



Seaford Town Council



Annual Report 2017/2018

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Working Together for our Town!

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Annual Report

The Council has had a very busy year progressing those projects set out in its Mission Statement and Strategic Objectives, which were adopted in 2016 and are available to view on the Council's website.

This Annual Report sets out what the Council has achieved in the past Municipal Year (May 2017- May 2018), what the Council looks to achieve over the next twelve months and sets out to provide a detailed yet coherent statement of the Council's finances.

Seaford

Often described as 'the best kept secret of Sussex', Seaford has a relaxing three mile expanse of unspoiled beach as well as a vibrant town centre. Surrounded by the South Downs National Park and areas of Outstanding Natural Beauty, Seaford has a thriving community that embraces the feeling of a country town with the benefit of a coastline.

With just over 11,500 properties and a population of over 27,000, Seaford is the largest town in the Lewes District.

Seaford boasts a large portfolio of open spaces and recreation/play spaces as well as a good variety of commercial properties and local traders. There is a seemingly endless list of groups and organisations that can be joined covering a wealth of different interests and categories. Seaford even houses two theatres, a community cinema, a swimming pool and a whole variety of sporting clubs. There really is something for everyone!

Town Council

Seaford Town Council was established in May 1999 and manages many local services which are set out in more detail in this report.

There are twenty unpaid councillors representing the five wards across the town, elected to serve a four-year term. The current term ends in May 2019 further to the elections in 2015.

Each year, at its Annual Meeting in May, the Council elects from amongst its members a Town Mayor and Deputy Town Mayor. Some Town Councillors are also Councillors for Lewes District Council.

The council offices are in the centre of the town in a building shared with the local Police, Tourist Information Centre and Citizens Advice Bureau. The staff are always happy to assist both residents and visitors.

Seaford's Glorious Bönningstedt Beach Huts - bag yourself a great investment with a huge return on happiness!

From your own private balcony, you will be able to view Seaford's sweeping bay which stretches 4 miles from the towering cliffs of Splash Point, past the historic village ruins at Tide Mills along to Newhaven harbour. There's ample free parking and refreshments for everyone within a stone's throw.



Bönningstedt Promenade Through the Ages...



Circa 1960's



2016



2018

If you would like to snap one up or simply find out more information, call 01323 895 046 or visit www.seafordtowncouncil.gov.uk . There's an awful lot on offer for just £42,000!

LOCAL AUTHORITIES

Municipal services within Seaford are provided by three tiers of Local Government - the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. Set out below is an overview of which authority provides each service.



Seaford Town Council

Phone: 01323 894 870

- | | |
|---------------------------------|---|
| ∂ The Salts | ∂ Allotments |
| ∂ The Crouch | ∂ Street Furniture |
| ∂ Martello Fields | ∂ Memorial Benches |
| ∂ Seaford Head Golf Course | ∂ Seaford Head Nature Reserve |
| ∂ The Crypt | ∂ CCTV |
| ∂ Beach Huts | ∂ The View at Seaford Head |
| ∂ Ice Cream Vans | ∂ High & Over |
| ∂ Seafront Kiosks & Concessions | ∂ Many town events |
| ∂ Martello Tower | More details on STC are laid out in this report or available on the website: www.seafordtowncouncil.gov.uk |
| ∂ Play Areas (some) | |
| ∂ Seafront | |



Phone: 01273 471 600

- | | |
|------------------------|---|
| ∂ Refuse Collections | ∂ Planning Services |
| ∂ Waste & Recycling | ∂ Economic Redevelopment |
| ∂ Litter | ∂ Car Parks |
| ∂ Dog Fouling | |
| ∂ Housing | For more details on LDC visit the website: www.lewes.gov.uk |
| ∂ Environmental Health | |
| ∂ Business Rates | |
| ∂ Council Tax | |
| ∂ Opens Spaces (some) | |
| ∂ Tourist Information | |



Phone: 0345 60 80 190

- | | |
|-----------------------|--|
| ∂ Seaford Library | ∂ Trees |
| ∂ Highways | ∂ Seafront Cycle Scheme |
| ∂ Footpaths | ∂ Trading Standards |
| ∂ Road Conditions | |
| ∂ Street Lighting | For more details on ESCC visit the website: www.eastsussex.gov.uk |
| ∂ Education | |
| ∂ Children's Services | |
| ∂ Social Services | |

STRATEGIC OBJECTIVES

In April 2016 the Town Council adopted its Mission Statement and Strategic Objectives. The Council is well underway with many of the projects stemming from the five strategic objectives, which were identified as:

- o To develop the cultural and economic well-being of the Town*
- o To improve the environment of the Town*
- o To improve and maintain recreational facilities of the Town*
- o To help represent the needs of the community*
- o To practice good governance and fiscal responsibility*

The objectives are key to ensure Council Officers have the direction needed to be as efficient and effective as possible in their posts, and to help the public understand the aims and objectives of the Council; what it is seeking to achieve for the town.

Performance against the objectives has been very positive since their adoption in April 2016.

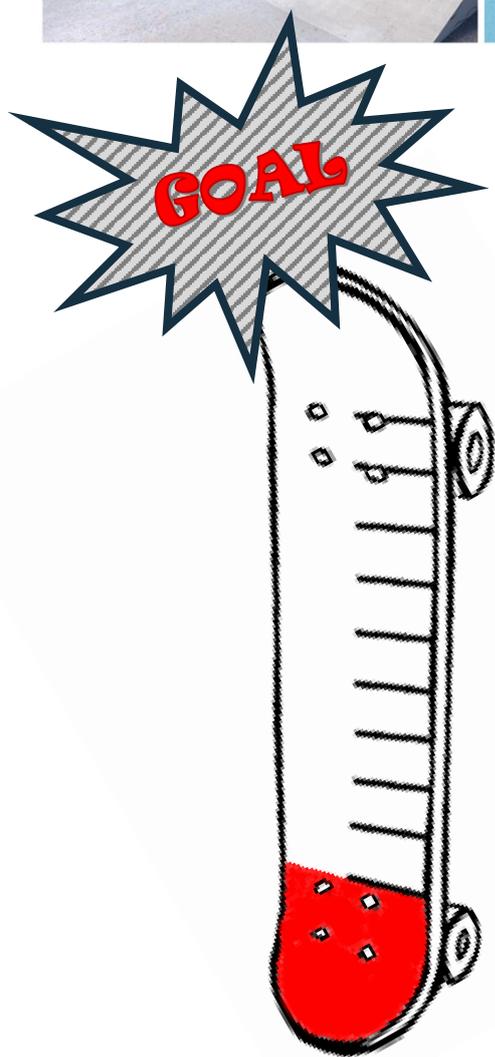
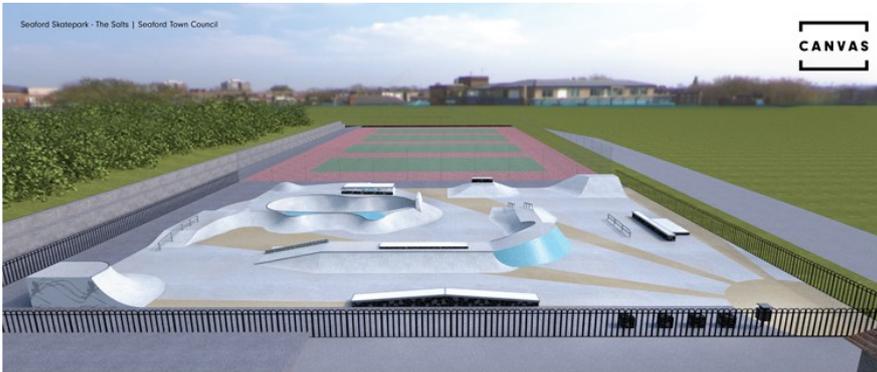
Each objective was broken down in to specific projects and targets for Council officers, in addition to financial targets to meet, with overall performance against these regularly discussed in team meetings.

Many objectives have been engrained in to the 'way of life' at the Council, such as making financial savings or achieving additional income, ensuring working practices are above and beyond those required for satisfactory internal audits and acting as a voice for the town's residents.

The Strategic Plan is being reviewed during 2018 with a view to assessing progress so far and making any necessary changes or additions to the plan. Members of the public are encouraged to get involved in this review; consider the draft proposals when they are released and make any suggestions, comments or feedback.

The coming pages set out in greater detail that which the Council has been busy with over the past year and what can be expected during the coming 12 months.





Seaford Skatepark Project

Seaford Town Council is excited to start work on this state of the art skatepark!

The Council is now fundraising for the remaining monies to get this fantastic new feature installed - watch out for more details on how to get involved!

STAY CONNECTED FOR UPDATES:

Facebook - @seafordskateparkproject

Email - tony.jackson@seafordtowncouncil.gov.uk



Seaford Town Council

STRATEGIC OBJECTIVES



✓ = completed

⊗ = in progress

⊗ = to be undertaken

'WORKING TOGETHER FOR SEAFORD'

OBJECTIVE: To improve and maintain recreational facilities of the Town



OBJECTIVE: To develop the cultural and economic well-being of the Town



Regenerate The Salts & The Crouch in line with Development Plans *



Complete playing pitch strategy for the Town *



Regenerate Martello Fields in line with the Development Plan *



Construction of entertainments area at Martello Tower



Facilitate Seaford Christmas Magic and increase numbers



Facilitate two events at Martello Entertainments area



Facilitate 25 events at Martello Fields



Facilitate two events at The Salts



Introduce Tourism Sign scheme



Construct log cabins at Seaford Head Golf Course*



Introduction 40 new Beach Huts to seafront*



Promote presence of Tourist Information Centre



Develop South Hill Barn*



Market 'Unique Seaford'



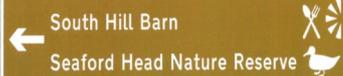
Manage number of concessions on seafront



Include commercial area and hotel & holiday let areas within Neighbourhood Plan*



Pedestrian and cycle route to a railway station



* subject to consultation

STRATEGIC OBJECTIVES

Strategic Objective One:

To develop the cultural and economic well-being of the Town

The Town Council looked at ways in which it could develop the cultural and economic well-being of the town, through increased tourism, developed attractions, increased frequency and quality of events, and marketing of the town.

To help achieve this objective certain projects were identified, the status of which are updated below.

The achievement of the year is the project to ***introduce 40 new beach huts to the seafront*** which was first approved by the Council in March 2017. The first 20 beach huts were completed in late summer 2017 and put on the market for sale (see page 4). It is planned that the second 20 huts will be built.

The ***Tourism Signage scheme*** was approved by East Sussex County Council and the new tourism (brown) signs were installed around the town during summer 2018, funded by the Town Council and Lewes District Council, with the aim to highlight the tourist attractions within the town and help easier navigation.

Marketing 'Unique Seaford' is a project that was put on hold whilst the improvement works are being done in line with the various development plans of the Council and the Council can really highlight what makes Seaford unique and market this accordingly.

The venture to ***develop South Hill Barn for commercial use*** stumbled somewhat in 2017 due to perceived planning complications due to the Barn being within the South Downs National Park and the limitations this places on what activities can and can't be done on the site. The Council has however recently had contact from a group interested in bringing life to the Barn, so are exploring this further. Positive talks are also being held with the National Park Authority surrounding potential options for the site. Updates will be given as and when available.

Promoting the presence of the Tourist Information Centre is an ongoing project that will be worked on in conjunction with Lewes District Council, which provides the tourist information service.

The ***Entertainments Area at Martello Tower*** is pending a usage policy being implemented to give Officers a clear understanding on how the area will operate. Once in place the area will be marketed for performances.

'WORKING TOGETHER FOR SEAFORD'

The *construction of Log Cabins at Seaford Head Golf Course* has been the subject of discussion with local planners. The Council will be considering the business plan for the log cabins later in 2018 after which, subject to Council approval, a planning application can be submitted.

In conjunction with the Seaford Christmas Magic Committee, the Council *facilitated Seaford Christmas Magic 2017*. The market had a truly magical feel, with all stall holders products and produce being Christmas themed, which enticed a huge number of visitors. The reindeer however was star of the day and proved a very popular attraction for people of all ages!

The Council's Events team have been busy, securing bookings over *25 events at Martello Fields* and a further 5 events at The Salts. Sadly the weather took a turn for the worse for both Armed Forces Day and Seaford Bonfire Night 2017, which had to be cancelled, so both events looked to come back even bigger and better for 2018. See page 16 for event details.

In 2017 Seaford took over Street Trading responsibilities from Lewes District Council for the 'consent streets' within the town, including the seafront. 2018 has seen three new *concessions on the seafront* which have proved hugely popular; La Creperie and The Salty Seahorse now join the two ice cream concessions, Martello kiosk and Frankie's Beach Café to give plenty of refreshment options along the promenade. Skipper Water Sports is located at Bönningstedt Promenade, offering water sports hire with full safety briefings; a welcome edition to Seaford's beach!

The Council was also pleased to welcome East Sussex Hog Roast to the *South Hill Barn concession site* in 2018, bringing much-welcomed refreshments to this popular yet unspoiled area of the town.

Unfortunately the *Seaford Street Markets* trialled in 2017 were not continued after its trial period, as it was not felt to quite meet all of its aims. The regular market traders were offered licenses to trade on the seafront when the market was stopped and some can still be seen around Frankie's Beach Café (weather permitting!) until the end of their licenses in September 2018.



STRATEGIC OBJECTIVES

Strategic Objective Two:

To improve the environment of the Town

Seaford is blessed with a variety of environments in and around the town from countryside to seaside, and commercial areas to residential; the town has a lot to offer!

The Town Council focussed primarily on the wildlife around the town and the seafront, as areas of the environment that the Council is enthusiastic, and able, to nurture and develop.

The Council aims to work towards ***improving all open spaces*** across the town. The development plans for The Salts, the Crouch Gardens and the Martello Fields address three of the most popular spaces.

The Council recently committed to supporting environmental charity's, Surfers Against Sewage's, plastic-free campaign. The Council will be doing what it can to support Seaford achieving ***Plastic-Free Town Status*** (see page 23). The Council has supported the Community Lead for Plastic-Free Seaford, Claire Sumners, who has been ***organising regular beach cleans*** on the seafront to help keep the beach litter free and raise awareness about the litter and plastic problem. The ***2-minute beach clean*** initiative is ongoing and available to the public thanks to Frankie's Café, Martello Kiosk and Newhaven & Seaford Sailing Club.

Seaford Tree Wardens are a voluntary group that do a huge amount of work around the town taking care of trees and planting new trees. Sadly some diseased trees had to be removed during 2017 but the Tree Wardens and their volunteers were thankfully, with the help of grant funding, able to plant new trees in various locations around the town.

In 2017 Sussex Wildlife Trust took on a 25 year lease to manage the ***Seaford Head Local Nature Reserve*** on the Council's behalf; the Trust has exciting ideas for the Reserve and the wealth of expertise knowledge and skills to manage such a spectacular site. The Trust has met with Council Officers to discuss utilising the Reserve for educational purposes and increasing awareness of the Reserve and the stunning wildlife that can be found on site. The Trust will be creating a new management plan for the area, which will be presented to the Council for adoption during the year.

Courtesy of its dedicated greenkeeping team, Seaford Head Golf Course has seen many changes over the past two years as it works towards achieving GEO certification, acknowledging the course being at an ***environmentally sustainable standard*** with regards to working practices and the ways the course is treated. The greenkeepers have worked hard to encourage the native flowers and plants to thrive around the course and are even working on their own Seaford Wild Flower mix!

‘WORKING TOGETHER FOR SEAFORD’

Strategic Objective Three:

To improve and maintain the recreational facilities of the Town

Seaford has a variety of play and recreational areas, some of which are owned by the Town Council and others by Lewes District Council. In setting the targets to meet this objective, the Town Council has looked primarily at its own facilities but also those owned by others to ensure the whole town has access to satisfactory recreational facilities.

To help achieve this objective, certain projects were identified, the status of which are updated below.

The Salts is being improved in line with the ***Salts Development Plan***; the play area is completed with a few snagging points to be rectified. The 2017/18 Young Mayor, Thomas Exley, fundraised towards a wheelchair accessible swing which was installed within the play area; more updates on this are on page 33.

Council Officers have been meeting with the Lawn Tennis Association to look at options for rejuvenating the tennis courts. The Council will hopefully be looking to match fund a grant from the Association, perhaps in partnership with other local organisations, with a view to introducing two new resurfaced courts, a football pitch and multi-use games area.

The Council has secured part-funding for the new skatepark at The Salts and is now looking to fundraise the remaining amount to enable the new park to be installed, further to the publicly-favoured design being approved in early 2018. See page 7 for a glimpse of more details.



The ***development plans for the Crouch and Martello Fields*** are being worked on in 2018/2019 with a view to being adopted in 2019.

A coordinated review of ***all other open spaces*** in the town will take place over the coming year with a view to consulting on what the town wants from the open spaces; this will include the likes of the Normansal Park, Princess Drive Village Green and Walmer Road recreation grounds.

A ***Playing Pitch Strategy*** is being undertaken by Lewes District Council across the entire District. Seaford Town Council will assist with the strategy for Seaford, in conjunction with local sports clubs and groups.



STRATEGIC OBJECTIVES

Strategic Objective Four:

To help represent the needs of the community

As a local voice for Seaford, the Town Council can make representations on behalf of the town on various issues.

During 2016, the Town Council's Planning & Highways Committee considered and responded to **165 planning applications** within the town and **19 tree works applications**.

There has been a few controversial planning applications within the town that have sparked the interest of local residents and members of the Council; the **Avondale Hotel** was granted permission by Lewes District Council (the local planning authority) to change to a House of Multiple Occupancy for 30 residents, it is unknown when exactly this will take place. **Chyngton Farm** has received permission for four self-contained camping pods on its land, which could assist the Town Council with any future applications for log cabins or camping pods at Seaford Head Golf Course.

The proposed cement works development by Brett Aggregates at **Fisher's Wharf on Newhaven's East Quay** is still in progress and the County Council are to arrange a meeting to discuss this application. The application for 183 dwellings at the **former Newlands School site**; Lewes District Council granted outline planning permission but Sport England objected to this on the grounds of a loss of recreational facilities (covered in more detail on page 23). The issues surrounding the scaffolding at Talland Parade are ongoing (again further details on page 24).

The Town Council has and continues to support the creation of the **Seaford Neighbourhood Plan**. Funded by the Town Council but worked on by the voluntary Steering and Focus Groups in conjunction with Action in Rural Sussex, the Plan is progressing well. Further updates on the Plan can be found on page 22.

The Council holds regular meetings with other local authorities, such as the Environment Agency and East Sussex Highways, to discuss works in Seaford. There are also quarterly meeting with Health Stakeholders in the town, from which the **Health & Social Care Matters** event on 1 May 2018 stemmed. This event gave residents of Seaford a chance to learn more about the health and social care available in Seaford and meet the providers.

The Council is always on hand to represent the town and its residents where required and will actively try to ensure Seaford's voice is always heard.

Strategic Objective Five:

To practice good governance and fiscal responsibility

It is fundamentally important that the Town Council operates legally and as effectively as possible, whilst also maximising the use of public funds and assets for the public's well-being.

Council Officers work hard to ensure that all activities and processes are completed in the most effective and efficient way. This is achieved by clear and concise policies and procedures, effective staff training and regular update meetings to ensure all staff are working harmoniously. The Council identified the following aims to ensure it will practise good governance and fiscal responsibility:

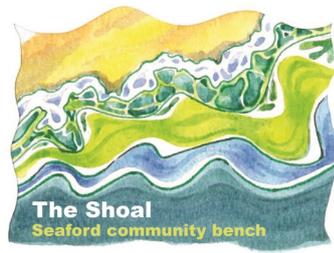
- ∅ Achieve a satisfactory External Audit.
- ∅ Take appropriate action on any recommendations coming from the Internal Audit.
- ∅ Adopt a full suite of policies in line with the Policy Review Timetable.
- ∅ Generate a profit at the Golf Course of £30,000.
- ∅ Generate capital income from surplus land sales.
- ∅ Generate a profit at The View of £30,000.
- ∅ Achieve Local Council Award Scheme Gold standard.

Auditing, both external and internal, is the method by which the public and the Council itself can be certain that it is performing at a satisfactory level, and is showing good internal control both with finances and across the Council as a whole. See pages 30 for more on the internal and external audits.

The Council has a full timetable for policy reviews and new policies to be adopted; Council Officers are on target with the policy schedule and should see a full suite of policies adopted by the Council by the end of the this Municipal Year.

The Council has appointed an external Data Protection Officer to help ensure it remains compliant with the revised data protection legislation from May 2018 and has carried out an audit of its data management systems in order to ensure they are robust.

The Council currently holds a Foundation level award in the Local Council Award Scheme but will be striving to meet the criteria for the Gold level award . More details of the scheme and the criteria to meet are available at www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme



Further to its launch in late 2016 and the installation of the first phase in spring 2017, the Town Council was thrilled to see the third, and final, phase of The Shoal community bench installed in spring 2018.

The Shoal project took the town by storm, generating an unprecedented amount of interest from individuals, organisations, groups and families, all wanting to sponsor a fish and get involved with this inspirational sculpture.

The Shoal bench represents a stream meandering the length of the Splash Point pier. Swimming through the stream are nine monumental mackerel benches and over 450 individual engraved fish; a celebration of the life of Seaford's community. For the romantic amongst us, the love fish are a pair of metal fish forming a bunting design across the mesh barrier of the pier. The fish are engraved with names and linked by a heart.

In May 2018, the Council held an event to celebrate the completed stunning sculptural mackerel bench. Hundreds of people turned up to mark the occasion, including some sponsors of The Shoal, who were kind enough to share the stories behind their sponsored fish with the crowds.

This project has been made possible by Seaford Town Council, the Environment Agency, Seaford Community Partnership, Artist Christian Funnell and Designer Gabby Tofts all working in partnership to design and built this unique 35-metre-long sculpture. *"The Shoal has been an amazing experience for Christian and myself to be part of. We have been blown away by the overwhelming support and good wishes for the project. Thank you so much Shoalers! We have witnessed a new community being born in Seaford, many celebrating and grieving folk coming together, supporting one another and finding joy and peace in this beautiful place."* Gabby Tofts, Inspirational Gardener (pictured right with Christian Funnell).

The Town Council wants to thank all the people who have supported The Shoal project and made it all possible through your sponsorship and hope that it will bring years of happiness to all those visiting Seaford seafront.



SEAFORD HEAD GOLF COURSE

Seaford Head Golf Course is one of the most spectacular golf courses in the country with mesmerising views of the sea, the South Downs, Cuckmere Valley and the famous Seven Sisters cliffs. The course is open 364 days a year, only shutting on Christmas Day.

The course is managed by the team of greenkeepers and the onsite Golf Professional, Fraser Morley, and his team. Seaford Head Golf Club is a separate entity, run by Committee, who work in partnership with the Golf Professional to manage membership of the club and course. There is often a membership deal available, so anyone interested in becoming a member should speak to the Golf Professional for more information on what's currently on offer.

The course appeals to a variety of players, being popular with visiting golf societies, one-off visitors and its regular members. Lessons are also available for golfers of all abilities, whether beginners or well experienced; with indoor training facilities and outdoor putting areas, any tuition requests can be catered for. Junior membership (17 and under) is welcomed and with junior lessons on offer the Golf Professional is always available in the Pro Shop to discuss junior golf with parents of budding golfers.

More information on the course is available at www.seafordheadgolfcourse.co.uk or contact the Golf Professional on 01323 890 139 option 1 or by email at seafordheadproshop@gmail.com

Membership Prices 2018/19 -

From July 1st prices reduce by 25%!

7 day

Adult - £562.50

Intermediate 1 (30-39) - £375.00

Intermediate 2 (22-29) - £267.00

Youth (18-21) - £152.25

Junior (12-17) - £51.75

Junior 11 & under - free*

5 day

Adult - £438.75

Over 60's - £390.00

* t&c's apply

18 hole downland/links course

State of the art clubhouse

Largest drop from tee to pin in the South

Golf buggies available

Open 364 days per year (weather dependent)

Adult & Junior lessons with PGA coaches

Practice area

Golf simulator

Well stocked Pro Shop

Modern changing rooms & showers

Call 01323 890 139

Or visit www.seafordheadgolfcourse.co.uk

EVENTS

2017 was a very successful year for events in the town. Seaford Christmas Magic was a huge success with over 45 stalls, 2 live music stages and a constant flurry of visitors throughout the day, making for a magical day for the town!

In total 40 events were held during the course of the year on Town Council land, ranging from well-loved boot fairs and fun fairs, to a football festival and the Young Mayor's Summer Magic event.

Sadly the 2017 Seaford Bonfire celebrations had to be cancelled due to the gale force winds accompanying Storm Brian. Seaford Bonfire Society were very saddened to cancel the event after months of preparations but wasted no time in concentrating their efforts ensuring 2018's bonfire celebrations would blow away the crowds!

On the back of the success of the events within the town in 2017, the Town Council's Events team are busy planning and taking bookings for events for **2018**. Below gives an insight in to some of 2018's events*:

*due to being printed in early summer 18 these are subject to change so please do check dates nearer the time on the Council's website.



- ITALIAN MARKET - Town Centre, Sat 3rd Mar
- WILLIAM COLE FUN FAIR - Martello Fields, Fri 6th to Sun 15th April & Sept
- HEALTH DROP-IN EVENT - Seaford Library, Tues 1st May
- FRENCH MARKET - Town Centre, Fri 18th May & Fri 14th Sept
- WAIFS & STRAYS FAMILY FUN DAY - Martello Fields, Sat 26th May
- THE SHOAL CELEBRATION - Splash Point, Mon 28th May
- JAY MILLER'S CIRCUS - Martello Fields, Thurs 31st May to Sun 3rd June
- MAYOR'S OPEN GARDENS TRAIL - Various gardens, Sun 10th June
- SUSSEX DAY - Martello Tower, Sat 16th June
- MOTORFEST - Martello Fields, Sun 24th June
- VETERANS & ARMED FORCES DAY - Martello Fields, Sat 30th June
- SEAFORD SILVER BAND CREAM TEA - The Covers, Sun 8th July
- MAYOR'S CIVIC SERVICE - St. Andrew's Church, Sun 8th July
- UK TRIATHLON - Martello Fields, Sat 28th & Sun 29th July
- OPEN AIR BAND EVENT - The Salts, Sun 26th Aug
- OUTDOOR CINEMA - The Salts, Wed 29th Aug
- SEAFORD BONFIRE NIGHT - Town Centre/Martello Fields, Sat 20th Oct
- REMEMBRANCE SERVICE - War Memorial, Sun 11th Nov
- COMMONWEALTH WAR GRAVES SERVICE - Seaford Cemetery, Tues 13th Nov
- SEAFORD CHRISTMAS MAGIC - Town Centre, Sat 1st Dec

The ever popular **BOOT FAIRS** have returned to the Martello Fields from April through to October, as they do each year. Organised separately by the Scouts and Seaford Rotary Club, they each host a monthly fair on a Sunday morning, as follows:

April	8 th Sc	15 th Ro	May	6 th Ro	13 th Sc	Boot fairs are open to the public from 8.30am (Scouts) and 9am (Rotary) until 1pm.
June	3 rd Ro	10 th Sc	July	1 st Ro	8 th Sc	
August	5 th Ro	12 th Sc	September	2 nd Ro	9 th Sc	
October	7 th Ro	14 th Sc				

Ro - Seaford Rotary Club,



The Town Council’s Events team are focussing on increasing the number and quality of events on offer within the town over the coming year and always welcome feedback or suggestions from members of the public.

Some events are organised by the Council and others are organised by local groups or companies who hire the Council’s land. Full details of events and guidance on hiring an open space are available on the Council’s website at www.seafordtowncouncil.gov.uk

Details of events across the town can also be found on the Seaford Community Events Committee website at www.seafordcommunityeventscommittee.co.uk



FILMING

Professional filming and photography on Town Council land has steadily grown in popularity over the past year. The main attraction is often the Seaford Head Nature Reserve, with the world-famous view of the Seven Sisters Cliffs behind the Coastguard Cottages.

Did you know; that Harry Potter, Foyle's War, Green Wing, Luther, Atonement and Mr Holmes were all part-filmed here in Seaford? That both Guy Fawkes and Robin Hood landed on Cuckmere Beach? That Charles Dickens lived here and Queen Victoria walked the beach?

The Town Council, as with any land owner, charges a fee for professional photography or filming on its land. In 2017-2018, the income from filming on Town Council land was an incredible £24,740; a huge increase on 2016-2017's £15,600.

The nature of the production varies from headline TV series, TV adverts and films, to fashion photo shoots and even Bollywood music videos! 2017 saw some big name such as Channel 4,



Ford, Jaguar, Boden, Mini and National Geographic filming in Seaford. Once again, Seaford welcomed Luther with open arms to film part of its series 4.



Filming largely takes place on the Nature Reserve but also in The Crouch Gardens, Seaford Head Golf Course, South Hill Barn, the town centre and on the seafront.

Carolyn McCourt acts as a Filming Agent on the Council's behalf on Seaford Head Nature Reserve and the Council offers its gratitude for all her assistance in processing booking and assisting production companies when on site. As a resident of the Coastguard Cottages, she has the locations best interests at heart.



The Nature Reserve is a protected area due to its wildlife inhabitants and points of historic and scientific interest, and therefore filming on site is always done considerately and under the guidance of Sussex Wildlife Trust, which manages the site on the Council's behalf.



For further information on professional filming or photography on Town Council land, please contact us on:

01323 894 870

admin@seafordtowncouncil.gov.uk

Seaford Town Council values its staff and wants to ensure they remain motivated and feel valued, recognising that a happy workforce is key to ensuring the Council can meet its aspirations for the town.

There have been a few staffing changes across the Council during the 2017/2018 Municipal Year. Eight new staff have joined to fill vacancies that have arisen; four in the Council Offices and four at The View. The View has also welcomed nine new casual bar staff to its team.

In the summer 2017, the Council underwent a Staffing Review & Job Evaluation process with external contractors. The changes from this were significant, largely being changes in the staff structure, scope and responsibility of the jobs roles, job titles and the introduction of a one day per fortnight Responsible Financial Officer (a post that was previously part of the Town Clerk's role). These changes were reviewed after six months in March 2018 and it was largely agreed that the changes have had a positive impact and highlighted further developments that can be made to the staffing structures of the Council going forwards as it continues to grow. Following on from this, in summer 2018 the Council agreed to the creation of a full-time Deputy Town Clerk/Responsible Financial Officer; it is hoped this role will be filled during autumn 2018.

Emily Piper, Projects & Facilities Supervisor, began her maternity leave in March 2018 - congratulations to her and her family on the arrival of their bundle of joy! Sharan Brydon is covering Emily's role in her absence and Sue Treadwell, covering Sharan's role. Gemma Saunderson-Barker joined the team in March 2018 to cover Sue's role.

Georgia Raeburn, Executive Support Officer, will be going on maternity leave in November 2018; maternity cover will be arranged. The Council wishes Georgia and her family the best of luck with their impending arrival!

The Council has been keen to invest in its staff development wherever possible. The greenkeeping team had a great year for development; Nathan Sutliff, previously Apprentice Greenkeeper, successfully completed his Level 2 NVQ in **Horticulture & Fine Turf Management** in summer 2017 and was subsequently offered the permanent role of Assistant Greenkeeper, as the Council recognised what an asset he is to the greenkeeping team. Adam Peck, Deputy Head Greenkeeper, also passed his Level 3 NVQ in **Horticulture Management** with flying colours. Ben Clark, Assistant Greenkeeper, undertook and passed his PA1 & PA6 spraying qualifications and Simon Lambert, Head Greenkeeper, is now a successfully qualified NVQ Assessor. A huge well done to the team!

James Corrigan, Town Clerk, continues to work towards his **MSc in Human Resources Management** alongside the **Certificate in Local Council Administration**. Seven members of staff also attended first aid training, all successfully passing to become qualified first aiders. Other training ranged from wood chipper courses to project management courses and Facebook training to Bid Writing training. A customer care training plan is underway for staff at The View and all members of staff across the Council are given internal training on a regular basis, as and when needed.

Finally, the Council was pleased to see 2017 had been a relatively healthy year for all staff with an average of 1.3 sick days over the course of the year. In fact, out of 21 permanent staff, 11 had no days sick leave at all!

The Neighbourhood Plan for Seaford has been under way since January 2016, being lead by the voluntary Neighbourhood Plan Steering Group and Action in Rural Sussex, with the support of the Town Council.

Why do we need a Neighbourhood Plan?

Lewes District Council has given Seaford a housing target to find a minimum of 185 dwellings by 2030. With a Plan, Seaford residents are able to choose: where they want new homes, shops and offices to be built; say what new buildings should look like; and what infrastructure should be provided. Without a Plan, Seaford does not achieve such a strong influence, and receives less funding.

The Neighbourhood Planning team make proposals based on evidence collected from surveys, questionnaires, meetings etc. The process for developing the plan involves consulting residents and the authorities at all stages. The final proposed Plan then goes before an independent examiner, who checks that the Plan meets the right standards, and then to a local referendum where the residents of Seaford decide whether or not the Plan should be adopted.

What has been done so far?

The Steering Group is a volunteer group made up of local residents and some Town Councillors. There were four Focus Groups that supported the Steering Group, namely: Housing & Development, Environment & Countryside, Local Economy and Facilities, and Transport & Travel.

A draft vision has been created that by 2030 Seaford will have:

- Made greater use of the seafront, heritage assets and its position as a gateway to the National Park;
- Promoted sympathetic development;
- improved the economic environment;
- Retained open spaces and the spectacular views;
- Improved the transport infrastructure;
- Expanded the rich and diverse shops, businesses, and community and tourist facilities.

All the key documents and questionnaires are on www.seafordnp.uk

Next Steps

In late 2017 a public consultation was held on the draft plan. Over 200 comments were received, which the Steering Group has had to go through in detail. Some technical issues emerged regarding the Sustainability Appraisal / Strategic Environmental Assessment and, as a result, a specialist consultancy was approached to review the documents in depth. The Group have been redrafting some key documents to ensure they meeting the Planning Inspector's expectations.

The Group will have to consider whether the documents have been changed to such an extent that a further public consultation needs to be held before the Plan is submitted to Lewes District Council for a further public consultation and finally to an Independent Inspector for scrutiny ahead of the public referendum.



Seaford Town Council takes an active part in the planning function within Seaford. Lewes District Council is the local Planning Authority, making decisions on all planning applications submitted. The Town Council therefore acts as a consultee on applications within Seaford, ensuring where possible that it is voicing the needs of the town and its residents when responding to planning proposals.

The Council's Planning & Highways Committee considered over 165 planning applications and 20 tree works applications in the 2017-2018 Municipal Year (May to May); each requiring Committee members to review the planning application and supporting documentation, carry out site visits, consider comments raised by the public and research relevant planning policy or other external factors.

During the year there were some high-profile applications submitted:

Fisher's Wharf, Newhaven



The planning application for the construction/use of an aggregate processing plant, aggregate bagging plant, concrete batching plant and associated buildings at Newhaven Port (eastern side of the river mouth) has sparked a lot of interest due to the significant impact this development would have. On 15th August the County Council granted the planning application; the conditions of the permission are still awaited.

Full details of the application can be viewed online at: [https://apps.eastsussex.gov.uk/environment/planning/applications/register/Detail.aspx?typ=dmw_planning&appno=LW%2f799%2fCM\(EIA\)&results=JnBsYWNlbnFtZT10ZXdoYXZlbiUyY05ld2hhdmVu](https://apps.eastsussex.gov.uk/environment/planning/applications/register/Detail.aspx?typ=dmw_planning&appno=LW%2f799%2fCM(EIA)&results=JnBsYWNlbnFtZT10ZXdoYXZlbiUyY05ld2hhdmVu)

Newlands School Site, Seaford



From the offset the planning application for the former Newlands School site gained a huge amount of interest from the town's residents.

The original application for 238 dwellings was reduced to 183 dwellings after being objected to by the Town Council, Sport England and others for a variety of reasons, including the loss of sports facilities. The District Council approved planning permission but the objection from Sport England meant that the application was called in by the Secretary of State. The Secretary of State upheld the District Council's decision and planning permission has been granted. The specific details of the associated S106 obligations on the developers i.e. conditions of the permission being given, were announced in July 2018 and can be found on the District Council's website.

Avondale Hotel, Seaford



A planning application was submitted regarding the change of use of the Avondale Hotel from a hotel to an 18 bedroom House in Multiple Occupation, with a maximum of 30 residents.

The application caused an amount of concern in residents. The Town Council objected primarily due to the need to retain and expand tourist accommodation. As the Local Planning Authority however, Lewes District Council's Planning Committee agreed to grant permission for the application subject to three conditions.

These conditions included specifying the hours works could take place, no development taking place until a cycle parking facility has been designed and agreed by the District Council and, the windows on the rear elevation second floor of the building being obscure glazed.

PLANNING & HIGHWAYS

In addition to the planning applications mentioned on the previous page, the Town Council also spends a significant amount of time dealing with concerns of residents regarding ongoing issues around the town. Whilst these issues are often the responsibility of other local authorities, the Town Council wants to support and represent its residents wherever it can.

Talland Parade Scaffolding Works - Update to July 2018

The Talland Parade development has been pending since securing planning permission to redevelop in January 2012. The original owner had a number of issues and erected scaffolding twice, the second scaffold is still in situ. The ownership of the site then changed in early 2018.



Due to the works not having been commenced, Lewes District Council, as the local Planning and Building Control Authority, served a Section 215 notice on the owners. This required them to remove the scaffolding within 28 days of service. The owners appealed this notice to the Magistrates Court, which subsequently abandoned the appeal due to it having been received outside of the statutory appeal period. The Section 215 notice therefore was still in force, originally expiring in May 2018. Lewes District Council has a duty to act reasonably towards the landowner and in view of the circumstances of the abandoned appeal, it was agreed to extend the compliance period until 31 August 2018. Further updates will be released as and when available.

Grass Verge Cutting - Update to July 2018

In March 2018, Seaford Town Council was informed of East Sussex County Council's decision to reduce the frequency of grass cuts from six times a year to two from 2018.

The grass cutting, along with many road and highways services, is outsourced to East Sussex Highways to carry out on behalf of the County Council. The first cut took place in June with the second due in September.

If members of the public feel that grass verges are causing a highways safety issue, they are requested to report the issue to East Sussex Highways directly. East Sussex Highways will then arrange for the local Highway Steward to assess the area. If it is deemed that the verge is having an impact on highway safety then they may arrange for that verge to be cut sooner than placed.

Members of public can report any concerns online at <http://www.eastsussexhighways.com/> or by calling East Sussex Highways on 0345 80 90 193.

At a Full Council meeting on 29 March 2018, the Council voted to support the Plastic Free Coastlines initiative and commit Seaford to a campaign to gain Plastic Free Status. A Steering Group headed by local community volunteer, Claire Sumners, was subsequently formed in early 2018.

The group is promoting the initiative and engaging local businesses, voluntary groups and residents in moving towards the reduction in reliance on single-use plastic items and packaging.

What do we need to do in Seaford to gain the designation “Plastic Free”?

There are five objectives that Surfers Against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved the town will be awarded the ‘Plastic Free Status’:

Objective 1

- ✓ Take local policy action with the Town Council resolving to support the Plastic Free Coastlines campaign.

Objective 2

- ⊕ Local businesses committing to stop using at least three single-use plastic items, such as: plastic bottles, plastic bags, coffee cups and lids, plastic straws and stirrers, plastic ‘food on the go’ packaging, condiments sachets, plastic drinking cups and plastic cutlery.

Objective 3

- ✓ Work with the community in gaining support for the campaign, ensuring as many people as possible are aware of the campaign and the issue of single-use plastics. To include engaging with at least one community organisation.

Objective 4

- ✓ Hold at least two community events, such as beach cleans and a fundraising event. Beach cleans are held regularly and further events are being discussed.

Objective 5

- ✓ Local group of stakeholders (Steering Group) to meet at least one per year to discuss the progress of the campaign locally, agreeing and setting direction. To include local businesses, organisations and a member of the Town Council.



The Steering Group members will be happy to visit businesses and groups to help them review their use of plastic items and to advise on alternatives.

FINANCE

Budgeting and Council Tax explained

The Town Council budgets carefully each year to ensure it can deliver all of its services, offer improvements where needed and be realistic about its financial position and responsibilities over the coming year.

When carrying out the budgeting process, the Council must consider the expenditures it must make, such as overheads (staff costs, building running costs etc) and maintenance costs, and the expenditure it wishes to undertake, for example towards the delivery of a project, such as those within the Seafront Development Plan. This is then offset with the expected income from each area of the Council, for example through rents received, events bookings, filming income and external funding (see below for some of the commercial income figures the Council was pleased to achieve).

Income and use of balances covers a percentage of the expenditure over the year but the remainder is met by Precept demand, which is the figure to be met by Council Tax payments made by each household in the town.

Full details on the Council's Budget for the 2018/2019 Financial Year (and all previous years) can be found on the Council's website.

How is the Town Council's element of Council Tax worked out?

The budgeted expenditure for the year and transfer to reserves (£2,379,428) less all budgeted income and grants received (£1,669,479) leaves the precept figure (£709,949). The precept figure divided by the tax base (9,707) gives you the **Council Tax Element (£73.14)** for a Band D property within Seaford.

This figure of £73.14 represents a 5.99% increase on last year's Council Tax demand, which is the equivalent of **an extra £4.13 per year (8 pence per week)** helping deliver the services and projects set out within this Annual Report, bringing a wealth of benefits for the town.

How does Seaford compare with its neighbouring towns for 2018/19?

Seaford remains, for multiple years now, with the lowest level of Council Tax in the local area and considerably lower than the **District's average at £93.39**; the Council endeavours to ensure this continues to be the situation.

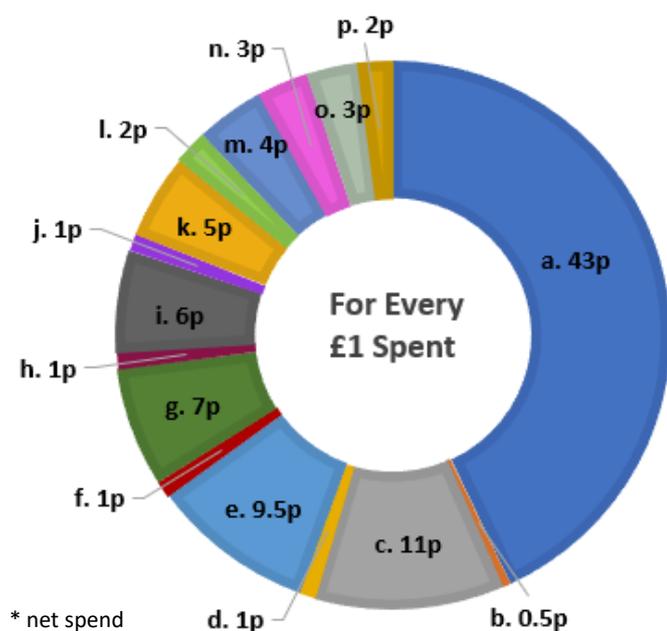
In 2017/18 the Council prioritised generating **additional commercial income**, with positive results to then try and build on in 2018/19:

Filming within the town = £24,500+	Concessions around the town = £69,000+
Rent of Council owned properties/land = £69,000+	Hire of sports pitches = £13,400+
Hire of open spaces for events = £12,600+	Golf Course income = £335,000+
The View income = £473,900+	

Plus others making over £1.7million in commercial income!

Where did the money go in 2017/2018?

The breakdown below shows how each net £1 spent by the Town Council during the 2017/2018 Financial Year is apportioned:



a. Was spent answering public enquiries, managing and facilitating Council projects and resources, responding to consultation and planning applications, servicing and administering of Council/Committee meetings and managing the Council's asset portfolio.

b. Was spent on the Council's newsletter and other publications (Town Guide, Town Map, Council Tax Leaflet, Annual Report).

c. Was spent providing the Seaford Head Golf Course and establishing the business at The View, a community restaurant, bar & function venue, and covering build loan costs.

d. Was given to part-fund the provision of the Seaford Head swimming pool.

e. Was spent providing the Council offices at

Church Street; an abnormally high year's cost due to a backdated utility charge bill.

f. Was spent providing the town's CCTV, defibrillators, (some) bus shelters and the South Street toilets.

g. Was spent maintaining The Salts and all the facilities within.

h. Was spent providing the floral displays around the town.

i. Was spent maintaining

The Crouch and all the facilities within.

j. Was spent on Civic events and activities of the

Mayor and Young Mayor.

k. Was spent maintaining the seafront, including the two sets of

beach huts and The Shoal project.

l. Was invested in the future of the town through

developing the Seaford Town Neighbourhood Plan.

m. Was spent maintaining all other

open spaces (17 in total) including Martello Fields, Seaford Head Nature Reserve and the Sutton Drove Allotments.

n. Was put back in to the community through the Financial

Grants scheme to local charities and groups.

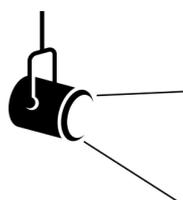
o. Was spent providing the events within

the town, including Seaford Christmas Magic, Veteran's & Armed Forces Day and the Christmas Lights.

p. Was spent maintaining other premises within the community

including the Crypt, Martello Tower and Hurdis House.

SPOTLIGHT ON...THE VIEW & SEAFORD HEAD GOLF COURSE : Since taking on the Golf Course in 2005, the cost center for the Golf Course and The View has run at a net profit of over £342,000. The success of both businesses has helped absorb the financial impact of The View establishing itself as a new business in 2015, with the cost center still running at the above surplus when looking back over the last 13 years. So far in 2018/19, the Golf Course and The View are running at a profit of over £107,000 (August 2018) – a fantastic achievement in a challenging time for the sport of golf and for a relatively new business.



GRANTS SCHEME 2017/2018

Seaford Town Council is committed to helping maintain and develop the services and support being offered to the residents of Seaford by the local organisations and community groups.

Each year the Council invites applications to be submitted for financial grants made available to these local organisations and community groups, providing they meet certain criteria and can prove they are having a positive impact in the local area and its residents.

Some of the grants are in the form of free or reduced rental use of Town Council facilities and assets, however the majority are in the form of monetary donations.

Listed below and to the right are the organisations that received monetary donations from the 2017/2018 Grants Pool, totalling £22,875.

Name of Organisation	Purpose of Grant	Awarded
Citizen's Advice Bureau	Continuing valuable work for Seaford residents.	£5,000.00
Community Transport for Lewes Area	Part funding of Dial-a-Ride services in Seaford and fleet renewal capital costs. Essential frontline services.	£5,000.00
Cuckmere Haven SOS	Covering the costs of the Lapwing Music Festival; artists fees, insurance , travel chair hire catering and promotion; the grant allowing a greater % of ticket sales to be donated to Cuckmere Haven SOS Campaign.	£500.00
Cuckmere Valley Canoe Club	Increasing the number of people participating in paddlesport, particularly the proportion of young people.	£300.00
East Blatchington Pond Conservation Society	Purchasing a new tool shed	£150.00
Epilepsy Sussex	Replacing worn out equipment and uniforms and training for volunteers	£250.00
Kent, Surrey & Sussex Air Ambulance Fund	Purchasing four Laerdal Compact Suction Units, costing £375 each, which are used to protect patient airway	£375.00
Mercread Youth Centre	Purchasing a badge making machine for use at club sessions	£150.00
Seaford Bonfire Society	Contributing towards specialist Security and Medical personnel for the procession and display.	£1,500.00
Seaford Community Events Committee	Contributing towards the costs of the Motorfest event management and H&S provisions on the day	£1,500.00
Seaford Community Partnership	Contributing towards the administration and general running costs of the Partnership, including public meetings.	£300.00

GRANTS SCHEME 2017/2018

Name of Organisation	Purpose of Grant	Awarded
Seaford Kurlers	Contributing towards the ongoing repairs and replacement of equipment.	£200.00
Seaford Lifeguards	Helping fund vital lifesaving equipment including wet weather jackets and safety equipment.	£1,800.00
Seaford Museum & Heritage Society	Contributing towards display shelving when the access project is complete.	£250.00
Seaford Musical Theatre & SMTJ	Re-upholstering 85 fixed chairs and cleaning and repairing 35 mobile seats.	£700.00
Seaford Netball Club	Contributing towards the training cost for four Level 1 coaches to help select quality coaches to secure the future of the club.	£200.00
Seaford Silver Band	Contributing towards the Band overheads; rent, insurance, instrument repairs and replacements, and new uniforms.	£400.00
Seaford Stroke & Caring Club Charity Trust	Contributing towards transport costs.	£200.00
Seahaven Hard of Hearing Club	Advertising with an aim to reach more people who are hard of hearing and provide transport and speakers.	£100.00
St James' Trust (Seaford)	Funding the Hard of Hearing Battery Replacement and Hearing aid repair service held twice a month.	£300.00
Teddy Treats	Contributing towards publishing a book on bullying; the writing, illustration, copyright and printing.	£300.00
The Deans Senior Tea Club	Running free weekly clubs; hall hire, catering, activity costs and events.	£300.00
Waves Seaford Ltd	Supporting 15 families through counselling (£1,800) and running Anger Management courses for children in Years 5, 6, 7 & 8 in the local schools (£1,200).	£3,000.00
Willett Charitable Trust	The continuation of the restoration project to grassland on north-west facing banks of the village green.	£100.00

The 2018/2019 Grants Scheme applicants were considered by the Council's Finance & General Purposes Committee in June 2018.

All details of grants awarded are available on the Council's website at www.seafordtowncouncil.gov.uk

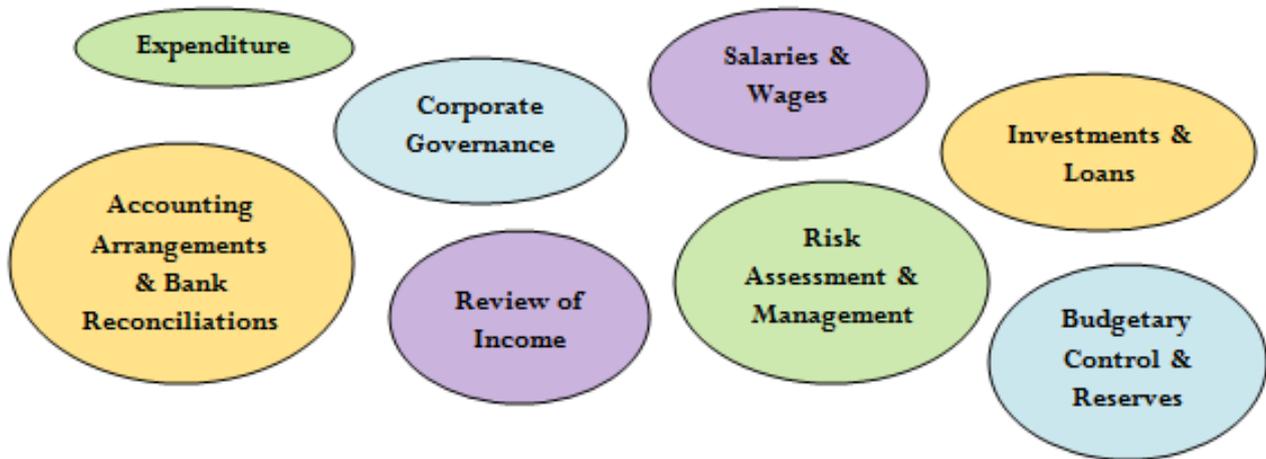


Mayor of Seaford, Councillor Linda Wallraven (third left) and Chair of Finance, Councillor Mark Brown (centre), with 2017-18 large grant awardees (over £500).

INTERNAL AUDIT

What does an Internal Audit entail?

When conducting an internal audit, the appointed auditor will be reviewing the following areas to ensure that the Council is operating within the legal requirements of each area and acting effectively.



The auditor submits a report after each visit and a final audit report at year end; these reports will include the auditor's findings, conclusions and any recommendations for improvements. Each audit report is presented to the Council, included with the public agenda for that meeting.

Internal Audit 2017/2018

Mulberry & Co. continued as the Council's Internal Auditor for the 2017/2018 Municipal Year, for the fourth year running.

The auditor visited three times throughout the year; the second visit focussed on a review of controls over income at The View and Golf Course. The final audit report for the year was considered by the Council at its meeting in August 2018.

In summary of the year's audit, the auditor stated 'It is our opinion that the systems and internal procedures at Seaford Town Council are very well established, regulated and followed. Officers are very experienced and ensure the Council follows best practice regulations, and have over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the Council takes policies and procedures very seriously and I am pleased to report that overall systems and procedures you have in place are fit for purpose'.

Whilst satisfied with all internal controls and able to give a clean internal audit opinion, the auditor has requested that the external auditor review the capital accounts when preparing the external audit opinion. The Council awaits the external auditor's opinion; once received this will be reported at a Full Council meeting.

ANNUAL RETURN

Each year the Council must prepare its Accounting Statements for the Financial Year and have these verified and approved by an External Auditor.

The draft Accounting Statement for the 2017/2018 Financial Year is below; this was approved by the Council in June 2018 and has now been submitted to the External Auditor for verification.

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	274,429	137,274	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	612,553	654,466	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,066,851	1,622,696	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	521,052	581,274	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	136,969	138,068	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,158,538	1,517,434	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	137,274	177,660	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	221,015	282,137	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	10,469,163	10,737,476	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,727,505	1,653,365	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		<input checked="" type="checkbox"/>	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

As mentioned above, these figures are still subject to approval by the Council and verification by the External Auditor, so may be subject to change.

Any questions regarding the Council's finances should in the first instance be sent through to Lucy Clark, Finance Manager, at lucy.clark@seafordtowncouncil.gov.uk

CIVIC ROLES

At every Annual Meeting the Council elects a Mayor as the first point of business. Seaford also opts to elect a Deputy Mayor; a role which is discretionary but is felt to be good practice by Seaford Town Council.

MAYOR of SEAFORD 2018/19



At its annual meeting in May 2018, the Town Council was pleased to welcome Councillor Linda Wallraven back to the office of Mayor of Seaford again for 2018-2019. This is Linda's second consecutive year and fourth year overall as Mayor

The Mayor, Councillor Linda Wallraven chose her charities as Seaford Museum & Heritage Society and Teddy Treats during her time in office throughout 2018/2019.

The Mayor is pleased to be able to support these local charities, saying *“Teddy Treats is a relatively new Seaford Charity and needs more awareness of the valuable work they do helping disadvantaged children, which I hope to do. The Seaford Museum & Heritage Society are an asset to the town and they have been working extremely hard in making the museum (The Martello Tower) accessible to all. It has been a big financial burden and many years of planning to this group of volunteers”*.

Fundraising for the year was kickstarted with a phenomenal £2,567 being raised in June from the Mayor’s Open Gardens Trail, which is organised every year by Geoff Stonebanks (check out more on his activities at www.geoffstonebanks.co.uk/). The Mayor has a Charity Golf Day organised for late September at Seaford Head Golf Course, a charity fashion show in late November with M&Co and other events to be announced during the course of the year.

Councillor Wallraven will be supported during the year by her returning consort, Liz Holland (pictured above with Councillor Wallraven), and the Deputy Mayor, and former Mayor herself, Councillor Lindsay Freeman.

2017/18 MAYORAL YEAR

Councillor Wallraven was thrilled to have raised over £4,010 during her previous year as Mayor, with all proceeds going to Seaford Lifeguards. Seaford Lifeguards are entirely voluntary and have been recognised as one of the best lifeguard services in the country. Councillor Wallraven, the Town Council and Seaford Lifeguards thank all those who supported and donated towards the fundraising throughout the year.

As well fundraising, Councillor Wallraven as Mayor also attended over 100 civic engagement during the year; a truly remarkable achievement in addition to her Town Councillor and District Councillor duties!

YOUNG MAYOR OF SEAFORD 2018/19

Having spent a year as Deputy Young Mayor of Seaford, Dominic Avey (top right) has taken over the office of Young Mayor of Seaford for the 2018-2019 municipal year.

Dominic was excited to announce that during his year as Young Mayor, he would be looking to raise funds for new equipment for Seaford Head School's Art and Drama department.

Supporting Dominic during the year will be new Deputy Young Mayor of Seaford, James Jenkins (bottom right). James said *"I stood for Deputy Young Mayor so I could help give the younger generation a say of what goes on in the town. I aim to take ideas and use them to help the Council decide on what we raise money for and how we raise the money"*.



2017/18 YOUNG MAYOR'S WHEELCHAIR SWING PROJECT

Thomas Exley, former 2017/18 Young Mayor, began a fundraising project to raise £10,000 for the installation of a wheelchair accessible swing within the town (pictured below).



Thomas worked tirelessly during his year, both fundraising and attending civic engagements, and was thrilled to exceed his £10,000 target! Thomas arranged many fundraising events throughout the year, including Seaford Summer Magic, cream tea on the Bluebell Railway and coach trips to Hampton Court Palace and Chichester Christmas Market. Thomas gives his thanks to all that supported him during his year and donated to his cause.

At the end of his year, Thomas organised a Celebration Tea at Dean's Place Hotel to thank a group of key people who had really supported him throughout the year.

Upon handing over the Young Mayor reins, Thomas said *"It has been a real honour to be the Young Mayor of Seaford this year and to have had the opportunity to have been able to fundraise for such an amazing project, which will have a lasting impact on our community for good. I am very sad to leave the post after 2 years with the Council, but this year has prepared me for life and what is to come in terms of my career and my life ahead"*.

The wheelchair accessible swing, which is a piece of play equipment that allows young people in wheelchairs to experience play like any other child and be included, was installed in The Salts play area during July 2018 and is a very welcome addition to the town.

COUNCILLOR CONTACT DETAILS

CENTRAL ward:



Rahnuma Hayder

t: 01323 896 869

e: cllr.rahnuma.hayder@seafordtowncouncil.gov.uk

20a Sutton Park Road, Seaford,
BN25 1QU



Terry Goodman

t: 01323 896 024

e: cllr.terry.goodman@seafordtowncouncil.gov.uk

Primrose Cottage, 32 Richington Way,
Seaford, BN25 3HU



Penny Lower

t: 01323 898 925

e: cllr.penny.lower@seafordtowncouncil.gov.uk

39 Sutton Park Road,
Seaford, BN25 1SJ



Maggie Wearmouth

e: cllr.maggie.wearmouth@seafordtowncouncil.gov.uk

c/o 37 Church Street,
Seaford, BN25 1HG

EAST ward:



Phil Boorman

t: 07951 813 014

e: cllr.phil.boorman@seafordtowncouncil.gov.uk

29 Cinque Ports Way, Seaford,
BN25 3UE



Barry Burfield

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e: cllr.barry.burfield@seafordtowncouncil.gov.uk

c/o 37 Church Street, Seaford,
BN25 1HG



Alan Latham

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BN25 4JB



James Elton

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104 Claremont Road,
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NORTH ward:



Dave Argent

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7 Cradle Hill Road, Seaford,
BN25 3HY



Richard Honeyman

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59 Valley Drive, Seaford,
BN25 3BN



Jim Lord

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7 The Covers, Seaford,
BN25 1DF



Cheryl White

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BN25 3BJ

SOUTH ward:



Sam Adeniji

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Shoestrings, 1 Buckle Drive,
Seaford, BN25 2QH



Lindsay Freeman

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e: cllr.lindsay.freeman@seafordtowncouncil.gov.uk

Holm Cottage, Maurice Road,
Seaford, BN25 1BG



Nick Freeman

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e: cllr.nick.freeman@seafordtowncouncil.gov.uk

Holm Cottage, Maurice Road,
Seaford, BN25 1BG



Olivia Honeyman

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e: cllr.olivia.honeyman@seafordtowncouncil.gov.uk

59 Valley Drive, Seaford,
BN25 3BN

WEST ward:



Mark Brown

t: 01323 893 861

e: cllr.mark.brown@seafordtowncouncil.gov.uk

93 Princess Drive, Seaford,
BN25 2QT



David Burchett

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e: cllr.david.burchett@seafordtowncouncil.gov.uk

7 Hawth Hill, Seaford,
BN25 2RL



Linda Wallraven

t: 01323 492 246

e: cllr.linda.wallraven@seafordtowncouncil.gov.uk

15 Antony Close, Bishopstone,
Nr Seaford, BN25 2SY



Bill Webb

t: 07931 337 878

e: cllr.bill.webb@seafordtowncouncil.gov.uk

16 Cotswold Close,
Eastbourne, BN23 8HH

COUNCILLOR ROLE & RESPONSIBILITIES

THE COUNCIL AS A CORPORATE BODY

A Council is a body corporate, which means that the decisions it takes are the responsibility of the Council as a whole. The Council is composed of a Mayor and Councillors. It is an elected body and is a legal entity separate from that of its members.

A Council may approve delegation of its powers to Committees, the Clerk, employees or another council. A Council legally must approve its accounts on an annual return, arrange internal audits and decide on Precept; this cannot be delegated to a Committee or Officer.

A Council is legally required to appoint a suitably qualified officer responsible for the proper administration of its affairs (a section 151 Officer) and an officer who is responsible for its financial affairs. At Seaford Town Council these responsibilities are within the role of Town Clerk.

A Council must vote on decisions by show of hands. There is no such thing as a secret ballot. If a recorded vote is requested this will be in the minutes of the meeting. A Councillor may abstain from any vote.

COUNCILLORS AS INDIVIDUALS

- ∂ Councillors as individuals have no powers and cannot act individually;
- ∂ Councillors must declare in writing to abide by the Council's Code of Conduct and must sign a Declaration of Acceptance of Office after being elected to their term of office. A usual term is four years;
- ∂ Councillors must attend meetings of the Council or of its Committees, of which they are a member;
- ∂ And above all, Councillors should interact with the public to ensure the Council is serving the residents of its town to the best of its abilities and that the residents' voices are heard;
- ∂ Councillors are volunteers and are not paid.

THE MAYOR

- ∂ The Mayor is elected at each Annual Meeting as the first order of business and must be a member of the Council, and must sign his/her declaration of office at this meeting;
- ∂ The Mayor will preside at meetings at which he/she is present and must be obeyed. He/she is responsible for conducting the meeting and ensuring decisions and actions are clear for the members to vote on and Clerk to act upon;
- ∂ The Mayor has no individual powers other than the authority to exercise a casting vote and the right to convene a special meeting of the Council;
- ∂ The Mayor has an allowance to help meet office expenses;
- ∂ The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.

OUTSIDE BODY REPRESENTATIVES

Seaford Town Council is committed to working with and helping support local community organisations and groups. As a Council it is vital to maintain relationships with the organisations and groups within the town and work together to improve the town and enrich the experience for its residents and visitors alike.

The Council appoints representatives to each of the outside bodies and liaison committees at its Annual Meeting.

Any local group or organisation may invite a Council representative to join them; requests of this nature should initially be put in writing to the Town Clerk.

For information on any of the above outside bodies, their work or the group itself, please contact the relevant local Councillor (Councillor contact details page 34).

Outside Body	2018/19 Representative/s	Outside Body	2018/19 Representative/s
Access in Seaford & Newhaven	Olivia Honeyman	Seaford Allotment & Leisure Garden Society	Maggie Wearmouth
Bishopstone United Charities	Maggie Wearmouth	Seaford Chamber of Commerce	Phil Boorman
	Penny Lower		Penny Lower
Citizen's Advice Bureau	Cheryl White	Seaford Community Flood Action Group	Olivia Honeyman
Community Rail Partnership	Richard Honeyman		Cheryl White
Community Transport - Lewes Area (CTLA)	Dave Argent	Seaford Community Partnership	Richard Honeyman
Crouch Bowling Club	Phil Boorman	Seaford Cricket Club	Jim Lord
Cuckmere Community Bus	Phil Boorman	Seaford Football Club	Richard Honeyman
East Sussex Association of Local Councils	Mark Brown	Seaford Head Golf Club	Lindsay Freeman
Environment Agency Meetings	Olivia Honeyman	Seaford Head Nature Reserve M'ment Committee	James Elton
	Rahnuma Hayder		Phil Boorman
	Nick Freeman	Seaford Head Swimming Pool	Terry Goodman
Fair Trade Group	Olivia Honeyman	Seaford Senior's Forum	Dave Argent
	Linda Wallraven	Stakeholders Group on Health Issues	Phil Boorman
Impact Seaford	Sam Adeniji		Olivia Honeyman
Lewes Community Safety Partnership - Joint Action Group	Penny Lower		Alan Latham
	Cheryl White		Maggie Wearmouth
Lewes District Association of Local Councils (LDALC)	Dave Argent	Strengthening Local Relationships	Barry Burfield
	Phil Boorman		Linda Wallraven
	Penny Lower		Terry Goodman
Mercread Youth Centre	Lindsay Freeman	Tree Wardens Group	James Elton
Neighbourhood Plan Steering Group	Richard Honeyman	Youth Task Group	Lindsay Freeman
	Lindsay Freeman		
	Linda Wallraven		
Plastic-Free Seaford Steering Group	Nick Freeman		
	Penny Lower		

Good communication is a two way process; the Council is committed to building and maintaining open communication lines with the public and the residents of the town.

In order to ensure that the Council's news, updates and information are accessible to as many individuals as possible, the Council adopts various methods of information sharing:

The **WEBSITE** contains a vast amount of information and is regularly updated. It can be found at www.seafordtowncouncil.gov.uk

FACEBOOK is a very popular method of communication, in particular for getting news and updates in to the public domain quickly www.facebook.com/seaford.town.council

During 2017 the Council issued over 80 **PRESS RELEASES**, which are sent to over 30 press contacts and 200 members of public, to ensure news and updates are getting as much coverage as possible

NEWSLETTERS are produced quarterly and then distributed around the commercial properties in town or are available electronically from the website or by email on request.

In conjunction with Local Authority Publishing, the Town Council creates a **SEAFORD TOWN GUIDE** which is distributed to most houses throughout the town.

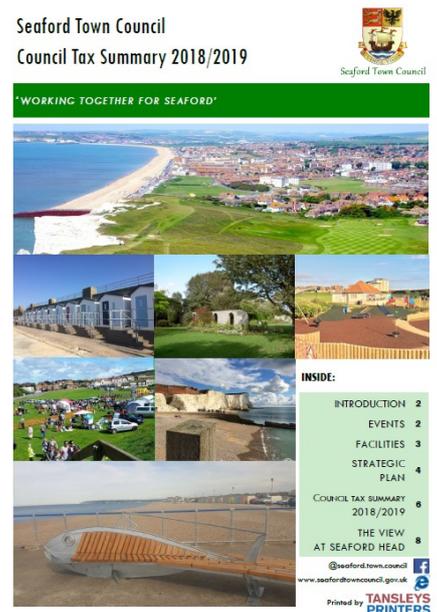
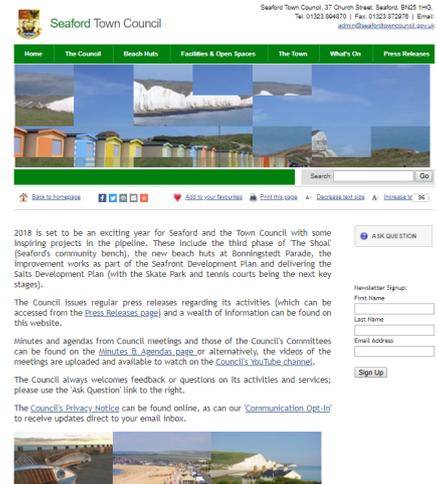
Since 2017, residents have received a **COUNCIL TAX LEAFLET** from Seaford Town Council, which is issued to all households in the town with their Council Tax demand letters

In 2017 the Town Council issues a **SEAFORD TOWN MAP**, which was identified as something often asked for by visitors to the area.

All **MEETING DOCUMENTS** i.e. agendas, reports and minutes of public meetings, are available from the Council's website or in hard copy on request to the Council.

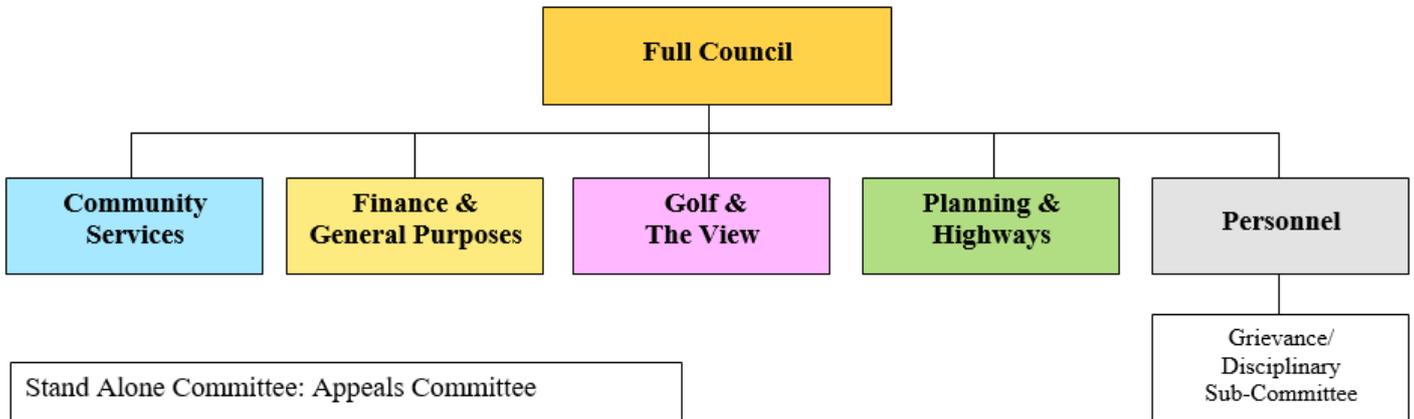
The Council has a **YOUTUBE CHANNEL** on which it publishes the recordings of its Council and Committee meetings; find it at www.youtube.com and search 'Seaford Town Council'.

DIRECT CONTACT WITH COUNCILLORS is always invited and encouraged; see page 32 for the contact details for the Town Councillors.



COMMITTEE STRUCTURE

The Council's structure is set out as follows with all Committees and Sub-Committees reporting back to the Council, with the exception of the Appeals Committee which is a stand alone entity:



The Council sets the terms of reference and delegated powers for each of its Committees, usually at its Annual Meeting. They are currently as follows:

Finance & General Purposes

All matters relating to finance, unless specifically reserved by Council.
 Review of budget position.
 Grants and donations.
 Internal Audit.
 All matters relating to personnel.
 Training of Councillors & staff.
 General day-to-day administration.
 Civic & ceremonial activities.
 Electoral matters.
 37 Church Street.
 Hurdis House.

Planning & Highways

Planning applications.
 Tree works applications.
 Highways & traffic matters.
 Street naming.
 Local and regional plans.

Community Services

Salts Recreation Ground.
 Crouch Gardens & Recreation Ground.

Community Services cont'd

Martello Fields.
 Martello Tower.
 Allotments.
 Seafront & Beach (including beach huts).
 Seaford Head Estate (excluding Seaford Head Golf Course).
 Crypt & 23 Church Street.
 37 Church Street.
 Old Town Hall.
 Public toilets.
 CCTV.
 Other open spaces.
 Seating, dog & litter bins.
 Bus shelters & street lighting.
 Events.
 Community support.
 Tree wardens.

Golf & The View

Seaford Head Golf Course.
 The View at Seaford Head.

Personnel

All personnel matters not delegated to Officers.
 Authorise or not all incremental pay rises following staff appraisals.
 Amending staff structure to reflect Council's performance needs so long as within budget.

Grievance/Disciplinary Sub-Committee

Consider/resolve all staff grievances.
 Consider /deal with disciplinary matters.

Appeals

Consider and resolve all disciplinary or grievance appeals, Freedom of Information Act appeals and appeals against a complaint outcome.
 Consider and resolve appeals to decision relating to a complaint.
 Consider all appeals against decisions where this is available within a policy.

Delegated power means passing the decision-making capability of the Council on to another; without this, the Council would not be able to carry out its day-to-day functions. The full Scheme of Delegation setting out the delegated powers to Committees, Sub-Committees and Council Officers can be found on the Council's website.

MEETING TIMETABLE

The Council and its Committees meet at regular times throughout the Municipal Year. The meetings for the current 2018/2019 year are set out below.

2018	
May	10 Full Council AGM **
	17 Planning & Highways
	22 Annual Town Meeting
	29 Golf & The View*
June	7 Finance & General Purposes
	14 Golf & The View*
	21 Full Council
	28 Planning & Highways ***
July	12 Community Services
	19 Planning & Highways
August	2 Full Council ^h
	9 Planning & Highways ^h
	30 Planning & Highways ^h
September	4 Golf & The View*
	20 Planning & Highways
	27 Finance & General Purposes
October	11 Planning & Highways
	18 Full Council
November	1 Planning & Highways
	6 Golf & The View (budget)*
	15 Community Services (budget)
	22 Planning & Highways
December	6 Finance & General Purposes (budget)
	13 Planning & Highways ^h
2019	
January	7 Planning & Highways
	24 Full Council (budget)
	31 Planning & Highways
February	7 Community Services
	21 Planning & Highways ^h
March	7 Finance & General Purposes
	14 Planning & Highways
	19 Golf & The View*
	28 Full Council
April	4 Planning & Highways ^h
	18 Community Services
	25 Planning & Highways
May	9 Full Council AGM ***
	6 Community Services
	21 Annual Town Meeting

Meetings are usually held at 7pm in the Council Offices at 37 Church Street, Seaford.

All agendas, reports and minutes of meetings are available for download on the Council's website.

These are all public meetings and the Council encourages members of the public to come along and take part, see how the Council operates and the tasks and projects it has at hand.

There is a specific public participation section of each meeting to enable the public to get involved. The Council has a public participation policy, which helps guide and govern how public participation should progress.

Meetings are also video recorded and uploaded to the Council's YouTube channel; just go on to YouTube and search 'Seaford Town Council' or better yet, come along and watch for yourself!

Notes:

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 of the meeting to ensure they can gain entry.

The Annual Town Meeting (aka Town Forum) is a public meeting, not a Council meeting, but must be facilitated by the Town Council.

* Golf & The View Committee meetings take place on a Tuesday at The View at Seaford Head.

** Council Annual Meetings will be followed immediately by an Ordinary Council Meeting (10 May 18 and 9 May 19)

^h takes place during school holidays.



The View at Seaford Head

T : 01323 890139 - E: hello@the-view.co.uk

W: www.the-view.co.uk

the View

Restaurant, Bar & Function Venue



SEAFORD HEAD

*For all of your function requirements
Our private function room is ideal for up to 50 guests and
the maximum capacity of the whole venue is 120.*



**WEDDINGS. MEETINGS. PARTIES. WAKES
ANNIVERSARIES. REUNIONS. AFTERNOON TEA**

No room hire charge if opting for a finger buffet/hot fork buffet or 2/3 course meal

Opening Hours: 7am to 8pm, 7 days per week (10pm Fridays & Saturdays)

Free Wi-Fi ~ Ample free car parking ~ Fully wheelchair accessible ~ Air conditioned ~ All day food options

