




## 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 9<sup>th</sup> April 2015** at **7.00pm** which you are summoned to attend.



James Corrigan  
Town Clerk  
1<sup>st</sup> April 2015

### 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. 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.

**4. Minutes**

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

4.1 Planning & Highways Committee – 8<sup>th</sup> January 2015 (pages 3 to 6)

4.2 Full Council – 15<sup>th</sup> January 2015 (pages 7 to 13)

4.3 Community Services Committee – 22<sup>nd</sup> January 2015 (pages 14 to 16)

4.4 Planning & Highways Committee – 19<sup>th</sup> February 2015 (pages 17 to 20)

4.5 Finance & General Purposes Committee – 26<sup>th</sup> February 2015 (pages 21 to 23)

4.6 Golf Committee – 3<sup>rd</sup> March 2015 (pages 24 to 26)

4.7 Planning & Highways Committee – 12<sup>th</sup> March 2015 (pages 27 to 30)

4.8 Community Services Committee – 19<sup>th</sup> March 2015 (pages 31 to 32)

**5. Mayor's Report**

To receive any communications as the Mayor may desire to put before the Council as in report 243/14 (pages 33 to 36).

**6. Clerk's Report**

To consider report 216/14 presenting the Clerk's Report (pages 37 to 40).

**7. 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.

**8. Police Report**

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

**9. Meeting Timetable 2015/16**

To consider report 229/14 presenting the proposed meeting timetable for the 2015/16 Municipal Year (page 41).

Report 229/14 Appendix A – Draft Meeting Timetable 2015/16 (pages ? to ?).

**10. Freedom of the Town Update**

To receive report 228/14 providing an update on the Freedom of the Town nomination process (page 42).

**11. Flood Defence Working Group Report**

To receive report 239/14 presenting a report from the Flood Defence Working Group (pages 43 to 45).

**12. Annual Report**

To receive report 247/14 presenting the Annual Report for approval (pages 47 to 48).

Report 244/14 Appendix A – Draft 2014/15 Annual Report (pages 87 to 110).

**13. Corporate Governance Review**

To receive report 246/14 presenting an update on the review of Corporate Governance for the Council (pages 49 to 52).

**14. Adoption of Finance Regulations**

To consider report 245/14 presenting draft Financial Regulations for adoption further to a review (pages 53 to 72).

**15. Grants Policy**

To consider report 248/14 presenting a draft Grant Policy for adoption (pages 73 to 76).

**16. Salts Play Area – Contractor Selection**

To consider report 244/14 regarding the contractor selection for the Salts Play Area (pages 77 to 78).

**17. Lewes District Council Standards Committee Minutes**

To consider report 230/14 presenting the minutes from LDC's Standards Committee meeting on 30<sup>th</sup> January 2015 and the recommendations therein (pages 79 to 84).

**18. 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 items 19 and 20 on the agenda as the item concerns confidential Council matters.

**19. Hurdis House**

To considered exempt report 242/14 regarding Hurdis House (pages 111 to 124).

**20. Local Development Framework**

To consider exempt report 249/14 regarding potential plots of land to be allocated for housing and to comment (pages 125 to 133).

**For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

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



## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 8th January 2015** at **7.00pm**.

**Present:**

Councillor L Wallraven (Chairman)

Councillor R E Allen (Vice-Chairman).

Councillors G Cork, T Goodman and Cllr A Latham.

Lucy Clark, Support Services Manager – Seaford Town Council

Elizabeth Harvey, Administration Assistant – Seaford Town Council (Minutes)

1 member of the public.

**P79/01/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor Barry Groves.

**P80/01/15 Disclosure of Interests**

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor G Cork declared a pecuniary interest in application LW/14/0881.

**P81/01/15 Public Participation**

There was no public participation.

**P82/01/15 Planning Applications**

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

To consider planning applications in respect of Seaford:

<b>Seaford</b>	<b>Flat 26 Hamilton House, Belgrave Road</b>
LW/14/ 0869	Planning Application - Section 73A Retrospective application for replacement of windows for Mr M Bish.

Already passed by Lewes District Council.

<b>Seaford</b>	<b>38 Carlton Road</b>
LW/14/ 0909	Planning Application - Single storey front extension for Mrs Kenchingtons.

It was **RESOLVED** as no objection.

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

To consider planning applications in respect of Seaford:

7.03pm Councillor G Cork excused himself from the meeting as he had declared a pecuniary interest in the next agenda item.

**Seaford**                    **45 Sutton Road**  
LW/14/  
0881                        Outline Planning Application - Erection of a three storey building containing fourteen x two bedroom, self-contained flats with gardens and parking areas for Mr. S. Taylor, Mrs. V Taylor & Mrs J. Taylor.

It was **RESOLVED** to **OBJECT** on the grounds it being over-developed, unneighbourly, increase in traffic and access to A259 and Gildredge Road. Loss of privacy to neighbouring properties. A loss of a family home and mature trees in the garden.

7.09pm Councillor G Cork re-entered the room.

**Seaford**                    **Gable End Cottage, Arundel Road**  
LW/14/  
0933                        Planning Application - Demolition of the existing conservatory and erection of a single storey rear extension for Mr B Beaumont.

It was **RESOLVED** as no objection.

To consider planning applications within the South Downs National Park Authority:

**Seaford CP**                **Outbuilding Near Alfriston Cottage, Alfriston Road**  
SDNP/14/  
06232/FUL                Demolition of existing outbuilding and erection of a detached holiday-let with parking and landscaping.

It was **RESOLVED** as no objection.

Planning Applications week ending 19<sup>th</sup> December 2014

To consider planning applications in respect of Seaford:

**Seaford**                    **Florence House, Southdown Road**  
LW/14/  
0864                        Planning Application – Construction of two single storey extensions to the north elevation for Mrs M Colleary.

It was **RESOLVED** as no objection.

**Seaford**                    **Arlington House, 4 Firle Road**  
LW/14/  
0906                        Planning Application - Erection of a single storey extension to the north east side elevation for Mr R Moore.

It was **RESOLVED** to **OBJECT** on the grounds it being a flat roof which is out of character and is in a conservation area.

**Seaford**  
LW/14/  
0918

**13 Cradle Hill Road**

Planning Application - Erection of rear two storey and single storey extensions, raised steps to the rear garden, and a new first floor opening window with clear glazing to side elevation for Mr Aaron Spink.

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment and being un-neighbourly to number 11.

**Seaford**  
LW/14/  
0936

**Fitzgerald House, Croft Lane**

Listed Building Consent Application - Works to chimney stacks to combat damp and fireproofing works to flat doors for Fitzgerald Charity.

It was **RESOLVED** as no objection.

**Seaford**  
LW/14/  
0942

**9 Upper Chyngton Gardens**

Planning Application - Loft conversion including front and rear dormer windows for Mr & Mrs P Williams.

It was **RESOLVED** as no objection.

**Seaford**  
LW/14/  
0945

**29 Westdown Road**

Planning Application - Installation of dormer window to front for Mr K Pout.

It was **RESOLVED** as no objection.

**Seaford**  
LW/14/  
0960

**12 Place Lane**

Planning Application - Change of use of part of premises from chiropody clinic to retail use (A1) for Seaford Chiropody & Podiatry.

It was **RESOLVED** as no objection.

To consider planning applications within the South Downs National Park Authority:

**Seaford CP**  
SDNP/14/  
06310  
/FUL

**Land At Tide Mills, Mill Drove**

Replace and update six interpretation panels on the site and install three new panels.

It was **RESOLVED** as no objection and the application was welcomed.

**Seaford CP**  
SDNP/14/  
06380  
/CND &  
SDNP/14/06  
381  
/CND

**New Barn, Silver Lane, Bishopstone Village**

Variation of condition 10 relating to planning approval SDNP/13/05879/FUL and variation of condition 9 relating to listed building consent SDNP/13/05880/LIS to alter barn owl box provision.

It was **RESOLVED** as no objection.

**P83/01/15 Update Report**  
Members **NOTED** report 187/14 updating the Committee of previous planning applications

The meeting closed at 7.21pm.

Councillor L Wallraven  
Chairman



## Seaford Town Council

**MINUTES** of the meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 15<sup>th</sup> January 2015** at **7.00pm**.

### **Present:**

Councillor M Brown (Mayor), Councillor T Goodman (Deputy Mayor)  
Councillors S Adeniji, R E Allen, B Burfield, S Dunn, P Franklin, S Gauntlett, P Heseltine,  
A Latham, L Lord, S McStravick, B Warren and A White.  
James Corrigan, Town Clerk – Seaford Town Council  
Oliver Stanyard, Business Manager – Seaford Town Council  
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)  
Police Sergeant Stuart Mullins

14 members of the public.

### **C115/01/15 Apologies**

Apologies for absence were received from Councillors G Cork, B Groves, A Hayder and R Needham, and the Young Mayor, Millie Hemsley.

Absent: Councillors L Wallraven and I White.

### **C116/01/15 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.

### **C117/01/15 Public Participation**

*Debbie Ward  
(Seaford  
Residents'  
Voice)* *Quoted from the Golf Committee Minutes on 2<sup>nd</sup> December 2014,  
minute reference GC27.1, and asked if this had been reported to the  
Police and if Councillor I White was subject to any Police  
investigation or Code of Conduct investigation due to his  
involvement and not having reported it at the time? Also asked if the  
Council could be confident that other items or documents had not  
been unlawfully removed?*

Town Clerk Confirmed that he had made enquiries with the former Town Clerk who stated that the document was a list of things to do that she had stated that she had produced it in her own time on her own computer making it her property, so she destroyed it when she left the Council.

The Clerk also confirmed that he had spoken with the Police about the matter who felt it would be unlikely that any criminal acts could be proven. Work is ongoing to find out whether other items have potentially been unlawfully removed.

*Philip Boorman* *Asked what the Council's view was on Councillors arguing and showing threatening behaviour towards members of the public on social media sites?*

Town Clerk            The Town Clerk confirmed that any individual is at liberty to report a suspected breach of the Code of Conduct to the Monitoring Officer at Lewes District Council, who deals with such matters. The Clerk agreed to pass on the Monitoring Officer's details to Mr Boorman.

#### **C118/01/15 Minutes**

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

- C118.1**      Finance & General Purposes Committee – 16<sup>th</sup> October 2014
  - C118.2**      Planning & Highways Committee – 30<sup>th</sup> October 2014
  - C118.3**      Full Council – 6<sup>th</sup> November 2014
- It was **NOTED** that minute ref C114/11/14 should read MSc.
- C118.4**      Planning & Highways Committee – 20<sup>th</sup> November 2014
  - C118.5**      Community Services Committee – 27<sup>th</sup> November 2014
  - C118.6**      Golf Committee – 2<sup>nd</sup> December 2014
  - C118.7**      Planning & Highways Committee – 11<sup>th</sup> December 2014
  - C118.8**      Finance & General Purposes Committee – 18<sup>th</sup> December 2014

#### **C119/01/15 Mayor's Report**

Members considered report 182/14.

Mayor Brown conveyed his thanks to Councillor Franklin and his work team for their voluntary help transporting the seating for the M&Co Fashion Show.

Mayor Brown confirmed that he is planning to hold a Mayor's Bow Tie Ball on Saturday 2<sup>nd</sup> May in the new Seaford Head Golf Clubhouse. Tickets will be on sale to Councillors and members of the public. There will be a prize for the best fascinator and best bow tie as well as a raffle, Dutch auction and other activities.

Members **NOTED** the contents of the Mayor's Report.

#### **C120/01/15 Young Mayor's Report**

Members **NOTED** report 183/14 presenting the Young Mayor's Report.

It was **AGREED** that a thank you letter should be sent to the Young Mayor from the Council for her report and the work done/events attended so far.

#### **C121/01/15 Clerk's Report**

Members considered report 156/14.

##### **C121.1 Devolution**

It was clarified that there will be no risk of the devolution of open spaces having an impact on the total Council Tax paid by residents of Seaford. Seaford's open spaces maintained by LDC cost £49,278 per year to maintain. Tax payers will note that on the Council Tax bill has a Special Expenses line, the sum of all Seaford residents payments equates to the above figure. If any parcels of land were to be transferred therefore from



LDC to STC the Special Expenses would reduce by the same amount per household that the Town Council household bill would go up by.

**C121.2 Splash Point**

Tim Bartlett, Principal Environmental Health Officer at LDC, has approached the Clerk with a wish to arrange a meeting between various parties and individuals to discuss Splash Point and its future, given that no legal ownership can be traced.

At this meeting the Clerk will feed in concerns raised by members as to whether or not the structural integrity of the cliffs needs to be looked at.

**C121.3 Golf Course**

The Clerk confirmed that the only significant delay on opening the clubhouse is getting the heating commissioned. This process is under way and will take about 20 days. The Clerk hopes to have an update early next week on how the commissioning is going.

Interviews are underway for members of staff for the clubhouse.

The Section 38 Agreement is still currently with ESCC further to a resident requesting a change be made. Once STC has the amended agreement STC will then need to gain all seven property owners signatures again (one of which is yet to be located within the USA) which will be a lengthy process.

**C121.4** The Clerk clarified that he planned to report back to Full Council on 9<sup>th</sup> April with regards to a plan/mission statement for the Council going forwards. A report will also be going to the Finance & General Purposes Committee in due course about alternative funding options available to the Council.

**C121.5** The Clerk confirmed that he has been considering ways in which to build on the communication with the public.

Newsletter;

While Council did resolve not to allocate further funds to distribute the quarterly newsletter more widely, it is available on the website and at various commercial locations around town.

Annual Town Survey;

The Clerk is also looking at the possibility of having an annual town survey, possibly done through Survey Monkey, to help promote the Council and gain an idea of the residents' satisfaction of the services. A report will be brought to Full Council in April on this topic with a view to potentially carrying it out in summer 2015.

Town Guide;

It was confirmed that there are 1,500 copies of the Town Guide held in the Council office and available for collection from the Tourist Information Centre.

Press Releases;

Members noted the high quality and increased frequency of the press releases being done and thanked all staff for their input.

**C121.7** The Town Forum will be taking place on Tuesday 28<sup>th</sup> April 2015.

- C121.8** It was **AGREED** to convey thanks to Len Fisher for all his recent assistance and to Lucy Clark, Support Services Manager, for all her hard work surrounding the VAT investigation.
- C121.9** It was confirmed that the Seaford App should be ready very soon. Impact Seaford have worked on this project and since partnering with Seaford Chamber of Commerce have been able to produce what will be a comprehensive and professional town app.
- C121.10** It was **NOTED** that the financial implications of the Clerk's Report should in fact read £750.00 for the recommended repairs on Splash Point.
- C121.11** It was **RESOLVED** to **AUTHORISE** the Town Clerk to spend up to £750.00 from Council reserves to repair the existing crack at Splash Point.
- C121.12** The contents of the report were **NOTED** and priorities **AGREED** to.

### **C122/01/15 District & County Council Update**

- C122.1** Councillor Carolyn Lambert (East Sussex County Council) –  
Gave a verbal update on Central Government's provisional settlement for County Councils and the 13.7% reduction in the grant; the Caffyn's site planning application being opposed at District; the four highways hotspots that she is continuing to push for action on including Belgrave Road, which is being re-assessed; and the Vale Road resident's meeting, the outcome of which was to request that Seaford Town Council consider a request for it to fund a 24/7 speed survey on the road. Cllr Lambert will liaise with the Town Clerk on this matter.
- C122.2** Councillor Sam Adeniji (Lewes District Council) –  
Informed the meeting that there had been a change of venue for one of the public examination days of the LDC Core Strategy; Wednesday will be in Pelham House, Lewes, and the rest at the Amex Stadium, Brighton. The Core Strategy is being assessed by the Planning Inspector, which is an important stage of the strategy's development.  
Confirmed that he is still waiting to hear for a response from LDC Chief Executive regarding the situation with McCarthy & Stone and also the 'We're Watching You' dog campaign.
- C122.3** Councillor Paul Franklin (Lewes District Council) –  
Gave an update on the tourism review being carried out by LDC, which should hopefully improve the accessibility of the tourist information centres, including Seaford's.

*(County Councillor Lambert and a member of the public exited the meeting)*

### **C123/01/15 Police Report**

Police Sergeant Stuart Mullins gave a verbal presentation of his Police Report that had been circulated to all members ahead of the meeting.

The initial results from the review of Sussex Police is due soon. This review forms part of a creating a four year plan; Sgt Mullins has been advised not to expect any significant changes at this time. Seaford Town Council would be kept updated where local policing is affected.

Sergeant Mullins confirmed that the Police are working with Seaford Town Council with regards to the recent vandalism of the seafront shelters and also that his team do monitor social media sites where possible and will put the record straight if able to.

*(Sergeant Mullins left the meeting and a short break was taken from 8.02pm to 8.10pm)*

**C124/01/15 Final Budget Report for 2015/16 and Setting of Precept**

Members considered report 192/14.

**C124.1** The Town Clerk gave a summary of the process taken to present the budget to Full Council, the situation regarding the Golf Club's finances and the financial unknowns that STC potentially faces over the coming financial year; Hurdis House, VAT reclaims, Seaford Head Golf Club and the pending Employment Tribunal. The Clerk was however able to announce that the Inland Revenue have accepted the VAT appeal and has allowed the Council to reclaim all VAT on the Golf Club rebuild which will amount to £340,000.

**C124.2** The Clerk highlighted that a 3.9% increase on Council Tax would create a contingency fund of £30,514, as a fund to try and offset any of the financial unknowns coming to fruition. Each 1% taken off the increase on the Council Tax equates to roughly £5k less in the contingency fund. A 0% increase would leave approximately £10k in the contingency fund.

Members had an in depth discussion surrounding the options and figures available on the budget and Precept for 2015/16, including the staffing structure regarding the projects and facilities of the Council.

Members discussed the impact of setting a 0% increase, the risks it would bring and ways in which to reduce those risks.

It was **PROPOSED** to **AGREE** to setting a precept of £521,314, from a Council tax increase of 0%.

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	For
Cllr B Burfield	For
Cllr S Dunn	For
Cllr P Franklin	For
Cllr S Gauntlett	For
Cllr T Goodman	For
Cllr P Heseltine	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For
Cllr B Warren	For
Cllr A White	For

The **MOTION** was **CARRIED** (14 for).

**C124.3** It was **RESOLVED** to **ADOPT** the budget as presented, with a contingency fund of £10,183 to support the 0% increase.

**C124.4** It was **RESOLVED** to **AUTHORISE** Council Officers to place the correct grounds maintenance figures in the budget when they are supplied and transfer any surplus funds to a contingencies budget.

**C124.5** It was **RESOLVED** to **AGREE** that the Council creates an earmarked debt for any net cost for the Golf cost centre, projected to be approximately £124,609.

It was confirmed that it was in the 2016/17 projections for the new golf clubhouse to be able to begin repaying this debt and that 100% of any profit, after any obligations, would go to repaying the debt.

**C124.6** It was **RESOLVED** to **AGREE** to the Town Clerk utilising the professional earmarked reserves to secure additional casual support for the facilities and projects of the Council.

#### **C125/01/15 Freedom of the Town Update**

Members **NOTED** the contents of report 184/14 providing an update on the Freedom of the Town process to date.

#### **C126/01/15 Local Council Award Scheme**

Members **NOTED** the contents of report 185/14 giving an introduction to the new Local Council Award Scheme.

#### **C127/01/15 Neighbourhood Plan Working Group**

Members considered report 185/14.

**C127.2** It was **RESOLVED** to **ESTABLISH** a Neighbourhood Plan working group consisting of Councillors S Adeniji, M Brown, T Goodman, L Lord and S McStravick, to look in to a neighbourhood plan for Seaford, reporting back to Council at a later date with a detailed plan of what is entailed, methodology, financial and resource implications as well as timescales.

**C127.3** It was **AGREED** to permit the working group to co-opt external members as it deems necessary.

#### **C128/01/15 Cuthbert Bromley VC Commemorative Paving Stone**

Members considered report 188/14.

**C128.1** It was **RESOLVED** to **APPROVE** the installation of the commemorative paving stone at the War Memorial on Sutton Park Road.

**C128.2** It was **RESOLVED** to **RECOMMEND** to East Sussex County Council that an unveiling ceremony take place on the nearest Sunday to 13<sup>th</sup> August 2015 (the centenary of his death) and to apply for full road closure for a parade followed by a church service.

#### **C129/01/15 LGPS Employer's Discretions Policy**

Members considered report 189/14.

It was **RESOLVED** to **APPROVE** the written statement of its policy in relation to the exercise of its discretionary functions.

#### **C130/01/15 South Hill Barn**

Members considered report 190/14.

It was **RESOLVED** to **APPROVE** that a total of £8,500 be taken from General Reserves to meet the cost of roof repairs and associated works to South Hill Barn.

**C131/11/15 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 18 on the agenda as the items concern confidential Council matters.

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

**C132/01/15 Hurdis House**

Members considered exempt report 191/14.

**C132.1** Members wished to convey their thanks to Len Fisher for such a comprehensive and informative report.

**C132.2** Members discussed the options available and the financial implications of each. It was **PROPOSED** to try to sell Hurdis House.

A **RECORDED VOTE** was requested:

Cllr S Adeniji	Against
Cllr R E Allen	For
Cllr M Brown	For
Cllr B Burfield	Against
Cllr S Dunn	Against
Cllr P Franklin	Against
Cllr S Gauntlett	Against
Cllr T Goodman	For
Cllr P Heseltine	Against
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	Against
Cllr B Warren	Against
Cllr A White	For

The **MOTION** was **NOT CARRIED** (6 for 8 against).

**C132.3** It was **RESOLVED** to **INSTRUCT** Council Officers to arrange to advertise Hurdis House for rent in its current condition, with the covenant of the tenants carrying out the necessary works in exchange for a long lease and reductions in rent payments, reviewing the situation again in six months' time if a tenant is not found;

And, for Council Officers to continue to look in to the funding options to cover the costs of renovation in case a tenant is not found in the six months. This process would be completely non-committal at this stage.

The meeting closed at 9.58pm.



## Seaford Town Council

### Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 22 January 2015** at **7.00 pm**.

**Present:**

Councillor B Warren (Chairman)

Councillor S Dunn (Vice Chairman)

Councillors L Wallraven, S McStravick, C Cork, A Hayder, L Lord, P Heseltine.

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

4 members of the public.

**CS 41/01/15 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillors T Goodman who was substituted by Councillor A Latham, P Heseltine who was substituted by Councillor M Brown, and L Lord.

**CS 42/01/15 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 43/01/15 Public Participation**

*Mr Keith Blackburn Congratulated the Council on the change of officers and Councillors in regards to the local outside bodies, and welcomes what is being done currently.*

*Raised the point of the Martello public conveniences needing work to improve the facility and enquired if any work was due to be done on them in the near future as part of a planned project.*

*Ben King There is no planned projects anticipated for the Martello conveniences, as the Salts Recreation Grounds takes priority. However Seaford Town Council is aware of the concerns from the public.*

*Mr Robert Brown Raised the point of hoping that the Town Council will find a suitable tenant for the Old Town Hall.*

*Raised a point of item 10 the ongoing problems with Splash Point, he also made the council aware of a railings fitting is loose on Splash Point.*

*A point was also raised in regards to the new Nature Reserve leaflet that has been issued, that he was 'disappointed' that more effort was not made from Seaford Town Council, as there is little or no mention of the works made to the Golf Course.*

*Town Clerk*                      *Advised that Seaford Town Council do not own Splash Point, but were aware of the railing and have a local volunteer who has been requested to resolve this issue.*

*In regards to the Nature Reserve leaflet, Sussex Wild Life Trust had the majority of input. But the golf Club was added to the plan by Seaford Town Council and that Seaford Town Council would promote the Clubhouse on the footpath with new signage.*

*Also advised that that the Town Council is making every effort will find a suitable tenant for the Old Town Hall.*

**CS 44/01/15 Finance Report**

Members considered report 193/14.

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

**CS 45/01/15 Projects and Facilities Manager – Update Report**

Members considered report 197/14.

The report was **NOTED**.

**CS 46/01/15 We're Watching You – Dog Fouling National Campaign**

Members considered report 195/14.

It was **AGREED** officer's further research the campaign, and to also request that Lewes District Council assist with funding for the campaign.

**CS 47/01/15 Share with Care – Seafront Cycle Route**

Members considered report 198/14.

It was **AGREED** to inform East Sussex County Council of comments and points raised in the meeting by Councillors in regards to areas of concern and ill-suited signage, and to rely on officers to emphasise the importance of the correct signage is vital for this scheme to become more effective.

**CS 48/01/15 Eric Slater Trail – Notice Board**

Members considered report 196/14.

It was **AGREED** to **APPROVE** the installations of a notice board displaying the Eric Slater trail, to be fitted in a suitable location outside South Hill Barn, subject to no maintenance commitments being accepted by Seaford Town Council.

It was **AGREED** to **DELEGATE** authority to the Projects and Facilities Manager to approve the final location.

**CS 49/01/15 Seaford Tree Wardens - Street tree Planting and Update**

Members considered report 194/14.

It was **AGREED** to approve the proposed street planting in Downs View road and Rother Road, subject to east Sussex County Council approving the proposed locations and taking ownership of the trees after 5 years, suitable searches protective measures and risk assessments being completed.

It was also **AGREED** that a letter of thanks be sent to the Tree Wardens for their continued efforts and hard work.

**CS 50/01/15 Old Town Hall - St James Trust Lease**

Members considered report 199/14.

It was **AGREED** to **NOTE** the expiry of the Old Town Hall Lease and tenant St James Trust opting not to renew.

It was **AGREED** to **APPROVE** that officers advertise the buildings availability and invite expressions of interest from potential tenants.

It was **AGREED** to **APPROVE** delegated authority be given to the Town Clerk to take charge of the leasing of the property.

*The Meeting Closed at 7.45pm*

Councillor B Warren (Chairman)





## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 19<sup>th</sup> February 2015** at **7.00pm**.

**Present:**

Councillor L Wallraven (Chairman)

Councillor R E Allen (Vice-Chairman).

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

Lucy Clark, Support Services Manager – Seaford Town Council

Jasmine Pollard - Apprentice Administration Assistant – Seaford Town Council (Minutes)

Elizabeth Harvey – Finance Administration Assistant – Seaford Town Council

1 member of the public.

**P89/02/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor Alan Latham.

**P90/02/15 Disclosure of Interests**

Councillor L Wallraven declared an interest in planning application SDNP/15/00403/HOUS & SDNP/15/00404/LIS

**P91/02/15 Public Participation**

*Mr Ernie Hill* Made a complaint as to why the agenda for this planning meeting was not available at the library and informed the committee that he will be speaking to the Town Clerk on this issue.

Lucy Clark Explained that the agenda was not ready until after the library had closed so therefore it would have either been posted through their letter box or taken on the following Monday. Apologised for the inconvenience and would try to avoid this happening in future.

Chairman Confirmed that the Support Services Manager would look into this issue to and try to prevent future incidents.

**P92/01/15 Planning Applications**

Planning Applications week ending 24<sup>th</sup> January 2015

No planning applications in respect of Seaford

Planning Applications week ending 31st January 2015

No planning applications in respect of Seaford

Planning Applications week ending 7<sup>th</sup> February 2015

**Seaford**                      **2 Salisbury Road**  
LW/15/0064                      Planning Application - Creation of one x self-contained flat to lower ground floor level for Mr D Melville

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

**Seaford**                      **Seaford Police Station 37 Church Street**  
LW/15/0070                      Planning Application - Convert garage spaces into an 'Ambulance Community Response Post' facility for South East Coast Ambulance Service NHS Foundation Trust

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

**Seaford**                      **11 Carlton Road Seaford**  
LW/15/0077                      Planning Application - First floor rear extension for Mr & Mrs Barr

It was **RESOLVED** to make an objection on the grounds of the development overlooking and overshadowing the neighbouring house Number 13.

**Seaford**                      **The Cottage Cliff Road**  
LW/15/0080                      Planning Application - Three dwellings with associated off road parking (amendment to planning approval LW/13/0254) for Mr J Taylor

It was **RESOLVED** to make an objection on the grounds of overdevelopment, the development being out of keeping with the buildings in the area, overlooking the neighbouring property Hawksbrow, causing a raised flood risk and the fact that it's in an area of scientific interest.

*Councillor Wallraven left the room at 7:10pm*

*Councillor Allen took over as Chairman*

South Downs National Park Applications

**Seaford**                      **Bishopstone Manor North, Manor Yard, Bishopstone Village**  
SDNP/15/  
00403/HOUS                      Renovation of barn  
& SDNP/15/  
00404/LIS                      It was **RESOLVED** to defer this application to the next meeting pending further information regarding possible change of use of the building.

*Councillor Wallraven returned to the room at 7:20pm and resumed as Chairman*

Tree Work Applications

**Seaford**                      **Ashleigh Glegg House, Grosvenor Road**  
TW/15/0006/  
TPO                              1 x Holm Oak T2 of the order – to reduce overall by 2.0m to suitable secondary growth points to improve clearance between building and crown of tree and clear arisings.

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

**Seaford**                      **10-12 Homefield Road**  
TW/15/0007/  
TPO                              G1 – Prune back lateral branches overhanging garden by 30%. Remove secondary growth affecting building. Crown lift secondary growth. Remove epicormic growth.

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

**P93/02/15**      **Road Closure Request, Procession of Witness**

Members considered report 204 /14 informing the committee of a request to close three roads in the Town Centre for a short period on Friday 3 April 2015 to facilitate the Procession of Witness organised by Churches Together in Seaford.

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

**P94/02/15**      **Road Closure Request, Esplanade and Marine Parade**

Members considered report 205 /14 informing the committee of a request to close The Esplanade and Marine Parade on 4 July 2015 for the South Coast Triathlon Event.

It was **RESOLVED** to make no objection on the grounds that marshals / stewards provide safe access to the beach for pedestrians.

**P95/02/15**      **Disabled Parking Bays in Broad Street.**

Members considered report 206/14 informing the committee of a complaint received by a shop manager in regards to the new disabled parking bay.

It was **RESOLVED** to write to ESCC commenting that the Committee feel the individual disabled bay could be marked more prominently to prevent drivers from mistaking all three bays as disabled; and to write to Mr Williams to this effect.

**P96/02/15**      **Road Closure Request for Laying of WW1 Commemoration Stone**

Members considered report 209/14 informing the committee of a request to close parts of Avondale Road for the laying of WW1 Commemoration Stone on 16 August 2015.

It was **RESOLVED** to inform LDC that as a mark of respect, the Committee strongly recommends that the same road closures as the Remembrance Sunday be put in place; that Sutton Park Road be closed at the junction of Warwick Road to Sutton Road and Avondale Road from the fork off.

**P97/02/15 Planning Application relating to Police Garages**

Members considered report 210/14 informing the committee of a planning application relating to the Police Garages

It was **RESOLVED** to welcome this planning application

**P98/02/15 Update Report**

Members noted report 207/14 updating the Committee of previous planning applications.

**P99/02/15 LDC Joint Core Strategy – Independent Examination Initial Findings**

Members considered report 217/14 advising the Committee of the Independent Examination's Initial Findings.

It was **RESOLVED** to make no additional comments at this time but to inform LDC that Seaford Town Council would like to be included in further consultations.

The meeting closed at 7:58pm.

Councillor L Wallraven  
Chairman



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 26<sup>th</sup> February 2015 at 7.00pm.

#### Present:

Councillors B Burfield (Chairman) and M Brown (Vice Chairman)  
Councillors S Adeniji, S Dunn, P Franklin, S Gauntlett, A Hayder, L Lord and B Warren.  
Mr James Corrigan, Town Clerk - Seaford Town Council.  
Mrs Lucy Clark, Supports Services Manager - Seaford Town Council.  
Miss Georgia Raeburn, PA to the Town Clerk - Seaford Town Council (minutes).  
2 members of the public.

#### F36/02/15 Apologies

Apologies for absence were received from Councillor R Needham.

#### F37/02/15 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.

#### F38/02/15 Public Participation

*Roger Foxwell*

*Questioned when the Council would be receiving the report as per agenda item 5, 1.15, from the Committee meeting on 18<sup>th</sup> December?*

*Questioned why £5,700 had been paid to Cheesmurs for containers?*

*Questioned where the new leaflet for the Seaford Head Nature Reserve has been displayed in order to get the best return on the cost?*

Town Clerk

Confirmed that the final financial report for the construction of the new clubhouse will be published once the works have been completed; there are still some civil engineering works to be carried out outside on the road and in the car park.

Clarified that the £5,700 was the final payment for the lease of the containers whilst the new clubhouse was being built. When it was stipulated that the new building would need to be on the same footprint as the old site, Cheesmurs as the contractors provided the Council with leased containers to house the offices, Pro Shop, two changing rooms and the canteen. This cost was included in the original contract.

Confirmed that the leaflet is in a few locations and will be up at the golf clubhouse but that if anyone has suggestions for other locations to let the Council know.

**F39/02/15 Finance Report**

**F39.1 Receipts, Payments and Bank Reconciliation for December 2014 and January 2015**

Members considered report 203/14 regarding receipts, payments and bank reconciliation for December 2014 and January 2015.

It was confirmed that the unpresented cheque for the Post Office is for PAYE.

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

**F39.2 Finance Report – Income & Expenditure 01/04/2014 – 31/01/2015**

Members considered report 211/14 regarding the Council budget position for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> January 2015.

**39.2.1** 4117 / Seaford Town App; the Seaford App is progressing well. It is thanks to a large contribution from Seaford Chamber of Commerce that this project has remained viable.

**39.2.2** 1007 / Golf Course Air Traffic; this will fall slightly short of budget as the budget included an increase in rent, which is unlikely to be seen this financial year. The Clerk has however negotiated the new lease and has in principle achieved a significant increase in rent for the 2015/16 financial year. The Clerk will report back when the lease has been finalised.

**39.2.3** 1074 / Income Vehicle & Equip Maint; it was confirmed that the Mazda referred to is the Golf Course vehicle.

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

**F40/02/15 Fees for Use of Council Facilities**

Members **AGREED** to **APPROVE** the proposed new fee structure for the use of Council facilities during 2015-16 as per report 213/14.

**F41/02/15 Earmarked Reserves**

Members considered report 214/14 detailing any movements to the Earmarked Reserves.

**41.1** 339 EMR Golf Course Project; it was confirmed that there are still quite a few additional items that were previously unaccounted for to come out of this reserve such as furniture, fittings, shelves, pictures for the walls, TV's, cutlery, crockery as well as a few other items that have been noticed since opening.

**41.2** 348 EMR Seaford in Bloom; this reserve will be almost depleted by the end of the next financial year so the Council will need to look at what to do with Seaford in Bloom going forwards. This will be a project for the temporary Projects Officer who will be looking in to the fundraising and sponsorship opportunities.

**41.3** 350 EMR Greenkeepers Shed; emergency repairs have been carried out while Council Officers continue to try and obtain a quote for a replacement shed within the reserved figure.

- 41.4 352 EMR Martello Toilets; works to these toilets were included in the Capital Wishlist and will form part of the Martello/Seafront review project, however this is unlikely to happen this coming financial year as work at The Salts has been prioritised. Officers will look at whether any grants are available for these works.
- 41.5 354 EMR The Base; the lease with the Base Management Committee should be signed in the next few weeks. £10k has been put aside for the provision of toilets. However the Clerk will be working with the Committee to see if they can achieve an Awards for All to cover this cost. In this eventuality, the £10k would then be transferred back to General Reserves.
- 41.6 342 EMR Tree Planting; it was confirmed that the Council hold the grants that the Tree Wardens receive and release them as needed.
- 41.7 328 Signage; the temporary Projects Officer has taken on working with East Sussex County Council to get the tourism signs project moving.

The report was **NOTED**.

**F42/02/15 Internal Auditor Update**

Members considered report 212/14 providing an update on Internal Audit matters.

- 42.1 Mulberry & Co's preliminary report came through further to their visit on 19<sup>th</sup> February, which due to annual leave is yet to be read. This will be reported to the Council at the next meeting in April.
- 42.2 The auditor will be asked to look at the issues raised by the Council, including whether the previous internal audits were adequate and if the correct process has been followed.
- 42.3 The currently appointed auditors, Auditing Solutions Ltd, are aware of the current situation.
- 42.4 The Clerk confirmed that he had sought references on Mulberry & Co. before approaching them to carry out the work; they are a very reputable company.

**F43/02/15 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 9 on the agenda as the item concerns confidential Council matters.

**F44/02/15 Unrecovered Debt Update**

Members considered exempt report 220/14 providing an update on an unrecovered debt.

It was **PROPOSED** to **DEFER** any decision until Council Officers have had time to properly review all the documentation; this motion was **CARRIED**.

The meeting closed at 7.55pm.

Clr Barry Burfield  
Chairman



## Seaford Town Council

**MINUTES** of the meeting of the **Golf Committee** held at the **Seaford Head Golf Clubhouse**, **Southdown Road, Seaford, BN25 4JS** on **Tuesday 3<sup>rd</sup> March 2015** at **7.00pm**.

**Present:**

Councillor I White (Chairman).

Councillors S Adeniji, R E Allen, M Brown, G Cork, T Goodman, B Groves, R Needham and A White.

Mr James Corrigan, Town Clerk – Seaford Town Council

Mr Oliver Stanyard, Business Manager – Seaford Town Council

Mr Nick Stephens, Head Greenkeeper – Seaford Town Council

Mr Fraser Morley – Golf Professional

Mr Richard Andrews and Mr Alan Miller – Seaford Head Golf Club

Miss Rachel Beard, Administration Assistant (Facilities) - Seaford Town Council (Minutes)

6 members of the public.

**G30/03/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors P Franklin (Councillor S Adeniji substituted for), A Latham (Councillor G Cork substituted for) and R Needham.

**G31/03/15 Declaration of Interests**

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor I White declared a non-prejudicial interest in the agenda as he is a member of Seaford Head Golf Club.

**G32/03/15 Public Participation**

*Mr Philip Boorman Wished to congratulate Seaford Town Council for the new Golf Clubhouse and wished it all the best.*

*An enquiry was made in relation to Councillor A White and why he was still allowed to attend the meeting.*

Chairman

Clarified that although Lewes District Council's Standards Committee had agreed that Councillor A white be removed from meetings pending training, this is subject to ratification at the next Full Council meeting.

*Mr Robert Gower*

*Referred to items 1.1 and 1.2 of item 7 on the agenda relating to the bar and kitchen furniture as to who ordered the items that were later considered unfit for purpose before the opening of the Clubhouse?*



*A point was raised relating to item 7, 1.3 as to why there were additional costs not factored into the original budget and business plan.*

Chairman Asked if a written reply be given in response to the questions relating to item 7 1.1, 1.2 and 1.3.

*Mr Robert Gower Said that he was happy with a written reply to his questions.*

*A further point was raised relating to the car parking facilities and lack of security.*

Town Clerk Stated that a security barrier was in the initial plans, however to save costs it was removed from the contract for a period of time until the funds can be secured from savings or the Clubhouse making a profit.

**G33/03/15 Finance Report**

Members considered report 218/14 informing the committee of the financial position to 31 January 2015.

The information in report 218/14 was **NOTED**.

**G34/03/15 Golf Course Income Report**

Members considered report 219/14 presenting the ticket sales and income for the period 1 April 2014 to 31 January 2015.

It was **AGREED** that the contents of report 219/14 be **APPROVED**.

**G35/03/15 Golf Professional's Report**

Members considered report 222/14 providing an update on Golf Course related matters.

The information in report 222/14 was **NOTED**.

**G36/03/15 Business Manager's Report**

Members considered report 280/14 providing an update on Golf Clubhouse matters.

The information in report 280/14 was **NOTED**.

**G37/03/15 Town Clerk's Update Report**

Members considered report 215/14 providing an update on the relationship between Seaford Town Council and Seaford Head Golf Club. It was **NOTED** that the new clubhouse has redefined this relationship and that it will be monitored going forward.

The contents of report 215/14 were **NOTED**.

**G39/03/15 Head Greenkeeper's Update Report**

Members considered report 221/14 informing the committee of Golf Course maintenance.

The information in report 221/14 was **NOTED**.

The meeting closed at 7.50pm.

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 12<sup>th</sup> March 2015** at **7.00pm**.

**Present:**

Councillor L Wallraven (Chairman)

Councillor R E Allen (Vice-Chairman).

Councillors S Adeniji, G Cork, T Goodman, L Lord, S McStravick

Lucy Clark, Support Services Manager – Seaford Town Council

Elizabeth Harvey- Finance & Admin Administration Assistant – Seaford Town Council (Minutes)

6 members of the public.

**P100/03/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor B Groves and Councillor A Latham. Councillor L Lord substituted for Councillor A Latham.

**P101/03/15 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.

**P102/03/15 Public Participation**

There was no public participation.

**P103/03/15 Planning Applications**

Planning Applications week ending 14<sup>th</sup> February 2015

**Seaford**

**89 Steyne Road**

LW/15/0083

Planning Application - Replace existing timber fence with 2 metre high closed boarded timber fence for Mr S Heal

It was **RESOLVED** to make no objection provide the height is reduced to the standard 1.8 meters in height.

**Seaford**

**8 Clinton Place**

LW/15/0092

Planning Application - Conversion and extension of a single-storey building to provide one self-contained dwelling for Ms S Slade

It was **RESOLVED** to make an objection on the grounds of overdevelopment, access and additional traffic to Little Place Lane.

**Seaford**      **16 Kingsway**  
LW/15/0105    Planning Application - Extension of front dormer window for Mr & Mrs Bradley

It was **RESOLVED** to make an objection on the grounds of overdevelopment and the development being out of character with the street.

Planning Applications week ending 21<sup>st</sup> February 2015

To consider planning applications in respect of Seaford:

**Seaford**      **24 Rookery Way Bishopstone**  
LW/15/0117    Planning Application - Erection of rear conservatory for Mrs M Winton

It was **RESOLVED** to make no objection

**Seaford**      **15 Bishops Close**  
LW/15/0127    Planning Application - Erection of a single storey rear and side extension with extended decking area for Mr & Mrs N Moffett

*Ms M Smith – As per her letter copies to the Committee, expressed her concern that the Ordnance Survey map submitted with the application is out of date and does not show a correct reflection of the current area. Additionally, notification by Lewes District Council of this application was not received nor by the neighbouring properties.*

*Mrs S Simpson – Explained that her garden backs on to this property and that the plans did not reflect the 4 metres of land that she purchased from this property to house a swimming pool.*

*Mr C Simpson – The proposed decking area would come up to their border which would overlook their garden and result in a loss of privacy. The proposals are out of keeping with the existing building. In the deeds to his property there is a covenant restricting anything being built over 1.5 metres.*

The Chairman confirmed that STC would raise concerns with LDC over the notification and out of date plan issues.

It was **RESOLVED** to make an objection on the grounds of overlooking, out of character, overcrowding, unneighbourly and overdevelopment.

7.20pm Councillor S McStravick arrived.

**Seaford**                    **53 Sutton Drove**  
LW/15/0128                Planning Application - Demolition of redundant nursery buildings and erection of four dwellings (resubmission of application reference LW/14/0820) for Havenscroft Ltd

It was **RESOLVED** to make an objection on the grounds of overdevelopment, highway concerns and that it is against Seaford Town Council's Policy to agree to any applications seeking to re-designate existing industrial, commercial and recreational sites for housing development.

**Seaford**                    **Units 1 & 2 123 Princess Drive**  
LW/15/0131                Planning Application - Change of use of Unit 2 from B1a to A1 in order to provide a single A1 retail unit with Unit 1 and external alterations to building including replacement ATM, alterations to car park layout and associated works for The Co-operative Group Food Limited

It was **RESOLVED** to make no objection

**Seaford**                    **West Gate Arundel Road**  
LW/15/0134                Planning Application - Erection of single and two storey extensions for Mr A Bargioni

It was **RESOLVED** to make no objection

**Seaford**                    **36 Steyne Road**  
LW/15/0135                Planning Application - Garage conversion including front porch and new front window for Mr C Haustead

It was **RESOLVED** to make no objection

**Seaford**                    **Maycroft Eastbourne Road**  
LW/15/0140                Planning Application - Loft conversion with front and rear dormer windows and erection of garage and conservatory at side for Mr & Mrs L Machan

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

Planning Applications week ending 28<sup>th</sup> February 2015

To consider planning applications in respect of Seaford:

**Seaford**                    **4 Clinton Place**  
LW/15/0147                Advertisement Consent Application - Installation of external shopfront signage, including: 1 x internally illuminated fascia sign, 1 x internally illuminated projecting sign, 1 x full ATM surround (replacement of 1 x ATM in situ with new like for like replacement), & 1 x reverse applied vinyl entrance sign for RBS

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

**P104/03/15 Lewes District Council CIL – Independent Examination Hearings.**

Members considered report 223/14.

It was **RESOLVED** to **APPOINT** Councillor S McStravick to attend the Examination Hearing at Lewes District council on Tuesday 14<sup>th</sup> April 2015.

**P105/03/15 Update Report**

Members **NOTED** report 224/14 updating the Committee of previous planning applications.

The meeting closed at 7.36pm.

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 19 March 2015** at **7.00pm**.

**Present:**

Councillor B Warren (Chairman).

Councillors G Cork, T Goodman, P Heseltine, L Lord, S McStravick, L Wallraven and A White.

Mr James Corrigan, Town Clerk - Seaford Town Council.

Mr Ben King, Projects & Facilities Manager - Seaford Town Council.

Miss Rachel Beard, Administration Assistant (Facilities) - Seaford Town Council (minutes).  
6 members of the public.

**CS 51/03/15 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillors S Dunn and A Hayder. There were no substitutions made.

**CS 52/03/15 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.

**CS 53/03/15 Public Participation**

*Mr Robert Gower*

*Wanted to congratulate on Mr King on all of the hard work he has done for the town of Seaford.*

*Mr Robert Brown*

*Also wanted to congratulate Mr King on his recent efforts.*

*A point was made that South Hill Barn will be a good amenity to Seaford in the future.*

*Another point was raised regarding to the ownership of Splashpoint Groin for responsibility of maintenance, as this has been an issue in the past and needed to be resolved prior to the new Councillors.*

*It was requested that an estimate for the Beach Hut panels be given as some replacements have been requested.*

Projects & Facilities Mgr In relation to Beach huts, there are several years of service left. The replacement of the panels is unnecessary currently; however it will be something to look into in the future.

*Mr Robert Gower Interjected at Chairman's discretion that the original specifications for the panels of the Beach huts wouldn't fade.*

Projects & Facilities Mgr Replied this would be looked into regarding the original report and specifications.

#### **CS 54/03/15 Finance Report**

Members considered report 225/14.

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

#### **CS 55/03/15 Projects and Facilities Manager – Update Report**

Members considered report 227/14.

A number of questions were asked and points raised, Mr King was complimented on the quality of his report and the amount of work that was now progressing. These include The Salts, South Hill Barn, Memorial Benches, The Old Town Hall and The Seafront.

The report was **NOTED**.

Councillors noted this was the last meeting the Chairman will preside over and congratulated him on his time in office.

The meeting closed at 7.40pm.

Councillor B Warren  
Chairman





## Seaford Town Council

Report 243/14

**Agenda Item No:** 5  
**Committee:** Council  
**Date:** 9 April 2015  
**Title:** Mayor's Report and Engagements  
**By:** Jasmine Pollard, Mayor's Secretary  
**Purpose of Report:** To receive the Mayor's Report and details of Engagements.

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### Recommendations

#### You are recommended:

1. To note the content of the Mayor's Report and details of the Mayoral Engagements.
- 

### 1. Information

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

Attached at Appendix A is the Mayor's Report.

#### 1.2 Appendix B – Mayor's Engagements:

The Mayor will have attended 64 functions as a representative of this Council during the 2014-15 municipal year to date, and the Deputy Mayor 15 functions in his official capacity.

### 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 Jasmine Pollard, Mayor's Secretary.

Mayor's Secretary

Town Clerk

### Mayors Report April 2015

In the last three months, January was very quiet but things picked up in February and March. I attended 12 civic events during this period.

Two events in particular were very moving, the first of these was a dedication service in Chichester Cathedral when the new Arch Deacon of the Chichester Dioceses was licenced. The second was a presentation by the Chesnut Tree Respite Home for terminally ill children. I don't think I will ever forget their dedication and compassion towards these children.

The election of the new Deputy Young Mayor is now underway and I attended three assemblies at Seaford Head School accompanied by the current Deputy Young Mayor, Gabrielle Edwards. We were able to explain to years 9 and 10 what was involved and answer the student's questions. The school will now hold presentations from potential applicants and hold a ballot. I hope to announce the winner at the Town Forum.

The Residents Events Committee is now well into the planning stages of the Motor Fest which will take place on Sunday 23<sup>rd</sup> August 2015.

My next big and final event is the Mayor's Bow Tie Charity Ball on 2<sup>nd</sup> May which will be held in aid of my two charities at our new Golf Clubhouse.

I offer my most sincere thanks to our Town Clerk, James Corrigan, for all the hard work he has put in for the Town Council since being formally appointed on the 1<sup>st</sup> January and to the council officers and staff for their dedication.

Mark Brown  
Mayor of Seaford

<b>Mayor's Engagements 2014-2015</b>
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<b>Mayor Elect M Brown 2014-2015</b>
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Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Sun	11.01.15	4:00pm	Seahaven Scoutex	2014 Feedback Presentation	Open to All Councillors	Scout HQ, Fort Road, Newhaven
Sat	24.01.15	7:30pm	Seaford Musical Theatre Group	Aladdin Pantomime	Open to All Councillors	The Barn Theatre
Mon	02.02.15	5:30pm	Seaford Head School	Art Exhibition Private Viewing	Invite Only	The Crypt Gallery
Sun	15.02.15	3:00pm	HOMELINK	Thanks Giving Service	Open to All Councillors	Eastgate Baptist Church, Lewes
Tues	24.02.15	12:00pm	Seaford Ladies Probus Club	Business Meeting	Invite Only	Seaford Golf Club, Firle Road
Sun	01.03.15	3:30pm	Chichester Cathedral	Installation of Archdeacon of Brighton and Lewes	Open to Public	Chichester Cathedral
Wed	18.03.15	12:00pm	Chestnut Tree House	Buffet Luncheon	Invite Only	Deans Place Hotel
Fri	20.03.15	7:00pm	Peacehaven Town Council	Civic Reception	Invite Only	Community House, Meridian Centre

Fri	03.04.15	7:00pm	Seaford Choral Society	Good Friday Concert	Invite Only	St Leonards Church, Seaford
Sat	11.04.15	12:30pm	Lewes District Council	Unsung Heroes	Invite Only	Romney Hut, Newhaven Fort
Sun	19.04.15	2:30pm	Seaford Musical Theatre Juniors	The Little Mermaid	Open to All Councillors	The Barn Theatre
Wed	29.04.15	7:30pm	St Andrews Church	Licensing of Revd Trevor Smyth	Invite Only	St Andrew's Church, Bishopstone

### Deputy Mayor's Engagements 2014-2015

Deputy Mayor Elect T Goodman 2014-2015						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Thurs	22.01.15	7:30pm	RAF 1218 Air Cadets	Presentation Evening	Invite Only	ATC Hut, Transit Road, Newhaven
Sun	01.03.15	6:00pm	Seaford Rotary Club	Young Musician of the Year	Invite Only	Seaford Head School, Arundel Road
Sat	07.03.15	7:00pm	East Sussex Music Service	East Sussex Strings Festival	Invite Only	Winter Garden, Eastbourne
Thurs	02.04.15	7:30pm	East Sussex Music Service	East Sussex Youth Orchestra Concert	Invite Only	Town Hall, Eastbourne



## Seaford Town Council

Report 216/14

**Agenda Item No:** 6  
**Committee:** Council  
**Date:** 9 April 2015  
**Title:** Clerk's Update Report  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To inform Councillors of key developments and priorities.

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### Recommendations

You are recommended:

1. To note the contents of the report and agree to the priorities.
- 

### 1. Information

- 1.1 **Outstanding Freedom of Information Act requests and complaints**, since the last Council meeting there have been no official complaints received and two Freedom of Information Act requests. One was related to the pending Employment Tribunal so could not be answered in full. The second was a significant request all related to the building of the new clubhouse.
- 1.2 **Staff and Councillors development**, a number of staff have progressed well on their vocational qualifications including Jasmine Pollard, Simon Lambert, Lucy Clark, Robert Sewell and Rachel Beard. Weekly office meetings continue on Wednesdays to increase everyone's knowledge. Regular meetings are commencing at the golf club and plans are in place to hold training sessions at the clubhouse for all the new staff. Most of the staff also took part in a recent visit to the Palace of Westminster to see how Democracy works there compared to a Town Council. This was an excellent staff development evening and was appreciated by all the staff. Kevin Gordon was our guide for the evening and was brilliant. In addition training events are being developed for Councillors and staff alike after the May elections.
- 1.3 **Press releases, annual report, social media and website**, since the last Council meeting ten press releases have been issued covering developments including the new play equipment for the Salts, the Old Town Hall and the 0% Council Tax rise. The draft Annual Report has been prepared largely by Georgia and Jasmine who have done a brilliant job. Similarly the Council website is finally fully operational and is being kept up to date by staff. Similarly improvements have been made to the social media output and connectivity of both the Town Council and Seaford Head Golf Club. Councillors are encouraged to share postings from these on other Social Media pages to inform as many people as possible of what is being done.
- 1.4 **Leases and Estate management**, significant progress has been made to complete several of the outstanding lease issues. The lease for The Base has been completed

and the Base Management Committee will take over the running of the facility on the 1<sup>st</sup> April 2015.

- 1.5 A very attractive offer has been received from a local businessman for the whole of the premises at Hurdis House; this appears elsewhere on the agenda.
- 1.6 The new lease arrangements for South Hill Farm have come into place and the Council has received the first six monthly payment of £5,000 making a new annual rent of £10,000, significantly up from the previous annual rent of £3,500.
- 1.7 A new rent has been agreed for the NATS Communication mast at Seaford Head. This is on the basis of a 50% increase in the rental income. It is subject to agreeing the final terms which is in hand.
- 1.8 **Grounds Maintenance**, along with the Projects and Facilities Manager time has been expended to review the new contract via Lewes District Council with Burleys. There is a new working relationship via LDC with Burleys, it is hoped this will improve the service levels. We are also looking at a number of minor changes to reduce costs and improve what we do. Going forward reports will be presented with a view to improved working relationships with the local sports clubs with the aim of delivering more for less.
- 1.9 **Performance and opening of the new Golf clubhouse**, the facility is performing very well this early in its development. Significant support is being given to the facility. The team there are all performing excellently and bookings are significantly above where could be expected at this stage as well. Well done to Oliver, Fraser and all the staff there. The official opening of the new clubhouse is scheduled for 18<sup>th</sup> April and invites to the VIP area have just been posted.
- 1.10 Regular management team meetings have been introduced to ensure service delivery remains high and performance is regularly monitored.
- 1.11 Support has been given at the new clubhouse to deal with the outstanding items that are needed including additional landscaping to improve access, creating a practice net and staff development. This will be ongoing utilising the remainder of the Ear Marked Reserve to complete as much of the essential work as possible.
- 1.12 **The highway works** to the clubhouse end of the connecting road have been completed and signed off by ESCC, resulting in a refund of 75% of the bond deposited for this part of the highways works of £15,000. Issues still persist in getting signatures for the other section of the road before work can commence. This is being pursued.
- 1.13 **Outstanding litigation**, significant staff resources have been devoted to defending the Council's position in the pending Employment Tribunal. This is scheduled to take place on 21<sup>st</sup> and 22<sup>nd</sup> April. Work has also been expended in dealing with a dispute with a former tenant, it is hoped this can be concluded in the next few weeks.
- 1.14 **Internal Audit**, following a visit from the Internal Auditor a number of issues arose, which are detailed in a report to the pending Finance & General Purposes Committee and are referred to elsewhere on this agenda. As per the previous resolution of the Council the new Auditor will also be undertaking a review of the previous audits, a report on this will be presented in due course.

- 1.15 Corporate Governance, policy review and balanced scorecard review,** a complete review of the Council and its Corporate Governance is underway and reports appear elsewhere on the agenda covering these areas. However most of the work currently being put in to this area will result in policy recommendations for the new Council early in its existence. The ethos behind this work is to develop systems that are as efficient and clear as possible whilst improving service delivery. It will also ensure that the Councillors and staff alike have an increased knowledge of the Council, what it does and how it does it.
- 1.16 Projects support,** support has been given to the Projects team in various areas all of which are progressing well including the new children's play area at The Salts, memorial benches, beach huts, moving planters in the Town Centre and concessions.
- 1.17 Financial improvements,** in addition to the improvements in rental income outlined above an appeal has been submitted relating to business rates at High and Over, plans made to seek better financial arrangements with sports clubs, as well as an appeal relating to the rateable value placed on Seaford Head Golf Club. Support is also being given to Len, who is doing a superb job, to develop a commercial approach to Seaford in Bloom, looking for sponsorship as well as developing an improved memorial scheme looking to generate additional income for projects. Land owned by STC has also been highlighted as having a potentially significant value but is currently not used for any amenity value. Additional research is progressing for all potential land sales as per the previous resolution of the Council. A report on these will be presented in due course.
- 1.18 Elections,** a Prospective Councillor Information Pack has been put together to give any prospective candidates an idea of what to expect as a Town Councillor, thanks go to Georgia for all her efforts on this (and many other things). Everyone is encouraged to share this on social media and with anyone they know who is thinking of standing as a Councillor.

## **2. Progress on previous meetings priorities;**

- |              |  |                 |
|--------------|--|-----------------|
| <i>(i)</i>   | <i>Support opening of new golf clubhouse</i>                         | <i>Achieved</i> |
| <i>(ii)</i>  | <i>Complete Base lease and Grant Application</i>                     | <i>Achieved</i> |
| <i>(iii)</i> | <i>Progress Hurdis House in accordance with the Council decision</i> | <i>Achieved</i> |
| <i>(iv)</i>  | <i>Present schedule of policies and review timetable to Council</i>  | <i>Ongoing</i>  |
| <i>(v)</i>   | <i>Complete review of Financial Regulations</i>                      | <i>Achieved</i> |
| <i>(vi)</i>  | <i>Progress leases for South Hill Farm and NATS Tower</i>            | <i>Achieved</i> |
| <i>(vii)</i> | <i>Progress negotiations relating to VAT</i>                         | <i>Achieved</i> |

## **3. Priorities going forward;**

### **3.1 There are a number of priorities to deal with over the coming weeks these include;**

- (i) Complete Councillor Induction programme and implement*
- (ii) Complete full review of all policies*
- (iii) Complete full review of all office procedures to make efficiency savings*
- (iv) Pursue additional financial savings and income generators*

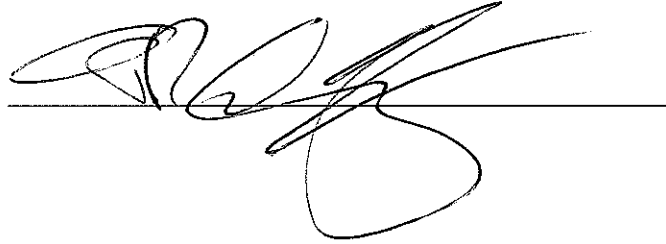
**4. Financial Appraisal**

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

**5. Contact Officer**

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

Town Clerk

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





## Seaford Town Council

**Report 229/14**

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>9 April 2015</b>
<b>Title:</b>	<b>Meeting Timetable 2015/16</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the proposed meeting timetable for the 2015/16 Municipal Year for approval.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the proposed meeting timetable for the 2015/16 Municipal Year.**
- 

### 1. Information

Appendix A shows the proposed meeting timetable for the 2015/16 Municipal Year. In order to enable this to be provided in colour, the appendix is included at the end of the agenda on pages 85 to 86.

Included on this timetable are the proposed dates for Councillor Training sessions after the elections in May.

The timetable has been carefully developed to enable necessary meetings to take place within a cycle reflective of Town Council meetings. Also consideration has been given to holiday periods to try and avoid these where possible. The January Council meeting is later than in previous years to enable a full consideration of the budget to take place. To improve efficiency the number of meetings has reduced slightly overall as a consequence. This will be further reflected in the new Balanced Scorecard review of the whole Council activities early in the new Municipal year.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Town Clerk



## Seaford Town Council

**Report 228/14**

**Agenda Item No:** 10  
**Committee:** Council  
**Date:** 9 April 2015  
**Title:** Freedom of the Town Update  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To provide an update on the Freedom of the Town process

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### Recommendations

You are recommended:

1. To note the content of the report providing an update on the Freedom of the Town process.
- 

### 1. Information

- 1.1 Council Officers collated the nominations and evidence provided and presented this to Councillors on 2<sup>nd</sup> February to consider and vote upon as per the Honorary Freedom of the Town Policy and Procedure.
- 1.2 Votes were collected from Councillors from 2<sup>nd</sup> February to 1<sup>st</sup> March 2015. However, none of the nominees received enough votes to qualify.

Section 4 of the policy states that no less than two-thirds of the Town Councillors must agree to the nomination i.e. thirteen votes. The most support received by a nominee was seven votes. The process will therefore not be taken any 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, Town Clerk.

Town Clerk



## Seaford Town Council

**Report 239/14**

**Agenda Item No:** 11  
**Committee:** Council  
**Date:** 9 April 2015  
**Title:** Flood Defence Working Group Report  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present a report from the Flood Defence & Planning Working Group.

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### **Recommendations**

*To consider the recommendations of the Working Group report.*

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### **1. Information**

- 1.1 At its meeting on 6<sup>th</sup> November, the Council established a working group with the purpose to look in to the flood plan in place for Seaford and develop a strategy for the Council going forwards, reporting back to Full Council at a later date.
- 1.2 The Flood Defence Working Group have met regularly since then and has now submitted its report for consideration by the Council; as attached at Appendix A.

### **2. Financial Appraisal**

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

### **3. Contact Officer**

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

Town Clerk

# Appendix A

Report for Full Council from STC's Flood Defence Working Group for April 9<sup>th</sup> 2015 –

Members: Cllr S Adeniji

Cllr G Cork

Cllr S Dunn

Cllr S McStravick (Chair)

Co-opted: Keith Blackburn (Community Partnership)

Ian Hodgson (ESCC – Emergency Planning Officer)

Tim Bartlett (LDC Principal Environmental Health Officer)

Simon Boots (Resident in private capacity)

## Background:

The Working Group was set up by resolution in the November Full Council Meeting, following the public flood defence meetings set up by the Community Partnership in October 2014.

The working group has met three times to date. It has established two main aims

- 1) To consider preparing a coordinated flood evacuation plan, specific to Seaford working with ESCC and LDC and emergency services as required.
- 2) To consider how to inform residents of the plan and possibly holding an education event and an evacuation trail day with the aim of publicising the plan to educate, reassure and engage the local population to the risk and the emergency plans in place to ensure wellbeing in the event of a flood to Seaford.

It was deemed that the first aim has been met through the Seahaven Flood Plan, the latest version being published in January 2015. However, it is imperative that all members of council are educated in the plan, to enable reassurance to the public. The public should also be made of this plan the multiagency approach, the risks and the plan, which is in place to maintain the welfare of the residents in the event of a flood in the town.

There are several flooding threats to the town, which include overtopping flooding and or breach of the seawall, surface flooding and tidal and fluvial flooding from the Ouse to the West of the town which includes the railway line from Newhaven Harbour to Seaford

The majority of homes at risk of overtopping and seawall breach are in the South Ward, Central Ward and West Ward. West Ward is at greater risk of tidal and fluvial flooding from the Ouse and all wards can be affected by surface water flooding (such as the flooding on the Martello Field and Alfriston Road during the winter months). The Environment Agency maintains the sea defence, which reduces the risk to overtopping and breach of sea wall.

### **Going Forwards:**

The working group would like the Planning & Highways Committee to take into account the flood defence measures and risk assessments on planning applications in the flood risk areas. If the relevant flood defence measures have not been considered during the design and planning process, particularly where it is flats or high occupancy properties, not only does it potentially endanger the residents of those properties and their belongings but it also puts added strain on the local authorities and emergency services as they would be relied upon more so than if relevant measures were in place.

This would require members of the Committee to familiarise themselves with the flood risk areas and the plans that should be in place for properties in such areas. This may be best achieved through a short training session/briefing.

Any building in a flood plain can reduce the flood protection for other properties and will give a greater flooding risk to the town. One example of a planning consideration is that buildings that must be built in a flood plain should consider raising electrics further up the wall.

The working group would like to continue the work already undertaken to work with LDC and ESCC to promote the Seahaven Flood Plan, to reassure, educate and engage the public.

It would like to:

Plan an education day to advise and reassure the public

Plan a flood defence drill, so that residents are aware of the emergency plans and refuge centres to be established in the town.

Look at the possibility of flood defence volunteers in the community to be trained in the procedures of the flood plan and will also be aware of their neighbours' needs, so that in the event of a flood can take on the role of supporting their neighbours if required.

Recommendations to Council:

- 1) For the Planning & Highways Committee to note the Seahaven Flood Plan and to assess the impact of the flood risk on future planning applications in the flood risk zone. Possibly having training arranged if deemed necessary.
- 2) For the working group to continue in its current membership, adding new members after the election if required to ensure a Councillor Representative remains on the group or allow additional members that are interested in joining the group to get involved. Review membership in July 2015.
- 3) To continue to work in partnership with ESCC and LDC to reassure, educate and engage the public into the risks and contingency plans.
- 4) To plan an education/action day.
- 5) To look into the possibility of training Flood defence volunteers.
- 6) For the working group to reconvene in May following the elections.

