



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on **Thursday 20th July 2017** at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors D Argent, P Boorman, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, M Wearmouth, B Webb and C White.
Thomas Exley, Young Mayor of Seaford
Dominic Avey, Deputy Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
Craig Williams, Projects & Facilities Manager – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council
11 members of the public.

C30/07/17 Apologies for Absence

Apologies for absence were received from Councillors Adeniji, Burchett, Lower and McLean.

C31/07/17 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, the following disclosures were made in relation to matters on the agenda:

Councillor O Honeyman; declared a prejudicial, non-pecuniary interest in item 18 of the agenda as a Lewes District Councillor.

Councillor L Wallraven; declared a prejudicial, non-pecuniary interest in item 18 of the agenda as a Lewes District Councillor.

C32/07/17 Public Participation

Sylvia Dunn The Martello Toilets have not had regular cleaning or been of an acceptable standard since 2010. Feels the money proposed to be spent on short term refurbishment is excessive. The majority of toilets in the town are not satisfactory; South Street toilets has a broken skylight and a vine growing through the roof. Requested a breakdown of individual repair costs by email, as per report 44/17.


Questioned whether the confidential report at item 20 regarding The View and Golf Course would be made public.

Asked if all seven loans referred to in the Internal Audit report were for The View and Golf Course.

Feels the Town Council should take control of the Salts Cottage. This should be considered by the District Council's Full Council, not Cabinet, and if need be, taken to the Secretary of State for approval.

Town Clerk Clarified that the seven loans were for three areas; the Church Street premises, Hurdis House and The View. The View loan is treated as five loans due to the £1.7m being drawn down in five instalments.

Confirmed that the costs for the toilets refurbishment would be shared.

Explained that the confidential report does have staffing implications and therefore is being kept confidential at this time. The View Business Plan is due 

to be presented to Council on 31st August 2017 as a public document and will include further details.

Christine Brett Questioned how much money was being spent on the toilet refurbishment.
Noted the new timeline for a rebuild of the toilets. Questioned whether a proper plan had been created for the toilets and concession facility and whether this had gone out to tender.

Asked how much money had been raised from the beach huts to date.

Town Clerk Confirmed that £190k had been raised from the land sale at The Holt. Two new beach huts have been sold at around £43k each and three of the older beach huts have also been sold.

The design for the toilet facility is still being completed and will be approved by the Council before going out to tender. The design does include two concessions to make this a financially viable project.

Projects & Facilities Manager Clarified that all refurbishment works to the toilets would be done out of hours, so are slightly more expensive but will cause minimal disruption to the users of the toilets.

Claire Earnshaw Questioned how Wettons have kept the contract for the toilets despite its disgraceful service delivery; feels Wettons should be held accountable for the poor service. Raised concerns with the products used and unhygienic and unsatisfactory condition of the cleaning equipment that she has personally witnessed.

Bob Gower Expressed his hope that the HR review report mentioned in the Clerk's Report would help remedy the levels of staff turnover at The View.

Reminded the Council that in 1999 when Lewes District Council offered the Town Council The Salts, the Salts Cottage was not part of the offering. Asked whether Councillors had received copies of the further information mentioned in section 1.24 of report 45/17.

Town Clerk Officers are working on methods to retain staff and address turnover at The View.


Confirmed that the further information would be verbally updated to Councillors during that item on the agenda.

C33/07/17 Minutes

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

C33.1	Planning & Highways	1 st June 2017
C33.2	Planning & Highways	22 nd June 2017
C33.3	Golf & The View	6 th June 2017
C33.4	Full Council	22 nd June 2017
C33.5	Finance & General Purposes	29 th June 2017

C34/07/17 Mayor's Report

The Council considered report 38/17 presenting the Mayor's update report and details of engagements. It was **RESOLVED** to **NOTE** the content of the report. 

C35/07/17 Young Mayor's Report

The Young Mayor, Thomas Exley, provided a verbal update on his time in office since May 2017 including; his Seaford Summer Magic event on Saturday 26th August on the Martello Fields, which will include a pop-up restaurant, live music, performances, fun fair and more; raising funds to install a wheelchair swing in Seaford and the JustGiving page set up; events attended with the Mayor; a request for any stewards to help at the Summer Magic event and; five of the six defibrillators now in situ around the town.

The Council thanked the Young Mayor for his report.

C36/07/17 Clerk's Report

The Council considered report 40/17 presenting the Clerk's update report.

The Clerk gave a verbal update on various items of the report, including: the HR review; councillor training events; working on a five-year budget; the Council's website; The View Business Plan; Seaford's Neighbourhood Plan, thanking those volunteers that have dedicated so much of their time to get to this stage; current and potential land sales; financial performance at The View with food sales up on 2016; the recent by-election, welcoming Councillor Elton and; the location of the Council offices and the feasibility study regarding Seaford Library.

Members discussed the land sales and financial implications with regards to project delivery, volunteer research at The View and the use of volunteers and legal positions.

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

C37/07/17 District/County Councillors Update

Councillor Olivia Honeyman, Lewes District Council:

Informed the meeting that Lewes District Council met this week to discuss the issues with the volume of traffic on the A259; specific details of the meeting will be circulated to all councillors once Councillor Honeyman has received them.

Explained that District Councillors are having sessions with officers to explain the transformations with the merger of the District Council and Eastbourne Borough Council back office services.

Encouraged all present to respond to the District Council's consultation recently launched on the Public Spaces Protection Order.

Councillor Phil Boorman, East Sussex County Council:

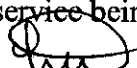
Confirmed that East Sussex County Council are having discussions regarding Exceat Bridge; updates will be shared as and when known.

The County Council is researching pilot health schemes with the focus on improving health and well-being to lessen the demand on doctor's surgeries and hospitals.

C38/07/17 Refurbishment of Martello Toilets

The Council discussed report 44/17 in great depth regarding a small refurbishment to the Martello Toilets to improve the condition until the full project can take place. The Council discussed the unsatisfactory delivery of the cleaning contract, the works proposed to be done and timescale of 7-10 days, plans regarding the cleaning of the new toilet facility once built and the standard of cleaning of all toilets within the town both now and in the future.

C38.1 It was **RESOLVED** to **APPROVE** the proposed refurbishment works to the Martello Toilets as per report 44/17.

C38.2 It was **RESOLVED** to **INSTRUCT** Council Officers to contact Lewes District Council to complain about the service being provided by the current cleaning contractors of all toilets within the town. 

C39/07/17 Safety, Health & Environment Policy

The Council considered report 27/17 presenting the draft Safety, Health & Environment Policy for adoption.

C39.1 It was **RESOLVED** to **ADOPT** the Safety, Health & Environment Policy as presented.

C39.2 It was **RESOLVED** to **NOTE** that the Town Clerk may reallocate the responsibility for tasks with the Policy as necessary, as per section 2.3 of the Policy.

C40/07/17 Remembrance Day Parade; Memorandum of Understanding

The Council considered report 29/17 presenting a Memorandum of Understanding confirming the responsibilities with Seaford's Remembrance Day parade.

It was **RESOLVED** to **NOTE** the Memorandum of Understanding regarding the key responsibilities of Seaford's Remembrance Day Parade, as presented.

C41/07/17 Councillor Appointments

The Council considered report 30/17 regarding making councillor appointments to Outside Bodies and membership of Committees.

C41.1 It was **PROPOSED** to **NOT SUPPORT** the Council having a representative on Seaford Resident's Voice until the group is fully non-political and no longer deemed to be supporting a registered political party; this motion was **CARRIED**.

C41.2 It was **RESOLVED** to **APPOINT** Councillor Phil Boorman as the Council's representative for the Crouch Bowling Club.

C41.3 It was **RESOLVED** to **APPOINT** Councillor James Elton as the Council's second representative for the Seaford Head Local Nature Reserve Management Committee.

C41.4 It was **RESOLVED** to **APPOINT** the additional membership to Committees as:

- i.** Finance & General Purposes Committee – Councillors Elton, O Honeyman and Wallraven;
- ii.** Planning & Highways Committee – Councillor Elton;
- iii.** Community Services Committee – Councillor Argent.

C42/07/17 Internal Audit Report Year Ended 31st March 2017

The Council considered report 36/17 presenting the final report from Mulberry & Co, the Council's Internal Auditor for the Year Ended 31st March 2017. The Council discussed the position with reserves, capital receipts and revenue expenditure or income, and loan repayments.

C42.1 It was **RESOLVED** to **NOTE** the Internal Auditor's report.


C42.2 It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of the report.

C42.3 It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2017/18.

C43/07/17 Additional Council Meeting Date – 31st August 2017

The Council considered report 31/17 regarding scheduling an additional Council meeting.

It was **RESOLVED** to **AGREE** to an additional Council meeting being scheduled to be held on Thursday 31st August 2017.

The Town Clerk will look at options for inviting the members of the Neighbourhood Plan Steering Group to attend the meeting 

C44/07/17 Christmas Shutdown Period

The Council considered report 41/17 seeking approval to close the Council offices over the Christmas period and discussed operational days at The View over the period.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 5pm on Thursday 21st December 2017 to Monday 1st January 2018 inclusive.

It was confirmed that the Planning & Highways Committee meeting would still be going ahead as scheduled for 7pm on Thursday 21st December 2017 in the Council Chambers.

C45/07/17 Seaford Markets

The Council considered report 42/17 providing feedback on the consultation with Town traders on the Seaford Street Markets.

C45.1 It was **RESOLVED** to **NOTE** the offer of seafront concession licences to local market traders.

C45.2 It was **RESOLVED** to **AGREE** to cancel the street markets following the trial and consultation.

C46/07/17 Martello Tower Entertainment Area Motion

The Council discussed report 39/17 in great depth presenting a written motion from councillors regarding the Martello Tower Entertainments Area. The Council discussed the feasibility and practicality of taking bookings for the area, resource demands, the impact on local residents, the need for a written policy on use of the area and the advertising of performances.

C46.1 It was **PROPOSED** to **INSTRUCT** Council Officers to display a sign stating 'no unauthorised amplified performances until further notice'; this motion was **CARRIED**.

C46.2 It was **PROPOSED** to **ESTABLISH** a working group consisting of Councillors A Latham (Chair), D Argent, P Boorman, O Honeyman and C White, to research and draft a policy regarding the Martello Entertainments Area to be presented to the Council at its meeting in October 2017; this motion was **CARRIED**.

C47/07/17 Salts Cottage

(Councillor O Honeyman exited the meeting for this item and Councillor Wallraven took no part in discussions)

The Council considered report 45/17 considering the implications of an update from Lewes District Council on the Salts Cottage, The Salts.

The Clerk informed the meeting that the District Council's Cabinet had delegated a decision on the Cottage to the Director of Service Delivery, who subsequently decided the Cottage should be advertised on the open market. The Council discussed the implications of this, in particular access issues, security of the site, the shared utility supplies and any process of appealing the decision.

It was **PROPOSED** to **INSTRUCT** Council Officers to contact Lewes District Council and formally complain about the decision making process involving no public consultation with Seaford residents and the subsequent issues around utility supplies, access and security; this motion was **CARRIED**.

(Councillor O Honeyman re-joined the meeting)

C48/07/17 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 and potentially confidential details.

(All members of press and public exited the meeting at 9.21pm, as well as the Young and Deputy Young Mayors of Seaford)

C49/07/17 Golf & The View Working Party Report

The Council discussed exempt report 28/17 in depth, presenting a report of the findings and recommendations from the Golf & The View Working Party. The Council discussed the process of researching and compiling the report, the suggested performance indicators and the Business Plan due to be presented to Council in August 2017.

It was **PROPOSED** to **NOTE** the contents of the report; **FURTHERMORE**, to bring the draft plan back to Council to discuss further in January and April 2018 and review in the context of the Business Plan and any other relevant matters; the motion was **CARRIED**.

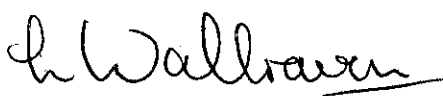
(Standing Order 3q was suspended to allow the meeting to exceed a period of three hours)

C50/07/17 Church Street Lease Liabilities

The Council discussed exempt report 32/17 presenting draft Heads of Terms regarding the ongoing discussions with Sussex Police Authority regarding the lease liabilities at 37 Church Street. The Council discussed the backdating of charges, the moral responsibilities surrounding the lease and obligations within, and the legal differences between domestic and commercial leases.

It was **PROPOSED** to **INSTRUCT** the Town Clerk to enter in to an agreement as discussed at the meeting; the motion was **CARRIED**.

The meeting closed at 10.18pm.

 31/8/17.

Councillor Linda Wallraven
Mayor of Seaford