



## Seaford Town Council

### To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 6<sup>th</sup> November 2014** at **7.00pm** which you are summoned to attend.

James Corrigan  
Interim Town Clerk  
31<sup>st</sup> October 2014

### Agenda

#### 1. 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. Presentation from Seaford Town Football Club.

Seaford Town Football Club would like the Council to set up a Working Party to look at the regeneration of football facilities for the Club following this presentation.

#### 4. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

#### 5. Minutes

To note the following minutes, approving or not approving recommendations as required:

- 5.1 Disciplinary Sub-Committee– 14<sup>th</sup> August 2014 (page 4)
- 5.2 Finance & General Purposes – 14<sup>th</sup> August 2014 (pages 6 to 8)
- 5.3 Full Council – 21<sup>st</sup> August 2014 (pages 10 to 28)
- 5.4 Disciplinary Sub-Committee – 27<sup>th</sup> August 2014 (pages 30 to 31)
- 5.5 Planning & Highways – 28<sup>th</sup> August 2014 (pages 32 to 36)
- 5.6 Golf – 2<sup>nd</sup> September 2014 (pages 38 to 39)
- 5.7 Planning & Highways – 18<sup>th</sup> September 2014 (pages 40 to 44)
- 5.8 Community Services – 25<sup>th</sup> September 2014 (pages 46 to 47)
- 5.9 Personnel Sub-Committee - 8<sup>th</sup> October 2014 (pages 48 to 49)
- 5.10 Planning & Highways – 9<sup>th</sup> October 2014 (pages 50 to 52)

#### 6. Mayor's Report

To receive any communications as the Mayor may desire to put before the Council as in report 149/14 (pages 54 to 64).

**7. Deputy Mayor's Chain**

To consider report 150/14 regarding civic protocol and the Deputy Mayor's chain (page 66).

**8. Young Mayor's Report**

To consider report 148/14 presenting the Young Mayor's Report (page 68).

**9. Clerk's Report**

To consider report 155/14 presenting the Clerk's Report. Please note that this report will need to be circulated by email separately but will still be received within plenty of notice of the meeting.

**10. District & County Council Update**

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.

**11. Police Report**

To receive a report from Police Sergeant Stuart Mullins on policing in Seaford.

**12. Break**

Due to the length of the agenda a short break will be held during which any members of the public may exit the meeting should they wish to.

**13. Closure of Entrances to The Crouch on Match Days**

To consider report 139/14 regarding a request to close certain entrances to The Crouch on match days (pages 70 to 73).

**14. Partnership Working with Sussex Wildlife Trust**

To consider report 141/14 regarding a request from Sussex Wildlife Trust to increase partnership working (pages 74 to 76).

**15. Salts Development Plan**

To consider report 145/14 presenting the Salts Development Plan (pages 78 to 136).

**16. Standing Orders**

To consider report 152/14 presenting the revised Standing Orders (pages 138 to 161).

**17. Travellers Policy**

To consider report 136/14 presenting the draft Travellers Policy (pages 162 to 168).

**18. Remuneration for Town Councillors**

To consider report 144/14 regarding the potential for remuneration for Town Councillors (pages 170 to 171).

**19. Tree Policy**

To consider report 142/14 presenting the draft Tree Policy (pages 172 to 174).

**20. Memorial Policy**

To consider report 143/14 presenting the draft Memorial Policy (pages 176 to 181).

**21. Internal Auditor Correspondence**

To consider report 146/14 presenting a letter received from the Council's Internal Auditors (pages 182 to 185).

**22. Freedom of the Town**

To consider report 138/14 regarding Freedom of the Town (pages 186 to 189).

**23. VAT Notice of Assessment**

To consider report 140/14 informing the Council of the VAT Notice of Assessment following the VAT Inspection (pages 190 to 196).

**24. Direct Debit Cards for the Council**

To consider report 153/14 seeking permission to obtain direct debit cards for the Council (pages 198 to 199).

**25. Seaford's Flood Plan**

To consider report 154/14 regarding the flood plan in place for Seaford and establishing to working group to address this (pages 200 to 201).

**26. Newsletter Distribution**

To consider report 147/14 regarding the distribution options available for the Council's newsletter (pages 202 to 203).

**27. Exclusion of the Press and Public**

The Chairman will move 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 item 28 on the agenda as the item concern confidential Council matters.

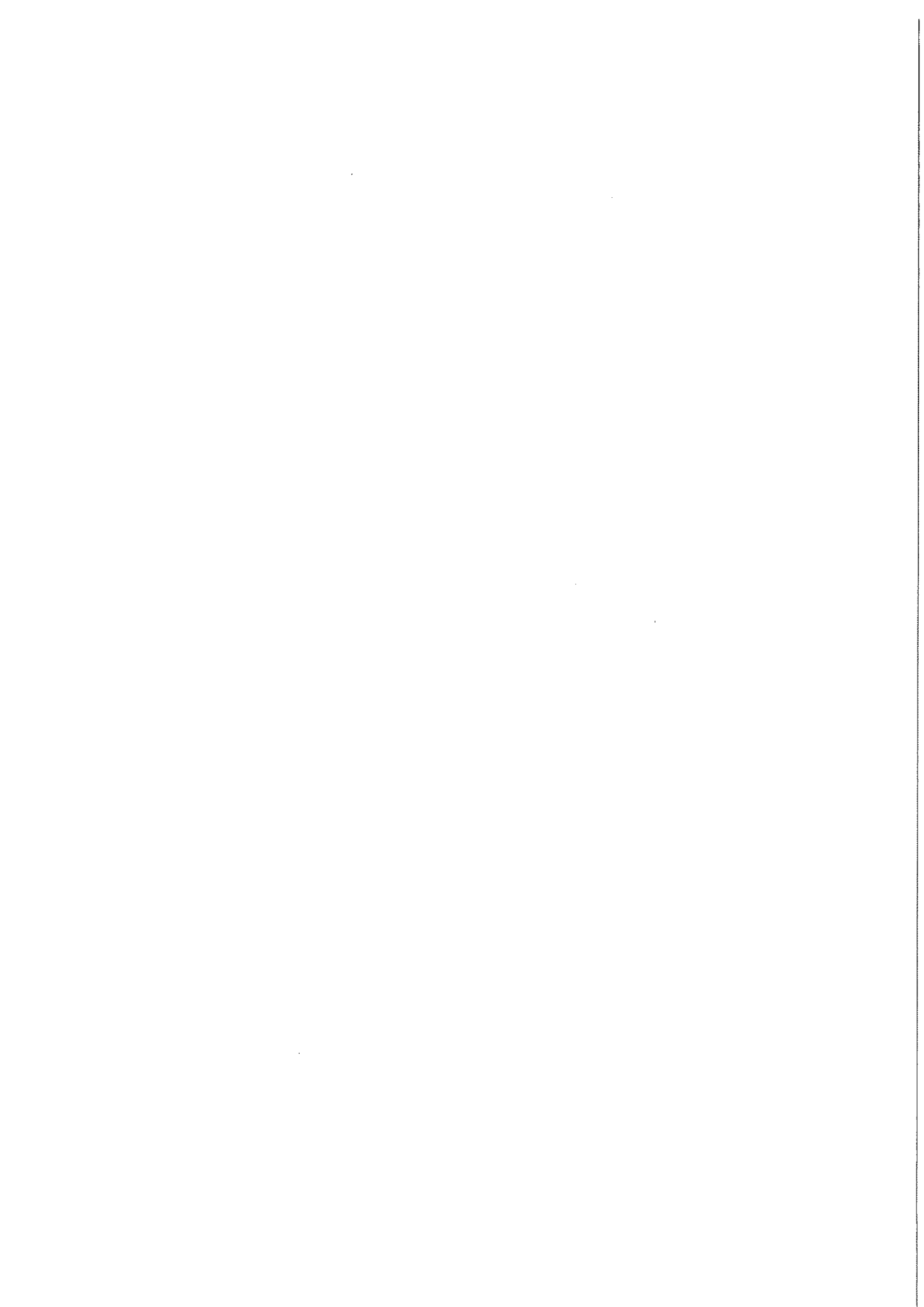
**28. Town Clerk Recruitment**

To consider exempt report 151/14 seeking approval for selected candidate for the position of Town Clerk (pages 204 to 206).

**For further information about items appearing on this Agenda please contact James Corrigan, Interim Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:**

**Committee:** All Councillors, Young Mayor, Deputy Young Mayor and Police Sergeant Mullins.





## Seaford Town Council

**MINUTES** of the meeting of the **Disciplinary Sub-Committee** held at **Seaford Baptist Church, Belgrave Road, Seaford** on **Thursday 14<sup>th</sup> August 2014** at **12.20pm**.

**Present:**

Councillor B Burfield (Chairman)

Councillors M Brown and R Needham.

James Corrigan, Interim Town Clerk – Seaford Town Council

Charlotte England, Helix HR (minutes)

One member of the public.

**D027 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji and S McStravick.

**D028 Declaration 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.

**D029 Public Participation**

There was no public participation.

**D030 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 item 5 on the agenda as the items concern employment matters.

The one member of the public left at this point.

**DO31 Consideration of disciplinary issues.** The sub-committee considered in detail three potential acts of Gross Misconduct relating to an employee.

It was **RESOLVED** that there was a case to answer and that a disciplinary hearing be convened at the date given by the employee and advisor of the 27<sup>th</sup> August 2014. Also that a reserve date be set of the 3<sup>rd</sup> September 2014 at 10.00am.

The meeting closed at 1.05pm.

Councillor Barry Burfield  
Chairman

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## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at **the Council Church Street, Seaford, on Thursday 14<sup>th</sup> August 2014 at 7.00pm**

#### **Present:**

Councillor B Burfield (Chairman)

Councillor M Brown (Vice Chairman)

Councillors S Adeniji, S Dunn, A Hayder, L Lord, R Needham and B Warren.

Councillors R Allen (ex-officio) & A Latham (ex-officio).

Mr J Corrigan, Interim Town Clerk, Seaford Town Council.

Ms Elizabeth Harvey, Finance Administration Assistant, Seaford Town Council (Minutes).

3 Members of the public.

#### **F13/08/14 Apologies**

Apologies for absence were received from Councillors P Franklin & S Gauntlett.

#### **F14/08/14 Minutes**

It was **AGREED** that the minutes of the meetings held on 12<sup>th</sup> June 2014 be **APPROVED** and were signed by the Chairman.

#### **F15/08/14 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.

#### **F16/08/14 Public Participation**

*Cllr A White As new legislation has come into force recently regarding filming of committee meetings; can filming of tonight's committee meeting be recorded?*

*Thanked the Town Council in providing a report early; to be discussed at Full Council meeting, which is to take place on 21<sup>st</sup> August 2014. This report is regarding the recent VAT inspection.*

*Agenda item 6, internal auditors report, had made an interesting reading regarding the V.A.T section and would urge the committee to throw out report 82/14 tonight.*

*Questions need to be asked of the internal auditors 'Auditing Solution Ltd'; why not raised VAT and other issues before?*

Interim Town Clerk DCLG has recently issued guidance notes regarding the allowing of filming at all Council meetings. However, this Council has not had time to devise a new policy as yet. The filming, while allowed, will not give members of the public the right to intervene in meetings, create disorder or allow bad behaviour. Certain conditions will be imposed such as not allowing filming on confidential matters. So far as filming at tonight's meeting the law of the land supersedes Standing Orders so can take place.

Chairman Will let councillors consider issues regarding the internal auditors as we get to the report.

**F17/08/14 Finance Report**

**F17.1 Receipts, Payments and Bank Reconciliation for May, Jun & July 2014**

Members considered report 83/14

It was **AGREED** to **APPROVE** the information contained in the report.

**F17.2 Finance Report – Income & Expenditure  
01/04/2014 – 31/07/2014**

Members considered report 84/14

It was **AGREED** to **APPROVE** the report

**F18/08/14 Final Internal Audit Report for 2013-2014**

**F18.1** Members considered report 82/14

It was **AGREED** to **NOTE** the Internal Auditors Report.

It was **AGREED** to instruct the Town Clerk to contact Auditing Solutions Ltd and raise the committee's points & concerns regarding the internal audits. A report is to be written for the committee meeting by 18/12/14.

A recorded vote was requested:-

Councillor S Adeniji	Yes
Councillor M Brown	Yes
Councillor B Burfield	Yes
Councillor S Dunn	Yes
Councillor A Hayder	Yes



Councillor L Lord	Yes
Councillor R Needham	Yes
Councillor B Warren	Yes

It was **AGREED** to action the items in section 2 of this report.

**F19/08/14 Investigation & Disciplinary Professional Support**

**F19.1** Members considered report 85/14

The report was **NOTED**.

The meeting closed at 7.45pm

Cllr Barry Burfield  
Chairman





## Seaford Town Council

**MINUTES** of the meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 21<sup>st</sup> August 2014 at 7.00pm.**

### **Present:**

Councillor M Brown (Mayor), Councillor T Goodman (Deputy Mayor)  
Councillors S Adeniji, R E Allen, B Burfield, S Dunn, S Gauntlett, A Hayder, S McStravick,  
R Needham, L Wallraven and A White.

Millie Hemsley – Young Mayor

James Corrigan, Interim Town Clerk – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council

Chris Rolley – Chris Rolley Associates

15 members of the public.

### **C57/08/14 Apologies**

Apologies for absence were received from Councillors G Cork, P Franklin, B Groves, P Heseltine, A Latham, L Lord and I White, and Police Sergeant Mullins.

### **C58/08/14 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.

### **C59/08/14 Public Participation**

*Pauline Gower*      *With reference to the Clerk's Report, section 1.29, questioned whether the Council really wants to discourage tourists by preventing motor homes using Council land for overnight stays.*

*Noted that there is more of an issue with commercial HGVs parking around town, not in their designated area, and also several camper vans which are permanently parked around town, being moved on a two to three weekly basis.*

Interim Town Clerk The Council has is responding to complaints received from residents. The Council can only act on parking on its land; the seafront is the responsibility of East Sussex Highways Authority and is monitored by the Lewes District Council wardens. The Council are however aware of the lack of designated places for campers and motor homes. Council Officers will look into the options available and put a report to the Council for consideration. There may be a possibility of letting land for this specific purpose. Any policy decisions made by the Council would likely have to effect both campers and motor homes, as it is very hard to disenfranchise one group from another.

*Nick Mallinson (Director, Seahaven FM) In 2010, Seahaven FM applied for a grant and after meeting with some Councillors and the Clerk at the time, were informed that the amount was too high to qualify for a grant and would have to be made as a loan. At the time, Nick Mallinson did inform the Councillors that it would be difficult to pay back the loan due to the recession and Offcom delaying their license for nearly three years. Mr Mallinson was advised that the loan could be written off if Seahaven FM were unable to pay it back. Once this was agreed, Mr Mallinson met the previous Corporate Services Manager every six months but when he left the Council in 2013 there was no further contact from the Council or request for meetings. Mr Mallinson stated that in the 3½ years he had been informed during various conversations with Councillors and the previous Clerk that the loan could be written off.*

Mayor Brown Thanked Mr Mallinson for his presentation and said that this would be discussed later under item 26.

*Bob Gower With regards to the VAT report, is intrigued as to why this had not been picked up during an Internal Audit.*

*Regarding section 1.32 of the Clerk's Report, questioned what the Impact Seaford project is and what the cost would be.*

Interim Town Clerk Will be speaking directly with the Auditors regarding the VAT mistakes not being picked up during internal audits.

The Council are working with Lewes District Council and Wave Leisure to look at the feasibility of having an Iconic Leisure Facility in the Salts Recreation Ground to make it more attractive. Costs are not yet known as the feasibility meetings are still ongoing. Public consultations would be held as part of the process.

*Bob Brown Expressed concern regarding item 5 section 1.11 and the apparent breakdown in organisation of the Council with the Community Services Committee approving items outside of their delegated authority.*

*With regards to item 3.1 of the Clerk's Report, questioned why the Council would want to keep Hurdis House when it is of no use to the Council.*

Mayor Brown Confirmed that the Council are dealing with the Committee Minutes in the correct way, as per this meeting's agenda, to ensure approval of decisions outside of a Committee's remit and that the Scheme of Delegation is dealt with properly.

It is the Council's responsibility to the maximise its assets, such as Hurdis House, and at the moment the Council consider that the best option.

## C60/08/14 Past Mayor Presentation

Mayor Brown read the following:

**“That whereas** Councillor A White elected Mayor of Seaford Town Council for the year 2013/14 at the meeting of the Council held on 9<sup>th</sup> May 2013;

**And whereas** the Council is desirous of expressing and recording grateful thanks to Councillor A White for his dedication to his duties whilst in office, he has served the residents of our town of Seaford with honour and dignity.

Be it now **RESOLVED**:

That the Council do remember and record its gratitude to Councillor A White in the minutes of the proceedings of the Council held this day, 21<sup>st</sup> August 2014, and that this resolution be engrossed, sealed and presented in a suitable form by the Mayor and the Town Clerk on behalf of this Council.”

*(Mayor Brown presented Councillor Anthony White with a Past Mayor’s Badge)*

## C61/08/14 Committee Minutes

Members considered report 91/14.

**C61.1** The Clerk confirmed that as far as he is aware, there are no conflicts as a result of the resolutions made in Committee minutes.

The Clerk requested that if any Councillors find any conflicts at a later date, that these should be brought to his attention.

**C61.2** It was **RESOLVED** to **AGREE** to consider, for noting and adoption, all Committee minutes completed since the last Full Council meeting as per item 6 of the agenda.

**C61.3** It was **RESOLVED** to **NOTE** that previous Committee decisions may have been beyond the various Committees delegated powers and that these be adopted save for where there is a conflict with other decisions or any issues of concern arise. In such circumstances Officers are required to report this for decision at the next suitable Council meeting.

## C62/08/14 Minutes

**C62.1** It was **RESOLVED** to **NOTE** and **ADOPT** the following minutes:

- i. Planning & Highways – 26<sup>th</sup> June 2014
- ii. Full Council (Special) – 1<sup>st</sup> July 2014
- iii. Planning & Highways – 17<sup>th</sup> July 2014
- iv. Community Services – 24<sup>th</sup> July 2014
- v. Personnel – 29<sup>th</sup> July 2014

### C63/08/14 Mayor's Report

Members considered report 99/14.

- C63.1** It was confirmed that Seaford Lions Donkey Derby on 25<sup>th</sup> August 2014 is Open to All Councillors, not Invite Only as stated on the report.
- C63.2** It was **PROPOSED** and subsequently **RESOLVED** to **APPROVE** that the date of the next Full Council meeting be moved from 23<sup>rd</sup> October to Thursday 6<sup>th</sup> November at 7.00pm.
- C63.3** It was **RESOLVED** to **APPROVE** the Mayor's Report.

### C64/08/14 Young Mayor's Report

Members considered report 100/14.

It was **RESOLVED** to **APPROVE** the Young Mayor's Report.

Councillors thanked the Young Mayor for her report and wished her an enjoyable year ahead.

### C65/08/14 Clerk's Report

Members considered report 95/14.

- C65.1** Councillor A White voiced his opinion on various items within the Clerk's Report, including Seaford Museum's lease, staff training (congratulating Lucy Clark on completing her first year of AAT), South Hill Farm's lease, the new website and Rob Hargreaves' exemplary performance during his work experience.
- C65.2** The Interim Clerk confirmed that the appraisals are progressing and that those remaining have been diarised. From the appraisals carried out it is evident that there are training needs and these will be addressed. The Clerk hopes to encourage all staff to undertake the Certificate in Local Council Administration.
- C65.2** Councillor McStravick commented on a few items within the Clerk's report; the welcome introduction of alternative options for access to the Councils information, congratulating staff on the recent edition of the newsletter and the Neighbourhood Plan training evening. Cllr McStravick stressed that if a neighbourhood plan were to be worked on, the Council would need the public behind the idea to move it forward.
- C65.3** The Interim Clerk confirmed that the priorities in the report were not in a specific order.

**C65.4** Councillor Adeniji mentioned that three years ago the Council had considered two options for financing the newsletter; approaching Seaford Scene to produce, sell advertising space and distribute the newsletter or, the Council following Telscombe Cliffs' model and selling advertising space directly.

The Interim Clerk thanked Cllr Adeniji for the information and confirmed that he would be looking at different ways to finance, produce and distribute the newsletters.

**C65.5** The Interim Clerk confirmed that the new website link had been sent through to Councillors fairly late in the day. The Clerk requested any feedback be submitted ahead of Monday 1<sup>st</sup> September as the website would be going live that week.

**C65.6** The Interim Clerk confirmed that it could be possible to take legal advice on reclaiming the loss of revenue and that he would be looking at all avenues available for minimising the loss of revenue.

**C65.7** The Interim Clerk confirmed that the Projects & Facilities Manager has taken the lead on the Salts Development Plan and that it is planned for this to be presented to the Council at their meeting on 6<sup>th</sup> November. Due to the size of the document, this will be sent out to the Councillors in advance of the agenda.

**C65.4** Councillor Dunn questioned item 1.29 and queried whether there could be confusion caused by the current signage on the seafront. The signs state that a 12 hour stay is allowed and further down states that no overnight camping is allowed; confusion could set in if arriving at 8pm and only staying 11 hours through until 7am.

The Interim Clerk replied that he had a list of avenues to look into regarding this issue and that he would review the signs as part of this.

**C65.6** The Clerk clarified that in item 1.3 of the report it states that Seaford Museum are awaiting registration as a charity; they are in fact already a charity but are wanting to register as a charity limited by guarantee.

**C65.7** The Clerk updated that he is working with Premier Mini Soccer to find five different pitches for their football games and that he is hopeful that Rob Hargreaves will be returning next week to do some more work experience in the Council offices.

**C65.8** Councillor Brown wished to convey his gratitude to the staff for getting Splashpoint reopened to the public.

**C65.9** It was **RESOLVED** to **NOTE** the contents of the report and priorities agreed to and that the Interim Town Clerk would report back to Full Council with options regarding recovering the financial losses.

### C66/08/14 Police Report

- C66.1** Councillor McStravick questioned whether littering was a civil offence and whether there was any civil recourse, thinking primarily about the litter on the seafront.

Mayor Brown confirmed that littering is an offence but that they were hopeful the bigger bins on the seafront would help address the problem.

The Interim Clerk responded that he would speak with Lewes District Council regarding their process for issuing fixed penalty notices and whether this is being carried out.

- C66.2** It was **RESOLVED** to **NOTE** the Police Report.

### C67/08/14 Training Report

Members considered report 89/14.

- C67.1** It was clarified that the Council are already carrying out the publishing of extracts/resolutions from confidential minutes and resolving, where necessary, for an exclusion of the press and public.
- C67.2** It was **RESOLVED** to **AGREE** to inviting District and County Councillors within Seaford to Full Council meetings and have an item on the agenda for them to provide a report/update if available.
- C67.3** It was **RESOLVED** to **AGREE** going forward to use minute references that include the month and year.

### C68/08/14 Letter of Thanks

- C68.1** Councillor Dunn provided a short presentation on the celebratory event held on 6<sup>th</sup> June for the 150<sup>th</sup> anniversary of the Seaford rail line.
- C68.2** Cllr Dunn informed the meeting that Seaford Station had been shortlisted for Southern Rails award of the Best Community Station, alongside Littlehaven and Lewes, just missing out to Lewes which was awarded the accolade.
- C68.3** Councillor Adeniji remarked how well attended the event was and what a sense of community it showed. Cllr Adeniji stressed that the Council ought to look at how to build on this with their own future events.
- C68.4** It was **RESOLVED** to **NOTE** the letter of thanks received from Sussex Community Rail Partnership.

### C69/08/14 Memorial Plaque for 36<sup>th</sup> (Ulster) Division

Members considered report 98/14.

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- C69.1** Mayor Brown gave some background information on the request and informed the meeting that local historian, Kevin Gordon, has kindly been able to give the Division more details regarding the soldiers time in Seaford.
- C69.2** It was confirmed that a press statement would be released ahead of the plaque being installed and that Councillors would be invited to attend. This would likely be done in October 2015.
- C69.3** It was **RESOLVED** to **APPROVE** giving permission and support for the 36<sup>th</sup> (Ulster) Division Memorial Lodge to install a memorial plaque on Bönningstedt Parade in Seaford, working with Seaford Town Council in doing so.

*(A short break was taken between 8.08pm and 8.18pm – two members of public left the meeting.)*

#### **C70/08/14 Seaford Allotments & Leisure Garden Society**

Members considered report 101/14.

- C70.1** Chris Rolley, as the author of the report, provided a brief introduction. Chris stressed that the Council were very fortunate to have such an able society managing the site on a day-to-day basis. It would be both in the Council's and SALGS interests to resolve the current situation regarding the management agreement.
- C70.2** Councillor A White expressed his disgust at the management agreement being left unresolved for over four years since it originally expired but thanked Chris Rolley Associates for a thorough investigation into the matter.
- C70.3** Mayor Brown explained that Projects & Facilities Manager and Chris Rolley had held meetings with SALGS in order to come to an amicable solution, and offered gratitude to Chris Rolley for assisting in resolving the issue.
- C70.4** Paragraph 1.2 in the report was highlighted, bearing mention to the importance of working in partnership with others to achieve more. Learning from this, the Council ought to be the facilitating these partnerships with groups in the town.
- C70.5** It was **RESOLVED** to **AGREE** to a new agreement with Seaford Allotment and Leisure Gardens Society in accordance with proposals contained in paragraph 2.0 of the report attached at Appendix A, and to request the Officers to complete this as expeditiously as possible.
- C70.6** It was **RESOLVED** to **AGREE** that concurrent with the new Agreement being signed, a letter emphasising the importance of future collaborative and co-operative working be sent to the Society's Chairman.
- C70.7** It was **RESOLVED** to **APPROVE** Officers working with the Society in seeking to obtain significant funds to undertake long term improvement works referred to in the report.

- C70.8** It was **RESOLVED** to **DELEGATE** authority to the Interim Town Clerk to apply the Council seal to the final signed copy of the agreement.
- C70.9** It was **RESOLVED** to **NOTE** Officers include the annual increment rent rise in the Council's Annual Planner.

### **C71/08/14 Review of Land Ownership, Leases and Licences**

Members considered report 77/14.

- C71.1** It was noted that recommendation 5 regarding SALGS had been resolved under the previous item of the agenda.
- C71.2** Chris Rolley, as the author of this report too, provided a brief introduction again. Chris stressed that all Councils need a decent register of their property owned, leases, concessions etc and while STC has some on a register it does not have all documented.

Chris explained that STC does have a huge amount of assets; there are only two or three other Town Councils in the country with such a large asset responsibility.

Chris confirmed that his report would be a dynamic working document and something for the Council to build on.

- C71.3** It was confirmed that the land terrier package referred to in recommendation 7 is the software mentioned in item 1.9 that would assist the Council in the management of all of these facilities.
- C71.4** Councillor Dunn stated that the reason she was aware of for High & Over struggling to appeal to concession providers, was due to the space not being adequate to allow for provision of hot drinks and food.
- C71.5** Councillor Adeniji expressed concern with recommendation 1 and the possibility of disposing of assets. Cllr Adeniji would be nervous of blindly selling assets without having looked at the best way to maximise the revenue from said assets.

Cllr Adeniji has been aware of Lewes District Council's review of maximising its assets and questioned whether Chris Rolley Associates would be able to advise the Council on the options available with each of the assets.

Chris Rolley replied that while he was able to conduct a review of the current system, this was not his specific area of expertise. There would however be other companies that could assist.

During the review, Chris Rolley did notice one or two parcels of land that were taken over by the Council from LDC that are of no real purpose i.e. the small package of land behind Boots. In this instance there may be an asset value and possible capital receipt.

**C71.6** It was **RESOLVED** to **AGREE** to the recommendations as per the report as follows, with the exception of number 5:

- i. That when resources permit the Council should carry out a review of its assets with a view to determining whether any might be appropriate for disposal, having regard to the interests of Lewes District Council in such matters;
- ii. That in respect of the High and Over concession site negotiations take place direct with existing concessionaires with a view to concluding an agreement for 2014 season only and, due to the timescale involved, this matter be delegated to the Council's officers;
- iii. That outstanding leases referred to in paragraph 3 of this report should be concluded at the earliest opportunity;
- iv. That where land is incorrectly registered or no registration exists the Council should approach its solicitor with a view to establishing what would be required to complete this exercise and the likely costs involved, and bring a report back to Council on the outcome of such discussions;
- v. That the Council formalises its internal procedures for handling and security of legal documentation, including all property records, in broad accordance with paragraphs 6 and 7 of this report.
- vi. That advice is taken to source a suitable land terrier package and subsequently purchased, being updated as soon as practical.

**C71.7** The Interim Clerk confirmed that the Projects & Facilities Manager had looked at some terrier packages in the past. One benefit of the software is that it enables the Council to have a map that shows every asset it owns, including benches, bus shelters, bins etc. The map would also highlight land boundaries. This will also help Council staff when dealing with enquiries.

The terrier package in itself is unlikely to cost a huge amount. There is likely to be an annual fee of £3-400 which is not a lot when considering the amount of assets under the Councils control. There are sufficient funds in the budget to cover this.

### **C72/08/14 Capital Wish List**

Members considered report 93/14.

**C72.1** The Interim Clerk clarified that those projects highlighted as short-term (ST in the time frame column) either already have a budget in place or by working in partnership with others will be able to generate income via grants.

Those identified as medium and long term may change slightly as development plans, such as that for the Salts, are fed back into the document. All development plans will be worked on over the next 12 to 18 months.

**C72.2** It will be beneficial to any grant applications made for funding, being able to produce this document as an adopted policy.

**C72.3** It was confirmed that the wish list will be a working document and can be amended.

**C72.4** Councillor Dunn requested that the Martello Toilets be treated as a priority further to two disabled users injuring themselves on the pointed edge of the square sink within the toilet.

The Interim Clerk confirmed that he has exchanged emails to deal with this and hopes to have it resolved by the end of September. The Projects & Facilities Manager has already sought prices for replacing the sinks.

**C72.5** Councillor Dunn mentioned that she had noticed that a notice was hanging off on the cliff by Hope Gap Steps. Cllr Dunn also mentioned that the electric fencing up on Seaford Head was blocking off access to the seating.

The Interim Clerk replied that he had spoken with the Sussex Wildlife Ranger that manages the reserve on the Council's behalf and she had explained that the fencing was put there on account of the three cattle grazing and that they would try to reconfigure the fencing so the seating was accessible.

**C72.6** Councillor Gauntlett was pleased to see that by adopting a general sense of ownership on projects throughout the town and by being open, this should encourage partnerships to happen.

**C72.7** Councillor Adeniji asked if a list of the S106 monies that were due to the Council existed and following on from this, if there was the possibility to sell any assets to put towards these projects to improve the town.

Councillor Burfield requested whether the various committees could be presented with the detailed plan to factor into their budgets.

The Interim Clerk confirmed that the S106 monies would not cover all the projects but it helps with negotiations with Lewes District Council as if they are not happy with one option we can move down the list and request funding for the next. The Clerk will forward a list detailing all S106 monies available to the Councillors.

The Clerk confirmed that it would be possible to use capital receipt to help capital projects so long as this does not result in a reduction of service.

The Clerk confirmed that a lot of the projects in the wish list had been taken from Committee's expressions. These would then be worked into a Development Plans for the Council to then adopt as a policy.

**C72.14** Some of the replacements on the wish list will be carried out providing there is funding in the budget.

**C72.15** Whilst budget setting throughout November to January, the Council would be wise to pay heed to any money generated or surplus funds and the

potential to spend these on items within the wish list. This would be agreed in advance with the relevant Committee.

- C72.16** The Clerk confirmed that the wish list has not been prioritised in an exact order but short, medium and long term have been attributed for the purposes of the highlighting general priority.
- C72.17** It was **RESOLVED** to **APPROVE** that the Capital Wish List be adopted as an official Town Council Policy document.
- C72.18** It was **RESOLVED** to **SUPPORT** the proposal for the Interim Town Clerk, in conjunction with other staff, to devise development plans for the Salts, Crouch and Seafront/Martello, in that order, to be brought before the Council for adoption.

#### **C73/08/14 Time Off in Lieu Policy**

Members considered report 94/14.

- C73.1** Mayor Brown confirmed that while the review date for the policy is set at August 2017, it can and may be discussed sooner to ensure it is fit for purpose.
- C73.2** It was **RESOLVED** to formally **ADOPT** the Time Off In Lieu Policy with a formal review date of August 2017.

#### **C74/08/14 VAT Inspection**

Members considered report 78/14.

The Interim Clerk provided a verbal update since the report was first sent out to the Councillors:

- C74.1** The Council have submitted a response to the initial letter from HMRC, to which a reply has been received from HMRC accepting the information provided in answer to the first three pages of queries with the exception of that provided regarding the ambulatory concessions.

HMRC will not accept that the ice cream vans that are given licences are at fixed locations. If at a fixed location there is no VAT charged, if moveable then VAT should be charged. If it is determined that the concessions are ambulatory (moveable) then the Council could owe five years backdated VAT payments.

The Council has employed the services of a VAT consultant who has prior experience of giving advice to Councils. They are now working with the Council to address the ambulatory concessions and the option to tax on the Seaford Head Golf clubhouse build.

There is hope that if the Council can evidence that it had intended to opt to tax but that a mistake had occurred meaning we had not prior to construction starting, that the HMRC may grant a retrospective option to tax.

- C74.2** Mayor Brown confirmed that the VAT situation with regards to the Golf Course is being looked at as part of a separate enquiry.
- C74.3** Councillor A White expressed concerns regarding the awareness or lack of, that the Council had regarding the financial situation of the Council.
- C75.4** Councillor McStravick voiced her worries of how this was not brought to the Council's attention sooner as a result of internal audits.
- C75.6** Councillor McStravick informed the members that Norman Baker MP had approached her with a message to offer his assistance if he can be of any.
- C75.7** It was highlighted that the Councillors are not VAT experts and that they rely on being led by the systems, Officers and Responsible Finance Officer.
- C75.8** Cllr Adeniji questioned whether the Council would consider employing VAT consultants on a permanent basis to assist with the VAT audits and returns.
- C75.9** Councillor Adeniji questioned whether there was any way in which the Council could look at any form of redress of the £340k. Cllr Adeniji also stressed that he would be worried about claim back four years of VAT from the Martello Kiosk at the risk of jeopardising a small business within the town.
- C75.10** The Interim Clerk confirmed that ongoing VAT help would certainly be useful and something to look at but would not be cheap. The Clerk is looking at the possibility of getting financial advice from a Local Government retiree in the area. The Council will be in a better position to explore the different avenues once the final position of the current situation is known.
- C75.11** It was **RESOLVED** to **AGREE** to all the actions in section 2 of the report as set out below:

i. Income Liability & Expenditure

Following investigations revealing the certain errors, spreadsheets itemising these entries, along with a letter of explanation has been sent to Mr S Smith.

In regards to the Martello Kiosk, the Interim Town Clerk and the Support Services Manager will be looking to arrange a meeting with the licensees to discuss back dating the VAT.

With regards to the rental of the CAB, a letter explaining the error is currently being drafted with the intention to invoice the VAT.

With regards to the Ambulatory Concessions, having looked at the contracts it states that the mobile kiosk (ice cream vans) must remain in their allocated

space at all times. This is also explained in the letter along with copies of the licences.

ii. Option to Tax

The council must now consider urgent action as by publicising and receiving/declaring income which includes VAT, it is considered by HMRC that the Council has essentially made a decision to opt to tax these sites (but simply not notified HMRC). However, it would be in the Council's interest not to opt to tax for these sites and a letter to HMRC is currently being drafted to this effect.

iii. Partial Exemption

Partial Exemption calculations will need to be calculated for the last four years to demonstrate the test of insignificance has been achieved. However, before undertaking this for 2013/14, the decision relating to the new golf buildings will be an important factor. It was noted that the 2013/14 year contained major expenditure in the latter two VAT Returns which related to the reconstruction costs of the golf building. This amounted to £88,255.89 which is significant Input Tax (and only the initial part of the project) and will in part relate to anticipated exempt supplies of hiring the facilities when finished. The Interim Town Clerk has understood the potential consequences here and indicated the Council have in effect Opted in to Tax by reclaiming the VAT on construction costs. A belated notification will be sent to HMRC to attempt to protect the VAT claimed on those costs already incurred, however it will need to be demonstrated that there was a clear intention, at the time the costs were incurred, that the subsequent supplies of the building were intended to be taxable. This might be by committee meeting minutes or other documentary evidence. In the absence of such documentation the VAT recovered would need to be included in the partial exemption test of insignificance.

The pending possible disciplinary action of the Council with an employee could also have implications on how the Council approaches Inland Revenue for a solution in the Council favour.

It is therefore recommended that authority be given to secure specialist external VAT advice on this issue.

iv. Penalties

It is likely that the Council will be issued with penalties for the above errors. These will be decided depending on the reason which is referred to by the HMRC as 'behaviour'. The type of behaviour will affect whether the HMRC will actually charge a penalty and the amount of that penalty.

### **C77/08/14 Recording Council Meetings**

Members considered report 103/14.

**C77.1** Councillor A White confirmed that he had obtained a third quote in addition to the two in the report. Cllr White would recommend that the Council

consider opting for the more expensive of the two in the report, at £3,645, as this is sufficient and will give the Council what it needs from the system. It would also however provide longevity and ease of use, which you may not find with the cheaper option.

- C77.2** It was confirmed that the suppliers that have given quotes have been in and seen the Chamber so the quotes are specific to the Council's needs.
- C77.3** A few concerns were raised to do with the time required by staff to accommodate this but it was confirmed that the camera would not need to be manned. Minute takers would still be required at meetings.
- C77.4** It was highlighted that a benefit of the Council recording their own meetings is that these recordings will be a true record of accounts.
- C77.5** The Interim Clerk felt, having reviewed the quotes, that all three met the same requirements and could not see a reason why the cheapest quote should not be considered.
- C77.6** The Interim Clerk will look into whether the lease the Council has with Sussex Police for the building has any covenants regarding filming on the premises.
- C77.7** Councillor Goodman, as part of the Filming Working Group, thanked Councillor A White for all his work on this project.
- C77.8** It was **RESOLVED** to **AGREE** to the change in Standing Orders to allow the public to records all public Council meetings.
- C77.9** It was **RESOLVED** to **DELEGATE** to the Interim Town Clerk, in consultation with the Filming Working Group and Councillor Burfield, the decision of if the Council is to place its own recording system in the Council chamber and further to presentations from suppliers which system to use.

*(It was **RESOLVED** to **SUSPEND** Standing Orders in order to allow the meeting to continue on with no time limit to adhere to.)*

*(A short break was taken at 9.47pm – one member of public left the meeting.)*

#### **C78/08/14 Christmas Shutdown**

Members considered report 90/14.

- C78.1** It was **RESOLVED** to **APPROVE** the closure of the Council offices from midday on 24<sup>th</sup> December 2014 to the 4<sup>th</sup> January 2015 inclusive.
- C78.2** It was **RESOLVED** to **ALLOW** staff to use time off in lieu accrued whilst supporting the Christmas Magic event for part of this period.

#### **C79/08/14 Sustainable Communities Act – Patchway Town Council**

Members considered report 88/14.



- C79.1** The Interim Clerk pointed out that the Council could potentially benefit from this proposal themselves, as it would enable any excess electricity generated by the solar panels on the new golf clubhouse to be sold back to the electricity suppliers.
- C79.2** Councillor Adeniji stressed that he would like it if the Council could look at any potential ways to increase their income by utilising the Sustainable Communities Act.
- C79.3** It was **RESOLVED** to **AGREE** that Seaford Town Council support the actions of Patchway Town Council in seeking approval of a proposal brought under the Sustainable Communities Act 2007 to give a right to Parish and Town Councils to sell electricity.

### **C80/08/14 Meals in the Community Service**

Members considered report 87/14.

**C80.1** It was **RESOLVED** to **RESPOND** to the consultation in the following way:

Q4. How much do you agree or disagree with the proposal to stop the subsidy for meals in the community? **STRONGLY DISAGREE**

Q5. How much for you agree or disagree with the proposal to put together a list of providers to choose from, that we know are high quality and are safety and quality checked? **STRONGLY DISAGREE**

Q6. If the proposals were accepted and the Council didn't pay towards or organise meals in the community, what are your concerns?

1. Vulnerable people lacking in the basic needs of food, warmth and good health;
2. The lack of regular checks on wellbeing that currently happen with the delivery of meals, as the driver will not leave until the door has been answered;
3. The lack of hot meals if people are prevented from getting to a supermarket, especially in adverse weather conditions;
4. The lack of communication/daily contact with the outside world;
5. The adverse effects on people's diets as supermarket meals are not guaranteed to be healthy enough.

Q8. Is there anything we need to think about for future meals services and safety checks that isn't covered in our proposals?

1. Home visits;
2. Thorough assessments of individuals and regular reviews being made;
3. Whether or not individuals can afford to fund their own meals.

### **C81/08/14 Electronic Payments Policy**

Members considered report 92/14.

- C81.2** A suitable policy for the use of business credit/debit cards will be looked into and a caveat included for users in order to protect both themselves and the Council.
- C81.3** The Interim Clerk will look into options for integrating the accounting and banking software to enable immediate payments from the accounting system.
- C81.4** It was **RESOLVED** to **ADOPT** the Electronics Payment Policy as attached to the report.
- C81.5** It was **RESOLVED** to **AGREE** to the necessary amendments to the Financial Regulations as a result of the Electronics Payment Policy being adopted.
- C81.6** It was **RESOLVED** to **AGREE** to the Support Services Manager investigating the use of Debit/Credit cards for some purchases and report back to Council with a suitable Policy.

### **C82/08/14 Complaints Procedure**

Members considered report 102/14.

- C82.1** It was questioned what the process was if a complainant is not satisfied with the outcome.

The Interim Clerk confirmed that the Local Government Ombudsman has no remit to deal with Town Council matters and appeals are therefore dealt with by the Appeals Sub-Committee.

Some specific appeals can be dealt with by the Information Commissioner i.e. Freedom of Information or Data Protection request appeals.

- C82.2** Mayor Brown confirmed that the procedure can be reviewed before 2017 to ensure that it is fit for purpose.
- C82.3** It was **RESOLVED** to formally **ADOPT** the revised Complaints Procedure as attached to the report.
- C82.4** It was **RESOLVED** to **APPROVE** a formal review date of the document of August 2017.

### **C83/08/14 Seahaven FM - Review of Awarding Grant**

Members considered report 104/14.

- C83.1** Councillor A White raised two issues that he had regarding the report;
1. The grant application was not made in time;

25

2. There were no original loan agreement terms and no repayments other than the VAT have been made. Seahaven FM's loan is due for repayment by September 2014.

Cllr White pointed out that whilst Seaford Football Club does also have a loan they have made repayments with no chasing by the Council.

Cllr White questioned the situation and process followed at the time that the loan was granted.

Cllr White expressed a worry that by writing off one loan a precedent is set for others not to pay.

**C83.2** Mayor Brown confirmed that the reason it was considered as a loan rather than as a grant was because it exceeded the £3k grant limit.

**C83.3** It was confirmed that the loan was authorised by the previous administration in August 2010. The recent grant application was considered separately and due to fulfilling all the criteria required, was approved by the Finance & General Purposes Committee. It was noted that the grant application was actually for the figure of £1,975 which was felt to be too much, so reduced to £750.

It was subsequently questioned if Seahaven FM had in fact fulfilled all the criteria.

**C83.4** It was highlighted that the Council does not have a Grants Policy in place to consider application against, only guideline conditions on the application form. A Grants Policy is however being drafted.

**C83.5** It was **PROPOSED** that the existing loan be extended for a further period of two years from the original repayment due date, September 2014, that a legally binding agreement be drawn up and agreed to to this effect and that no grants be awarded in this period. A **RECORDED VOTE** was requested;

Cllr Adeniji	Against
Cllr Allen	For
Cllr Brown	Against
Cllr Burfield	Against
Cllr Dunn	For
Cllr Gauntlett	For
Cllr Goodman	For
Cllr Hayder	For
Cllr McStravick	For
Cllr Needham	Against
Cllr Wallraven	Against
Cllr A White	For

The motion was **CARRIED** (7 for, 5 against).

## **C84/08/14 Standing Orders**

Members considered report 97/14.

- C84.1** It was **RESOLVED** to **RESCIND** all references of delegations to individual Councillors within the Scheme of Delegation.
- C84.2** It was **RESOLVED** to **AGREE** to the Interim Town Clerk reporting back to the next scheduled Full Council meeting with a new Scheme of Delegation which is legally compliant.
- C84.3** It was **RESOLVED** to **AGREE** that the Interim Town Clerk would circulate the new NALC Model Standing Orders for individual Councillors to let the Clerk have any comments by a deadline to be determined, so that a final version can be submitted to Full Council for adoption.

## **C85/08/14 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 items 29 and 30 on the agenda as the items concern confidential Council matters.

*(All remaining members of the public exited the meeting at 10.44pm.)*

## **C86/08/14 Appeals Sub-Committee**

Members considered confidential report 96/14.

- C86.2** It was **RESOLVED** to **APPROVE** a Special Appeals Sub-Committee being created comprising of three members, consisting of Cllr Lord, Cllr Cork and one external professional expert, and to further on **DELEGATE** power to the Special Appeals Sub-Committee to consider any appeal and deal with it to its conclusion whatever this may be.
- C86.3** It was **RESOLVED** to **DELEGATE** authority to the Interim Town Clerk in conjunction with the Appeals Sub-Committee to co-opt an individual to the Sub-Committee to act as professional support and Chair, and the power to reconstitute the Sub-Committee if necessary.
- C86.4** It was **RESOLVED** to **DELEGATE** full power to the Disciplinary Sub-Committee to deal with disciplinary matters.
- C86.5** It was **RESOLVED** to **DELEGATE** full power to the Appeals Sub-Committee to consider any future appeals and deal with it to its conclusion whatever this may be.
- C86.6** It was **RESOLVED** to **APPROVE** the changes in delegation being reflected in the Scheme of Delegation.

**C87/08/14 Golf Pro Shop**

Members considered confidential report 86/14.

**C87.2** It was **RESOLVED** that the proposal to approve the compensation requested be **NOT CARRIED**.

**C87.3** It was **RESOLVED** that the proposal to increase the retainer to be **NOT CARRIED**.

**C87.4** It was **RESOLVED** to **APPROVE** giving authorisation to the Interim Town Clerk to review introducing a bonus scheme to increase profits at the golf facility and report back to Full Council.

The meeting closed at 11.44pm.

Councillor Mark Brown  
Mayor of Seaford





## Seaford Town Council

**MINUTES** of the meeting of the **Disciplinary Sub-Committee** held at **Seaford Baptist Church, Belgrave Road, Seaford** on **Wednesday 27<sup>th</sup> August 2014** at **10.37am**.

**Present:**

Councillor B Burfield (Chairman)  
Councillors M Brown, S McStravick and R Needham.

Helen Cleare – HR Consultant of Cleare HR  
James Corrigan, Interim Town Clerk – Seaford Town Council  
Charlotte Woodhouse – note taker

**D032/08/14 Apologies for Absence**

Apologies for absence were received from Councillor S Adeniji.

**D033/08/14 Declaration 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.

**D034/08/14 Public Participation**

There was no public participation.

**D035/08/14 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 item 5 on the agenda as the item concerns employment matters.

**D036/08/14 Disciplinary hearing**

It was **NOTED** that the following receipt of an email the employee would not be in attendance. Following discussion and advice it was agreed to progress the disciplinary in their absence.

A detailed analysis of the three disciplinary issues was undertaken. Whilst issues one and two were considered Councillor McStravick left the room, returning for item three. Following this a break was agreed at 11.57am.

The Sub-Committee reconvened at 12.30pm.

It was **PROPOSED** that the Town Clerk be dismissed on the grounds of Gross Misconduct, terminating the current notice period being served with immediate effect.

A **RECORDED VOTE** was requested.

Cllr Burfield	For
Cllr Brown	For
Cllr McStravick	For
Cllr Needham	For

The motion was **CARRIED** four for, none against.

#### **DO37/08/14 Publicity**

It was **RESOLVED** that there would be no official press release or statement on this matter from the Council. Only the official minutes of the meeting

The meeting closed at 1.15pm.

Councillor Barry Burfield  
Chairman





## Seaford Town Council

### Planning & Highways Committee

**Minutes** of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford, on Thursday 28<sup>th</sup> August 2014 at 7.00 pm.**

#### **Present:**

Councillor L Wallraven (Chairman), Councillor R Allen (Vice Chairman),  
Councillor T Goodman  
Mrs L Clark, Support Services Manager, Seaford Town Council.  
Miss J Pollard, Apprentice Administration Assistant, Seaford Town Council.  
2 Members of the Public.

#### **P&H 38 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor B Groves, Councillor M Brown, Councillor G Cork and Councillor A Latham

#### **P&H 39 Minutes**

The minutes of the meeting held on 7<sup>th</sup> August 2014 were **AGREED** as a correct record to be signed by the Chairman, with the following amendments:

P&H 36 Community Match Fund Projects

Members considered report 79/14.

It was **PROPOSED** that a trial bus lane be installed from the Hill Rise junction on the A259 up to the junction of Beacon Road on the A259 with a 40 mph speed limit on all traffic.

#### **P&H 40 Disclosure of Interests**

Councillor L Wallraven declared a pecuniary interest in agenda item 8 as she still holds interest in Linda Stores on Station Road.

#### **P&H 41 Public Participation**

*Mr Slatter Contacted STC previously regarding overgrown foliage on a footpath between Lexden Road and Firle Road. He had been notified by STC that this land is un-adopted. Having run a land registry search himself, it appears that this land is owned and has believes that STC should reimburse him for this search.*

Councillor L Wallraven This matter would be taken to the Town Clerk and a letter of response will be issued in due course.

*Mr Slatter      The 12X's bus route from Eastbourne turns right into Chyngton Gardens and therefore does not stop at on the A259 bus stop which is opposite Chyngton Gardens. When waiting at the A259 bus stop it is difficult to see which bus is arriving (as the 12A does stop at the A259 stop) If it is the 12X approaching, then passengers would need to cross the main road and run to the Chyngton Road bus stop. Bus drivers can see this and do not always stop or wait for the passengers that have crossed to try and catch the bus. Could STC please write to the Bus Company on his behalf to express his concerns and ask that drivers be a little more patient and wait for these passengers.*

Councillor L Wallraven      Although this is not an issue for STC, but for Brighton and Hove Buses, STC will however draft a letter on your behalf expressing your concerns and will ask the Bus Company to reply to you direct.

**P&H 42      Planning Applications**

Planning Applications week ending 2nd August 2014

**Seaford      17 Corsica Road**

LW/14/0512      Planning Application - Erection of single storey rear extension for Mr D Beebee

Objection on the grounds of it being overdeveloped and unneighbourly

**Seaford      13 Belgrave Road**

LW/14/0561      Planning Application – Erection of a first floor extension for Mr S Rai

No objection

**Seaford      4 Crown Hill**

LW/14/0589      Planning Application - Proposed loft conversion with three front facing roof lights and two side facing windows and erection of a single storey side/rear extension and glass skylight above rear extension and installation of wood burning flue to side elevation for Mr L Fowle

No objection

Planning Applications week ending 9<sup>th</sup> August 2014

**Seaford      2 Lindfield Avenue**

LW/14/0493      Planning Application - Demolition of existing conservatory and erection of new conservatory for Mr H Williams

No objection

**Seaford 8 Dane Road**

LW/14/0592 Planning Application - Change of use from shop (A1) to office (A2) for Mr M Lamprecht

No objection

**Seaford 10 Bramber Road**

LW/14/0596 Planning Application - Single storey side extension and first floor extension to the rear for Mrs L Dobson

No objection

**Seaford 2 Walmer Road**

LW/14/0605 Planning Application - Part two storey, part single storey rear extension and two storey side extension for Mr J Roberts

Objection on the grounds of over development and being out of character

**Seaford 5 Richmond Place**

LW/14/0583 Planning Application - Conversion of the garage into a habitable room for Mrs Dyball

No objection

Planning Applications week ending 16<sup>th</sup> August 2014

**Seaford 51 St Andrews Drive, Bishopstone**

LW/14/0612 Planning Application - Single storey side extension (demolition of existing vehicle shelter) for Mr Cambridge

No objection

**Seaford 1 Audrey Close**

LW/14/0619 Retrospective Planning Application - Section 73A retrospective application for the conversion of existing garage space into workshop use ancillary to the residential dwelling unit for Mrs C Lamberth

No objection providing the workshop will be for private use and not commercial

Tree Works Applications

**Seaford 8 May Avenue**

TW/14/0062/  
TPO 1 x Sycamore (T1 of Order) – Cut back Branches and reduce height of tree

No objection

**Seaford 31 Barn Close**

TW/14/0068/  
TPO 1 x Holm Oak (G1 of Order) – Remove

Objection to removal of tree but suggest that the height be reduced

**Seaford 3 Sycamore Close**

TW/14/0070/  
TPO 2 x Holm Oak (T38 & 28 of Order, T1 & T11 on plan) – Reduce upper crown by up to 2.5m and side branch growth by up to 1.5m

8 x Holm Oak (T37-34 & T32-29 of Order, T2-5 & 7-10) – Reduce upper crown by up to 4m and side branch growth by up to 1.5m

1 x Holm Oak (T33 of Order, T6 on plan) – Fell to ground level

No objection

**Seaford 17 Mason Road**

TW/14/0072/  
TPO 1 x Silver Birch (T2 of order, T1 on plan) – Reduce crown by 1 metre Linear

No objection

**P&H 43 New Road Name Suggestion**

Members considered report 106/14.

It was **AGREED** by the Committee to **OBJECT** to the road name suggestion on the grounds of there being too many roads with the word Sutton which may cause confusion. It was **SUGGESTED** that the road be named “Mabey Way” after the late Freeman of the Town and well-loved member of the community, Mr Don Mabey.

**P&H 44 Road Closure Request for French Market**

Members considered report 107/14.

It was **AGREED** by the Committee that they have no objection regarding the road closure proposal as long as food stalls are respectful of their placement in relation to local food businesses.

35

7.32pm *Councillor L. Wallraven leaves the room.*

**P&H 45 Proposed Changes to Parking & Waiting Restrictions in Station Road,  
Hawth Hill and Hawth Park Road, Bishopstone**

Members considered report 108/14.

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

7.34pm *Councillor L. Wallraven re-enters the room.*

**P&H 46 Update Report**

Members noted report 109/14.

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

The meeting closed at 7.36pm.

Cllr L. Wallraven  
Chairman





## Seaford Town Council

### Golf Course Committee

Minutes of the **Golf Course Committee Meeting** held at the Council Chamber, 37 Church Street, Seaford, on Tuesday 2 September 2014 at 7pm.

#### **Present:**

Councillor I White (Chairman)  
Councillors R Allen, P Franklin, M Brown, T Goodman, and B Groves.  
Mr J Corrigan, Miss R Beard, Mr F Morley and Mr N Stephens- Seaford Town Council.  
Mr R Andrews and Mr A Miller – Seaford Head Golf Club.

#### **GC12/09/14 Apologies for Absence and Declaration of Substitutes**

Apologies were received from Councillors R Needham, S Gauntlett, A Latham and A White. No Substitutions were made.

#### **GC13/09/14 Minutes**

The minutes of the meeting held 3 June 2014 were **APPROVED** to be signed by the Chairman.

#### **GC14/09/14 Disclosure by members of any 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.**

*Councillor I White declared himself a member of the Golf Club.*

#### **GC15/09/14 Public Participation**

There were no members of the public present at the meeting.

#### **GC16/09/14 Finance Report**

It was **AGREED** that the contents of the report 111/14 be **APPROVED**.

#### **GC17/09/14 Golf Course Income Report**

**GC17.1** It was **AGREED** to **APPROVE** the contents of the report 112/14.

**GC17.2** It was **AGREED** that Item 1.2 Comparison of ticket sales for the periods 1 April 2014 to 31 July 2014 for 2013/14, 2012/13 and 2011/12 need **NOT** be required for future reports.

**GC18/09/14 Golf Professional's Report**

**GC18.1** It was **AGREED** to **NOTE** the information.

**GC18.2** It was **AGREED** to offer new members **UP TO** 15 months membership for the price of 12 months. Also that the annual fees are increased by 5% but that existing members get a commensurate discount in recognition of their loyalty.

**GC18.3** It was **AGREED** that the Working Group in **CONSULTATION** with the Interim Town Clerk look to move fee period from April to March, to January to December.

**GC18.4** It was **AGREED** to **APPROVE** that the Golf Professional works with the Club Business Manager on Corporate Packages, Corporate Brochures and Corporate Open Day, reporting back to the Committee.

**GC19/09/14 Interim Town Clerk's Report to Follow**

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

The Meeting Closed at 8.05pm

Councillor I White  
Chairman





## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 18<sup>th</sup> September 2014** at **7.00pm**.

**Present:**

Councillor Linda Wallraven (Chairman)

Councillors G Cork, P Franklin, T Goodman, B Groves and S McStravick.

Lucy Clark, Support Services Manager – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (Minutes)

One member of the public.

**P47/09/14 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors B Allen, M Brown and A Latham.

**P48/09/14 Disclosure of Interests**

Councillor L Wallraven declared a non-pecuniary interest in planning application LW/14/0642 as house number 17 is an immediate neighbour and close friend.

Councillor G Cork declared a non-pecuniary interest in planning application LW/14/0640 as this is a close friend.

Councillor P Franklin declared a non-pecuniary interest in planning application LW/14/0640 as this is a school friend and tree works order TW/14/0078 as this is a close friend.

**P49/09/14 Public Participation**

There was no public participation.

**P50/09/14 Planning Applications**

Planning Applications week ending 23<sup>rd</sup> August 2014

**Seaford**

LW/14/0596

**10 Bramber Road Seaford**

Planning Application - Single storey side extension and first floor extension to the rear Mrs L Dobson.

No need to comment on as was discussed at the previous meeting on 28<sup>th</sup> August and LDC have already approved.

**Seaford**                    **22 Chyngton Road**  
LW/14/0634                Planning Application - Proposed first floor extension for Mr S Wilson.

It was **RESOLVED** to make no objection.

7.07pm                    *Councillors Cork and Franklin leave the room.*

**Seaford**                    **Sutton Corner Garage Sheep Pen Lane**  
LW/14/0640                Planning Application - Demolition of existing garage workshop,  
erection of terrace of three houses and single storey dwelling  
(resubmission of LW/14/0371) for Mr J Ridley.

It was **RESOLVED** to make an objection on the grounds of being overdeveloped, the possibility of ground contamination, going against the Council's policy for not changing commercial properties into residential and the significant concerns regarding road and highway safety.

7.10pm

*Councillors Cork and Franklin re-enter the room.*

7.10pm

*It is **RESOLVED** that Councillor Franklin chair the meeting while Councillor Wallraven is absent from the meeting. Councillor Wallraven leaves the room.*

**Seaford**                    **16 Station Road Seaford**  
LW/14/0642                Planning Application - Erection of conservatory at rear for Mr M Watts.

It was **RESOLVED** to make no objection.

7.12pm                    *Councillor Wallraven re-enters the room and resumes as Chair.*

Planning Applications week ending 30<sup>th</sup> August 2014

**Seaford**                    **98A Vale Road**  
LW/14/0358                Retrospective Planning Application – Section 73A retrospective application for conversion of dwelling to create three flats for Mrs C Whelan.

It was **RESOLVED** to make an objection on the grounds of overlooking 83 Sherwood Road, the lack of kitchen and bathroom facilities (three flats sharing one set) and highway issues with access to and from Vale Road.

**Seaford**                    **32 Headland Avenue**  
LW/14/0668                Planning Application - Demolish existing garage and replace with single storey extension forming new garage, shower room, utility room and kitchen for Mr & Mrs B Crockett.

It was **RESOLVED** to make no objection.

**Seaford**  
LW/14/0669

**29 Westdown Road**  
Planning Application - Installation of dormer window to front for Mr K Pout.

It was **RESOLVED** to make no objection.

Planning Applications week ending 6<sup>th</sup> September 2014

**Seaford**  
LW/14/0657

**12 Hawth Crescent**  
Planning Application - Erection of single storey rear extension and loft conversion for Mr R Crafer.

It was **RESOLVED** to make no objection.

**Seaford**  
LW/14/0670

**Park Gate 13 Park Road**  
Planning Application - Erection of two storey rear extension with separate ancillary studio in rear garden for Mr & Mrs Cox.

It was **RESOLVED** to make no objection subject to the grounds that proper consideration is paid to the tree that is to be removed and the correct process followed.

**Seaford**  
LW/14/0679

**46 Sutton Avenue**  
Planning Application - Erection of a two storey side extension for Mr A Hunt.

It was **RESOLVED** to make no objection.

**Seaford**  
LW/14/0687

**19 Southdown Road**  
Planning Application - Erection of a white PVC framed conservatory to the rear of the property for Mr I Ainsworth.

It was **RESOLVED** to make no objection.

**Seaford**  
LW/14/0691

**10A Grosvenor Road**  
Planning Application - Installation of a dormer window to rear for Mr J Tompsett.

It was **RESOLVED** to make no objection.

Tree Works Applications

**Seaford**  
TW/14/0078/  
TCA

**Sussex Cottage, Upper Belgrave Road**  
3 x Unknown – Remove  
Work to Trees (Conservation Area)

It was **RESOLVED** to make an objection on the grounds of being a conservation area and the option available to bridge the roots instead of removing the trees.

**P51/09/14 East Sussex County Council Bus Service Consultation**

Members considered report 114/14 regarding the East Sussex County Council Bus Service Consultation.

**P51.1** It was **RESOLVED** to **SUBMIT** a response to the consultation as follows:

Q1:

Seaford Town Council strongly objects to the proposed changes in particular those concerning the 126 and Seaford Dial-A-Ride services. Once again the elderly, sick and disabled are being put at risk, with links between Seaford and Alfriston being threatened and also the primary route to Eastbourne District General Hospital. This will mean that certain people are unable to attend hospital appointments on specific days or times, especially those unable to travel themselves or mobile enough to use two buses.

We recognise that under the Community Care and NHS Act 1990 there is a duty on local authorities to assess the requirements of vulnerable people and not necessarily make provisions but the vulnerable members of our community will suffer as a direct result of the proposed changes.

Q2:

Seaford Town Council strongly objects to points number 4 (supported off-peak daytime services that currently operate less than hourly would be generally reduced to a service that operates 2 days a week – on most services around two hourly) and number 6 (funding for most supported dial a ride transport would be reduced to provide a minimum 2 days a week service).

Seaford Town Council feels that the community will suffer, in particular those that would struggle to get to health appointments as a direct result of the proposed changes.

Q3:

I would be happy to support this increase – Strongly Disagree  
I understand why this increase is necessary – Neither Agree nor Disagree  
I think this is a reasonable proposal – Strongly Disagree

Q4:

126 Service – The proposed changes will directly affect the connection for people from Seaford to Alfriston and other small villages, and also to and from Eastbourne DGH for three days of the working week. This will have a significant effect on the older people and vulnerable, and those wishing to visit them. There is also the impact on the community of Alfriston and the decreased opportunity to get to Seaford for the shops, pharmacies etc providing the economic support that cannot be provided in a small villages like Alfriston.

Dial-A-Ride Service – This is a busy service and is always well used on its current three days of operation. This will have a severe impact on the community if reduced to only two days a week.

**P51.2** It was **RESOLVED** to **RECOMMEND** to the Council that they consider lobbying to try and seek a change in the way in which charity and community buses that are operated by volunteers are restricted under the Hackney Carriage licence legislation.

The cuts to bus services are happening District-wide so the Council must be proactive in looking at ways to cope with these cuts if they cannot be prevented. By allowing charity and community buses to advertise, take bus passes and do door-to-door pickups, this would help ease or eradicate the negative impact the proposed cuts will have on the elderly and vulnerable people in our communities.

**P52/09/14 Update Report**

Members **NOTED** report 115/14 informing the committee of Lewes District Council's decisions.

Thanks was given to Luck Clark, Support Services Manager, for providing the report.

The meeting closed at 7.54pm.

Councillor Linda Wallraven  
Chairman





## Seaford Town Council

### Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 25 September 2014** at **7.00 pm**.

**Present:**

Councillor B Warren (Chairman)

Councillor S Dunn (Vice Chairman)

Councillors P Heseltine, T Goodman, L Wallraven, P Franklin, S McStravick, C Cork, L Lord, R Allen.

Mr J Corrigan and Miss R Beard – Seaford Town Council.

5 members of the public.

**CS 21/09/14 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillors A White, A Latham, and A Hayder.

**CS 22/09/14 Disclosure by members of any 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.**

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct and the Localism act 2011 in relation to the agenda.

**CS 23/09/14 Public Participation**

*Councillor R Allen Raised the point of Item 10 of the agenda should not be in Community Services agenda and should have gone to the Golf Committee meeting instead.*

*Chairman Stated that this agenda item will be dealt with in due course.*

**CS 24/09/14 Finance Report**

Members considered report 125/14.

It was **AGREED** to **APPROVE** the report.

**CS 25/09/14 Tour of Britain**

Members considered report 118/14.

The report was **NOTED**.

It was **AGREED** to **MINUTE** that the Committee wish to give thanks to Ben King, Georgia Raeburn, Rachel Beard and all the Councillors and volunteers for all they help they gave to make the day a resounding success.

**CS 26/09/14 Beach Hut – Review of Licences**

Members considered report 119/14.

The report was **NOTED**.

**CS 27/09/14 Seaford – Street Trading Licence**

Members considered report 120/14.

It was **AGREED** to **RESOLVE** that officers enter into negotiations with Lewes District Council to secure a single street trading agreement for Seaford seafront and adjoining spaces and up to 100 meters inland.

**CS 28/09/14 Projects and Facilities Manager Update Report**

Members considered report 121/14.

The report was **NOTED**.

**CS 29/09/14 Seaford Tree Wardens – Update and Projects**

Members considered report 122/14.

The report was **NOTED**.

**CS 30/09/14 Opting to Tax – Seaford Head Golf Club House**

Members considered report 124/14.

It was **AGREED** to **RECOMMEND** opting to tax on the new Golf Club House.

Recommendation 2 was **NOTED**, that it was always the intention of the Council to opt to tax on the building and that the failure to submit the necessary paperwork was an administrative error.

*The Meeting Closed at 7.40pm*

Councillor B Warren (Chairman)





## Seaford Town Council

Minutes of a Meeting of the Personnel Sub-Committee held at the Council Chambers, 37 Church Street, Seaford on Wednesday 8<sup>th</sup> October 2014 at 7.30pm.

### Present:

Councillor M Brown (Chairman)

Councillors S Adeniji (Vice-Chairman), R E Allen and S Dunn.

Mr James Corrigan, Interim Town Clerk – Seaford Town Council

Miss Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

No members of the public.

### P10/10/14 Apologies

Apologies for absence were received from Councillor Alan Latham.

### P11/10/14 Disclosure of Interests

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct or the Localism Act 2011, in relation to the agenda.

### P12/10/14 Public Participation

There was no public participation.

### P13/10/14 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, with the exception of Chris Rolley of Chris Rolley Associates, who is to enter for item 6 on the agenda, as the remainder of the meeting concerns confidential personnel matters and discussions the current recruitment process.

### P14/10/14 Pending Employment Tribunal

Members considered exempt report 126/14.

The Interim Town Clerk provided members with details of the recent disciplinary case that had resulted in the former Town Clerk being summarily dismissed on two counts of gross misconduct. The Interim Clerk confirmed that legal advice had been sought from two separate professional HR consultant companies and solicitors advice sought the day prior to the disciplinary hearing. All legal advice concurred that if the allegations against the former employee were gross misconduct and therefore could result in summary dismissal if the Disciplinary Sub-Committee found that the allegations were proven.

At all points of the process the Disciplinary Sub-Committee were made aware of the potential consequences if the employee was dismissed, including the potential liability of an Employment Tribunal and the costs potentially involved to defend the Council's

position. The Sub-Committee decided that summary dismissal for gross misconduct was the right course of action.

The Interim Clerk provided the meeting with some information on the process to be followed with an Employment Tribunal and the potential costs involved.

It was **RESOLVED** to **NOT ACCEPT** the former employee's offer to settle the potential claim and furthermore, that the Interim Town Clerk inform ACAS that if the former employee continues with the claim that the Council wish to register its intention to pursue all legal costs incurred from the former employee. If however the former employee withdraws the claim forthwith, no costs will be pursued.

It was **RESOLVED** that the Council will **DEFEND** any claims made against the Council by the former Town Clerk.

*(7.50pm – the Interim Town Clerk exited the meeting)*

*(7.51pm – Chris Rolley of Chris Rolley Associates entered the meeting)*

#### **P15/10/14 Recruitment of Town Clerk**

Members had been provided in advance with confidential copies of the 21 applications received, along with a report from Mr Rolley of Chris Rolley Associates, scoring the applicants against the person specification as agreed by the Sub-Committee.

It was **RESOLVED** to **AGREE** to invite to interview, candidates 1, 4, 13, 16 and 17 from Mr Rolley's report.

Mr Rolley talked the members through proposed arrangements for the interview day and the interviews themselves, processes for obtaining references and subsequent offering of employment.

It was **RESOLVED** to **AGREE** the format for the interviews and day itself as proposed by Mr Rolley, with a few minor changes to the interview questions, and that the PA to the Town Clerk work with Mr Rolley to facilitate arrangements for the day.

It was **RESOLVED** to **AGREE** to set up a Recruitment Working Group to act as the recruitment panel, consisting of Councillors S Adeniji, R E Allen, M Brown, S Dunn and A Latham, supported by Chris Rolley of Chris Rolley Associates and the PA to the Town Clerk, and that this Working Group make recommendations to Full Council on 6<sup>th</sup> November seeking approval of the selected candidate before a formal offer of employment is made.

The meeting closed at 9.48pm.

Councillor Mark Brown  
Chairman of the Personnel Sub-Committee

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## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 9<sup>th</sup> October 2014** at **7.00pm**.

**Present:**

Councillor Linda Wallraven (Chairman)

Councillors R E Allen (Vice-Chairman), P Franklin, B Groves and S McStravick.

Lucy Clark, Support Services Manager – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (Minutes)

Two members of the public.

**P53/10/14 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors G Cork, T Goodman (Cllr P Franklin substituted for) and A Latham.

**P54/10/14 Disclosure of Interests**

Councillor P Franklin declared a non-pecuniary interest in planning applications LW/14/0697 as this is near to his residential property and LW/14/0709 as he has done business with this applicant recently, and tree works order TW/14/0081 as he has done business with this applicant recently also.

**P55/10/14 Public Participation**

Roger Foxwell Questioned at what stage the Council were at with implementing a Neighbourhood Plan? He worries that with no neighbourhood plan in place the town will be unable to challenge policies that form part of the Districts Core Strategy if they are detrimental to Seaford.

*Cllr Franklin The Council are not progressing with a neighbourhood plan at this time; they have discussed it but no decision was made. A training session for Councillors was held on Neighbourhood Planning, which five councillors attended. It has come to light that there are other options to protect the town from the policies mentioned than having a neighbourhood plan in place. Any worries at this time regarding policies as a result of the strategy are just speculations.*

*Cllr McStravick Wished it recorded that she agrees with having a neighbourhood plan in place and would welcome this. Her only concern is the requirement to have 75 extra homes built in order to implement a plan. This would require the full support from the whole community and would also be time consuming on Council officers and volunteers.*

**P56/10/14 Planning Applications**

Planning Applications week ending 13<sup>th</sup> September 2014

**Seaford**                      **53 Vale Road**  
LW/14/0697                  Planning Application - Amendment to planning approval LW/14/0130 to substitute approved plans with revised plans to alter the design/construction of the new dwellings for Mr R Ottley.

It was **RESOLVED** to make no objection.

**Seaford**                      **2 Offham Close**  
LW/14/0706                  Planning Application - Erection of single storey side extension for Mr and Mrs Cooke.

It was **RESOLVED** to make no objection.

Planning Applications week ending 20<sup>th</sup> September 2014

**Seaford**                      **20 - 21 Clinton Place**  
LW/14/0709                  Planning Application - New shop front, fascia sign and retractable awning for David Jordan Estate Agents.

It was **RESOLVED** to make no objection.

Planning Applications week ending 27<sup>th</sup> September 2014

**Newhaven & Seaford**              **Newhaven: Brighton Road, The Drove Seaford: Claremont Road, Station Approach, Buckle By Pass, Sutton Road East Sussex**  
LW/14/0721                  Advertisement Consent Application - Section 73A Retrospective application for the retention of advertisement signage on 16 lamp posts for Lewes District Council.

It was **RESOLVED** to make no objection on the grounds that the advertisements will be periodically changed and more focussed on Seaford.

Tree Works Applications

**TW/14/0081/**                  **2 The Barn House, Firle Road**  
**TPO**                              1 X Beech (G1 of order and plan) – Removal  
                                         1 X Maple (G1 of order, T7 on plan) – Removal  
                                         1 X Sycamore (G1 of Order, T8 on plan) – Reduce overhanging limb over highway

It was **RESOLVED** to make no objection.

**TW/14/0083/**                  **Parish Church of St Peter, Blatchington Hill**  
**TCA**                              1 X Elm – Fell to ground level

SI

1 X Elder – Remove Major deadwood  
2 X Bay – Cut back by no more than 1m East side line of trees and shrubs – Cut back from building to give 2m clearance.

It was **RESOLVED** to make no objection.

**TW/14/0082/  
TPO**

**1 Alces Place, Firle Road**

Malus (T1 on plan) – Reduce length of all branches by up to 2m ensuring natural shape and balance, typical of species is maintained where possible.

Hawthorn (T2 on plan) – Reduce height by approximately 1.5 metres below the phone line, shape round accordingly.

It was **RESOLVED** to make no objection.

**TW/14/0085/  
TPO**

**3 Mark Close**

Leyland Cypress (G2 of Order) – Shape sides and top by no more than 1.5m

Holm Oaks (Not part of TPO) – Lightly shape by no more than 0.5m

It was **RESOLVED** to make no objection.

**P57/10/14 Update Report**

Members **NOTED** report 129/14 informing the committee of Lewes District Council's decisions.

**P58/10/14 Sutton Garages**

Members read report 130/14 informing the committee of Lewes District Council's response regarding the name change of Sutton Garages.

The Committee **AGREED** that they liked the suggestion for the new development to continue with the name Sutton Mews and carry on from the numbering of the current Sutton Mews, reducing confusion.

The meeting closed at 7.24pm.

Councillor Linda Wallraven  
Chairman

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## Seaford Town Council

### Report 149/14

**Agenda Item No:** 6  
**Committee:** Council  
**Date:** 6 November 2014  
**Title:** Mayor's Report and Engagements  
**By:** James Corrigan  
**Purpose of Report:** To receive the Mayor's Report and details of Engagements.

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#### Recommendations

##### You are recommended:

1. To consider the Mayor's report on the restructuring of Seaford Town Council.
- 

#### 1. Information

##### 1.1 Appendix A - Mayor's Report:

- a. Attached at Appendix A is the Mayor's Report. This is itself has two appendices; a report on the restructuring of Seaford Town Council and a report detailing the Mayor's and Deputy Mayor's Engagements.

##### 1.2 Appendix B - Restructuring:

- a. The Council will need to consider the Mayor's report on restructuring the Council and his recommendations therein.
- b. As per the report the Council could, if it wishes to do so, set up a Working Group to address the structure of the Council, reporting back to Full Council at a later date.

##### 1.3 Appendix C – Mayor's Engagements:

- a. The Mayor will have attended 33 functions as a representative of this Council during the 2014-15 municipal year to date, with a further 10 already in the diary for the remainder of this calendar year.
- b. The Deputy Mayor has attended four functions in his official capacity since August and has a further five functions in his diary.

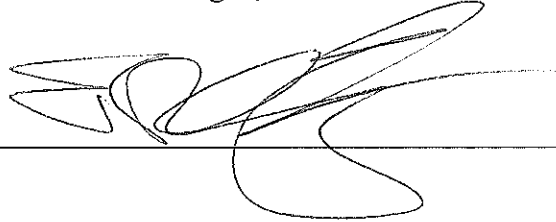
**2. Financial Appraisal**

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

**3. Contact Officer**

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

Interim Town Clerk



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SS



**Mayor's Report**  
**November 2014**

The Town Council continues to move forward in its aim to reconnect with the residents and business people of Seaford and we will continue this dialogue into the coming months. The number and quality of press releases is now much improved thanks to the dedication and skill of the council staff.

As Mayor I have attended a large number of events since the last council meeting and I am pleased to report that there are a large number of organisations within the town that are flourishing and growing in spite of the current economic conditions. A list of attendances is attached.

The most notable was the recent Seaford Bonfire Society fireworks night which was a spectacular event and which attracted an estimated crowd of 10,000 people. Well done SBS!

It is pleasing to see that the Young Mayor and her Deputy are taking part in town events and I encourage this participation. The next big event is the Remembrance Service on 9<sup>th</sup> November.

A non-political Seaford Residents Events Committee was formed under my guidance with the aims of bringing the various Seaford groups together to co-ordinate their activities and to bring back events to Seaford such as the very popular "Motorfest" and a concert on the Salts next summer. The Events Committee has a web page where we encourage local organisations to publicise their events with a view to reducing the clashes of dates seen in recent years.

The Rotary Clock has been refurbished and relocated onto the wall above Cameron's the Chemist in Broad Street with whom the Council now has an agreement for the clock to remain there. We have also concluded a maintenance contract to ensure the clock stays in a good working condition.

The lease with the Sutton Drove allotment holders has been agreed and was recently signed by Seaford Allotments & Leisure Garden Society committee representatives and myself on behalf of the Town Council.

The recruitment process for a new Town Clerk has been completed and an announcement as to who the successful applicant is will be made later at this meeting.

An ambitious plan for the regeneration of the Salts Recreation Ground has been drawn up by Council staff and the Council are working to bring this into fruition in the not too distant future.

The Seaford Head Golf Club is nearing completion and we anticipate that it will be opened by the end of November.

So lots of good news to report and long may this continue!

You will find attached to this report a further report which indicates how the Council can, in my opinion, improve its status and reporting structure.



**Seaford Town Council**

**Restructuring**

The current governance structure within Seaford Town Council is not working effectively or efficiently as it places too much responsibility on a small number of councillors and fails to harness the abilities, skills and experience of all the elected council members.

Having a leader and deputy leader elected by the majority party to oversee the affairs of council to the exclusion of all other groups and councillors is both antiquated and unfair to the elected councillors and the electorate which we serve. It places far too much strain and stress on those members placed into those positions of authority, who may have other outside interest, such as day jobs, and it fails to harness the skills, experience and abilities of other councillors who then become disillusioned and disinterested.

There is a place for leaders and deputy leaders within political groups but party politics should not be allowed to dominate council activities to the exclusion of other ideas and considerations.

The current governance places far too much strain on the Town Clerk and council staff who are having to spend precious time dealing with mundane problems which should and could be dealt with by elected councillors.

The current system allows claims of secrecy and withholding of information to be made by councillors and members of the public which is not conducive to good management practice.

The council also fails to acknowledge that there are members of the public, who have considerable interests in how our town is managed and run, from taking an active part in council activities through co-option onto committees and working groups.

I therefore propose that council consider a different way of working that will allow greater participation by all councillors and which will allow them to use their skills and experience for the benefit of both the council and our town. I have outlined how this might work in the attached organisation chart which is open to suggestions on how the structure should be set up and managed.

Basically each councillor should be appointed to oversee a portfolio which includes all of the important facilities and activities currently managed by the Town Council with the task of reporting back to council at its various committee meetings and to full council at regularly convened council meetings.

Appointed portfolio holders will not be given full decision powers but will be tasked to ask full council to make decisions based on their reports and recommendations. They should also interface with the appointed Town Clerk who can advise and guide councillors to achieve their aims and responsibilities within council.

Councillors holding portfolios should be given clear job descriptions outlining their responsibilities and the extent of their powers. They should also be aware of the financial, time and administration constraints which are currently imposed on council activities.

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## Appendix B

All members of council including the Mayor should have clear and concise responsibilities that are written into "Job Descriptions" similar to those that are vested in the Town Clerk role.

Consideration must be given as to how councillors are internally elected into their respective roles to ensure they have the mix of skills and experience to manage their portfolios. This may include additional training to acquaint councillors with the skills they need.

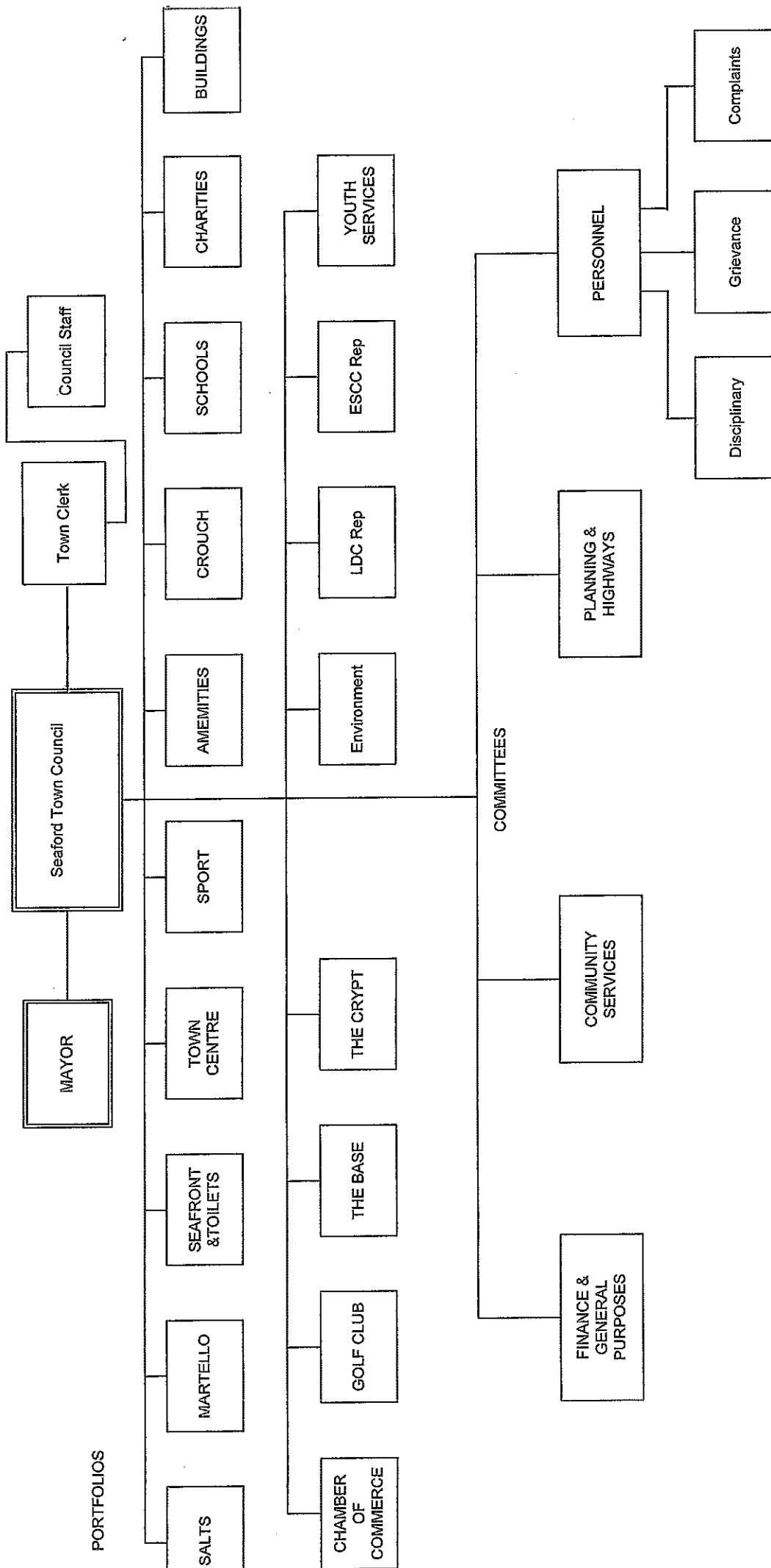
This is particularly important to the role of Town Mayor as this role requires a considerable mix of skills including the ability to speak in public, to effectively network, to be financially aware, to be up to date with current legislation and council policy, to be able to manage complex meetings and to get on with a diverse public. The position requires considerable time management and the ability to be available at short notice. There is also a financial consideration to be taken into account.

The process of electing a mayor based on "It's your turn next" is not conducive to good management or to raising the profile of the Mayor with the residents of Seaford. The Mayor should be elected against their ability to meet the job description for this role.

Considerable work is needed to bring these ideas into fruition so I suggest a small cross party "Working Group" be set up to consider how to achieve these aims and to report back to council as to when and how this could be done. Work should be completed before the next council elections to allow the new administration to function effectively and properly.

Finally council should also consider starting a referendum to reduce the number of councillors to a more manageable fifteen members which should produce a better mix of skills and experience which can be more effectively utilised for the benefit of Seaford town. It should also reduce council overheads by approximately 25%.

Councillor Mark Brown





<b>Mayor's Engagements 2014-2015</b>
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<b>Mayor Elect M Brown 2014-2015</b>
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<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Organisation</b>	<b>Event</b>	<b>Invite Only/Open</b>	<b>Venue</b>
Sat	06.09.14	5:15pm/ 8:45pm	Telscombe Town Council	Coastal Trail Sponsored Walk/Fireworks Celebration	Open to All Councillors	The Salts Recreation Ground/ Telscombe Tye
Thu	17.09.14	11:00am	Post Office	Opening of Chyngton Post Office	Open to All Councillors	Chyngton Post Office, Walmer Road
Mon	06.10.14	2:00pm	East Sussex County Council	Celebration of Completion of Warwick House	Open to All Councillors	Warwick House, Warwick Road
Tue	07.10.14	2:15pm	CTLA	Older Peoples Day Celebration	Invite only	Meridian Centre, Peacehaven
Fri	10.10.14	1:00pm	Seaford Head School	Annual Fun Run	Open to All Councillors	Martello Tower
Sat	11.10.14	7:15pm	Martello Rotary Club	Proms Concert	Invite only	Seaford Head Community College
Sun	12.10.14	2:15pm	Seaford Musical Theatre Juniors	Roar of the Crowd	Invite only	The Barn Theatre
Sat	18.10.14	7:45pm	Seaford Bonfire Society	Bonfire Night	Open to All Councillors	Martello Fields
Tue	21.10.14	7:30pm	Royal Society of St George	Trafalgar Night Dinner	Invite only	Deans Place Hotel
Wed	22.10.14	9:15am	LDC and SALC	Conference for Town and Parish Councils	Invite only	Peacehaven Town Council Hall
Fri	24.10.14	7:00pm	Seaford Community Partnership	Flood Defence Meeting	Open to All Councillors	Clinton Centre
Mon	27.10.14	12:00pm	Seaford Seniors Forum	Older Peoples Day Celebration	Open to public	Seaford Baptist Church

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## Appendix C

Fri	31.10.14	7pm	Friends of Seaford Library	Annual General Meeting	Open to All Councillors	St James' Clubhouse, Seaford
Sat	01.11.14	12:30pm	Seaford Rugby Club	Annual Lunch and Match	Invite only	Seaford Rugby Club
Sat	15.11.14	8:00am	High Sheriff of East Sussex	East Sussex Prayer Breakfast	Open to All Councillors	East Sussex National Golf Resort, Uckfield
Fri	21.11.14	7:30pm	Seaford Music Society	Piano Recital	Open to Councillors (if they wish to purchase tickets)	Cross Way, Steyne Road, Seaford
Thu	27.11.14	2pm	Seaford Rotary Club	Senior Citizen's Pre-Christmas Tea Party	Invite only	St James' Trust Hall
Sat	29.11.14	7:30pm	Seaford Choral Society	Autumn Concert	Invite Only	St Leonards Church, Seaford
Sat	13.12.14	7:30pm	Concentus Chorale	Echoes of Christmas Concert	Invite Only	St Leonards Church, Seaford



### Deputy Mayor's Engagements 2014-2015

#### Deputy Mayor Elect T Goodman 2014-2015

Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Thu	17.09.14	11:00am	Post Office	Opening of Chyngton Post Office	Open to All Councillors	Chyngton Post Office, Walmer Road
Wed	22.10.14	9:15am	LDC and SALC	Conference for Town and Parish Councils	Invite only	Peacehaven Town Council Hall, Meridian Centre
Thu	23.10.14	6:00pm	Seaford Head School	Celebration of Achievement	Invite only	Seaford Head School, Arundel Road
Tuesday	11.11.14	10:40am	Royal British Legion	Commonwealth War-Grave Service	Open to All Councillors	Seaford Cemetery, Alfriston Road
Monday	15.12.14	7:00pm	St Wilfred's Hospice	Lights of Love Service		St Leonards Church, Seaford





## Seaford Town Council

### Report 150/14

**Agenda Item No:** 7  
**Committee:** Council  
**Date:** 6 November 2014  
**Title:** Deputy Mayor's Chain  
**By:** James Corrigan  
**Purpose of Report:** To discuss options for the Mayor's chain and the rules regarding the use of the Deputy Mayor's medal.

---

#### Recommendations

You are recommended:

1. To consider the request to allow the Deputy Mayor to wear his Deputy Mayor's chain at the same time as the Mayor wearing his own, when at functions within the town of Seaford.
- 

#### 1. Information

- 1.1 There has been a request for the Council to allow the Deputy Mayor to wear his chain at the same time as the Mayor wearing his own, at all Council meetings and civic events within Seaford Town only. This is currently not allowed under the recognised Civic Protocol. However an individual Council may override this rule if it wishes to do so.
- 1.2 This approval can only be given for events taking place in Seaford Town as civic protocols are dictated by the Parish / Town Council that the event is taking place in.

#### 2. Financial Appraisal

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

#### 3. Contact Officer

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

Interim Town Clerk

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## Seaford Town Council

**Report 148/14**

**Agenda Item No:** 8  
**Committee:** Full Council  
**Date:** 6<sup>th</sup> November 2014  
**Title:** Young Mayor's Report  
**By:** James Corrigan  
**Purpose of Report:** To receive the Young Mayor's Report.

---

### Recommendations

**You are recommended:**

- 1. To note the content of the Young Mayor's report.**
- 

### 1. Information

The Young Mayor, Millie Hemsley, has submitted the report as set out below:

'Since my last council meeting I have attended such an amazing event - Seaford Bonfire Night. This event was well attended with about 10,000 people spectating and many more participating in the parade. The whole event was well organised and watching a castle being burnt down was something I have not experienced before. The fireworks were spectacular and I had a great evening.

Many events are coming up in the next couple of months, such as, Remembrance Day, an evening modelling for M&Co and the turning on of the Christmas lights - I am looking forward to them all and hope to include them in my next report.'

### 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, Interim Town Clerk.

Interim Town Clerk





## Seaford Town Council

**Report 139/14**

**Agenda Item No:** 13  
**Committee:** Council  
**Date:** 6 November 2014  
**Title:** Request to close the entrances to The Crouch on match days.  
**By:** James Corrigan  
**Purpose of Report:** Present a request by Seaford Town FC to obtain permission to close some park entrances to The Crouch for half an hour prior to kick off on match days.

---

### Recommendations

**You are recommended:**

- 1. To consider the request and decide if it should be agreed to or not.**
- 

### 1. Information

- 1.1** A request has been received from Seaford FC to close two of the entrances to The Crouch for half an hour prior to kick off for all home matches.
- 1.2** This is to ensure that all spectators pay for entry to the match to enable the club to remain sustainable.
- 1.3** A copy of a letter requesting that this be done is attached as Appendix A together with a plan showing the location of the entrances.
- 1.4** There will be some impact on users of the park not wanting to watch the football but this will be for 30 minutes only per match, approximately 25 times per annum.
- 1.5** There are no known byelaws that affect this request and there are no restrictions within the deeds.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Interim Town Clerk



**QualitySolicitors**  
**Barwells**  
 Established 1896

**Contact**  
 10 Sutton Park Road, Seaford  
 East Sussex, BN25 1RB  
**01323 899331**

Appendix A

Mr James Corrigan  
 Seaford Town Council  
 Hurdis House,  
 10 Broad Street  
 Seaford  
 East Sussex

**RECEIVED**  
 18 SEP 2014

**COMMERCIAL DEPARTMENT**

Telephone: 01323 899331  
 DX: 38900 Seaford  
 Fax: 01323 890108  
 Email: paul.chaloner@barwells.com  
 Website: [www.qualitysolicitors.com/barwells](http://www.qualitysolicitors.com/barwells)

**Our Ref: PMC/FR/David DAV310/2**

**Your Ref:**

17 September 2014

Dear James

**Re: Lease of 20-21 Clinton Place, Seaford**

I act upon behalf of Seaford Football Club who have raised a query regarding their occupation of the Crouch Fields in Seaford.

As you will see from the enclosed Land Registry plan where I have marked the site edged in Brown, there are two entrance points to the Crouch Field which are regularly used by not only pedestrians, but people seeking to watch the football game for free who access the site purportedly to walk across the field, but in fact stay to watch the match, whereas other more trust worthy citizens pay their entrance fee to watch Seaford Town Football Club.

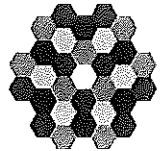
The club have enquired as to whether it would be possible to close the two entry points for half an hour before kick off for each of their home matches, which would either be at 2:30pm on a Saturday, or 7:00pm for an evening game. I explained to the club that there may be by-laws which would prevent the access points being closed, but any assistance; you could give to advise upon the matter would be appreciated. I enclose a copy of the Land Registry entries.

Yours sincerely

**PAUL CHALONER**  
**QualitySolicitors Barwells**







# Official copy of register of title

Title number ESX290032 Edition date 30.11.2010

- This official copy shows the entries on the register of title on 16 SEP 2014 at 09:23:25.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 16 Sep 2014.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- For information about the register of title see Land Registry website [www.landregistry.gov.uk](http://www.landregistry.gov.uk) or Land Registry Public Guide *1-A guide to the information we keep and how you can obtain it*.
- This title is dealt with by Land Registry, Coventry Office.

## A: Property Register

This register describes the land and estate comprised in the title.

EAST SUSSEX : LEWES

- 1 (31.07.2002) The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being Crouch Gardens, East Street, Bramber Lane, Seaford (BN25 4JS).

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

### Title absolute

- 1 (16.12.2005) PROPRIETOR: SEAFORD TOWN COUNCIL of Hurdis House, 10 Broad street, Seaford, E Sussex BN25 1ND.
- 2 (16.12.2005) RESTRICTION: No disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge is to be registered without a written consent signed by the Chief Executive or solicitor of Lewes District Council of Lewes House, High Street, Lewes, E Sussex BN7 2LX.

## C: Charges Register

This register contains any charges and other matters that affect the land.

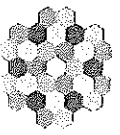
- 1 (30.11.2010) The land is subject to the rights granted by a Deed dated 22 June 2010 made between (1) Seaford Town Council (2) East Sussex County Council and (3) The National Association of Clubs for Young People.

NOTE: Copy filed.

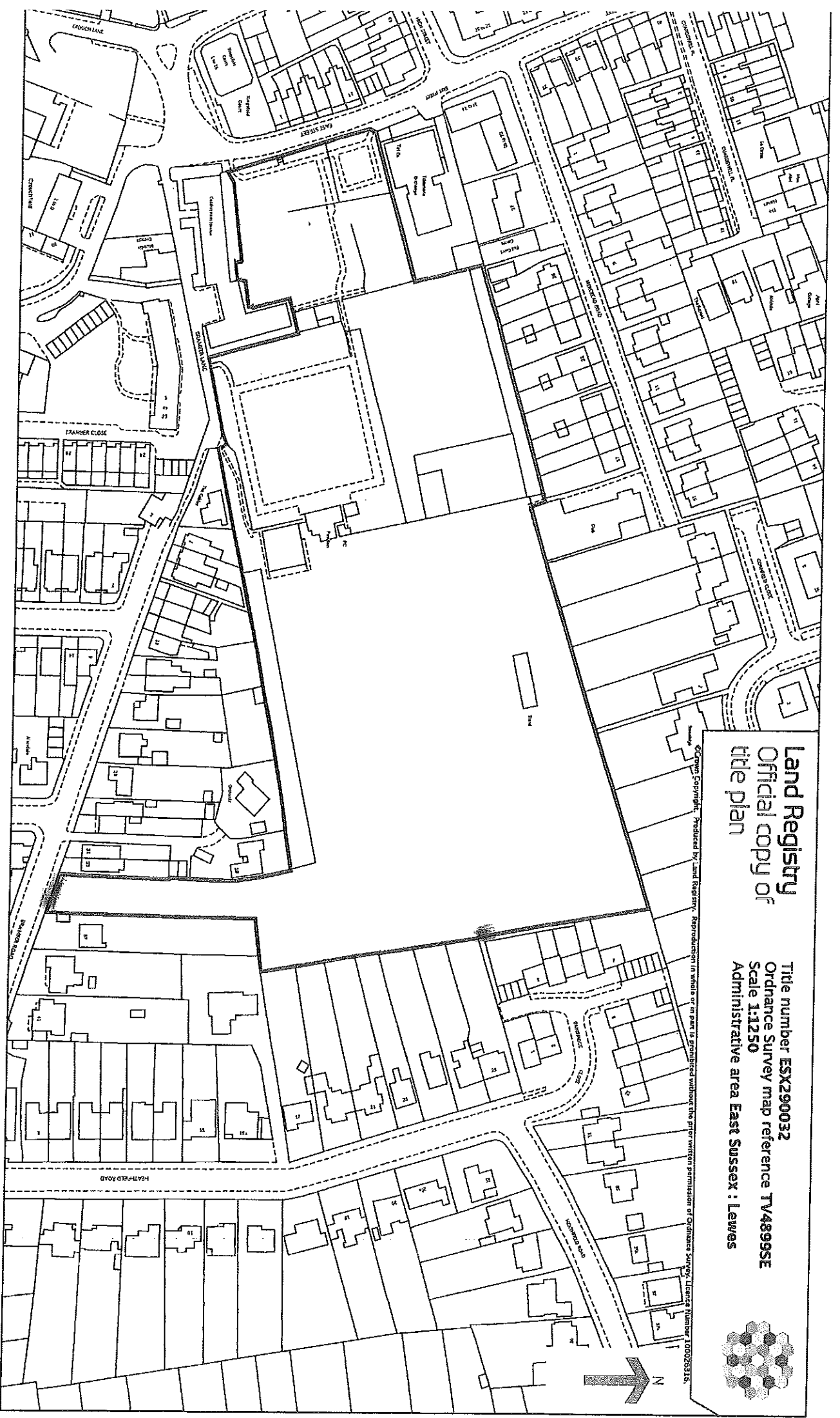
72

**Land Registry**  
Official copy of  
the plan

Title number **ESX290032**  
Ordnance Survey map reference **TV4899SE**  
Scale **1:1250**  
Administrative area **East Sussex : Lewes**



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## Seaford Town Council

### Report 141/14

**Agenda Item No:** 14

**Committee:** Council

**Date:** 6 November 2014

**Title:** Request from Sussex Wildlife Trust to increase partnership working.

**By:** James Corrigan

**Purpose of Report:** To notify the Council of this approach and to authorise Council Officers to work on the project with a view to presenting a final proposal.

---

#### Recommendations

##### You are recommended:

1. To consider the request and authorise Council Officers to progress the project with a view to presenting a final proposal.
  2. To approve circulation of a draft proposal prior to the Council meeting at which it will be considered.
- 

#### 1. Information

- 1.1 Recently a very positive meeting took place between the Interim Town Clerk and representatives of Sussex Wildlife Trust to discuss future working relationships.
- 1.2 Subsequently this has been followed up with an email detailing the proposals discussed at the meeting. This is set out below.
- 1.3 "I have set out below some preliminary thoughts on how the Trust and Town Council could build on the excellent working relationship that has already been established.

Our aspiration is to secure a long-term agreement that enables the Trust to take on management responsibility for both the nature reserve, South Hill Barn and car park, and adjoining farm land. The intention would be to generate income that secures resources for the day-to-day management of the nature reserve, in the process relieving the Town Council of the cost of managing the site. This would be achieved by developing a visitor centre at South Hill Barn and from where the Trust would be able to develop programmes of community engagement across Seaford to complement its current work on the nature reserve. This work would be funded by income generated on the site, with all funds generated re-invested locally.

Development of the barn will clearly require a significant investment of funds and capacity by the Trust which in turn will need to be based on a carefully considered business plan. Because much of the information necessary to complete this document is not currently available, we would like to propose that the long-term agreement includes an initial three year phase during which time all of the different facets of information necessary to inform a business plan are pulled together and at the end of which a definitive plan to develop the barn is implemented.

As part of the process of gauging the viability of this proposal, we propose operating a temporary café and interpretation facility from the concrete apron in front of the main barn. In particular, this would allow us to consult visitors about plans for the barn and nature reserve, as well as better understand the site's potential.

I did also suggest when we met that we would be seeking an uplift in the Town Council's contribution to the costs of managing the nature reserve and wonder if this issue would be better set aside while we discuss the prospects of a longer-term agreement for both the nature reserve and the barn. I would be grateful, therefore, if you would ask the Town Council to continue with the same level of support next year as is in place this year."

- 1.4 It is worth noting that whilst South Hill Barn remains empty it is deteriorating physically. Prices are currently being secured for the repair of the barn roof and are expected to be in the region of £10,000 to make it watertight again.
- 1.5 The Council has considered how to best develop South Hill Barn in the recent past but has not managed to get to the stage of developing a viable project. This in itself would be a time consuming exercise and would require external support to gain the hours required.
- 1.6 The offer of a partnership approach to developing the project could enable a speedier resolution and a less cost prohibitive one.
- 1.7 It is worth noting that there have been a few expressions of interest in buying the property. Clearly if this were a route for the Council it would have to be marketed on the open market. Whilst The Council could place covenants on the property if sold it would be lost as a community held asset.
- 1.8 Another option would be to look to do a private sector partnership project similar to what has been proposed at The Salts for the Iconic Project. Though it now appears this is not the preferred route there. If this were the chosen route a private company would have to pay rent for the site and the conversion and construction costs. The income would have to be significant therefore to gain a return on the investment.
- 1.9 Whilst the Council is actively involved in completing the construction of the new Golf Clubhouse and thereafter ensuring it operates successfully it does not have the resources to take the proposals set out above much further.
- 1.10 However once this is operational and the new staff team are in post this will become more viable. It is not therefore expected that much progress will be made until early in the new year if the Council is agreeable to investigating the proposals further.

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Interim Town Clerk



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