



Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 8th March 2018** at **7.00pm**, which you are summoned to attend.

James Corrigan
Town Clerk
27th February 2018

AGENDA

1. **Apologies for Absence**
To consider apologies for absence.
2. **Disclosure of Interests**
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
3. **Public Participation**
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
4. **Minutes**
To note the following minutes, approving or not approving recommendations as required:

4.1	Planning & Highways	11 th January 2018	pages 3 to 6
		1 st February 2018	pages 7 to 10
4.2	Full Council	25 th January 2018	Pages 11 to 12
4.3	Community Services	8 th February 2018	pages 13 to 20
5. **Neighbourhood First Presentation Date**
To consider report 137/17 regarding arranging a further Council meeting to receive a presentation from Lewes District Council officers on the Neighbourhood First scheme (pages 21 to 22).
6. **Seaford Neighbourhood Plan Steering Group**
To consider report 131/17 regarding a review of the Neighbourhood Plan Steering Group (pages 23 to 24).
7. **Exclusion of Press & 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 the next four items on the agenda as the items concern, respectively; confidential business information, ongoing litigation and legal negotiations, and business sensitive data which is intended for future publication.

8. The View Business Plan

Introduced by report 133/17 (page 25), the Council is asked to consider exempt report 114/17 (deferred from the Council meeting on 25th January 2018) presenting the draft The View Business Plan for adoption. (Councillors please refer to exempt papers provided with 25th January agenda and additional 3 confidential pages provided with hard copies of agenda).

9. The View Working Group's Report

Introduced by report 134/17 (page 26), the Council is asked to consider exempt report 115/17 (deferred from the Council meeting on 25th January 2018) presenting a report from The View Working Group. (Councillors please refer to exempt papers provided with 25th January agenda).

For further information about items appearing on this Agenda please contact:

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Circulation: All Councillors, Young Mayor, Deputy Young Mayor and email recipients.



Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 11th January 2018** commencing at **7.00 p.m.**

Present:

Councillors L Wallraven (Chair) D Argent, L Freeman, N Freeman,
R Honeyman, A Latham, P Lower & T Goodman
James Corrigan – Town Clerk
Sue Treadwell – Admin Assistant
5 members of the public present.

P 72/01/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillor P Boorman and J Elton due to work commitments

P 73/01/17 Disclosure of Interests

Councillor L Wallraven declared a non-pecuniary interest as a member of Lewes District Council's Planning Applications Committee and would not vote on any item other than in the situation of a tied vote.

Councillor Richard Honeyman declared non-pecuniary interests in Item 5 relating to the Neighbourhood Plan as he has a personal interest as a committee member.

P74/01/17 Public Participation

Jill Wilson of 'Doreas', Saxon Lane asked for an update on the scaffolding at Falland Parade and raised concerns again about the safety of the scaffolding and that amongst other things she has no access to the rear of her property for 4 months.

Gary Bedford of 8 Saxon Lane also raised concerns about the safety of the scaffolding and the effects on business. He also stated that he had been flooded four times as there is no roof on the building. He raised concerns that if the scaffolding is removed will his roof be made good?

Cllr Wallraven stated that she and Councillor O Honeyman had met the CEO of Lewes District Council, the Head of Planning Aiden Thatcher and it had been a positive meeting. They had contacted the owner UK Estates. Details of an email response from Aiden Thatcher. He had 'Requested and update to Jennifer Baxter and Aiden Thatcher with progress on sourcing a project team to continue the build and provide a firm timetable for the works from commencement to completion, they are due to provide this information by 24/1/18. Failure to do so in the time frame will result in LDC serving an S215 notice for the removal of the scaffolding'. Cllrs Wallraven and Honeyman had pointed out all the dangers of the scaffolding.

Cllr Latham is arranging a meeting with Mr Thatcher and STC looking for a full account and time limits. Cllr Latham had checked at Companies House and there are 38 active companies. Director is David Philip Rapson and they appear solvent.

Cllr O Honeyman stated that there was a need to follow up on the roof repairs.

P 75/01/17 Planning Applications

Planning Applications for week ending 15th December 2017

Seaford 44 Sutton Park Road
LW/17/1006 Planning application – Erection of fence at the front and side of the property, additional door on the front of the property for Mr D Clift.

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

Seaford 17 Hill Rise
LW/17/1013 Planning application – Rear two storey extension, single storey rear extension, new roof over an enlarged first floor area, installation of bay window for Mrs J Fisher.

Jill Fisher of 17 Hill Rise spoke about the thought that had gone into improving the plans for the house. It is presently a 2 bed chalet house with a disproportionately large ground floor footprint. The plans aim to improve the aesthetics of the property.

Members discussed the plans in detail including concerns that they had. It was **RESOLVED** to **OBJECT** to the application on the following grounds: The proposed plans are out of character and the height is too high. It is also on the edge of the National Park.

Seaford 16 Landsdown Road
LW/17/1018 Planning Application – Alteration to existing roof, replacement conservatory and new front entrance porch for Mr B Bird.

It was **RESOLVED** to **SUPPORT** the application but with the following consideration – the hours of work are to be between 8am and 6 pm, and not Sundays or Bank Holidays.

Seaford Grafton, Surrey Road
LW/17/1028 Planning Application – Orangery to rear elevation from Ms C Rafferty

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

Planning Applications weeks ending 22nd and 29th December 2017

Seaford Questover Eastbourne Road
LW/17/1023 Planning Application – Demolish existing garage/ utility area and rebuild to form double garage for Mr & Mrs C Staples.
It was **RESOLVED** to **SUPPORT** the application.

Seaford **72 Vale Road**
LW/17/1034 Planning Application-Variation of condition 3 in relation to planning application LW/15/0315 for Leach Projects Ltd.

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

Seaford **18 The Holt**
LW/17/1041 Planning Application- Detached three bed dwelling and associated facilities for Miss R Woolard.

Members discussed the plans in detail including concerns that they had.

A **RECORDED VOTE** was requested
Cllr D ARGENT Against
Cllr L FREEMAN Against
Cllr N FREEMAN Against
Cllr T GOODMAN Against
Cllr R HONEYMAN Against
Cllr A LATHAM Against
Cllr P LOWER Against
Cllr L WALLRAVEN Abstain

It was **RESOLVED** to **OBJECT** to the plans for the following reason. It was felt is was an overdevelopment, overlooking neighbouring properties, loss of garage parking, detrimental impact on street scene, contrary to CP11 and ST.3.

Seaford **17 Kimberley Road**
LW/17/1051 Planning Application- Single storey side extension, addition of new handrails and steps to an existing balcony are for Mr A Wood.

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

Re consultation

Seaford **34 Salisbury Road**
LW/17/0963 Amended Plans – Single-storey extension with raised terrace and steps (Previously considered at the meeting on 7th December 2017)

It was **RESOLVED** to **OBJECT** to the plans for the following reasons - loss of privacy and overdevelopment

P76/01/17 **Lewes Local Plan Part 2 – Consultation Draft**
Members discussed the Planning officers report 104/17.

PROPOSAL to **ACCEPT** the plan but there are concerns that the plan does not address the lack of infrastructure, particularly education, health and transport . Concerns have been raised about 700-800 new houses that Seaford will accommodate over the period of the plan, significantly more than allocated previously by the Planning authority. As the Newlands development is being classed as “unidentified” this will add an extra 185 properties and extra infrastructure will need to be considered. Therefore, that this allocation

is reconsidered and is allowed to be taken into account for the Seaford Housing Allocation.

P77/01/17 Update report – Members considered the Report 105/17 informing the Committee of Lewes District Council decisions on previous Planning applications.

It was **RESOLVED** that the report was **ACCEPTED**

The meeting closed at 19.51

Councillor L Wallraven
Chairman

DRAFT



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 1st February 2018** commencing at **7.00 p.m.**

Present:

Councillors, L Wallraven (Chairman), D Argent, J Elton, L Freeman, N Freeman,
T Goodman, R Honeyman and A Latham
Geoff Johnson - Planning Officer
3 members of the public present

P 78/02/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from the Councillors P Boorman and P Lower.

P 79/02/17 Disclosure of Interests

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

P 80/02/17 Public Participation

Ernie Hill referred to the wooden close boarded gate and lattice recently erected to enclose the porch at the Age Concern Shop at 6 Church Street. He complained that the gate was out of character with the property and the Town Centre Conservation Area. The Planning Officer confirmed that the complaint would be reported to Lewes D.C.

P 81/02/17 Planning Applications

Planning Applications week ending 5th January 2018

Seaford
LW/17/0977

20 Edinburgh Road
Planning Application - Construction of porch on front of house

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

Seaford
LW/17/1054

St Hilary Sutton Drove
Planning Application - Conversion of property into two dwellings, addition of second storey and internal and external alterations

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

Seaford
LW/17/1059

20 Churchill Road
Planning Application – Single storey outbuilding to house a swim-spa and changing area

It was **RESOLVED** to **SUPPORT** the application. The Committee commended the design of the building and considered that it's height would not have any adverse impact on the neighbouring property.

Seaford
LW/17/1061

28 Headland Avenue
Planning Application - Demolish existing conservatory and pergola and replace with a single storey rear extension with associated hard/soft landscaping

It was **RESOLVED** to **SUPPORT** the application. The Committee considered that although it was a large extension it was situated on a large plot which could accommodate the extension without any adverse impact on the character of the property and the surrounding area

Seaford
LW/17/1062

57 Blatchington Road
Planning Application - Proposed change of use of ground floor from sui generis to residential to provide garaging and stores for existing flats including formation of new garage door

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

Seaford
LW/17/1075

15B Heathfield Road
Planning Application - Erection of self-contained dwelling

It was **RESOLVED** to **OBJECT** to the application on the following grounds:-

That the grounds for refusal of the previous application (LW/17/0427) still applied.

The additional information on the likely traffic generation and noise levels did not alter the fact that the development would be unneighbourly and would cause an unacceptable level of general disturbance in the locality.

Also the amenities of the area were still adversely affected by the removal of the trees from the driveway. They should be replaced.

The proposals were still directly contrary to saved policy ST4 of the Local Plan and the granting of consent would make it more difficult for the District Council to resist similar schemes

Planning Applications week ending 12th January 2018

Seaford
LW/17/1064

14 Meads Road
Planning Application - Single storey rear extension for Ms Merritt

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

Seaford
LW/18/0002

3 Sherwood Road
Planning Application - Loft conversion including insertion of dormer windows to side elevations for Miss V Casula

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

Seaford
LW/18/0003

14 Barn Close
Planning Application - Two storey side extension for Mr K. Chinamano
Planning Application - Two storey side extension

It was **RESOLVED** to **OBJECT** to the application on the following grounds:-

The extension due to its scale and design would have an adverse impact on the character and appearance of the property and as the first major extension of a property in the Close it could lead to similar extensions being granted . This would have a significant adverse impact on the character of the whole Close

(The Lewes D.C website had confirmed that the application had been withdrawn on 29th January 2018 but the application was considered and comments forwarded for the District Council's information should the application be resubmitted.)

Planning Applications for 19th January 2018

Seaford **24 Stirling Avenue**
LW/18/0025 Planning Application-Proposed single storey side extension and garage conversion

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

Reconsultation

Seaford **20 High Street**
LW/17/0868 Listed Building Consent Application- Retention of repair works and alterations

It was **RESOLVED** to confirm the Council's **SUPPORT** for the amended application. The Committee acknowledged that the flue would have some impact on the appearance of the building but that it was necessitated by the commercial kitchen at the premises

Tree Matters

Seaford **2 Hamsey Lane**
TW/18/0010/TPO Tree Works Application- Removal of Holm Oaks (T18 & T20).Holm Oak (T19) – Remove dead item and reduce canopy by 20%

It was **RESOLVED** to forward the following comments to Lewes D.C:-

The Committee noted that these were prominent trees in the locality and that the proposed works had been the subject of an objection from the neighbouring resident.

The Committee was concerned at the possibility that the condition of the two trees T18 and T20 did not justify their removal and trusted the District Council's Arboricultural Officer to give careful consideration to the application

P/82/02/17 Construction Site at Talland Parade

Members considered report 120/17 informing the Committee of the latest position with regard to the longstanding problems being caused to neighbouring residents and traders from the scaffolding enclosing this construction site and the failure to progress the development scheme approved in 2011.

It was **RESOLVED** that the report be **NOTED** and that the matter be placed on the agenda for the meeting on 22nd February 2018 when the Lewes District Council's Head of Planning would be attending.

P/83/02/17 Road Closure Report

Members considered report 117/17 regarding the proposed road closures to Facilitate the Italian Market taking place on Saturday 3rd March 2018

It was **RESOLVED** that **NO OBJECTION** be made to the proposed road closure

P 84/02/17 Update Report

Members considered report 113/17 informing the Committee of Lewes District Council Decisions on previous planning applications.

It was **RESOLVED** that the report be **NOTED** and that the Planning Officer contacts the Head of Planning at Lewes D.C to notify him of the Town Council's disappointment at the District Council's approval of the application LW/17/0929 for the change of use of the Avondale Hotel.

The meeting closed at 7.53 pm.

Councillor L 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 8th February 2018** at **7.00pm**.

Present:

Councillors A Latham (Chair) & P Boorman (Vice-Chair)
Councillors D Argent, N Freeman, R Hayder, O Honeyman, R Honeyman, L Wallraven, M Wearmouth, B Webb and C White. Observing M Brown
Mr James Corrigan – Town Clerk, Seaford Town Council
Mr Tony Jackson – Projects & Facilities Manager, Seaford Town Council
3 members of the public.

CS 14/02/18 **Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor L Freeman (Councillor R Honeyman substituted).

CS 15/02/18 **Disclosure of Interests**

No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

CS 16/02/18 **Public Participation**

Clare Sumners- Stated as part of her role as regional representative of Surfers Against Sewage (SAS), she would like the Council to pass a resolution for Seaford to be part of SAS's Plastic Free Town initiative. The objectives were outlined as having buy in from the Town Council, local community and businesses. Also, community events such as beach cleans and going forward a Steering Group to make sure objectives are kept to.

Town Clerk- Confirmed a report is being prepared for the Council meeting in March to ask for a resolution to be passed to make Seaford a Plastic free town.

Rodney Bone- Asked whether there are any planned works for the externals of the Old Town Hall.

Town Clerk- Confirmed the Project & Facilities Manager would visit the site and assess the works.

Christine Brett- Questioned when the areas of grass at The Crouch will be repaired from the damage caused during extension works to the Bowling Club.

Asked the value of donations made at South Hill Barn in the donation box.

Informed the Committee about a water bottle refill scheme that is being adopted by businesses in Seaford.

Town Clerk/Property & Facilities Manager - Confirmed that the affected areas within The Crouch will be repaired and reseeded early Spring with the Bowling Club and Contractors bearing the costs.

Projects & Facilities Manager – Confirmed that to 12th February 2018, a total of £162.84 has been received.

CS 17/02/18 Projects and Facilities Manager – Update Report

The Committee discussed report 118/17 presenting the Projects & Facilities Manager's update report. Members discussed The Salts Skate Park and Martello toilets projects. The Projects & Facilities Manager confirmed the procurement process was to be relooked at for the Martello toilets as the tender returns came in significantly higher than the budget allocated. Members also discussed the beach hut sales, Seafront Development Plan, new seafront concessions, upcoming events and the sea defence wall.

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

CS 18/02/18 Finance Report

The Committee considered report 119/17 informing members of the Committee of the income and expenditure for December 2017 and the financial year to date. Members discussed Seaford Head filming costs and grounds maintenance contracts invoicing.

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

The meeting closed at 8.10pm.

Councillor A Latham
Chair



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 25th January 2018 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors S Adeniji, D Argent, P Boorman, D Burchett, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, A McLean, M Wearmouth, B Webb and C White.

Thomas Exley, Young Mayor of Seaford
Dominic Avey, Deputy Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
Karen Singleton, Responsible Financial Officer – Seaford Town Council
Lucy Clark, Finance Manager – Seaford Town Council
Tony Jackson, Projects & Facilities Manager – Seaford Town Council
7 members of the public

C77/01/17 Apologies for Absence

There were no apologies for absence.

C78/01/17 Disclosure of Interests

There were no disclosures of interests under the Seaford Town Council Code of Conduct or the Localism Act 2011.

C79/01/17 Public Participation

Sylvia Dunn

Was pleased to read the Internal Auditor's Report at agenda item 11, recommending that the Council set up a reserve fund for maintenance on its fixed assets so as not to make a demand on the precept, in particular considering the seafront which is looking very deteriorated. Questioned raising precept over the level of inflation and value for money if the basics are not being carried out.

Asked if agenda item 17 was regarding a damage claim against the Council or a claim the Council is making.

Asked if The View Business Plan, which is currently a confidential document, will be available for the public to view at some point.

Town Clerk

Confirmed that The View Business Plan would be reviewed once adopted to determine which parts can be released publicly and which would have to remain confidential.

Confirmed that the damages claim is against the Council.

Agreed that the bins on the seafront have deteriorated much quicker than expected due to their exposure compared to identical bins elsewhere in Seaford. Confirmed that the Council are looking at bins with no metal components which should be more durable but may have to be bespoke. Confirmed that there will be some repairs to the bins in the interim for the summer period.

Christine Brett

Asked for clarification that any funds received from the three proposed land sales (The Holt, North Way and Southdown Road) must go on revenue projects for the town and not go in to reserves.

Further questioned if the plots would be sold with outline planning permission and if so, would make stipulations such as being eco-friendly, having solar panels and being sensitive to the surrounding developments.

Town Clerk

Confirmed that the intention is that the capital receipts (funds from land sales) cannot be spent on the revenue account but that they be reinvested in capital projects which are revenue generating activities; the projects within the Seafront Development Plan, for example.

Confirmed that the sale of all three sites will be subject to receiving planning permission; without planning permission the sales would not go ahead.

Confirmed that the design for Southdown Road is very in keeping with the surrounding area and will have environmentally friendly aspects.

Jill Wilson

Asked if there was an update on the scaffolding works at Talland Parade. Confirmed it has been six months since she has been able to get access to the back of her property. Raised concerns over the safety of the scaffolding boards, three of which have blown off.

Town Clerk

Confirmed that the Town Council has been receiving complaints regarding this and continues to make contact with Lewes District Council, as the planning authority with enforcement power. Understands that it is not an easy problem to resolve. Confirmed that the Head of Planning Policy at Lewes District Council, Aidan Thatcher, has had a meeting on site and will be coming to the Town Council's Planning Committee meeting on 22nd February to discuss this in more detail. Confirmed that there is a new owner, a shell organisation, but that they are getting work contracts in place and plan to undertake the work; exact details are not known however.

Councillor O Honeyman

Confirmed that District and Town Councillors are both pushing this to progress, raising concerns about the safety of the scaffolding and questioning the roof not being water tight.

Read out the most recent email from the Head of Planning Policy giving an update from the new owner confirming that; they are in the latter stages of creating the development team, they intend to start onsite in six weeks, the demolition would take six weeks following which the new building would then commence.

Information will be held by the District Council for the development team to ensure that issues arising do not remain unresolved.

Confirmed that if works commence in the next six weeks this would negate the need for the District Council to serve a notice to remove the scaffolding.

Ernie Hill

Asked if the Council was still producing hard copies of the agenda to be displayed in the library and tourist information centre.

Town Clerk

Confirmed that there has been no change in policy but that he would check with staff to make sure this was still being carried out. Requested that if officers are made aware at the time that papers are missing, they can arrange for a replacement copy to be printed.

Roy Bennett

Raised concerns with the return on investment with regards to The View and golf course, which is currently around 1.5% (£20,000). Asked if the Council is getting advice on how this can be improved and whether any measures are being taken.

Raised concerns regarding the proposed 9.99% increase to Council Tax which appears to be in order to replenish the General Reserves, which would appear to have been created by the £250,000 shortfall on income with the beach huts. Concerned that residents in Seaford will receive an increase in Council Tax through no fault of their own and not receive any benefit for it.

Town Clerk

Confirmed that the Council has spoken to lots of professionals within the industry regarding the golf course. Confirmed that generally speaking, Seaford Head Golf Course is doing better than its neighbouring courses. Confirmed that the golf course is projected to make a profit of £45,000 and The View is running at a small profit; this is however before the loan repayments are deducted of £105,000. Explained that the aspiration of the Council is to have them running at a profit including the loan repayments.

Explained that income from the beach huts would be a capital receipt and therefore cannot be used to replenish the revenue account; the proposed Council Tax increase is therefore not due to this shortfall. Confirmed that two more beach huts sales would see the project breakeven.

(The Council agreed to move agenda item 6 forward.)

C80/01/17 Young Mayor's Report

The Young Mayor gave a verbal update on the fundraising activities for his project to put an accessible swing in The Salts. The coach trip to the Chichester Christmas Market raised £270 and there is a further coach trip to Hampton Court Palace on 12th February, which is now sold out. The Young Mayor was thrilled to be able to donate a food hamper from young people to the Rotary Club to be shared with the less fortunate over Christmas. The fund currently stands around £4,000 and discussions are now being had regarding purchasing the swing and its exact location.

(The Young Mayor exited the meeting.)

C81/01/17 Minutes

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

- | | | |
|--------------|----------------------------|--------------------------------|
| C81.1 | Full Council | 19 th October 2017 |
| C81.2 | Golf & The View | 21 st November 2017 |
| C81.3 | Community Services | 30 th November 2017 |
| C81.4 | Personnel | 13 th December 2017 |
| C81.5 | Finance & General Purposes | 14 th December 2017 |

N.B. Recommendation at G20.2 considered separately under item 9 on the agenda.

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|--------------|---------------------|-------------------------------|
| C81.6 | Planning & Highways | 5 th October 2017 |
| C81.7 | Planning & Highways | 26 th October 2017 |

C81.8	Planning & Highways	16 th November 2017
C81.9	Planning & Highways	7 th December 2017
C81.10	Planning & Highways	21 st December 2017

C82/01/17 Mayor's Report

The Council considered report 106/17 presenting the Mayor's Report and details of the Mayoral engagements.

It was **RESOLVED** to **NOTE** the contents of the Mayor's Report.

C83/01/17 Clerk's Report

The Clerk apologised for not having circulated a Clerk's Report prior to the meeting and gave members a list of current activities and progress. The Clerk confirmed he would produce a Clerk's Report and publish it in the usual method in due course.

Members discussed the current activities list, asking questions regarding the Clerk's workload and the delegation of certain tasks within the new staff structure and the resolution of the Hurdis House contract works.

C84/01/17 District/County Councillor Update Report

Councillor Olivia Honeyman – Lewes District Council

Updated on the Holocaust Memorial Day events within the District over the next few weeks. Explained that phase 2 of the new recycling programme is due January/February; every resident should have received an information envelope. The District Council are looking at options with the recycling of plastic but is not affected by the recent decision by China not to import recyclable plastic.

Councillor Sam Adeniji – Lewes District Council

Confirmed that the District Council is reviewing its tourism strategy; it should come before the District's Council meeting next month. The branding is 'Stay Lewes, Coast & Country', with a branch off referred to as 'Stay Coastal'. Stay Coastal will be promoting Seaford, Peacehaven and Newhaven.

Confirmed that Universal Credit has been implemented from December and that Lewes District Council have increased the funding to Citizen's Advice Bureau to help the Bureau cope with the expected increase of people requiring their time and advice.

Asked that if anyone has any comments on the new Lewes/Eastbourne combined website, to pass these on to a District Councillor so they can be included in the review of the website.

Members discussed the Avondale Hotel decision, promotion of tourism within the town by the Town Council and the new recycling program.

Councillor Phil Boorman – East Sussex County Council

Confirmed that the County Council's Council Tax level has increased by 5.99%; 2.99% of this is Council Tax increase and 3% is an increase in Adult & Social Care funds.

Confirmed that plans were being looked at to close the Household Waste & Recycling Site in Seaford, however these plans have not progressed, and the site will remain open.

C85/01/17 Final Budget Report 2018/19 and Setting of Precept

The Council considered report 107/17 presenting the final draft Budget for 2018/19 and the recommended precept amount.

The Clerk provided a verbal update on the process taken to draft the budget, the considerations made, comparative Council Tax levels in the District and the necessary repairs and maintenance that has had to be carried out in the last year. The Clerk gave an overview of some unexpected items that are yet to

be factored in to the budget, including the proposed 2% increase to local government salaries, the costs of maternity cover and potential litigation outcomes/costs.

Members discussed the contents of the report and draft Budget in great depth; including the sale of beach huts, the seafront defence wall for the huts, the water ingress in the Martello Tower and potential grant funding for repair costs, the Martello toilet facility project progress, comparative local authority increases and inflation rates, the potential of a litigation earmarked reserve, savings that can be made within the Council, staffing costs for a public sector organisation providing services, the impact of the proposed increase on the residents of Seaford and creating a working group to review the Council's precept level, the terms of reference of which will be reported at the next Council meeting.

C85.1 It was **PROPOSED** to **SET** a Precept of £709,949 which equates to a Council Tax increase of 5.99%;

A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	For
Councillor J Elton	Against
Councillor L Freeman	Against
Councillor N Freeman	Against
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Against
Councillor A Latham	For
Councillors P Lower	Against
Councillor A McLean	For
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	Against

The **MOTION** was **CARRIED**.

C85.2 It was **RESOLVED** to **APPROVE** the budget as presented; allowing the Town Clerk to make any minor amendments, which will not affect the overall budget or Precept, to improve accuracy when producing the budget book for all Councillors.

C85.3 It was **RESOLVED** to **NOTE** the projected budgets for the years 2019/20, 2020/21, 2021/22 and 2022/23.

C85.4 It was **RESOLVED** to **APPROVE** the transfer of £16,286 from Earmarked Reserves to the General Reserves as per section 1.4 of the report.

C86/01/17 Annual Return 2016/17 Update

The Council considered report 112/17 providing an update on the 2016/17 Annual Return.

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

C87/01/17 First Internal Audit Report for 2017/18

The Council considered report 111/17 presenting the Internal Auditor's report from their first visit in 2017/18. Members discussed the process for appointing an Internal Auditor and the drafting of the Investment Strategy.

C87.1 It was **RESOLVED** to **NOTE** the Internal Auditor's report.

C87.2 It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B to the report.

C88/01/17 Policy Updates

The Council considered report 108/17 seeking approval to make necessary updated to Council policies.

It was **RESOLVED** to **DELEGATE** power to or to **INSTRUCT** the Town Clerk to make the necessary amendments to the responsible roles identified in Council policies, in accordance with the changes from the Staffing Review in 2017, namely:

‘Support Services Manager’ to ‘Finance Manager’

‘Town Clerk’ to ‘Responsible Financial Officer’ (where relevant)

‘PA to the Town Clerk’ to ‘Executive Support Officer’

(The Council's Finance Manager and Responsible Financial Officer exited the meeting.)

C89/01/17 Strategic Objective Working Group

The Council considered report 109/17 seeking to establish a working group to review the Council's Strategic Objectives. Members discussed an alternative option, whereby officers review the document and bring back an amended version to a future Council meeting, in light of the Council's changed financial position and staff resources.

It was **PROPOSED** that the contents of the report be **NOTED**.

C90/01/17 Committee Chairs' Management Group

The Council considered report 97/17 presenting a proposal regarding formalising a Committee Chairs' Management Group. Members discussed the communication and transparency of the dates of the meetings and the notes from the meetings, the way in which all councillors can get involved with the meetings and the membership of the group.

A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	For
Councillor J Elton	For
Councillor L Freeman	Abstained
Councillor N Freeman	For
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Abstained
Councillor A Latham	For
Councillors P Lower	Against
Councillor A McLean	Against
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	For

It was **RESOLVED** to **AGREE** to formalising the Committee Chairs' Management Group, its purpose, aims and jurisdiction, as per the report, with the addition of the Mayor and Chair of Personnel to the membership.

C91/01/17 Martello Tower Entertainment Area Policy

The Council considered report 110/17 providing an update on the Martello Tower Entertainment Policy.

Members discussed the way in which licensing authorities police buskers, land ownership on parts of the beach, the review of the Events Policy, the Council's standards condition of hire not including amplification of music, the capabilities of the Council's website for taking bookings and showing performance times, alternative locations for buskers and clarifying proposing differing approaches for the Martello Entertainments Area and buskers. The Clerk would strongly advise against creating a policy whereby the Council imposes restrictions on buskers such as having to book, which would raise expectations that Council staff would be unable to enforce, namely when buskers play without booking. This would potentially place staff under undue stress due to now being responsible for the enforcement of a policy proposing to control busking which they have no means of enforcing. Such tight regulations are not imposed by neighbouring Environmental Councils (who have more powers than a Town Council) such as Brighton and Hove and Lewes District Council. Both of these have a light touch approach to busking one of mutual respect and toleration.

It was **PROPOSED** to **REVIEW** the Council's Events Policy as per the policy schedule, including the process for bookings of main events (not buskers) for the Martello Entertainments Area, **FURTHERMORE** to create a Busking Policy, based on Brighton & Hove City Council's policy, to be brought back to Council at a later date; this **MOTION** was **CARRIED**.

C92/01/17 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concern confidential business information, ongoing litigation and legal negotiations, and business sensitive data which is intended for future publication.

(The Deputy Young Mayor and all members of press and public exited the meeting.)

C93/01/17 Golf Course Damages Claim

The Council considered exempt report 116/17 regarding a claim for damages as a direct result of the construction works at The View and Scaford Head Golf Course.

It was **PROPOSED** to **AGREE** to write off the existing loan with the claimant in full and final settlement of any claim, to be done by the Town Clerk in consultation with the Chair of the Golf & The View Committee. **FURTHERMORE**, that power be **DELEGATED** to the Town Clerk to negotiate a suitable service agreement going forwards and report back to Full Council; this **MOTION** was **CARRIED**.

*(It was **RESOLVED** to **SET ASIDE** Standing Order 3q to allow the meeting to exceed three hours.)*

C94/01/17 Hurdis House Litigation

The Council considered exempt report 101/17 regarding ongoing litigation with a former tenant of Hurdis House.

It was **PROPOSED** to **REFUSE** the offer of settlement from the claimant. **FURTHERMORE**, to **AUTHORISE** the Town Clerk to enter in to negotiations/mediation to secure a reasonable conclusion; this **MOTION** was **CARRIED**.

C95/01/17 The View Business Plan

The Council considered exempt report 114/17 presenting the draft The View Business Plan for adoption.

It was **PROPOSED** to **DEFER** the remaining two agenda items to an extraordinary Council meeting to be held on 8th March 2018 at 7pm; this **MOTION** was **CARRIED**.

The meeting closed at 10.26pm.

Councillor L Wallraven
Mayor

Draft



Seaford Town Council

Report 137/17

Agenda Item No:	5
Committee:	Council
Date:	8 th March 2018
Title:	Neighbourhood First Presentation Date
By:	James Corrigan, Town Clerk
Purpose of Report:	To agree a date for a further Council meeting to receive a presentation on Neighbourhood First.

Recommendations

You are recommended:

1. To agree to a Council meeting being arranged on 12th or 19th April 2018 to accommodate a presentation on Lewes District Council's Neighbourhood First scheme.
-

1. Information

1.1 It had originally been planned that the Council would be receiving a presentation on Neighbourhood First at this Council meeting; unfortunately, this was not able to be arranged due to the unavailability of some key staff to carry out the presentation.

1.2 To explain, Lewes District Council is launching a new way to deliver local services; namely Neighbourhood First launched in February 2018, then Customer First and Homes First due to be launched in April 2018.

The Neighbourhood First scheme is focussing on hearing first-hand from communities about the issues that matter to people and to allow more reporting of problems as they arise.

District Council officers plan to present the scheme at a Council meeting and discuss ways in which they can work in partnership with the Town Council to deliver this.

1.3 Officers have looked at the scheduled Council meetings in the coming months but unfortunately, they already have fairly large agendas and there is concern that there would not be time to allow for proper considerations and discussions around the presentation and furthermore the other agenda items following this.

1.4 The presentation is anticipated to last 45-60 minutes and will be followed by a question and answer/discussion session.

1.5 The Council is asked to look at scheduling a further Council meeting date ideally before the end of the Municipal year (mid-May).

1.6 At present either Thursday 12th or 19th April 2018 are free of meetings and therefore would be recommended. It may be best for the Council to agree both dates, so there is some flexibility when Officers make arrangements with Lewes District Council (currently the District Council can accommodate either date but this may change by the time this meeting has been held).

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, Town Clerk.

Town Clerk





Seaford Town Council

Report 131/17

Agenda Item No:	6
Committee:	Council
Date:	8th March 2018
Title:	Review of Neighbourhood Plan Steering Group
By:	James Corrigan, Town Clerk
Purpose of Report:	To update the Council on Neighbourhood Plan progress and to review the Steering Group membership.

Recommendations

You are recommended:

- 1. To agree that the Steering Group is reduced to three Councillor members, namely Councillors R Honeyman, Latham and Wallraven, with immediate effect.**
-

1. Information

- 1.1** The draft Neighbourhood Plan has progressed well since it was adopted by the Council on 26th October 2017 to enable Section 14 consultation to take place with the public and statutory bodies.
- 1.2** Three successful consultation events were held on 28th November and 9th December at The Clinton Centre and on 13th December at Bishopstone Church Hall.
- 1.3** As a result of these events, 210 responses on the draft consultation were received from the public. The public response was very supportive of the draft plan.
- 1.4** In addition to the public consultation statutory consultees were also consulted namely Lewes District Council, South Downs National Park Authority, East Sussex County Council, Historic England, Natural England, Highways England, Southern Water, Wealden District Council, National Grid and the Marine Management Organisation.
- 1.5** The current Steering Group have worked through all the responses after they were so diligently collated by Fiona House. Where necessary minor modifications are in the process of being made to the draft plan and advice is being sought on some technical planning issues.
- 1.6** In addition, the appointed consultants Action In Rural Sussex (AIRS) are working on the statutory responses with a view to meeting with the Planning Authority Lewes District Council together with the current Chairman of the Steering Group,

Keith Blackburn, and the main author of the plan Diane Bushell and, depending on the agenda for the meeting, Charlie Grimble.

1.7 This meeting is imminent and the authors will be able to make the appropriate adjustments to the Plan in due course.

1.8 The next stage will be to submit the plan for Regulation 16 consultation which is the responsibility of the Planning Authority Lewes District Council. From this point on the workload of the Steering Group is therefore dramatically reduced. Accordingly, it is recommended that the Steering Group is now reduced to three lead Councillors, all of whom have been involved with the plan to date, namely Councillors R Honeyman, Latham and Wallraven.

1.9 This reduced Steering Group will be able to more quickly respond to any issues and utilise the skills and expertise of the volunteers currently on the Steering Group as they see fit.

1.10 The Council and the town of Seaford are of course in great debt to the volunteers who at various times have supported the Steering Group to date, namely Keith Blackburn, John Alcock, Diane Bushell, Julie Davies, Margery Diamand, Sylvia Dunn, Ted Hart, Fiona House, Sarah McStravick, Charlie Grimble, George Taylor and Debbie Ward.

1.11 A number of Councillors have supported the plan also, including Councillors Brown, L Freeman, R Honeyman, Latham and Wallraven.

1.12 Fiona House initially and then Jane Keel, have been minute secretaries and have both done a great job.

1.13 It is suggested that the current, and recently appointed, minute secretary Claire Powell is retained. Noting that the need for formal meetings is now greatly reduced.

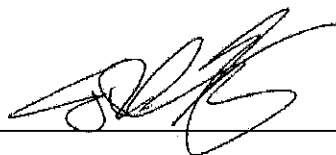
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk





Seaford Town Council

Report 133/17

Agenda Item No: 8
Committee: Council
Date: 8th March 2018
Title: Covering Report – The View Business Plan
By: James Corrigan, Town Clerk
Purpose of Report: To present The View Business Plan agenda item.

Recommendations

You are recommended:

- 1. To consider the contents of exempt report 114/17 presenting the draft The View Business Plan.**
-

1. Information

- 1.1** Due to the Council meeting overrunning in January, it was decided to defer consideration of the draft The View Business Plan to this meeting, allowing adequate time for discussion and consideration.
- 1.2** Members are asked to refer to exempt report 114/17 issued with the agenda for 25th January 2018 Council meeting and the draft business plan within.
- 1.3** In addition to this original report, a revised section 3b of the plan will also be issued to all Councillors as a confidential document.


2. Financial Appraisal

There are no direct financial implications as a result of this report; the financial implications of the business plan are set out in exempt report 114/17 and the plan itself.

3. Contact Officer

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

Town Clerk





Seaford Town Council

Report 134/17

Agenda Item No: 9
Committee: Council
Date: 8th March 2018
Title: Covering Report – The View Working Group’s Report
By: James Corrigan, Town Clerk
Purpose of Report: To present The View Working Group’s Report agenda item.

Recommendations

You are recommended:

- 1. To consider the contents of exempt report 115/17 presenting a report of The View Working Group.**
-

1. Information

- 1.1** Due to the Council meeting overrunning in January, it was decided to defer consideration of The View Working Group’s Report to this meeting, allowing adequate time for discussion and consideration.
- 1.2** Members are asked to refer to exempt report 115/17 issued with the agenda for 25th January 2018 Council meeting and the working group’s report within.

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, Town Clerk.

Town Clerk