



Seaford Town Council

To Members of the Seaford Town Council

A meeting of the **Seaford Town Council** will be held at **the Council Chamber, 37 Church Street Seaford**, on **Thursday, 7 November, 2013**, at **7.00 pm**, which you are summoned to attend.

S J Shippen
Town Clerk
1 November 2013.

AGENDA

1. **Apologies for Absence.**
To consider apologies for absence.
2. **Minutes.**
To approve the minutes of the meeting held on 15 August 2013.
3. **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.
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. **Mayor's Appointments and Communications.**
 - a) To receive any communications, as the Mayor may desire, to put before the Council and to note the Mayor's past and future engagements, report 94/13 (pages 3 to 6).
 - b) To receive the Young Mayor's report 95/13 (pages 7 to 8).
6. **External Audit 2012/13**
To consider report 97/13 concerning the satisfactory completion of the Audit for 2012/13 (pages 9 to 10).

7. Lewes District Council Special Expenses

To consider report 96/13 concerning Lewes District Council proposals for allocation of costs of open spaces and the possible effect on Seaford (pages 11 to 17).

8. Lewes District Council Zero Heroes

To consider report 98/13 concerning Lewes District Council Zero Heroes Campaign (pages 19 to 20).

9. Representation of Outside Bodies

To consider report 100/13 concerning the request for Members to represent the Council on two Outside Bodies (page 21).

10. Table & Chairs

To consider report 99/13 concerning the sale of the ornate table and chairs in the meeting room (page 23).

For further information about items appearing on this agenda, please contact Mrs. S. Shippen, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG. Telephone 01323 894870, fax 01323 872976.



Seaford Town Council

Report 94/13

Agenda Item No: 5a
Date: 7 November 2013
Committee: Council
Title: Mayor's Engagements
By: Lucy Clark, Support Services Manager
Purpose of Report: To report the Mayor's engagements.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

The Mayor will have attended 71 functions as a representative of this Council during the 2013-14 municipal year to date. A schedule of engagements not previously reported is attached at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Town Clerk

Mayor's Engagements
2013-2014

Mayor A White 2013-2014					
Day	Date	Time	Organisation	Event	Venue
Tuesday	03.9.2013	14.00	BHCC	Pavilion Garden Tea	Royal Pavilion Gardens
Thursday	12.9.2013	19.30	Seaford Musical Theatre presents	"Country at the Barn"	The Barn Theatre, Saxon Lane
Friday	13.9.2013	15.30	Lewes District Council	Annual Summer Party	Lewes House Gardens
Saturday	14.9.2013	14.45	Downs 60 Plus Club	Afternoon Tea	Downs 60 Plus club, Sutton Corner
Saturday	14.9.2013	20.30	Telscombe Town Council	Fireworks Night	On the Rye
Sunday	15.9.2013	14.00	Newhaven Air Cadets	Battle of Britain Lunch	War Memorial
Saturday	07.09.2013	10.00	Bishopstone Art Group	Art Exhibition Event Cancelled	The Clinton Centre, Seaford
Saturday	21.09.2013	11.30	Ghurkha Welfare Trust	Ghurkha Welfare Trust Collection	Broad Street
Monday	23.9.2013	17.00	Seaford Lifeguards	Blessing and boat naming ceremony	Seaford Lifeguard HQ
Thursday	26.9.2013	19.00	The Mayor of Brighton and Hove Councillor Denise Cobb	Greek Buffet with Live Entertainment Unable to attend	The Beach View Restraunt
Saturday	28.9.2013	11.00	Macmillan	Macmillan Coffee Morning	The Seaford Constitutional Club
Friday & Saturday	4.10.2013 & 5.10.2013	10.00	Chesnut Tree House	Open Days Unable to attend	Chesnut Tree House
Saturday	5.10.2013	19.15	Rotary Club of Seaford	Proms Concert	Seaford Head Community College
Friday	11.10.13	16.00	Bonfire Society	Judge the guy	The White Lion
Saturday	12.10.13	15.00	Seaford Community Garden	Classroom Opening	Crouch Garden

Mayor's Engagements
2013-2014

Saturday	19.10.2013	19.30	Peacehaven Town Council	Peacehaven's Wrestling Spectacular Mark Brown attending	Mainhall Community house, Meridan Centre
Saturday	19.10.2013	17.30	Seaford Bonfire Society	Seaford Bonfire Celebrations	White Lion Hotel
Monday	21.10.2013	19.30	The Royal Society of St George Seahaven Branch	Trafalgar Day Dinner	Deans Place Hotel, Alfriston
Wednesday	23.10.2013	14.15	Cancer Diabetic Research	Charity Concert	Steyne Road Church
Thursday	24.10.2013	18.00	Seaford Head School	Annual Awards Evening	Seaford Head School
Friday	25.10.2013	19.00	Cuckmere Buses	CCB Social Gathering	Arlington Village Hall
Saturday	02.11.2013	12.00	Seaford Football Rugby Club	Seaford Football Rugby Club's 75 th Anniversary	Clubhouse
Tuesday	05.11.2013	17.00	Lewes District Council	Lewes District Council Bonfire Celebrations	Lewes House
Thursday	07.11.2013	14.30	The Rotary Club of Seaford	Party for Forty Senior Citizens living in Seaford	St James'
Tuesday	12.11.2013	10.45	Royal British Legion	West Indian, Irish and Canadian Remembrance service	Seaford Cemetery
Saturday	16.11.2013	08.00	High Sheriff East Sussex	East Sussex Prayer Breakfast	East Sussex National Golf Resort
Saturday	23.11.2013	19.30	Mayor of Telscombe Town Council	Horse Racing evening	Civic Centre

Mayor's Engagements
2013-2014

Thursday	28.11.2013	14.00	Mayor of Peacehaven	Mayor of Peacehaven Cream Tea	Anzac Room
Saturday	30.11.2013	19.30	Seaford Choral Society	Autumn Concert	St Leonards Church
Wednesday	04.12.2013	12.00	STC & Chamber of Commerce	Blessing of the Christmas Tree	War Memorial
Friday	06.12.2013	17.30	Seaford Christmas Magic Late Night Shopping	Turning on the Christmas Lights	Top of Broad Street
Saturday	07.12.2013	18.00	East Sussex Music Service	Eastbourne Area Music Centre Music Concert	St Saviours Church, Eastbourne
Sunday	08.12.2013	18.00	Seaford Town Council	Seaford Baptist Church	Belgrave Road
Thursday	12.12.2013	19.00	St Wilfrids Hospice	Lights of Love Service	Seaford Baptist Church



Seaford Town Council

Report 95/13

Agenda Item No: 5b
Date: 7 November 2013
Committee: Council
Title: Young Mayor's Report
By: Lucy Clark, Support Services Manager
Purpose of Report: To receive a report from the Young Mayor.

Recommendations

You are recommended:

1. To approve the report of the Young Mayor as attached of Appendix A
-

1. Information

The Young Mayor, Georgia Colyer, has submitted a report attached as Appendix A to this report.

2. Financial Appraisal

There are no financial implications in this report.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Town Clerk

Since the last meeting there haven't been many events to attend, however I know that this won't last long because the next few months are going to be quite busy.

The first event we have been invited to is the Remembrance Sunday Service, on the 11th on November 2013. Here we will lay a wreath in memory of all those who have fought for our country and also reflect on the sacrifices made by our brave Service men and women. Millie and I will also be performing a reading at the memorial.

We are also eagerly anticipating the upcoming Christmas months, as I know from last years' experience as Deputy Young Mayor, that this can be a busy time of year for us. We have already been invited to a carol concert in early December and know this will be the starting point of other festivities.

Millie and I were supposed to be helping to judge a local Young Peoples Talent Show at the weekend, but unfortunately this has now been postponed until the New Year, and we look forward to seeing how much talent the young people of Seaford can show us!

After hearing about some of the events we have lined up, I'm sure you will agree with me that at the next meeting I'm going to have a lot to pass on about all of the different things we have been up to, and my next report will certainly explain in a lot more detail the events which we have attended.

Georgia Coyler



Seaford Town Council

Report 97/13

Agenda Item No: 6
Committee: Council
Date: 7 November 2013
Title: External Audit 2012/13
By: Sam Shippen, Town Clerk
Purpose of Report: To inform Council of the satisfactory completion of the Audit for 2012/13.

Recommendations

You are recommended:

1. To approve receipt of the external auditor certificate and opinion 2012/13 certificate which reports no matters for concern.
-

1. Information

- 1.1 PFK Littlejohn LLP have completed their audit of the Annual return of the Council for 2012-13.
- 1.2 The certificate has been signed by PFK Littlejohn LLP, there are no issues raised. A copy of the Auditors Certificate and Opinion is attached at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

SEAFORD TOWN Council

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
~~(*delete as appropriate).~~

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature PKF Littlejohn LLP

External auditor name PKF Littlejohn LLP Date 7-10-13

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



Seaford Town Council

Report 96/13

Agenda Item No:	7
Committee:	Council
Date:	7 November 2013
Title:	Lewes District Council Special Expenses
By:	Sam Shippen, Town Clerk
Purpose of Report:	To advise on Lewes District Council proposals for allocation of costs of open spaces and the possible effect on Seaford.

Recommendations

You are recommended:

1. To respond to the questions posed in Appendix C of this report.
 2. To agree in principle that Officers commence discussions with LDC regarding possible devolution of open spaces in Seaford to Seaford Town Council and bring a further report to Council in due course.
-

1. Information

- 1.1 The open spaces owned and maintained by Lewes District Council (LDC) are not evenly spread throughout the whole district. This means that the residents of some towns and villages are paying for both their locally owned open spaces, as well as those owned by the District Council which are not in their town or village.
- 1.2 Since Seaford Town Council took on many of the open spaces by devolution of assets from Lewes District Council in 2005, this has certainly been a matter upon which we have campaigned for fairness for residents.
- 1.3 Lewes District Council has been consulting local residents, groups and parish & town councils on their proposals. Although the formal consultation concluded on 31 October, they have indicated that they are willing to take formal feedback from this Council following this meeting.
- 1.4 Details of the potential financial impact and are in coloured maps, copies of which have been placed in each councillor's pigeon hole as background information. This information is also available on LDC website. The same is attached at Appendix A to this report.
- 1.5 The open spaces which would be maintained at the cost of local residents in Seaford and other localities is attached at Appendix B to this report.

1.6 The questions posed in the consultation are attached as Appendix C to this report, a response to these questions should be considered by Council.

1.7 Council may also wish to consider whether there is an agreement in principle, to gain local control of the areas in Seaford by Seaford Town Council by devolution; if so, Officers would commence discussions upon this matter for further report.

2. Financial Appraisal

There are no direct financial implications on Seaford Town Council as a result of this report.

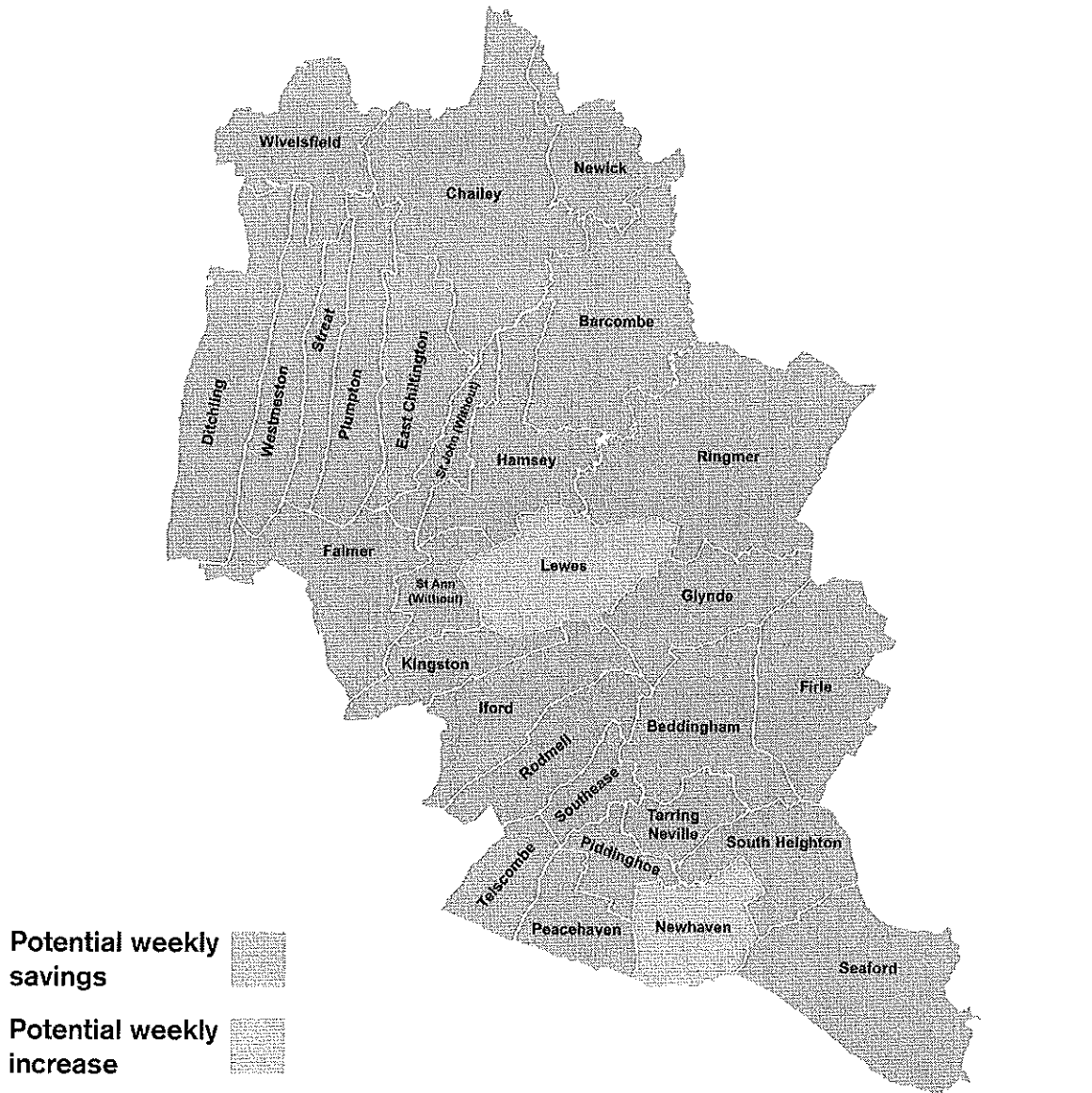
3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk



Impact of proposed changes on amount you pay for open spaces



Barcombe 0.47p	Hamsey 0.35p	Piddinghoe 0.47p	Southeast 0.47p
Chailey 0.41p	Iford 0.47p	Plumpton 0.47p	South Highton 0.46p
Ditchling 0.47p	Kingston 0.47p	Ringmer 0.44p	Street 0.47p
East Chilmington 0.47p	Lewes increase £1.07p	Rodmell 0.47p	Tarring Neville 0.47p
Falmer 0.47p	Newhaven increase 0.51p	St Anne Without 0.47p	Telscombe 0.06p
Firle 0.47p	Newick 0.47p	St John Without 0.47p	Westmeston 0.47p
Glynde & Beddingham 0.47p	Peacehaven 0.35p	Seaford 0.21p	Wivelsfield 0.47p

Lewes District Council open spaces

The table below shows the Open Spaces which the Council owns and manages, with the cost currently paid for by all taxpayers in the district.

CHAILEY	NEWHAVEN	SEAFOORD
Play area	Nature Reserve	Nature Reserve
The Marfleits	Castle Hill	The Brickfields
HAMSEY	Nature Reserve	Open spaces in Alfriston Rd, Bodlum Close, Bowden Rise, Foster Close, Katherine Way, Seafield Close, St Crispians
Play area	Open space	
The Malthouse	Drove Park	
LEWES	Denton Island	
Nature reserve	Open space	Play areas
Landport Bottom	Huggets Green	Aquila Park, Valley Dip
Nature reserve	Open space	Recreation grounds/sports Downs, Micklefield, Chalvington Field, Walmer Rd
Lewes Railway Land	Meeching Down	SOUTH HECHTON
Jubilee Gardens	Riverside Park	Open space
Phoenix Causeway	West Quay	TELSCOMBE
The gallops	Newhaven recreation ground Avis Way	Open space
Waite Close	Recreation/sports Denton, Eastside, Fort Rd North & South Fort Rd rec	Cliff tops
Malling railway cutting	Play area	Recreation/Sports Telscombe playing fields
Bell Lane	PEACEHAVEN	
Landport recreation ground	Open space	
Lewes skate park	Cliff tops	
The Paddock	Open space	
Timberyard Lane	Lake Park	
Southover Grange	Recreation Ground	
Convent Field	RINGMER	
Recreation grounds: Bell Lane, Landport, Malling, Nevill, Stanley Turner	Play area	
	The Forges	

Paying For Open Spaces Consultation

1. Do you agree with the principle that open spaces like playgrounds, parks and playing fields should be paid for by council tax payers in the town/parish area where these services are located?

- Yes
- No

Please add additional comments if you wish:

2. Do you believe some open spaces are of benefit to the whole district and therefore the cost should be met by all council taxpayers in Lewes District?

- Yes
- No

If yes – please say what areas you think should be excluded and why: (Refer to table of open spaces- which is colour coded to map)

[Download the list of open spaces \(PDF\)](#)

3. Do you think that we need to take account of how sports pitches are used within our proposal and that these should be paid for locally?

- Yes
- No

NOTE: Sports pitches are often used and hired by teams from outside the local town/parish boundary. This may happen on some sites more than others, but in general there are always home and away sports fixtures. Where there is a desire to earn an income from hiring out pitches this could be accounted for locally.

4. Do you think we should adjust our charges at the start of a new year to account for any difference between the estimated and actual costs in the previous year?

- Yes
- No

NOTE: Our proposal will see the costs of local services allocated to town and parish areas based upon estimates at the start of the year. The actual costs will not be known until the end of the year and if there is any difference from the estimate this could be adjusted in the following tax collection year.

5. Do you think that in future years the Council should consider extending this proposal beyond open spaces, sports grounds and play areas?

- Yes
- No

NOTE: The Council's cabinet has already considered whether other amenities such as public conveniences, cemeteries and closed churchyards and allotments should be paid for locally. They decided to consult just on open spaces, sports grounds and play areas.

6. How often do you use open spaces owned by the District Council (and listed in the table) in your town/parish?

- Every day
- Once a week
- Once a month
- Rarely
- Never

7. How often do you use open spaces owned by the District Council (and listed in the table) in other parts of the district?

- Every day
- Once a week
- Once a month

- Rarely
- Never

*8. Please complete your personal details.

Name:

Town/Village:

Postal Code:

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Seaford Town Council

Report 98/13

Agenda Item No:	8
Committee:	Council
Date:	7 November 2013
Title:	Lewes District Council Zero Heroes
By:	Sam Shippen, Town Clerk
Purpose of Report:	To advise on Lewes District Council Zero Heroes Campaign.

Recommendations

There is no Officer recommendation, Council is invited to consider the information in this report.

1. Information

- 1.1 The Zero Heroes Community Competition has been launched with residents able to win a share of £40,000 for their community by starving their refuse bag and recycling more.
- 1.2 The Zero Heroes Community Competition, which is part of the council's Zero Heroes Campaign, will help Lewes District double its recycling rates over the next 12 months to hit its target of 47 percent.
- 1.3 The competition runs across the whole district (split into 12 areas) and covers every household. At the end of each day's area refuse collection, bags will be weighed to see how much they have reduced by.
- 1.4 In June 2014, the area that has reduced the most weight from their refuse (on average per household), through recycling as much as they can by using: the kerbside services; local recycling centres and the new food waste recycling service, will get a greater share of £40,000 to spend on local environmental projects that residents propose and select.
- 1.5 The winning area could use this competition money for local environmental project
- 1.6 Council is requested to consider whether to coordinate a campaign in Seaford to encourage local residents to reduce weight from their refuse and increase the chances of winning part of the £40,000. If agreed, Councillors may wish to consider what form any lead will take.

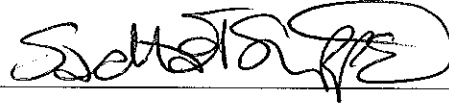
2. Financial Appraisal

There are no direct financial implications on Seaford Town Council as a result of this report.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk





Seaford Town Council

Report 100/13

Agenda Item No: 9
Committee: Council
Date: 7 November 2013
Title: Representation on Outside Bodies
By: Lucy Clark, Support Services Manager
Purpose of Report: To request the appointment of Members to represent the Council on two Outside Bodies

Recommendations

You are recommended:

1. To appoint a Member to represent the Council on the Base Management Committee.
 2. To appoint a Member to represent the Council on the Coastal Futures Group.
-

1. Information

Following the resignation of Paul Hestletine on the Base Management Committee and Terry Goodman on the Coast Futures Group 2150, new Member appointments are required.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

Town Clerk

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Seaford Town Council

Report 99/13

Agenda Item No: 10
Committee: Council
Date: 7 November 2013
Title: Sale of Asset - Ornate Table & Chairs
By: Sam Shippen, Town Clerk
Purpose of Report: To seek approval for the sale of the ornate table and chairs in the meeting room.

Recommendations

You are recommended:

- 1. To approve that the ornate table and chairs currently situated in the meeting room be sold.**
-

1. Information

- 1.1** There is an ornate table with four chairs which once belonged to Seaford Urban District Council in the meeting room which is considered surplus to requirements.
- 1.2** It is unclear what the history is of the items other than their prior ownership, in fact, they appear not to be a matched set.
- 1.3** Prior to making a recommendation for sale, initial enquiries were made by the Town Clerk with Seaford Museum as to whether they would like to take ownership of the said items, this approach has been declined.
- 1.4** It is therefore recommended that the items be placed into an auction for sale. Councillor P Franklin has offered to utilise his professional expertise, at no charge, to organise the sale on our behalf should we wish.

2. Financial Appraisal

It is estimated that the items could attract a sale price of between £300 - £500, commission for sale plus VAT would be payable.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk