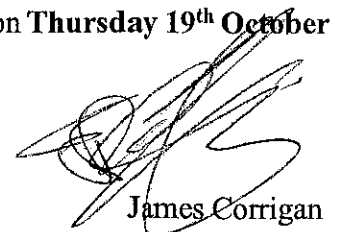




Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 19th October 2017** at **7.00pm**, which you are summoned to attend.


James Corrigan
Town Clerk
12th October 2017

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	24 th August 2017	pages 3 to 6
		14 th September 2017	pages 7 to 9
4.2	Full Council	31 st August 2017	pages 10 to 14
4.3	Golf & The View	5 th September 2017	page 15
4.4	Personnel	18 th September 2017	page 16
4.5	Finance & General Purposes	21 st September 2017	pages 17 to 18

5. Mayor's Report

To note report 67/17 presenting the Mayor's Report and details of engagements (pages 19 to 20).

6. Young Mayor's Report

To allow the Young Mayor of Seaford the opportunity to provide a verbal update to the Council.

7. Clerk's Report

To consider report 66/17 presenting the Clerk's update report (will be circulated separately to agenda.)

8. District/County Councillor Update Report

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.

9. 2018-2019 Meeting Timetable

To consider report 72/17 presenting the draft meeting timetable for the 2018-2019 Municipal Year (pages 21 to 22).

10. Martello Toilet Final Design

To consider report 73/17 presenting the revised proposed design for the new Martello toilet facility for approval (pages 23 to 26).

11. Seaford Community Right to Bid

To consider report 70/17 regarding assets the Council wishes to register under the Community Right to Bid scheme (pages 27 to 30).

12. Martello Tower Entertainment Area Policy

To consider report 75/17 presenting the report from the Martello Tower Entertainment Area Working Group (pages 31 to 44).

13. Exclusion of the 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 item on the agenda as the item concerns business sensitive data which is intended for future publication.

14. Adoption of Draft Seaford Town Neighbourhood Plan

To consider exempt report 74/17 presenting the draft Seaford Town Neighbourhood Plan for adoption (pages 45 to 46 and exempt appendices).

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

James Corrigan, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

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



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 24th August 2017** commencing at **7.00 p.m.**

Present

Councillors D Argent, J Elton, L Freeman, N Freeman, T Goodman, A Latham and P Lower.
Geoff Johnson - Planning Officer.
5 members of the public present.

P 27/08/17 Election of Chairman

In the absence of the Chairman and Deputy Chairman

IT WAS RESOLVED that Councillor Lindsay Freeman be elected to chair the the Committee for this meeting

P 28/08/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors L Wallraven, R Honeyman and P Boorman.
Councillor James Elton was welcomed to his first Planning & Highways Committee Meeting.

P 29/08/17 Disclosure of Interests

None.

P 30/08/17 Public Participation

Barry Groves complained about the problems caused to pedestrians and neighbouring residents by the scaffolding and plastic sheeting enclosing the on-going works at Talland Parade. The scaffolding was forcing pedestrians into the street and preventing residents from accessing their bins. His complaints were endorsed by Gill Wilson, a neighbouring resident.

The Planning Officer confirmed that he would take the matter up with the relevant departments at Lewes District Council and East Sussex County Council.

Mr Groves also complained about parking and access problems caused by the lack of restrictions on Marine Drive and Bishopstone Road. Buses and emergency vehicles were being blocked by indiscriminate parking particularly on bends and the brow of hills. The Planning Officer confirmed that the complaint would be referred to the County Council for the consideration of additional restrictions

Tony Michaelson-Yeates of Cricketfield Road introduced himself to the Committee and referred briefly to request he was intending to submit to Lewes District Council to serve a Compulsory Purchase Order on the owners of the former Newlands School site

P 31/08/17 Planning Applications

Planning Applications for week ending 28th July 2017

Seaford **10 Antony Close Bishopstone**
LW/17/0541 Planning Application- Erection of a single storey front extension.

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

Seaford **16 Churchill Road**
LW/17/0612 Planning Application- Single storey side extension and demolition of garage.

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

Seaford **105 Clementine Avenue**
LW/17/0633 Planning Application- Demolish existing garage and replace with a single storey side extension to include hard/soft landscaping to the rear garden.

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

Planning Applications for week ending 4th August 2017

Seaford **15 Rother Road**
LW/17/0646 Planning Application- Erection of a two-storey rear extension.

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

Seaford **27 Deal Avenue**
LW/17/0658 Planning Application- Proposed detached dwelling within curtilage of existing dwelling, demolition of detached garage, single storey rear extension.

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

Planning Applications for week ending 11th August 2017

Seaford **30 Carlton Road**
LW/17/0590 Planning Application- Rendering to front elevation and first floor (chalk white) and cladding to existing gable (grey).

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

Seaford **8 Holters Way**
LW/17/0609 Planning Application- Relocation of garden fence.

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

That apart from the short length of fencing enclosing the bin storage area the height and location of the proposed fencing would have an unacceptable impact on the street scene and the character of the area as well as on highway visibility and general P . 4 y safety.

That the granting of consent would make it more difficult to resist similar proposals from residents in Holters Way to the general detriment of the area.

If it is considered that some form of fencing is appropriate it should be 3' high picket fencing rather than the 6' close-boarded fencing proposed.

Seaford
LW/17/0668
& 0669

5 Steyne Road
Planning and Listed Building Consent Applications- Replace top floor windows, front aspect, with identical PVC double-glazed windows.

It was **RESOLVED** to **SUPPORT** the applications

Seaford
LW/17/0670

Land adjoining Rockleigh Warwick Road
Planning Application- Replacement of two garages with a two-storey dwelling for disabled living.

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

SDNPA Planning Application for week ending 15th August 2017

Seaford
LW/17/0569
& SDNP/17/
03346/FUL

Chyngton Farm 154A Chyngton Lane
Planning Application-Change of Use of agricultural land at Chyngton Farm to a camping pod site with four self-contained units and associated hard surfaced area.

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

Tree Applications

Seaford
TW/17/0064

16 Barn Close
Remove 4 x Sycamores in rear garden (T29 to 32 in Order).

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

Seaford
TW/17/0070/
TPO

High Wood 51 Firl Road
T1 and T2 (Sycamores), T3 (Poplar), T4 and T5 (Sycamores), T6-T8 (Ash) and T10-T16 (Sycamores) all require 30% reduction and prune back due to overhanging branches from neighbouring property and close proximity of trees to neighbouring property. This causes excessive shade. Also T9 (Poplar) requires felling due to decay. T17 (Sycamore) requires 30% reduction due to excessive shading.

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

Seaford
TW/17/0075/
TCA

6 Blatchington Hill
Conservation Area Application- Trim two holly trees in front garden. Remove cupressus hedge on rear boundary and replace with more appropriate species. Remove single cupressus from boundary with no.4 and replace with native Species.

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

Seaford
TW/17/0072/
TCA

3 The Barn House Firle Road
Conservation Area Application- Remove 1 x Apple Tree and 1 x Ash Tree.

It was **RESOLVED** to **REQUEST** the Arboricultural Officer to give particular attention to the proposal to remove the ash tree due to the recent loss of ash trees to 'dieback'.

Seaford
TW/17/0063/
TPO

10 May Avenue
T1 and T3 (Horse Chestnuts) and T2 (Sycamore) Prune and scrape the ground to break up hard surfaces. Small amount of crown lifting to T2 and T3.

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

P 32/08/17 Update Report

Members considered report 51/17 informing the Committee of Lewes District Council decisions on previous planning applications.

It was **RESOLVED** that the report be **NOTED** and that Lewes District Council be informed of the Committee's disappointment at the granting of permission for the residential development at 'Sutton Leaze', Eastbourne Road (LW/17/0353 amending LW/16/0491). It was still considered that the 10 new dwellings proposed would constitute overdevelopment of this site.

The meeting closed at 8.01pm.

Councillor L Freeman
Chairman



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 14th September 2017** commencing at **7.00 p.m.**

Present:

Councillors, R Honeyman (Vice-Chair in the Chair), D Argent, P Boorman, J Elton, L Freeman, N Freeman, T Goodman, A Latham and P Lower.
Geoff Johnson - Planning Officer
5 members of the public present

P 33/09/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from the Councillors T Goodman and L Wallraven.

P 34/09/17 Disclosure of Interests

None.

P 35/09/17 Public Participation

None.

P 36/09/17 Planning Applications

Planning Applications week ending 18th August 2017

Seaford **1B Blatchington Road**
LW/17/0684 Planning Application- Section 73A retrospective application for the change of use of part of site from D1 (non-residential institutions) to A5 (hot food takeaway).

It was **RESOLVED** to **OBJECT** to the application on the grounds that there was insufficient information in the submission for the Committee to make an informed decision as to whether the use was appropriate for the area in relation, in particular, to the impact on residents living opposite the site.

Seaford **18 Haven Brow**
LW/17/0693 Planning Application- Erection of first floor side extension.

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

Seaford **Land at the Holt**
LW/17/0694 Reserved Matters Application- Approval of reserved matters relating to dwelling approved under outline consent LW/17/0064.

It was **RESOLVED** that, in view of the its involvement in the application for outline consent, it would not be appropriate for the Council to comment on this application.

Planning Applications week ending 25th August 2017

Seaford **18 Hartfield Road**
LW/17/0705 Planning Application- Demolish existing side garage and rear garden room and replace with a single storey side/rear extension, hard/soft landscaping and new driveway, extend side at first floor by 650 mm to allow for third gable to be formed, change windows to anthracite grey.

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

Planning Applications week ending 1st September 2017

Seaford **47 Beacon Drive**
LW/17/0678 Planning Application- Demolish existing garage and replace with a single storey side extension, erection of 1.8 m close boarded fence to side boundary.

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

Seaford **23 Saltwood Road**
LW/17/0704 Planning Application- Erection of first floor storey rear extension.

It was **RESOLVED** that although the Committee had no general objection in principle to a first floor extension in this location, the standard of the plans was so poor, it was impossible for the Committee to make an informed decision as to whether this application could be positively supported.

P 37/09/17 Newlands School Application (LW/16/0800)

Pauline Gower was concerned at the major issues relating to the Newlands application which were not referred to in the debate at the Lewes District Council Planning Committee Meeting on 6th September. The quality of the School buildings which were due to be demolished and the futility of doing away with an expensive swimming pool and fully equipped sports hall were ignored by the Lewes D.C officers and members. The officers were wrong to deny that the facilities were still being used. Vital NHS and Education infrastructure issues were also ignored. We should continue to oppose the development while there is still time.

Tony Michaelson-Yeates updated the Committee on his campaign to have the former School Premises used as a new Community Hospital. He said this would be in line with the views of Mrs Chittenden, the former owner of the school. He was awaiting a reply to his letter to the Prime Minister regarding the possible compulsory purchase of the land.

Lorraine Barratt confirmed that the Sports Hall at Newlands were still being used. She referred to the under provision for education in the town and the fact that many students had to commute to Lewes. All educational facilities and land should be retained. Newlands should be developed for public education.

The Planning Officer reported on the debate at the meeting of Lewes District Council's Planning Applications Committee on Wednesday 6th September and the decision to grant outline consent on the revised application for the erection of 183 dwellings and associated developments on the former Newlands School, Eastbourne Road.

He explained that in view of the fact that Sport England had lodged a formal objection to the granting of outline consent based on P . 8 ss of sports facilities, the Secretary of State would

have to consider the application prior to consent being issued by Lewes District Council and decide whether the application should be 'called-in' for determination by him.

The Committee also considered the potential impact of Lewes District Council's decision on the provision of health services in the town and recent issues which had arisen over the assessment of the housing allocation for Seaford under the policies of the Joint Core Strategy of 2016.

It was **RESOLVED** that :-

1. A formal letter should be sent to the Secretary of State expressing the Town Council's full support for Sport England's objection and the serious concerns at the extent of the public sports facilities which would be lost if the development were to go ahead. The letter should also cover the Council's concerns at the potential impact of the development on the provision of local health services and the fact that the DCLG Policy Guidance 'Health and Well Being in Planning' (2014) was ignored in the officer's report and the debate on the application.

2. The officers seek a meeting with Lewes D.C to discuss the Council's concerns on the health infrastructure issue and the assessment of Seaford housing allocation in the Joint Core Strategy.

P 38/09/17 Update Report

Members considered report 62/17 informing the Committee of Lewes District Council Decisions on previous planning applications.

Members also heard a report back from Councillor Lower on a meeting of representatives of Town and Parish Councils in the Lewes District with Aidan Thatcher the newly appointed Head of Planning for the combined authorities of Lewes and Eastbourne. He had answered various concerns about the operation of the service in the Lewes District and confirmed that the administration of the two services would be combined as from January 2018 but with separate officer teams and Committees for Lewes and Eastbourne.

It was **RESOLVED** that the reports be **NOTED**.

The meeting closed at 8.03pm.

Councillor R Honeyman
Chairman



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on **Thursday 31st August 2017** at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors D Argent, D Burchett, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, A Latham, P Lower, B Webb and C White.
Thomas Exley, Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
9 members of the public.

C51/08/17 Apologies for Absence

Apologies for absence were received from Councillors Adeniji, Boorman, R Honeyman, McLean and Wearmouth.

C52/08/17 Disclosure of Interests

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

C53/08/17 Public Participation

Fiona House Urged Councillors to assist with the promotion and raising awareness of the Seaford Town Neighbourhood Plan and the public events, as many residents are still unaware of the Plan.

Sylvia Dunn Would support the Town Council taking on the cleaning of all toilets in Seaford. Worried the improvements to the cleaning of the Martello Toilets is only happening because it is being closely monitored; the Salts and the Buckle are still sub-standard.

Asked for clarification on the contractor that would have to be used if the Town Council were to take on the cleaning of the three toilets it owns.

With regards to agenda item 8, Martello Toilet Design, asked if there was a business plan or breakdown of costs, as the report seems to be based on estimated costs.

Felt the question in the public survey regarding two concessions was ambiguous. Also has concerns regarding the covered seating proposed.

Queried the proposed building being a curved shape, as this is more expensive than a rectangular build and gives less space inside.

Concerned that a poor design could result in underuse of the facilities. Highlighted that the correct process must be followed with a project of this nature.

Town Clerk Confirmed that the Town Council would be able to tender for its own cleaning contractor if it takes over the cleaning of any of the three toilets under its ownership in the town.

The reason the report recommends only taking on the cleaning contract of the Martello Toilets at this point is to enable the Town Council to source a new cleaning contractor and ensure the cleaning is of an acceptable standard, with a view to potentially then taking on the cleaning of other toilets.

The Town Council has been adamant in past meetings that they do not wish to remain with the current cleaning contractors.

Acknowledged that a curved design does cost more to build but that this has been done to create more than just a 'functional' building. The curve reflects that of the neighbouring Martello Tower and the coloured doors, those of the Beach Huts.

Confirmed the current proposals do include three areas of sheltered seating and that there are plans to look at more sheltered seating at points along the seafront at a later date, which may be achievable with memorial and sponsorship donations.

Confirmed that the business plan and breakdown of costs for the Martello Toilets facility were in the Seafront Development Plan. Explained that the new facility is a capital cost and not therefore a burden on the precept or a loan. Outlined the predicted revenue from the two concessions and toilet charges.

Christine Brett

Appreciated that Councillors do have other commitments but highlighted that only 75% of Councillors were in attendance at a meeting making key financial decisions, such as the Martello Toilet facility and toilet cleaning contracts.

Supports the inclusion of a Changing Places facility within the Martello Toilets as a way of future proofing the toilets for law changes on accessibility.

Queried the basis on which two concessions are being included in the design. Questioned if the environmental impact had been considered and whether the initial public survey had been taken in to account or just the most recent, with only 71 people responding.

Town Clerk

Confirmed that despite the difference in numbers of responses, many of the statistics remain the same between the two public surveys, with those changing being no more than a 4% change. Both consultations have received a positive response to having additional concessions, the existing survey is now up to 161 responses.

The most recent survey was on the Martello Toilet design itself and generated useful feedback, in particular regarding the Changing Places facility.

Maureen Sheldon

Thanked the Town Council for getting the Martello Toilet refurbishment work carried out and the District Council, in particular Robert Brennan, for resolving issues with the current cleaning contractor. Confirmed that she will be continuing to monitor the cleaning of the toilets and reporting any problems accordingly.

Town Clerk

Confirmed that he would pass on Ms Sheldon's thanks.

Pauline Gower

Suggested the use of the word 'improvement' rather than 'development' with regards to the Seafront, as 'development' has caused some concerns and misunderstanding for some residents as to what is planned.

Asked that the Council address the litter issue by the tennis courts in the Salts and the poor condition of the wall.

Town Clerk

Confirmed that the condition of the wall is being looked in to.

Took onboard the suggestion regarding the use of the word 'improvement'.

Confirmed that both the skate park and the tennis courts are currently being worked on in line with the Salts Development Plan. Discussions on the iconic

café in the Salts will regain momentum with the appointment of a new Regeneration Officer at the District Council.

Town Council Officers are currently reviewing the Salts Development Plan to consider the financial viability of including additional projects for the Salts.

Confirmed that the Grounds Maintenance Contractor is responsible for picking up litter in the Salts; the Town Council will monitor this.

Bob Gower

Highlighted an error in the minutes of the Planning & Highways Committee meeting held on 3rd August 2017.

Highlighted that the tourism sign at Sutton Corner for South Hill Barn shows there are refreshments available and worried as they were not when he went up there.

Questioned the level of delegation to the Town Clerk and process for reports that are written as part of the Council agenda paperwork; reports have previously been written by other officers and counter-signed by the Clerk.

Supports the recommendations of the Personnel Minutes on 8th August 2017.

Town Clerk

Explained that the concession at South Hill Barn had unfortunately been intermittent for a while due to ill health. Confirmed that a new concession would be in place this week.

Clarified that reports to Council are written in consultation with the team and that the contents are only recommendations. Confirmed that if a separate Responsible Finance Officer is recruited, as per another item on the agenda, they would sign off the financial side of all reports.

C54/08/17 Minutes

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

- | | | |
|-------|---------------------|-----------------------------|
| C54.1 | Community Services | 6 th July 2017 |
| C54.2 | Planning & Highways | 13 th July 2017 |
| C54.3 | Planning & Highways | 3 rd August 2017 |

The minutes of the Planning & Highways meeting on 3rd August 2017 were adopted subject to the correction of a statement at P24/08/17; '...accommodation in the town He and his wife ran...'.
~~and his wife ran...'~~

- | | | |
|-------|---|----------------------------|
| C54.4 | Full Council | 20 th July 2017 |
| C54.5 | Personnel | 8 th March 2017 |
| C54.6 | It was RESOLVED to ADOPT the minutes of the Personnel Committee meeting on 8 th August 2017 and NOTED that the consideration of the recommendations within would be deliberated under agenda item 10. | |

C55/08/17 Revised Grants Policy

The Council discussed report 53/17 presenting a revised Grants Policy for adoption. It was **RESOLVED** to **ADOPT** the Grants Policy as presented.

C56/08/17 Toilet Cleaning

The Council discussed report 52/17 in great depth regarding the cleaning of public toilets within Seaford. It was disappointing to note that the chance to manage all five public toilets in the town was not available as this would have been sufficient finding to employ a team of cleaners and equipment

directly. In the circumstances it was decided it would be more pragmatic to look at only the Martello toilets to manage at this stage.

- C56.1** It was **RESOLVED** to **INSTRUCT** Officers to contact Lewes District Council with the proposal to take over the management of the cleaning of the Martello toilets only at this stage.
- C56.2** It was **RESOLVED** to **INSTRUCT** Officers that the Council would only take over the cleaning of the Martello toilets if it is on the basis that:
- i) Lewes District Council will pay the same outgoings as present for those toilets, including service contract, utilities and average repairs, and;
 - ii) Any future decisions over future funding of public toilets by Lewes District Council will not create a double taxation issue for Seaford Residents.
- C56.3** It was **RESOLVED** to **AGREE** to give three months' notice in respect of the cleaning of the Martello toilets to Lewes District Council now to terminate the existing cleaning contract to enable a new toilet block to be built.
- C56.4** It was **RESOLVED** to **INSTRUCT** Officers, subject to the above resolutions at C56.1-C56.3 being successful, to employ a new cleaning contractor for the Martello Toilets.

C57/08/17 The View Business Plan

The Council discussed report 54/17 presenting an update on the progress of a draft Business Plan for The View.

It was **RESOLVED** to **NOTE** the progress on the Business Plan for The View.

C58/08/17 Martello Toilet Design

The Council discussed report 55/17 presenting the proposed design for the new Martello Toilet facility for approval.

- C58.1** It was **RESOLVED** to **APPROVE** the proposed design for the new Martello Toilet facility as presented in the attached plan, at a maximum cost of £280,000, with the following amendments:
- i) Addition of two urinals in two of the cubicles, flexible gender cubicles, two concessions and a "Changing Places" toilet, which would require extending the Disabled toilet to take over the next door toilet cubicle;
 - ii) Removal of one kiosk and addition of four further toilet cubicles to the front (two either side of the concession);
 - iii) Officers to look at including an electric point for the Martello Tower area.
- C58.2** It was **RESOLVED** to **AUTHORISE** the Town Clerk to seek tenders for the design and build contract; such tenders to be considered in accordance with the Council's Financial Regulations.

C59/08/17 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 business sensitive data which is intended for future publication and personal and confidential information regarding Council employees; with the **EXCEPTION** that the members of the Neighbourhood Plan Steering Group be permitted to stay for item 10 of the agenda to enable them to answer any questions the Councillors may have.

(All members of press and public exited the meeting with the exception of the Neighbourhood Plan Steering Group members in attendance; K Blackburn, S Dunn, C Grimble and F House. The Young Mayor and Councillor D Burchett also exited the meeting.)

C60/08/17 Draft Seaford Town Neighbourhood Plan

The Council discussed exempt report 56/17 in depth, presenting the first draft Seaford Town Neighbourhood Plan for initial thoughts on, prior to a draft being presented to Council in October 2017 for approval. The draft plan was discussed in detail.

C60.1 It was **RESOLVED** to **SET ASIDE** Standing Orders and allow members of the Neighbourhood Plan Steering Group present in the meeting to provide advice and clarification on the draft plan.

C60.2 It was **RESOLVED** to **NOTE** the draft plan and that Councillors should let the Chairman of the Neighbourhood plan have any comments they may wish to make as soon as possible.

(The non-Councillor members of the Neighbourhood Plan Steering Group exited the meeting.)

C61/08/17 Staffing Review & Job Evaluation Report to Council

The Council discussed exempt report 56/17 presenting the findings of the staffing review and job evaluation alongside the recommendations of the Council's Personnel Committee.

It was **RESOLVED** to **APPROVE** the recommendations from the Personnel Committee meeting held on the 8th August 2017, accepting the minor changes within report 56/17; **FURTHERMORE**, to **NOTE** the details of the implementation process.

The meeting closed at 10.04pm.

Councillor Linda Wallraven
Mayor of Seaford



Seaford Town Council

MINUTES of the meeting of the **Golf & The View Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 5th September 2017** at **7.00pm**.

Present:

Councillors S Adeniji (Chairman) and A Latham (Vice-Chair)
Councillors M Brown, L Freeman, N Freeman, R Hayder, O Honeyman, P Lower and A McLean.
James Corrigan - Town Clerk (Seaford Town Council)
Mr Fraser Morley - Golf Professional (Seaford Town Council)
Mr Simon Lambert - Head Greenkeeper (Seaford Town Council)
Mr Craig Nicol – General Manager The View (Seaford Town Council)
Mr Eddie Martin (Seaford Head Golf Club)
Mr Alan Miller (Seaford Head Golf Club)

G08/09/17 Apologies for Absence and Declaration of Substitute Members

There were no apologies for absence.

G09/09/17 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.

G10/09/17 Public Participation

There was no public participation.

G11/09/17 Head Greenkeeper's Report

The Committee considered report 58/17 presenting an update on the maintenance of the golf course. A draft machinery replacement program for the next seven years was also circulated, to be used in developing the upcoming budgets. It was **RESOLVED** to **NOTE** the contents of the report.

G12/09/17 Golf Professional's Report

The Committee considered report 60/17 presenting an update on golf course related matters and business. It was **RESOLVED** to **NOTE** the contents of the report.

G13/09/17 General Manager's Report

The Committee considered report 59/17 presenting an update on the performance of The View at Seaford Head. It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 7.57pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on **Monday 18th September 2017** at 7.00pm.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), M Brown, R Honeyman, A Latham and P Lower.

James Corrigan, Town Clerk – Seaford Town Council

No members of the public were present.

PE05/08/17 Apologies for Absence

Apologies for absence were received from Councillor P Boorman (Councillor M Brown substituted for).

PE06/08/17 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.

PE07/08/17 Staff Rewards Scheme

The Committee considered report 61/17, regarding the details of a self-funding rewards scheme for qualifying members of staff.

It was **RESOLVED** to **RECONSIDER** the proposal of a staff rewards scheme at a meeting of the Personnel Committee in March 2018.

The meeting closed at 7.47pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 21st September 2017 at 7.00pm.

Present:

Councillors M Brown (Chairman)

Councillors S Adeniji, D Argent, P Boorman, J Elton, T Goodman, O Honeyman, R Honeyman and L Wallraven.

Lucy Clark, Support Services Manager – Seaford Town Council

2 members of the public

F07/09/17 Apologies

Apologies of absence were received from Councillor Burfield (Vice Chairman).

F08/09/17 Disclosure of Interests

There were no disclosures of interests.

F09/09/17 Public Participation

There was no public participation.

F10/09/17 Finance Report

F10.1 Receipts, Payments and Bank Reconciliation for June, July and August 2017

The Committee considered report 63/17 advising of receipts, payments and bank reconciliations for June, July and August 2017. Members asked for clarity on certain income and payments.

F10.1.1 It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from May 2017 is £293,643.96.

F10.1.2 It was **RESOLVED** to **NOTE** the June 2017 total receipts of £216,960.58 and total payments of £257,122.85 leaving a balance to carry forward of £253,481.68.

F10.1.3 It was **RESOLVED** to **NOTE** the July 2017 total receipts of £121,528.29 and total payments of £201,788.29 leaving a balance to carry forward of £173,221.68.

F10.1.4 It was **RESOLVED** to **NOTE** the August 2017 total receipts of £352,056.84 and total payments of £277,813.40 leaving a balance to carry forward of £247,465.13.

F10.1.5 It was **RESOLVED** to **NOTE** the investment account balance of £134,066.06.

F10.2 Finance Report

The Committee considered report 64/17 informing of income and expenditure from 1st April to 31st August 2017 compared to the annual budget.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

F11/09/17 Budget Framework and Timetable 2018/19

The Committee considered report 65/17 advising them of the proposed dates.

Members asked for clarity on certain information regarding the processes of committee approval on budgets and recommendations from committee to Full Council.

It was **RESOLVED** to **APPROVE** the budget timetable as presented with the addition of a Working Party meeting in January.

The meeting closed at 7.11pm.

Councillor Mark Brown
Chairman

DRAFT



Seaford Town Council

Report 67/17

Agenda Item No: 5
Committee: Council
Date: 19th October 2017
Title: Mayor's Report & Engagements
By: Sue Treadwell, Mayor's Secretary
Purpose of Report: To present details of Mayoral engagements.

Recommendations

You are recommended:

- 1. To note the contents of the report.**

1. Information

- 1.1** Attached at Appendix A are details of the Mayor's engagements for period of July 2017 to date.

2. Financial Appraisal

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

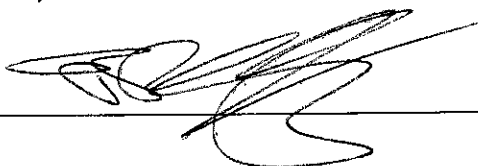
3. Contact Officer

The Contact Officer for this report is Sue Treadwell, Administration Assistant (Mayor's Secretary).

Mayor's Secretary



Town Clerk



Organisation	Event	Date	Time	Venue
July 2017				
East Sussex Music Summer School	Concert	14-Jul-17	4.30pm	Kings Centre, Eastbourne
Seaford Head School	Fun Run	14-Jul-17	1pm	Seaford
RNLI Newhaven 70th Anniversary	Summer Fete	15-Jul-17	12 - 4pm	Fort Road Recreation Ground, Newhaven
Peacehaven Town council	Family fun Day	15-Jul-17	11am	Centenary Park
St Johns school	Graduation Ceremony	20-Jul-17	11am	St Johns School, Fittle Road
East Sussex Music Summer School	Concert	21-Jul-17	4.30pm	Town Hall Lewes
East Sussex Youth Orchestra	Concert	28-Jul-17	7pm	De La Warr Pavilion, Bexhill
Macmillian Garden Trail	Open Garden	29-Jul-17	11am	Driftwood Garden
August 2017				
Race Night	Peacehaven Mayor	04-Aug-17	7pm	Meridian Centre Peacehaven
Quiz Night	Mayor of Newhaven	11-Aug-17	7pm	Meeching Hall, Fort
Dieppe Raid Commemorations	75th anniversary Dieppe Raid	13-Aug-17	12.30pm	Newhaven Fort
Wave Leisure Trust	Seahaven Para Games	13-Aug-17	10 - 3.30	Downs Leisure Centre
Bay Tree Inn reopening	Re opening	14-Aug-17	12pm	Bay Tree Inn (Kings Head)
Trace Eyre Foundation/ Sports for allSussex	Launch Event Abundant Grace	17-Aug-17	2.30pm	Abundant Grace Nursing Home
Sussex Kidney Trust	Fashion Show M & Co	22-Aug-17	7pm	M & co Seaford
Meeching Amateur Dramatics	Production	24-Aug-17	6.45pm	Newhaven Fort
Summer Magic	Festival	26-Aug-17	11am	Martello Field
Mayor Mo's Famous five go	Tea in the Park	30-Aug-17	3.5.30pm	Pavilion Gardens Café, Royal Pavilion Gardens
September 2017				
Eid Party	Seahaven Islamic Community	01-Sep-17	2-4pm	Clinton Hall, Clinton Centre
SCDA	Seahaven Coastal Trail	02-Sep-17	10am	10am in Saltdean with Telscombe mayor starting
Beach Hut Opening	STC	06-Sep-17	2pm	Bonningstedt Promenade
Seaford Photographic Society	Opening and soiree of Annual Exhibition	08-Sep-17	7.30pm	Arts at the Crypt, Crypt Seaford
Dementia UK	Wellington Pub	12-Sep-17	7pm	Wellington pub
The Royal Society of St. George	Battle of Britain Dinner Willingdon	14-Sep-17	7pm	Willingdon Golf club
The View	Everything you need to know about Funerals	14-Sep-17	11am	The View
The Royal Society of St. George	Battle of Britain	15-Sep-17	7.30pm	The View
Induction Rev Machin	Seaford Baptist Church	23-Sep-17	2.30pm	Seaford Baptist Church
Burgess Hill Town council	Bonfire Procession and Fireworks	23-Sep-17	6pm	Burgess Hill Town Council
October 2017				
East SALC AGM and Conference	AGM	06-Oct-17	am	The View



Seaford Town Council

Report 72/17

Agenda Item No: 9
Committee: Council
Date: 19th October 2017
Title: 2018/19 Meeting Timetable
By: Georgia Raeburn, Executive Support Officer
Purpose of Report: To present a draft meeting timetable for the Council and Committee meetings in the 2018-2019 Municipal Year.

Recommendations

You are recommended:

1. To adopt the 2018-2019 meeting timetable as presented.
-

1. Information

Attached at Appendix A is a proposed timetable for the meetings of the Council and its Committees during the 2018/2019 Municipal Year.

The timetable has been carefully developed to enable necessary meetings to take place within a cycle reflective of Town Council meetings. Consideration has been given to holiday periods to try and avoid these where possible, however due to Planning & Highways Committee meetings having to be held every three weeks there are some scheduled to take place during holiday periods, these are clearly identified with a ^h.

This year a Council meeting has been scheduled take place in August (during the summer holidays); while the timetable does try to avoid meetings at this time of year, the past two years have evidenced a need for a Council meeting at this time of year. This is to avoid oversized agendas at Council meetings either side or further meeting dates being added mid-way through the year with the risk of Councillors or Officers being unable to attend due to prior commitments.

If members have any comments on the timetable please send these to the Executive Support Officer ahead of the meeting where possible so they can be factored in to the timetable in advance.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer

Town Clerk



**Committee Timetable 2018-2019:
Summary of Public Meetings**

Committee	Time/ Venue	2018						2019						
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Community Services	7pm - Church Street			12 Thurs				Budget 15 Thurs						2 Thurs
Planning & Highways	7pm - Church Street							1 Thurs						16 Thurs
Finance & General Purposes	7pm - Church Street		14 Thurs			27 Thurs		Budget 6 Thurs			7 Thurs			
Council	7pm - Church Street	10 Thurs	21 Thurs				18 Thurs				28 Thurs			Annual Mtg 9 ^{pm} Thurs
Golf & The View	7pm - The View at Seaford Head													
	Town Forum	22 Thurs												Town Forum 21 Tues

Note: Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting. Public should try to arrive before the start time of the meeting to ensure they can gain entry. The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC - venue to be confirmed.

- * Council Annual Meeting on 10 May 2018 to be followed immediately by an Ordinary Council Meeting.
- ** Council Meeting to approve the Annual Return.
- *** Council Annual Meeting on 9 May 2019 forms part of 2019/20 Municipal Year and will be followed immediately by an Ordinary Council Meeting.
- † takes place during school holidays



Seaford Town Council

Report 73/17

Agenda Item No:	10
Committee:	Council
Date:	19 th October 2017
Title:	Martello Toilet Final Design
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the final proposed design for the new Martello Toilet facility for approval.

Recommendations

You are recommended:

1. To approve the amended proposed design for the new Martello Toilet facility as presented in the attached plan.
-

1. Information

- 1.1 The Council considered the design of the Martello toilets at its meeting on 31st August 2017 following several weeks of internal and external consultation on the proposed design of the new toilets.
- 1.2 A late change to the design was agreed at this meeting, which did not allow for full evaluation of the implications of this change to be undertaken before the decision was made.
- 1.3 The resolution was as follows;
*'It was **RESOLVED** to **APPROVE** the proposed design for the new Martello Toilet facility as presented in the attached plan, at a maximum cost of £280,000, with the following amendments:*
 - i) *Addition of two urinals in two of the cubicles, flexible gender cubicles, two concessions and a "Changing Places" toilet, which would require extending the Disabled toilet to take over the next door toilet cubicle;*
 - ii) *Removal of one kiosk and addition of four further toilet cubicles to the front (two either side of the concession);*
 - iii) *Officers to look at including an electric point for the Martello Tower area.'*
- 1.4 Unfortunately, it became clear during discussions with the architect that the above resolution was not possible, especially taking into account that the space required for a Changing Places toilet is 4 metres by 3 metres.
- 1.5 An alternative design was therefore created which met all the aspirations, including the sheltered seating asked for by the public (86% in Seaford Development Plan consultation).

- 1.6 A draft of this design was circulated to all Councillors on 12th September 2017 for informal comment to give officers guidance on way forward. The majority of Councillors agreed during this consultation that the amended design circulated met all expectations and should be supported at this Council meeting on 19th October, thus allowing the planning application to be progressed, which it has been.
- 1.7 The new design includes a fully specified Changing Places toilet at 4 metres by 3 metres, eight toilets and a baby changing unit with a toilet. It also includes a large concession, sheltered seating and two stores, one for cleaning equipment and one for entertainments area use.
- 1.8 The amended design is attached at Appendix A.
- 1.9 In addition to submitting the planning application, the outline specification to enable tenders to be solicited is being completed ready for action as soon as possible.

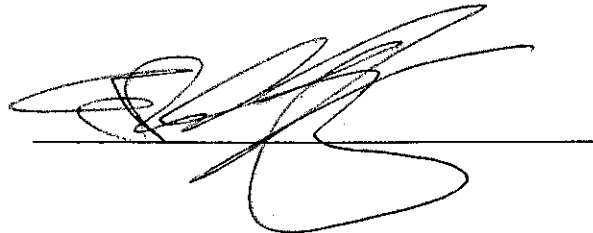
2. Financial Appraisal

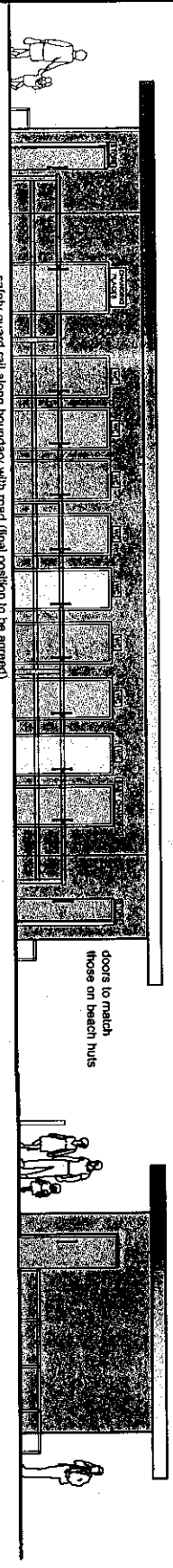
The proposal does not have any impact on the financial position beyond that agreed at the meeting on 31st August when a spend of up to a maximum of £280,000 was agreed.

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to be 'James Corrigan', written over a horizontal line.

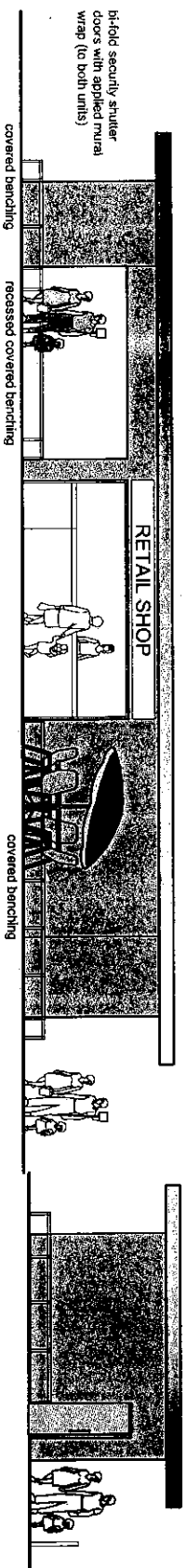


**PROPOSED FRONT ELEVATION
(FRONTING THE ESPLANADE)**

safety guard rail along boundary with road (final position to be agreed)

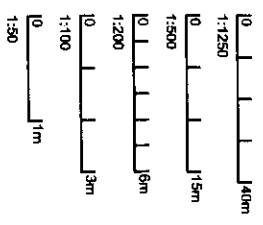
doors to match those on beach huts

**PROPOSED SIDE ELEVATION
(FRONTING MARTELLO TOWER)**



**PROPOSED REAR ELEVATION
(FRONTING THE BEACH)**

**PROPOSED SIDE ELEVATION
(FRONTING MARTELLO CAFE)**



General Notes	
F	redesign 14.08.17
E	Client amendments 18.08.17
D	Minor amendments 08.08.17
	Revision Date

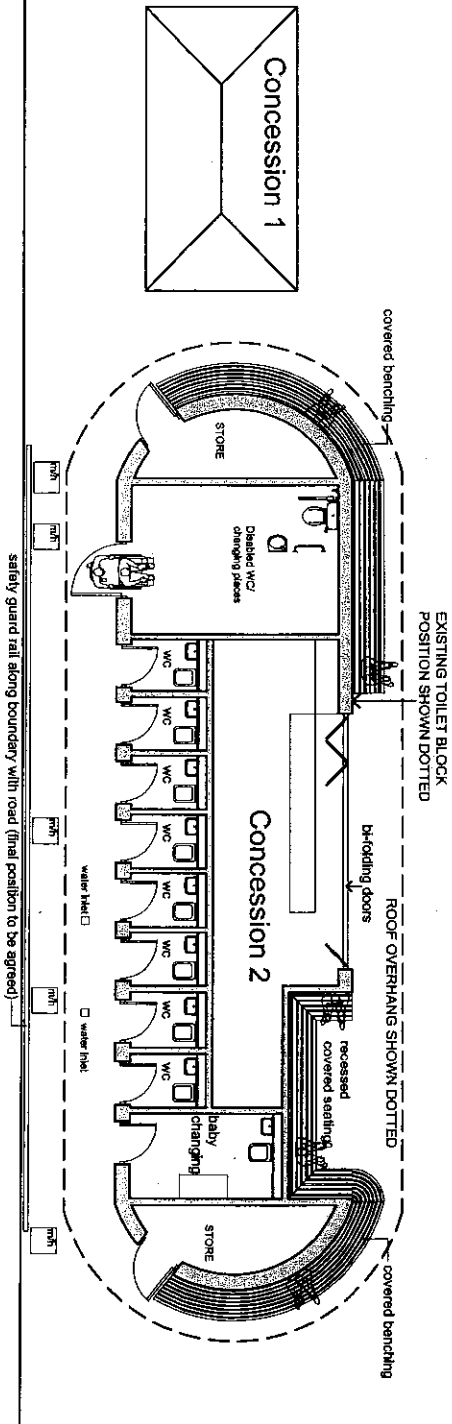
CHALLINOR HALL Ltd
Architectural Design
102A LONGSTONE ROAD
EASTBOURNE
EAST SUSSEX
BN21 3SJ
01323 411933

Seaford Town Council
Martello Towers
The Esplanade, Seaford,
East Sussex BN25 1JH

Proposed public building
providing toilets and retail units

Proposed elevations	
Issue No:	08.06.2017
Issue:	2017-61-04F
Scale:	1:100 @A3

PROMENADE WALK WAY



ESPLANADE
PROPOSED PLAN

General Notes

F	redesigned	06.06.17
E	client's amendments	18.06.17
D	minor amendments	08.08.17
	Revision	Date

CHALLINOR HALL Ltd
Architectural Design
102A LONGSTONE ROAD
EASTBOURNE
EAST SUSSEX
BN21 3SJ
01323 411933

Searford Town Council
Martello Towers
The Esplanade, Searford,
East Sussex BN25 1JH

Proposed public building
providing toilets and retail units

Proposed layout plan

Issue Date: 08.06.2017
Issue: 2017-61-03F
Scale: 1:100 @A3



Seaford Town Council

Report 70/17

Agenda Item No:	11
Committee:	Council
Date:	19 th October 2017
Title:	Seaford Community Right to Bid
By:	James Corrigan, Town Clerk
Purpose of Report:	<p>To update Councillors on the current status of Community Right to bid applications.</p> <p>To further determine whether the original sites agreed should be re-evaluated.</p> <p>To consider if any additional sites should be added to the selected sites.</p> <p>To consider creating a working group to undertake a review.</p>

Recommendations

You are recommended:

1. To advise officers on what action the Council would like to take.

1. Information

1.1 The Department for Communities and Local Government explains that:

"The Community Right to Bid gives community groups the right to prepare and bid to buy community buildings and facilities that are important to them. It came into effect on 21 September 2012.

The Community Right to Bid gives community groups a fairer chance to save assets that are important to them. This could include their:

- village shop
- pub
- community centre
- children's centre
- allotment
- library
- cinema
- recreation ground
- The right covers private as well as public assets.

Local authorities (Lewes District Council) are required to keep a list of all of these 'assets of community value'. If an owner of a listed asset wants to sell it they have to notify the local authority. The local authority then, in turn, has to notify any interested parties.

If community groups are interested in buying an asset they can use the Community Right to Bid to 'pause' the sale, giving them 6 months to prepare a bid to buy it before the asset can be sold.

The Community Right to Bid came into effect on 21 September 2012 and over 3,500 people have used the right to date (April 2014). You can see some examples on the Community Rights Pinterest board.

The Department for Communities and Local Government has put in place a support and advice service run by Locality and the Social Investment Business. They provide free advice and practical help, including grant funding."

- 1.2 The community asset must have some social well-being and interest for the town to qualify. This is defined as being land and buildings that are currently, have been or will be used (in particular) for cultural, recreational or sporting interests.

In addition, there should be: a) Broad and inclusive use of the asset across the community, or b) Use by a section of the community that would not otherwise be provided for or is underprovided for in the locality e.g. elderly people, children etc. Proposed usage, if different from current usage, must comply with planning regulations in force at the time.

- 1.3 The Council's Planning & Highways Committee made a resolution on 22nd November 2012 to apply for a number of premises to be registered as Community Assets. This list of assets is reproduced below, with updates where relevant:

P&H 057 Community Right to Bid

Seaford Day Hospital (*Now owned by Horder Healthcare*)

The Old School Surgery

St Leonards Church

Land at Valley Dip

All Post Offices and Sub Post Offices (*Refused by Lewes District Council as cannot register Post Offices*)

All Pubs in Seaford

Railway Stations

Barn Theatre

Little Theatre

Cradle Hill Industrial Units

Homefield House

Police Station (*Approved by Lewes District Council 2nd April 2015*)

Tide Mills

Chyngton Way Field

Downs Leisure Centre (*Approved by Lewes District Council 2nd April 2015*)

Seaford Head Swimming Pool

Portacabins at The Peveralls

The Constitutional Club

The Union Club

The British Legion Club

Clinton Place Hall

Unfortunately, this was not acted on until early 2015 when the resolution was rediscovered. This resulted in the registration of the Police Station and Downs Leisure Centre on 16th March 2015.

- 1.4 A further report was taken to Council on 19th August 2015 prompted by plans at that time by Lewes District Council to sell the Buckle car park. Consequently, the list of

sites to be registered was updated to include all five main town car parks namely Sutton Road (East Street), West Street, the Buckle, Richmond Road and Saxon Lane.

Thanks to the hard work of a local volunteer, Fiona House, and the Council's former Projects Officers, all five car parks were successfully registered in October/November 2015.

- 1.5 The process of registration ceased when the same volunteer became involved in the Neighbourhood Plan and unfortunately there were insufficient resources within the office to continue with the project.
- 1.6 There is now however a potential conflict between the Neighbourhood Plan (appearing elsewhere on this agenda) and the original list of assets policy. Namely the Seven Sisters Public House which has been highlighted as a site for housing in the Neighbourhood Plan but is also captured by the above policy to register as a community asset; these two policy decisions would be directly in conflict with each other.
- 1.7 To confirm, the sites yet to be registered are (as per the resolution by Council on 19th August 2015):
 - The Old School Surgery
 - St Leonard's Church
 - Land at Valley Dip
 - All pubs in Seaford (*would have to be done individually*)
 - Railway Stations (*Seaford & Bishopstone*)
 - Barn Theatre
 - Little Theatre
 - Cradle Hill Industrial Units (*again, would have to be done individually*)
 - Homefield House
 - Tide Mills
 - Chyngton Way Field
 - Seaford Head Swimming Pool
 - Portacabins at The Peverels
 - The Constitutional Club
 - The Union Club
 - The British Legion Club
 - Clinton Place Hall
- 1.8 There is also a current planning issue that the Council could potentially look to address through Community Right to Bid, namely the proposed sale of The Avondale Hotel.
- 1.9 The 'All pubs in Seaford' and 'Cradle Hill Industrial Units' proposals would need to be given considerable thought as this would require significant time to process, with over 40 individual applications.
- 1.10 Taking into account the above and the current slight increase in capacity within the office, it may now be an opportune time to complete this task. This is also a task that can be completed by any volunteer Councillor.
- 1.11 It should be noted that registration as a community asset only lasts for a period of five years; sites therefore need to be re-registered every five years.
- 1.12 The Council may be minded to establish a working group to review the current list and any additions and to then bring back to Council for adoption in the near future.
- 1.13 Equally the Council may agree to progress with some of the sites now irrespective of the findings of the working group if so agreed.

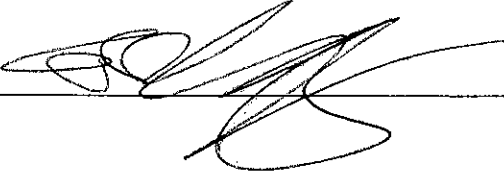
2. Financial Appraisal

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 75/17

Agenda Item No: 12
Committee: Council
Date: 19th October 2017
Title: Martello Tower Entertainment Area Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present a written report from the Martello Tower Entertainment Area Working Group.

Recommendations

You are recommended:

1. To consider the attached report.
-

1. Information

Attached at Appendix A is a written report from the Martello Tower Entertainment Area Working Group.

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

Agenda Item No: 12

Committee: Council

Date: 19th October 2017

Title: Martello Entertainment Area Policy

By: Cllr Alan Latham, Chair Community Services

Purpose: To provide update on progress with policy for performers use of Martello Entertainment Area (MEA).

Recommendations

You are recommended:

1. To note the contents of the MEA briefing update attached (Report xx/17).
2. To agree to the Recommendations (Paragraphs 11 to 14 in the Report) and the related consideration at Paragraph 18.
3. To agree the Town Clerk is asked to produce the final policy to include, as applicable, the use of other STC-owned outdoor sites revising the current application form and terms & conditions as appropriate.
4. To agree the timescale for completion as follows
 - Town Clerk provides Draft policy to Working Group by mid January 2018
 - Final policy to Full Council March 2018 meeting
 - Policy implemented by May 2018
5. To agree that no further development of the MEA will take place until such time as the policy is agreed and in place.

1. Information

1.1 At its meeting on 20th July 2017 the Council agreed to establish a working group to research and draft a policy for the MEA to be presented to this meeting. Also, it was proposed to instruct the Council Officers to display a sign at the MEA stating "no unauthorised amplified performances until further notice".

1.2 The working group comprising Councillors Alan Latham (Chair), Olivia Honeyman, David Argent and Cheryl White and local residents Charis Isted, Helen Webb and Peter White, has met on four occasions to review the legislation, consider risks, and review the procedures of other councils managing similar activities, upon which recommendations have been made.

- 1.3 As an interim measure, as requested by Council, the Projects and Facilities manager has erected a sign stating unauthorised amplified performances are not permitted until further notice.
- 1.4 To ensure compliance with Council's good governance and financial responsibility policy, there is some urgency to formalise arrangements: (i) to ensure compliance of the Council and performers with the law, local residents receive adequate consideration and a fair, reasonable and managed balance is observed; (ii) to implement agreement of Council in September 2013 to the proposal for development of the MEA made by the Seaford Community Partnership and referenced subsequently in the Council's Strategic Objectives, Economic Action Plan and Seafront Development Plan; and (iii) to ensure that income received to sponsor MEA seating is seen to have benefited upgrading the MEA, and to enable further sponsorship to be invited.
- 1.5 Recent (2017) relaxation of the Licensing Act means that no entertainment licence is required for any unamplified or amplified performance where no alcohol is sold, there are <500 attendees and the performance is between 0800 hours and 2300 hours. However there are legal requirements that must be met regarding Copyright (PRS and PPL licenses) and Public Liability Insurance. Further, performers are required to obtain advance permission from the managing authority – in this case Seaford Town Council with permission being contingent on relevant legal and governance requirements (including insurance and risk assessment) being met.
- 1.6 The working group therefore requests the Council to adopt the recommendations as presented with this report.

2. Financial Appraisal

There are no financial implications as a direct result of this report. Costs associated with implementation of the approved policy in Council's next financial year (2018-19), will include software/training for on-line booking, purchase and installation of a commando box with power supply & decibel meter and a security camera. These costs could be offset against income already received from MEA seating sponsorship, events fees generated and sponsorship of further benches at MEA once the policy is in place and the area is further developed.

MEA Briefing for October 2017 Full Council Meeting

Introduction

1. This paper provides an update to the October 2017 Full Council Meeting on the progress that has been made so far regarding development of a policy for the Martello Entertainment Area (MEA). It reviews the background, identifies key findings and issues that need to be considered, and makes recommendations for inclusion in the future policy.
2. The paper also proposes that the policy and its supporting documents should be prepared by the Council on the basis of the amount of work to be completed and the need for consistency of approach with STC policy for other open areas.

Background

3. A more detailed background is at Annex A. The key points are:
 - a) The Martello Tower deck [the area that forms the roof of the Martello Museum] has been used for occasional public events for many years. These have generally been large organised events such as the Martello Open Day and on one occasion the Armed Forces Day.
 - b) Over the years there have been suggestions to develop the area more proactively. In September 2013 Seaford Town Council gave in principle agreement to a formal proposal put forward by the Seaford Community Partnership but no further action was taken at the time. However the MEA is referenced in the Strategic Objectives, the Seaford Economic Action Plan and in the Seafront Development Plan, though not as a key project.
 - c) At the July 2017 full STC meeting it was agreed that, as it is the publically stated intention to expand use of the MEA, STC must put in place a comprehensive policy regarding it's management and use prior to any further promotion and development of the MEA. This was reflected in the following motions that were unanimously carried at the July 2017 full STC meeting:

"It was proposed to instruct the Council Officers to display a sign stating "no unauthorised amplified performances until further notice".

"It was proposed to establish a working group to research and draft a policy regarding the Martello Entertainments Area to be presented to the Council at it's meeting in October 2017."
 - d) The Council has this year installed two sponsored benches at the MEA and in anticipation of formalising arrangements painted the sign "stage" by the Martello Tower wall. Notwithstanding erection of a sign prohibiting unauthorised amplified performances pending introduction of the policy, these may have been contributory factors to the increasing random unauthorised use of the area by performers, mostly singing along to amplified recordings.
4. A working group was established, (membership Alan Latham [chair] Olivia Honeyman, David Argent, Peter White, Cheryl White, Helen Webb and Charis Isted) and has met four times in the last two months.

MEA Briefing for October 2017 Full Council Meeting

Working Group process

5. The working group agreed that the purpose of the policy should be to:
 - a) Comply with necessary legislation, thereby ensuring good governance and avoiding the risk of financial penalties.
 - b) Enable the MEA to be developed in a way that is consistent with the overall aims of the Council and the stated aims of the 2017 Seafront Development plan – “is low risk and low revenue outlay with maximum revenue income”. This will require a scale of charges to be set [as with other STC open areas] to ensure that the total annual running cost is at minimum covered by income, but it could also provide opportunities to increase revenue.
 - c) Meet the objectives of the original proposal for a public entertainment space by encouraging a variety of types of performers, and ensuring public awareness through advance publicity of events.
 - d) Ensure a proper balance with appropriate consideration given to local residents, with particular reference to advance notice of performances, while providing an open air entertainment facility for a variety of performers/artists.

6. In order to determine the best way of meeting these objectives the working group has:
 - a) Examined the relevant legislation including Copyright [Performing Rights Society (PRS) and Phonographic Performance Limited (PPL)], the April 2017 revised guidance under section 182 of the Licensing Act 2003, and requirements for Public Liability Insurance and risk assessment.
 - b) Benchmarked with other seaside Town Councils throughout Sussex, reviewing their approaches to charging, booking, amplification, etc. for outside events hosted on their property.
 - c) Investigated and considered the practical aspects of implementing and managing, and measuring the effectiveness of the policy.

Findings to date

Legislation

7. The 2017 amendments to the Licensing Act have simplified the law regarding licensing entertainment of the sort envisaged for the MEA. The main points are:
 - a) An entertainments licence whether annual or temporary is required for:
 - o Any performance where alcohol is being sold
 - o Any performance with over 500 attendees
 - o Any performance that is outside the time span of 0800 to 2300
 - b) Subject to (a) above, unamplified and amplified performances do not need an entertainment licence **as long as the performer has the prior permission of the owner [i.e. STC].**

8. Copyright law is very clear. If live or recorded music, created by artists other than the performer(s), is played in a public place, either the player or whoever is responsible for the site must have the relevant PRS licences [on behalf of authors, songwriters, composers and publishers] and PPL licences [on behalf of record companies and performers]. There are specific licences that apply for local authorities and the rates vary according to the number of attendees, the type of location, size of the entertaining area and the frequency / duration of performances.

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9. Public liability insurance must be held by all individuals and groups as well as by the owner of the premises.

Benchmarking

10. A number of councils across East and West Sussex were contacted, and information was also sought from their websites. The findings are summarised at **Annex B**, the main points are:

- a) All councils contacted operate a booking process for their outdoor entertainments areas. Some are online. Most forms and processes are simple to complete even if the guidance is sometimes quite weighty.
- b) Advance notice to book an event is always required [including the free Stage by the Sea at Littlehampton] with councils operating varying response times to authorise performances depending on the scale of the event. None seems to have a shorter turnaround than a fortnight. This is consistent with the current STC terms and conditions for areas other than the MEA – the STC terms and conditions state that a minimum of 10 working days notice is required.
- c) All councils advertise events in advance on their websites
- d) All councils ask for performers to hold Public Liability Insurance [as do STC for sites other than MEA] and most ask performers to evidence it when making a booking.
- e) All councils ask for Risk Assessments even if it is only completion of a very simple pro-forma.
- f) Some councils hold annual entertainments licences themselves but most ask organisers of events / performers to provide temporary events licences themselves when required.
- g) Some councils hold their own PRS and PRL copyright licences for specific venues, others ask performers to demonstrate they hold them.
- h) All councils have policies and Terms and Conditions regarding the use of outdoor space. They vary in detail, but there are a number of common considerations. See **Annex C** for a list of the items that are normally included.
- i) All councils have a scale of charges, though not all are public. There are often separate charges for key deposits, and administration fees in addition to paying to use the area. Most councils indicate that charges can / will be reduced for charitable and not for profit organisations.
- j) Time to take and manage a booking varies depending on size and nature of event. Simplest ones via an online form are just a matter of minutes
- k) Buskers – given the current unauthorised use of the MEA it is also worth noting how councils deal with buskers. The policies vary:
 - Not tolerated at all [Worthing, Bognor Promenades, Hasting pier, Littlehampton Stage by the Sea],
 - Only allowed if licensed by the council [Eastbourne, Worthing town]
 - Buskers allowed in designated spaces [Brighton].

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However most councils have clear guidance on how buskers should behave including maximum time of performance, avoiding repetitive sets, noise levels etc. They also encourage the public to contact them if there are problems and state that they will enforce compliance with their own policies.

Recommendations

11. The review of licensing and copyright laws, and the benchmarking with other councils has reinforced the need to have a clear policy for management of the MEA. This is essential given the fact that STC has already obtained some sponsorship for seating at the MEA and has committed to formalise the arrangements for its use this year.
12. There should be no further development of the MEA until the final policy has been agreed by full council.
13. The working group has agreed that the policy should be based around the following principles, based on best practice in other councils, as these will ensure good governance, respect for local residents, compliance with legislation, and prevent any loss of revenue:
 - a) All performers must book in advance, whether using amplification or not. This ensures compliance with the 2017 Licensing Act and enables council to check all necessary documentation such as insurance and risk assessment in advance.
 - b) As soon as is practicable, booking to be made possible via an online web form with written email consent from STC. This simplifies the process for performers, reduces the administrative task for the council, and provides an audit trail for the council as they will be able to readily review, file, and access documents. In the interim a physical booking form should be used as is done for all other bookable STC outdoor spaces.
 - c) STC to secure copyright licences for PRS and PPL. This will be simpler and more cost effective than asking each performer to hold and provide copies of the licences as this would require more admin work by the council to check their validity each time.
 - d) All performers to hold Public Liability Insurance and to email copy at time of booking.
 - e) All performers to submit Risk Assessment as part of online booking.
 - f) All performances to be advertised in advance on the STC website
 - g) Charges - most performers will pay a small fee although some may be exempt. STC to calculate scale of charges based on principle that the estimated income for one year [how many performances of what sort] will cover the annual cost of managing the MEA bookings. Charges will include a deposit for the key to the power outlet. No refunds in the event of bad weather.
 - h) Amplification of music will only be allowed via a powered amp connected to the power outlet housed in a 'commando unit' powered from the new Martello Toilets.
 - i) Consideration to be given to installation of a decibel meter / noise modulator in the commando unit to ensure noise is not excessive.

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- j) The concession in the new toilet block to be responsible for commando unit key issue and return.
 - k) Policing of MEA. A web cam to be installed once new toilet block is in operation to enable identification of unauthorised users.
 - l) STC to administer MEA for the first year but consider transferring responsibility to an external body (either voluntary or commercial contractor) if usage increases significantly to make it cost effective.
14. The policy should also apply to buskers.

Next Steps / Issues requiring further work:

15. STC to secure relevant PRS and PPL licences to cover MEA and any other outdoor areas if used for events involving live or recorded music where performers don't have their own licences [e.g. STC owned part of promenade].
16. Development of scale of charges in order to achieve a break-even position. A number of facts are still to be clarified:
- STC to calculate cost of administering MEA booking once new online booking and website is in place as the process should be much faster / simpler then.
 - Agreement on what money from sale of memorial plaques at MEA should go towards cost of setting up MEA
 - Confirmation of costs for power supply, web cam, sound metering device etc.
 - Decision on who if anyone would be exempt from charges
17. Agreement on minimum time for advance booking

Other considerations

18. Concern has been expressed by a number of councillors regarding the fragility of the Martello roof. This is the reason that the memorial benches at the MEA are wall hung rather than bolted to the floor. The working group request that STC provide information [i.e. from a recent structural survey] as to the maximum load bearing capacity of the roof and any safety restrictions that need to be placed on usage [weight of equipment, size of audience etc]. If there are any restrictions this will need to be taken into account when developing the area and authorising its use. Use of the area should not be extended till this matter has been clarified
19. The original focus of the working group was the Martello Entertainment Area. However the council already advertises all other open areas that it is responsible for as available for hire. This includes the promenade, Martello Fields and the Salts. Whilst Terms and Conditions for these areas are available on the website there is no policy and no explanatory guidelines and some of the information is incorrect. In order to achieve consistency and good governance it is recommended that STC reviews existing documentation and develops one over-arching policy and updated Terms and Conditions to cover all outdoor areas including the MEA.
20. Whilst a lot of the ground work has been done by the Working Group it is felt that it would be more appropriate for the policy per se to be taken forwards by the Town Council rather than the Working Group. It is proposed that the Town Council provide the Working Group with a draft policy, including terms and

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conditions and booking form, by mid January 2017 so that the final document can go to full council for approval at the March 2018 meeting, ready for implementation by May 2018.

Martello Entertainment Area History and Background

The Martello Tower deck [the area that forms the roof of the Martello Museum] has been used for occasional public events for many years. These have generally been large organised events such as the Martello Open Day and on one occasion the Armed Forces Day.

Over the years there have been suggestions to develop the area more proactively. In September 2013 Seaford Town Council gave in principle agreement to a formal proposal put forward by the Seaford Community Partnership. The key elements of the proposal¹ are as follows:

“The establishment of an area on the STC owned apron or deck of the Martello Tower, designated for the facilitation of Live and Recorded Musical, Dramatic and Dance performances.

The provision of seating paid for by individual's donations and / or commercial sponsorship, attached to the low curtain wall of the apron. This would be self-funded except for administration.

The provision of a lockable power supply, metered from the Museum's supply. This would require metering and would not be self funding.

Licensing the area with a Premises License specifically for the types of entertainment that were under consideration.

Charging users a deposit and small usage / administration fee / performing rights payment for music to regulate bookings and make the operation self-funding.”

Whilst the proposal was agreed, no further action was taken at that time due to other council priorities. However until recently the MEA site had been listed as a bookable area on the STC website and it is still included on the STC booking form for hire of open public spaces.

The development of the Martello Entertainment Area is referenced in the STC Strategic Objectives and the Impact Seaford Economic Action Plan 2016 with a target go live date of December 2016. It is also mentioned in the Spring 2017 Seaford Seafront Development Plan; it is not identified as one of the 11 key projects but appears in section 8 as “additional matters relating to the seafront”.

The current state is as follows:

- Two memorial benches have been sponsored and installed and further sponsorship is being encouraged through the Memorials Brochure.
- Provision of an electricity supply had stalled due to lack of funds / complexity of work required, will now be included in toilet block replacement.
- There are limitations on use of the area due to weight restrictions because of the fragility of the Martello roof.
- It has not been confirmed if STC has any licenses to cover use of recorded music or entertainment at the MEA.

¹ Full details in minutes of meeting 26th September 2013

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As it is the publically stated intention to expand use of the MEA the councillors have agreed that the STC must put in place a comprehensive policy regarding it's management and use prior to any further promotion and development of the MEA. This was reflected in the following motions that were unanimously carried at the July 2017 full STC meeting:

"It was proposed to instruct the Council Officers to display a sign stating "no unauthorised amplified performances until further notice".

It was proposed to establish a working group to research and draft a policy regarding the Martello Entertainments Area to be presented to the Council at it's meeting in October 2017."

Policy Purpose and Desired Outcomes

The purpose of having an agreed policy is to ensure that STC

- Meets the objectives of the original proposal for a public entertainment space by encouraging a variety of types of performers, and ensuring public awareness through advance publicity of events.
- Complies with necessary legislation [including Performing Rights Society, Phonographic Performance Limited and April 2017 revised guidance under section 182 of the Licensing Act 2003, Health and Safety etc.] thereby avoiding the risk of financial penalties and accusations of poor governance.
- Develops the MEA in a way that is consistent with the overall aims of the Council and the stated aims of the 2017 Seaford Development plan – "is low risk and low revenue outlay with maximum revenue income". A scale of charges will need to be set [as with other Seaford open areas] to ensure that the total annual cost of running the MEA is at minimum covered by income, if not exceeded.

Measures of Success

Measure	Measured By
The MEA hosts a wide range of diverse performances such as dance, plays, music and street artists.	Record kept of nature and time of events
The MEA is compliant with all necessary legislation	Hard or electronic copies of STC's and / or performers' required licences, insurances and risk assessments
The MEA is self funding	Total set up costs [minus any grants] plus ongoing cost of managing [e.g. licences, administration etc.] compared to income from performers
Local Residents and Tourists attend MEA performances	Sampling of events to assess numbers

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Annex B

Other Towns Benchmarking Summary

Where	Booking	Fees	Licensing	Comments	Busking
Brighton	<ul style="list-style-type: none"> Form in advance Up to 3 months, even longer for large scale 	<ul style="list-style-type: none"> Application fee plus variable for event Deposit 	<ul style="list-style-type: none"> Holds outdoor events licences but also states that applicants need consent to use council land, PRS PPL and possibly TEN plus Public L Insurance 	<ul style="list-style-type: none"> Full policy with desired outcomes – how does this benefit Brighton and the local economy Has Noise management code of practice 	<ul style="list-style-type: none"> Council will intervene if nuisance <p>If a specific busker is causing regular problems in the city then we may investigate them for causing a 'statutory nuisance'. This is defined in the Environmental Protection Act 1990.</p>
Eastbourne	<ul style="list-style-type: none"> Form in advance No pop up or unregulated events 	<ul style="list-style-type: none"> Community free, other charged But admin fee of £150 for most outdoor sites 	<ul style="list-style-type: none"> Council may provide TEN Risk Assessment Pub Liability insurance 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Must have license
Arun includes some spaces at Bognor Littlehampton Worthing	<ul style="list-style-type: none"> Online 7- 10 days to get a response 4 – 8 weeks with docs for events of any size, otherwise 10 days 	<ul style="list-style-type: none"> Site use deposit Keys deposit Admin fee even for not for profit 	<ul style="list-style-type: none"> Risk assessment Event organiser responsible for licences, "open to legal action if do not have necessary ones" Insurance 	<ul style="list-style-type: none"> Risk Assessment 	<ul style="list-style-type: none"> Must have license
Bognor bandstand	<ul style="list-style-type: none"> Online booking process 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Evidence of insurance 	<ul style="list-style-type: none"> Risk Assessment 	<ul style="list-style-type: none"> No busking allowed

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Where	Booking	Fees	Licensing	Comments	Busking
L'hampton Stage by the Sea	<ul style="list-style-type: none"> Online booking process 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Evidence of insurance 	<ul style="list-style-type: none"> Risk assessment 	<ul style="list-style-type: none"> Not allowed
Worthing Precint	<ul style="list-style-type: none"> Yes - online advise 3 months notice 	<ul style="list-style-type: none"> Free for charity £35 / £45 other 	<ul style="list-style-type: none"> Risk Assessment Show licences in advance Insurance 	<ul style="list-style-type: none"> Priority to events that add ambience and vibrancy to the town 	<ul style="list-style-type: none"> Not allowed on Seafront, need written permission to be kept on person if busking in town centre Anyone can ask busker to stop. Council will talk to them if problem continues
Chichester	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Admin plus usage plus damage deposit 	<ul style="list-style-type: none"> Provider must get TEN if needed Show PRS / other licences in advance 	<ul style="list-style-type: none"> Risk assessment 	<ul style="list-style-type: none"> Must have license
Hastings Pier	<ul style="list-style-type: none"> Full form in advance 8 weeks notice 	<ul style="list-style-type: none"> Variable 	<ul style="list-style-type: none"> Pier has some entertainments licenses Performers must have insurance Risk Assessment 	<ul style="list-style-type: none"> Risk Assessment Need to demonstrate benefit to Hastings / Pier Max dba at nearest residential properties 	<ul style="list-style-type: none"> Not allowed

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Annex C

Commonly used Key headings for Policy

NB Most councils have a comprehensive document that covers both large and small events as most of the principles apply irrespective of the size of the event. The difference is in the level of detail that the event holder / performer will need to supply as part of the application, but having one standard Policy ensures that performers and event holders are all fully informed about the issues they need to consider.

Heading	Example of content
Policy objectives	Ensure effective planning and management of events Encourage enjoyment of open spaces Promote opportunity to increase revenue Maximise safety Minimise disruption Encourage diversity Set out scale of charges
Event types	Clarification of difference between small & medium / large
Process	Steps and timescales for different event types – application, acknowledgement, approval, event
Fees	Fees for different categories [commercial, charity, community] and different size events Fees for application, key deposits, administration No fee re-imburement re weather acts of god etc
Licences	Guidance on what Council provides and what applicant needs Copyright, TEN [if large event / selling alcohol / after 2300 before 0800]
Insurance	That all event holders and individual performers require Public Liability Insurance
Other legislation	Reference to need to comply with Health and Safety, Food Safety etc
Risk Assessment	That all applicants will need to make a risk assessment with guidance on what might be covered
Hours of use	When available. Maximum performing time for area that is encouraging diverse use by different acts
Electricity	Explanation of how it can be provided, Charging
Noise	Compliance with legislation, not causing a disturbance
Care for facilities	Not putting anything on Martello Walls or benches, cleaning up after / waste management
Filming / photos	Permission from Council or none
General considerations	Impact on traffic, impact on regular users, impact on environment
Collecting Money	Allowed or not
Byelaws	Need for compliance, reference relevant ones
Criteria for approving an application	Fit with policy objectives
Publicity	No promotion of event before council approval
Indemnity	Indemnification of council against all risks



Seaford Town Council

Report 74/17

Agenda Item No:	14
Committee:	Council
Date:	19 th October 2017
Title:	Adoption of Draft Seaford Town Neighbourhood Plan
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the draft Seaford Town Neighbourhood Plan for adoption as well as the Pre-submission Sustainability Appraisal and Green Spaces policy.

Recommendations

You are recommended:

1. That due to the need to keep the draft plan confidential to avoid potential legal challenge at a later stage, the matter is considered after excluding the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.
 2. To set aside Standing Orders and allow the members of the Neighbourhood Plan Steering Group in attendance to remain in the meeting to provide advice and clarification on the draft plan.
 3. To adopt the draft Neighbourhood Plan, Pre-submission Sustainability Appraisal and Green Spaces policy as circulated to Councillors and attached to agenda.
 4. To authorise the Neighbourhood Plan Steering Group to consult on the Neighbourhood Plan with the public to enable a final plan to be adopted at a later date ready for submission to the appointed Inspector for appraisal.
-

1. Information

- 1.1 The draft Neighbourhood Plan, Pre-submission Sustainability Appraisal and Green Spaces policy are presented to the Council for adoption.
- 1.2 This follows the sharing of a draft Neighbourhood Plan by the team at the Council's meeting on 31st August and the circulation of a slightly amended Neighbourhood Plan (Appendix B) and Sustainability Appraisal (Appendix C) to Councillors at the beginning of October.

Also attached is a summary of the Sustainability Appraisal (Appendix D) and the Green Spaces Policy (Appendix E) with eleven sites suggested for inclusion.

- 1.3 To assist a six page summary of the Sustainability Appraisal, Appendix D, is also supplied to Councillors on a confidential basis.
- 1.4 Councillors attention is drawn in particular to the 18 policies and 9 community aspirations included in the Neighbourhood Plan.
- 1.5 Once the above are adopted they become an adopted policy of the Council for consultation. The Regulation 14 consultation will then progress as set out in the

attached Appendix A, with a view to the Neighbourhood Plan properly being adopted by Lewes District Council by Winter 2018. It will then be a statutory planning policy document.

- 1.6 The draft Neighbourhood Plan (Appendix B) and Sustainability Appraisal (Appendix C) have been circulated to Councillors in advance of the agenda being circulated. The summary of the Non-technical Sustainability Appraisal (Appendix D), and the Green Spaces Strategy (Appendix E) have more recently been supplied to Councillors in hard copy. It is not proposed to publish these publicly at this stage as good practice from advice is not to do so, so as to avoid potential legal challenge in the future. This falls within an exemption under the Freedom of Information Act, namely Section 22, intended for future publication. This report however is a public document as is Appendix A, the timetable.
- 1.7 The finally agreed Neighbourhood Plan and Sustainability Appraisal will of course be made public to enable public consultation to take place.
- 1.8 It is suggested that when considering the detail of the draft plan that Standing Orders are set aside to allow the volunteers of the Neighbourhood Plan Steering Group to remain in the Chamber to provide advice and clarification.
- 1.9 The Council and Seaford are indebted to all the committed volunteers and Action in Rural Sussex who have got us this far. The amount of work put in by some volunteers is phenomenal.

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

