.



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The Clerk gave a verbal update on various items of the report, including: training that had recently taken place within the council; planned training (including councillors training); innovative training proposals; the new skate park works which starts 1st April; the short term let beach hut project in underway; the table tennis table project underway; changes to the spike bar proposals; and the seafront traffic preservation order.

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

C137/03/18 District / County Councillor Update Report

Lewes District Council -

Members received the following highlights from the recently distributed District News:

- The 1.3m affordable housing project putting 30 new affordable homes in Newhaven and 6 in Peacehaven.
- Air pollution campaign with schools.
- LDC's pollination strategy.
- In general, that this issue included specific items relating to Seaford.

It was advised that Newhaven residents have presented LDC with a petition about the Easy Quay with regard to noise pollution from the scrap metal works. There will be an investigation carried out by the Environmental Health Department on both noise and dust pollution.

East Sussex County Council -

A dozen schools took part in the air pollution campaign, this included Denton school which trialled a road closure to discourage students to be dropped at the school gate. A petition has been presented to ESCC for a 40mph speed limit on the A259, this contained 236 signatures.

ESCC recently met with the East Sussex Youth Parliament, mental health is one of the main topics of which Seaford Head School is involved in promoting awareness.

7.20pm Councillor M Brown joined the meeting.

C138/03/18 Disaster Recovery & Business Continuity 2018-19 Update

The Council considered report 187/18 presenting an update on the Council's Disaster Recovery Policy.

C138.1 It was **RESOLVED** to **NOTE** the progress made.

C138.2 It was **RESOLVED** to **APPROVE** the programme indicated.

C139/03/18 Annual Investment Strategy 2019-20 Review and Update

The Council considered report 184/18 seeking approval for the placing of £150,000 to be invested in the long term with the CCLA Local Authority Property Fund.

C139.1 It was **RESOLVED** to **NOTE** the content of the report.

C139.2 It was **RESOLVED** to **APPROVE** the placing of £150,000 to be invested in the long term with the CCLA Local Authority Property Fund.

C139.3 It was **RESOLVED** to **NOTE** the risk as advised by James Ryan Thornhill Ltd.

C140/03/18 Annual Review of Internal Controls

The Council considered report 175/18 presenting the review of the Council's Internal Controls.

C140.1 It was **RESOLVED** to **APPROVE** the reviewed Council's Internal Controls.



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C140.2 It was **RESOLVED** to **NOTE** that statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

C141/03/18 Annual Review of the Corporate Risk Register

The Council considered report 176/18 presenting the review of the Council's Corporate Risk Register.

It was **RESOLVED** to **APPROVE** the reviewed Council's Corporate Risk Register.

C142/03/18 Staff Handbook

The Council considered report 186/18 presenting the updated Staff Handbook.

It was **RESOLVED** to **ADOPT** the updated Staff Handbook with the addition to paragraph 4d to include that the Personnel Committee can also give permission to staff to accept secondary employment.

C143/03/18 Planning and Highways Policy

The Council considered report 183/18 presenting the updated Planning & Highways Policy.

It was **RESOLVED** to **ADOPT** the updated Planning and Highways Policy with the retraction of paragraph 3.3i (b) of appendix B of the policy due to this having been achieved.

C144/03/18 Events Policy

The Council considered report 193/18 presenting an Events Policy.

It was **RESOLVED** to **ADOPT** the Events Policy with the addition of the "Royal Society of St. George" to paragraph 4.a.

C145/03/18 Mayor's Portfolio

The Council considered report 185/18 presenting the Mayor's Portfolio.

It was **RESOLVED** to **ADOPT** the Mayor's Portfolio with the following additional clauses: noting the Mayor's ex-officio capacity when attending committee meetings; that the Mayor can appoint a Chaplain or other religious support and this could allow for prayers five minutes *before* council meetings; attendance at internal meetings such as CCMG; monitoring the Town Clerk's performance by signing timesheets and conducting annual appraisals with the Chair of Personnel and professional support; and about the Young and Deputy Young Mayor procedure. Also, for the Mayor's Portfolio to reviewed in twelve months' time.

C146/03/18 The Crypt Gallery

The Council considered report 182/18 presenting an update from the Trustees of Art@theCrypt.

It was **RESOLVED** to **NOTE** the contents of the report and **CONGRATULATE** the Trustees of the Crypt Gallery on their hard work in making the Gallery a success and an asset to the Town.

C147/03/18 The Buckle Car Park

The Council considered report 190/18 presenting the current situation with the Buckle Car Park.

C147.1 It was **RESOLVED** to **NOTE** the content of the report.

C147.2 It was **RESOLVED** to **TAKE NO ACTION** at this meeting but for the new council to be presented with proposals for STC to ask LDC to transfer the Buckle Car Park back to Seaford Residents ownership.



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C148/03/18 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 last two items on the agenda as it concerns confidential personnel and employment details and personal information.

8.15pm - All remaining members of press, public and the Deputy Young Mayor exited the meeting and the Council took a short comfort break.

8.21pm – The Council were back in session.

C149/03/18 Staff Structure Review

The Council considered report 189/18 presenting a proposed revised staff structure.

C149.1 It was **RESOLVED** to **ADOPT** staff structure Option C.

C149.2 It was **RESOLVED** to **AGREE** for the Town Clerk, with relevant Officers, to consult with staff on the revisions and negotiate where necessary.

C150/03/18 Hurdis House Litigation

The Council considered report 189/18 presenting the proposal submitted by solicitors on behalf of the former tenant.

8.43pm Councillor P Boorman left the room.

8.44pm Councillor J Elton left the room.

8.48pm Councillor J Elton returned.

It was **RESOLVED** to **AUTHORISE** the Town Clerk to work within the memorandum of understanding agreed within the meeting signed by the Mayor to the Town Clerk.

The meeting closed at 9.04pm

Councillor Linda Wallraven
Mayor of Seaford



Seaford Town Council
Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 18th April 2019** at **7.00pm**.

Present:

Councillor P Lower (Chair)

Councillors D Argent, R Hayder, O Honeyman, L Wallraven, M Wearmouth and C White.

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

3 members of the public.

CS17/04/18 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors L Freeman (Vice-Chair) and N Freeman.

CS18/04/18 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.

CS19/04/18 Public Participation

Resident A mentioned they were very please STC had received grant funding for 2 water bottle refill stations and publicly thanked The View for joining the water refill scheme.

Projects & Facilities Manager confirmed that 2 grant applications had been submitted for 2 water refill stations, 1 at Frankies beach Café and the other at Bonningstedt Promenade. However, the Council have still to hear whether the applications have been successful.

Resident B enquired if there was an ice cream concession along the Splash Point end of the seafront, if the Crepe concession would still be using the metal hut on the seafront and mentioned there was some repair work required to the fencing around the Martello fields.

Projects & Facilities Manager confirmed that local homemade ice cream shop Holy Cow have taken on the Splash Point concession, the Crepe concession will be using the metal hut for some of the summer period and works to repair the Martello fence have been booked in.

CS20/04/18 Projects and Facilities Manager – Update Report

The Committee discussed report 196/18 presenting the Projects & Facilities Manager's update report. Members discussed the new short-term rental beach huts, the Projects and Facilities Manager confirmed that nearly £2,000 of bookings have been received so far and feedback from residents had been overwhelmingly positive. The Committee also discuss distribution of bulbs from Council flower beds and whether they could be offered to local groups, schools etc. The Projects and Facilities Manager agreed to discuss this with the Councils grounds contractors Burleys.

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

CS21/04/18 Finance Report

The Committee considered report 197/18 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 7.29pm

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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 19th March 2019** at **7.00pm**.

Present:

Councillors S Adeniji (Chair), M Brown (Vice-Chair), D Burchett, R Hayder, O Honeyman & P Lower.

Mr James Corrigan - Town Clerk (Seaford Town Council)

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)

1 member of the public

G20/03/18 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors L Freeman, N Freeman & A Latham. As well as Fraser Morley Golf Professional.

G21/03/18 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.

G23/03/18 Public Participation

There was no public participation.

G24/03/18 Head Greenkeeper's Report

The Committee considered report 177/18 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper, particular discussion took place regarding the new water tank and planned water borehole. It was also noted that the quality of the course has been universally acclaimed by member golfers and visitors alike.

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

G25/03/18 Golf Professional's Report

The Committee considered exempt report 181/18 presenting an update on golf course related matters and business and asked questions of the Town Clerk who stood in for the Golf Professional. It was noted that there are 18 new members so far this year but that the number of losses would not be known until later in the year. Golf societies are again strong with over 100 booked to date.

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

G26/03/18 General Manager's Report

The Committee considered exempt report 178/18 presenting an update on the business activities and finance of The View and asked questions of the General Manager.

It was **RESOLVED** that the General Manager and RFO should review the expenditure for the venue and report back to the next Committee with finding and any changes that can be made and to **NOTE** the contents of the exempt report.

The meeting closed at 7.49pm.

Councillor Sam Adeniji
Chair of the Golf & The View Committee

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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 7th March 2019 at 7.00pm.

Present:

Councillors M Brown (Chair).
Councillors D Argent, O Honeyman, R Honeyman, A Latham and L Wallraven.
Colin Andrews – Deputy Town Clerk & RFO
Lucy Clark - Finance Manager
1 member of the public

The Chairman expressed thanks to the Councillors who have supported the Committee for the last four years. The Chairman then thanked the Finance Manager and team on how well the accounts are presented along with the Deputy Clerk and RFO for making a considerable contribution to the council's finances and to the Town Clerk with his financial acumen and tremendous contribution to the Council particularly financially and commercially.

Councillors expressed thanks to the Chairman, Cllr Mark Brown who has chaired the Committee for the last four years.

F21/03/18 Apologies

Apologies of absence were received from Councillors T Goodman and J Elton.

F22/03/18 Disclosure of Interests

There were no disclosures of interests.

F23/03/18 Public Participation

There was no public participation.

F24/03/18 Finance Report

F24.1 Receipts, Payments and Bank Reconciliation for November and December 2018 and January 2019.

The Committee considered report 167/18 advising of receipts, payments and bank reconciliations for November, December 2018 and January 2019.

F24.1.1 It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from October 2018 is £787,153.26.

F24.1.2 It was **RESOLVED** to **NOTE** the November 2018 total receipts of £76,068.71 and total payments of £167,412.98 leaving a balance to carry forward of £695,808.99.

F24.1.3 It was **RESOLVED** to **NOTE** the December total receipts of £543,592.87 and total payments of £543,592.87 leaving a balance to carry forward of £344,427.66

F24.1.4 It was **RESOLVED** to **NOTE** the January total receipts of £208,634.10 and total payments of £289,823.11 leaving a balance to carry forward of £263,238.65.

F24.1.5 It was **RESOLVED** to **NOTE** that in addition to the Current Account balance above, the new CCLA investment account balance is £550,000.

F24.1.6 It was **RESOLVED** to **NOTE** that the investment account (Instant Access Savings) with the Co-Op bank has now been closed leaving a zero balance.

F24.2 Finance Report

The Committee considered report 168/18 informing of income and expenditure from 1st April 2018 to 31st January 2019 compared to the annual budgets.

Members asked for clarity on how variances were reported.

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

F25/03/18 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.

(7.10pm – the member of public exited the meeting)

F26/03/18 Debtors Report EXEMPT

The Committee considered report 169/18 informing the Committee of the current debtors (excluding those in legal dispute).

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

The meeting closed at 7.16pm

Councillor Mark Brown
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 14th March 2019** commencing at **7.00 p.m.**

Present:

Councillors L Wallraven (Chairman), D Argent, J Elton, L Freeman, N Freeman, R Honeyman (Vice-Chairman), A Latham, J Lord and P Lower

Geoff Johnson - Planning Officer
4 members of the public present

P 97/03/18 Apologies for Absence

None

P 98/03/18 Disclosure of Interests

Councillor Wallraven declared a general non-pecuniary interest as a member of Lewes District Council's Planning Applications Committee and did not speak or vote on any item

P 99/03/18 Public Participation

A local resident complained about the continuing problem of the construction site at Talland Parade and the noise from the scaffolding planks during the recent high winds.

The Planning Officer explained that the matter was the subject of a report at agenda Item 6 and the resident's complaint could be discussed when that report was considered

P 100/03/18 Planning Applications

Planning Application week commencing 10th February 2019

Seaford
LW/19/0117

29B Sutton Park Road
Planning Application – Change of Use from C3(Residential) to B1 (Office)

It was **RESOLVED** to **OBJECT** to the application on the grounds that the introduction of a commercial non-residential use in this particular location, albeit close to the Town Centre, would be seriously detrimental to its special residential character. Also, it was not accepted that there was no other suitable alternative B1 accommodation in the Town Centre

Planning Applications Week commencing 17th February 2019

Seaford
LW/19/0110

24 Bowden Rise

Planning Application – Two storey side and rear extension and new pitched Roof to front of property

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

Seaford
LW/19/0035

3 Sherwood Road

Planning Application – Proposed conversion of house to three flats

The owner of the property explained to the Committee that the property had been run down and dilapidated when he had purchased it and that he had carried out extensive renovation and drainage works to bring it back into beneficial use

The Planning Officer explained to the Committee that there had been objections from local residents that the development to three flats had already been carried out and that it would create traffic and noise problems in the area. Also it was reported that the certification of ownership on the application form appeared to be inaccurate and that there were allegations that a flint wall on the boundary of the property with 10 Blatchington Hill had been demolished without the necessary consent having been given. Lewes D.C would be investigating these issues. The Committee were advised to consider the planning issues relating to the use of the property as three flats

It was **RESOLVED** to **SUPPORT** the application. It was considered that, taking into account the off-street parking provided and the general character of the area, any adverse impact from the increased activity, traffic, noise etc would not be sufficient to justify a refusal. It was also considered that the conversion works had restored a beneficial use to a property that had previously been neglected and run down

P/101/03/18 Right to Bid for Community Assets

The Committee considered report 179/18 on this matter. It had been resolved at the Full Council meeting on 24th January 2019 to delegate the review and update of the list of possible Community Assets to this Committee. The report outlined the main details of the scheme which had been introduced by the Localism Act 2011.

The Committee reviewed the existing list of potential assets set out in the report giving each building a high, medium or low priority. Sites which would receive adequate protection under the Neighbourhood Plan were removed from the list while others were added

It was **RESOLVED** :-

1. That an application to register the Old School Surgery, Church Street as a Community Asset under the Localism Act 2011 be prepared and submitted to Lewes D.C

2. That the list of possible Community Assets be updated as follows with high, medium or low priority applied to the building depending on its importance to the Community and the risk of it being lost to Community use

High Priority

Barn Theatre
Little Theatre
All Public Houses in Seaford
Seaford Head Swimming Pool
The Clinton Centre
The Union Club
The Royal British Legion Club
Bishopstone Parish Hall
The Youth Centre, Mercread Road
The Womens Institute Hall

Medium Priority

The Constitutional Club

Low Priority

Seaford Day Centre (Horder Healthcare)
Cradle Hill Industrial Units
Portacabins at The Peveralls

3. That the list be reviewed in 12 months' time to take account of any further changes and of the progress on the Neighbourhood Plan

P/102/03/18 Lewes District Local Plan Part 2

The Planning Officer informed the Committee that the Inspector appointed to examine the Local Plan would be hearing evidence and objections to Policy E1 (Land at East Quay, Newhaven Port) on Friday 12th April 2019. The hearing would take place at the Council Chamber, County Hall, Lewes commencing at 10.00 a.m. Councillor Penny Lower would be attending the hearing on behalf of the Town Council

It was **RESOLVED** that the update be **NOTED**.

P/103/03/18 Talland Parade

A local resident expressed her continuing concerns over the nuisance and obstruction caused by the scaffolding at the site

The Planning Officer reported that the Committee's concerns over the fact that no work had been carried out on the site since the Christmas and

New Year break had been relayed to Lewes D.C but no response had been received.
Further concerns about the licence and insurance for the scaffolding would be investigated

It was **RESOLVED** that the update be **NOTED**

P/104/03/18 Update Report

Members considered report 180/18 on decisions taken by Lewes D.C on applications previously considered by the Committee

The Planning Officer informed the Committee that following representations from a local resident and the Town Council objecting to the retention of the trellis at the entrance to 6 Church Street a further application would be requested from Age Concern

It was **RESOLVED** that the report be **NOTED**

The meeting closed at 8.03 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 4th April 2019** commencing at **7.00 p.m.**

Present:

Councillors **L Wallraven (Chairman)**, **L Freeman** and **N Freeman**,
Geoff Johnson - Planning Officer
3 members of the public present

P 105/04/18 Apologies for Absence

Apologies were received from Councillors **D Argent**, **J Elton**, **R Honeyman**, **A.Latham**,
J Lord and **P Lower**

P 106/04/18 Disclosure of Interests

None

P 107/04/18 Public Participation

None

P 108/04/18 Planning Applications

Planning Application week commencing 24th March 2019

Seaford
LW/19/0192

3 Firls Drive

Planning Application – Proposed hip and gable end conversion, new rear dormer, slightly altered existing dormers together with alterations to front projecting roof

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

Seaford
LW/19/0138

59 Chyngton Way

Planning Application – Repositioned garden/boundary walls and partial Garage conversion with roof lantern and part-rendered elevations

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

Seaford
LW/19/0139

20 The Holt

Planning Application – Erection of a three-bedroom detached dwelling and associated facilities

It was **RESOLVED** to **OBJECT** to the application. The Committee was aware of the fact that there had recently been a similar sub division of the neighbouring property at no 18 allowed on appeal. It was considered however that the sub division proposed in this application would create an unacceptably cramped form of development in this corner of the Close

which would be detrimental to the street scene and totally out of character with the rest of the area. The narrow access to the proposed property would also be a problem. Overall it was considered that the proposal would be detrimental to the residential amenity of the area and therefore contrary to policy ST3 of the Local Plan

Seaford
LW/19/0207

19 Carlton Road
Planning Application – Single storey extension at rear

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

Seaford
LW/19/0233

5 Battle Close
Planning Application – Proposed single storey rear extension with garage conversion

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

Planning Applications Week commencing 10th March 2019

Seaford
LW/19/0156

24 Hillside Avenue
Planning Application – Single storey rear extension and raised decking area

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

Seaford
LW/19/0158

27 Blue Haze Avenue
Planning Application – Single storey rear extension

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

Seaford
LW/19/0200

Sutton Fields Stirling Avenue
Planning Application – Demolition of existing dwelling and Garage and replace with 3 x two-bedroom detached bungalows

It was **RESOLVED** to **SUPPORT** the application. There was some concern regarding parking problems but these should be resolved by the provision of two spaces on each of the three proposed properties. The provision of bungalows was welcomed and would be in character with the area

Seaford
LW/19/0210

10 Chyngton Avenue
Planning Application – Proposed side conservatory with step-free access

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

Planning Applications received in week commencing 3rd March 2019

Seaford
LW/19/0166

Glebe End 8 Glebe Drive
Planning Application – Single storey rear extension

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

Seaford
LW/19/0190

39 Cliff Close
Planning Application – Reduce existing deck and build orangery to rear elevation

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

South Down National Park Application

Seaford
SDNP/19/00921/FUL **Tide Mills Level Crossing Mill Drove Planning Application – Closure of pedestrian level crossing and erection of a pedestrian overbridge with elevated approach walkways and walkways on approach earth embankments**

A local resident commented about the adequacy of access for the disabled and that the French approach of building a tunnel would be the better option. A second resident commented that disabled people would be inconvenienced by the fact that there was no path on the seaward side of the crossing.

It was **RESOLVED** to **OBJECT** to the application. It was appreciated that there were safety concerns but all trains now gave warning signals when approaching the crossing. The bridge would however have a seriously adverse impact on the archaeological heritage of the Tide Mills site and the views across the site from Rookery Hill.

There were also concerns that the design would lead to access problems for the disabled.

Additional Item

Seaford
LW/19/0117

29B Sutton Park Road
Planning Application – Change of Use from C3 (residential) to B1 (office)

The Planning Officer explained that the Committee had objected to this application at the last meeting on 14th March but since that meeting applicant's agent had supplied further information on the issues raised by the Committee which warranted further consideration.

The applicant addressed the Committee. She explained that her firm had operated in Seaford since 2012 as an HR Consultancy. Their current accommodation was being converted to flats. They wanted to remain in Seaford Town Centre but could find no suitable accommodation other than the application property. The residential character of the property would

*remain unchanged. There would be no or very little public 'footfall'.
The business was low-key and there was no need for signage.*

It was **RESOLVED** to **SUPPORT** the application and to **WITHDRAW** the previous objection. The Committee was satisfied that the proposed use would not have any adverse impact on the area but, as a safeguard, a condition should be imposed restricting any proposed signage on the property.

P/109/04/18

Talland Parade

The Planning Officer reported that representations had been made to Lewes D.C following the last meeting for some positive action to be taken with regard to the stalled building works at Talland Parade. The response had been that there was currently no justification for the District Council to take any formal action against the developers.

It was **RESOLVED** that **FURTHER REPRESENTATIONS** be made to the Chief Executive and Chief Officer to adopt a proactive approach to this major problem. The longstanding eyesore and highway obstruction was making it extremely difficult for neighbouring businesses to survive and was blighting this area of the Town Centre.

P/110/04/18

Annual Parking Review 2019

Members considered report 194/18 on informal proposals by East Sussex County Council for additional restrictions at five locations in Seaford namely:-

Place Lane
Claremont Road/Blatchington Road
Sutton Park Road
Hillside Avenue and
Blatchington Road

It was **RESOLVED** to **SUPPORT** all five sets of proposals

P/111/04/18

Update Report

Members considered report 195/18 updating the Committee on decisions taken by Lewes D.C since the last meeting

The Planning Officer also reported the submission of the Reserved Matters application for the residential development at the Newland School site, (Ref LW/19/0258). Further information on the application would be circulated in due course.

The meeting closed at 7.58 p.m

Councillor L Wallraven
Chairman



Seaford Town Council

Report 07/19

Agenda Item No: 5a
Committee: Council
Date: 16th May 2019
Title: Scheme of Delegation Review
By: James Corrigan, Town Clerk
Purpose of Report: To present the review of the Council's Scheme of Delegation

Recommendations

You are recommended:

- 1. To adopt the revised Scheme of Delegation as presented in this report.**
-

1. Information

- 1.1** Council Officers have reviewed the Council's Scheme of Delegation and made recommended changes to the document, as shown in the tracked changes at Appendix A.
- 1.2** The changes are largely as a result of the revised staff structure that was adopted by the Council in 2018 and further revisions made in March 2019 and the resultant changes to responsibilities;
 - (a)** The Golf and The View Committee – inclusion of the Committee being able to withdraw club members and any golfers whose behaviour justifies this.
 - (b)** Personnel Committee – to authorise overtime where appropriate and to authorise permission for staff to accept secondary employment.
 - (c)** Inclusion of the responsibilities of the Deputy Town Clerk and revisions of the RFO responsibilities (note the Deputy Town Clerk is also the RFO).
 - (d)** The title change relating to the deputising responsibility for the Projects and Facilities Manager. There is no longer a Projects and Facilities Supervisor and deputising of the Projects and Facilities Manager is now shared by both Project Support Officer roles.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Scheme of Delegation

The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Appointing Council representatives to outside bodies.
- 1.9 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.2 Finance & General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1 Review of budget position.
- 2.2.2 Consideration of annual budget request of all standing Committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all Internal Audit reports.
- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- 2.2.8 Checking annual review of salaries is in order.
- 2.2.9 Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).

2.3 Community Services Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & Recreation Ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course and The View).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 37 Church Street.
- 2.3.12 Hurdis House.
- 2.3.13 CCTV.
- 2.3.14 Other open spaces.
- 2.3.15 Seating, dog & litter bins.
- 2.3.16 Events.
- 2.3.17 Community support.
- 2.3.18 Tree Wardens.
- 2.3.19 Bus shelters.
- 2.3.20 Street lighting.
- 2.3.21 Spend within the Community Services Budget (including the Planning & Highways cost centre).

2.4 Planning & Highways Committee

All matters (except for creating Council Policy) relating to;

- 2.4.1 Planning applications.
- 2.4.2 Tree works applications.
- 2.4.3 Highways & traffic matters.
- 2.4.4 Street naming.
- 2.4.5 Local and regional plans.
- 2.4.6 All other planning or highway matters the Town Council is consulted on.

2.5 Golf & The View Committee

All matters (except for creating Council Policy) relating to;

- 2.5.1 Seaford Head Golf Course.
- 2.5.2 The View at Seaford Head.
- 2.5.3 Reviewing and commenting on policies of Seaford Head Golf Club.
- 2.5.4 Spend within the Golf & The View Budget
- ~~2.5.4~~ 2.5.5 To withdraw club member and ball from the premises, and any golfers whose behaviour justifies this.

2.6 Personnel Committee

All matters (except for creating Council Policy) relating to;

- 2.6.1 All personnel matters not delegated to officers.
- 2.6.2 Authorise or not all incremental pay rises following staff appraisals.
- 2.6.3 Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.6.4 Authorise overtime payments for essential overtime when requested and deemed appropriate.
- ~~2.6.3~~ 2.6.5 Authorise permission for staff to accept secondary employment.

2.7 Grievance/Disciplinary Sub-Committee

All matters (except for creating Council Policy) relating to;

- 2.7.1 Consider and resolve all staff grievances in accordance with Grievance Policy.
- 2.7.2 Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.

2.8 Appeals Committee

Note; the committee cannot consider an appeal against a decision taken by the Full Council.

All matters (except for creating Council Policy) relating to;

- 2.8.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.8.2 Consider and resolve all Freedom of Information Act appeals.
- 2.8.3 Consider and resolve appeals to decisions relating to a complaint.
- 2.8.4 Consider all appeals against decisions where this is available within a policy.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

3.1 Town Clerk

The Town Clerk shall be the Proper Officer of the Council as defined in law.

In addition;

- 3.1.1 Issue all statutory notifications.
- 3.1.2 Receive Declarations of Acceptance of Office.
- 3.1.3 Receive and record notices disclosing pecuniary interests.
- 3.1.4 Receive and retain documents and plans.
- 3.1.5 Hold the Council's Seal and apply it to documents as approved.
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of By-laws made by principal authority.
- 3.1.8 Certify copies of By-laws made by the Council.
- 3.1.9 Sign summons to attend meetings.
- 3.1.10 Ensure compliance with Standing Orders
- 3.1.11 Manage all Town Council staff, either directly or indirectly.
- 3.1.12 Manage the provision of Council services, buildings, land and resources.
- 3.1.13 Incur expenditure in an emergency up to £5,000 whether budgeted or not.
- 3.1.14 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.15 Deal with dispensation requests from Members under the Code of Conduct.
- 3.1.16 Deal with matters specifically delegated by Council or Committee.
- 3.1.17 Take all decisions relating to the training of Councillors & staff.
- 3.1.18 Appoint all employees in accordance with the Council's staff structure.

- 3.1.19 Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- 3.1.20 Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- 3.1.21 Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
- 3.1.22 Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- 3.1.23 Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.
- 3.1.24 Responsible for the overall management of all budgets in accordance with Council policies.
- 3.1.25 Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- 3.1.26 Overall responsibility for Health & Safety across all Council owned sites.
- 3.1.27 Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.

3.2 Deputy Town Clerk

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- 3.2.1 To act as the Proper Officer in the absence of the Town Clerk where necessary for the smooth running of the Council.

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3.23.3 Responsible Financial Officer

- 3.2.13.3.1 Ensure Compliance with Financial Regulations.
- 3.2.23.3.2 Ensure compliance with all financial procedures.
- 3.2.33.3.3 Determine accounting policies, records and control systems.
- 3.2.43.3.4 Manage risk management of the Council.
- 3.2.5 Oversee the Financial Management of the Council.
- 3.2.6 Report to the Finance & General Purposes Committee on the Financial Performance of the Council.
- 3.2.7 Oversee the management of the budget process.
- 3.2.8 Prepare a budget for presentation to the Council in consultation with the Central Management team.
- 3.2.9 Complete the annual close down of the accounts system.

3.33.4 Finance Manager

- 3.3.13.4.1 Proper administration of the Council's financial affairs.
- 3.3.23.4.2 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.3.33.4.3 Arrange and manage the Council's insurance arrangements.

3.3.43.4.4 Management of Council salaries in accordance with contracts of employment.

3.3.53.4.5 Day to day management of all employees within section.

3.3.63.4.6 Matters specifically delegated by Council or Committee.

3.3.73.4.7 In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.

3.43.5 Projects & Facilities Manager

3.4.13.5.1 Day to day management of land, buildings and other resources.

3.4.23.5.2 Project development for consideration by relevant Committee.

3.4.33.5.3 Management of maintenance contracts.

3.4.43.5.4 Day to day management of all employees within section.

3.4.53.5.5 Matters specifically delegated by Council or Committee.

3.4.63.5.6 Developing income generating activities.

3.4.73.5.7 Responsible for the management of the Community Services budget in accordance with Council Policy.

3.4.83.5.8 (Above responsibilities assumed by Projects & Facilities Supervisor/Support Officers in the absence of the Manager).

3.4.93.5.9 In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.

3.53.6 Executive Support Officer

3.5.13.6.1 Day to day management of all of the Council's Human Resources functions.

3.5.23.6.2 Day to day management of Civic functions of the Council.

3.5.33.6.3 Day to day management of all employees within section.

3.5.43.6.4 Day to day management of general office administration, including stationery budgets and such other budgets as allocated by the Town Clerk.

3.5.53.6.5 Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.

3.5.63.6.6 Matters specifically delegated by Council or Committee.

3.5.73.6.7 In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.

3.63.7 General Manager - The View at Seaford Head

3.6.13.7.1 Day to day management of The View.

3.6.23.7.2 Management of the maintenance of the facility, including the car park.

3.6.33.7.3 Day to day management of all employees within section.

3.6.43.7.4 Appointment of all employees within structure.

3.6.53.7.5 Appointment of temporary and casual employees where a business case can be demonstrated.

3.6.63.7.6 Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.

3.6.73.7.7 Developing income generating activities.

3.6.83.7.8 Matters specifically delegated by Council or Committee.

3.6.93.7.9 Responsible for the management of The View budget in accordance with Council policy.

3.6.103.7.10 (Above responsibilities assumed by Assistant Manager in the absence of the Manager).

3.73.8 Golf Professional (non-employee service contract)

3.7.13.8.1 Day to day management of the Golf Course.

3.7.23.8.2 Management of the maintenance of the Course.

3.7.33.8.3 Day to day management of all employees within section.

3.7.43.8.4 Authorising licensed vermin control shooters on course up to a maximum of four.

3.7.53.8.5 Developing income generating activities.

3.7.63.8.6 Matters specifically delegated by Council or Committee.

3.7.73.8.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.



Seaford Town Council

Report 08-19

Agenda Item No: 5b
Committee: Council
Date: 16th May 2019
Title: Complaints Procedure Review
By: James Corrigan, Town Clerk
Purpose of Report: To present the review of the Council's Complaints Procedure.

Recommendations

You are recommended:

- 1. To adopt the revised Complaints Procedure as presented.**
-

1. Information

- 1.1** Council Officers have reviewed the Council's Complaints Procedure and no changes to the current procedure are recommended.
- 1.2** The Town Council is recommended to re-adopt the current Complaints Procedure at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

08/19 - Appendix A

Complaints Procedure

Seaford Town Council aims to provide the best possible service to the residents of Seaford.

However, we recognise that from time to time, users of our services may feel that the quality or level of service is less than they could reasonably expect.

It remains the position that the Local Government Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints procedure has been adopted by the Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Council or its procedures, and have the complaint dealt with in a fair and timely manner.

This procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by a Council officer or member of the Council. This procedure applies to all services provided by the Town Council (including Seaford Head Golf Course and The View).

Please note however that complaints about an individual employee of the Council would be dealt with as an employment matter. The complainant can however be assured that the complaint will be investigated and dealt with internally with appropriate actions taken as deemed necessary.

Complaints regarding a Councillor are subject to the jurisdiction of the Code of Conduct. Complaints of this nature will be forwarded to the District Monitoring Officer at Lewes District Council to review.

Complaints relating to the View or Seaford Head Golf course are dealt with separately as detailed below as these are commercial operations.

We greatly value your continued support and good will and, therefore, if you have a complaint, we would like to hear about it.

GENERAL COMPLAINTS

1. All complaints must be made in writing (by post or through email) and addressed to the Town Clerk and must clearly state that it is a formal complaint.
2. On receiving the complaint, the Town Clerk will pass this to the relevant service manager who shall acknowledge the complaint within 5 working days and try to resolve the complaint directly. If the relevant service manager is absent for this initial 5 working day period, this will be dealt with by another service manager in their absence.
3. The complaint will be logged with a deadline set and brief action plan of who is to be involved in reviewing the complaint, what information is needed and potential actions to be taken.
4. The service manager will endeavour to respond to the complaint with a resolution within 21 working days of the date of the letter. If necessary, the service manager will send a holding letter to the complainant to allow further time to address the issues.
5. The Town Clerk will provide an update at Full Council meetings of any complaints received and outcomes as part of the Clerk's Report. All personal details will be excluded when reporting the complaint to Full Council so as to ensure confidentiality is maintained.

6. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk of this.
7. The Town Clerk will then arrange for the complaint to be considered and dealt with as an appeal.
8. Providing the Town Clerk has had no involvement in the investigation in to and original outcome of the complaint, they will be equipped to review the appeal of the decision fairly and impartially.
9. If the Town Clerk has had involvement in the original complaint, the appeal will need to be referred to the Council's Appeals Committee.
10. In both appeal investigations, whether by the Clerk or the Appeals Committee, the complainant will be offered the opportunity to explain the nature of the complaint to the Committee or Clerk directly, should they wish to.
11. In the case of the Appeals Committee hearing an appeal, the Clerk will recommend prior to the meeting if the complaint warrants exclusion of the press and public at the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
12. The decision on the complaint shall be announced at the Appeals Committee meeting, where relevant, and confirmed in writing to the complainant or in the case of the Clerk investigating an appeal, will be confirmed in writing as soon as practicably possible.

All complaints must be dealt with in writing (either by post or via email) to ensure a complete paper trail is recorded.

COMPLAINTS AGAINST AN OFFICER/EMPLOYEE OF THE COUNCIL

1. Any complaints regarding the actions of an employee should be submitted in writing (by post or through email) to the Town Clerk.
2. Any complaints regarding the Town Clerk should be submitted in writing (by post or through email) to the Mayor.
3. The complaint will be acknowledged in writing upon receipt. The complaint will not be included on the Complaints Log due to its confidential nature.
4. Where the complaint is regarding the actions of an employee, the Clerk will deal with this as an employment matter. The Clerk will investigate the complaint and if felt necessary, present it to the Disciplinary Sub-Committee if it is deemed to be a potential disciplinary offence. The Clerk will however endeavour to resolve the complaint directly if possible.
5. If deemed necessary, a meeting of the Disciplinary Sub-Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process as per the Council's Disciplinary Procedure.
6. The complainant may be contacted as part of an investigation, to explain the nature of their complaint if it is felt that more information/clarification is required in order for the Disciplinary Sub-Committee to fairly reach a conclusion on action to be taken.
7. The complainant will receive a written reply to their complaint detailing the outcome of their complaint but ensuring that the employee in questions confidentiality is not breached.
8. If the complaint is regarding the Town Clerk, the above stages 2 – 7 will be taken by the Mayor. The Clerk would be excluded from having any dealings with the investigation or subsequent meetings. The Council would employ external expert support to assist in dealing with the complaint.
9. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk/Mayor of this.

10. The Town Clerk/Mayor will then arrange for the complaint to be considered and dealt with by the Appeals Committee. The complainant may be offered the opportunity to explain the nature of the complaint to the meeting. There may be an exclusion of press and public for this item of the meeting.
11. The decision on the complaint shall be notified to the complainant in writing and not announced publicly during the meeting.
12. Complaints will be handled as efficiently and swiftly as possible, although an exact timescale is hard to determine.

At all times, every individual will be treated fairly and the process will remain reasonable, accessible and transparent.

COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

Seaford Town Councillors sign up to a Code of Conduct upon taking office. Any member of public wishing to submit a complaint for breach of the code should do so to the District Monitoring Officer at Lewes District Council:

The Monitoring Officer
The Audit and Standards Committee
Lewes District Council
Southover House
Southover Road
Lewes
East Sussex
BN7 1AB

Email complaints marked for the attention of 'The Monitoring Officer' can be sent to:
catherine.knight@lewes.gov.uk

For more information on the process, please visit Lewes District Council's website at:
<https://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/complaints-against-councillors/> or contact Lewes District Council on 01273 484148.

COMPLAINTS RELATING TO THE VIEW OR SEAFORD HEAD GOLF COURSE

1. It is recognised that The View and Seaford Head Golf Course are commercial enterprises and it is not therefore appropriate to deal with any complaints in a public arena.
2. Complaints relating to The View will in the first instance be dealt with informally by the supervisor on duty at any given time. If the complaint is escalated this will be considered and dealt with by the General Manager. In the event of this proving unsuccessful the complainant will be referred to the Town Clerk to make their complaint. This complaint will be considered by the Town Clerk in full consultation with the Chair of the Golf & The View Committee.
3. Complaints relating to Seaford Head Golf Course will in the first instance be dealt with informally by the Head Greenkeeper or Golf Professional. If the complaint is escalated this will be considered and dealt with by the Golf Professional. In the event of this proving unsuccessful the complainant will be referred to the Town Clerk to make their complaint. This complaint will be considered by the Town Clerk in full consultation with the Chair of the Golf & The View Committee.

4. The decision taken by The Town Clerk in consultation with the Chair of the Golf & The View Committee will be the final decision and will be reported to the next available Golf & The View Committee meeting as a confidential item.

MONITORING OF COMPLAINTS

All valid formal complaints received will be entered on to the Council's Complaints Log (unless regarding a member of staff).

The Town Clerk will include in the Clerk's Update Report to each Council meeting a summary of complaints logged in the period since the last report being written (not including any personal details of the complainant).

Informal complaints, concerns, queries or comments are dealt with as and when received by individual members of staff. There is then the opportunity to discuss these regularly amongst Council officers to look for any patterns or repeat issues. If it is felt necessary by the Clerk, Councillors may be informed or it may be included within the Clerk's Update Report as an informal complaint/s.

Council employees shall be vigilant in responding to relevant queries and concerns as best they can, including those on social media; the Council's Communications Strategy provides further guidance to Council officers, and members, on dealing with third parties.

Adopted by Council: 16th May 2019

Review: May 2022



Seaford Town Council

Report 09/19

Agenda Item No: 6
Committee: Council
Date: 16th May 2019
Title: Single Use Plastic Policy
By: Isabelle Mouland, Executive Support Officer (Mat Cover)
Purpose of Report: To present a draft Single Use Plastic Policy for adoption.

Recommendations

You are recommended:

- 1. To adopt the Single Use Plastic Policy.**
-

1. Information

- 1.1 On 29th March 2018 the Council voted to support the Plastic Free Seaford initiative and commit Seaford to a campaign to gain Plastic Free Status.
- 1.2 There are five objectives that qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved Seaford will be awarded the 'Plastic Free Status' which is similar to the FairTrade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.
- 1.3 One objective is to take local policy action. This includes for the Town Council to be committed to plastic free alternatives and supporting plastic free initiatives within the Constituency.
- 1.4 It has been recommended by Plastic Free Seaford that the Town Council adopts a Single Use Plastic Policy. A draft policy can be found at Appendix A for consideration.
- 1.5 As a business in the town, The View has now made the necessary adjustments needed to support the campaign and this has been registered.

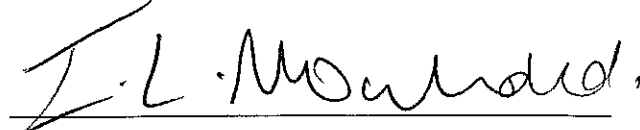
2. Financial Appraisal

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

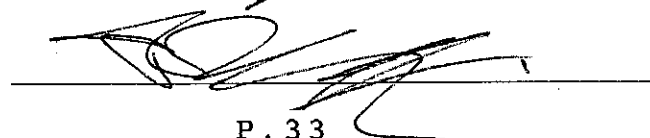
3. Contact Officer

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

Executive Support Officer
(Maternity Cover)



Town Clerk





Seaford Town Council

Single Use Plastics Policy

Background

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

Surfers Against Sewage first created the 'Wasteland' campaign to create plastic free coastlines, Wasteland being a metaphor for the largest concentration of plastic in the ocean. Thanks to the success of likeminded people wanting to rid the oceans of plastic litter, they created the Plastic Free Communities campaign to take into account all of the inland communities that wanted to act.

There are five objectives that Surfers Against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved Seaford will be awarded the 'Plastic Free Status' which is similar to the FairTrade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.

At its meeting on 29 March 2018, the Council voted to support the Plastic Free Seaford initiative and commit Seaford to a campaign to gain Plastic Free Status.

Seaford Town Council is committed to tackling the plastic waste problem by taking responsibility for its own impact on the environment and society, both within the local area and across the globe. The Town Council will work towards minimising use of single-use plastics across its own facilities and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

What are single-use plastics?

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

To support Seaford becoming a single-use plastics free town, the Council commits to:

- Work with staff to ensure that single-use plastics are eliminated across our offices.
- Support the community in its efforts to make their buildings plastic-free zones.
- Through Plastic Free Seaford, communicate the importance of protecting our urban, rural and marine environments, and support and promote positive initiatives, town campaigns and actions for reducing plastic waste.
- Work with our event organisers to eliminate single-use plastics across all town events held on council land and share guidance for this more widely.
- Support communities and litter-pick initiatives to ensure our parks, beaches and open spaces are free from plastic litter.
- Use government legislation that regulates against the use of single-use plastics to support our efforts where we can.
- Require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- Where the use of plastics is unavoidable, the council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.

- Work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the council's social media and communication channels.

The council will work to embed these commitments into its strategy objectives, policies and plans.

Adopted by Council: 16th May 2019

Review: May 2023



Seaford Town Council

Report 1/19

Agenda Item No:	7
Committee:	Council
Date:	16 th May 2019
Title:	South Hill Farm land, memorandum of understanding
By:	James Corrigan, Town Clerk
Purpose of Report:	To agree to a five-year extension of the Agricultural Tenancy in respect of South Hill Farm.

Recommendations

You are recommended to:

- 1 Agree to the Agricultural tenancy continuing for a further period of five years at the current rent of £10,000.
 - 2 To note that the tenant has agreed to two small parcels of land being removed from the lease.
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1. Information

- 1.1 The original Agricultural Tenancy agreement with the tenant farmer was entered into originally by Lewes District Council. Seaford Town Council took over the ownership of the land in 2003 and inherited the lease as a consequence. Agricultural Tenancies have different laws governing them to ordinary leases.
- 1.2 The current lease requires a review every five years. When it was last reviewed in 2014 the Council employed a specialist agricultural valuation agent at a cost of approximately £900. It is not suggested that this is necessary on this occasion but will be considered in five years' time, it is unlikely any increase in rent would be greater than the fees expended in view of the current agricultural climate it could result in a reduction.
- 1.3 The agriculture sector is of course in a period of significant uncertainty as the future of farming subsidies is unknown. Brexit is particularly relevant to sheep farming as the majority of lamb meat is exported to Europe. The whole of Seaford Head Farm is used for sheep farming.
- 1.4 During discussions with the tenant farmer it has been agreed that Seaford Town Council takes back a section of land depicted on Appendix A which is just beyond the gate leading to the NATS control Tower. The purpose of this is to provide a parking area for large film crews outside of the nature reserve, so not causing any environmental issues. It could also be used as an overflow car park at peak times. The Council will have to pay for the extra fencing and gate which it is planned to fund from the surplus film income (over and above budgeted income).

- 1.5 The tenant farmer has also agreed to allow Seaford Town Council to take back a section of land in front of South Hill Barn which is four metres deep and the length of the barn plus one metre on each end, again depicted on Appendix A.
- 1.6 Having discussed the current financial uncertainty for farmers and sought agreement to the two parcels of land being transferred to Seaford Town Council. It is recommended that the rent for the next five years remains at £10,000.

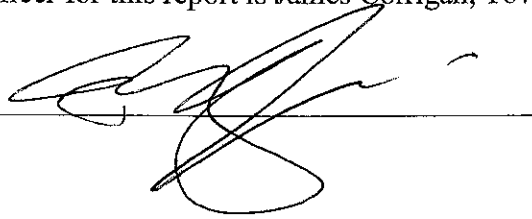
2. Financial Appraisal

- 2.1 The income levels will remain as they currently are at £10,000 per annum for the next five years. The Council will have to install new fencing and a gate on the land to be transferred at a cost of approximately £2,000. This will be covered by filming income.

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to read 'James Corrigan', is written over a horizontal line. The signature is stylized and cursive.

01-19-Appendix A

