



## 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 18<sup>th</sup> October 2018** at 7.00pm, which you are summoned to attend.

James Corrigan  
Town Clerk  
10<sup>th</sup> October 2018

### 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	2 <sup>nd</sup> August 2018	Pages 4 to 8
4.2	Planning & Highways	9 <sup>th</sup> August 2018	Pages 9 to 12
		30 <sup>th</sup> August 2018	Pages 13 to 17
		20 <sup>th</sup> September 2018	Pages 18 to 21
4.3	Golf & The View	4 <sup>th</sup> September 2018	Page 22
4.4	Finance & General Purposes	27 <sup>th</sup> September 2018	Pages 23 to 25

**5. Civic Update Reports:**

**a. Mayor's Update Report**

To note report 120/18 presenting the Mayor's Update Report and details of engagements from July 2018 to date (pages 26 to 29).

**b. Young Mayor's Update Report**

To provide an opportunity for a verbal update from the 2018-2019 Young Mayor, Dominic Avey.

**6. Clerk's Report**

To consider report 111/18 presenting the Clerk's update report from August 2018 to date (pages 30 to 36).

**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. North Way Land Sale Petition**

To consider report 117/18 informing members of an invalid petition which has been submitted to the Council with regards to North Way (pages 37 to 53).

**9. Neighbourhood Plan**

To consider report 113/18 presenting a second draft Seaford Town Neighbourhood Plan, Pre-Submission Sustainability Appraisal, Design Statement and Local Green Spaces Policy for adoption by Seaford Town Council to enable Regulation 14 consultations to take place (pages 54 to 56 – Appendix 1 separate at the rear of the agenda for ease of reading).

**10. Policy Reviews:**

**a. FS11 Seafront Development Plan**

To consider report XX/18 presenting a review of the Council's adopted Seafront Development Plan (pages 57 to 76).

**b. C1 Strategic Plan Update Review**

To consider report 112/18 presenting the review of the Council's adopted Strategic Plan (pages 77 to 84).

**c. CC3 Honorary Freedom of the Town Policy**

To consider report 91/18 presenting the review of the Council's adopted Honorary Freedom of the Town Policy (pages 85 to 87).

**d. CC5 Member's Allowances Policy**

To consider report 88/18 presenting a review of the Council's adopted Member's Allowances Policy (pages 88 to 89).

**e. F4 Financial Regulations**

To consider report 87/18 seeking approval of two updates to the Council's adopted Financial Regulations (pages 90 to 91).

**f. FI1 Data Protection Policy**

To consider report 106/18 presenting a revised Data Protection Policy (pages 92 to 103).

**g. FI2 Freedom of Information Requests Procedure**

To consider report 107/18 presenting a revised Freedom of Information Requests Procedure (pages 104 to 108).

**h. FI3 Freedom of Information Publication Scheme**

To consider report 93/18 presenting a revised Freedom of Information Publication Scheme (pages 109 to 113).

**11. New Policies:**

**a. Civic Awards Policy**

To consider report 109/18 presenting a Civic Awards Policy for adoption (pages 114 to 115).

**b. Child & Vulnerable Adult Protection Policy**

To consider report 88/18 presenting a draft Child & Vulnerable Adult Protection Policy for adoption (pages 116 to 118).

**12. 2019/20 Meeting Timetable**

To consider report 90/18 presenting a draft 2019/20 Meeting Timetable for adoption (pages 119 to 123).

**13. Seaford Head Nature Reserve Management Plan 2018-2028**

To consider report 98/18 presenting the draft Seaford Head Nature Reserve Management Plan 2018-2028 for approval (pages 124 to 201).

**14. 1-Year Licence Extension for Tendered Concessions**

To consider report 110/18 seeking a licence extension of one year for the Council's tendered concessions (pages 202 to 203).

**15. Insurance Arrangements**

To consider report /18 seeking approval to continue the Council's insurance policy with Zurich for a further two years (pages 204 to 205).

**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 2<sup>nd</sup> August 2018 at 7.00pm.

**Present:**

Councillor L Wallraven (Mayor) and Councillor L Freeman (Deputy Mayor).  
Councillors D Argent, M Brown, B Burfield, J Elton, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, J Lord, P Lower, M Wearmouth and C White.  
Dominic Avey, Young Mayor  
James Jenkins, Deputy Young Mayor  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, Executive Support Officer – Seaford Town Council  
4 members of the public

The Mayor welcomed new Deputy Young Mayor, James Jenkins, to his first Council meeting and wished him well in his first year.

**C59/08/18 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, P Boorman, D Burchett and A Latham.

**C60/08/18 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.

**C61/08/18 Public Participation**

*Resident A*                      *Raised concerns about the number of plastic bottles at Armed Forces Day and the lack of any provision to refill water bottles, and at any Town Council open spaces. Requested that the Town Council look at installing simple drinking water taps with push down tops at its open spaces.*

*Invited all members to the official launch of the Refill Seaford and Newhaven campaign; Saturday 1<sup>st</sup> September 11am – 2pm at Frankie's Beach Café, sponsored by South East Water.*

*Resident B*                      *Questioned why it was felt Regulation 14 would have to be undertaken again with the Neighbourhood Plan; were there significant changes being made to the draft plan? Questioned at what point the research in to the Dane Valley project would be sufficient enough for Regulation 16 to be progressed.*

*Town Clerk*                      *Confirmed that the Neighbourhood Plan Steering Group would be meeting at a public meeting on 21<sup>st</sup> August at 7pm to discuss the two changes to the draft that are being requested by the District Council's planning officers. The planning officers also want to ensure the viability of the Dane Valley project before progressing further, so the group are awaiting the Aecom report, which it hopes to have by the end of 2018 at the latest.*

*Resident C*                      *Urged the Council to prioritise reinstating concrete blocks by the Martello Fields, as these were very effective when in place.*

Town Clerk

Confirmed that the blocks have been temporarily replaced with one tonne bags of aggregate and officers are continuing to look at quotes for blocks and how to minimise these costs, which at first look are proving quite expensive.

### **C62/08/18 Minutes**

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

- |              |                            |                            |
|--------------|----------------------------|----------------------------|
| <b>C62.1</b> | Finance & General Purposes | 14 <sup>th</sup> June 2018 |
| <b>C62.2</b> | Full Council               | 21 <sup>st</sup> June 2018 |
| <b>C62.3</b> | Planning & Highways        | 28 <sup>th</sup> June 2018 |
| <b>C62.4</b> | Planning & Highways        | 19 <sup>th</sup> July 2018 |

*N.B. Recommendation at minute ref P16/6/18 discussed separately under agenda items 11.*

### **C63/08/18 Mayor's Report**

The Mayor gave a verbal update on her Civic Service, Armed Forces Day, 18 engagements attended since the last meeting, two funerals attended for the later former Town Councillor Rita Scarfe and former Chaplain Father Martin Yould, the previous Young Mayor Thomas Exley's opening for the wheelchair swing in The Salts and the upcoming Mayor's Charity Golf Day on 21<sup>st</sup> September.

### **C64/08/18 Young Mayor's Report**

The Young Mayor gave a verbal update on his planned fundraising activities this year, including a rounders event, theatre trips and murder mystery evenings. This will be raising much needed funds for Seaford Head School's Art & Drama department. Dominic welcomed new Deputy Young Mayor, James Jenkins on board.

### **C65/08/18 Clerk's Report**

The Council considered report 83/18 presenting the Clerk's update report from June 2018 to date. The Clerk gave a verbal update on further Freedom of Information requests received, the recent Traveller encampment, the caravan that had been parked on the Esplanade, Armed Forces Day, the filming of Hope Gap, lease progress, the land sale at North Way, ongoing litigation, The View's new 'green' roof, the Brown Signage scheme, a planned project for commemorative elm trees to be planted around the town remembering those from Seaford and Bishopstone who died in World War I, the options going forwards with regards to grass verge cutting, the financial performance of The View and Golf Course and the sale of a further beach hut.

Members discussed the Clerk's meetings with members of the public and the Brown Signage scheme.

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

### **C66/08/18 C8 Safety, Health & Environment Policy**

The Council considered report 81/18 presenting the review of the Council's Safety, Health & Environment Policy. Member's discussed certain points of the policy, including asbestos and notifiable diseases.

It was **RESOLVED** to **ADOPT** the revised Safety, Health & Environment Policy as presented in report 81/18, subject to the two minor changes discussed in the meeting.

#### **C67/08/18 FS4 Memorial & Donation Policy**

The Council considered report 82/18 presenting the review of the Council's Memorial & Donation Policy. Members discussed the locations of benches, the availability for the scattering of ashes within the town and the communication surrounding the removal of any mementoes. The policy was amended to include that officers will notify memorial donors immediately after removing items placed on memorials that these have been removed and are available for collection for 14 days where details are held on file.

It was **RESOLVED** to **ADOPT** the revised Memorial & Donation Policy as presented in report 82/18 on the basis of the amendment at section 5 of the policy.

#### **C68/08/18 FS10 Tree Policy**

The Council considered report 80/18 presenting the review of the Council's Tree Policy. The Clerk provided an update on the plan to issue a press release helping members of the public to identify Dutch Elm Disease in their own trees and the possibility of the Council employing a Tree Inspector to inspect and label all high and medium risk Council-owned trees on the Town Councils land.

It was **RESOLVED** to **ADOPT** the revised Tree Policy as presented in report 80/18.

*(Three members of the public exited the meeting.)*

#### **C69/08/18 FS13 Concession & Street Trading Policy**

The Council considered report 50/18 presenting a draft Concession & Street Trading Policy for adoption. Members discussed the draft policy in great depth, including the supporting documentation provided, the process for vetting and scoring applications, the process for the review of the policy, the differences from Lewes District Council's documentation, the day-to-day management of concession and licence holders, implementation dates and including a restriction on the use of single-use plastics within the licence conditions.

It was **PROPOSED** to **DEFER** the Concession & Street Trading Policy to a meeting of the Community Services Committee, to be presented with and discussed in more detail, and then subsequently recommended back to Council for adoption; this motion was **CARRIED**.

#### **C70/08/18 M3 Traveller Policy**

The Council considered report 79/18 presenting the review of the Council's Traveller Policy. The Clerk provided an update on the Pleasure Ground Bylaw, which will need to be reviewed at a future date.

It was **RESOLVED** to **ADOPT** the revised Traveller Policy as presented in report 79/18.

#### **C71/08/18 M4 Twinning Policy**

The Council considered report 77/18 presenting the review of the Council's Twinning Policy.

It was **RESOLVED** to **ADOPT** the revised Twinning Policy as presented in report 77/18.

#### **C72/08/18 Christmas Shutdown**

The Council considered report 65/18 seeking approval to close the Council offices over the Christmas period.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 4.30pm on Friday 21<sup>st</sup> December 2018 to Tuesday 1<sup>st</sup> January 2019 inclusive, re-opening Wednesday 2<sup>nd</sup> January 2019.

#### **C73/08/18 Hurdis House Blue Plaque Request**

The Council considered report 66/18 seeking approval to a blue plaque being installed on the exterior wall of Hurdis House.

**C73.1** It was **RESOLVED** to **APPROVE** a blue plaque being installed on the exterior wall of Hurdis House, subject to the exact location being agreed in advance with the Projects & Facilities Manager.

**C73.2** It was **RESOLVED** to **APPROVE** up to £55 being allocated to the cost of the plaque and installation.

#### **C74/08/18 Seaford Twittens Working Group**

The Council considered report 67/18 seeking to establish a working group to survey footpaths and twittens within Seaford and consider the implications of the proposed changes to the Rights of Way and Countryside Act 2000.

**C74.1** It was **RESOLVED** to **ESTABLISH** a working group comprising of Councillors N Freeman, R Honeyman, P Lower, L Wallraven and C White, to look at the footpaths and twittens within Seaford and consider the implications of the proposed changes to the Rights of Way and Countryside Act 2000; reporting its findings back to a future meeting of the Planning & Highways Committee.

**C74.2** It was **RESOLVED** to **DELEGATE POWER** to the working group to co-opt members of the public to the working group as it deems fit.

#### **C75/08/18 Internal Audit Report Year Ended 31<sup>st</sup> March 2018**

The Council considered report 74/18 presenting the final report from Mulberry & Co Ltd, Internal Auditor for the year ending 31<sup>st</sup> March 2018. Members discussed the beach huts sales and guarantee scheme arrangements with the Council's bank accounts.

**C75.1** It was **RESOLVED** to **NOTE** the Internal Auditor's Report.

**C75.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of report 74/18.

**C75.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2018/19.

#### **C76/08/18 Bank Account Changes**

The Council considered report 75/18 informing the Council of changes and increased charges to the Council's Bank Account. Members discussed the charges incurred and the process for reviewing and choosing bank account options.

**C76.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C76.2** It was **RESOLVED** to **DELEGATE POWER** to the Responsible Financial Officer and Finance Manager to research other bank accounts and switch to a more suitable account if necessary, reporting back to the Finance & General Purposes Committee on any action taken.

#### **C77/08/18 Donations Box at South Hill Barn**

The Council considered report 78/18 regarding the donations box at South Hill Barn. Members discussed the proposal in great depth, including the charity selection, duration of the arrangement,

process for collecting the money and the possibility of applying to designate Cuckmere Haven to Splash Point as a World Heritage Site.

**C77.1** It was **PROPOSED** to **APPROVE** that the donations box at Seaford Head Nature Reserve be made in to a joint donations box, with the Cuckmere Haven SOS Campaign and Plastic Free Seaford Campaign each receiving 25% of donations made and the remaining 50% towards the upkeep of the Nature Reserve; the motion was **CARRIED**.

**C77.2** It was **RESOLVED** to **NOTE** that a new information sign will be placed on the box to reflect this fact.

#### **C78/08/18 Exclusion of the Press & 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 confidential personnel and employment details.

*(8.57pm - All remaining members of press, public and the Young and Deputy Young Mayors exited the meeting)*

#### **C79/08/18 Maternity, Paternity & Adoption Leave Policy Review EXEMPT**

The Council considered report 73/18 seeking adoption of the revised Maternity, Paternity & Adoption Leave Policy. Members discussed the revised policy and implications in great depth.

**C79.1** It was **RESOLVED** to **ADOPT** the revised Maternity, Paternity & Adoption Leave Policy as presented with exempt report 73/18.

**C79.2** It was **RESOLVED** to **APPROVE** two staff members being granted a one-off amount of additional annual leave, as per report 73/18.

The meeting closed at 9.24pm.

Councillor Linda Wallraven  
Mayor of Seaford





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 9th August 2018** commencing at **7.00 p.m.**

**Present:**

Councillors, L Wallraven (Chairman), D Argent, J Elton, L Freeman, N Freeman,  
R Honeyman, J Lord and P Lower  
Geoff Johnson - Planning Officer  
3 members of the public present

**P 30/08/18 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from the Councillor A Latham.

**P 31/08/18 Disclosure of Interests**

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

**P 32/08/18 Public Participation**

*A resident drew the Committee's attention to the continuing problem with scaffolding blocking the pavement in Saxon Lane. This was causing a major traffic safety hazard, especially for pedestrians with prams or pushchairs*

The Planning Officer confirmed that he would report the hazard to the local Inspector at ESCC Highway's department

**P 33/08/18 Planning Applications**

Planning Applications week ending 13<sup>th</sup> July 2018

**Seaford**  
LW/18/0499

**30 Dukes Drive**  
Planning Application – Single storey side extension

It was **RESOLVED** to **SUPPORT** the application in principle; however there were concerns expressed regarding some issues. Firstly the proposals were for a separate living unit or 'annexe' to the property, with a separate front door rather than a simple side extension. The description in the application should have been amended to reflect this. Secondly, although the reasons for the 'annexe' were acknowledged and accepted a condition should be imposed on any consent granted requiring the annexe to be subservient to the main dwelling and preventing its use as a separate dwelling.

Also, taking into account that the property is situated on a sharp bend, careful consideration should be given to conditions

controlling construction traffic, deliveries, hours of work and construction parking.

Planning Applications for week ending 20<sup>th</sup> July 2018

**Seaford**  
LW/18/0542

**1 Monarch Gardens**  
Planning Application – Demolition of garage and erection of two Storey side extension

It was **RESOLVED** to **SUPPORT** this application

**Seaford**  
LW/18/0550

**6 Southdown Road**  
Planning Application – Single storey side extension and rear extension

It was **RESOLVED** to **SUPPORT** the application. It was considered to be a large extension but it was well-designed and the site was large enough to accommodate it without any adverse impact on neighbouring properties.

Planning Applications week ending 27<sup>th</sup> July 2018

**Seaford**  
LW/18/0489

**38 Sutton Road**  
Planning Application – Proposed single storey front extension To garage

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

**Seaford**  
LW/18/0529

**7 Stafford Road**  
Planning Application – Raised decking and steps to rear, front Entrance porch and garage conversion

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

**Seaford**  
LW/18/0469 &  
/0470

**15-17 High Street**  
Planning and Listed Building Consent Applications – Conversion of first and second floors to a two-bedroom apartment

It was **RESOLVED** to **SUPPORT** the applications. Queries were raised over the planning history of the two existing roof-lights and the side window. These would be referred to the case officer

**Seaford**  
LW/18/0501 &  
/0502

**Fitzgerald House Croft Lane**  
Planning and Listed Building Consent Application – Installation of mechanical extract ventilators, installation of drain and investigation of existing drainage. Replacement of ceiling to Flat 2

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

## Tree Works Application

Seaford  
TW/18/0054/TPO

### **10-12 Homefield Road**

Tree Works Application -Reduce crowns of 4 x Wych Elms (G1 in Order) by 4m and shape accordingly. Crown lift to 5.5m over the road and 4m over the footpath. Reason: To improve light to property

The Committee was concerned over the extent of the crown lift proposed for the Elms and Sycamore in that the work would affect a large part of the overall height of those trees. It was **RESOLVED** to **FORWARD** these concerns to the Council's Arboriculturalist for further consideration

### **P/34/08/18 Fishers Wharf, Newhaven Harbour**

Members considered report 85/18 informing the Committee that the application by Bretts Aggregates had been approved by the ESCC's Planning Committee at the Meeting on 25<sup>th</sup> July 2018. A briefing note was also circulated confirming that the objectors to the development were requesting local authorities who opposed the application to consider lodging a joint application to the High Court to quash the consent

It was **RESOLVED** :-

1. That the decision to grant consent be **NOTED** and
2. That the Council should decline the request from the objectors to join a formal High Court challenge to the decision but that any challenge made would have the Council's general support

### **P 35/08/18 Road Closure Report**

Members considered report 84/18 informing the Committee of proposed road closures on Friday 14<sup>th</sup> September 2018 for the French Market

It was **RESOLVED** that no objection be raised

**P/36/08/18 Update Report**

Members considered report 76/18 updating the Committee on decisions taken by Lewes D.C since the last meeting

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

The meeting closed at 7.44 pm.

Councillor L Wallraven  
Chairman

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 30th August 2018** commencing at **7.00 p.m.**

**Present:**

Councillors, L Wallraven (Chairman), D Argent, J Elton, L Freeman, N Freeman,  
R Honeyman, J Lord and P Lower  
Geoff Johnson - Planning Officer  
6 members of the public present

**P 37/08/18 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from the Councillor A Latham.

**P 38/08/18 Disclosure of Interests**

Councillor P Lower declared a non-pecuniary interest in application LW/18/0616 and did not speak or vote on this item

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

**P 39/08/18 Public Participation**

None

**P 40/08/18 Planning Applications**

Planning Applications week ending 3<sup>rd</sup> August 2018

**Seaford**  
LW/18/0512

**63 Hurdis Road Bishopstone**  
Planning Application – Erection of brick retaining front wall

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

**Seaford**  
LW/18/0556

**5 Sutton Avenue**  
Planning Application – Single storey rear extension

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

**Seaford**  
LW/18/0579

**20 Hamsey Lane**  
Listed Building Consent Application – Internal alterations to remove existing partitions

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

Seaford  
LW/18/0603

**5 Troon Close**  
Planning Application – Single storey side extension

It was **RESOLVED** to **SUPPORT** the application. Although the loss of the boundary hedge was regretted it was considered this did not justify a formal objection to the application

Seaford  
LW/18/0612

**2 Brooklyn Road**  
Planning Application – Change of Use from educational workshop Facility/offices (sui generis) to workshop/offices (B1)

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

Planning Applications for week ending 10<sup>th</sup> August 2018

Seaford  
LW/18/0616

**5 South Street**  
Planning Application – Variation of Condition 1 of approval LW/18/0217

It was **RESOLVED** to **SUPPORT** the application. It was considered the revised plan was an improvement on the previously approved scheme

Seaford  
LW/18/0614

**Avondale Hotel Avondale Road**  
Planning Application – Change of Use of hotel (C1) to 6 x Self-contained flats (C3)

*The applicant's agent reminded the Committee that the principle of the change of use from a hotel to residential had been established by the previous approval to a use as a House in Multiple Occupation. The proposed flats would comply with all the approved standards*

It was **RESOLVED** to **SUPPORT** the application. The loss of the Hotel was regrettable but it was acknowledged that the previous approval of the change of use by the District Council had made it impossible for the Committee to oppose this application

Seaford  
LW/18/0629

**1 Wellington Park**  
Planning Application – Proposed single storey rear extension, Roof light, new rear window and porch alterations.

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

Seaford  
LW/18/0574

**Seaford Railway Station, Station Approach**  
Listed Building Consent Application – Alterations and Refurbishments to the ticket office and booking hall

It was **RESOLVED** to **SUPPORT** the application. The Cor P . 1 4 welcomed the improvements and were satisfied that

they would have no adverse effect on the character of the listed building

**Seaford**  
LW/18/0499

**30 Dukes Close**

Planning Application – Single storey side extension (resubmitted application -amended plans)

It was **RESOLVED** to confirm the previous decision to **SUPPORT** the application subject to a requirement that the original dwelling and the proposed ‘annexe’ be retained as a single private dwelling

It was also **NOTED** that there was very little (if any) significant difference between the original and resubmitted plans. It would have been helpful if the Agent had submitted a short statement or letter confirming the reasons for the resubmission.

Planning Applications week ending 17<sup>th</sup> August 2018

**Seaford**  
LW/18/0669

**1 Blatchington Close**

Planning Application – Two storey rear extension

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

**Seaford**  
LW/18/0653

**Fieldings 18 Firle Road**

Planning Application – Construction of new bungalow to rear of existing property and widening of existing pedestrian gate to provide vehicular access (resubmission of LW/18/0146)

*The owner addressed the Committee in support of the application. They had given careful consideration to the previous grounds of refusal and had amended the plans accordingly. The driveway had been moved away from the boundary trees, the footprint of the proposed bungalow had been reduced in order to retain a larger garden for the existing dwelling and had also been moved further away from the boundaries with the dwellings at Barn Close.*

*There were many examples of ‘backland development’ having approved in the town; they had produced a map of these sites. The length of the flint front wall which would be removed to form the access was in a poor condition and the additional side walls which would be constructed partly in flint would balance out the loss of the front wall*

It was **RESOLVED** to **SUPPORT** the application. The Committee considered that the amendments to the plans had dealt with the previous grounds of refusal and tipped the balance in favour of approval

South Downs National Park Application

Seaford  
SDNP/18/02960

**Land at Cradle Hill Alfriston Road**

Prior Notification Application – Proposed works to fill pockets of land with imported soil to match contours of surrounding land

It was reported that this application for prior notification had been refused by the SDNPA on 30<sup>th</sup> August and that a fully detailed application would now have to be submitted on which the Town Council would be consulted

It was **RESOLVED** to **NOTE** the SDNPA's decision

Tree Works Application

Seaford  
TW/18/0056

**Hamilton House Belgrave Road**

**TPO Works** – Reduce 4 x Sycamore (T1 and G1) by one Metre to increase light to dwellings. Remove 2 x Sycamore (G1 and T8) due to dead cavities in main trunk. Reduce Holm Oak (T5) to previous points to increase light to dwellings

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

**P 41/08/18 Road Closures**

Members considered report 95/18 informing the Committee of proposed road closures on Saturday 20<sup>th</sup> October 2018 for the Seaford Bonfire and on Saturday 1<sup>st</sup> December for Seaford Christmas Magic

It was **RESOLVED** that no objections be raised but that queries be raised regarding the provision of disabled parking spaces for the events



**P/42/08/18 Update Report**

Members considered report 96/18 updating the Committee on decisions taken by Lewes D.C since the last meeting

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

The meeting closed at 8.04 pm.

Councillor L Wallraven  
Chairman

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 20th September 2018** commencing at **7.00 p.m.**

**Present:**

Councillors, L Wallraven (Chairman), D Argent and R Honeyman  
Geoff Johnson - Planning Officer  
3 members of the public present

**P 43/09/18 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from the Councillors J Elton, L Freeman, N Freeman  
A Latham, J Lord and P Lower.

**P 44/09/18 Disclosure of Interests**

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

Councillors L Wallraven and R Honeyman declared non-pecuniary interests in LW/18/0532 and did not speak or vote on that application

Councillors L Wallraven and D Argent declared non-pecuniary interests in LW/18/0647 and did not speak or vote on that application

**P 45/09/18 Public Participation**

None

**P 46/09/18 Planning Applications**

Planning Applications Week ending 24<sup>th</sup> August 2018

**Seaford**  
LW/18/0562

**Flat 2 Blatchington Hill Flats Upper Belgrave Road**  
Planning Application - Replace all metal windows with uPVC double glazed windows, replace wooden single glazed back door with uPVC double glazed door and change the hinge side of the bathroom window from left to right

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

**Seaford**  
LW/18/0596

**28 Deal Avenue**  
Planning Application - Erection of single storey conservatory extension

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

Seaford  
LW/18/0674

**51 Chyngton Gardens**  
Planning Application – Two storey rear extension

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

Planning Applications Week Ending 31<sup>st</sup> August 2018

Seaford  
LW/18/0532

**3 The Corner House Firle Road**  
Planning Application - Single storey rear extension to form a garden room, replace front porch and replace windows with UPVC

In view of the fact that, of the three members present, two had declared interests, it was not possible for the Committee to pass any formal resolution on this application

Seaford  
LW/18/0632

**Gable End Cottage Arundel Road**  
Planning Application - Variation of condition 11 relating to planning approval reference LW/14/0351

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

Planning Applications Week ending 7<sup>th</sup> September 2018

Seaford  
LW/18/0647

**51-53 Blatchington Road**  
Planning Application – Demolition of existing garage/workshops; erection of 5 x two-bed houses and 1x one-bed house ; conversion/development of 51-53 Blatchington Road to form 3x two-bed houses

In view of the fact that, of the three members present, two had declared interests, it was not possible for the Committee to pass any formal resolution on this application

Seaford  
LW/18/0691

**54 Fitzgerald Avenue**  
S.73A retrospective application for retention of replacement pool House

*The applicant's Agent spoke in support of the application. He had been called in to resolve the problems caused by the fact that the new building had been built less than the requisite 2 m from the boundary with no. 52. He pointed out that the building was situated in the far rear corner of the plot well away from the neighbour's property and the road. There was no loss of light or any other issue arising which would adversely affect the neighbour's amenity*

It was **RESOLVED** to **SUPPORT** the application. Having heard from the Agent a P . 1 9 3 considered the neighbour's letters of objection the

Committee took the view that there were no valid planning objections to the development

**Seaford**  
LW/18/0707

**36 Chyngton Road**  
Planning Application- Proposed two-storey rear extension and enlargement of existing balcony area

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

Re-consultation

**Seaford**  
LW/18/0417

**17 High Street**  
Planning Application- **Amended Layout** - Demolition at rear of listed building and replacement with three new dwellings (previously considered on 28<sup>th</sup> June 2018)

Although a new layout plan had been submitted there had been no explanation as to exactly how that plan differed from the previous layout. However, it was clear that the applicant had attempted to deal with the previous objections of the District Council's Conservation Officer and the Town Council.

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

Tree Works Application

**Seaford**  
TW/18/0064

**17 Badgers Copse**  
TPO Works –Two Sycamores (T2 and T3 in order) Crown raise to 3 metres. Reduce crown by 20%. Reason: Excessive shading and proximity to dwelling for Mr M Horton

In view of the lack of any information on this application on the District Council's website it was **RESOLVED** to make **NO COMMENTS** on this application

**P 47/09/18 . Talland Parade**

The Planning Officer reported that work had recommenced on the upper floor of Talland Parade shortly after the deadline set by Lewes D.C of 31<sup>st</sup> August. In view of this the scaffolding would need to stay in place. Regular checks would be made on the progress of the works

It was **RESOLVED** to **NOTE** the Planning Officer's report



## 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 4<sup>th</sup> September 2018 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 Fraser Morley – Golf Professional

Mr Alan Miller (Seaford Head Golf Club)

Mr Eddie Martin (Seaford Head Golf Club)

1 member of public

### G07/09/18 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors L Freeman, N Freeman & A Latham.

### G08/09/18 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.

### G09/09/18 Public Participation

There was no public participation.

### G10/09/18 Head Greenkeeper's Report

The Committee considered report 86/18 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper.

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

### G11/09/18 Golf Professional's Report

The Committee considered exempt report 94/18 presenting an update on golf course related matters and business and asked questions of the Golf Professional.

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

### G12/09/18 General Manager's Report

The Committee considered exempt report 92/18 presenting an update on the business activities and finance of The View and asked questions of the General Manager.

It was noted that the committee would like to have more detailed print out of income and expenditure for both The View and The Course as was the case in the past.

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

The meeting closed at 7.43pm.

Councillor Sam Adeniji  
Chair of the Golf & The View Committee

**P 48/09/18 Road Closure – Italian Market on Saturday 3<sup>rd</sup> November**

Members considered report 104/18 informing the Committee of proposed road closures on Saturday 3<sup>rd</sup> November 2018 for the Seaford Italian Market

It was **RESOLVED** to raise **NO OBJECTION** to the application

**P/49/09/18 Update Report**

Members considered report 105/18 updating the Committee on decisions taken by Lewes D.C since the last meeting

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

The meeting closed at 7.32 pm.

Councillor L Wallraven  
Chairman

**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 27<sup>th</sup> September at 7.00pm.

#### Present:

Councillors M Brown (Chair) and J Elton (Vice-Chair).  
Councillors D Argent, T Goodman, O Honeyman, R Honeyman, A Latham and L Wallraven.  
James Corrigan – Town Clerk  
2 members of the public  
Councillor J Lord (observing)

#### F06/09/18 Apologies

Apologies of absence were received from Councillor B Burfield.

#### F07/09/18 Disclosure of Interests

Councillor O Honeyman declared a non-pecuniary interest in agenda item 8.

#### F08/09/18 Public Participation

There was no public participation.

#### F09/09/18 Finance Report

##### F09.1 Receipts, Payments and Bank Reconciliation for May, June, July and August 2018.

The Committee considered report 100/18 advising of receipts, payments and bank reconciliations for May, June, July and August 2018.

They were also advised that the August reconciliation had now been completed by the Chairman. Discussion took place on the level of funds in the Bank and the potential to look to invest more to gain some interest especially when the balance is high early in the financial year and after the 2<sup>nd</sup> Precept payment in October.

**F09.1.1** It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from April 2018 is £545,129.93.

**F09.1.2** It was **RESOLVED** to **NOTE** the May 2018 total receipts of £152,672.29 and total payments of £235,783.48 leaving a balance to carry forward of £462,018.74.

**F09.1.3** It was **RESOLVED** to **NOTE** the June total receipts of £111,676.79 and total payments of £175,088.31 leaving a balance to carry forward of £398,607.22.

**F09.1.4** It was **RESOLVED** to **NOTE** the July total receipts of £143,292.99 and total payments of £184,085.66 leaving a balance to carry forward of £357,814.54.

F09.1.5 It was **RESOLVED** to **NOTE** the August total receipts of £204,764.68 and total payments of £153,067.52 leaving a balance to carry forward of £409,511.71.

F09.1.6 It was **RESOLVED** to **NOTE** that in addition to the Current Account balance above, the investment account balance is £134,087.07 bringing the overall balance to carry forward of £543,598.78.

## F09.2 Finance Report

The Committee considered report 101/18 informing of income and expenditure from 1<sup>st</sup> April 2018 to 31<sup>st</sup> August 2018 compared to the annual budgets.

Members asked for clarity on some payments and were reminded that whilst some individual cost centres may overspend this is balanced on the whole by those that underspend. Accordingly, items can still be purchased in a cost centre that has already met its budget.

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

## F10/09/18 2019-20 Budget Framework and Timetable

The Committee considered report 103/18 informing the Committee of the proposed budget framework and timetable for 2019-20.

It was **RESOLVED** to **APPROVE** the budget timetable as presented with the addition of a Working Party meeting in January 2019.

## F11/09/18 Bank Account Changes

The Committee considered report 99/18 updating the Committee on progress made researching bank charges.

Discussion took place with regard to the charges for all service providers of Bank Accounts. The possibility of looking to move part of the Council business to a new provider to reduce turnover at the Coop and so qualify for free banking will be explored by the new RFO.

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

## F12/09/18 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.

*(7.26pm – All remaining members of press, public exited the meeting)*

## F13/09/18 Debtors Report EXEMPT

The Committee considered report 102/18 informing of the current debtors with a recommendation to write off £332.00.

It was noted that the debt accrued was probably due to non-use of the stall and that no cost had been incurred by the Council.

**F13.1.1** It was **RESOLVED** to **NOTE** the report



F13.1.2 It was APPROVED to WRITE OFF the debt of £332.00

The meeting closed 7.38pm

Councillor Mark Brown

Chairman

DRAFT



Seaford Town Council

Report 120/18

Agenda Item No: 5a  
Committee: Council  
Date: 18<sup>th</sup> October 2018  
Title: Mayor's Report & Engagements  
By: Gemma Saunderson-Barker, Mayor's Secretary  
Purpose of Report: To present the Mayor's update report and details of Mayoral engagements.

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**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 July 2018 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 Gemma Saunderson-Barker, Mayor's Secretary.

Mayor's Secretary

Town Clerk

## Appendix A Mayor's Report – October 2018:

It was with great delight to welcome the High Sheriff of East Sussex Major General John Moore-Bick CBE DL and his wife Ann to Seaford, joining us was the editor, reporter and photographer from Sussex Style Magazine.

We had a full day and some of the places we visited were The Old Town Hall for coffee, St. Andrew's Church, Bishopstone, the new Beach Huts, the wheelchair swing in The Salts, Martello Tower and its new bridge and The Shoal, followed by lunch at The View. In the afternoon we went onto South Hill Barn to view the Seven Sisters, The Cemetery, The War Memorial, Crouch Gardens and Peace Garden and finally The Crypt.

The day was thoroughly enjoyed by all. The High Sheriff was very impressed how clean and active the town is, he also got the feeling of a very strong communitive engagement within the town.

Sussex Style magazine came along to do a feature 'In a Day of a Mayor', they gathered so much information and took over a thousand photographs! It was suggested they may do two articles with the other highlighting the Council.

It was an honour to officially open the new Clubhouse at The Crouch Bowling Club; it has blended in so well with the original building. Some of you may not know that the old clubhouse originated from The Salts Recreational Ground, it's great to see it well maintained and used today. The club have done a magnificent job, especially by doing a lot of the work themselves to achieve this goal.

Two anniversaries have been celebrated since my last report the first was the 80<sup>th</sup> anniversary of Seaford Rugby Club and 50<sup>th</sup> of Cradle Hill School.

Other events included welcoming and officially opening a new business to the town 'Experience Travel'; I hope they have a very successful time in Seaford. Awards at Seaford Horticultural Show, Remembrance of the Dieppe Raid at Newhaven, Para. Games, Art Exhibition, Barn Theatre Gala Night and modelling at M & Co for Great Ormond Street Hospital, to name a few.

Unfortunately, we had to postpone the Mayor's Golf Day as it clashed with another tournament; it is hopefully being rescheduled for next Spring. I have a fashion show at The View on Friday 23<sup>rd</sup> November by Travelling Trends. They buy excess stock from top High Street stores - M & S, Next and Debenhams to name a few. There will be discounts up to 50% so hopefully you will be able to grab a bargain. Sorry gentlemen it's ladies' clothes only you'll have to wait for my fashion show next year at M & Co!

Appendix B Mayor's Report – October 2018

Organisation	Event	Date	Venue
<b>Jul-18</b>			
St Andrew's Church, Bishopstone	Sea Sunday' Church Service	01-Jul-18	St Andrew's Church, Bishopstone
Pippa Logan	Garden Party	01-Jul-18	Garden Party
Blind Veterans	Blind Veterans UK Armed Forces day event	01-Jul-18	Blind Veterans UK
St John's School	End of Year Prizegiving	03-Jul-18	St John's School, Firle Road
Lifeboats	Lifeboat Summer Fete	07-Jul-18	Westside Recreation Ground, Fort Road
Mayor of Seaford	Civic Service	08-Jul-18	St Andrew's Church, Bishopstone
Cllr Peter Pragnell	Chairman's Summer Reception	09-Jul-18	Hendall Manor Barns, Uckfield
Margarita Scarfe	Funeral	12-Jul-18	St Peter's Church, Belgrave Road
Seaford Head School	Annual Fun Run	13-Jul-18	Seaford Seafront
Peacehaven Town Council	Community Family Summer Fair	14-Jul-18	Centenary Park, Peacehaven
Funeral	Father Martin's Funeral	24-Jul-18	St Andrew's Church, Bishopstone
Geoff Stonebank	MacMillan Garden Trail Opening	28-Jul-18	Open Garden
Thomas Exley	Official Swing Opening	28-Jul-18	The Salts Recreation Ground
Geoff Stonebank	MacMillan Garden Trail Opening	29-Jul-18	Open Garden
<b>Aug-18</b>			
St Andrew's Church	Summer Fete	04-Aug-18	St Andrew's Church, Bishopstone
Seaford & District Horticultural Society	Prize Giving	04-Aug-18	Seaford Head School
Royal British Legion	Great Pilgrimage 90 (GP90)	5-9-Aug-18	
Newhaven Town Council	Commemoration of the Dieppe Raid	12-Aug-18	Denton Island Bowls Club
Wave Leisure	Seahaven Para Games	12-Aug-18	Downs Leisure Centre
The Crouch Bowling Club	Opening of the new Clubhouse	19-Aug-18	The Crouch Bowling Club
Richard Potter	Art Exhibition	23-Aug-18	V.R Flowers & Son
Seaford Rugby Club	Celebration of 80th Anniversary	25-Aug-18	The Salts
<b>Sep-18</b>			
M & Co	Fashion Show	06-Sep-18	M & Co, Broad Street
The Barn Theatre	Gala Re-opening night	07-Sep-18	The Barn Theatre, Saxon Lane

Teddy Treats	Collection from The Kings Head Fundraising Weekend	11-Sep-18	The Kings Head, Pelham Road
Experience It Now Travel	Official Opening	12-Sep-18	Clinton Place, Seaford
Peacehaven Town Council	Unveiling of Tommy	14-Sep-18	Meridian Park, Peacehaven
Cradle Hill School	50th Anniversary	28-Sep-18	Cradle Hill School
Teddy Treats	Golf Presentation	30-Sep-18	The View
<b>Oct-18</b>			
High Sheriff of East Sussex	Tour of Seaford and Lunch	04-Oct-18	Interests of Seaford
Seaford Museum	New Bridge Opening	05-Oct-18	Martello Tower
Seaford Rugby Club	Sponsors Lunch	06-Oct-18	Seaford Rugby Club
Peacehaven Town Council	Murder Mystery	06-Oct-18	Main Hall, Meridian Centre
Seaford Lifeguards	AGM	12-Oct-18	Lifeguard HQ, The Salts
Seaford Martello Rotary Club	Prom's Night 2018	13-Oct-18	Seaford Head Upper School
Seaford Head School	Celebration of Achievement Awards Evening	17-Oct-18	Seaford Head Upper School
Seaford Bonfire Society	Bonfire Celebrations	20-Oct-18	Starts at The White Lion
The Royal Society of St George	Commemoration of The Battle of Trafalgar	21-Oct-18	Deans Place Hotel, Alfriston
The Rotary Club	Dinner and Presentation	22-Oct-18	Seaford Golf Club, Firle Road



## Seaford Town Council

### Report 111/18

<b>Agenda Item No:</b>	6
<b>Committee:</b>	Council
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Title:</b>	Clerk's Report
<b>By:</b>	James Corrigan, Town Clerk
<b>Purpose of Report:</b>	To update Councillors of key developments that the Town Clerk has been involved in since the last Clerk's Report on 2 <sup>nd</sup> August 2018.

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#### Recommendations

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##### You are recommended:

1. To note the contents of the report.
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#### 1. Information

- 1.1 **Outstanding Freedom of Information Act requests, complaints and compliments**, since the last Council meeting there has been one Freedom of Information Act requests relating to National Insurance and pension payments made by the Council.
- 1.2 One local resident did complain to officers regarding a decision taken by the Planning & Highways Committee relating to an application recommended for approval on Firle Road. However, this was not pursued any further after lengthy discussions.
- 1.3 There were a number of complaints regarding the caravans occupied by homeless people in Cliff Gardens. These have subsequently been relocated to the layby off the A259, which was considered to be the most suitable location not containing a traffic regulation order prohibiting caravans. This is the furthest point from housing whilst also being within the town where the two occupants are from so giving them access to amenities. There was some initial concern from the residents from Holmes Close in Bishopstone, equally the occupants of the caravans were concerned about the behaviour of one of these residents. The situation seems to have now calmed down and the caravan occupants will hopefully find more permanent accommodation soon. It should be noted that the Council is aware of at least 6 other caravans / vans/ motorhomes in the town where people now live.
- 1.4 There have been a number of people in touch with regards to the accident black spot at Bishopstone on the A259. This is of course a function of East Sussex County Council (ESCC) but it is a policy of Seaford Town Council to encourage the introduction of safety measure in this area. ESCC have undertaken to review this area and carry out surveys to see what is the best way to address the safety issues.

- 1.5 Complaints continue to be fielded regarding the scaffolding at Talland Parade, but this is a Lewes District Council (LDC) planning enforcement issue; to be fair to LDC, they are doing as much as the law allows. Workmen have however been seen (and heard) on site over the past couple of weeks.
- 1.6 The Council has received a number of very positive comments in this time for example during a presentation to local group Inner Sight, many residents were very keen to express their support for the improvements to the seafront including the new concessions, The Shoal and the new Beach Huts. There have also been compliments regarding the flowers around town, as well as the recent Armed Forces Day event and the plans for Remembrance events.
- 1.7 The positive feedback on the seafront improvements and concessions were also highlighted in a recent Guardian article bestowing Seaford as one of the top 10 family days out:  
<https://www.theguardian.com/travel/2018/aug/02/family-day-trips-uk-gardens-beaches-museums>
- 1.8 Seaford Head Golf Course continues to receive many compliments and is often praised on social media in feedback by both visitors and golfers alike to the course.
- 1.9 Equally, The View receives many very positive comments and feedback emails from visitors and users. There has recently been a flurry of these from residents who have booked the venue for an event such as a party or wedding or even a 200<sup>th</sup> birthday:
- 1.10 *"Thank you so much for helping me to organise such an amazing evening on Saturday. It was the most wonderful evening & no doubt you are aware that we had a Firework Display, which was just fantastic & a wonderful surprise from my Son [REDACTED] & his Partner [REDACTED].*  
*I've had so many messages from friends saying how FAB the Venue was & how much they enjoyed the food, so congratulations to you, Rebecca and your Team. Ashleigh was a STAR!"*
- 1.11 Well done all the team at the View for these amazing reviews!
- 1.12 There has been one particularly abusive email sent by a golf member to the General Manager which is being dealt with by the Town Clerk who has arranged to meet with the author. The golfer has, it appears, invited as many golfers as possible to this meeting which the Town Clerk will have attended by the time of the Council meeting. The complaint relates to an issue with the temporary bar during a wedding. The marquee could not be assembled as gale force winds were predicted; a marquee has recently been damaged during high winds. This meant that there was no bar available at the venue after 2pm other than for guests of the wedding.
- 1.13 **Press release and communications**, since the last Clerk's Report there have been six press releases and several updates on ongoing matters, specifically caravans on the seafront. The press releases have covered areas such as the filming of Hope Gap at Seaford Head and updates on the Neighbourhood Plan.
- 1.14 The Council has also featured heavily in Sussex Life with several more stories due to be published soon following a day in the life of the Seaford Mayor, Councillor Linda Wallraven. This took place recently whereby the High Sherriff accompanied the Mayor on a visit around Seaford accompanied by the magazine's reporter and photographer.
- 1.15 In addition, the Council is working with a local publishing company to promote Seaford in every hotel in the area as part of a room information pack. This is part of

the Council's strategy to increase the profile of Seaford so improving the sustainability of the local economy. Work is also currently ongoing with the 2019 town guide.

- 1.16 **Staffing update**, following the agreement to appoint a Deputy Town Clerk at the 21<sup>st</sup> June Council meeting, the position was re-advertised and recently Colin Andrews started working for the Town Council as the new Deputy Town Clerk and Responsible Financial Officer (RFO). Colin comes to us with a massive amount of accountancy experience, particularly in the private sector. He is settling in very well and has been working on a project previously highlighted but without the resource to pursue. If successful, this could generate significant one-off lump sum and ongoing reduced overheads.
- 1.17 Sadly, this means that Karen Singleton will be leaving us at the end of October. Karen has been a great asset to the Council since she arrived just over a year ago; good luck for the future.
- 1.18 The Council has also been very successful in appointing an Executive Support Officer to cover for Georgia Raeburn whilst she enjoys her maternity leave. Isabelle Mouland is joining us from Sussex Association of Local Councils; she comes with a wealth of knowledge of the sector and is looking to learn as much as she can whilst with us to help with her future career.
- 1.19 Jo Whitcombe has joined us on temporary contract to help with systems and training at The View, as well as a clear marketing strategy. The extra hands were very much needed by the team to get all of those systems in place which are not possible on a normal basis due to the day job. Jo is doing a great job and many things have already improved; for example, Customer Care training updates will take place for all staff in November and new standard systems of work will come into effect at the same time.
- 1.20 Sadly, the very able Deputy Head Greenkeeper at Seaford Head, Adam Peck, has tendered his notice. He is to leave us for a position of Head Greenkeeper elsewhere. He does so with our best wishes for his future career. The position has been advertised and interviews will take place soon.
- 1.21 The process of undertaking annual staff appraisal has almost been complete, with reports being presented to the upcoming Personnel Committee. All staff are performing very well and have been set new targets for the coming year.
- 1.22 The team in the office continue to perform very well, with notable successes including securing a £1,800 grant for Christmas Magic, progression of a Sport England Grant application to stage two and submitting of three others, (well done Sue), sales for filming exceeding £55,000 (well done Sharan and Carolyn McCourt), 10 beach huts have now been sold (well done Tony), securing the above day in the life of publication, securing great advertising in Hotel information books (well done Lyn) and managing to respond very quickly to any repair issues across the Council's large estate (well done team). For example, a window was reported as damaged at 12 noon on Facebook and was repaired by 1pm the same day.
- 1.23 The team at The View have continued to do an excellent job recording record monthly takings of £55,184 in June, £55,175 in July, £61,252 (a new record) in August and £50,050 in September. Meaning that The View is £30,113 better off than it was at this stage last year. Well done everyone at The View.
- 1.24 The Greenkeepers have produced an absolutely first-class course throughout the summer. Any visit to the course always results in golfers praising its quality and claiming it to be the best quality course in the area. Despite this the financial



performance is looking to be slightly below budget, perhaps a net £10,000 deficit compared to budget, currently the course is £11,883 despite income being up by £7,406, the difference largely being due to the purchase of new machinery. This has resulted in some detailed discussions and it has been concluded that higher price increases can now not only be justified but also sustained. Details of these will be included in the budget work for the relevant committee.

- 1.25 The exceptional financial performance of the Council did result in the unique position of the Council running at a profit of £7,540 for July without any income coming direct from tax payers.
- 1.26 The finance team, in particular Lucy Clark and Simon Andrews have done a superb job in completing the September Month end by the 4<sup>th</sup> of October. This is to enable managers as much time as possible to prepare their draft budgets ready for the various committee meetings.
- 1.27 The Council was also informed on the 8<sup>th</sup> October that it had been awarded an “unqualified audit”, in layman’s terms a pass. This is again due to the hard work and diligence of Lucy, Karen, and Simon, well done all.
- 1.28 **Central Management Team**, the Town Clerk, Deputy Town Clerk, Finance Manager, Projects & Facilities Manager, Executive Support Officer and maternity cover will meet imminently to discuss in particular items on the Council agenda. This it is hoped will prove effective in coordinating the Council going forward as it increases in size year on year.
- 1.29 **Council size**, it was recently noted that Seaford Town council is now approximately the eighth biggest Local Council in the country in terms of its budgeted income at £2.3 million. With only £730,000 of this income coming from local taxpayers it is one of the largest generators of non- precept income in the country and this is continuing to grow. By contrast the Band D equivalent paid is one for the lowest for a large Town Council at £73.14, the highest being over £306.
- 1.30 **General support of The View, Seaford Head Golf Course and office support by the Town Clerk**, has not been as great as it should be due to pressures to produce a large agenda for the Council meeting and supporting new staff, as well as pursuing a number of matters on behalf of the Council. It is anticipated that as new staff get settled the meetings and support with other staff will be able to increase.
- 1.31 **Leases updates**, several leases are still at various stages of progression and have moved on a little since last reporting. The Rugby Club and Cricket Club lease issues surrounding exclusive use of pitches have not yet been resolved but it is hoped will be soon. Seaford Town Football Club have recently approached the Council to ask for a new 25 year lease to enable them to secure grants. This will be brought to the next Council to agree heads of terms.
- 1.32 **Capital land projects**, the various applications for North Way were submitted some time ago, as previously reported there are three applications in total one to lift a Section 52 Agreement which designated the area as a play area. As Councillors will recall this has never been used as a children’s play area, there are no items of play equipment, not even a seat for parents to sit on, there is a sign saying no ball games and the area fails to meet minimal standards in terms of space and safety for a children’s play area. The second application is to construct three houses on the site with the third being to divert the right of way to a more convenient route. The estimated value of the land (on the basis of clear offers) is in excess of £500,000. This income will be used to deliver the Council’s Strategic Objectives and in particular will enable the immediate commissioning of the Martello toilets and the

other major projects. When the Council consulted with every household in Seaford on the question of selling this land, this proposal was supported by residents. There are of course some nearby residents who are objecting to the plans; a petition appears elsewhere on the agenda.

- 1.33 **Litigation**, the Council recently settled with a former employee without any payments being exchanged either way.
- 1.34 Further investigations have taken pace with regard to the **former tenant of Hurdis House**. Statements have been collected and the Council case strengthened. It is planned to pull together an evidence pack over the coming weeks to enable a mediation meeting to take place.
- 1.35 **Neighbourhood Plan**, the Neighbourhood Plan team have undertaken some amazing work to get the draft plan to appear elsewhere in this agenda; particular thanks go to Keith Blackburn and Charlie Grimble.
- 1.36 **Review Policies**, There are 10 policies presented for review and or adoption at this Council meeting. Again, the team have done a superb job in managing to get all of these reviewed and amended accordingly whilst getting on with their day to day functions, in particular Georgia Raeburn. This will mean that most policies are now in place and will be reviewed as and when required, as per the policies schedule.
- 1.37 **The Roof at The View**, the living roof has now successfully taken after recent remedial repairs and is a sea of green, looking really impressive. This is now being managed by the greenkeeping team and should not present us with the problems it has done in the past. The final retention payment of £23,000 has also recently been paid to the construction firm, Cheesmur.
- 1.38 **Brown Signage Scheme**, the brown Tourist Information signs are now all in situ after several years of pursuing this project, well done to Tony for his work on this as well as his predecessors. At last they are installed and people are noticing them and visiting the seafront and other venues as a result. This represents the completion of one of the Town Council's Strategic Targets.
- 1.39 **Cliff Gardens Concrete blocks**, these were purchased once the last two caravans on the site were evicted after another incursion. They will now stay in situ until plans are agreed for the area. It is planned to bring a detailed report on this as a circular environmental walk in the area to the next Town Council meeting in January.
- 1.40 **National Council of the year competition**, the Council entered this competition for the first time but was not unfortunately not shortlisted. The entry which was limited to 500 words is listed below. Looking at the shortlisted three Councils on the National Association of Local Council's website there was not much in it.
  - (i) "Seaford Town Council is at the culmination of a new journey after adopting its first Strategic Plan in late 2016. This plan was developed working in partnership with many local groups including Seaford Community Partnership, partner Local authorities and Impact Seaford as well as much smaller groups such as the local skateboard association. From this data was collated and placed into a strategic plan.
  - (ii) This plan set a very ambitious business case to develop over £5 million of new community Assets all funded from commercial activity so not increasing Council Tax, this set five key areas namely;
    - Improving the town's environment
    - To represent the needs of the Community

- To improve and maintain recreational facilities for the town
  - Develop cultural and economic well-being of the town
  - To practice good governance & fiscal responsibility
- (iii) From 2017 the Council has begun to deliver on its strategic objectives and has secured many successes but most notably it has increased its non-precept income from just over £462,406 in 2012/13 to £1,622,696 in 2017/18 with business plans for all projects indicating it will reach an annual non-precept income of well in excess of £3,000,000 by 2021.
- (iv) The revenue surpluses from this will be reinvested in new and improved services to the public.
- (v) During the same period the precept was £654,466 the Council therefore generates the equivalent of 248% of its precept from non-precept activities, and growing, believed to be by far the highest rate in the country.
- (vi) This has resulted in phase 1 of the Seafront Development Plan being implemented which has seen exciting new additions including 20 executive beach huts, selling at £40,000, new much requested seafront concessions, an agreed design for new toilets and two concessions to be constructed this winter and perhaps the most high profile art piece in the South this year, “The Shoal” which is an innovative art installation but also a 60 metre long seat. This was constructed on a once bleak “terminal groin” which is now local art pier.
- (vii) The Shoal was publicly funded and also includes “Love Fish” and improved access. This project has been featured on TV and is visited by people from all over the Country.
- (viii) Other areas for investment include the town’s main Park “The Salts” which had a £205,000 play area installed and is about to have a £200,000 skatepark installed, the designs of which were both chosen by public voting.
- (ix) The Council has also developed its golf course and restaurant/bar “The View” with successful marketing campaigns resulting in record income levels this year currently averaging an income of over £90,000 per month from a starting point of £28,000.
- (x) Since the beginning of 2017 the Council has worked with many partners to deliver improved services such as support for the Martello Museum project, supporting Art Crypt Gallery to become self-running, and supporting the local rugby club to secure external grant funding.
- (xi) The key foundation stone to all this success has been extensive investment in personnel both employees and Councillors both of whom undergo intensive induction training as well as regular training updates and completion of numerous qualifications.
- (xii) This has enabled the Council to develop several highly functional teams who all form part of the whole team and deliver excellent quality services for the residents of Seaford.”

**1.41 The Annual Bowls match** again took place in August when Staff and Councillors turn up to play with / against members of the Crouch Bowling Club. It was a fantastic evening and we were all able to take in the amazing efforts of the Crouch bowlers in not only funding their new clubhouse but as we heard, building most of it themselves. With a workforce aged from 67 to 87 it is an amazing achievement

completed to the very highest of standards, and an amazing effort of community action, well done to everyone at the Crouch Bowls Club!

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Town Clerk



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## Seaford Town Council

### Report 117/18

<b>Agenda Item No:</b>	8
<b>Committee:</b>	Council
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Title:</b>	North Way Land Sale Petition
<b>By:</b>	James Corrigan, Town Clerk
<b>Purpose of Report:</b>	To bring to the attention of the Council a petition (invalid) which has been submitted to the Council with regards to North Way.

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#### Recommendations

##### You are recommended:

1. To take no action.
- 

#### 1. Information

- 1.1 The Council has previously agreed to the sale of several parcels of land to deliver on the Council's Strategic Plan in April 2016. The sales of land underpin the Strategic Plan which could not deliver the main projects without land sales. These projects include for example the new Martello Toilets, the improvements to the Seafront in accordance with the Seafront Improvement Plan, the improvements at South Hill Barn and the planned improvements to playing fields and children's play areas once the relevant plans have been completed.
- 1.2 The agreement to sell the North Way site (together with the two Holt sites) was after consultation with every household in the town. As part of the Neighbourhood Plan development a survey was delivered to every household in the town, just over 10,000, by a professional delivery company. Significant publicity was given to the survey and 500 additional surveys were made available from the Tourist Information Centre and the Library. The survey was managed and collated by local charitable organisation Action in Rural Sussex. 1,100 of these surveys were returned making the survey statistically sound as a true representation of the views of Seaford residents using the internationally agreed formula for assessing survey accuracy.
- 1.3 Just over 59 % of the respondents were in favour of selling the North Way site with 41% against.
- 1.4 Accordingly, the Council resolved to sell the site together with the two sites at The Holt to enable the Strategic Plan to progress.
- 1.5 One of the sites consulted on, known as The Ridings, only received a vote of 51% in favour of sale so was removed from the sites to dispose of.

- 1.6 Within the Neighbourhood Plan Residents' Survey residents were asked to "indicate any local green spaces of importance to you or your family in the Town Area of Seaford and why this space should be preserved." Of the 997 total responses to this Question, 21 mentioned Northway, that is, 2.1% of responses. Close scrutiny of this response shows that neighbours close to the site were well represented among the 21, this was after the initial consultation on the potential sale of the land.
- 1.7 The Council has been continuously updated with the progress on the land sales via the Clerk's Reports since the original resolution to adopt the sale. These updates have alerted the Council to issues that have arisen, such as the emergence of a Section 52 agreement. This was not seen as a material consideration for a number of reasons that are set out in the application to lift the said agreement submitted to Lewes District Council, Appendix A.
- 1.8 The petition submitted by some residents and signed by approximately 270 in total does meet the minimum standards for the Council's Petition Policy on a number of grounds. Two fundamental issues are it has not achieved enough signatures to be considered by the Council, which is 500, and it does not give residents the option to disagree with the petition as is required by the policy.
- 1.9 That said the Town Clerk agreed to list the matter to let the residents see that their views have been considered.
- 1.10 The petition is also defective in that it refers to preserving the land as a "green space" but the residents are relying on the Section 52 agreement to protect the land which clearly states it is a "children's play area". These are two completely different statuses in law.
- 1.11 The Section 52 agreement further goes on to state that it is a children's play area only for the residents within the "red land" thus making it a play area exclusively for residents in those 21 houses on North Way to use. This fact was not clear in the petition.
- 1.12 As the petition introduction does not detail the current legal use of the land, namely a children's play area, it is unknown how many residents would support the introduction of seating, play equipment fencing and the attraction of children of all ages from birth to teenagers as is the case with all other play areas.
- 1.13 There is also an unsigned open letter to the Council (supplied with but not forming part of the petition) this is not referred to in the petition signed by residents. The points raised in the letter are not necessarily agreed to and are addressed below.
- 1.14 Councillors are aware of the Section 52 agreement which does not materially change the decision process in any way taking into account that it has never been followed or enacted, nor could it safely be implemented.
- 1.15 Councillors have vast knowledge of the town and this area, some having lived here for in excess of 60 years. Many Councillors are fully aware of the lack of use of the site, as many have paid numerous on spec visits to the site, as have officers and have yet to see any use other than to pass through. The space is largely barren, being manicured grass and is of no notable natural value, this

is in any event an issue that is considered as part of the planning process. The area is not a designated amenity green space, again this will be a considered at the planning stage.

- 1.16 Councillors were fully aware of the rights to access the area; any illegal incursions would be resisted. Councillors were aware of the covenant limiting to one unit and are also aware that the Council can insure against this low risk issue. The access to Firle Road is again an issue that will be dealt with during the planning process.
- 1.17 It is clear that residents have only ever used this area as a cut through to the South Downs / Firle Road and vice versa; this right will be retained within the new plans.
- 1.18 Signs were erected a long time ago stating “no ball games” on the site as a result of resident’s requests. This has never been challenged by residents. No play equipment was installed, not even a bench. Equally, as is required by even the minimum standards of safety in children’s play areas, no gated access was installed and at no point has there been a request to do any of the above.
- 1.19 It would be highly likely that if at any time parents were using the area to allow their children to play that they would have requested at least a bench to sit on whilst they are playing.
- 1.20 In addition, even if the Council were minded to make the area into a play area, it does not and cannot meet minimum safety standards which require a 5 meter buffer zone from the play area to the boundary, this is not physically possible on this small site. Accordingly, the Council would open itself up to potential legal claims and no doubt a lot of complaints from residents regarding balls going in to gardens, individuals congregating there on an evening, some anti-social behaviour and other noise associated with a well used play area, that is common to all the other sites operated in town.
- 1.21 The space itself is a largely unspectacular piece of land, arguably by far the least attractive or useful parcel of land that the Council owns. It does not offer beautiful views either inward or outward to residents and is an ideal asset for the Council to dispose of to provide new facilities such as the seafront toilets and concessions, which will be used by tens of thousands of people every year to come. This is only one project that the predicted £500,000 generated from the sale would achieve.
- 1.22 Any further delays to this project will result in the new toilets not being constructed in time for summer 2019.
- 1.23 It should be noted that the land in question is commonly know as North Way. The recent use of the name Blatchington Green comes from the original parcel of land for this area which was known as Blatchington Green. The vast majority of this land has been built on, namely the houses at North Way and nearby streets. The small area left at North Way is part of what was an area of several acres.

1.24 Appendices included:

**Appendix 1** details the grounds that has been submitted to Lewes District Council to remove the obsolete Section 52 Agreement for assistance.

**Appendix 2** is a copy of the original Section 52 Agreement for the land.

**Appendix 3** is a copy of the petition head which contained approximately 270 signatures.

**Appendix 4** is an open letter sent with the petition but not signed and not forming part of the petition.

**2. Financial Appraisal**

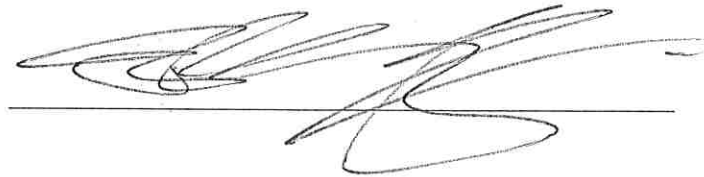
2.1 To not progress with the sale of the North Way land would have a devastating effect on the Town Council's Strategic Plan and would result in a loss of capital of at least £500,000, as well as the loss of the many hours of Officer's time spent to get the application to this stage and professional fees paid to date.

2.2 To generate £500,000 from Council tax would require an increase in Town Council tax levels of approximately 70%.

**3. Contact Officer**

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

Town Clerk

A handwritten signature in black ink, appearing to be 'James Corrigan', written over a horizontal line.



Application to remove Play area condition of Section 52 Agreement dated 5<sup>th</sup> November 1986, copy attached.

North Way, Seaford BN25 3JW

Applicant Seaford Town council 37 Church Street, Seaford. BN25 1HG

## 1 Introduction

North Way open space is a parcel of land of little community value to the public other than as a pass through. There are no properties that directly overlook the area. It is fenced off on three sides by six foot fencing and on the fourth side by overgrown hedges approximately 16 feet high. It has no points of any interest being simply maintained grass although the route of the footpath on the site is not maintained and has even had old fencing dumped on it for some time. The open maintained part of the site is approximately 75 feet long by 50 feet wide. Attached as appendix 1 are several pictures of the site.

## 2 Background

Seaford Town Council recently consulted with households in the town (a questionnaire was hand delivered to 95% of households) on the future use of four parcels of land including the above as part of the Neighbourhood Plan consultation. 59% of the 950 households that responded to this questionnaire voted in favour of the sale of this land. This planned sale then became a Council policy as part of the Council's Strategic Plan. Copy of survey results attached Appendix 2 and plan of sites Appendix 3, this site being site B.

## 3 Current use

The use of the land as a means of getting from North Way to Firle Road is the sites only established use, this will continue unhindered in the future. The plan below shows the current legally defined route of the footpath in lilac. This is not a natural route for people to take and the desire line is a direct diagonal across the site, as depicted on the google earth image below. To choose such an unnatural footpath route when the area was created indicates that there was an expectation that play equipment would be placed on site which has never appeared for reasons unknown.

The site does however have a recently discovered Section 52 agreement Appendix 4. in place, this designates the site as a "children's play area".

Despite this whilst the site was in the ownership of Lewes District Council it was not considered a play area and was assessed for risk simply as a green space as per the attached risk assessment, Appendix 6. It is noted within this risk assessment that the area was not used by the public specifically "There are no signs of surface deterioration on the grass that indicate the local residents use the open space." It is also noted that No sign was installed declaring it a play area and for what age group as per the ROSPA guidance on children's play areas specifically, "Signs indicating ownership, appropriate age range limitations and other management requirements shall be clearly displayed, preferably in pictographic form".

To comply with ROSPA guidelines children's play areas should also undergo an annual independent inspection by a specialist. Neither Lewes District Council nor Seaford Town Council have done this as the area is not considered a play area, certainly by Seaford Town Council since it took ownership in 2002.

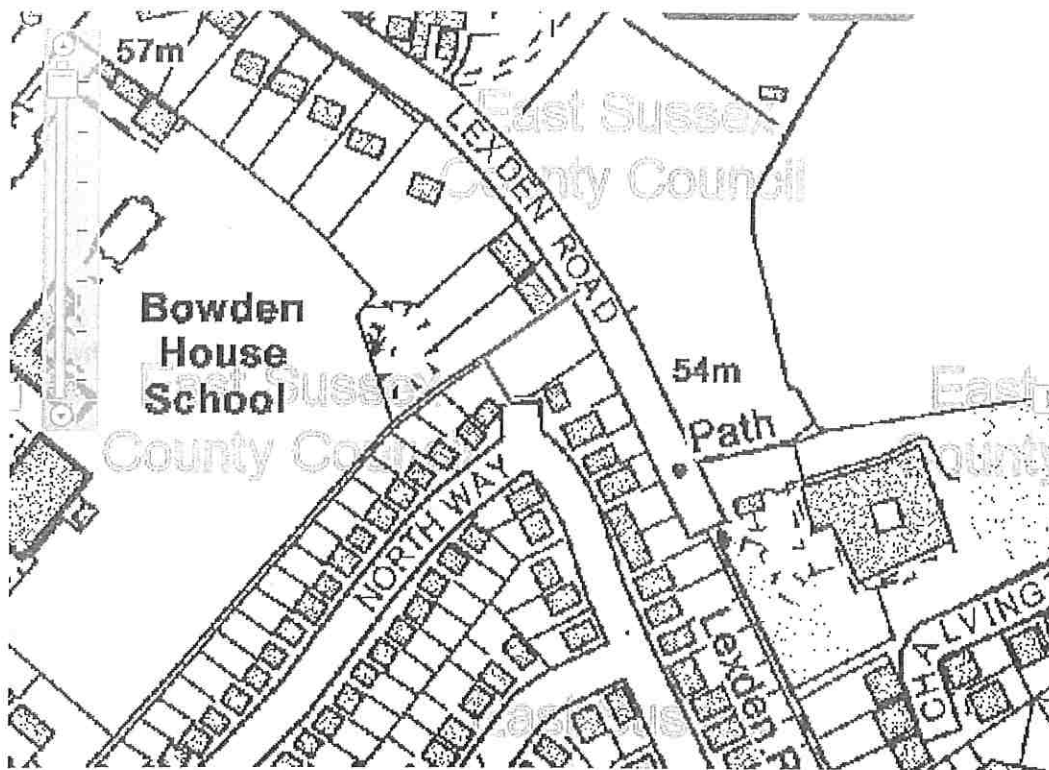


Image 1 depicting the legally defined route of the footpath in lilac



Image 2 depicting the desire line of the actual route of the residents who use the cut through.

The attached Section 52 Agreement, Appendix 4, from 1986 defines the area as a children’s play area however, it is clear that it has never been used as a play area. This is confirmed by the placing of “No ball games” sign on site by Lewes District Council as per the image below. In addition, the £2800 given to maintain the children’s play area was never spent on for example installing play equipment on site or even a bench for parents to sit on whilst their children play.

It is difficult to envisage how the area could be used as a “children’s play area” in the absence of equipment and with the prohibition of ball games. The practical consequence of these inhibitors is that the area is not nor has it ever been used as a “children’s play area.”



#### 4 Risk Assessment of site

Upon inspection of the site it is clear why the area was never encouraged as a play area. A simple risk assessment highlights a number of significant concerns if it were to be a play area for children, Appendix 5. This shows that the site not only presents potential high risk for children using the site if it were a play area but also high risk of significant detrimental impact upon nearby resident’s quality of life and a high risk of damage to the next-door property also.

Officers responsible for children’s play areas at Lewes District Council prior to the transfer of the site to Seaford Town Council did not carry out any risk assessments at any point as if it were a children’s play area as they did with other used children’s play areas. It was instead assessed as a “Open Space” with no mention of children’s play area. This indicates that Lewes District Council has already made the decision not to treat this area as a play area, both informally and formally.

#### 5 Future plans

The Town Council has within its strategic Plan the target to sell the above parcel of land to generate capital receipt for investment in new services.

Its sale will generate much needed capital to reinvest in for example new play equipment at the nearby Normansal Park area (which is a far more suitable location for children to play away from housing and hazards). This site will be developed when Lewes District council completes its new play strategy. Other projects which will be funded from the sale include new public toilets at The Martello on the seafront and new community noticeboards in the area.

This site has a design for housing on it which has been submitted as a formal planning application concurrently to this application as well as the application to divert the footpath to a more convenient route.

Lewes District Council is therefore requested to remove the existing Section 52 agreement restriction that the site is used as a children's play area with immediate effect.

## 6 Appendices

Appendix 1	Pictures of site
Appendix 2	Results of Neighbourhood Plan survey
Appendix 3	Survey page re plots for Neighbourhood Plan consultation
Appendix 4	Section 52 Agreement
Appendix 5	North Way risk Assessment as a play area
Appendix 6	LDC risk assessment as a open space

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THIS AGREEMENT is made the *Fifth* day  
of *November* One Thousand Nine Hundred and Eighty  
Six BETWEEN THE LEWES DISTRICT COUNCIL of Lewes House  
32 High Street Lewes in the Administrative area of East Sussex  
(hereinafter called "the Council") of the one part and SOUTH BANK  
(HOMES) LIMITED whose Registered Office is situate at Camelford  
House Albert Embankment London SE1 (hereinafter called "the Owner")  
of the other part

WHEREAS :-

- (a) The Owner is seised for an estate in fee simple absolute in possession free from incumbrances of ALL THAT piece of parcel of land which for the purpose of identification only is shown edged red on the plan which is attached hereto (hereinafter called "the said plan") and comprises property known as land at Blatchington Green Seaford in the County of East Sussex (hereinafter referred to as "the red land")
- (b) The Council is empowered in relation to land within its district to enter into agreements regulating development or use of such land by virtue of provisions which are contained in Section 52 of the Town and Country Planning Act 1971
- (c) The Council and the Owner have agreed to enter into this Agreement in pursuance of the provisions of the said Section

NOW THIS AGREEMENT WITNESSETH as follows:-

1. The Owner hereby covenants and agrees with the Council that the development and use of the red land shall be restricted and

regulated in accordance with the provisions contained in the Schedule hereto and Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 shall apply

2. For the purpose of this Agreement the expressions "the Owner" and "the Council" shall include the successors in title and assigns respectively of each party and the word "Owner" shall include two or more joint owners of the legal estate

I N W I T N E S S whereof the respective Common Seals of the Council and the Owner have hereunto been affixed the day and year first before written

#### SCHEDULE

1. Prior to carrying out any development of the land edged red on the plan annexed hereto (hereinafter called "the red land") the Owner shall break up or cause to be broken up with a tractor mounted ripper or similar machinery the land shown edged green within the red land on the said plan (hereinafter called "the green land") removing therefrom all rubbish hardcore and extraneous matter

2. The Owner shall cover the green land with top soil to a minimum depth of six inches and thereafter level and grass over the said green land

3. The Owner shall fence with fencing of his choosing the eastern boundary of the green land and the public footpath shown on the plan annexed hereto provided that the said fence shall be at all points six feet in height

4. The Owner shall notify the Council as to when such work is to commence so that it may be supervised and carried out to the Council's satisfaction

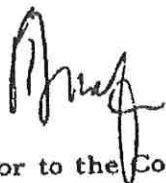
5. Between the dates of the completion of the laying out of the green land as a children's play area and in accordance with Clauses 1 - 4 hereof until the date that the ownership of the green land is conveyed to the Council in accordance with Clause 6 hereof the Owner shall maintain the said play area to the satisfaction of the Council's Head of Leisure and Recreation and shall cause the same to be available without charge to (inter alia) any residents of houses constructed on the red land for use as a play area

6. Prior to the occupation of the last of the houses erected or to be erected on the red land (such houses being indicated on the said plan) the Owner shall

(a) pay to the Council the sum of Two Thousand Eight Hundred Pounds (£2,800) being the Council's estimate of the costs of maintaining the said children's play area in the future to such standard as may be approved by the Council from time to time

(b) convey to the Council the green land free from consideration and from any financial or other incumbrance (save as may have been disclosed prior to the signing hereof)

THE COMMON SEAL OF LEWES DISTRICT )  
COUNCIL was hereunto affixed in the )  
presence of :- .. )



Solicitor to the Council

80/166

THE COMMON SEAL OF SOUTH BANK )  
(HOMES) LIMITED was hereunto )  
affixed in the presence of :- )

Director 

Secretary 



**LEWES DISTRICT COUNCIL  
PLANNING DEPARTMENT**

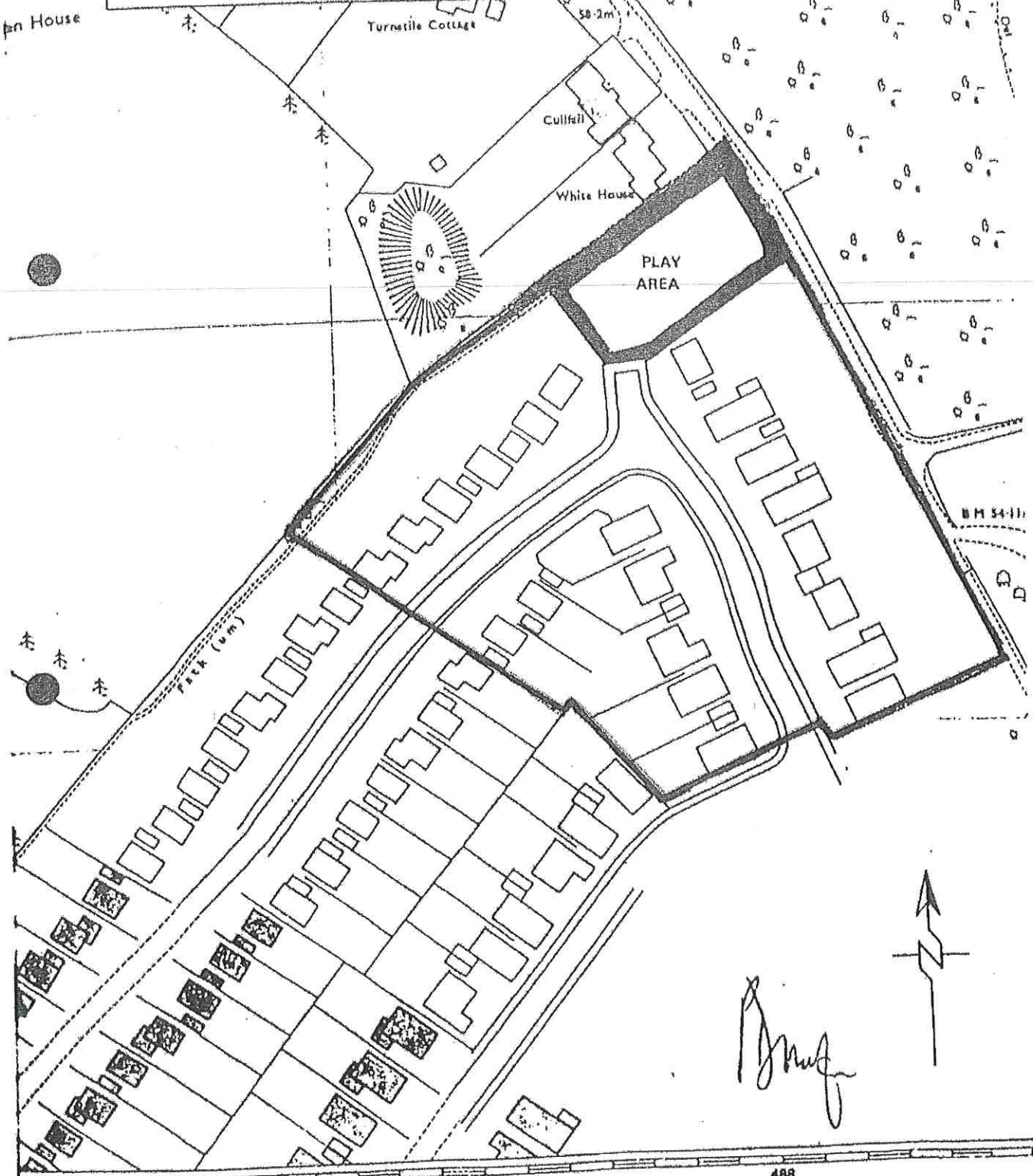
Michael Francis, BA, DipTP, MRTPI, Director of Planning  
Lewes House, High Street, Lewes, East Sussex, BN7 2LX

Scale 1:1250

LW/85/1291

Section 52 Agreement.  
Land at Blatchington Green,  
Seaford.

*[Handwritten signatures and notes]*



*[Handwritten signature]*

Dated <sup>1986</sup> 5<sup>th</sup> November 1986

LEWES DISTRICT COUNCIL  
and  
SOUTH BANK (HOMES) LIMITED

A G R E E M E N T

under

Section 52 of the Town and Country  
Planning Act 1971 relating to land at  
Blatchington Green, Seaford, in the  
County of East Sussex.

# PETITION TO SAVE BLATCHINGTON GREEN

We demand Seaford Town Council withdraws its application to develop Blatchington Green (land between 107 and 109 North Way, Seaford) and to commit to preserving the site in its present use as a green open space.

For over thirty years residents have enjoyed Blatchington Green as a green open space. The near final draft of the local Neighbourhood plan identified this area of Seaford has less than the recommended number of green open spaces. The Council should remove its notice prohibiting ball games and encourage the community to take a lead in site management. The site provides an important habitat for wildlife and protected species, including a safe corridor between the South Downs National Park and Seaford gardens, school playing fields and other spaces towards Blatchington pond.

NAME	ADDRESS or EMAIL	SIGNATURE
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## An Open Letter to Seaford Town Council

Our attached North Ward, Seaford petition is supported by over 300 local people and complains that Seaford Town Council has followed an unsound process and made a wrong decision to sell Blatchington Green for development. It requires that the Council withdraw the development applications it has now made and instead enter discussion with us about protecting the site for our continuing future use as an amenity green space.

In deciding to alienate Blatchington Green Seaford Council failed to give adequate consideration to all the relevant and material factors before taking its decision. It also failed to give proper consideration to the views of the residents of the North Way estate for example as set down in a letter to the Town Clerk signed by some 50 people and sent on 24 November 2017. This has yet to receive a formal response.

At the time it made its decision the Council was:

- a. not told that the site was protected by a legal Section 52 agreement made between Lewes DC and the developer of the North Way estate, in which the former undertook to maintain Blatchington Green in perpetuity for the benefit of the residents of the estate.
- b. misinformed that the site was unused council land and not told that local and other residents of all ages make ongoing use of the Green for recreation as well as transit and have done so consistently since 1987 exactly as was intended by planning authorities who approved the original housing in the 1980s.
- c. not told that the Green is an important wildlife refuge and corridor between urban Seaford and the South Downs National Park.
- d. not told that development runs counter to Lewes/Eastbourne Joint policies 2016 which undertake to protect and enhance amenity green sites and to improve biodiversity across the area.
- e. not told that there are existing rights of easement across the Green.
- f. not told that there is a covenant on the land restricting development to one dwelling and support buildings.
- g. not told the access to Firle Road, an un-adopted single track at this point, is problematic and unlikely to be granted by planning authorities. As was pointed out in council briefing the large majority of Blatchington Green adjoining Firle Road is not in council ownership.

(Source for the above: Seaford Town Council minutes of 20 Oct 2016 (C54/09/16) and briefing paper 72/16 (1.16-1.20)

Nor was sufficient detail about the site, including information above, set out in the 2016 Neighbourhood Survey Questionnaire, to allow respondents to make a balanced judgement about alienation. The Council simply stated the site was unused, maintained at public expense, implying nevertheless it was very valuable. The question and its context were grossly misleading, did not meet proper consultation standards, meaning that the residents of North Ward have not been legitimately consulted. Nor were they allowed their full quota of Ward councillors at the 20<sup>th</sup> Oct 2016 meeting which decided on alienation.

Further evidence of misleading is in the application for planning permission to build housing to Lewes DC (LW/18/0589) where Seaford Council states Blatchington Green "is purely a green space amenity area" (paragraph 2.1 Supporting Statement). The Council was not honest with residents in 2016 survey and Councillors were not told that this was the status of the land. Amenity green spaces are considered very important for residents' mental and physical health by academics and Government. Seaford Council took no account of this because of inadequate information.

Finally residents were assured by the Town Clerk in emails dated 16 April 2018 timed at 10.12 and 17 April 2018 timed at 8.32 that Seaford Council would review the question of alienating Blatchington Green; that that would not occur for at least a further six months and then residents would be told when this review was started. The clear implication was that objections could be made at that stage. This undertaking was ignored. Instead applications were made to Lewes DC in mid June 2018, with no notice to residents, or evidence of a review having taken place.

The alienation decision by Seaford Council does not meet the standards set down for Local Authorities in the Local Government Ombudsman's "Good Administrative Practice Guide" or paragraph 43 of the National Planning Policy Framework 2018 which states that "The right information is crucial to good decision making".



## Seaford Town Council

Report 113/18

<b>Agenda Item No:</b>	9
<b>Committee:</b>	Council
<b>Date:</b>	18 <sup>th</sup> October 2018.
<b>Title:</b>	Draft Seaford Town Neighbourhood Plan
<b>By:</b>	James Corrigan, Town Clerk
<b>Purpose of Report:</b>	To present the second draft Seaford Town Neighbourhood Plan, Pre-submission Sustainability Appraisal, Design Statement and Local Green Spaces Policy for adoption by Seaford Town Council to enable Regulation 14 consultations to take place.

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### Recommendations

#### You are recommended:

- 1. To adopt the Seaford Town Neighbourhood Plan (subject to Homefield Road changes below), Pre-submission Sustainability Appraisal, Design Statement and Local Green Spaces Policy with immediate effect.**
- 2. To agree to the plan progressing to Regulation 14 consultation as soon as practicable.**
- 3. Consider making a representation to East Sussex County Council re Homefield Road, but not to put plan on hold whilst doing so.**

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### 1. Information

- 1.1** The Council previously agreed to a draft Neighbourhood Plan on the 19<sup>th</sup> October 2017. This was then presented to the public for Regulation 14 consultation.
- 1.2** During this consultation a number of potential changes were highlighted by the public. Some of these have been agreed by the Neighbourhood Plan team and are included in the draft documents presented to the Council for adoption to enable the team to undertake the Regulation 14 consultation again.
- 1.3** Whilst there has been a significant amount of technical redrafting by an independent consultant of the Sustainability Appraisal, the changes to the Neighbourhood Plan are largely minor changes with three notable exceptions, following advice from Lewes District Council.
- 1.4** There has also been a reassessment of all eligible housing sites in the plan. This reassessment has led to additional housing sites at The Downs and Florence House. In the light of the AECOM report and subsequent correspondence with owners, the Dane Valley project has been reassessed, resulting in 3 sites no longer contributing to the target for 2030.
- 1.5** Nevertheless, the Plan exceeds the target of 185 homes, by 33, giving a measure of comfort about deliverability.

- 1.6 The three Grand Avenue sites have been assessed against the criteria in the National Planning Policy Framework and added as the 12<sup>th</sup> Local Green Space.
- 1.7 A Design Guide has been added to identify those design elements that have been identified by residents, statutory bodies and our professional consultants.
- 1.8 There have been amendments to the text of the Pre-Submission Neighbourhood Plan supporting a number of proposed policies particularly:
- SEA4 (Bishopstone Conservation Area)
  - SEA10 (Health Facilities), in the light of the newly announced Health and Leisure proposals on the Downs site
  - There is a new policy (para 6.41) on business space (because the new Lewes District Council Local Plan Part 2 will not include this aspect)
  - The Plan is strengthened (Para 6.57) regarding affordable and Community Land Trusts. There have been amendments to the text supporting a number of proposed policies, particularly SEA4 (Bishopstone Conservation Area) and SEA10 (Health Facilities)
  - These amendments largely are a response to the contributions for all who were consulted at the Regulation 14 consultation event.
- 1.9 More maps and illustrations have also been added to support the understanding of the proposals.
- 1.10 It has emerged since this report was completed and the draft plan finalised that East Sussex County Council (ESCC) has agreed in principal to sell the Homefield Road site to a care home provider. This is bad news on a number of fronts. Firstly, it reduces the number of homes the plan can deliver by 19 as a care home does not count towards housing allocation. It also means that there will be even greater strain on the public health infrastructure, including ESCCs own, as more elderly are attracted to the town which already has significantly higher proportion of every age group over 65 than the national or even county average.
- 1.11 Policy SEA15 of the Neighbourhood Plan and Sustainability Appraisal, and the associated paragraphs, will have to be amended, post this meeting, to reflect this situation which is out of the team's control.
- 1.12 This will leave a total of 199 dwellings identified in the Plan, which is still in excess of the requirement of 185 dwellings, therefore providing some allowance if not all planning permissions are implemented.
- 1.13 Appendices provided;
- |     |            |   |
|-----|------------|---|
| (a) | Appendix 1 | Draft Neighbourhood Plan                |
| (b) | Appendix 2 | Pre-submission Sustainability Statement |
| (c) | Appendix 3 | AECOM Design Statement                  |
| (d) | Appendix 4 | Local Green Spaces Policy               |

Due to the size of the documents and being required in colour, only Appendix 1 is included with paper copies of the agenda (at the rear of the agenda). Any Councillors wishing hard copies of the other three appendices can either view the copy in the Council offices or ask an Officer to provide them with a copy.

Members of the public wishing to view hard copies of the appendices can do so at Seaford Library or Seaford Tourist Information Centre.

For the electronic agendas, all appendices will be provided alongside the agenda.

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Town Clerk



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## Seaford Town Council

Report 108/18

<b>Agenda Item No:</b>	10a
<b>Committee:</b>	Full Council
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Title:</b>	Seafront Improvement Plan Review
<b>By:</b>	Tony Jackson, Projects & Facilities Manager
<b>Purpose of Report:</b>	To note and adopt the changes to the Seafront Improvement Plan.

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### Recommendations

#### You are recommended:

1. To note the review of the Seafront Improvement Plan
  2. To adopt changes made to the Seafront Improvement Plan
  3. To adopt the addendum to the Seafront Improvement Plan
  4. To note that the addendum will be combined with the Seafront Improvement Plan prior to publishing, assuming both are adopted.
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### 1. Information

- 1.1 The Seafront Development Plan was created with the ethos of the project being to develop the seafront in a way that meets the expectations of Seaford residents, to attract visitors to sustain the local economy and businesses, to generate a capital surplus and to have a low risk and low revenue outlay with maximum revenue income.
- 1.2 The title has been changed to the Seafront Improvement Plan, to reflect that the plan deals with improving the facilities we have as well as creating new and exciting ones and also remove the misconception that the plan was for larger scale commercial or housing development on the seafront.
- 1.3 Appendix A presents a review of the overview of the plans to improve the seafront which were adopted in March 2017.
- 1.4 As the plan has started to take shape, it has become apparent that the original timescales cannot be met. The revised plan takes this in to account and has extended the timeline, as well as grouping works into phases as opposed to years. It is now estimated that the plan will be completed in 2022.
- 1.5 Beach hut sales have been slower than anticipated but have nevertheless been steady with sales throughout the year. It is still anticipated that we will eventually sell all 50 as planned, with 10 more being available to rent.

- 1.6 Additions to the original plan are:
- Five seasonal concessions housed in huts (not food outlets).
  - A cycle repair station, pump and racks
  - Disabled beach access
  - Bönningstedt Promenade Gabion Wall
- 1.7 Omissions are:
- 20 Executive Beach Chalets
- 1.8 Please note the phasing of the works may be subject to change depending on income from capital receipts from further land sales. In particular, the Council may look to bring forward the Bönningstedt café and toilet facility build. This would no doubt increase the saleability of the new beach huts.

Addendum – Seasonal Rental Beach Huts

- 1.9 Further to the review of the Improvement Plan, Officers have considered feedback and requests from members of the public and would like to include the provision of six further beach huts for short term, personal use rental during peak season (May-October). Due to the Plan having already been reviewed, this project is included as an addendum to the Plan at Appendix B.
- 1.10 The finances for this project are included separately at Appendix C.
- 1.11 The capital figures are self-explanatory as the purchase and build costs. The revenue figures are shown with examples of either daily or weekly rental incomes and the estimated % of occupancy each month. The total figures are based on a combined average of the daily and weekly rental figures, less the 20% commission for the West View Kiosk concession holder (that will manage the rentals).
- 1.12 If the Council adopts the revised Seafront Improvement Plan and the addendum, the intention is that the two documents will be combined prior to being published; forming one Seafront Improvement Plan and one set of finances.

**2. Financial Implications**

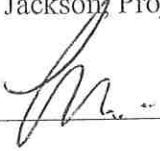
- 2.1 The financial implications are set out in the Seafront Improvement Plan (Appendix A) and the Addendum figures (Appendix C).
- 2.2 High level cost details when the plan is complete are as follows:

	<b>Seafront Improvement Plan</b>	<b>Addendum – Seasonal Rental Beach Huts</b>	<b>Combined</b>
<b>Capital Cumulative Balance</b> (at end of phase 5)	£81,845	-£8,400	<b>£73,445</b>
<b>Revenue Cumulative Balance</b> (at end of phase 5)	£193,800	£35,118	<b>£228,918</b>
<b>Typical Net Annual Revenue Thereafter</b>	£146,500	£11,706	<b>£158,206</b>

**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

108/18 - Appendix A  
1

## Seaford Seafront Improvement Plan 2017 to 2020

### Review October 2018

#### 1. Outline Plan

The ethos of the project is to develop the seafront in a way that meets the expectations of Seaford residents, to attract visitors and locals to sustain the local economy and businesses, to generate a capital surplus, and to have a low risk and low revenue outlay with maximum revenue income.

The plan is completed within the Seaford Town Council's (the Council) strategic objectives of "Developing the cultural and economic well-being of the town" and "Improving and maintaining the recreational facilities of the town".

Since adopting the plan and commencing its implementation the Council has received a lot of very positive comments from residents and visitors alike. These were particularly prevalent during the beach hut open days.

#### 2. History of the Plan

In August 2014, the Council approved the creation of a development plan for Seaford seafront.

In creating the plan, the public consultations from 2010 and 2017 have been referred to, as well as suggestions made by members of the public, and the findings and recommendations of Seaford Community Partnership.

The public consultation in March 2017 was a very informative exercise and helped the Council analyse the purpose of the seafront, establish what residents and visitors expect from the seafront, and, in turn, decide on the key areas to focus on for improvement. Over 1,000 people visited the exhibition and over 450 completed the questionnaire (many as couples).

The plan was then adopted by the Council at its meeting on 28 March 2017.

#### 3. Background information

The Seafront Development Plan was developed as a result of significant consultation with the public, partners and Councillors. It also relied upon key information documents which are listed as appendices below but are not attached to this plan due to their volume.

In addition, the key evidence in developing the plan was the survey results from the public consultation that took place in March 2017. The number of completed responses received at the close of the consultation was 452. A summary of these responses is detailed in section 6 below.

This review will give a snapshot of where the plan stands as of October 2018 and includes some minor amendments. There are also adjustments to some of the costs and timelines that can be more accurately predicted now the plan is underway.

## Business Plan

The Seafront Development Plan is formed of ten key projects, a further four have been added with this review:

### **3.1 Martello Toilets (Phase 2)**

Project – Demolition of existing toilet facility and a complete new build. To include five single cubicle WCs, a baby change/family WC, a changing places room, recessed external seating, internal seating and scope for two concessions that can serve both internal and external areas. The aspiration is to start construction towards the end of 2018, but this is dependent upon securing funds from land sales.

Cost - £280,000

Income - £39,000 per annum (£17,000 per annum rent from each of the two concessions to be based within the unit and £5,000 from the toilet income).

Return on Investment – 7.2 years

### **3.2 Bönningstedt Beach Huts (Phase 1, 3 and 4)**

Project – Sixty additional beach huts at Bönningstedt Parade. To be implemented in three phases; forty initially over two phases and a further twenty if there is the demand. As of September 2018, ten huts have been sold with a further one in the pipeline, leaving nine left to sell from phase 1. It is still planned to offer a total of fifty huts for sale over the period of the development. The remainder will be offered on short-term lets, with five of these having disabled access, and will be managed by the café at Bönningstedt on behalf of Seaford Town Council.

If anyone wants to purchase a beach hut with disabled access this can be discussed with a Council Officer.

Cost - £1.2 million (£20,000 per beach hut)

Income - £1.65 million from sales of fifty beach huts (minimum value of £33,000 sale value per hut, after fees). Ten beach huts to be rented out at £1,500 per annum, so revenue increases by £15,000 per annum. Fifty beach huts' ground rental increases revenue by £25,000 at £500 per unit.

It is noted that over the 4 phases of beach hut construction no allowance has been made for increased costs. If these do materialise this will be reflected in increased asking prices so negating any impact and need to accommodate within the figures in Appendix 1.

### **3.3 Bönningstedt Café/ Bar and Toilets (Phase 4)**

Project – An additional café unit and toilets at Bönningstedt Promenade.

Cost - £400,000 (currently a ballpark figure but project would need to be within this cost)

Income - £17,000 per annum

Return on Investment – 17.6 years

Note 1: Whilst this element is in Phase 4 of the project, subject to securing funds from a capital land sale, it will be brought forward as soon as possible. It is recognised that once this is in place beach huts will sell faster and for more. It will also increase the activity in this area of the promenade significantly.

Note 2: We will also investigate running the café in-house. Although this would require more Council resources, there would be scope for a much greater income.

### **3.4 Trees (Phase 3)**

Project – Thirty trees planted at intervals along the seafront.

Cost - £10,000

Income – potential for sponsorship through the Council’s Memorials Policy.

Return on Investment – not applicable at this stage

### **3.5 Sandpits (Phase 3)**

Project – Install two sandpits on the beach; one at Martello Tower and one at Frankie’s Beach Café.

Cost - £5,000

Income – none

Return on Investment – not applicable

### **3.6 Concession Units (Phase 1)**

Project – Establish additional concession units for:

Water Sports

Fish and Chips

Gourmet Food Van

Cost - £0

Income-£3,000 (rising yearly)

All three will provide their own kiosk/units, hence being free to provide.

### **3.7 Replacement Bins (Phase 3)**

Project – Replace existing dual bins and install new recycling bins for increased capacity and easier access.

Cost - £30,000

Income – none

Return on Investment – not applicable

### **3.8 Improved Signage (Phase 2)**

Project – Unify all signage along the seafront.

Cost - £4,000

Income – none

Return on Investment – not applicable

### **3.9 Linkage to the Town Centre (Phase 3)**

Project – Improve the linkage between seafront and town centre through use of information boards, town maps with keys, walkway route planners and pavement markings.

Cost - £20,000

Income – potential for sponsorship on boards/town maps from local businesses.

Return on Investment - not applicable at this stage

### **3.10 Art Feature - The Shoal (Phase 1)**

Project – Completed

## **Review additions**

### **3.11 Concession Huts (Phase 2)**

Project – Install five painted, wooden huts to house additional non-food concessions. These will be situated near Frankie's Beach Café and will be available to hire during the summer season. The huts will be dismantled and stored over winter. A sixth hut will contain a mobile toilet for café users and stall holders.

Note: Having a toilet available throughout the high season should mean the Council will receive higher bids for Frankie's Beach Café when the concession comes up for retender.

Cost - £6,000

Income - £1,200 per annum

Revenue Expenditure - £900 per annum (including toilet hire and installing/removing and storing of huts).

Return on Investment - 20 years

### **3.12 Bike Station and Racks (Phase 2)**

Project – Install an external bike maintenance station (including tools and pump) and bike racks. To be situated near to the Martello Kiosk. This work will be funded by the Seaford Youth Forum with a £500 contribution from the Council.

Cost - £500 (contribution from STC)

Income – none

Return on Investment – not applicable

### **3.13 Disabled Beach Access (Phase 2)**

Project – Install an all-weather, portable surface that will allow wheelchairs users, people with reduced mobility and pushchair users to access the beach as far as where the shingle falls away. Much of the funding for this project will be raised by Seaford Beach Access Campaign with a £1,000 contribution from the Council.

Cost - £1,000 contribution

Income – none

Return on Investment – not applicable

### **3.14 Bönningstedt Gabion Wall (Phase 2, 3 and 4)**

Project- Install a decorative gabion wall to provide protection for the new Bönningstedt beach huts. This will be carried out in phases when sections of huts are installed. Sponsored plaques similar to those at The Shoal will be incorporated to create an income.

Cost - £120,000 (3 x £40,000 per section over the length of 20 huts)

Income - £30,000 (£10,000 per section)

Return on Investment – not applicable

### **3.15 Water Bottle Fill Stations (Phase 2)**

Project- Install three water bottle filling stations at Bönningstedt Promenade, Frankie's Beach Café and Martello Kiosk/new toilets and café.

Cost - £6,000

Income – none

Return on Investment – not applicable



#### 4. Timetable

The project will be broken down over five years (begun in 2017 and ending in 2022).

Phase 1	Bönningstedt Beach Huts x 20 (no 1-20) Additional Concessions Art Feature – The Shoal
Phase 2	Martello Café and Toilets Improved Signage Concession Huts Disabled Access to Beach Bönningstedt Gabion Wall Water Bottle Fill Station Bike Station and Racks
Phase 3	Bönningstedt Beach Huts x 20 (no 21-40) Bönningstedt Gabion Wall Sandpits Trees Linkage to Town Centre Replacement Bins
Phase 4	Bönningstedt Beach Huts x 20 (no 41-60) Bönningstedt Gabion Wall Bönningstedt Café and Toilets

#### 5. Financial Summary

##### 5.1 Capital Expenditure - See Appendix 1

The estimated balance at the end of Phase 4 will be over £80,000.

##### 5.2 Additional Revenue (all figures are net of VAT) - See Appendix 2

The estimated cumulative revenue total at the end of phase 5 (phase 5 being the following year after the completion of phase 4) is estimated at over £193,000, potentially more depending upon how many years it takes to complete all phases.

##### 5.3 Additional Revenue in a typical year thereafter - See Appendix 2

The estimated cumulative revenue total each year thereafter will be over £67,600.

##### 5.4 Overall Seafront Revenue figures each year thereafter - See Appendix 2

The estimated overall seafront revenue figures each year thereafter will be £146,500.

## 6. Supporting Items

Impact Seaford Vision to 2030:

- To make greater use of its (Seaford's) coastal location through a regenerated seafront that is easily accessible from the town centre and transport hubs;
- To utilise the seafront to provide a crucial amenity that supports healthy lifestyles.

Seaford Town Council strategic objectives as adopted in 2016:

- Develop the cultural and economic well-being of the town.
- Improve the environment of the town.
- Improve the seafront.
- Manage the number of seafront concessions.
- Introduce 40 new beach huts.

2017 Public Consultation (over 1,000 people attended; 452 questionnaires completed):

- Support of the seafront development proposals overall 87.8%
- Construction of new toilets at Martello Tower 94.39%
- To incorporate a sheltered seating area within the toilet facility 86.12%
- Additional beach huts 83.78%
- Fresh fish and seafood kiosk 64.73%
- Café at Bönningstedt Promenade 72.37%
- Toilets at Bönningstedt Promenade 77.59%
- Trees along the promenade 69.11%
- Local art features 65.66%
- Sandpits 79.58%
- Improved signage 73.84%
- Water sports concession 51%

(figures in favour of)

## 7. Additional Matters Relating to the Seafront

### 7.1 Overflow voluntary car park, Martello Fields

It is proposed to offer whichever of the Martello Fields is available to local charities to operate as an overflow car park on busy days and allow them to make a minimal charge for motorists to park there.

### 7.2 Coach parking

East Sussex County Council consulted during summer 2018 on a proposal to allow coaches to only park in the parking bays to the west of the Martello Tower on the sea side of the Esplanade. Outcome pending.

### 7.3 Motorhome parking

East Sussex County Council consulted during summer 2018 on motorhome parking proposals on the seafront. This will allow motorhomes to park on Cliff Rise, the parking bays near Bönningstedt Promenade opposite Edinburgh Road, and the area of the Buckle car park currently solely for HGV vehicles, as well as The Buckle caravan site. If owners wish to park at the public locations overnight they will be required to pay a fee (proposed to be £5 per night) paid via an app or phone line systems, not by meter. Outcome pending.

#### **7.4 Car parking and charging**

The Council policy on charging for parking anywhere on the highway in Seaford and in particular along the seafront is that it does not support this at all. All parking bays on the seafront should be available to all car drivers free of charge at all times.

#### **7.5 Dog management on the seafront**

It is acknowledged that during the consultation a number of points were raised about dogs and their control on the seafront. A review of the existing byelaw, its enforcement and any reduction or increase in dog control will take place during the lifespan of this plan.

#### **7.6 Amalgamation of directional signs**

To reduce street clutter wherever possible, signage will be amalgamated onto one pole. This will require co-operation from East Sussex County Council in some instances. Additionally, the Council does not support the introduction of signs that state the obvious and are likely to be of no effect to offenders such as 'no littering'.

#### **7.7 Roll mats for the disabled and pushchair access to the beach – See Business Plan**

The feasibility of providing roll mats to give access the beach for wheelchair and pushchair users will be explored with a view to providing some roll mat areas if this is possible.

#### **7.8 Memorial sponsorship telescopes**

Within the existing Memorials Policy there is provision for sponsors to donate three telescopes along the seafront. This project will progress as donations are received.

#### **7.9 The Pier and Shoal project - Completed**

Whilst this is a seafront project delivered by the Council in partnership with Seaford Community Partnership, it is progressing to imminent completion irrespective of the Seafront Development Plan but is very much part of the overall improvements to the seafront. There are no financial implications for this element of the project as it is self-financing from donations for memorial plaques.

#### **7.10 Martello Tower Entertainments Area**

As with The Shoal project, this project to create an entertainments area around the Martello Tower, first conceived by the Community Partnership, is progressing irrespective of the Development Plan.

#### **7.11 Existing and future benches at Bönningstedt**

As the beach huts are installed, existing benches located at Bönningstedt Promenade will be relocated further forward or to the side of the beach hut development. If necessary, a new shelter area will also be looked at for this area.

#### **7.12 Cliff Gardens Coastal Erosion Landscaped Garden and Trail**

This is a proposed project to transform Cliff Gardens into a designated landscape garden of special interest incorporating various circular trails.

## 8. Additional Projects to Consider post 2022

8.1 During the process of creating the Seafront Development Plan, various other potential project ideas have been suggested that the Council may wish to consider looking at after the implementation of this plan. These are:

- Beach volleyball and beach football courts
- Resurfacing the promenade
- Coach car park
- Electric points for mobile kiosks
- Summer markets
- Flood gates on the promenade
- Additional beach huts adjacent to the Pier area of the seafront
- A shelter at Bönningstedt

## 9. Appendices (not attached, contained within a folder in the offices)

- 1 Martello Toilets potential designs
- 2 Bönningstedt Beach Hut designs
- 3 Bönningstedt Executive Chalet outline
- 4 Quotation for trees
- 5 Indicative plan of developed seafront
- 6 Fresh fish stall design
- 7 Recycling Bin quote
- 8 Agenda and minutes of Environment Agency liaison meeting
- 9 Town Index Plan example to locate shops from seafront
- 10 Report of Seaford Community Partnership Seafront Consultation 2010
- 11 Seaford 'Pier' Design brief, Seaford Community Partnership
- 12 50 years of Seaford Sea Defences summary
- 13 Newhaven Port Masterplan
- 14 Fleetwood Seafront Masterplan
- 15 Hunstanton Town Centre and Southern Seafront Masterplan
- 16 St Anne's Seafront Masterplan
- 17 Summary of 452 Seaford Seafront Survey questionnaires March 2017
- 18 Report and minutes from Town Council meeting 9/11/2006 agreeing to build beach huts at Bönningstedt
- 19 Department of Transport, traffic advisory leaflet reducing sign clutter 1/2013
- 20 Impact Seaford Economic Action Plan
- 21 Seaford Town Council Strategic Plan Summary

## Financial Summary

## 5.1 Capital Expenditure

Phase 1		Actual to date	Projection
		17/09/2018	
Expenditure	20 beach huts	-£400,000	-£400,000
	The Shoal	-£59,655	-£59,655
	<b>Total Expenditure</b>	<b>-£459,655</b>	<b>-£459,655</b>
Income	Sale of 20 beach huts	£333,000	£366,000
	The Shoal	£87,315	£92,000
	Land sale at The Holt (Capital Income)	£169,000	£169,000
	<b>Total Income</b>	<b>£589,315</b>	<b>£627,000</b>
	<b>Phase 1 balance</b>	<b>£129,660</b>	<b>£167,345</b>
	<b>Cumulative balance</b>	<b>£129,660</b>	<b>£167,345</b>

Phase 2		Current Forecast
Expenditure	Signage	-£4,000
	Concession Huts	-£6,000
	Disabled access to beach	-£1,000
	Martello Toilets and Café	-£280,000
	Bike station and racks	-£500
	Gabion Wall	-£40,000
	Water Bottle Fill Stations	-£6,000
	<b>Total Expenditure</b>	<b>-£337,500</b>
Income	Income from North Way land sale	£280,000
	Gabion Wall Sponsored Plaques	£10,000
	Sale of 9 beach huts	£297,000
	<b>Total Income</b>	<b>£587,000</b>
	<b>Phase 2 balance</b>	<b>£249,500</b>
	<b>Cumulative balance</b>	<b>£416,845</b>

Phase 3		Current Forecast
Expenditure	20 beach huts	-£400,000
	Sandpits	-£5,000
	Trees	-£10,000
	Linkage to town centre	-£20,000
	Replacement bins	-£30,000
	Gabion Wall	-£40,000
	<b>Total Expenditure</b>	<b>-£505,000</b>
Income	Sale of 10 beach huts	£330,000
	Gabion Wall Sponsored Plaques	£10,000
	<b>Total Income</b>	<b>£340,000</b>
	<b>Phase 3 balance</b>	<b>-£165,000</b>
	<b>Cumulative balance</b>	<b>£251,845</b>

Phase 4		Current Forecast
Expenditure	Bönningstedt Café/Toilets	-£400,000
	20 beach huts	-£400,000
	Gabion Wall	-£40,000
	<b>Total Expenditure</b>	<b>-£840,000</b>
Income	Sale of 20 beach huts	£660,000
	Gabion Wall Sponsored Plaques	£10,000
	<b>Total Income</b>	<b>£670,000</b>
	<b>Phase 4 balance</b>	<b>-£170,000</b>
	<b>Cumulative balance</b>	<b>£81,845</b>

## Financial Summary

## Revenue Expenditure

## 5.2 Additional Revenue (all figures are net of VAT)

Phase 1		Original Forecast	To date	Projection
Expenditure	Loss of rental income for 5 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£2,500	-£1,000	-£1,000
	<b>Total revenue expenditure</b>	<b>-£2,500</b>	<b>-£1,000</b>	<b>-£1,000</b>
Income	Additional seasonal concessions	£8,000	£3,250	£3,400
	Half year ground rent from additional 9 beach huts at £500 per unit	£5,000	£2,250	£3,750
	<b>Total revenue income</b>	<b>£13,000</b>	<b>£5,500</b>	<b>£7,150</b>
	<b>Phase 1 balance</b>	<b>£10,500</b>	<b>£4,500</b>	<b>£6,150</b>
	<b>Cumulative revenue total</b>	<b>£10,500</b>	<b>£4,500</b>	<b>£6,150</b>

Phase 2		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Concession Hut mobile toilet	-£600
	Take down and store mobile concessions	-£300
	<b>Total revenue expenditure</b>	<b>-£1,900</b>
Income	Ground rent from 11 beach huts at £500 per unit	£5,500
	Half year ground rent from remaining 9 beach huts at £500 per unit	£2,250
	Additional seasonal concessions	£5,500
	Concession Huts 5 x £1,200	£6,000
	<b>Total revenue income</b>	<b>£19,250</b>
	<b>Phase 2 Balance</b>	<b>£17,350</b>
	<b>Cumulative revenue total</b>	<b>£23,500</b>

Phase 3		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Loss of income from Martello kiosk	-£15,500
	Concession Hut mobile toilet	-£600
	Install, take down and store concession huts	-£300
	<b>Total revenue expenditure</b>	<b>-£17,400</b>
Income	Additional concession unit at Martello Toilets	£17,000
	Additional concession unit at Martello Toilets	£17,000
	Toilet charge income	£5,000
	Full year ground rent from 20 beach huts at £500 per unit	£10,000
	Half year ground rent from 10 beach huts at £500 per unit	£2,500
	3 x Additional seasonal concessions (tendered at approx. £2,000)	£6,000
	Concession Huts 5 x £1,200	£6,000
	<b>Total revenue income</b>	<b>£63,500</b>
	<b>Phase 3 Balance</b>	<b>£46,100</b>
	<b>Cumulative revenue total</b>	<b>£69,600</b>

Phase 4		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Loss of income from Martello kiosk	-£15,500
	Concession Hut mobile toilet	-£600
	Install, take down and store concession huts	-£300
	<b>Total revenue expenditure</b>	<b>-£17,400</b>
Income	Additional concession unit at Martello Toilets	£17,000
	Additional concession unit at Martello Toilets	£17,000
	Toilet charge income	£5,000
	Full year ground rent from 30 beach huts at £500 per unit	£15,000
	Half year ground rent from 10 beach huts at £500 per unit	£2,500
	3 x Additional seasonal concessions (tendered at approx. £2,000)	£6,000
	Concession Huts 5 x £1,200	£6,000
	<b>Total revenue income</b>	<b>£68,500</b>
	<b>Phase 4 Balance</b>	<b>£51,100</b>
	<b>Cumulative revenue total</b>	<b>£120,700</b>

Phase 5		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Loss of income from Martello kiosk	-£15,500
	Concession Hut mobile toilet	-£600
	Install, take down and store concession huts	-£300
	<b>Total revenue expenditure</b>	<b>-£17,400</b>
Income	Additional concession unit at Martello Toilets	£17,000
	Additional concession unit at Martello Toilets	£17,000
	Toilet charge income	£5,000
	Full year ground rent from 40 beach huts at £500 per unit	£20,000
	Half year ground rent from 10 beach huts at £500 per unit	£2,500
	3 x Additional seasonal concessions (tendered at approx. £2,000)	£6,000
	Concession Huts 5 x £1,200	£6,000
	Concession at Bonningstedt Cafe	£17,000
	<b>Total revenue income</b>	<b>£90,500</b>
	<b>Phase 5 Balance</b>	<b>£73,100</b>
	<b>Cumulative revenue total</b>	<b>£193,800</b>

Note - the above figures do not include contingencies at this stage which ordinarily should be 10% of costs.



## 5.3 Additional Revenue in a typical year thereafter

Revenue account each year thereafter		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Loss of income from Martello kiosk	-£15,500
	Concession Hut mobile toilet	-£600
	Install, take down and store concession huts	-£300
	General maintenance budget for all additional facilities retained by STC	-£16,000
	Cleaning costs for Bönningstedt toilets	-£7,000
	<b>Annual revenue expenditure</b>	<b>-£40,400</b>
Income	Additional concession unit at Martello Toilets	£17,000
	Additional concession unit at Martello Toilets	£17,000
	Toilet charge income	£5,000
	Full year ground rent from 50 beach huts at £500 per unit	£25,000
	3 x Additional seasonal concessions (tendered at approx. £2,000)	£6,000
	Concession Huts 5 x £1,200	£6,000
	Concession at Bönningstedt Cafe	£17,000
	Full year rent income from 10 Beach Huts at £1,500 per hut	£15,000
	<b>Annual revenue income</b>	<b>£108,000</b>
	<b>Annual Balance</b>	<b>£67,600</b>

All figures are estimates based on where possible outline quotes.

Accordingly, the figures are accurate estimates and not definitive figures.

## 5.4 Overall Seafront Revenue figures each year thereafter

Annual overall financial performance of seafront		Current Forecast
Expenditure	Loss of rental income for 2 beach huts sold at Martello at £800 per unit, less ground rent gained at £300 per unit	-£1,000
	Loss of income from Martello kiosk	-£15,500
	General maintenance budget for all additional facilities retained by STC	-£17,000
	Cleaning costs for Bönningstedt toilets	-£7,000
	<b>Annual revenue expenditure</b>	<b>-£40,500</b>
Income	Typical seafront profit	£51,000
	Typical beach hut profit	£28,000
	Additional annual revenue	£108,000
	<b>Total Income</b>	<b>£187,000</b>
	<b>Annual Balance</b>	<b>£146,500</b>



Seaford Town Council

## Seaford Seafront Improvement Plan 2017 to 2020

Review October 2018

### Addendum-Seasonal Rental Beach Huts

#### 1. Outline Plan

It has come to light through queries from the public during this summer, that there is a demand for short term rental beach huts for private hire for personal use (not commercial) at Seaford, particularly through the summer months.

This addendum to the Seafront Improvement Plan Review outlines both expenditure and income for 6 brightly coloured wooden beach huts that will be located between the West View kiosk and the Martello Tower from the 1<sup>st</sup> May to the 31<sup>st</sup> October.

Booking of the huts will be managed by staff at Frankie's Beach Café (West View Kiosk) on a 20% commission-based fee. Please note, this is still to be agreed with the concession owner but will be part of the tender package when the licence is renewed.

#### 2. Business Plan

##### *Seasonal Rental Beach Huts (Phase 2)*

Project – To purchase 6 good quality sheds and decorate both internals and externals in bright seaside colours similar to the Beach Huts located between the Martello Kiosk and Splash Point. The huts will be set up between May and October and stored during the winter.

Cost - £8,400

Income - £12,706 per annum

Revenue Expenditure - £1,000 per annum (including installing/removing and storing of huts).

Return on Investment – 0.7 years

#### 3. Timetable

Project to happen in Phase 2.

#### 4. Financial Summary

See overleaf.

## Seasonal Rental Beach Huts Revenue

## Daily Hire per hut

	Per day	Days in month	Occupancy	Amount
May	£25	31	30%	£233
June	£25	30	60%	£450
July	£30	31	90%	£837
Aug	£30	31	90%	£837
Sept	£30	30	70%	£630
Oct	£25	31	30%	£233
<b>Total</b>				<b>£3,219</b>
<b>6 Huts</b>				<b>£19,314</b>

## Weekly Hire per hut

	Per week	Occupancy	Amount
May	£125	25%	£125.00
June	£125	50%	£250.00
July	£150	100%	£600.00
Aug	£150	100%	£600.00
Sept	£125	75%	£375.00
Oct	£125	25%	£125.00
<b>Total</b>			<b>£2,075</b>
<b>6 Huts</b>			<b>£12,450</b>

Estimated combined Daily/Weekly Hire	£15,882
20% commision	-£3,176
<b>Total Income</b>	<b>£12,706</b>

## Overall Seafront Revenue figures each year thereafter

Estimated combined Daily/Weekly Hire	£15,882
20% commision	-£3,176
Maintenance	-£1,000
<b>Total Income</b>	<b>£11,706</b>

## Seasonal Rental Beach Huts Capital

Initial Set Up			
	Huts	Materials and Labour	Total
1	£1,000	£400	£1,400
2	£1,000	£400	£1,400
3	£1,000	£400	£1,400
4	£1,000	£400	£1,400
5	£1,000	£400	£1,400
6	£1,000	£400	£1,400
<b>Overall Total</b>			<b>£8,400</b>



## Seaford Town Council

### Report 112/18

<b>Agenda Item No:</b>	10b
<b>Committee:</b>	Council
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Title:</b>	C1 Strategic Plan Update review
<b>By:</b>	James Corrigan, Town Clerk
<b>Purpose of Report:</b>	To update the Council on the performance to the Strategic Plan adopted by the Council

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#### Recommendations

##### You are recommended:

1. To adopt the reviewed Strategic Plan as presented.
- 

#### 1. Information

- 1.1 The Council adopted the current, and its first Strategic Plan in April 2016. Since this time Officers have worked towards its implementation as expeditiously as possible within current financial and staffing resource levels.
- 1.2 Many of the projects have received significant positive feedback from residents and have improved the Town Council's reputation considerably.
- 1.3 Of the 41 targets originally set 13 have been achieved and 19 are in progress.
- 1.4 The recurring reason for the 9 projects not progressing or the 19 in progress non-progressing to completion is the securing of capital receipts from agreed land sales. It is anticipated that the North Way and Southdown Road planning applications will be complete by the end of the financial year with at least one of the sites being sold in that time period, so releasing funds to progress the plan further.
- 1.5 Once the capital receipts are in place the majority of the projects will be able to be completed within a two to three year timespan.
- 1.6 The changes to the plan are to take into account changing circumstances since the Plan was adopted and to ensure it remains realistic. The changes have not been tracked, as this made it unreadable, but can be compared to the original plan in Councillor's information packs and on the Council's website.
- 1.7 Apart from changes to timeframes the only other changes of note are detailed below.
- 1.8 SO1/8 changed from improving external signage to 37 Church Street to locating and securing alternative accommodation for consideration by the

Council. This is to reflect the fact that the existing facilities are quickly becoming inadequate for a growing organisation.

- 1.9 SO5/3 There is now a full suite of policies in existence, though it is accepted that there may still be additions if circumstances dictate this to be the case. The target therefore has been adjusted to "maintaining a full suite of policies" as an annual target.
- 1.10 SO5/7 has been changed to an annual target of achieving increasing commercial income by £15,000 per annum (excluding Golf and The View), as an annual target.
- 1.11 SO5/9 has been added as this is an important achievement and reflects the feedback from the annual auditor so demonstrating that this has been listened to, namely to increase the General Fund to £250,000, it currently stands at £133,675.
- 1.12 In addition to the above changes a number of targets have been changed to annual targets to reflect their recurring nature such as achieving a satisfactory internal and external audit.
- 1.13 Other targets have been adjusted to fit in with the projected financial income from capital sales and resources to deliver projects. Though it is recognised that when projects do become more intense in quantity additional staff resource will be required.

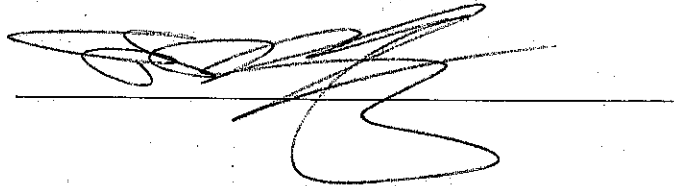
## **2. Financial Appraisal**

The Strategic Plan delivers on capital projects with the use of capital receipts, Section 106 funds and where possible, grants. The net capital income at the end of the programme will be approximately £300,000. The additional annual revenue post expenses will be approximately £430,000 per annum.

## **3. Contact Officer**

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

Town Clerk



Seaford Town Council Mission Statement and "Working together for Seaford"

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments
To develop the cultural and economic well-being of the town	Seaford has a unique selling point namely the world famous views of the Coastguard Cottages and the seven sisters as well as the seafront of Seaford	Introduce new Brown Sign Scheme	Increased visitors to Seaford	New signs installed, also redundant signs removed	£6,000 in EMR and £6,000 agreed from LDC		Mar-19	PFM	SO1/1	Most of signs now installed by ESCC (Sept 2018). Need to review signs now in situ.
		Commence marketing Unique Seaford	Marketing leaflets produced	Leaflets produced and distributed	£2,000		Dec-19	TC	SO1/2	Commenced some marketing such as Sussex Life and social media, need methods to be included in Communications Strategy.
			USP Seaford Website created	Website Produced	£4,000		Aug-20	ESO	SO1/3	Not commenced, does require funding, therefore look to starting in 2020/21 financial year.
				Increased takings at Concessions			Jun-19	PFM	SO1/4	Sept 18 - there are an additional four regular concessions on the seafront now. Existing concessions appear to be prospering. Better evidence will become apparent when the concession licences are offered for renewal.
		Develop South Hill Barn for commercial use*	Barn will be developed to enable it to be used for community use	Number of bookings at The Barn	£150,000 from land sale	Potential annual income of £130,000 and a annual profit of £100,000 after three years of operation	Mar-21	TC	SO1/5	Some trial events will be held at the Barn but capital works cannot take place until land sales progress.

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments
To develop the cultural and economic well-being of the town	Seaford has a unique selling point namely the world famous views of the Coastguard Cottages and the seven sisters as well as the seafront of Seaford		Permanent Concession will be built at Barn	Construction of permanent concession	£125,000 from land sale	Potential annual income of £80,000 and a annual profit of £30,000	Mar-21	TC	SO1/6	Trial mobile concessions have proven the demand. Requires capital receipts from land sale to develop permanent facility.
		Promote presence of TIC	Increased visitors to TIC	Increase in users of the TIC	£0		Dec-16	PFM	SO1/7	No progress made whilst negotiating with ESCC on possible move to library. Look at some minor means of promotion via a clear strategy.
		Improve external signage to 37 Church St and in particular the TIC. CHANGE TARGET TO Locate and secure alternative accommodation more suitable for growing Council with facilities to hire rooms for public use.	Locate and secure alternative accommodation more suitable for growing Council with facilities to hire rooms for public use.	New premises secured and works commenced	Existing annual rent payment of £20,000 would release approx £500,000 as a PWLB loan.		Mar-22	TC	SO1/8	Looking at alternative locations instead.
		Construct log cabins for tourists at SHGC*	Initially 4 log cabins will be constructed near SHGC with 10 being built eventually as well as 10 pods	Introduction of 10 new log cabins and 10 pods	£1,000,000 from land sale	Potential annual income of £400,000 profit and annual profit of £250,000	Dec-18	TC	SO1/9	Planning permission application imminent for 4 houses, log cabins and pods.
		Construction of entertainments area at Martello Tower	New entertainments area to be built on "the deck"	Entertainment area constructed	£15,000 from memorial bench sponsors		Dec-19	PFM	SO1/10	Ongoing, policy being developed.
		Introduction of 40 new Beach Huts to the Seafront*	40 new beach huts will be located at a suitable location	Beach huts installed and rented / sold	£800,000 cost, £169,000 from land sale plus £1,333,320 from hut sales net balance £702,320	Annual Ground rent of £20,000	Mar-20	PFM	SO1/11	20 in place at Bönningstedt Promenade, 10 sold to date (30/09/18)



Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments		
To develop the cultural and economic well-being of the town	Seaford has a unique selling point namely the world famous views of the Coastguard Cottages and the seven sisters as well as the seafront of Seaford	Town Council facilitates with support Christmas Magic and increases numbers	Christmas Magic grows and is successful	Survey stall holders and permanent traders evaluate takings against previous year		£0	Annual Target	PFS	SO1/12	Achieved, year 3 now in progress.		
		Facilitate 25 events at the Martello Fields	Local Groups hold 25 events in accordance with events planner	Number of events in the year	£0	Profit income of £5,000	Annual Target	PFS	SO1/13	Achieved 40, year 3 now in progress.		
		Facilitate 2 event at The Salts	Local Groups hold 2 events in accordance with events planner	Number of events in the year	£0	Profit income of £500	Annual Target	PFS	SO1/14	Achieved 1, year 3 now in progress.		
		Facilitate 2 Events at Martello Entertainment area	Local Groups hold 2 events in accordance with events planner	Number of events in the year	£0	£300 income per annum	Dec-20	PFS	SO1/15	Following Council discussions policy to be considered by Council in due course		
		Manage the number of Concessions on seafront	Secure agreement from LDC to delegate policy making and general management of seafront concessions to	Transfer of function to STC	£0	Additional annual income of £5,000	Dec-16	PFS	SO1/16	Achieved.		
		Include Commercial areas and hotel and holiday let areas within Neighbourhood plan *	As part of the development of the Neighbourhood Plan areas will be protected for commercial use also areas	Adoption of Neighbourhood plan with restrictions included	£0		Dec-18	TC	SO1/17	Included so far as possible at this stage.		
		To improve the environment of the town	Particular attention will be paid to land STC owns and controls, but will also look to improve the environment elsewhere where this is realistic	Improve all open spaces in Seaford*	Evaluate and create development plan of all open spaces in Seaford	Plan completed and adopted with support of local community	£10,000		Dec-19	PFM	SO2/18	Will require additional staff resource to undertake this project.
				Improve the Seafront of Seaford*	Development Plan created with Local Community support	Plan completed and adopted with support of local community	£0		Dec-16	PFM	SO2/19	Achieved plan being implemented.
					Complete regeneration in line with Seafront Development plan objectives	Measure against objectives in development plan	£250,000 approximately from grants and land sale	Additional Annual income for toilets and concessions £20,000	Dec-17	PFM	SO2/20	Progressing in line with adopted plan, updated plan due for consideration of Town Council.
				Plant 100 trees in Seaford	100 trees will be planted	Evaluate performance of Tree Wardens and STC	£0, funds raised by tree wardens		Apr-20	PFM	SO2/21	Progressing, approximately 20 trees planted since 2017. Trees for heroes project planned for 18/19 will include 109 trees around town.

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments
To improve the environment of the town	Particular attention will be paid to land STC owns and controls, but will also look to improve the environment elsewhere where this is realistic	Plant 1000 whip trees in Seaford  To Manage Seaford Head Nature reserve in line with Management Plan Develop and adopt a new Management Plan for SHNR	1000 whip trees will be planted  Work in Partnership with Sussex Wildlife Trust to implement existing plan New Management Plan developed in partnership with Sussex Wildlife Trust	Evaluate performance of Tree Wardens and STC  Against indicators in plan Plan adopted by STC and SWT	£0, funds raised by tree wardens	£15,000 per annum grant given by STC	Dec-21  Apr-17  Dec-18	PFM  PFM  TC	SO2/22  SO2/23  SO2/24	Site not yet been located, expected to be located within the development of various improvement plans.  Achieved plan being implemented, lease signed with SWT.  New plan due before Council for approval on 18 October 2018.
To improve and maintain the recreational facilities of the town	Particular attention will be paid to STC owned sites, but the Council will look to increase its site ownership in the future to ensure the whole Town has access to recreation facilities	Regenerate The Salts in Line with Development Plan  Regenerate The Crouch in line with Development plan*  Regenerate Martello Fields in Line with Development Plan*  Complete a playing pitch strategy for the Town*	Complete regeneration in line with Development Plan objectives  Create a Development Plan  Complete regeneration in line with Crouch Development plan objectives Create a Development Plan  Complete regeneration in line with Martello Fields Development plan objectives Consult with local sports teams and develop a plan	Measure against objectives in Development Plan  Development Plan supported by local community adopted  Measure against objectives in Development Plan Development Plan supported by local community adopted  Measure against objectives in Development Plan Completion of community led plan	£380,000 £106, £500,000 from land sales and grants  £0  ?  £0		Mar-21  Dec-21  Mar-23  Dec-20  Mar-22  Dec-19	PFM  TC/PPFM  PFM  TC/PPFM  PFM  PFM	SO3/1  SO3/2  SO3/3  SO3/4  SO3/5  SO3/6	Progressing on plan, review to be considered in 2019. Secured £179,000 £ 106 for skatepark, pending grant applications for Sport England and LTA for rest skatepark funds and Tennis Court regeneration.  Defer plan until post Seaford and Salts Development Plans due to staff resources.  Deferred pending above.  Defer plan development until 2019/20.  Deferred pending above.  Being progressed now by LDC.

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments
To help represent the needs of the community	As the local voice for Seaford the Town Council can make representations on behalf of the Town on various issues	Make representations on planning applications in timely manner	STC will submit representations on all relevant planning applications to LDC	Evaluate number of applications considered and responded to within prescribed time	£0		Annual target	PO	SO4/1	Achieved, responded to over 150 applications per annum, plus detailed representation on major planning issues such as Local Plan, Newlands, Avondale Hotel and Tolland Parade.
To practice good governance and fiscal responsibility	It is fundamentally important that Seaford Town Council operates legally and as effectively as possible whilst also maximising the use of public funds and assets for the public's wellbeing	Support the development of a Neighbourhood Plan	With the support of Action in Rural Sussex and the local community NP will be adopted	Total cost over three financial years £40,000			Dec-19	TC	SO4/1	Achieved and ongoing.
		Secure The Buckle Car Park as a car park in perpetuity	Negotiate with LDC to ensure future of car park is secured	Legal covenant to ensure retained as a car park			Dec-19	TC	SO4/3	Ongoing discussion with LDC.
		Achieve satisfactory external Audit			£0		Annual target	RFO/FM	SO5/1	Achieved 2016, 2017; awaiting outcome of 2018.
To practice good governance and fiscal responsibility	Take Appropriate action on internal Audit recommendations Adopt a full suite of policies in line with review timetable <b>CHANGE TO Maintain a full suite of appropriate policies</b>				£0		Annual target	RFO/FM	SO5/2	Achieved 2016, 2017 & 2018.
			Policies adopted in good time	Review against policy timetable	£0		Annual target	TC	SO5/3	Achieved March 2017 & 2018.
			Course marketing will attract additional users	Profit achieved	£0		Annual target	TC / GP	SO5/4	Achieved £48,000 2017, £25,000 2018.
			Consultation followed by possible land sales with receipts being used for major projects in Seaford included in Strategic Plan	Income of approximately £1,500,000 could be achieved	£1,700,000 capital income	£25,000 in associated fees and surveys to secure planning permissions	Jun-19	TC	SO5/5	Achieved £169,500 so far. Pending planning applications could result in additional £1.5 million.
			Generate capital income from surplus land sales*							

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Capital Financial Implications	Recurring Revenue Financial Implications	When?	Officers	Reference	Comments
To practice good governance and fiscal responsibility	It is fundamentally important that Seaford Town Council operates legally and as effectively as possible whilst also maximising the use of public funds and assets for the public's wellbeing.	Generate The View Profit of £5,000 (reduced from £30,000)	The View marketing will attract additional users and bookings	Profit achieved	£0		Apr-20	TC/GM	SOS/6	Significant year on year financial improvements since venue opened.
		Make financial savings / increase in income over budget of £25,000 ACHIEVED. CHANGE TARGET TO: Annual target to increase non-golf/The View commercial income by £15,000pa	Officers given individual targets across range of services	Savings achieved	£0		Annual target	TC	SOS/7	Achieved.
		Achieve Local Council Award scheme Gold Standard	All necessary systems will be put in place to achieve prestigious award	Securing award	£10,000		Sep-19	TC/ ESO	SOS/8	Report to Council in 2019 making necessary resolutions for application to be submitted by 1/09/19.
		Increase General Fund Reserve to £250,000	The General fund will gradually increase to £250,000 from its current level of 133,675	General Fund balance at least £250,000			Apr-21	RFO	SOS/9	Reflects comments made by Internal Auditor to increase General Fund through the Town Council has secured an emergency loan if ever required in the event of an uninsured loss from LDC.

Approximately  
£300,000 surplus  
Total regular income  
£430,000 pa

Started and ongoing

Achieved

- TC Town Clerk
- RFO RFO & Deputy Town Clerk
- ESO Executive Support Officer
- FM Finance Manager
- GM General Manager
- GP Golf Professional
- HG Head Greenkeeper
- PFM Projects & Facilities Manager
- PFS Projects & Facilities Supervisor
- PO Planning Officer



## Seaford Town Council

### Report 91/18

**Agenda Item No:** 10c  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** CC3 Honorary Freedom of the Town Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present the Honorary Freedom of the Town Policy for adoption.

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#### Recommendations

##### You are recommended:

1. To adopt the Honorary Freedom of the Town Policy as presented.
- 

#### 1. Information

- 1.1 The current Honorary Freedom of the Town Policy was adopted by the Council in November 2014 and is now due for review.
- 1.2 Officers have reviewed the policy, as attached at Appendix A, but feel that at this point in time there is no need to recommend any changes to the policy.
- 1.3 It is therefore recommended that the Honorary Freedom of the Town Policy be re-adopted as presented.

#### 2. Financial Appraisal

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

#### 3. Contact Officer

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

Town Clerk



9/1/18 - Appendix A

## Seaford Town Council

### Honorary Freedom of the Town Policy

#### Policy Statement

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of Seaford. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman/Freewoman of Seaford. This honour will be awarded only on rare and exceptional occasions. At any one time, a maximum of twelve persons, unless otherwise decided by the Council, may hold the title Honorary Freeman/Freewoman of Seaford for life.

#### Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Seaford:

1. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation, including the uniformed services.
2. All nominees should have carried out their largely voluntary roles for a lengthy period of time.
3. Nominees need not necessarily be resident within the Seaford Town Council area.
4. Any nominated Town Councillor should have retired from the post.
5. The contribution to the community should involve one or more of the following:
  - a. A significant allocation of the person's time in serving members of the community for the improvement of their well-being;
  - b. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made;
  - c. A contribution which is seen to stand above the contributions of most others;
  - d. Bravery;
  - e. Outstanding acts that promote the Town;
  - f. Outstanding sporting achievement.

#### Nomination Procedure

1. Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Seaford may make a nomination but it must be sponsored by a Town Councillor.
2. Nominations must be made in writing to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination it will be circulated to all Councillors for confidential consideration.
3. If Councillors are in agreement that the nominee should be made an Honorary Freeman/Freewoman of Seaford, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before the Council and a formal vote taken, again in confidence.

4. No fewer than two-thirds of the Town Councillors must agree the nomination.
5. The decisions of the Council on all nominations are final.

#### **Entitlement**

Any person nominated may designate himself/herself Honorary Freeman/Freewoman of Seaford for life.

The award may be made at any time as the Council see fit. A scroll will be presented to the recipient.

#### **Withdrawal**

Any person nominated who is deemed by the Council to have brought the office into disrepute, may have the designation withdrawn. No fewer than two-thirds of the Council, at a formal vote, must agree the withdrawal.

**Adopted:** 18<sup>th</sup> October 2018 -

**Review:** October 2022

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## Seaford Town Council

**Report 89/18**

**Agenda Item No:** 10d  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** CC5 Member's Allowances Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present a revised Member's Allowances Policy for adoption.

---

### Recommendations

#### You are recommended:

1. To adopt the revised Member's Allowances Policy as presented.
- 

#### 1. Information

- 1.1 The current Member's Allowances Policy was adopted by the Council in September 2015 and is now due for review.
- 1.2 Officers have reviewed the policy, as attached at Appendix A, recommending just one change to reflect the HM Revenue & Customs change to the approved mileage rates for journeys by bicycle from 24 p/pm to 20p/pm.
- 1.3 Other than the above, Officers would not recommend any further change to the policy as presented.

#### 2. Financial Appraisal

The financial implication of this report is the slight reduction, of four pence per mile, for any mileage rates claimed for journeys made by bicycle. To date however in the Council, no claims have been submitted for bicycle journeys.

#### 3. Contact Officer

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

Town Clerk





89/18- Appendix A

## Seaford Town Council

### Member's Allowance Policy

#### *Basic Allowance*

The introduction of The Local Authorities (Members' Allowances)(England) Regulations 2003 gave Town and Parish Councils the ability to pay an allowance to Local Councillors in order to recognise the time and effort they put in to their council duties. There is however no obligation to pay such allowances.

It is the policy of Seaford Town Council not to pay its elected members a basic annual allowance under the powers of the above regulations.

#### *Members Travel Expenses*

The Local Authorities (Members' Allowance) (England) Regulations 2003 state that the Council can provide a travel allowance to be paid for:

1. A meeting of the authority;
2. A meeting of some other body to which the authority make appointments or nominations;
3. A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
4. A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which the representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
5. A meeting of a local authority association of which the authority is a member;
6. Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
7. Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
8. Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
9. Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

In accordance with HM Revenue & Customs rates, it is the policy of Seaford Town Council that its members are entitled to claim back travel and mileage expenses at the following rates:

Cars: 45p/pm for the first 10,000 business miles in the tax year, 25p/pm thereafter  
Motorbikes: 24p/pm for the first 10,000 business miles in the tax year, 24p/pm thereafter  
Bicycles: 20p/pm ~~4p/pm~~ for the first 10,000 business miles in the tax year, 20p/pm ~~4p/pm~~ thereafter

A mileage claim form must be completed and submitted to the Town Clerk, along with supporting documentation, for authorisation before payment is made. Travel expenses may not be claimed for travel within the town boundaries. Travel expenses may be claimed for use of public transport and/or accommodation where the most reasonable price has been sourced and upon receipts being produced.



## Seaford Town Council

### Report 87/18

Agenda Item No:	10e
Committee:	Council
Date:	18 <sup>th</sup> October 2018
Title:	F4 Financial Regulations
By:	James Corrigan, Town Clerk
Purpose of Report:	To approve two updates to the Council's adopted Financial Regulations.

---

#### Recommendations

##### You are recommended:

1. To approve the two amendments to the Council's Financial Regulations.
- 

#### 1. Information

- 1.1 In July 2018 the National Association of Local Councils (NALC) released an amended Legal Topic Note (L09-18) regarding four amendments to the 2018 model Standing Orders.
- 1.2 On reviewing the amendments, two have already been dealt with by Seaford Town Council during the review and subsequent adoption of the Council's Standing Orders in June 2018.
- 1.3 This was namely the removal of the requirement on Town Councils to appoint an external Data Protection Officer. Members may remember that this requirement was being proposed with the new General Data Protection Regulations, and associated Data Protection Act 2018, but was removed as a requirement for Parish and Town Councils at the last minute before being approved by Parliament.
- 1.4 The other two amendments relate to clauses that Seaford Town Council transferred from its Standing Orders to its Financial Regulations, again when reviewing and adopting both documents in June 2018.
- 1.5 Rather than presenting the entire 22 page document again, the two further amendments are set out below for consideration and approval by the Council.
- 1.6 The third amendment (as underlined) is the correction of Financial Regulation 17.5.b which should read 'to the Council the accounting statements for the year in for form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.'
- 1.7 The paragraph currently reads "to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval."
- 1.8 This does not change anything in practice; it is merely a correction of wording to reflect the new forms that have to be returned for the External Audit.

1.9 The fourth amendment is regarding the contracts of the Council; Financial Regulation 11. The table at 11.1.i will need to be amended to include the following wording (as underlined) for contracts of an estimated value of purchase between £25,000-£49,999 and £50,000-above;

‘Advertise all contracts over £25,000 on the Council’s website and the Contracts Finder website within 24 hours of advertising elsewhere, unless the Council proposes to use an existing list of approved suppliers (framework agreement).’

1.10 This change was made further to requests to NALC that it clarifies the wording surrounding this clause. Legal Topic Note 87 contains more detailed guidance on advertising on the contracts finder website.

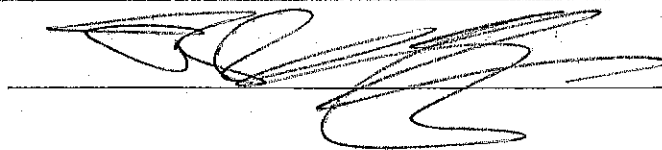
## 2. Financial Appraisal

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

## 3. Contact Officer

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

Town Clerk

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## Seaford Town Council

### Report 106/18

**Agenda Item No:** 10f  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** FI1 Data Protection Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present the revised Data Protection Policy for adoption

---

#### Recommendations

##### You are recommended:

1. To adopt the revised Data Protection Policy as presented.
  2. To note the addition of the Data Protection Officer responsibilities to the Executive Support Officer role.
- 

#### 1. Information

- 1.1 The current Data Protection Policy was adopted in September 2015 and was due for review in September 2018; also requiring updating as a result of the new data protection legislation that was introduced in May 2018, known as GDPR.
- 1.2 Due to the significant changes to the legislation and the way in which the policy needed to present the relevant information, the revised policy (at Appendix A) has been written as a new document, rather than tracked changes over the current document.
- 1.3 The current policy is available on the Council's website or in Councillor's Information Packs should you wish to review this for comparison purposes.
- 1.4 The revised policy aims to clearly set out the requirements on and responsibility of the Town Council under data protection legislation, whilst also making individuals aware of their rights under said legislation and most importantly, the process to be undertaken for submitting a Subject Access Request (a request for personal data).
- 1.5 Members may remember that there was a last minute change to the General Data Protection Regulations in May 2018 removing the necessity for Town and Parish Councils to appoint an external Data Protection Officer.
- 1.6 The Town Council should still however have an internally recognised Data Protection Officer to take on certain responsibilities as set out in section 5.1 of the revised policy.

1.7 It is intended that these duties be assigned to the role of Executive Support Officer; the Council is asked to note this addition.

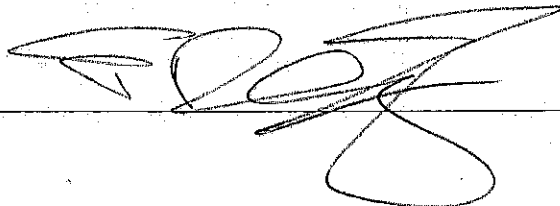
**2. Financial Appraisal**

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

**3. Contact Officer**

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

Town Clerk

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



Seaford Town Council

## Data Protection Policy

106/18 - Appendix A

### CONTENTS

1. Introduction
2. Scope
3. Policy Statement
4. Data Protection Legislation
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  - 4.2 Lawfulness of Processing
  - 4.3 Individual Rights
5. Roles & Responsibilities
  - 5.1 Data Protection Officer
  - 5.2 Town Council
  - 5.3 All Staff & Councillors
  - 5.4 Contractors and Employment Agencies
  - 5.5 Volunteers
6. Data Retention
7. Information Requests
  - 7.1 Personal Data
  - 7.2 Non-Personal Data
8. Complaints

Addendum 1- Page 8 – Subject Access Request Procedure

Adopted: October 2018  
Review Date: October 2022

## 1. INTRODUCTION

Seaford Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.

## 2. SCOPE

This Data Protection Policy applies to all Council employees, Councillors, volunteers and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

## 3. POLICY STATEMENT

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

## 4. DATA PROTECTION LEGISLATION

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

### 4.1. Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

4.1.1. **Lawfulness, Fairness & Transparency** – processed lawfully, fairly and in a transparent manner in relation to the data subject.

4.1.2. **Purpose** – Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

- 4.1.3. **Data Minimisation** – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- 4.1.4. **Accuracy** – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- 4.1.5. **Storage Limitation** – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- 4.1.6. **Integrity and Confidentiality** – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up by Schools ICT (computer networks) in the United Kingdom and Microsoft Office (email services) in three separate locations within the United Kingdom to ensure the safety of data.

## 4.2. Lawfulness of Processing

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

### 4.2.1. Consent

- i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.
- ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

### 4.2.2. Legitimate Interests

- i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.
- ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.



#### 4.2.3. *Contractual necessity*

- i. Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

#### 4.2.4. *Compliance with legal obligation*

- i. Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

#### 4.2.5. *Vital Interests*

- i. Personal data may be processed to protect the 'vital interests' of the data subject e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

#### 4.2.6. *Public Interest*

- i. Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

### 4.3. Individual Rights

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below.

4.3.1. ***Right to access personal data the Council holds on you*** – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.

4.3.2. ***Right to correct and update the personal data the Council holds on you*** – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.

4.3.3. ***Right to have your personal data erased*** – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.

4.3.4. ***Right to object to processing of your personal data or to restrict it to certain purposes only*** – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.

4.3.5. ***Right to data portability (personal data transferred from one data controller to another)*** – You have the right to request that the Council transfer some of your data to another controller.

4.3.6. ***Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*** – You can withdraw your consent easily by telephone, email or by post.

4.3.7. ***Right to lodge a complaint with the Information Commissioner's Office*** – You can contact the Information Commissioner's Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a 'Subject Access Request') or any similar requests as above is set out as an addendum to this policy.

## 5. ROLES & RESPONSIBILITIES

### 5.1. Data Protection Officer

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

The Council does however have an internally appointed Data Protection Officer, the Executive Support Officer, who is responsible for the following tasks:

- 5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person's obligations under the legislation.
- 5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.
- 5.1.3. Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.
- 5.1.4. Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

### 5.2. Town Council

The Town Council will be responsible for ensuring that the organisations comply with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

### 5.3. All Staff & Councillors

All staff and councillors will ensure that:

- 5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.
- 5.3.2. The rights of data subjects are respected at all times.
- 5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.
- 5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.
- 5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- 5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- 5.3.7. Personal information is recorded accurately and is kept up to date.
- 5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.

5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.

5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

#### **5.4. Contractors and Employment Agencies**

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

#### **5.5. Volunteers**

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

### **6. DATA RETENTION**

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

### **7. INFORMATION REQUESTS**

#### **7.1. Personal Data**

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally.

The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

#### **7.2. Non-Personal Data**

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving

greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk) and individuals are encouraged to first look on the website for the information they seek.

## 8. COMPLAINTS

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner's Office can be found online at <https://ico.org.uk/global/contact-us/>

## Subject Access Request Procedure

### 1. What is a Subject Access Request?

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

### 2. How do I submit a SAR?

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as 'subject access' or 'data protection legislation'.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk), requests may however also be submitted via social media, the Council's website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the 'data subject')
- b. The information/data you are requesting (the 'personal data')
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc. The default format will be electronic, wherever possible.

### 3. What process will the Council follow to respond?

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

#### Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject's personal data that is being requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are requesting? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.

- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, the Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

#### Responding to a SAR

- h. Respond to a SAR within one month after receipt of the request:
  - (i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month
  - (ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.
- i. Where possible, the Council will include the following in its response:
  - (i) The purpose for processing this data;
  - (ii) The categories of personal data concerned;
  - (iii) The recipients or categories of recipients to who the personal data has been or will be disclosed;
  - (iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
  - (v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;
  - (vi) The right to lodge a complaint with the Information Commissioner's Office;
  - (vii) If the data has not been collected from the data subject, the source of such data;
- j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.
- k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.
- l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.
- m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.
- n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

#### **4. How will I receive the information?**

Wherever possible, the Council will provide you with any personal data electronically, except where a request has been made otherwise or the data is not available electronically.

The Council may decline to supply information via social media if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

**5. Will there be a cost?**

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

**6. Can the Council refuse to comply with a request?**

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

**7. What data is exempt from a SAR?**

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

**8. What if I am unhappy with the response received?**

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>



## Seaford Town Council

### Report 107/18

**Agenda Item No:** 10g  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** FI2 Freedom of Information Requests Procedure  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present the revised Freedom of Information Requests Procedure for adoption

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#### Recommendations

##### You are recommended:

1. To adopt the revised Freedom of Information Requests Procedure as presented.
- 

#### 1. Information

- 1.1 The current Freedom of Information & Data Protection Requests Procedure was adopted in September 2015 and was due for review in September 2018; also requiring updating as a result of the new data protection legislation that was introduced in May 2018.
- 1.2 Attached at Appendix A is the revised Freedom of Information Requests Procedure showing tracked changes.
- 1.3 The key change is the removal of the data protection aspects of the Policy (namely the process for submitting Subject Access Requests), as these are now incorporated within the revised Data Protection Policy appearing elsewhere on this agenda.
- 1.4 The policy also now reflects guidance from the Information Commissioners Office that requests under the Freedom of Information Act (FOIA) must be submitted in writing and that this can include via social media; this was a surprising decision to officers. There is an issue of receipt in these circumstances; posts on the Council's social media sites cannot at all times be monitored daily so this may mean that the Council is left with less than 20 working days to respond, which could have an impact on other work.
- 1.5 Requests need not state that they are requests being made under the FOIA and can therefore just be a question asking for information. Allowing this through social media means a question can be within the comments thread of one of the Town Council's social media posts and this must be handled in the same manner in which a written, addressed request direct to a Council officer would be.



1.6 Officers ensure however that social media accounts are regularly checked as often is practical to ensure any comments from individuals are responded to in accordance with legislation and Council policy.

1.7 There were no other key changes to the policy or the recommended process for dealing with requests.

1.8 The Council is recommended to adopt the revised Freedom of Information Requests Procedure as presented.

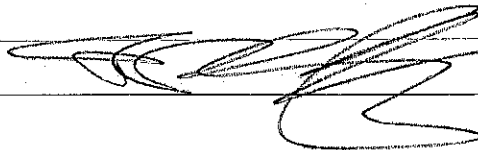
## 2. Financial Appraisal

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

## 3. Contact Officer

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

Town Clerk





107/18 - Appendix A

Seaford Town Council  
**Freedom of Information  
& Data Protection Requests Procedure**

## 1. Introduction

### 1.1 What is Freedom of Information?

Freedom of information provides public access to information held by public authorities under the Freedom of Information Act 2000.

Seaford Town Council (the Council) provides this public access in two ways:

- ∂ publishing certain information proactively as per the Council's Publication Scheme;
- ∂ responding to requests for information from members of the public or organisations.

The Act covers any recorded information that is held by the Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

### ~~1.2 What is Data Protection?~~

~~The Data Protection Act 1998 gives rules for handling information about people. It includes the right for people to access their personal data. When a person makes a request for their own information, this is a subject access request under the Data Protection Act.~~

### 1.23 What is the difference with Data Protection?

The Freedom of Information Act and the Data Protection Act come under the heading of information rights and are regulated by the Information Commissioners Office.

Data Protection legislation gives rules for handling information about people. It includes the right for people to access their personal data. When a person makes a request for their own information, this is a Subject Access Request under the Data Protection Act; further details on this and the process for submitting Subject Access Requests are available in the Council's Data Protection Policy.

The Data Protection Act exists to protect people's right to privacy, whereas the Freedom of Information Act is about getting rid of unnecessary secrecy.

## 2. Freedom of Information

### 2.1 What can be requested?

The right to ask for information only relates to information held by the Council at the time the request is made.

A request under the Freedom of Information Act gives a right to 'information' rather than specific records or documents.

The Council publishes a wide range of information on its website and as per the Council's Publication Scheme. Before submitting a request for information, the Council would urge individuals to visit the Council's website or check the Council's Publication Scheme (available on the website) as the information required may already be published.

### 2.2 Refusal of a Request

In certain circumstances the Council may refuse a request for information.

Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused.

The Council may refuse to meet a request where the Council estimates that the time to comply with the request would be in excess of 16 hours in such cases a fees notice will be issued requiring a fee to be paid to complete the request.

The Council may also refuse to accede to a request for information where the information is considered to be exempted under the Freedom of Information Act.

Similarly some parts of a request response may be redacted where the release would breach the Data Protection Act.

All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in public interest to do so.

A written explanation for any refusal of a request for information will always be given.

### 3. Process

#### 3.1 Making a Request

A request must be made in writing. As much information as possible must be given to enable the Council to identify and locate the information being requested.

Requests should be made in writing to the Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG or by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk). Requests may however also be submitted via social media, the Council's website or any other written means of contact; these methods may incur a delay in response.

A request submitted via social media or the website may need to be supplemented with another form of communication, ideally email, in order to provide a full and comprehensive response.

The request does not need to state any particular phrases i.e. that it is a 'request under the Freedom of Information Act', or the reason why the information is being sought, however as much detail of the information needed must be given.

Where an individual is not able to make a request in writing, perhaps as a result of illiteracy, disability of illness, they may ask another person or agency (such as the Citizen's Advice Bureau) to help them or make the request of their behalf.

#### 3.2 Response

The request will be dealt with by the Town Clerk or in their absence, the Deputy Town Clerk. The Town Clerk will do so in accordance with this policy and the guidance set by the Information Commissioners Office for dealing with requests.

##### *Timescale*

The Council will respond promptly to a request for information and in any event, not later than the 20<sup>th</sup> working day after the request has been received. If for any reason the request is likely to take longer to deal with, the Council will inform the requester of this.

##### *Method*

The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Council's offices. Where an inspection of documents is required, this will be arranged with the Town Clerk for a mutually convenient date and time.

##### *Charges*

In certain circumstances the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Town Clerk before the request is processed.

The Council's Publication Scheme has full details of charges for the provision of hard copies of documents.

The Town Clerk may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.

### 3.3 Appeal of a Response

If the requester is unhappy with the outcome of their request; usually where a request has been refused or they do not feel that the request has been properly handled, they should first attempt to resolve this directly with the Town Clerk.

If it cannot be resolved in discussion with the Town Clerk then an appeal should be submitted to the Information Commissioner, ~~Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.~~ The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

### 4. Data Protection Request

~~This right, commonly referred to as subject access, is created by section 7 of the Data Protection Act. It is most often used by individuals who want to see a copy of the information an organisation holds about them.~~

~~The Council will respond to a subject access request promptly and in any event within 40 calendar days of receiving it.~~

~~However, some types of personal data are exempt from the right of subject access and so cannot be obtained by making a subject access request. Each subject access request will be considered on its own merit.~~

~~The Town Clerk will deal with all subject access requests and will notify any outcome in writing.~~

### 45. Recording

~~All requests under the Freedom of Information Act or Data Protection Act will be recorded on a central log.~~

~~The Town Clerk will report any requests received as part of the Clerk's Report to each Full Council meeting.~~

~~Adopted: September 2015~~October 2018

~~Review: September 2018~~October 2022



## Seaford Town Council

### Report 93/18

**Agenda Item No:** 10h  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** FI3 Freedom of Information Publication Scheme  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present the revised Freedom of Information Publication Scheme for adoption.

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#### Recommendations

##### You are recommended:

1. To adopt the revised Freedom of Information Publication Scheme as presented.
- 

#### 1. Information

- 1.1 The current Freedom of Information Publication Scheme was adopted in September 2015 and was due for review in September 2018.
- 1.2 Attached at Appendix A is the revised Freedom of Information Publication Scheme showing tracked changes.
- 1.3 The key change is the removal of the schedule of charges for hard copies as this is actually determined as part of the annual budget setting process, so should not be detailed within this policy document (and therefore becoming out of date after one year).
- 1.4 Other changes reflect corrections in document titles, the method through which items are available and the inclusion of short descriptions for each 'class' as per the model publication scheme issued by the National Association of Local Councils.
- 1.5 It should be highlighted that those items under class 7 that are shown as being offered 'free of charge hard copies' in a reflection of practice as has always been, rather than a change in practice. This ensures that the Council can continue to circulate leaflets, newsletters, other publications and information without having to ask for a fee, which would have a rapid negative impact on the Council's publicity of its services.
- 1.6 The Council is recommended to adopt the revised Freedom of Information Publication Scheme as presented.

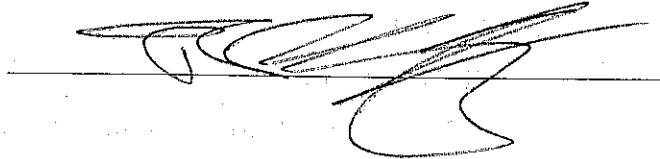
**2. Financial Appraisal**

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

**3. Contact Officer**

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 somewhat illegible due to the cursive nature of the handwriting.



93/18 - Appendix A

## Seaford Town Council

### Publication Scheme

This publication scheme incorporates regularly-requested items publicly available under the Freedom of Information Act. Requests for hard copies of documents or for other information should be addressed to the Town Clerk. If requesting hard copies of documents please take note of the schedule of charges at the end of this scheme; in the current year's Budget Book that will be payable; with the exception of hard copies of those documents in Class 7 below.

The Council's website contains a wealth of information, so the Council would recommend first visiting the website at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

Information	How can it be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Hard copy & website
Contact details for Town Clerk and Council members	Hard copy & website
Location of main Council office and accessibility details	Hard copy & website
Staffing structure	Hard copy & website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Return Form	Hard copy & website
Auditor's report	Hard copy & website
Finalised budget	Hard copy & website
Precept	Hard copy to every household with Council Tax demand. Website.
Borrowing Approval letter	Hard copy
Standing Orders and Financial Regulations	Hard copy & website
Grants given and received	Hard copy & website
List of current contracts awarded and value of contract	Hard copy & website
Members' allowances and expenses	Hard copy & website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Town Plan Strategic Objectives & Development Plans	Hard copy & website (when completed)
Annual Reports	Hard copy & website
Quality status (Local Council Award Scheme)	Hard copy & website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Hard copy & website
Agendas of meetings	Hard copy & website

Minutes of meetings	Hard copy & website
Reports presented to council meetings <u>N.B. excludes properly regarded exempt reports</u>	Hard copy & website
Responses to consultation papers	Hard copy & website
Responses to planning applications	Hard copy & website
Bye-laws	Hard copy & website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	
Standing Orders	Hard copy & website
Committee and Sub-Committee Terms of Reference	Hard copy & website
Delegated authority in respect of Officers (Scheme of Delegation)	Hard copy & website
Code of Conduct	Hard copy & website
Policy Statements	Hard copy & website
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Hard copy & website
Internal policies relating to personnel	Hard copy & website
Equality and diversity <u>Equal Oppurtunities policy</u>	Hard copy & website (when completed)
<del>Health and safety</del> <u>Safety, Health &amp; Environment policy</u>	Hard copy & website
Policies and procedures for handling requests for information	Hard copy & website
Complaints procedures	Hard copy & website
Records management policies	Hard copy & website (when completed)
Data protection policies	Hard copy & website (when completed)
Schedule of charges (for the publication of information)	Hard copy & website
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)	
Any publicly available register or list <u>N.B. Some information may be available for inspection only</u>	Hard copy
Assets Register	Hard copy & website
Diselosure log	Hard copy
Register of members' interests	Hard copy & website
Register of gifts and hospitality	Hard copy & website
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Free of charge hard copy & website Hard copy & website



Community centres and village halls	Free of charge hard copy & website <del>Hard copy &amp; website</del>
Parks, playing fields and recreational facilities	Free of charge hard copy & website <del>Hard copy &amp; website</del>
Seating, litter bins, clocks, memorials and lighting	Free of charge hard copy & website <del>Hard copy &amp; website</del>
Bus shelters	Free of charge hard copy & website <del>Hard copy &amp; website</del>
Public conveniences	Free of charge hard copy & website <del>Hard copy &amp; website</del>
Newsletters and publications	Free of charge hard copy & website
A summary of services for which the council is entitled to recover a fee, together with those fees	Free of charge hard copy & website <del>Hard copy &amp; website</del>

### Contact details:

Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

Tel: 01323 894870

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

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

### Schedule of Charges:

The price schedule for photocopying is contained in the Council's annual budget and is published on the Council's website.

~~This describes how the charges have been arrived at.~~

DESCRIPTION	BASIS OF CHARGE
Photocopying – 8p per sheet (black & white)	Actual cost
Photocopying – 10p per sheet (colour)	Actual cost
Website downloads – free	-
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Adopted: ~~24<sup>th</sup> September 2015~~ October 2018

Review: ~~September 2018~~ October 2020



Seaford Town Council

**Report 109/18**

**Agenda Item No:** 11a  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** Civic Awards Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present the new Civic Awards Policy for adoption

---

**Recommendations**

**You are recommended:**

- 1. To adopt the Civic Awards Policy as presented.**
- 

**1. Information**

- 1.1** At present the Council runs three annual awards schemes; the Mayor's Awards, Young Mayor's Awards and the Don Mabey Award.
- 1.2** The draft policy at Appendix A formalises these civic awards and the process surrounding the determination and frequency of the awards.
- 1.3** The awardees are usually determined by that year's Mayor and Young Mayor, respectively, in consultation with Council officers to ensure the process is fair and consistent.
- 1.4** To confirm, the policy is not introducing any changes to current practice.
- 1.5** It is recommended that the Council adopt the Civic Awards Policy as presented.

**2. Financial Appraisal**

There are no financial considerations 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

## Civic Awards Policy

109/18 - Appendix A

### 1. Introduction

Seaford Town Council has a scheme for providing civic awards for members of the community who have made their mark on Seaford; whether this be working selflessly for others in the community, bringing credit or positivity to the town, going above and beyond their duties (whether voluntary or paid) or displaying great bravery in the face of adversity.

Civic awards are provided through three channels;

- i. the Mayor's Awards
- ii. the Young Mayor's Awards
- iii. the Don Mabey Award

New award channels or one-off awards outside of the above will be considered and agreed by Full Council.

### 2. Mayor's and Young Mayor's Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach.

Nominations for awardees must however reflect the Council's code of conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their 'group' can be evidenced.

Nominations for Young Mayor's Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will be presented at the Annual Town Forum; usually held in late-May each year.

### 3. The Don Mabey Award

The Don Mabey Award was introduced in 2014 in memory of Don Mabey MBE, who was a Freeman of the Town and known to many for all the work he did in and around the town and its organisations.

The Don Mabey Award is awarded to individuals who have gone above and beyond with their services to the town and its residents.

The Mayor chooses the recipient for the Don Mabey Award each year and this is awarded at the Annual Town Meeting.

### 4. Nominations

Members of the public can submit a nomination for someone to receive a civic award by email or writing to the Council, clearly stating why they think that person should receive an award. Nominations should be submitted by 31<sup>st</sup> March at the latest for consideration for that year's civic awards.

There is no guarantee of an award as a result of a public nomination but due consideration will be given to all nominations received. Nominations will be reviewed by the Mayor in consultation with relevant Council Officers; the person making the nomination will be informed of the decision by 30<sup>th</sup> April at the latest.

**Adopted:** 18<sup>th</sup> October 2018

**Review:** October 2023



## Seaford Town Council

Report 88/18

**Agenda Item No:** 11b  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** Child & Vulnerable Adult Protection Policy – New Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present a draft Child & Vulnerable Adult Protection Policy for adoption.

---

### Recommendations

#### You are recommended:

1. To adopt the draft Child & Vulnerable Adult Protection Policy as presented.
- 

### 1. Information

- 1.1 Attached at Appendix A is a draft Child & Vulnerable Adult Protection Policy recommended for adoption by the Council.
- 1.2 It is best practice that the Council have such a policy in place, given its occasional work alongside children and vulnerable adults, such as at Seaford Christmas Magic and other similar events, during work experience placements and with the Young and Deputy Young Mayors.
- 1.3 The Council already has working practices in place regarding ensuring the safety and welfare of children or vulnerable adults that it may come in to contact with, largely through its regular risk assessments, so this policy does not present a change in day-to-day practice but provides a clear policy statement of the Council.
- 1.4 It is also a criterion regularly found on grant funding application forms, for the Council to have a policy in place governing child protection, so this will assist with the success of any grant funding applications the Town Council submits.

### 2. Financial Appraisal

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

If, however a Disclosure & Barring Service (DBS) check were to be undertaken, this would be at a cost of £44 per check.

### 3. Contact Officer

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

Town Clerk



## Seaford Town Council

### Child & Vulnerable Adult Protection Policy

#### 1. Introduction

Seaford Town Council recognises that the protection and safety of children and vulnerable adults is paramount and that there is a moral and legal obligation for any Councillor, Council officer, volunteer or third party conducting works for or in partnership with the Council at any given time to ensure the highest possible standard of care for children and vulnerable adults.

This policy establishes the roles and responsibilities of Councillors, staff and volunteers in relation to the protection of children and/or vulnerable adults, with whom they come into contact through their work for the Council, ensuring they are well informed, supported and enabled to provide the best possible practice.

#### 2. Policy Statement

The Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

The Council will achieve this by:

- i. Ensuring that its staff and volunteers are carefully selected, trained and supervised.
- ii. Ensuring that its councillors, staff and volunteers, that work directly with children or vulnerable adults, undergo a Disclosure and Barring Service check, where permitted by law.
- iii. Sharing information about child and vulnerable adult protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- iv. Ensuring processes are in place to ensure the safety and protection of children and vulnerable adults by groups or organisations the Council works with, including those that apply for financial grants from the Council, work in partnership with the Council or enter in to a lease or agreement with the Council, for example.
- v. Ensuring that the Council's Risk Assessments carried out give consideration to child and vulnerable adult protection and arrangements where individuals are required to work alongside children or vulnerable adults e.g. Seaford Christmas Magic and similar events, during work experience placements and with the Young and Deputy Young Mayors, for example.

#### 3. Processes

- i. For the purposes of this policy, 'a child' means anyone under the age of 18, except employees/workers of the Council who are under the age of 18 and are therefore covered by employment policies and legislation.
- ii. On joining the Council, all Councillors, staff and volunteers of the Council will be made aware of the Child & Vulnerable Adult Protection Policy and its contents.
- iii. Decisions on which employees/volunteers will be DBS checked will be taken by the Town Clerk, in compliance with relevant legislation. Decisions on which Councillors will be DBS checked will be taken by the Town Clerk in consultation with the Councillor and the Mayor.

- iv. Councillors, staff and volunteers will avoid any situations where they and an individual child or vulnerable adult are spending time alone or completely unobserved; an open environment should be encouraged, where others can see the interaction taking place.
- v. Councillors, staff and volunteers should not offer or take a child or vulnerable adult alone on car journeys, however short. If exceptionally any situations of this nature are expected to occur, this should be enacted with the prior knowledge and approval of the parent/guardian or carer.
- vi. Where possible, children or vulnerable adults should not be left unattended, however this will depend on age and circumstances.
- vii. Where there are mixed groups of children or vulnerable adults, supervision, where possible, should be by a male and female member of staff.
- viii. The rights, dignity and worth of every person or child must be respected equally and all treated fairly.
- ix. Permission shall be sought from the child's parent/guardian before the publication of any photograph or video where the child can be clearly identified.
- x. Any concerns regarding the safety or protection of a child/children or vulnerable adult/s, should be raised immediately with the Town Clerk or in their absence, the Council's Inspector or alternative senior manager, who will investigate accordingly.

**Adopted:** 18<sup>th</sup> October 2018

**Review:** October 2022



## Seaford Town Council

Report 90/18

**Agenda Item No:** 12  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** 2019-2020 Meeting Timetable  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present a draft meeting timetable for the Council and Committee meetings in the 2019-2020 Municipal Year.

---

### Recommendations

You are recommended:

1. To adopt a 2019-2020 meeting timetable from one of the two options presented.
- 

### 1. Information

- 1.1 Attached at Appendix A are two options for proposed timetables for the meetings of the Council and its Committees during the 2019-2020 Municipal Year; the report below sets out the difference between the two options.

#### Option A

- 1.2 As ever, the timetable has been carefully developed to enable necessary meetings to take place within a cycle reflective of Town Council meetings. Consideration has been given to holiday periods to try and avoid these where possible, however due to Planning & Highways Committee meetings having to be held every three weeks there are some scheduled to take place during holiday periods, these are clearly identified with a <sup>h</sup>.
- 1.3 This year a Council meeting has been scheduled take place in August again (during the summer holidays); while the timetable does try to avoid meetings at this time of year, the past three years have evidenced a need for a Council meeting at this time of year. This is to avoid oversized agendas at Council meetings either side or further meeting dates being added mid-way through the year with the risk of Councillors or Officers being unable to attend due to prior commitments.
- 1.4 Members may notice that **Councillor Training** dates are already being introduced; it is especially important that these are set at an early date to ensure as many of the new Councillors from May 2019 as possible are able to attend. These training sessions will be a vital part of their induction to the next four years in office.
- 1.5 The training will be carried out largely by STC Officers with the support of external professionals for the Planning and Code of Conduct training.
- 1.6 The training will usually start at 7pm, with the exception of the Finance and Personnel training sessions, which are scheduled to be held at 6pm ahead of Committee meetings taking place at 7pm.

- 1.7 The training sessions will be open to all Councillors but Committee members especially will be requested to attend.
- 1.8 Two dates for meetings of the **Personnel Committee** have also been set as it is known that these two meetings will need to take place; in September to receive feedback on the annual appraisal process and in February to consider the annual pay increases for staff members. Again, setting these meetings at this stage reduces the risk of Committee members or Officers not being able to attend.
- 1.9 As it stands there is a **Planning & Highways Committee** meeting scheduled to take place on 31<sup>st</sup> October 2019, the evening of Halloween, as this falls on the three-weekly cycle. It is recommended that this date be scheduled and if the relevant Committee members wish to change this (i.e. those members appointed to the Committee in May 2019), it can be brought to a Council meeting after this date.
- 1.10 The Committee meetings to consider **budgets** have all been scheduled for November/early-December, allowing Officers plenty of time to finalise the draft budget and have this with Councillors ahead of the Christmas break; allowing ample time for Councillors to review the budget before its adoption on 23<sup>rd</sup> January 2020.
- 1.11 In 2020, the **elections for the Police & Crime Commissioner** have been set for Thursday 7<sup>th</sup> May 2020. Not wanting to arrange a Council meeting for the same date, the Council's Annual Meeting in this year will be slightly later than normal, being scheduled for Thursday 21<sup>st</sup> May 2020. This has a knock-on effect on the date of the Annual Town Forum, which is scheduled for Tuesday 26<sup>th</sup> May 2020.

#### Option B

- 1.12 Option B reflects all the above points of Option A with the exception of the following.
- 1.13 In order to accommodate the number of training sessions required in such a short period of time, the usual meetings of the **Community Services and Golf & The View Committees** for June/July have been removed, allowing the new Councillors to focus on their induction and training.
- 1.14 The **Finance & General Purposes Committee** will still need to meet as planned in June in order to review the finances quarterly and award the annual Grants; this is therefore scheduled to take place immediately after the Council meeting on 21<sup>st</sup> June 2019.
- 1.15 Option B schedules a separate Finance training session (i.e. not immediately before a meeting) and therefore allows more than 45 minutes for the training session.
- 1.16 If members have any comments on the timetable please send these to the Executive Support Officer ahead of the meeting where possible so they can be factored in to the timetable in advance.

## 2. Financial Appraisal

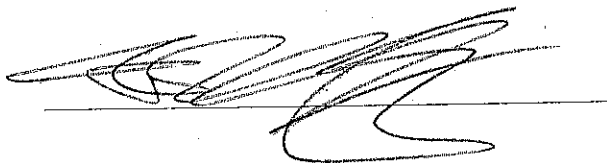
There are no financial implications as a result of this report.



**3. Contact Officer**

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

Town Clerk

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



Committee Timetable 2019-2020:  
Summary of Public Meetings

Committee	Time/ Venue	2019												2020				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May				
Community Services	7pm - Church Street			11 Thurs								Budget 14 Thurs				16 <sup>b</sup> Thurs		
Planning & Highways	7pm - Church Street		7 Thurs	18 Thurs	8 <sup>b</sup> Thurs	19 Thurs	10 Thurs	21 Thurs	12 Thurs	9 Thurs	20 <sup>b</sup> Thurs	12 Thurs	2 Thurs	14 Thurs				
Finance & General Purposes	7pm - Church Street		20 Thurs			26 Thurs		Budget 28 Thurs					19 Thurs					
Council	7pm - Church Street	Annual Mtg* 9 Thurs	Annual Return** 27 Thurs		15 Thurs		17 Thurs			Budget 23 Thurs			26 Thurs					Annual Mtg*** 21 Thurs
Golf & The View	7pm - The View at Seaford Head		11 Tues			3 Tues			Budget 3 Tues									
Personnel	7pm - Church Street					Appraisals 12 Thurs					Pay Review 27 Thurs							
Councillor Training	7pm - Church Street	Induction & IT 7 Tues	Planning*** 4 Thurs	Code of Conduct 25 <sup>b</sup> Thurs		Personal**** 12 Thurs	Budget Setting 12 Thurs			Budget Training & Working Group Mtg 12 Thurs								
		Town Forum 21 Tues																Town Forum 26 <sup>b</sup> Tues

**Note:** Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting. Public should try to arrive before the start time of the meeting to ensure they can gain entry. The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC - venue to be confirmed.

\* Council Annual Meeting on 9 May 2019 to be followed immediately by an Ordinary Council Meeting.  
 \*\* Council Meeting to approve the Annual Return.  
 \*\*\* Council Annual Meeting on 21 May 2020 forms part of 2020/21 Municipal Year and will be followed immediately by an Ordinary Council Meeting.  
 b - takes place during school holidays

90/18 - Appendix A



Committee Timetable 2019-2020:  
Summary of Public Meetings

Committee	Time/ Venue	2019												2020				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May				
Community Services	7pm - Church Street					Budget 14 Thurs						Budget 14 Thurs			16 <sup>b</sup> Thurs			
Planning & Highways	7pm - Church Street	16 Thurs	7 Thurs	18 Thurs	8 <sup>b</sup> Thurs	19 Thurs	10 Thurs	21 Thurs	12 Thurs	30 Thurs	20 <sup>b</sup> Thurs	12 Thurs	2 Thurs	14 Thurs				
Finance & General Purposes	7pm - Church Street		21 Thurs			26 Thurs		Budget 28 Thurs										
Council	7pm - Church Street	Annual Mtg* 9 Thurs	Annual Return** 21 Thurs		15 <sup>b</sup> Thurs		17 Thurs			Budget 23 Thurs				Annual Mtg*** 21 Thurs				
Golf & The View	7pm - The View at Seaford Head								Budget 3 Thurs									
Personnel	7pm - Church Street					3 <sup>h</sup> Thurs		Appraisals 12 Thurs			Pay Review 27 Thurs							
Councillor Training	7pm - Church Street	Induction & IT 7 Tues	Planning*** 13 Thurs	Code of Conduct 25 <sup>h</sup> Thurs		Personnel**** 12 Thurs	Budget Setting 12 Thurs			Budget Training & Working Group Mtg 12 Thurs								
		Town Forum 21 Tues				Thurs (open)								Town Forum 26 <sup>h</sup> Thurs				

**Note:** Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting. Public should try to arrive before the start time of the meeting to ensure they can gain entry.

The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC - venue to be confirmed.

\* Council Annual Meeting on 9 May 2019 to be followed immediately by an Ordinary Council Meeting.

\*\* Council Meeting to approve the Annual Return. To be followed immediately by Finance & General Purposes Meeting.

\*\*\* Council Annual Meeting on 21 May 2020 forms part of 2020/21 Municipal Year and will be followed immediately by an Ordinary Council Meeting.

\*\*\*\* Vital for relevant Committee members but all Councillors are encouraged to attend. Other training sessions are intended for all Councillors to attend.

<sup>h</sup> takes place during school holidays



## Seaford Town Council

Report 98/18

<b>Agenda Item No:</b>	13
<b>Committee:</b>	Council
<b>Date:</b>	18 <sup>th</sup> October 2018
<b>Title:</b>	Seaford Head Nature Reserve Management Plan 2018-2028
<b>By:</b>	Tony Jackson, Projects & Facilities Manager
<b>Purpose of Report:</b>	To present the draft 2018-2028 Management Plan for the Seaford Head Nature Reserve for approval

---

### Recommendations

You are recommended:

1. To approve the draft Seaford Head Nature Reserve Management Plan 2018-2028.
2. To note the Council's thanks to all the officers at Sussex Wildlife Trust involved in creating this document.

---

### 1. Information

- 1.1 In September 2017 the Council entered in to a 25-year lease with Sussex Wildlife Trust (SWT) for the management of the Seaford Head Local Nature Reserve (SHNR). Prior to this SWT has had involvement with the site since 1969 when it was first designated as a Nature Reserve, eventually taking on the management of the site on an annual rolling contract from October 2013.
- 1.2 In 2013 a five-year management plan was written for the site and approved by the Council, setting out how SWT would manage the site between 2013-2017 and the aims for this period.
- 1.3 Updates regarding the management of the site are regularly discussed with Council officers, where necessary, and the SWT officers also attend the SHNR Management Committee meetings to report on matters relating to the site.
- 1.4 Attached at Appendix A is the draft SHNR Management Plan 2018-2028 for the Council to consider. This has been devised by Sarah Quantrill, SWT's SHNR Site Ranger, and Steve Tillman, SWT's Reserves Manager.
- 1.5 Section 5 of the Plan (page 64) sets out the Projects Register, providing an overview of the planned activities during the first five years of the plan and the priority of said activities (all of which are described in much greater depth in previous sections of the Plan).
- 1.6 The Council is now asked to approve this 2018-2028 Management Plan.

### 2. Financial Appraisal

Under the lease, the Council pays SWT £12,500 annually towards the management costs of the SHNR. In addition to this, the Council pays SWT £2,000 annually towards ad hoc maintenance costs. These payments cover the proposed works and aspirations as

set out in the draft Plan; the approval of this Plan therefore does not bare any additional financial implications.

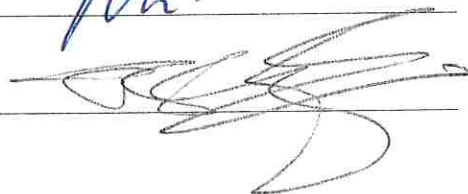
### 3. Contact Officer

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

Projects & Facilities Manager

A handwritten signature in blue ink, appearing to be 'T. Jackson', written over a horizontal line.

Town Clerk

A handwritten signature in black ink, written over a horizontal line.

**Seaford Head Nature Reserve  
Management Plan  
2018 - 2028**

**Sarah Quantrill and Steve Tillman**

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# 1: INTRODUCTION

## 1.1: Executive Summary & Vision Statement

Seaford Head Local Nature Reserve (LNR) covers an area of 150.24ha and is part of the Seaford to Beachy Head SSSI. The land within the LNR is owned by Seaford Town Council, The National Trust and East Sussex County Council with parts being let to tenant farmers. (Map 1 in Appendices) This Management Plan covers the area owned by Seaford Town Council (83ha) and managed by Sussex Wildlife Trust. (Map 1) This management area is referred to as the 'Reserve' in the rest of this document. (Map 2 in Appendices)

In 2013 The Sussex Wildlife Trust (SWT) took over management on an annual contract with Seaford Town Council, employing a Site Ranger for one and half days a week. A long term lease of 25 years was secured in 2017 enabling SWT to commit to longer term aims and access wider funding streams.

The beauty of the landscape along the coast between Eastbourne and Seaford is internationally famous. This natural heritage is a major attraction with the reserve boasting some of the best coastal views in southeast England and in particular of the Seven Sisters. It also offers opportunities to educate the local community in wildlife and conservation issues whilst actively enhancing the site for nature conservation and public enjoyment.

The site consists of maritime chalk cliff, semi-natural grassland, vegetated shingle, saltmarsh, coastal scrub, semi-natural woodland and farmland and is of national, county and local importance for its ecology, geology, geomorphology, archaeology, landscape, amenity and educational value. It is an important part of a complex of sites within the coastal area of the South Downs National Park, which includes Seven Sisters Country Park, Beachy Head and the Cuckmere Valley and forms part of the Sussex Heritage Coast.

A number of species of conservation concern have been recorded from the site, most notably **Moon Carrot** *Seseli libanotis*, and the **Potter Flower-bee** *Anthophora retusa* for which the Reserve is especially important. Both species rely on areas of open grassland and are threatened by the spread of scrub. The

site has seen a loss in its calcareous grassland over time with an increase in rank and invasive species such as Tor grass, scrub encroachment, and over-grazing by rabbits. The larger areas of scrub are an important habitat for migratory birds. The long term vision of this plan is to move the site towards a more floristically rich chalk grassland habitat interspersed with scattered blocks of denser scrub. The open grassland will be maintained using appropriate grazing animals with the minimum of mechanical management. The site forms part of the larger landscape with Sussex Wildlife Trust working in partnership with other landowners such as the National Trust and South Downs National Park Authority to create open rolling Downland.

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## **2: POLICY STATEMENT**

The aim of the Sussex Wildlife Trust is to use its knowledge and expertise to help people and organisations in Sussex to enjoy, understand and take action to conserve the Sussex environment and its wildlife.

Lowland Calcareous grassland is one of the priority habitats of the South Downs, covering 5,608ha of the National Park (4%). It is often referred to as the European equivalent of tropical rainforest due to the rich diversity of species it supports. However, chalk grassland has suffered badly from loss and fragmentation both nationally and within the National Park. (State of the National Park 2012 paper)

The aims for the site are to meet the requirements of the still relevant Habitat Action Plan for Sussex - Chalk Grassland, in so far as is possible within a single site:

- To re-create the broad landscape qualities of chalk grassland.
- The National Habitat Action Plan sets the following objectives for lowland calcareous grassland, which provide the context for the Sussex HAP:
  - Arrest the depletion of lowland calcareous grassland throughout the UK.

- Within SSSIs, initiate rehabilitation management for all significant unimproved lowland calcareous grassland in unfavourable conservation condition, with the aim of achieving favourable status wherever feasible.

Sussex Objectives:

- Maintain the integrity of all existing chalk grassland by preventing further loss and damage.
- Ensure that all existing chalk grassland is maintained and enhanced by appropriate management.
- Maintain and expand the area of chalk grassland by carefully targeted scrub management, where possible linking existing sites together.
- Identify and restore all areas suitable for reversion to chalk grassland. Ideally these should buffer and/or link together existing sites.
- Raise awareness of the importance of chalk grassland to the public, professionals and practitioners.
- Ensure better co-ordination and co-operation of bodies that have an influence over chalk grassland, at the local, national and international level.

### **3: GENERAL DESCRIPTION**

#### ***3.1: General Information***

##### **3.1.1: Location & site boundaries**

**County:** East Sussex

**District:** Lewes

**Planning Authority:** East Sussex County Council

**Grid reference:** (Main site entrance) TV 5051 9801

**Area:** LNR: 150.24ha      SWT leased area: 45.7ha

Seaford Head Nature Reserve lies to the south easterly outskirts of Seaford town (Map 2 in appendices) and as such provides close access to an important green space area for the population of the town and a gateway into the South Downs National Park. The reserve is a short distance from a number of other Sussex towns and cities most notably Brighton, Eastbourne, Newhaven and Hastings.

(Map 3 in Appendices). Seven Sisters Country Park, owned by ESCC, lies over the other side of the River Cuckmere.

The famous views from the reserve across Cuckmere Valley and to the Seven Sisters cliffs are a major attraction for visitors locally, nationally and internationally. The site is also well known for bird watching being particularly important for migrating birds in the Spring and Autumn.

The Reserve is an important educational resource for schools and colleges in Seaford, Brighton, Eastbourne, Hastings and the surrounding towns and villages of East Sussex.

The Reserve falls into two blocks divided by farmland and connected by a narrow coastal strip. The eastern block overlooks the Cuckmere Valley and is a popular tourist destination for viewing the Seven Sisters cliffs. The western block is adjacent to and in places overlaps with Seaford Head Golf Club. The Golf Club and SWT work together in those areas shown on (Map 2 in Appendices)

### **3.1.2: Tenure**

The land tenure details of the site are as follows: -

**Ownership:** (Map 1) Seaford Town Council own the freehold for the area of Seaford Head Local Nature Reserve which is part of the Seaford Estate. The lease with SWT covers the areas as detailed in Map 2. It is for 25 years from September 2017 to September 2042.

Right of access via the main track from South Hill Barn car park exists for the owners of the Coastguard Cottages and for the Environment Agency.

### **3.1.3: Management/organisational infrastructure**

Seaford Head Local Nature Reserve Management Committee coordinates the overall maintenance and management of the whole LNR. The Committee consists of Seaford Town and Lewes District Councillors and representatives from interested organisations; Sussex Wildlife Trust, Sussex Ornithological Society, Seaford Natural History Society, the National Trust, South Downs

National Park Authority, South Downs Society, Natural England, the Seaford Head Golf Club Greenkeeper, the tenant farmer and a representative from the Coastguard Cottages. The Management Committee currently meets three times a year.

The area covered by this Plan is managed by the Sussex Wildlife Trust. The Trust's Reserves Manager (Central) has executive authority over most management decisions. A Site Ranger, currently employed for 10.5 hours per week, implements the management objectives under the supervision of the Reserves Manager.

Within the reserve there are two areas managed by SWT, an area where we provide management support to the Golf Course, and an area where we provide management support to the tenant farmer. (Map 2)

The SWT Conservation Committee acts as an advisory group for conservation policy; reserves management and advises the Wildlife Trust Council on scientific matters. Through the management plan all work is approved by the SWT Conservation Committee.

#### **3.1.4: Site infrastructure**

The site can be easily reached via car with a free car park at South Hill Barn, TV5046 9805. The Vanguard Way long distance path, a part of which passes through the Reserve from the Cuckmere Valley to Newhaven, can be reached via the A259 with parking at the Seven Sisters Country Park car park at TV 5184 9942. A bus route runs from Eastbourne to Brighton and stops at Seven Sisters Country Park. The Vanguard Way can be taken from the A259 at the Cuckmere Inn pub along the Cuckmere River to the eastern entrance to Seaford Head LNR. The closest train station is at Seaford with a short walk through the town taking visitors to Splash Point and entry into the Reserve from the west along the coastal path via Seaford Head.

Access to the beach is via the steps at Hope Gap and from Cuckmere Haven but only at suitable states of the tide. There is no access at any state of the tide west of Hope Gap. As well as Public Rights of Way there are many well established desire lines crossing the reserve. (Map 4 in Appendices)

Authorised vehicular access to the Eastern side of the site is via South Hill Barn car park along the track to the Coastguard Cottages and along the cement road towards the radar beacon. On the Western side access is from Chyngton Road TV497986 but this can be impassable in wet conditions. Access across the golf course can be arranged with the Greenkeeper when necessary.

### **3.1.5: Map coverage**

OS Landranger 1:50000 sheet 198 Brighton and Lewes/199 Eastbourne and Hastings

OL25 - Explorer 1:25 000 scale Eastbourne and Beachy head

### **3.1.6: Photographic coverage**

#### *a) - Aerial Photographs*

A range of aerial photos exist on Google Earth most recent photos are from 2015. Luke Barber, Senior Research Officer, Sussex Archaeology Society holds many aerial photographs of WW1 and WW2 archaeology.

#### *b) - Ground Photographs*

There are also several ground photographs taken of the army camp during the WW1.

#### *c) - Fixed Point Photographs*

A series of 12 fixed point photographs were set up by SWT in 2013 and repeated on an annual basis. Photos are held on the SWT land management IT system.

#### *d) - Drone Footage*

There is no official film of the site taken by a drone but numerous films can be found online.

### **3.2: Zones**

The site is divided into 13 compartments to aid management with numbered Rides and Glades. (Maps 5 and 6 in Appendices)

<b>Compartment No:</b>	<b>Compartment Name:</b>
1	Golf Course
2	The Trenches
3	The Rides
4	The Beacon
5	Buckle Church
6	Coastal Strip
7	Hope Gap
8	Hope Bottom
9	Turning Circle & Track
10	Cuckmere View
11	Cable Hut
12	Saline Lagoon
13	Farmers Field

### **3.3: Environmental information**

#### **3.3.1: Physical**

##### **3.3.1.1: vulnerability and climate change**

The projection is for hotter drier summers. Impacts to chalk grassland will be due to greater incidents of drought leading to:

- Changes in species composition and declines in overall species diversity on species rich chalk grassland.
- Loss of condition on designated sites or priority habitats may occur.
- Species migration and loss of small or isolated patches of habitat will affect their resilience.
- Fragmentation of some habitat types will limit their adaptive capacity.

To try to mitigate for climate change objectives could include increasing habitat connectivity and permeability of the landscape to wildlife, undertaking adaptive

management and ensuring that areas of valuable habitat are bigger and better managed. Also to work with partners to enable better connectivity and more joined up thinking.

(Reference from SOUTH DOWNS NATIONAL PARK Climate Change Adaptation Plan)

### **3.3.1.1: Hydrology**

Due to its porous soils and bedrock the site drains freely. There are no rivers, streams or surface water bodies such as dewponds within the reserve boundary. There is a derelict pond at South Hill Barn outside the reserve boundary which is overgrown with invasive species.

### **3.3.1.2: Geology**

The reserve is a very unusual maritime cliff site which is essentially a hard rock cliff made up of Cretaceous Upper Chalk with flints but with a layer of loess deposits on top of the chalk which are exposed along the cliff top.

On Seaford Head there is a thin layer of Palaeogene sand. Resting on top is a similarly thin layer of Pleistocene loess, reworked silt and sand transported by wind and probably sheetwash. They are difficult to distinguish from each other as they are both fine-grained and orange-brown. Below these surface layers, which acidify percolating water, are funnel-shaped solution pits in the chalk, similar to those at Newhaven, and some larger solution pipes. Short Cliff carries a thicker layer of loess, which rests on what appears to be an ancient river terrace of the Cuckmere. Beneath the Short Cliff Beds are well-developed solution pipes passing down to high water and below. (1996, Castleden, R.) Some of these solution pipes can also be seen in the wave cut platform below Short Cliff.

### **3.3.1.3: Soils / Substrates**

There has been no soil survey for the Reserve and the following description has been compiled from information held in the site records.

The unusual geology of chalk, Palaeogene sand and Pleistocene loess has produced a mix of soil types giving rise to a complex series of habitats and NVC



(National Vegetation Classification) communities combining base-rich, neutral and some acidic grassland and scrub. Soils on the chalk are generally well drained and tend to be thin but they do vary across the site.

#### **3.3.1.4: Geomorphology / Land Form**

The area which is now south-east England was, 20 million years ago, a low plain formed by the deposition and burial of layers of chalk, clay, silt and sand throughout the Cretaceous period and the succeeding Palaeogene period. The building up of subterranean forces subsequently resulted in large-scale movements of the earth's crust resulting in uplift and erosion. Over millions of years the centre of what would otherwise have been a dome of rock eroded away leaving an outer rim of harder chalk which now forms the North and South Downs, surrounding a lowland plain of softer clay, with the more resistant Greensands and sandstones of the High Weald forming intermediate, central hills.

The southeasterly slopes and dry valleys along this stretch of chalk cliffs are truncated at the coast. To the east of Seaford Head they form Hope gap and beyond the Cuckmere Estuary the Seven Sisters. Cliff erosion has been estimated at an average of 0.3 – 0.5m per year but around Hope Gap 1.26m per year. Generally cliff falls are relatively small and happen in winter and spring. However in June 2017 there were a series of falls the biggest producing a reported 50,000 tonnes of debris below the cliff just the west of the Nature Reserve boundary. Erosion on the east side of the steps at Hope Gap is likely to completely isolate the steps from the cliff in time.

Inland on the western side of the Reserve the slopes face north and are dotted with small quarries, possibly where chalk and flints were removed. Some of these quarries were used as waste tips by the soldiers who were based there during WW1.

### 3.3.2: Biological

#### Introduction

A total of 1507 species have been recorded across all taxa as of April 2018. This makes the site the 11<sup>th</sup> (out of 32) most well recorded Sussex Wildlife Trust reserve and the Central Area Manager's third most well recorded reserve (after Woods Mill & Malling Down) despite being the Trust's newest reserve. **Of these 1507 species, 152 (or 12.3%) have some form of conservation status.**

The 'mean year of the last record' across all species is 2011, considerably higher than the average across all reserves of 2006. This is a good indicator of how contemporary the recording is at Seaford Head compared to other sites and is beaten only by Graffham Common and Southerham Farm. Having Seaford Head Natural History Society so active on the reserve is a unique situation on SWT reserves and plays a big factor in this.

Each taxonomic group has been assessed at different times by varying methods. Some taxa are long overdue revision while others have been updated very recently (such as the spiders in 2017). A brief description of the conservation statuses in this section is given here and has kindly been provided by Mike Edwards.

**The old RDB (Red Data Book) Conservation Status** categories were based purely on the number of 10km squares which a species was known to have been recorded from, with a base-line date of 1970. These categories are obviously susceptible to the progressive accumulation of new records over time. This is especially so as, for some species in particular, non-specialist recording has increased significantly. There are also known changes in range and abundance which have been increasingly commented on by specialists.

The old system graded species like this:

**RDB 1.** Endangered. Species currently (post 1970) known to exist in five or fewer ten-kilometre squares.

**RDB 2.** Vulnerable. Species in severely declining or vulnerable habitats, or of low known populations. Known to exist (post 1970) in ten, or fewer, ten-kilometre squares.

**RDB 3.** Rare. Species with small populations, not at present Endangered or Vulnerable, but which are felt to be at risk. Species currently known to exist (post 1970) in fifteen, or fewer, ten-kilometre squares.

**RDB K.** Species of undoubted RDB rank, but with insufficient information for accurate placement; includes possible recent arrivals.

**Nationally Scarce.** Species currently (post 1970) known to exist in one hundred, or fewer, ten-kilometre squares.

In some groups these are further sub-divided into:-

**Nationally Scarce a.** Species currently (post 1970) known to exist in thirty, or fewer, ten-kilometre squares.

**Nationally Scarce b.** Species currently (post 1970) known to exist in thirty-one to one hundred ten-kilometre squares.

The new IUCN-type Red Data Book Conservation Status categories are based on perceived threat, of which distribution is only one part, the other being related to the population trend over the 10 years previous to the assessment, for the species in question. Such trends may be inferred from accumulated specialist knowledge, but, as the quantity and quality of data improves increasing effort is being made to model such changes. The output of such modelling being then compared with the specialist knowledge. Species with a negative trend may not be inherently rare, it is the decline which is the significant factor.

The new system grades species like this:

**Regionally Extinct (RE).** See group-appropriate Red List for criteria. In general, a sufficiently long time has elapsed since the last record of this species.

**Critically Endangered (CE).** Species with a very severe decline in population trend or geographic range within the area considered.

**Endangered (E).** Species with a severe decline in population trend or geographic range within the area considered.

**Vulnerable (V).** Species with a marked decline in trend or geographic range within the area considered.

**Near Threatened (NT).** Species which are suspected to qualify for Vulnerable, but where the data does not quite support such a category.

**Least Concern (LC).** Species which show no marked negative population trend or geographic range. Indeed they may have positive values for either or both.

There will be a number of species where it has been considered that there is insufficient information to provide a supported grading, such species are called Data Deficient (DD). There are also categories for invasive (with anthropogenic agency) species, which are usually assessed as Not Applicable (NA).

The IUCN Red List system was primarily developed for assessing large mammal populations and fish stocks, adapting it for invertebrates is, inevitably, an experimental process and it is to be expected that there will be variability in its application and interpretation between groups. However, each published GB Red List has information on the actual way in which decisions have been arrived at. These should be consulted where necessary.

#### **There is no inherent equivalence between the old and new systems**

Great Britain has a considerable environmental gradient from north to south and, to a lesser extent, east to west. Species which are stable in their trend or geographic extent may still be considerably limited by the availability of suitable habitat resources. In order that such species do not get missed from

conservation considerations a second, parallel, system of GB scarcity has been developed. This is similar to the old Conservation Status system in that it is based on the number of 10km squares which the species is known from, in a given time period, usually 30 years previous to the date of the assessment.

Categories for this National Scarcity rating are:

**NR**, with 1-15 10Km occupied squares

**NS**, with 16 to 100 10Km occupied squares.

Clearly both systems will require periodic revision if they are to remain relevant to the needs of a modern country and the conservation of its fauna.

### **3.3.2.1: Habitats/communities**

The following NVC communities were recorded at Seaford Head by Graeme Lyons in 2012. (Map 9 in Appendices) A brief description of the communities is provided along with any relevant information specific to the site. This includes whether the community is a good fit or not, key species driving the ecology and the presence of any rare species.

Some 27 NVC communities were recorded. This large number is a reflection of how diverse the site is.

**SD1 – Curled Dock *Rumex crispus* – Yellow-horned Poppy *Glaucium flavum***

Small areas of this community occur on the shingle around the small saltmarsh. The community seen at Seaford is **SD1a typical sub-community**. This community is nationally uncommon. SD = Sand Dune.

**MC5 – Thrift *Armeria maritima* – Sea Mouse-ear *Cerastium diffusum* maritime therophyte community.**

Occurs along the cliff tops but is difficult and dangerous to map accurately. The community occurs down the face of the cliff and can be seen on the cover photo to the right of the bare patches of loess. The accuracy of the areas of this community is therefore likely to be quite low. This community is associated with the loess (windblown sand deposits) that cap the chalk cliffs along much of Seaford Head. It is also the main nesting area of the rare bee *Anthophora retusa*.

**MC5d – Thyme-leaved Sandwort *Arenaria serpyllifolia* sub-community** best describes this at Seaford Head. MC = Maritime Cliffs.

**MC11 – Red Fescue *Festuca rubra* – Wild Carrot *Daucus carota* maritime grassland**

This community occurs in very thin strips immediately adjacent to the cliff tops. Dominated by a carpet of Red Fescue and the occasional tussock of Cocksfoot and punctured throughout with the flowers of Wild Carrot. Occasionally Knapweed, Agrimony and Restharrow appears as the community grades into something closer to MG5. MC11 is restricted to the cliff tops above the chalk.

**MC11c – Salad Burnet *sanguisorba minor*** is the most abundant community

**MC11b – Restharrow *Ononis repens*** occurs in one small area.

**MG1 – False Oat-grass *Arrhenatherum elatius* grassland**

Unmanaged grassland on more neutral soils tend towards this community. False Oat-grass becomes the overwhelming dominant grass and species-richness is eventually lost with time. False Oat-grass cannot compete with grazing or a regular cutting regime.

**MG1d – Knapweed *Centaurea nigra*** this sub-community is more floristically rich and less overwhelmingly dominated by False Oat-grass.

**MG1c – Wild Parsnip *Pastinaca sativa* sub-community** also present along the cliff tops in places. MG = Mesotrophic (neutral) grassland.

**MG5 – Knapweed *Centaurea nigra* – Crested Dogstail *Cynosurus cristatus***

This is a very variable community. MG5 is best known as the species-rich neutral hay meadows, often on heavy soils like those in the Weald. Knapweed is a constant indicator of this community as is Red Fescue, Ribwort Plantain, Bird's-foot Trefoil, Agrimony and Selfheal. In addition to the usual constants, the sub-

community recorded at Seaford Head is **MG5b – Lady's Bedstraw *Galium verum* sub-community** which displays many species present in the CG communities such as Lady's Bedstraw, Salad Burnet and Glaucous Sedge. This community grades into the CG communities. The regular mowing and removal of cuttings followed by grazing by rabbits have perpetuated this community. This community is nationally uncommon.

**MG6 – Perennial Rye-grass *Lolium perenne* – Crested Dogstail *Cynosurus cristatus* grassland**

This is the semi-improved neutral pasture that is so abundant throughout the country. It will have had at some point in its history a level of input that has increased the fertility of the soil. **MG6c – Yellow Oat-grass *Trisetum flavescens***. In this sub community, a number of chalk related species are recorded.

**MG7 – Perennial Rye-grass *Lolium perenne* leys**

Even more nutrient enriched than MG6. This grassland is often dominated by tall, lush plants of Perennial Rye-grass. White Clover is often the only other species. This could indicate an area that was either heavily enriched in the past or is where livestock perhaps spend much of their time. The sub-community here is best described as **MG7a Perennial Rye-grass *Lolium perenne* – White Clover *Trifolium repens* ley**.

**CG2 – Sheep's Fescue *Festuca ovina* – Meadow Oat-grass *Helictotrichon pratensis* grassland**

Of the three CG NVC communities at Seaford, this is probably the richest. It is also by far the most tightly grazed and in all cases where CG2 is found at Seaford, it is very heavily grazed by rabbits. All the CG2 at Seaford was recorded as **CG2a – Dwarf Thistle *Cirsium acaule* – Squinancywort *Asperula cynanchia* sub-community**. This community is nationally uncommon. CG = Chalk-grassland.

**CG3 – Upright Brome *Bromus erectus* grassland**

In this NVC community, Upright Brome comes to dominate in the sward giving it a highly distinctive look from the tightly grazed CG2. CG3 becomes the dominant

chalk-grassland to the west of the site on the golf course. All of the CG3 recorded was of the **CG3b – Knapweed *Centaurea nigra* sub-community** which usually has Upright Brome at more than 50% cover and an increase in the number of coarse dicotyledons. Clustered Bellflower was recorded in this community to the west of the golf course. This community is nationally uncommon.

**CG4 – Tor-grass *Brachypodium pinnatum***

This community is dominated by Tor-grass. This coarse grass is often the cause of much alarm on chalk-grassland sites. It must be remembered that it is native and despite the fact that it can spread and take over areas of more species rich CG2 and CG3, there is no evidence for this at Seaford yet. This baseline NVC can easily be used to track the spread of CG4 at Seaford. Grazing in the growing season with cattle rather than sheep is thought to be better at controlling Tor-grass and breaking up its dominance. The large patch of CG4 to the south provides a benefit too by sheltering the Moon Carrot from the grazing pressure of the rabbits. At Seaford, **CG4b Knapweed *Centaurea nigra* – Rough Hawkbit *Leontodon hispidus*** was the only sub-community recorded. This tends to be dominated by Tor-grass.

**U1 – Sheep's Fescue *Festuca ovina* – Common Bent *Agrostis capillaris* – Sheep's Sorrel *Rumex acetosella* grassland**

In this tightly grazed acid grassland, a number of small plants fight for dominance and the sward is usually kept open by rabbit grazing. At Seaford Head this community is represented by a single polygon on the top of a hill topped by gorse and bracken to the northwest of the golf course and is best described as **U1b – typical sub-community. This community is nationally uncommon. U = acid grasslands.**

**U4 – Sheep's Fescue *Festuca ovina* – Common Bent *Agrostis capillaris* – Heath Bedstraw – *Galium saxatile* grassland**

In this very grassy sward dominated by fescues, a strange mixture of acid loving and chalk loving plants can be found. To the north of the golf course, there is clearly a very dynamic underlying geology and this is reflected in the vegetation.

**U4c – Yorkshire Fog *Holcus lanatus* – White Clover *Trifolium repens* best**



describes this sub-community. The presence of Wild Thyme is also indicative. This community is typically a north western community but is the best fit in this case.

**U20c – Bracken *Pteridium aquilinum* – Heath Bedstraw *Galium saxatile* community**

Dense stands of Bracken to the northwest of the golf course are best described as **U20c species-poor community**.

**W8 – Ash *Fraxinus excelsior* – Field Maple *Acer campestre* – Dog's Mercury *Mercurialis perennis* woodland**

This is the main type of woodland that grows on base-rich soils in the area. Where it grows as secondary woodland, it is often incredibly species poor and the canopy is dominated by Ash and Sycamore. The one block of mature woodland on the site is home to a rookery and breeding Stock Dove. W = Woodlands.

**W21 – Hawthorn *Crataegus monogyna* – Ivy *Hedera helix***

Although Blackthorn may be the most abundant component in the scrub at Seaford, it is never the only component and this means that W22 (blackthorn scrub) is not represented on the site. Interestingly, the richest type of hawthorn scrub (**W21d – Wayfaring-tree *Viburnum lantana* sub-community**) is present but only occasionally and where it is present it is usually overwhelmingly dominated by Wild Privet and/or Old Man's Beard. The most frequent type is **W21c False-brome sub-community** which typically has some chalk-scrub associates but these appear as scattered bushes. On the heavier soils, the community is better described as **W21a – Ivy *Hedera helix* – Nettle *Urtica dioica* sub-community**.

**W23 – Gorse *Ulex europaeus* – Bramble agg. *Rubus fruticosus* scrub**

Small patches of Gorse appear around the site but it is particularly prominent in the more acidic northwest end of the golf course.

**W24 – Bramble *Rubus fruticosus* agg. – Yorkshire Fog *Holcus lanatus* underscrub**

Scattered patches of Bramble occur throughout the site. Where grassland is being taken over by Bramble, the community is denoted as MG5/W24 for example.

**W25a – Bracken *Pteridium aquilinum* – Bramble agg. *Rubus fruticosus* underscrub**

Several patches of Bracken and Bramble with a fine display of Bluebells in the spring are better noted as W25 than U20. **W25a – Bluebell *Hyacinthoides non-scripta* sub-community.**

**SM8 – Glasswort *Salicornia* saltmarsh**

Several small areas of this early successional saltmarsh community occur to the east. They are usually dominated by nothing more than Glasswort and contain a lot of bare mud. SM = Salt Marsh.

**SM16 – Red Fescue *Festuca rubra* saltmarsh**

Red Fescue is somewhat of a red herring when describing this community which is, in the case of Seaford, mostly dominated by **Saltmarsh Rush *Juncus gerrardi* and is represented by the sub-community SM16b** which is known to be dominated by this rush. Only small fragments occur in the small saltmarsh to the east.

**'SM21 type' vegetation**

Note, SM21 is a nationally rare NVC community restricted to the North Norfolk coast. The community described here is perhaps the closest fit. It lacks Shrubby Sea-blite but it is dominated by Rock Sea-lavender at Seaford Head.

**SM24 – Sea Couch *Elymus pycnanthus* salt-marsh community**

Dense stands of the bluish Sea Couch grass can be found on the salt marsh. Note that by 2018, this habitat has been lost from the lagoon due to changes in salinity through shingle movements.

**SM27/SD1a**

An area of saltmarsh/sand dune interface is found to the south of the saltmarsh. The dominant plant is Sea Mayweed. *Philorhizus vectensis* (Ground Beetle) was recorded in this area. This community is nationally uncommon.

**SM28 – Common Couch *Elytrigia repens* upper salt-marsh community**

One small patch of this community was recorded on the top of the cliffs.

**OV24 – Nettle *Urtica dioica* – Goosegrass *Galium aparine* community**

Small patches of this community occur where some level of localised nutrient enrichment has taken place, usually where cuttings have been dumped over many years. OV = Open Vegetation.

**OV25 – Nettle *Urtica dioica* – Creeping Thistle *Cirsium arvense* community**

Dominated by the two community constants, a large patch of this community occurs in the MG6/MG7 field to the north of the nature reserve. It is no doubt a result of repeated supplementary feeding and the associated dunging and disturbance caused by the cattle. It would be very difficult to reverse. It also the location of a number of vigorous plants of Henbane.

**OV27 – Rosebay Willowherb *Chamerion angustifolium* community**

Scattered patches of Rosebay Willowherb occur around the site. Like OV24, they are typically small and scattered.

**3.3.2.2: Flora**

A comprehensive species list for the site is kept by the Senior Ecologist derived from data from the Sussex Biodiversity Record Centre and the Land Management team's surveys.

**Vascular plants**

A total of 335 vascular plants have been recorded (including one conifer: Yew, as well as five ferns. Of these, 7 (2.1%) have conservation status.

Species	Vernacular	Last record	Conservation status
<i>Cynoglossum officinale</i>	Hound's-Tongue	1999	RedList GB post2001 NT
<i>Euphrasia pseudokernerii</i>	Chalk Eyebright	2017	RedList GB post2001 VU, UK BAP Priority
<i>Hyoscyamus niger</i>	Henbane	2017	RedList GB post2001 VU
<i>Phyteuma orbiculare</i>	Round-Headed Rampion	2011	Nat Scarce
<i>Sesell libanotis</i>	Moon Carrot	2017	Nat Rare, RedList GB post2001 NT
<i>Spiranthes spiralis</i>	Autumn Lady's-tresses	2015	RedList GB post2001 NT
<i>Viola canina</i>	Heath Dog-Violet	2007	RedList GB post2001 NT

#### Moon Carrot *Seseli libanotis*

This Nationally Rare and Near Threatened plant is known from very few locations in the UK and only one other location in Sussex. Even on Seaford Head it is restricted to a relatively small area of only a few square metres with two small satellite colonies to the east. Although it resembles Wild Carrot, the location and species was thought to be suitably iconic enough to appear on the front of the 2018's 'Flora of Sussex'. Growing on chalk-grassland its main threats are over-grazing by rabbits, under-grazing and the encroachment of scrub and Tor-grass. The five year mean in the number of plants was 1290 and the last count in 2017 was 1483.

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#### Green-winged Orchid

Growing on the golf course side of the reserve, this species is a good example of how green-keeping and SWT engagement can also benefit wildlife.

#### Henbane

This Vulnerable plant grows appears in enriched areas after they have been disturbed. It is sporadic in nature and often disappears after the disturbance element has been removed.

#### Saline lagoon flora

A very small area of saline lagoon, saltmarsh and vegetated shingle is present to the east of the site. This includes plants such as Rock Sea-lavender, Sea Milkwort, Yellow Horned-poppy and Sea-kale. Due to the changing nature of this area, from both natural incursion and the deliberate placement of shingle by the Environment Agency, the vegetation has changed. The species and communities are moving more towards a lower saltmarsh community, therefore becoming more halophytic. Species such as Sea Couch have moved out and Sea Milkwort has also perhaps gone extinct on the site.

### Significant non-native invasive plants

Species	Vernacular	Last record
<i>Allium triquetrum</i>	Three-cornered Garlic	2005
<i>Centranthus ruber</i>	Red Valerian	2005
<i>Cotoneaster horizontalis</i>	Wall Cotoneaster	2005
<i>Fallopia baldschuanica</i>	Russian Vine	2005
<i>Fallopia japonica</i>	Japanese Knotweed	2016
<i>Hyacinthoides hispanica</i>	Spanish Bluebell	2016
<i>Petasites fragrans</i>	Winter Heliotrope	2005
<i>Quercus ilex</i>	Evergreen Oak	2005

Russian-vine is a particular problem to the west of the site towards the northern end of the golf course and extensive work has been carried out to clear it. It clearly spread from an adjacent garden. Wall Cotoneaster has invaded an area of chalk-grassland to the south of this again on the west side. Evergreen Oak or Holm Oak has the potential to be problematic on the western side also and small seedlings should be controlled to prevent it spreading.

### Bryophytes

In total only 26 species have been recorded, this is comprised of one liverwort and 25 mosses. Of these, two have conservation status (7.7%). They are *Bryum torquescens* (nationally scarce species last recorded in 2013) and *Weissia condensata* (a nationally scarce and Section 41 species last recorded in 1994). Casual recording of bryophytes by local groups and specialists is encouraged.

### Fungi

A total of 49 fungi have been recorded. In 2014 the uncommon grassland fungi Mousepee Pinkgill *Entoloma incanum* was recorded on tightly grazed CG2 grassland at Hope Gap. Casual recording of fungi by local groups and specialists is encouraged.

## Lichens

A total of 28 lichens have been recorded showing the site is relatively under-recorded for this taxa but is unlikely to be a high-priority habitat for it either. Three species (10.7%) have conservation status.

Species	Last record	Conservation status	Autecology
<i>Agonimia gelatinosa</i>	1994	Nat Scarce	
<i>Cladonia cariosa</i>	2012	Nat Scarce	Recorded on chalk in the Trenches
<i>Cladonia convoluta</i>	1994	Nationally Rare, RedList GB post2001 VU, UK BAP Priority	

### 3.3.2.3: Fauna

#### Arachnids

A total of three ticks & mites, three harvestmen and 49 spiders have been recorded. Of the spiders, five (10.2%) have conservation status which is quite high for this taxa. Spiders have been relatively well covered yet the site might still have interesting species that have not been discovered yet. Of the five scarce species, three are grassland species and two are associated with coastal habitats in the small saltmarsh area.

Species	Last record	Conservation status	Autecology
<i>Alopecosa cuneata</i>	2016	Nationally scarce	A chalk-grassland wolf spider
<i>Hypsosinga albovittata</i>	2016	Nationally scarce	A distinctive orb weaver of poor grassland
<i>Agraechna striata</i>	2016	Nationally scarce	A wetland spider found on the saltmarsh
<i>Ozyptila claveata</i>	2013	Nationally scarce, UK BAP Priority	A scarce chalk-grassland crab spider
<i>Silometopus ambiguous</i>	2016	Nationally scarce	A money spider found on the saltmarsh

#### Birds

A total of 177 birds have been recorded. It is the second most speciose reserve after Rye Harbour for birds. Of these, 91 (51.1%) are considered Amber or Red-listed from the 'Birds of Conservation Concern 4' published by the BTO in 2015.

However, only a small proportion of these are breeding on the reserve. Further to the red and amber-listed species, some additional scarce migrants have also been listed.

Vernacular	Last record	Status	Notes
Avocet	2013	Amber	Scarce migrant
Bar-tailed Godwit	2013	Amber	Migrant
Black-headed Gull	2016	Amber	Breeding in County
Brent Goose	2016	Amber	Migrant
Bullfinch	2007	Amber, S41	Breeding
Common Gull	2016	Amber	Winter visitor
Common Sandpiper	2015	Amber	Migrant
Common Shelduck	2017	Amber	Breeding locally
Dartford Warbler	2009	Amber	Scarce migrant
Dunlin	2015	Amber	Migrant
Dunnock	2016	Amber, S41	Breeding
Fulmar	2016	Amber	Breeding on cliffs
Great Black-backed Gull	2016	Amber	Breeding locally
Great Skua	2006	Amber	Migrant, occasionally passing over head
Green Sandpiper	2015	Amber	Migrant
Greenshank	2014	Amber	Migrant
Grey Plover	2013	Amber	Migrant
Honey-buzzard	2014	Amber	Migrant
House Martin	2016	Amber	Migrant
Kestrel	2017	Amber	Breeding locally
Kingfisher	2008	Amber	Breeding in county
Lapland Bunting	2010	Amber	Scarce migrant
Lesser Black-backed Gull	2016	Amber	Breeding in county
Mallard	2016	Amber	Breeding locally
Marsh Harrier	2016	Amber	Migrant
Meadow Pipit	2016	Amber	Breeding
Mediterranean Gull	2015	Amber	Winter visitor
Merlin	2016	Amber	Winter visitor
Montagu's Harrier	1950	Amber	Scarce migrant
Mute Swan	2016	Amber	Breeding locally
Osprey	2016	Amber	Migrant
Oystercatcher	2016	Amber	Breeding locally
Quail	1992	Amber	Scarce migrant
Redshank	2015	Amber	Breeding locally
Redstart	2016	Amber	Migrant
Reed Bunting	2016	Amber, S41	Winter visitor
Shore Lark	2005	Amber	Migrant

Short-eared Owl	2016	Amber	Winter visitor
Snipe	2016	Amber	Winter visitor
Snow Bunting	2015	Amber	Winter visitor
Stock Dove	2015	Amber	Breeding in Harry's Bush
Stone-curlew	2003	Amber, S41	Migrant
Swift	2016	Amber	Migrant
Tawny Owl	2013	Amber	Breeding locally
Teal	2016	Amber	Winter visitor
Turnstone	2013	Amber	Winter visitor
Willow Warbler	2017	Amber	Migrant
Wood Sandpiper	2015	Amber	Migrant
Arctic Skua	2006	Red	Migrant. Occasionally flies over reserve
Black Redstart	2016	Red	Migrant
Black-tailed Godwit	2014	Red	Migrant
Cirl Bunting	1978	Red, S41	Scarce migrant
Corn Bunting	2016	Red, S41	Breeding locally
Cuckoo	2016	Red, S41	Breeding or breeding locally
Curlew	2016	Red, S41	Winter visitor
Dotterel	2014	Red	Scarce migrant
Fieldfare	2016	Red	Winter visitor
Golden Oriole	2016	Red	Scarce migrant
Grasshopper Warbler	2016	Red, S41	Migrant
Grey Partridge	1994	Red, S41	Scarce resident not breeding
Grey Wagtail	2016	Red	Migrant
Hen Harrier	1993	Red, S41	Scarce migrant
Herring Gull	2016	Red, S41	Breeding locally
House Sparrow	2016	Red, S41	Breeding on edge of reserve
Kittiwake	2016	Red	Breeding locally on cliffs to west
Lapwing	2016	Red, S41	Breeding in county
Lesser Redpoll	2016	Red, S41	Winter visitor
Linnet	2016	Red, S41	Breeding
Marsh Warbler	2016	Red	Scarce migrant
Mistle Thrush	2016	Red	Possibly breeding locally
Nightingale	2016	Red	Migrant
Pied Flycatcher	2016	Red	Migrant
Red-backed Shrike	1992	Red	Scarce migrant
Redwing	2016	Red	Winter visitor
Ring Ouzel	2016	Red, S41	Migrant
Ringed Plover	2014	Red	Breeding locally
Shag	2015	Red	Winter visitor to sea
Skylark	2017	Red, S41	Breeding
Song Thrush	2016	Red, S41	Breeding
Spotted Flycatcher	2016	Red, S41	Migrant



Starling	2016	Red, S41	Breeding locally
Tree Pipit	2016	Red, S41	Migrant
Tree Sparrow	2013	Red, S41	Breeding in county on Pevensey Levels
Turtle Dove	2016	Red, S41	Migrant
Twite	1992	Red, S41	Scarce migrant
Whimbrel	2016	Red	Migrant
Whinchat	2016	Red	Migrant
Wood Warbler	2016	Red, S41	Migrant
Woodcock	2013	Red	Migrant
Yellow Wagtail	2016	Red, S41	Migrant
Yellowhammer	2016	Red, S41	Breeding locally
Alpine Accentor	1921	None	Very scarce migrant
Barred Warbler	2014	None	Scarce migrant
Bee-eater	2002	None	Scarce migrant
Black Kite	2009	None	Scarce migrant
Booted Warbler	2013	None	Scarce migrant
Great Grey Shrike	2010	None	Scarce winter visitor
Hoopoe	2010	None	Scarce migrant
Icterine Warbler	2009	None	Scarce migrant
Little Bustard	1846	None	Very scarce migrant
Olive-Backed Pipit	2003	None	Scarce migrant
Ortolan Bunting	2016	None	Scarce migrant
Pallas's Warbler	2011	None	Scarce migrant
Red-breasted Flycatcher	2009	None	Scarce migrant
Serin	2010	None	Scarce migrant
Tawny Pipit	2013	None	Scarce migrant
White Stork	1994	None	Scarce migrant
Woodchat Shrike	1952	None	Scarce migrant
Wryneck	2016	None	Scarce migrant
Yellow-browed Warbler	2016	None	Scarce migrant

### Migratory birds

The role of Seaford Head is significant for migrant bird species in both the spring and even more during the autumn. Along with the nearby Beachy Head, it stands out as one of the two most important migrant staging posts in Sussex, both for the cover and shelter it offers and the food resources it provides. Over the past decade it has produced an impressive range of rare species including two Booted Warblers, Black-winged Pratincole, several Icterine and Barred Warblers, Ortolan Bunting, Black Kite and Red-footed Falcon. Ultimately, however, its enduring

value can be measured by the impressive numbers of common migrants passing through. In view of the increasing threats to and pressures on migrant bird species globally it is imperative that the reserve continues to play its part in protection and conservation. To this end, data on annual trends of both migrants and breeding species has been collected and tabulated for the last decade and this work will continue into the future under the auspices of two local volunteers.

#### Breeding birds

By comparison, the assemblage of breeding birds at Seaford Head is not as important. Dominated by scrubland birds, the most abundant species at the time of writing was Dunnock. Warblers are fairly well represented and species such as Stonechat and Linnet also utilise the scrub. Skylarks and Meadow Pipits can be seen in the more open areas while Fulmars, Ravens and Jackdaws next along the cliffs.

#### Herptiles

Four species of reptile have been recorded but no amphibians. The site is a good spot for Adders and a survey to assess the locations of the hibernacula is taking place at the time of writing using a standardised methodology. No amphibians have been recorded and the site it is not thought to be a significant site for them due its dryness.

#### Insects

##### Beetles (Coleoptera)

A total of 196 species have been recorded making this a well recorded group, 30 (15.2%) of which have conservation status. This is quite a high proportion. Many of these are phytophagous species, species that feed on the foliage of vegetation and further to this, many of these are specialists feeding on only one species of plant or family of plant.

Species	Last record	Conservation status	Autecology
<i>Anisodactylus poeciloides</i>	2016	Nationally scarce	A saltmarsh ground beetle rare in Sussex
<i>Bembidion iricolor</i>	2016	Nationally scarce	A ground beetle in saltmarsh and tidal litter
<i>Bembidion normannum</i>	2016	Nationally scarce	A ground beetle in saltmarsh and tidal litter
<i>Berosus fulvus</i>	2015	RedList GB post2001 VU	A rare saline tolerant water beetle
<i>Cassida nobilis</i>	2016	Nationally scarce	A generalist tortoise beetle
<i>Cathormiocerus aristatus</i>	2016	Notable B	A weevil in roots on dry, open places near coast
<i>Cathormiocerus spinosus</i>	2016	Notable A	A weevil in roots in dry sandy or chalky soils
<i>Cryptocephalus bilineatus</i>	2017	Nationally scarce	A leaf beetle that feeds on bedstraws
<i>Cyclodinus constrictus</i>	2016	Nationally scarce	In sandy habitats
<i>Dasytes plumbeus</i>	2016	Nat Scarce	Adults need grassland, larvae in dead wood
<i>Dicheirotrichus obsoletus</i>	2016	Nationally scarce	A saltmarsh ground beetle
<i>Dyschirius salinus</i>	2016	Nationally scarce	A saltmarsh ground beetle
<i>Enochrus halophilus</i>	2015	Nat Scarce	A saline tolerant water beetle
<i>Epitrix atropae</i>	2016	Nationally scarce	A flea beetle that feeds on Deadly Nightshade
<i>Gronops lunatus</i>	2012	Notable B	A weevil on spurreys in saltmarshes and sandy places
<i>Hippodamia variegata</i>	2012	Notable B	The Adonis Ladybird, often coastal
<i>Hypera meles</i>	2013	Notable A	A weevil that is now relatively common, on clovers
<i>Mogulones geographicus</i>	2016	Notable B	A scarce weevil that feeds on Viper's Bugloss
<i>Omaloplia ruricola</i>	2016	Nationally scarce	A scarce downland chafer
<i>Philorhizus vectensis</i>	2012	Nationally Rare, RedList GB Pre94 NT, UK BAP Priority	A rare coastal carabid recorded on the saltmarsh
<i>Protapion difforme</i>	2016	Notable B	A small weevil in damp grassland on clovers
<i>Pseudorchestes pratensis</i>	2016	Notable B	A tiny weevil on Knapweed in chalk grassland
<i>Pyrochroa coccinea</i>	2014	Notable B	Black-headed Cardinal Beetle. Feeds on dead wood
<i>Rhagonycha lutea</i>	2015	Nat Scarce	A small soldier beetle usually on woodland edge
<i>Scymnus schmidtii</i>	2016	Notable B	A small ladybird found in dry grasslands
<i>Smicronyx reichi</i>	2016	RedList_GB_Pre94-R	A tiny weevil on centaureas and Yellow-wort
<i>Trechus fulvus</i>	2016	Nationally scarce	A coastal carabid
<i>Trichostrocalus dawsoni</i>	2001	Notable B	A weevil on Buck's-horn and Sea Plantain
<i>Trypocopris vernalis</i>	2014	Nationally scarce	A dor beetle usually on chalky soils
<i>Zacladus exiguus</i>	2016	Notable B	A weevil that feeds on cranesbills

Almost a third of all the beetles with conservation status at Seaford Head have been found in the tiny saltmarsh and lagoon area. This is an incredibly rare resource in Sussex and should be protected from any further deposition of shingle.

## Butterflies and moths (Lepidoptera)

A total of 208 butterflies and moths have been recorded. This is comprised of 33 butterflies and 175 moths.

### Butterflies

Of the 33 species recorded, eight (24%) have conservation status. Many of these are associated with chalk-grassland and are still regular at Seaford Head. Hope Bottom and Hope Gap are typically the best areas for butterflies although some areas on the western side of the site are also good for species such as Dingy and Grizzled Skipper.

<i>Species</i>	Vernacular	Last record	Conservation status
<i>Coenonympha pamphilus</i>	Small Heath	2017	RedList GB post2001 NT, UK BAP Priority
<i>Cupido minimus</i>	Small Blue	2013	RedList GB post2001 NT, UK BAP Priority
<i>Erynnis tages</i>	Dingy Skipper	2017	RedList GB post2001 VU, UK BAP Priority
<i>Hesperia comma</i>	Silver-spotted Skipper	2017	RedList GB post2001 NT
<i>Lasiommata megera</i>	Wall	2017	RedList GB post2001 NT, UK BAP Priority
<i>Polyommatus bellargus</i>	Adonis Blue	2017	RedList GB post2001 NT
<i>Polyommatus coridon</i>	Chalk Hill Blue	2017	RedList GB post2001 NT
<i>Pyrgus malvae</i>	Grizzled Skipper	2017	RedList GB post2001 VU, UK BAP Priority

### Moths

Of the 175 moths recorded, the following are listed as having conservation status. Many of these are however the 'research' BAP which was never meant to have as full a status as the more typical BAP species (here Forester and Barred Tooth-striped being the only BAP species not on the research BAP list). Therefore it is best to consider that only these and the 12 species that are considered 'Notable' or 'RDB' are seen as having conservation status and

influencing management. The site is likely to hold far more species than this therefore moth-trapping by volunteers and local experts is strongly encouraged.

Species	Vernacular	Last record	Cons status	Autecology
<i>Acronicta rumicis</i>	Knotgrass	2015	UK BAP Priority 'research only'	
<i>Adscita statices</i>	Forester	2012	UK BAP Priority	See below
<i>Aganopterix palliarella</i>	Pale Flat-body	2017	Notable B	Feeds on Knapweed
<i>Agrochola lychnidis</i>	Beaded Chestnut	2014	UK BAP Priority 'research only'	
<i>Allophyes oxyacanthae</i>	Green-brindled Crescent	2016	UK BAP Priority 'research only'	
<i>Apamea oblonga</i>	Crescent Striped	2015	Notable B	A saltmarsh species
<i>Bembecia scopigera</i>	Six-Belted Clearwing	2016	Notable B	Feeds on <i>Lotus</i>
<i>Caradrina morpheus</i>	Mottled Rustic	2015	UK BAP Priority 'research only'	
<i>Ceramica pisi</i>	Broom Moth	2016	UK BAP Priority 'research only'	
<i>Ectoedemia agrimoniae</i>	Agrimony Pigmy	2013	pRDB3	See below
<i>Ellema caniola</i>	Hoary Footman	2016	Notable B	Now much commoner
<i>Hoplodrina blanda</i>	Rustic	2015	UK BAP Priority 'research only'	
<i>Meganola albula</i>	Kent Black Arches	2015	Notable B	Now much commoner
<i>Melanthia procellata</i>	Pretty Chalk Carpet	2016	UK BAP Priority 'research only'	
<i>Pediasia contaminella</i>	Waste Grass-veneer	2015	Notable B	
<i>Photedes fluxa</i>	Mere Wainscot	2015	Notable B	
<i>Pyrausta oestrinalis</i>	Scarce Purple & Gold	2016	Notable B	See below
<i>Scopula marginipunctata</i>	Mullein Wave	2015	UK BAP Priority 'research only'	
<i>Scrobipalpa instabilella</i>	Saltern Groundling	2015	Notable B	
<i>Spilosoma lutea</i>	Buff Ermine	2015	UK BAP Priority 'research only'	
<i>Trichopteryx polycommata</i>	Barred Tooth-striped	2017	UK BAP Priority, Notable A	See below
<i>Tyria jacobaeae</i>	Cinnabar	2017	UK BAP Priority 'research only'	

### **Barred Tooth-striped *Trichopteryx polycommata* – UK BAP, Notable A**

This species is very scarce in Sussex, restricted to a few downland sites where plentiful Wild Privet grows. Seaford Head is the most significant colony of this key moth in Sussex and possibly even the UK. The main areas on the site are Hope Bottom and Hope Gap where there is an abundance of Wild Privet.

### **Forester *Adscita statices* – UK BAP**

Only recorded as two individuals on two occasions in roughly the same area on the coastal grassland to the east of Hope Gap in 2012 and again in 2016. The forester moths can be difficult to separate from one another but the male's antennae and the available food plants help. Cistus Forester is not likely on the

site as the larvae feed only on Common Rock-rose and that is not present in this area of Seaford Head. The Scarce Forester has strikingly different antennae in the males from the other two forester species, identifiable even without a hand lens. These feed on Knapweed. The two male Foresters recorded at Seaford Head have been confirmed by close examination of antennal segments. This species feeds on the least calcareous demanding plant that the three foresters need, being Common Sorrel, a plant unlikely to grow in typical chalk-grassland. Where these Foresters have been recorded coincides with the loess cap to the east of Hope Gap away from CG communities. Further searching for this species should be concentrated in these areas. Population levels are clearly very low.

#### **Scarce Purple & Gold *Pyrausta ostrinalis* – Notable B**

Recorded on the short, tightly-grazed, south-facing CG2 slope at Hope Gap. In Sussex, this species is restricted to this particular area of the South Downs. A tiny day flying species, it is always difficult to find in among the far more abundant *Pyrausta despicata* and *nigrata*.

#### **Agrimony Pygmy *Ectoedemia agrimoniae* – pRDB3**

The record at Seaford Head is the only record of this tint micro moth in the last 100 years. As the distinctive purple cocoon was found in a leaf mine on the food plant, then breeding on the site has been confirmed. This was along Hope Bottom.

#### **Crickets, grasshoppers and allies (Orthoptera)**

Nine species have been recorded, the only species with a conservation status being Lesne's Earwig *Forficula lesnei* (nationally scarce) last recorded in 2016. A small earwig that is often associated with Old-man's-beard.

#### **Bees, ants, wasps, sawflies and parasitic wasps (Hymenoptera)**

A total of 156 species have been recorded at Seaford Head, the third highest total after Iping & Stedham Commons (265) and Rye Harbour (189), largely down

to it being thoroughly covered by Steven Falk. Of these, 41 (26.2%) are considered to have conservation status.

The conservation statuses of this taxonomic group are about to be updated as they are long in need of revision. They are included here for completeness but some of these are no longer considered rare or scarce. Note that only the Aculeate Hymenoptera (bees, ants and wasps) have ever had conservation statuses.

Species	Vernacular	Last record	Conservation status	Autecology
<i>Andrena florea</i>	Bryony Mining Bee	2016	RedList GB Pre94 R	On bryony
<i>Andrena fulvago</i>	Hawksbeard Mining Bee	2007	Notable A	On yellow-composites
<i>Andrena hattorfiana</i>	Large Scabious Mining Bee	2008	RedList GB Pre94 R	On Field Scabious & Greater Knapweed
<i>Andrena minutuloides</i>	Plain Mini-miner	2007	Notable A	Open chalk downland, umbellifers
<i>Andrena nigriceps</i>	Black-headed Mining Bee	2007	Notable B	A scarce generalist
<i>Andrena nitidiuscula</i>	Carrot Mining Bee	2005	RedList GB Pre94 R	Mainly umbellifers
<i>Andrena niveata</i>	Long-fringed Mini-miner	2007	RedList GB Pre94 VU	Crucifers
<i>Andrena pillipes</i>	Black Mining Bee	2018	Notable B	Coastal cliffs, spring grassland and scrub flowers
<i>Andrena proxima</i>	Broad-faced Mining Bee	2005	RedList GB Pre94-R	Umbellifer-rich grassland
<i>Andrena trimmerana</i>	Trimmer's Mining Bee	2018	Notable B	A generalist
<i>Andrena varians</i>	Backthorn Mining Bee	2018	Notable B	Blackthorn, Ground-ivy
<i>Anthophora quadrimaculata</i>	Four-banded Flower Bee	2005	Notable B	Habitates, particularly Black Horehound
<i>Anthophora retusa</i>	Potter Flower Bee	2018	RedList GB Pre94 EN, UK BAP Priority	See below
<i>Aporus unicolor</i>	<i>Aporus unicolor</i>	2005	Notable A	Coastal sites. Preys on Purse-web Spider
<i>Arachnospila wesmaeli</i>	<i>Arachnospila wesmaeli</i>	2007	Notable A	Sandy coastal sites, preys on spiders
<i>Bombus cullumanus</i>	Cullum's Bumble Bee	1923	RedList GB Pre94 EN	Probably extinct in UK
<i>Bombus humilis</i>	Brown-banded Carder-bee	2008	UK BAP Priority	Coastal (often chalk) grassland
<i>Bombus muscorum</i>	Moss Carder-bee	2007	UK BAP Priority	Damp grassland
<i>Bombus ruderarius</i>	Red-shanked Carder-bee	2003	UK BAP Priority	A scarce generalist
<i>Bombus ruderatus</i>	Large Garden Bumblebee	1924	Notable B, UK BAP Priority	A scarce generalist
<i>Bombus rupestris</i>	Red-tailed Cuckoo Bee	2003	Notable B	Cuckoo of <i>lapidarius</i> . No longer scarce
<i>Bombus subterraneus</i>	Short-haired Bumble Bee	1921	Notable A, UK BAP Priority	Extinct and being reintroduced
<i>Bombus sylvarum</i>	Shrill Carder Bee	1922	Notable B, UK BAP Priority	Coastal and brownfield sites
<i>Crossocerus distinguendus</i>	<i>Crossocerus distinguendus</i>	2008	Notable A	Preys on Diptera. Nests in ground, wood or walls
<i>Dasypoda hirtipes</i>	Hairy Legged Mining Bee	2007	Notable B	Yellow composites, often on heathland
<i>Didineis lunicornis</i>	<i>Didineis lunicornis</i>	2007	Notable A	Preys on hoppers

<i>Ectemnius ruficornis</i>	Ectemnius rubicola	2016	Notable B	Deadwood and umbellifers
<i>Lasiglossum leucopus</i>	White-footed Furrow Bee	2016	RedList GB Pre94 R	Now common
<i>Lasiglossum malachurum</i>	Sharp-collared Furrow Bee	2018	Notable B	Now common
<i>Lasiglossum pauxillum</i>	Lobe-spurred Furrow Bee	2008	Notable A	Now very common
<i>Lasiglossum xanthopus</i>	Orange-footed Furrow Bee	2014	Notable B	Cliffs, chalk-grassland and brownfield sites.
<i>Lestiphorus bicinctus</i>	Lestiphorus bicinctus	2007	Notable B	Associated with scrub, preys on hoppers
<i>Megachile leachella</i>	Silvery Leafcutter Bee	2008	Notable B	Mainly sandy & coastal habitats
<i>Melitta tricincta</i>	Red Bartsia Blunthorn Bee	2016	Notable B	On Red Bartsia
<i>Nomada fucata</i>	Painted Nomad Bee	2016	Notable A	Now commoner. Host is <i>Andrena flavipes</i>
<i>Nomada signata</i>	Broad-banded Nomad Bee	2007	RedList GB Pre94 VU	Scarce. Host is <i>Andrena fulva</i>
<i>Nysson trimaculatus</i>	Nysson trimaculatus	2007	Notable B	Cleptoparasite of <i>Gorytes</i> wasps
<i>Osmia bicolor</i>	Red-tailed Mason Bee	2013	Notable B	Chalk-grassland with snail shells for nesting
<i>Philanthus triangulum</i>	Bee Wolf	2015	Red List GB Pre94 VU	Now much more widespread
<i>Sphecodes rubicundus</i>	Red-tailed Blood Bee	2004	Notable A	Scarce. Hosts are <i>Andrena labialis</i> & <i>flavipes</i> .

### ***Anthophora retusa* – Potter Flower-bee**

This once much more widespread bee is now restricted to a handful of sites in the UK and is one of our most declined bees. Seaford Head is a stronghold for this species. It requires nesting habitat, loess and plentiful nectar sources during its emergent period. It is similar to the much commoner *Anthophora plumipes* which flies earlier in the year but often utilises many of the same nectar sources. Ground-ivy, which is particularly abundant at Seaford Head, is a key nectar source.

### **True bugs (Hemiptera)**

A total of 71 bugs have been recorded of which three have conservation statuses attached to them (3.2 %). *Lygus pratensis* would not even be assessed as nationally scarce now if a review were carried out, it is now one of the commonest mirids encountered and is included here only for completeness. The Scarab Shieldbug has very recently been reclassified as nationally scarce, it is usually only encountered by suction sampler in short turf.



Species	Last record	Conservation status	Autecology
<i>Lygus pratensis</i>	2016	RedList GB Pre94 R	Now extremely common in most places.
<i>Reptalus panzeri</i>	2010	Notable B	Associated with dry grasslands
<i>Sigara selecta</i>	2016	Nationally scarce	A water boatman recorded in the lagoon. Tolerates brackish conditions.
<i>Thyreocoris scarabaeoides</i>	2013	Nationally scarce	Scarab Shieldbug, short chalk grassland around Hope Gap

### True flies (Diptera)

A total of 128 species have been recorded showing Seaford Head as being fairly well recorded for flies. Of these, six species (4.7%) have conservation status. This is fairly typical for Diptera given that fewer species have conservation statuses.

Species	Last record	Conservation status	Autecology
<i>Atylotus latistriatus</i>	2016	Nationally Scarce	A saltmarsh horsefly
<i>Atylotus rusticus</i>	2016	Nationally Rare	A coastal grassland horsefly
<i>Bombylius discolor</i>	2016	Nationally scarce	Dotted Bee-fly
<i>Coenosia Karli</i>	2016	Notable	
<i>Pherbellia griseola</i>	2016	Notable	
<i>Stratiomys longicornis</i>	2016	Nationally scarce	Larvae recorded in the saltmarsh

### Slugs and snails (Mollusca)

A total of 35 molluscs have been recorded. Only one species (2.9%) recorded has a conservation status, the nationally scarce snail *Candidula gigaxii*, recorded in 2001. The site is significant for the local Heath Snail *Helicella itala* which is extremely abundant to the south facing, tightly rabbit-grazed chalk-grassland of Hope Gap.

### Mammals

Six mammals have been recorded and none of these are considered rare or scarce. The site is clearly under-recorded for mammals but in this habitat this taxa is not thought to have a significant impact on the management and is therefore a low priority for systematic monitoring.

Rabbits are the most abundant mammal on the reserve and provide some important grazing around the CG2 and bryophytes communities. However rabbit grazing is very selective and over grazing in localised areas has led to very limited flora and invertebrate composition.

Badgers are present on the site and being aware of the locations of sets is useful to aid future management.

### **3.4: Cultural**

#### **3.4.1: Archaeology**

There are a great number of archaeological features on the Reserve and it is essential that any management operations do not harm them. We will be working with the County Archaeologist to formulate a plan which specifically deals with these features and work which could be undertaken to enhance them. None are designated although the Iron Age Fort on the golf course adjacent to the eastern Reserve boundary is a Scheduled Ancient Monument (SAM).

Luke Barber, Research Officer at Sussex Archaeological Society, has provided us with the following summary of 20<sup>th</sup> Century archaeology:

"The area is very rich in military remains of the 20th century. Although a number are to be found just outside the nature reserve's boundaries, on agricultural land and on the golf course, many fall within the reserve itself and need consideration in any management plan. During the Great War Seaford was home to two large associated camps: north camp (near Blatchington) and south camp (at Chyngton). These were extensive establishments that housed around 15,000 men. The South Camp, initially tented but fully hatted by early 1915, continued at full capacity until 1919 when the final troops were demobilised. Subsequently parts of it were used for summer training in the 20s and 30s but by this time most of the camp had been removed. Although the majority of the area once occupied by South Camp has now been built over some open areas remain. Most is now situated on periodically cultivated land just outside the reserve but a section

survives on the northern slopes of Seaford Head, adjacent the golf course. This area, being within the Reserve, is not cultivated and consists of large areas of scrub/thorn interspersed with areas of downland grass. This is the only area where extant earthwork remains of Seaford's Great War camps remain. There are some well-defined hut terraces as well as many more subtle earthworks of hut terraces/bases and roads, mainly now surviving within scrub areas. The full extent of the below ground remains is uncertain but trial archaeological excavations in one of the associated chalk pits has shown the potential for deposits and finds of the period to be high. As well as huts there are the remains of one of the parade grounds and the assault course within this area. Damage to these deposits from rabbits has been noted as significant.

Overlying part of the South Camp is an extremely well-preserved section of practise trenches. They consist of a 1st, 2nd and reserve lines linked by at least two communications trenches. Although a significant portion survives on open grassland the system extends a long way to the north where it is currently covered by dense thorn. The canopy of thorn has protected the earthworks from the elements, particularly as they are not consolidated by grass, and in places edges are still nearly vertical. Although this trench system is of Great War form it is now considered it belongs to the inter-war period. It is a very rare survivor.

The 2nd World War saw the area of the reserve being used for both defence and training. Although most of the hard defences of the Cuckmere Haven were located on the east side, the west side also contained pill boxes and the western side of the anti-tank wall. Most of these features still remain in various states of decay. Scattered over the area of interwar trenches are a number of small 2-man slit trenches that are likely to be of this period. A whole row of similar trenches survive as well-preserved earthworks on the cliff top overlooking Cuckmere Haven. These are in an area of short grass and do not appear to be suffering from animal activity. Parts of the concrete tank road and turning loops, used as part of the firing range, survive in the area around South Barn, with further remains of range structures surviving in the pasture field to the south. Further earthworks in the dry valley running down to Hope Gap have also been exposed

by recent scrub clearance. The date and function of these is uncertain but they do appear to be military trenches. It emphasises the likelihood of further military features remaining undiscovered in many of the dense areas of scrub within the nature reserve."

The Cable Hut, which is privately owned, located by the Cuckmere Estuary (TV 5075 0146) is of historic importance being where telephone cables to France were installed in 1918. The Coastguard Cottages were built in the 1820's to try to combat smuggling.

We plan to install interpretation boards on the site where appropriate to raise the profile of the archaeology.

### **3.4.2: Past land use**

#### **3.4.2.1: Pre circa 1939**

From the Middle Ages until the 1930's sheep farming formed the major activity on much of the South Downs. Arthur Young in his 'General View of the Agriculture of The County of Sussex (1813)' stated that, "...between Eastbourne and Steyning there were about 200 000 ewes kept, with numbers rising to 270 000 sheep in the summer."

#### **3.4.2.2: Post circa 1939**

There were army camps on the site during WW2 as described above. After the War it seems the area was grazed and locals can remember sheep grazing the here in the 50's and 60's with a shepherd being based at Hope Gap.

#### **3.4.3: Present land use**

The Local Nature Reserve was designated in 1969 and was managed by Lewes District Council. In 2005 responsibility was devolved to Seaford Town Council with the South Downs Joint Committee taking over management. In 2011 the South Downs National Park was formed and responsibility was passed back to Seaford Town Council. In 2013 Sussex Wildlife Trust were appointed as managers with a 25 year management lease being signed in 2017.

#### **3.4.4: Past management for nature conservation**

Management for nature conservation has been in place since 1969. Limited management records exist but all those involved aimed to improve the chalk grassland and the diversity of the scrub and woodland. This is supported by anecdotal accounts from past Rangers for the site. There was a short gap in active habitat management between 2015 and 2013.

The following habitat management took place:

##### *Scrub Clearance / Control*

Clearance of scrub by mechanical and hand cutting, ride installation and management, formation of scallops and glades. Some bramble and cotoneaster control using chemicals.

##### *Grazing*

Grazing using the local tenant farmer's cattle was carried out on the eastern side. Fencing, cattle grids and a water trough were put in place under the South Downs Joint Committee during the 1990's.

##### *Mowing*

Mowing took place on the eastern side of the reserve, along Hope Bottom, the cliff section to the west of Hope Gap, and on the open areas on the western side. The greenkeepers mowed the rides adjacent to the golf course on the western side to keep them open as fire breaks and access paths.

#### **3.4.5: Past status of the site**

Prior to designation the site was agricultural land. The site was designated as an LNR in 1969 and originally notified as part of the Seaford to Beachy Head Site of Special Scientific Interest (SSSI) in 1953. (Map 7 in Appendices)

### **3.4.6: Present legal status of the site**

The following designations are in place (Map 7 in Appendices)

- Site of Special Scientific Interest (SSSI) - Seaford to Beachy Head SSSI
- Local Nature Reserve (LNR)
- Local Geological Site
- Site of Nature Conservation Importance (SNCI)
- Seven Sisters Voluntary Marine Conservation Area
- Marine Conservation Zone Beachy Head West
- Sussex Heritage Coast
- RIGS (Regionally Important Geomorphological Site). The LNR contains two RIGS, Seaford Head and Cuckmere Haven.
- Within South Downs National Park

### **3.5: People - Stakeholders, local communities**

#### **3.5.1: Local communities and Stakeholders**

Seaford has a population of about 27,000 and is the largest town in the Lewes District. The reserve is a short distance from a number of other Sussex towns and cities including Brighton, Eastbourne, Newhaven and Hastings.

Anecdotal evidence suggests that the site is underused by local people. This may in part be due to the distance from the town centre and lack of public transport. Some perceive the site as a dog walking area not as a nature reserve. There are however a considerable number of people who regularly walk on the reserve and care deeply about it.

SWT works closely with a number of stakeholders including Seaford Town Council, Seaford Head Golf Club (owned by STC), National Trust, SDNPA, Owners of the Coastguard Cottages and Cable Hut, the tenant farmer, Lewes District Council, Environment Agency, ESCC, Seaford Natural History Society and the bird watching community. Maintaining good communication and working relationships with these groups has been essential to management of the reserve.

### **Seaford Community Wildlife Project**

This project, set up by Sussex Wildlife Trust and funded by the Heritage Lottery Fund, will run from September 2017 to September 2019. The two year project will provide a firm link between Seaford town and its nature reserve with a host of opportunities for the community to learn skills, volunteer and experience nature. It will build on practical conservation work on the nature reserve, enable wildlife habitat improvements to happen in school grounds and in the town and interpretation, signage and literature will encourage people to visit Seaford Head Nature Reserve. The Project Officer will work with the town council, local groups and the community to engage a range of people in learning activities to provide a burst of energy and enthusiasm to kick start a longstanding relationship with local nature.

### **3.5.2: Access and Tourism**

The site is mainly accessed from South Hill Barn and walkers using the Vanguard Way. The eastern block is heavily visited as it provides the iconic view of the Seven Sisters. This view features in many tourist guides and is a significant location for Asian tourists. The free car park is often full in the summer. Access by coach is restricted due to the concrete access track and size of the car park. There are no figures for the number of visitors but it is estimated to be in the hundreds of thousands per year. A considerable number of local visitors are dog walkers which can cause issues for stock grazing. Certain areas also suffer where owners do not pick up after their dog. The western block is visited more by local people, the majority of whom are dog walkers. Access is across the golf course or along the coast from Seaford seafront.

Vanguard Way, a long distance trail from East Croydon to Newhaven, follows the River Cuckmere and passes through the reserve along the coast westwards towards Newhaven and provides a link to the South Downs Way.

### **3.5.3: Interpretation provision**

A reserve leaflet was produced by SWT in 2015 in conjunction with Seaford Town Council, the National Trust and SDNPA and is due to be updated in

2018/19. There are leaflet holders provided by STC in the car park at South Hill Barn.

Several interpretation boards are located around the site and are due to be reviewed and updated in 2018. For proposed locations see Map 8 in Appendices. Both the SWT and Seaford Town Council websites have sections dedicated to the Reserve and information is posted on Facebook and Twitter.

#### **3.5.4: Educational use**

Due to its geology, geomorphology and views of the meanders of the Cuckmere the site is popular with school and college groups. SWT have an education base at Seven Sisters Country Park. Study groups from Juniper Hall Field Studies Centre visit the site regularly. Seaford Natural History Group have been involved with the site for a number of years and contribute to surveys and species records.

#### **3.6: Landscape**

The landscape of the reserve is dominated by the stunning views of the chalk cliffs of the Seven Sisters with the Coastguard Cottages in the foreground and Beachy Head beyond. The site itself is of undulating grassland with north and south facing slopes and dry valleys and has its own unusual and notable features. Maritime chalk cliffs capped in places by loess deposits have resulted in solution pipes in the cliff face, and inland base-rich, neutral and acidic soils produce a variety of habitats. At the foot of the cliffs a wave-cut platform extends beyond the beach shingle.

#### **3.7: Bibliography**

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## **4: FEATURES, OBJECTIVES AND PRESCRIPTIONS**

### **4.1: Feature 1 - Grassland communities**

#### **4.1.1: Description**

A matrix of semi-natural and unimproved grassland exists across the site. Past history and geology influence the range of habitat and grassland types found here. Disturbance from its military history, past farming practices and previous management have created areas of improved and semi-improved grassland amongst areas of lowland chalk grassland and mixed scrub. In addition, the site contains Loess deposits of peri-glacial origin. These deposits have formed brown earth loams and sandy clays of an acidic and moist nature. This formation can be seen along the cliff edges. The Loess deposits are a key component of the RDB species *Anthophora retusa* presence on site.

#### **4.1.2: Objective 1**

Maintain, improve and extend where possible the current extent of lowland calcareous and semi-natural grassland to benefit a range of key species.

#### **4.1.3: Factors**

##### **1. Scrub encroachment leading to a loss of grassland**

Scrub species have encroached and invaded the grassland areas and in Compartment 10 there is a considerable amount of bramble in the sward. Left uncontrolled it will in time dominate the grassland completely and would threaten the relatively small populations of notable species such as Moon Carrot and Green Winged Orchid.

## **2. Invasive scrub species.**

Several invasive scrub species are present within the blocks of scrub as well as within the sward. On the western side of the Reserve Wall *Cotoneaster horizontalis* is of particular concern. Other species such as Traveller's-joy *Clematis vitalba* are also an issue.

## **3. Ragwort and creeping thistle**

The extensive presence of Ragwort and Creeping Thistle in the southern part of Compartment 10 have been noticeable at times. This may be cyclical but can also be related to over-grazing and should be monitored.

### **Fixed point photographs (Priority 1).**

Fixed-point photographs are to be taken every other year. Records to be evaluated by the Senior Ecologist. The photographs must be taken at the same place, at the same time of year and at the same time of day. This work is currently untaken by volunteers.

Monitor - vegetation structure. It is suggested that the Rapid Grazing Assessment is carried out annually on all areas grazed and that key plant species are mapped and counted across the site annually.

## **4. Rabbits**

There are a large number of rabbits on the Reserve and some areas such as those in Compartments 6, 7 and 10 are particularly affected by rabbit grazing.

### **Impact of rabbit grazing (Priority 2)**

Rabbit grazing helps to control vegetation growth but can have a negative impact. The impact of rabbit grazing can be assessed as part of the rapid grazing assessment.

## **5. Dog walkers & ability to graze**

The worrying of sheep at Seaford Head has influenced where grazing takes place. Dog faeces on the site can be an unwanted source of nitrification and can cause disease in stock.

Action is undertaken to reduce the level of dog attacks using a range of methods. Any dog attacks will be recorded and mapped in order to prioritise action such as extra signage, staff presence or direct action with the police.

**Reporting of irresponsible dog behaviour.** Reports of sheep worrying, sheep attacks and dog fouling to be kept as a record.

## **6. Ground conditions**

The western block can be inaccessible in wet periods during the winter and impact on the timing and duration of grazing. Grazing should take place during the end of summer and autumn to avoid damage to access routes.

### **4.1.3 Attributes**

#### **1 - Extent and quality of chalk grassland**

Change in size of area of chalk grassland will be mapped as part of the next NVC survey (**Priority 1**)

Quality of chalk grassland and diversity of species. As part of the senior ecologists review of sward quality (to be planned as part of the monitoring review for the site) it is important to monitor the presence and number of rare species.

This should include the following;

#### **Moon Carrot (Priority 1)**

Counted annually by the Seaford Head Natural Society using a standardised methodology in August. By sectioning out the area with ropes, double counting is avoided. Annual searches for satellite colonies are also made (such as the area recorded in 2017).

#### **Green-winged Orchid (Priority 2)**

Growing on the golf course side of the reserve, counting and mapping this plant using a GPS is a useful exercise.

#### **2 - Extent of the semi-natural grassland**

See 1 above.

#### **3 - Extent and presence of key invertebrate species (priority 1).**

Presence and location of Potter Flower Bee, Forester, Barred Tooth-striped moth to be monitored on an annual basis.

#### **Butterfly transect (Priority 2)**

A butterfly transect to be set up with the guidance of the Senior Ecologist focused around Hope Gap & Hope Bottom and the surrounding grassland. This is to follow

the standardised UKBMS methodology and to be carried out by volunteers of the SHNS.

As it is thought that only the Forester moth occurs at Seaford Head (of three UK forester species) then any Foresters should be added to the butterfly transects and all males checked to species level. The Scarce Purple & Gold is very small and fast and it may not be suitable to add this to the butterfly transect as it is likely to be distracting (there are potentially four other species of *Pyrausta* present on the site from which it must be distinguished).

On the chalk, butterflies are a more useful indicator than in other habitats in Sussex and this is the reason that a transect has been added to the site's monitoring strategy.

#### ***Anthophora retusa* survey (Priority 1)**

Carried out every three years (set up in 2018 and next repeated in 2021). Walk the site at least twice during the season (April to June with a focus in mid to late May) to count and map adults of *Anthophora retusa*, record to 8 figure grid references and record what the animals are feeding on. Also, once in the ten years of the plan Ground-ivy (**Priority 3**) to be mapped across the site to inform the *Anthophora retusa* survey.

Ground-ivy is a key plant species for many spring invertebrates at Seaford Head, most notably *Anthophora retusa*. Map at the 10 x 10 m level using the following scale once every five years. To be carried out by volunteers of the SHNS with the help of the Trust's Senior Ecologist.

- 1) Scattered plants
- 2) Denser plants growing in areas up to 50%
- 3) Dense patches of Ground-ivy > 50% in area

#### **Barred Tooth-stripe (Priority 1)**

Two visits a year from late March to late April to assess a yearly maximum for the species. In addition to the count, each individual to be GPS'd and a map

produced of where animals were recorded. This is much more desirable than assessing numbers by light-trapping. An attempt to assess the distance covered and number of people searching per unit time is also relevant.

#### **4.1.4 Management Rationale**

The lack of effective scrub control and inappropriate grazing in the past has allowed scrub species to invade the chalk grassland with a noticeable presence of bramble in the sward in some areas. The presence of Moon Carrot and Green-winged Orchids are under threat from scrub encroachment and as a priority should be part of the rotational scrub management regime. *Cotoneaster horizontalis* is present particularly in the open areas of Compartment 1.

Intervention by chemical spraying and hand clearance has taken place since 2016 to try and control the spread and this work will continue in the current plan.

Despite the value scrub has across the site for migratory birds the level of scrub provides cover for a large population of rabbits. Their activities impact on the sward through over-grazing and soil disturbance. However due to the busy nature of the site rabbit control is difficult.

Bracken is in evidence on the western side but does not appear to pose a threat to the grassland. Future work could include the cutting and removal of arisings in these areas to encourage more diversity.

As a popular dog walking site any grazing is a challenge. Using sheep across the site has proved problematic. Compartment 10 is grazed using only cattle.

Using sheep in Compartment 1 is challenging but with good signage and regular patrolling has proved successful in regenerating the grassland. Public opinion towards the sheep is mixed however the good work to date has proved dog walkers and grazing can co-exist.

#### **4.1.5: Management List**

##### **1 – Grazing**

##### **Information to visitors – Grazing signage**

The reserve has few Public Rights of Way but numerous desire lines, especially on the western side adjacent to the golf course and close to residential areas. It

is very popular with dog walkers with the associated problems of dog faeces and attacks on sheep by dogs. The former can impact directly on vegetation and the health of stock as well as the perception of the site by visitors, the latter on the choice of grazing areas. Resistance from dog walkers has been particularly vociferous where grazing had not been carried out in the past and we have introduced sheep. By engaging with dog owners to explain the importance of grazing to habitat management attitudes have improved but some owners are still uncooperative. Continued dialogue and appropriate signage with up to date, relevant information are essential.

SWT twitter page @SussexGrazing exists to outline current grazing across our sites. This provides useful up to date information. The SWT website outlines our grazing management, procedures and policies including expected dog behaviour.

#### **Grazing regime**

This site will be grazed using a combination of sheep and cattle. However as a popular dog walking area the use of sheep and cattle needs to be carefully handled and restricted to certain compartments. All grazing decisions must relate to ground conditions including over-grazing from rabbits and growing conditions. The regime will be monitored using the rapid grazing assessment designed by the senior ecologist. Grazing numbers for all livestock should fluctuate year on year.

Correct management for this habitat is to allow and encourage more plants to flower and to create a more diverse sward structure over the summer months. This will benefit a range of invertebrates. It is not the intention of the grazing regime to completely graze the site to a short lawn. However it needs to be recognised that under-grazing is as damaging and a build-up of thatch will eventually reduce the chalk grassland diversity. A regime of grazing in combination with mechanical cutting and removal of arisings will benefit all areas of grassland which are not heavily rabbit grazed.

The site is not enclosed or compartmentalised with traditional stock fencing. All grazing across the site is managed using electric fencing with appropriate

signage. This allows for flexibility and targeted grazing, while allowing access across the site for dog walkers when livestock are not present.

The current grazing regime consists of cattle grazing Compartment 10 between mid-summer to mid-spring months. The compartment is not grazed in its entirety but divided up into two or three grazing areas. These are moved around as the cattle create the correct sward conditions. At present this is restricted by only having one water trough in the compartment. To extend the water system by installing other water trough(s) will allow a more flexible, extensive approach to grazing this area. Livestock numbers should be no more than 10 - 12 in total. This grazing should extend into compartment 8 in the future if conditions allow. However areas in compartment 8 are overgrazed with rabbits and should not be included in any grazing compartment.

Compartment 1 is grazed with sheep from late summer onwards. Sheep numbers should be no more than 30 at any one time. Ground conditions when it is wet can make access difficult and sheep should be removed before this happens.

Because of the nature of the desire lines crossing this area grazing compartments are small, moved around as the sheep graze off the grass. It is important to ensure that well used paths and desire lines are kept open to avoid conflict.

**Rapid Grazing Assessment. The grazing is to be assessed at least once by a walkover survey using the RGA as an early warning sign for any serious under or over grazing. (Priority 1)**

#### **Water supplies**

Ensure water supply is regularly checked and maintained as necessary.

An extension to the current water trough in compartment 10 will be implemented adding one or two extra troughs to the system. This will allow further refinement to grazing in this area. Water is provided via portable troughs in Compartment 1 as there is no water supply.

## **2 - Scrub control**

Not all scrub is deemed to be a negative. An intimate mosaic of grassland and scrub, especially chalk scrub and individual open grown clusters have great value for invertebrates and should be left or maintained where possible. As is the large block of scrub that dominates in Hope Bottom, being a key resource for migrant birds.

Priority should be given to clearing low established scrub, including bramble and *Cotoneaster*, that has little litter and still many of the chalk-grassland plants such as Moon Carrot present in the surrounding sward. More of value will be lost if these area are not removed.

Regenerating woody and ruderal growth from previously cleared areas will need several years of aftercare prior to starting any new large scale clearance work. Action needed is cutting regrowth in late summer/autumn, raking off arisings and burning brash. Where rotational regeneration is not wanted it must be treated with an approved herbicide in order to control regrowth. Grazing should take place as aftercare on these cleared areas.

Formulate a scrub priority management map in consultation with the Senior Ecologist.

## **3 - Volunteering**

The monthly local volunteer group and the South Downs National Park volunteers carry out habitat management under the guidance of the Site Ranger. With the creation of a two year Community Project in 2017 it is envisaged that youth volunteers groups will also be involved.

Seaford Natural History Society are keen supporters of the reserve and make a valuable contribution to the collection of species records under the guidance of SWT's Senior Ecologist.



## **4.2: Feature 2 – Scrub**

### **4.2.1: Description**

The main areas of scrub are within Compartments 1,2,3,4, and 8. Past photographic evidence shows that scrub has increased in area and density on both the east and west blocks of the site over the last 100 years, and in particular since the 1950's. Hope Bottom, Compartment 8, used to be much more open with scrub limited to the upper sides of the valley. The scrub here comprises mostly Elder, Hawthorn and Blackthorn with some Ash, Spindle and Gorse. There is a small planted area (c1970's) with Whitebeam and Field Maple at the northern end of the Compartment. Many trees show stunted growth due to thin soils and their exposure to coastal winds.

The largest scrub area on the western side is of similar species composition and is dissected by rides which were originally cut to provide fire breaks. In the past they have been maintained by the Greenkeepers by flailing and mowing resulting in straight edges and a very short sward with an abrupt, angular profile lacking in ecotone. Work carried out under the previous Management Plan (2013-2017) has made some improvement.

### **4.2.2: Objective 2**

Maintain current areas of scrub and manage to improve the structure and diversity and increase edge habitat. Maintain existing rides, ride edges, scallops and glades and create new glades and scallops on rotation. Manage scrub to improve and increase habitat for notable species such as *Anthophora retusa*.

### **4.2.3: Factors**

#### **1 – Migratory birds**

The area around Hope Gap and Hope Bottom is particularly notable for migrating birds. This must be taken into consideration when carrying out scrub management.

#### **2 – Potter Flower Bee - *Anthophora retusa***

The Potter Flower bee *Anthophora retusa* is an endangered RDB1 species and following the demise of a population at nearby High and Over, Seaford Head remains the most important site in Sussex for this species as well as nationally. It benefits from the areas of Ground-ivy along the Rides in Compartment 8.

### **3 - Barred Toothed-striped Moth - *Trichopteryx polycommata***

Found on wild privet around Hope Gap and particularly along the southern edge of scrub to the east of Hope Gap along the boundary of Compartments 7 and 8, where it forms one of the largest populations nationally, if not the largest.

### **4 – Non-native Invasive Species**

Cotoneaster, *Cotoneaster horizontalis*, and Russian Vineweed, *Fallopia baldschuanica*, are non-native invasive species found in amongst the scrub. They tend to dominate more desirable species and their control is essential.

### **5 - The Public**

This is a high profile site with large visitor numbers in including local wildlife enthusiasts. Footpaths and established desire lines should be kept open. Scrub management can be seen as detrimental by the public and so suitable information must be provided.

#### **4.2.4: Attributes**

##### **1. Extent and presence of key species**

Location and populations of key species such as *Anthophora retusa*, Forrester moth, Barred Tooth-striped moth, Moon Carrot, Ground Ivy (As defined in previous section).

Breeding birds survey (Priority 2)

A four visit Common Birds Census to be carried out annually by volunteers of the SNHS. This will produce the number of territories on annual basis.

Migratory birds (Priority 1)

To annually produce maximum totals for spring and autumn migrants based on regular survey visits by local experts. Although not necessarily volunteers (local bird watchers would be up there anyway) it would be great to capture the important data being collected by them to inform the management of the site.

## **2. Extent and Quality of Scrub**

The extent, species composition, structure and age of scrub areas identifying the graduated profile of edge habitat and extent and location of glades and rides.

Aerial photography and fixed-point photography are important methods of identifying change across a site. As defined previously carry out an NVC Survey every 10 years. Previous survey carried out in 2012.

### **4.2.5: Management Rationale**

Areas of scrub across the site are of importance for migratory birds and other species however encroachment of scrub into areas of herb rich chalk grassland is detrimental. Thick blocks of even aged leggy scrub are not rich in food and nest sites. A balance is to be achieved by breaking up large areas, improving structure and controlling encroachment while leaving other areas which are important for bird and invertebrate populations.

By cutting scallops on rotation and allowing them to grow back, a more diverse age structure will be achieved.

There are now four main rides on the site, their width should be one and a half times the height of the surrounding vegetation so some widening is required in places. Maintaining the edges of the Rides ensures the presence of Ground Ivy.

A sinuous ecotone is desirable and can be achieved by rotational clearance along rides and paths. Opening up a few more glades will also improve structure.

### **4.2.6: Management List.**

#### **1 – Scrub Management**

Continue cutting regime to maintain current areas of scrub and manage to improve the structure, diversity and increase edge habitat. Along scrub boundaries and along Rides R1- 4 create sinuous edges with a graduated profile to improve ecotone. Widen rides where required to maintain desired width. In Compartments 2, 3 and 8 create new scallops and glades on rotation, keeping some permanently open.

Monitor the edges of the large blocks of scrub and take action to ensure that they do not encroach.

Manage the areas of Wild Privet along the southern edge of Compartment 8 and in Compartment 7 to benefit the Barred Tooth-striped moth by cutting on rotation and creating a scalloped edge.

Formulate a priority scrub management map for the Reserve in consultation with the Senior Ecologist.

#### **2 – Support to Golf Course**

Continue to work with the Greenkeepers to establish a favourable mowing regime along the rides in the western block Compartments 3, 4 and 5.

#### **3 – Remove and Control Non-native Invasive Species**

Remove and control undesirable species occurring within the scrub. This includes Cotoneaster, especially in Compartment 1, and Russian Vineweed in Compartment 2. Work with owners of neighbouring properties to encourage them to deal with Russian Vineweed in their gardens. It is unlikely that these species can be removed entirely due to their tendency to layer and/or root from cuttings.

#### **4 – Removal of Arisings**

Clear and burn all arisings minimising size and number of fire sites. Use chemical stump and foliar treatment where necessary to prevent regrowth.

#### **6 – Create Invertebrate Nesting Sites**

Create mini-cliffs to provide nesting sites for invertebrates including Potter Flower Bee *Anthophora retusa* in locations to be agreed with ecologists.

### **4.3: Feature 3 – Coastal/Saline Lagoon**

#### **4.3.1: Description**

The chalk cliffs and the estuary of the River Cuckmere are dynamic features impacted by storms and associated erosion. The cliffs are susceptible to rapid and unpredictable change. The estuary is currently managed for flood control by the Environment Agency (EA). The small saline lagoon and saltmarsh area in Compartment 12 contain several rare species of beetle and spider. The lagoon has been partly filled with shingle by the EA as part of their flood defence

program, which has reduced its area and the diversity of flora and fauna such as Rock Sea-lavender. Shingle moving has also reduced the areas of vegetated shingle and associated species Yellow-horned Poppy and Sea Kale.

The chalk cliffs and the exposed cliff top loess are important for a number of birds such as Peregrine *Falco peregrinus*, and Raven *Corvus corax* as well as providing nesting sites for many invertebrates including *Anthophora retusa*. They are subject to erosion by natural processes and by the burrowing of rabbits neither of which can be managed.

Cliff safety has become an increasing issue for visitors and improved interpretation signs will contribute to cliff safety awareness.

#### **4.3.2: Objective 3**

Accept and allow for free functioning of coastal cliff erosion so that species assemblages associated with the cliff, undercliff and cliff-top habitats are maintained.

Maintain the boundary of the saline lagoon where possible, Compartment 12, to prevent unnatural shingle encroachment and loss of vegetated shingle areas while allowing natural processes and breaching by the sea.

#### **4.3.3: Factors**

##### **1 – Shingle Moving**

The requirements of the EA in managing the estuary for flood control conflict with those of habitat management. Although natural processes are preferred and protection of rare habitats and species desirable, it is also necessary to consider the needs of the residents, larger scale environmental issues and flood control.

##### **2 – Cliff Falls**

There is potential danger from cliff falls. The coast is a dynamic feature where management is often impossible to carry out. Cliff falls can happen at any time without notice. This can restrict survey and data collection.

##### **3 – Litter/Rubbish**

Saline lagoon, saltmarsh and vegetated shingle are habitats containing rare species needing protection. A large amount of rubbish much of which is related to

the fishing industry, is washed up on the beach and into the lagoon. This is potentially damaging and looks unsightly.

#### **4.3.4: Attributes**

Extent and quality of Saltmarsh species (Priority 3)

Map the salt marsh plant communities found in the lagoon including Rock Sea-lavender, Sea Milkwort, Yellow-horned poppy and Sea-kale. This assemblage of plants are good indicators for the health of the small remaining area of saltmarsh.

#### **4.3.5: Management Rationale**

~~Due to the processes of erosion along the cliff no management can be undertaken.~~

The saline lagoon is vulnerable to natural processes and washing in of shingle by the sea. It has suffered greatly in recent years from the intervention of the Environment Agency removing shingle from the Cuckmere Canal into this area. Several rare species with conservation status are or were present and is a very rare habitat in Sussex requiring protection.

#### **4.3.6: Management List**

##### **1 – Education/Interpretation**

Work with STC to educate the public about cliff falls and danger areas and ensure cliff-warning signs are in good order and in place. Ensure staff and volunteers work safely.

##### **2 – Partnership Working**

Work in partnership with the EA and relevant agencies to provide the best solution regarding shingle movements.

##### **3 – NVC Survey**

To be carried out every 10 years. Current survey carried out in 2012 (Lyons G).

##### **4 - Clear Rubbish/Litter**

Clear rubbish and litter on a regular basis and ensure removal from site.

#### **4.4: Feature 4 – Public Access, Engagement and Education**

##### **4.4.1: Description**

Seaford Head with its iconic view of the Seven Sisters is a national and international tourist destination which is reflected by the number of visitors. Public access is good – see 3.2.4 Site Infrastructure.

Access points need to be in working order and routes must be kept clear. Grazing on both sides of the reserve with sheep and cattle is extremely important for conservation. It has an impact on the general public, mainly dog walkers. Warning signs and interpretation materials should contain relevant information explaining the conservation needs for chalk downland and habitat management generally.

Opportunities exist to educate the local community, schools and visitors in the importance of the South Downs and the conservation work undertaken. Local naturalists and bird watchers are keen to be involved in species recording and data collection, in particular Seaford natural History Society.

The two year (2017 - 2019) Seaford Community Wildlife Project aims to make links with local community and in particular local schools to raise awareness of the reserve.

##### **4.4.2: Objective 4**

To provide for public access, use and enjoyment without compromising the conservation needs of the site. Provide interpretation materials to enhance visitors experience and inform them of the importance of the site for all its attributes as well as advising them of cliff safety. Engage with the local community and encourage participation in the practical management of the site and collection of natural and historical data to benefit the knowledge of the local area.

#### **4.4.3: Factors**

##### **1 - High Profile Site**

High footfall due to the view provided of the Seven Sisters impacts on the site in many ways. No statistics exist for visitor numbers.

##### **2 - Shared responsibility for signage and interpretation**

All interpretation and signage must be compatible with Seaford Town Council, the National Trust and SDNPA. Planning permission may be required.

##### **3 - Walkers with Dogs (see also Grazing)**

Engage with dog walkers to encourage responsible dog ownership and raise awareness of the impact of dog faeces on the site. Conflict between visitors and grazing means that the location of grazing areas in relation to public access must be considered and appropriate information and signage provided.

##### **4 - Activities**

There is possible conflict between high footfall and activities such as cycling and drone flying which may be detrimental to the site. Scattering of ashes and memorial flowers left on benches are common. The site is a very popular location for filming and all related activities must be authorised.

##### **5 - Litter/Rubbish (see also Saline Lagoon)**

The high volume of visitors gives rise to a considerable amount of litter. Litter bins are not practical due to lack of access to many areas.

##### **6 - Cliff erosion**

Cliff erosion may impact on public safety and the location of PROW.

#### **4.4.4: Attributes**

**Local Communities are aware of the Reserve**

**Local Schools use the Reserve as a Resource**

**Local People are Involved in helping maintain the value of the nature reserve through participation of its management.**



#### **4.4.5: Management Rationale**

The site receives high visitor numbers due to its location and proximity to the Seven Sisters. Opportunities exist to educate visitors in the importance of the South Downs, the habitat and the conservation work undertaken by SWT.

Access points need to be in working order and routes must be kept clear.

#### **4.4.6: Management List**

##### **1 – Access**

Monitor paths, keep clear of vegetation and provide safe access for visitors to all parts of the site. Where possible ensure areas of bare ground are maintained.

Support STC with managed retreat of cliff top path.

##### **2 – Interpretation**

Working with partners, and in conjunction with, the Community Wildlife Project, install and maintain appropriate and unobtrusive signage to inform and advise visitors of the points of interest. Explain the conservation needs for chalk downland and habitat management generally with specific reference to key species such as the Potter Flower Bee and Moon Carrot. (See also Section – grazing).

##### **3 – Signage**

In conjunction with partners install and maintain appropriate and unobtrusive signage to inform visitors of safety issues relating to the cliff edge. Inform visitors that certain activities such as cycling and drone flying are not permitted on the reserve. Provide up to date signage regarding grazing. (See also Section Grazing)

##### **4 – Litter/Rubbish**

Many groups and individuals carry out litter picking on the reserve and the beach. This needs to be co-ordinated and the rubbish removed from the site by Lewis District Council.

##### **5 – Volunteers**

Local people are involved with the Reserve and aware of opportunities to volunteer.

## **6 – Visitor Survey**

There is little information about visitors to the reserve. Gathering details such as numbers, reason for visit, and home location could help to inform management and for funding applications. Volunteers could be used to carry out a survey in the first five years of the plan.

## **7 – Engagement**

Encourage local community groups to use and enjoy the nature reserve through the mapping and recording features outside of the management plan.

The Seaford Natural History Society and local history groups could participate in increasing the knowledge base of the local area through recording and surveying of the site. Suggestions include the monitoring of reptiles by conducting a survey of where hibernacula are present. The mapping of **Heath Snail *Helicella itala* (Priority 3)** This large and distinctive snail could be mapped using the same methodology as that used for mapping key plant species. Biological monitoring will be supported and guided by the senior ecologist.

The site has been altered and impacted on by man for many years, especially in the early 20<sup>th</sup> century. The surveying of historical and archaeological features under the supervision of local archaeologists could help inform the local community of the lost history of the site.

## **7 – Education**

Promote educational use of the site with local schools and groups. Liaise with SWT Education Centre at Seven Sisters and the SWT Community Wildlife Project Officer during the term of the project.

### ***4.5: Feature 5 - Historical/Archaeological/Geological interest***

#### **4.5.1: Description**

The site has a number of archaeological features dating from the iron-age and relating to WW1 when there was a large army camp of around 15000 soldiers on and around the western side of the reserve.

The Coastguard Cottages built in the early 1800's, and the Cable Hut from which the first telephone cables connected with France, are both of significant historical importance but are privately owned and do not form part of the Reserve.

#### **4.5.2: Objective 5**

Identify areas of archaeological/historical/geological importance, and ensure that they are not damaged in the course of reserve management or by visitors. [Refer to SWT policy]. Provide interpretation to inform visitors of relevant points of interest.

#### **4.5.3 Factors**

##### **Loss of features through scrub encroachment.**

There are features on the site which are hidden by scrub.

##### **Damage and disturbance caused by metal detectorists, amateur archaeologists and geologists.**

Responsible use of the site is encouraged. Use of metal detectors is not permitted.

#### **4.5.4: Management Rationale**

SWT will not knowingly cause damage to features of historical/archaeological/geological interest. We will also endeavour to collate information to ensure that we know of any such features in areas under our control and so put ourselves in a position to avoid any damage.

#### **4.5.5 Management List**

1 – General Management

*Taken from SWT Archaeology on Trust reserves policy.*

We will:

- Audit all reserves for features of archaeological interest
- Statutory features (scheduled ancient monuments)
- Other known features.
- Likely interest

- List actions or potentially damaging operations that is likely to cause archaeological concern on our own nature reserves.
- Ensure that the Reserve Manager liaise with County Archaeologist when a potentially damaging operation is recognised.
- Endeavour to ensure that a recognised archaeologist is consulted in the compilation of reserve management plans, where reserves are known to be particularly important in archaeological terms.
- Ensure that features of archaeological interest are identified in nature reserve management plans and that the implementation of management conserves such features.
- We will not grant permission for metal detecting on our nature reserves except under very special circumstances.
- Take all known important features into account when planning and carrying out work

## **2 – Enhance Features of Interest**

Clear scrub to reveal features of archaeological interest

## **3 – Provide interpretation**

Review and update current interpretation boards on site and produce updated leaflet (part of Community Wildlife Project).

## **4.6. Feature 6 – Legal and administrative obligations.**

### **4.6.1: Objective 6**

Ensure all legal and administrative obligations are met

### **4.6.2 Management List**

#### **1- The lease.**

Ensure SWT undertakes its obligations as laid out within the terms of the Lease.

#### **2- LNR Management Committee.**

Undertake to work with and support the needs of the STC management committee. Provide annual reports outlining activities.

#### **3 – Liaise with stakeholders and other relevant parties. (See 3.1.3)**

Maintain working relationships to improve communication and co-ordinate shared interests.

#### 4 - Maintain site safety through SWT policy.

Refer to SWT working instructions for detail of H&S policy.

- Maintain site risk assessments annually.
- Ensure site safety maps are up to date.
- Ensure all contractors abide with Trust policy by providing task risk assessments, method statements where appropriate and that contractor staff are fully competent and trained for the task in hand.

## 5. PROJECT REGISTER

### Five Year Work Plan

1 – High Priority, 2 – Medium Priority, 3 – Low priority

Prescription	18/19	19/20	20/21	21/22	22/23
Fixed point photography	1	1	1	1	1
Aerial photography	3	3	3	3	3
Controlled grazing	1	1	1	1	1
Monitor sheep worrying/attacks	2	2	2	2	2
Provide grazing notices	1	1	1	1	1
Scrub control – priority to low established scrub	1	1	1	1	1
Treat regrowth with approved herbicide as needed	1	1	1	1	1
Monitor and control scrub encroachment	1	1	1	1	1
Ride and glade creation and maintenance C 2,3 and 8	2	2	2	2	2
Create new scallops and glades, some on rotation in C2, 3 and 8	1	1	1	1	1
Manage wild privet C7 and 8	1	1	2	2	2
Remove and control invasive species such as Cotoneaster and Russian Vineweed	1	1	1	1	1
Work with neighbours to control encroachment of invasive species from gardens	2	2	2	2	2
Clear and burn arisings minimising number and size of fire site	1	1	1	1	1
Provide management support to Golf Course C3, 4, and 5 and Tenant farmer C13	1	1	1	1	1

Formulate scrub management priority map	2				
Create invertebrate mini-cliff nesting site	2				
Work with partners on education and signage regarding cliff safety	1	1	1	1	1
Provide interpretation material	1	2	2	2	2
Educational engagement/guided walks	2	2	2	2	2
PROW inspection and maintenance	1	1	1	1	1
Promote volunteer involvement	2	2	2	2	2
Install water trough(s) in Compartment 10	1				
Clear scrub to enhance archaeological features	3	3	3	3	3
Formulate archaeological plan	2				
Engage with dog walkers to raise awareness	2	2	2	2	2
Litter collection and disposal off site	1	1	1	1	1
Support and encourage volunteers	1	1	1	1	1
Community engagement	2	2	2	2	2
Education – involve schools (Community Wildlife Project)	2	2	2	2	2
Visitor survey		3			
Liaise with STC and support LNR Management Committee	1	1	1	1	1
Liaise with E.A. re shingle moving	1	1	1	1	1
Liaise with neighbours	1	1	1	1	1
Inspect for site safety	1	1	1	1	1

### Monitoring Priority Plan

Taxa	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Broad-spectrum Invertebrate survey										1
Barred Tooth-stripe	1	1	1	1	1	1	1	1	1	1
Butterfly transect		2	2	2	2	2	2	2	2	2
Forester and other day-flying moths		2	2	2	2	2	2	2	2	2
Heath Snail		3*	3*	3*	3*	3*	3*	3*	3*	3*
Moon Carrot	1	1	1	1	1	1	1	1	1	1
Green-	1	1	1	1	1	1	1	1	1	1

winged Orchid										
Henbane		3	3	3	3	3	3	3	3	3
Other plants mapped	3	3	3	3	3	3	3	3	3	3
Badgers	3	3	3	3	3	3	3	3	3	3
NVC						1				
Reptiles	3	3	3	3	3	3	3	3	3	3
Migratory birds		1	1	1	1	1	1	1	1	1
Breeding birds	2	2	2	2	2	2	2	2	2	2
<i>Anthophora refusa</i> survey		1			1			1		
Ground-ivy mapping		3					3			
Fixed-points	1	1	1	1	1	1	1	1	1	1
Rapid Grazing Assessment	1	1	1	1	1	1	1	1	1	1

\*=once in lifetime of plan

## 7. ACKNOWLEDGEMENTS

We would like to acknowledge the help of the following in producing this Management Plan:

Graeme Lyons, Senior Ecologist SWT

Seaford Natural History Society

Luke Barber, Research Officer, Sussex Archaeology Society

Seaford Head LNR Management Committee

Bob Self and Sussex Ornithological Society

Mike Edwards, Ecologist

The support of the Environmental Stewardship Scheme as part of the Rural Development Programme for England

## **8. APPENDICES**

Map 1 – Ownership

Map 2 – Aerial

Map 3 – Location

Map 4 – Rights of Way

Map 5 – Compartments & Rides – East

Map 6 – Compartments & Rides – West

Map 7 – Designations

Map 8 – Proposed Interpretation

Map 9 – NVC 2012

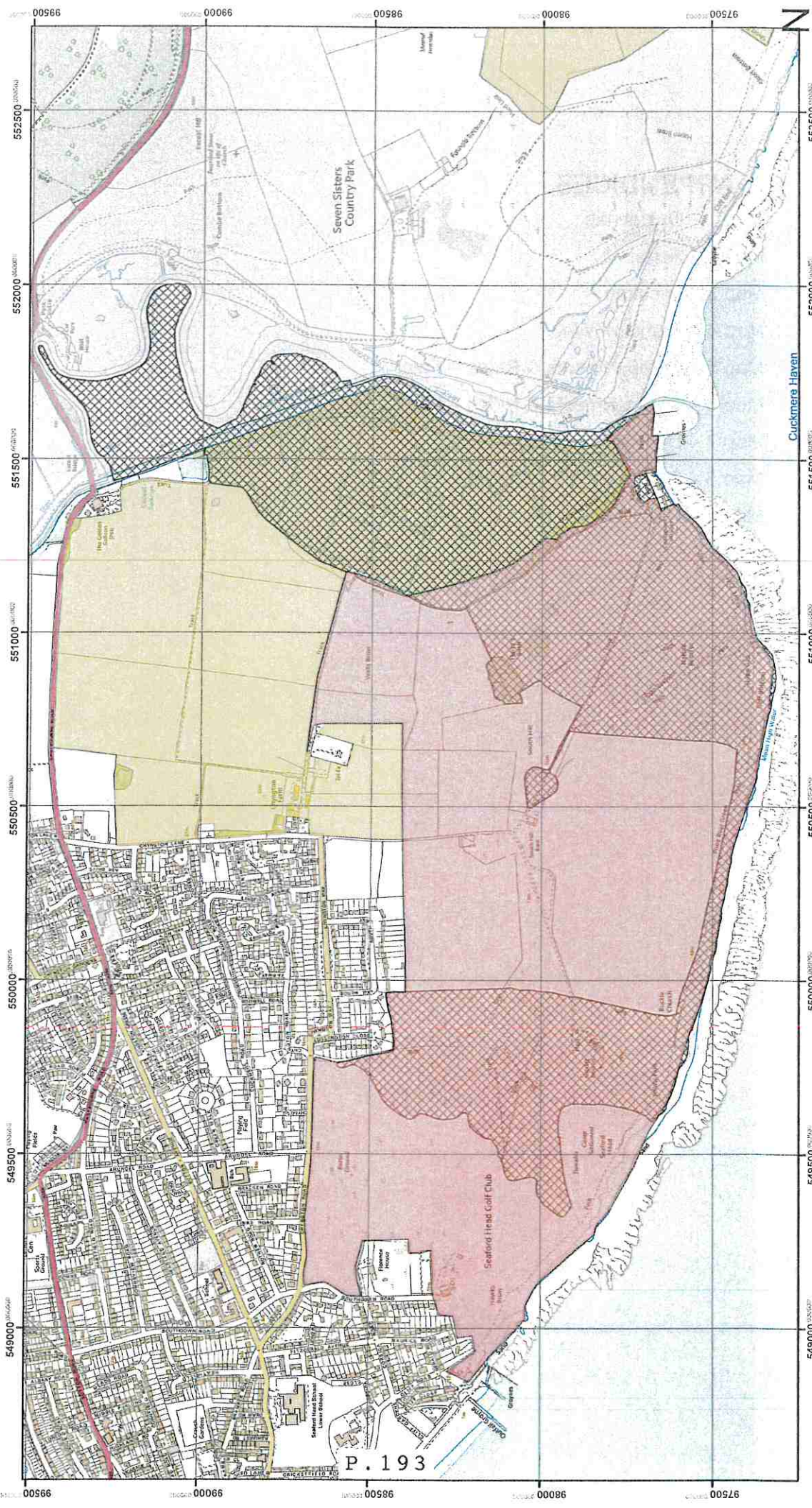
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# Map 1 Seaford Head- Local Nature Reserve Ownership

-  LNR
-  Seaford Town Council
-  National Trust
-  East Sussex County Council

SWT Land Management Team  
Sussex Wildlife Trust, Woods Mill,  
Henfield, West Sussex, BN5 9SD  
01273 492630. [www.sussexwt.org.uk](http://www.sussexwt.org.uk)



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# Map 2 -Seaford Head - Aerial

-  SWT Reserve
-  South Hill Barn Car Park

SWT Land Management Team  
Sussex Wildlife Trust, Woods Mill,  
Henfield, West Sussex, BN5 9SD  
01273 492630. [www.sussexwt.org.uk](http://www.sussexwt.org.uk)



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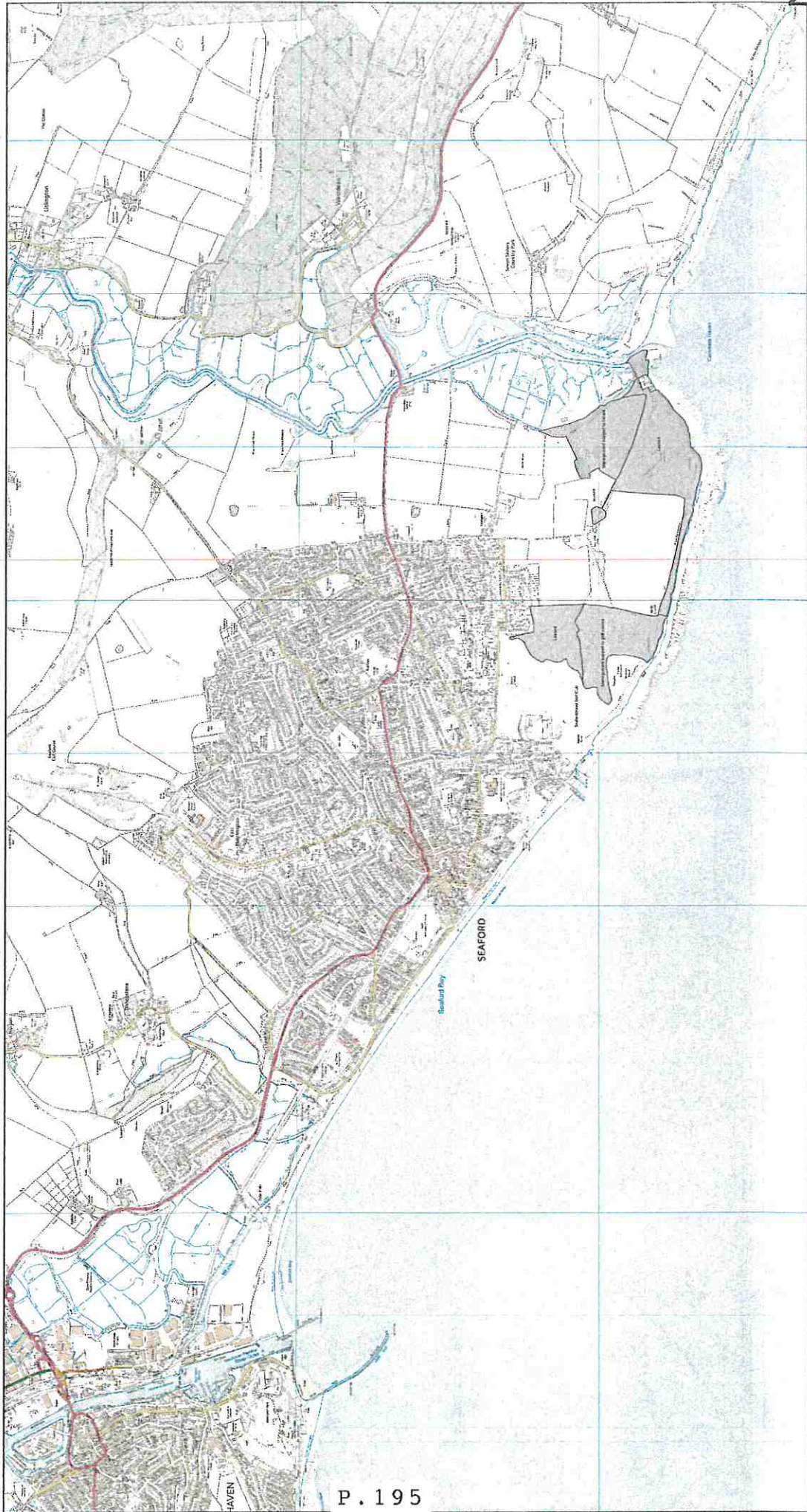
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# Map 3 - Seaford Head - Location

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Henfield, West Sussex, BN5 9SD  
01273 492630. www.sussexwt.org.uk



Seaford Head



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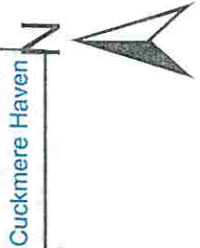
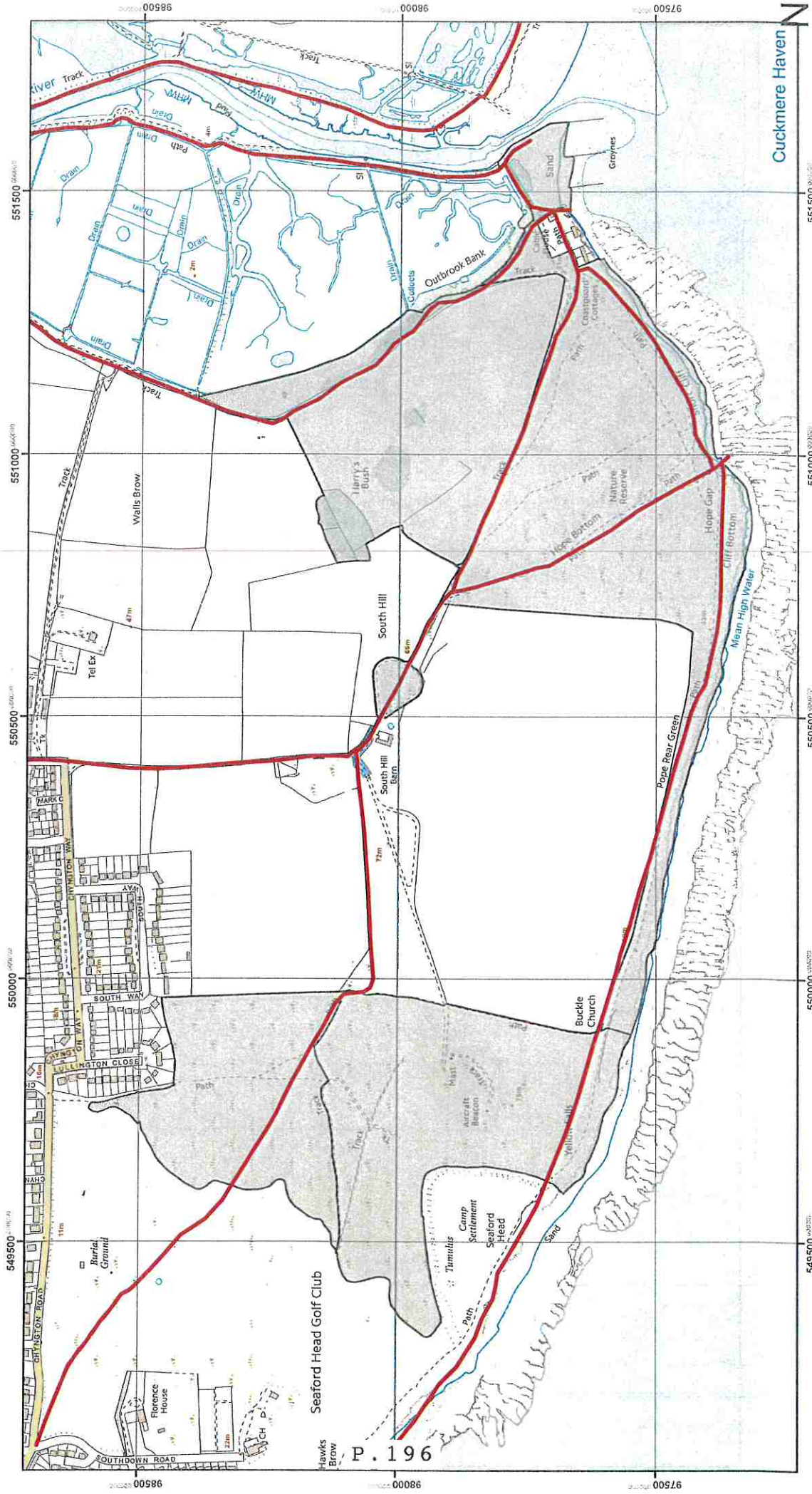
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# Map 4 - Seaford Head - Rights of Way

- ESCC Rights of Way ( Footpaths )
- South Hill Barn Car Park
- SWT Reserve

SWT Land Management Team  
 Sussex Wildlife Trust, Woods Mill,  
 Henfield, West Sussex, BN5 9SD  
 01273 492630. www.sussexwt.org.uk



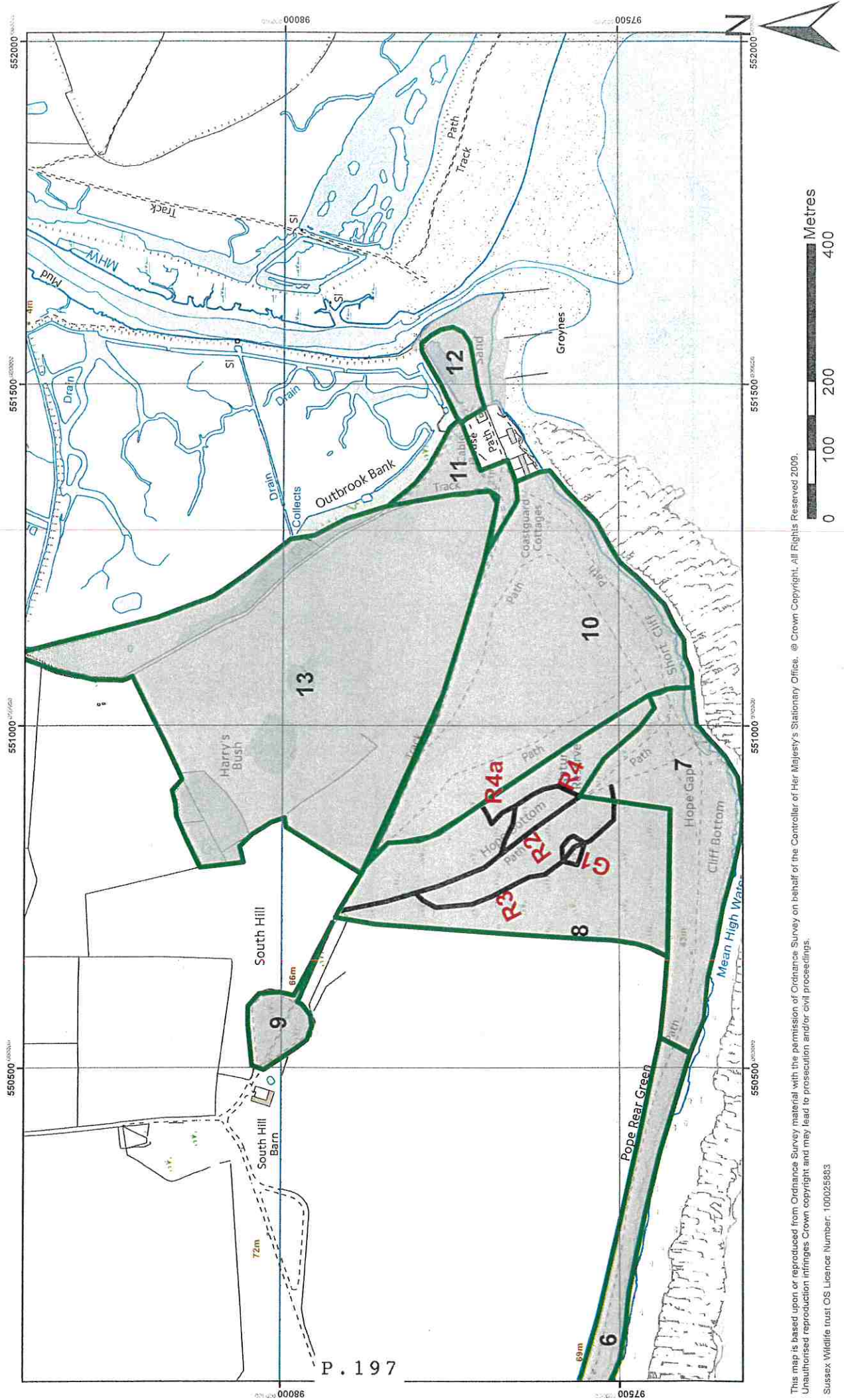
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# Map 5 - Seaford Head - Compartments & Rides - East

-  Compartments
-  Rides
-  SWT Reserve

SWT Land Management Team  
 Sussex Wildlife Trust, Woods Mill,  
 Henfield, West Sussex, BN5 9SD  
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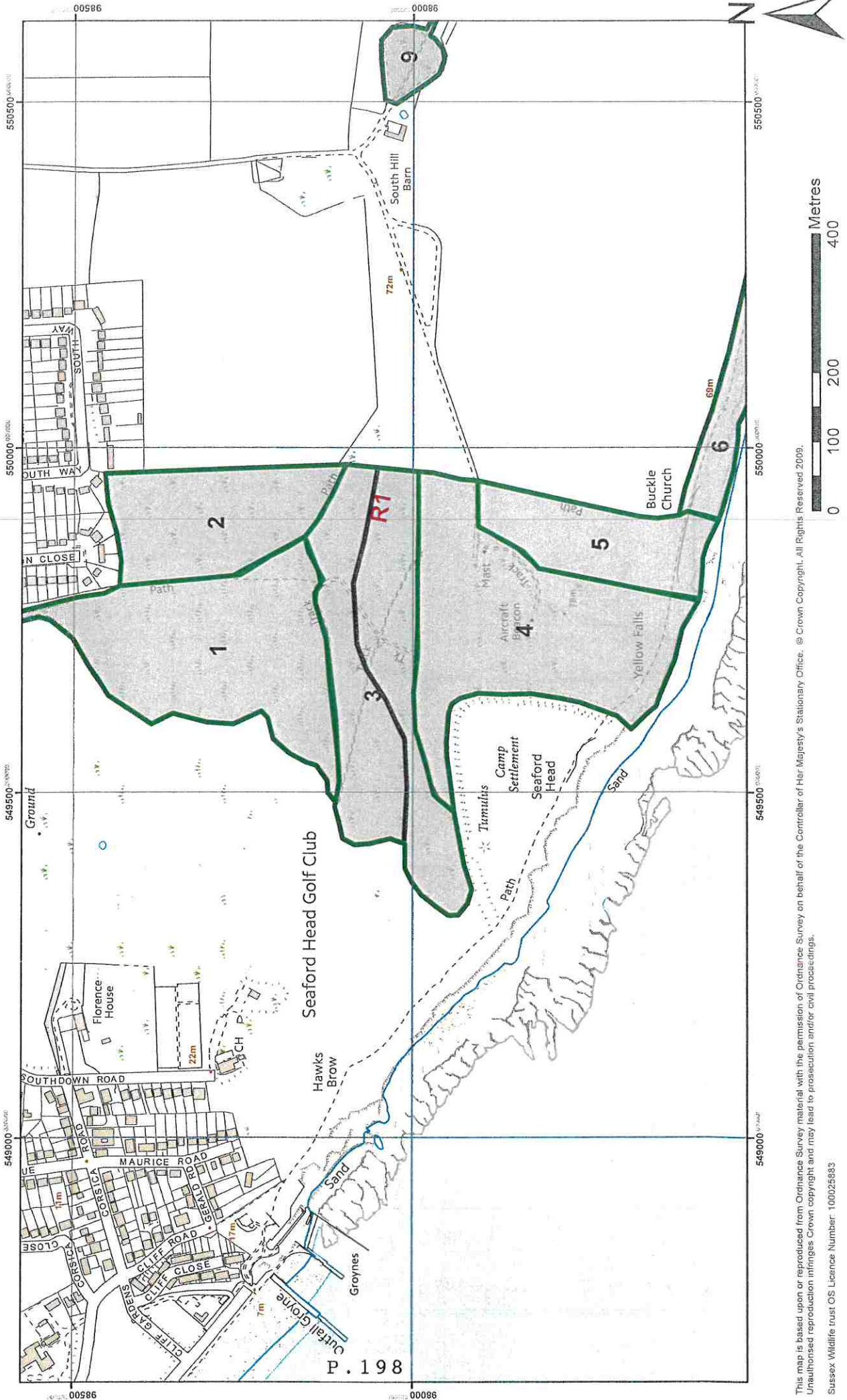
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# Map 6 - Seaford Head - West Compartments & Rides - West





-  Compartments
-  Rides
-  SWT Reserve

SWT Land Management Team  
 Sussex Wildlife Trust, Woods Mill,  
 Henfield, West Sussex, BN5 9SD  
 01273 492630. www.sussexwt.org.uk

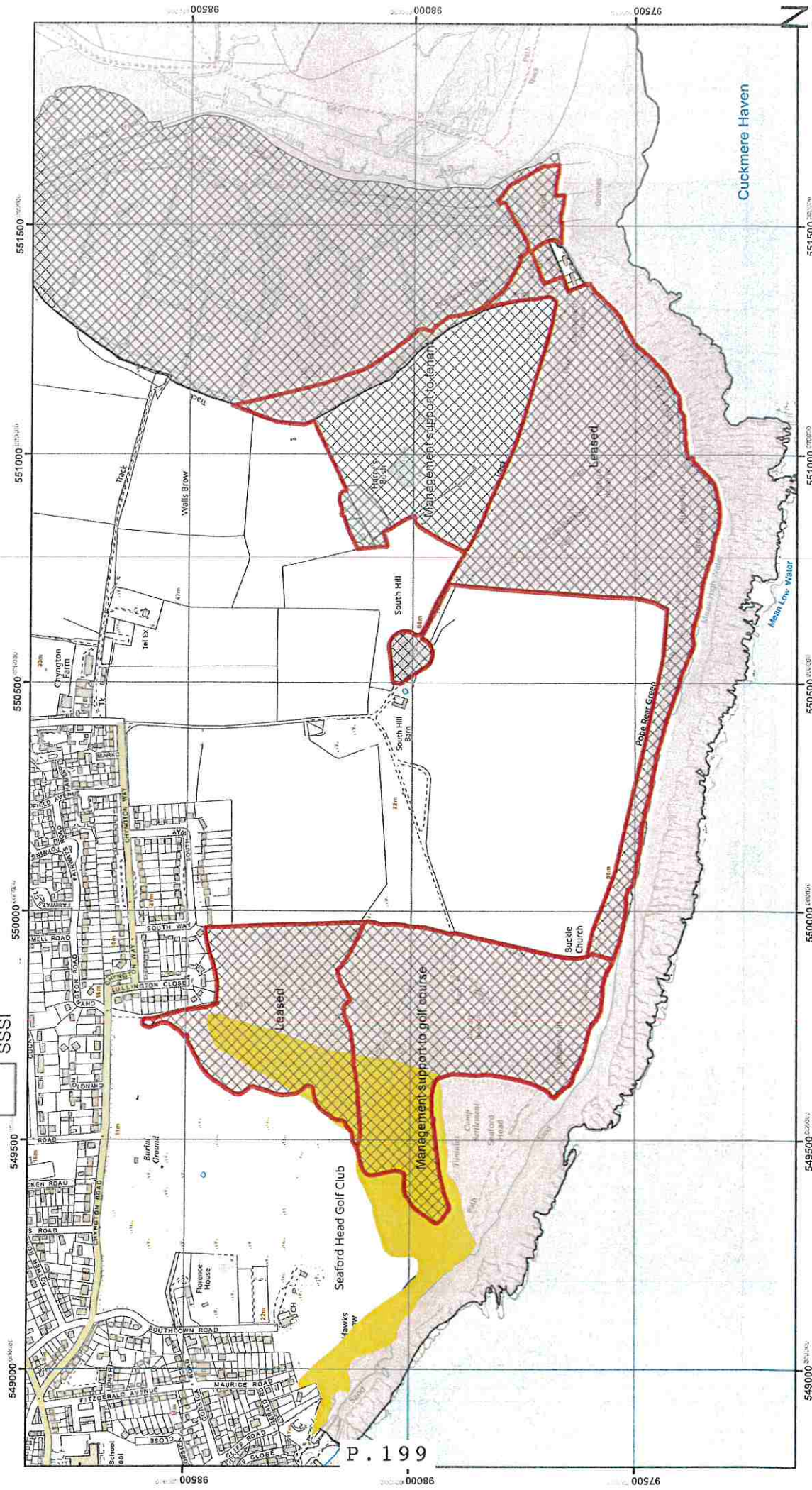


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# Map 7 - Seaford Head- Designations

-  SWT Reserve
-  LNR
-  Local Wildlife Site
-  SSSI

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Seaford Head Nature Reserve.  
Proposed interpretation board site plan.

June 2018

MAP 8




 Sussex Wildlife Trust Nature Reserve boundary

 1 A1 upright noticeboard with pinboard

 2 A1 upright noticeboard

 3 A1 upright noticeboard with pinboard

 4 A2 lectern style board

 5 Oak slat entrance sign

 6 A2 lectern style board

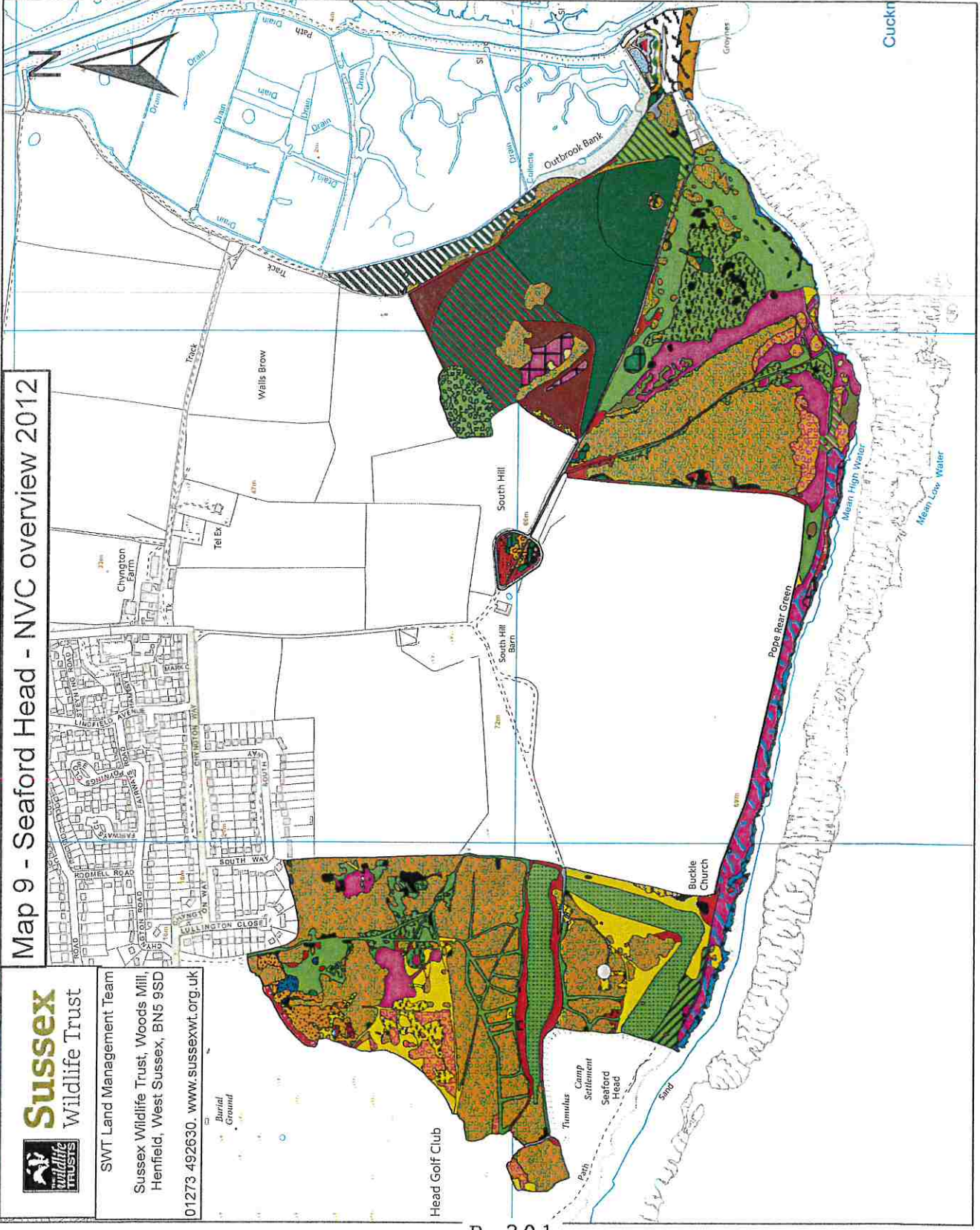
 7 Oak slat entrance sign

 8 A2 lectern style board



Legend  
Seaford Head NVC 2012

- NVC
- Bare
- Bare chalk
- Brackish Water
- Building
- CG2a
- CG2a with cotoneaster
- CG3b
- CG3b/W21d
- CG4b
- Green
- Hairy Sedge
- MC11b
- MC11c
- MC5d
- MG1b
- MG1c
- MG1d
- MG1d/W21c
- MG5b
- MG5b/CG2b
- MG5b/MC11c
- MG5b/MG6c
- MG5b/W21c
- MG6a
- MG6c
- MG6c/MG7a
- MG7a
- OY24
- OY25
- OY27
- SZ1
- SZ2
- SD1a
- SD1a/SM27
- SM16b
- SM21 type
- SM24
- SM28
- SM8
- Sand
- Shingle
- Track
- U1b
- U20c
- U4c
- W21a
- W21c
- W21d
- W23
- W24
- W25a
- W8



Map 9 - Seaford Head - NVC overview 2012

**Sussex Wildlife Trusts**  
Wildlife Trust

SWT Land Management Team  
Sussex Wildlife Trust, Woods Mill,  
Henfield, West Sussex, BN5 9SD  
01273 492630, www.sussexwt.org.uk

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Seaford Town Council

**Report 110/18**

**Agenda Item No:** 14  
**Committee:** Full Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** 1-year licence extension for tendered concessions  
**By:** Tony Jackson, Projects & Facilities Manager  
**Purpose of Report:** To seek approval from the Council for a year extension of existing concessions licences

---

**Recommendations**

**You are recommended:**

- 1. To approve the extension of existing fixed concessions licences for a further year**
- 

**1. Information**

- 1.1** The Council currently issues Concession Operating Licences over a 3-year term at the following fixed sites The Salts Café, Martello Kiosk and West View Kiosk.
- 1.2** The same licenses are also issued to 2 mobile ice cream kiosks, 1 at Bönningstedt Promenade and the other, Splash Point.
- 1.3** Contractors are granted these licences through a competitive tendering process.
- 1.4** All of the above licences expire on March 31<sup>st</sup>, 2019.
- 1.5** It is hoped that works will commence on the Martello Toilets and 2 Café concessions early next year. This will hopefully mean both new concessions will be up for tender later towards the end of 2019.
- 1.6** This would leave the Council in a position of having various tendered concession licenses starting and finishing at different times, creating more administrative work.
- 1.7** Also, to note, the recently written new Concession & Street Trading Scheme Policy has yet to be adopted and cannot be until January 24<sup>th</sup> 2019.
- 1.8** In light of both the above, it is recommended to extend all tendered concession licenses by 1 year.
- 1.9** If agreed, the extended year charge will be increased by 3% to allow for inflation.


**2. Financial Appraisal**

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

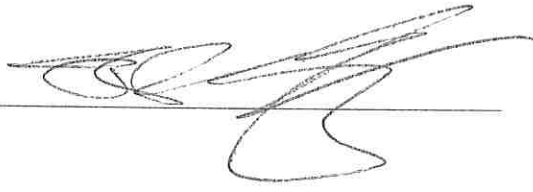
**3. Contact Officer**

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

Projects & Facilities Manager

  
\_\_\_\_\_

Town Clerk

  
\_\_\_\_\_



## Seaford Town Council

Report 114/18

**Agenda Item No:** 15  
**Committee:** Council  
**Date:** 18<sup>th</sup> October 2018  
**Title:** Insurance Arrangements  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To present an update on the Council's Insurance Arrangements.

---

### Recommendations

#### You are recommended:

1. To approve the recommendation to continue the Council's Insurance Policy with Zurich for a further two years.

---

### 1. Information

- 1.1 The Council is currently in a 3 plus 2-year option Long Term Agreement with Zurich which allows the Council to benefit from discounts for a 5-year policy but with the option to end the contract after 3 years.
- 1.2 The insurance arrangements have been reviewed and following discussions with our account manager at Zurich, Seaford Town Council have been offered a £650 reduction on this year's original premium total with a further £1,000 reduction on each of the remaining two years premium total after the usual annual uplifts.
- 1.3 Based on previous years spend, this is a good competitive price and it is recommended that the Council takes up the opportunity of receiving discounted rates and continues with its Long-Term Agreement with Zurich. It would also save on costs for officer time spent on tendering when realistically, these prices are below what we can expect to pay following a tender process.

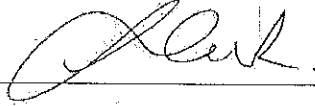
### 2. Financial Appraisal

- 1.1 A saving of £650 will be made during 2018/19 bringing to total costs down to £17,995. With insurance costs already under budget for this year, this will bring the total overall saving to £2,503 against the original budget of £20,498.
- 1.2 Assuming an uplift of 3% and based on current assets, the estimated costs for 2019/20 will be £18,205 after the £1,000 discount followed by an estimated cost of £18,750 for 2020/21. This is a saving of £3,016 on the estimated 2019/20 budget and a saving of £3,214 on the estimated budget of 2020/21.

3. **Contact Officer**

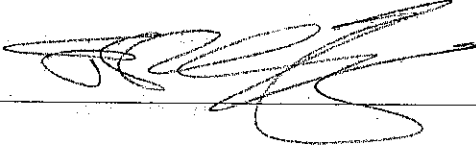
The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager



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Town Clerk



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