



## Seaford Town Council

### To the Members of the Full Council

A Meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 20<sup>th</sup> October 2016** at **7.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
12<sup>th</sup> October 2016

### AGENDA

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

<b>4.1</b>	Community Services	16 <sup>th</sup> June 2016	Pages 3 to 4
	Community Services	15 <sup>th</sup> September 2016	Page 5
<b>4.2</b>	Council	21 <sup>st</sup> June 2016	Pages 6 to 9
	Council (extraordinary)	13 <sup>th</sup> September 2016	Pages 10 to 12
<b>4.3</b>	Finance & General Purposes	7 <sup>th</sup> July 2016	Pages 13 to 16
	Finance & General Purposes	6 <sup>th</sup> October 2016	Pages 17 to 18
<b>4.4</b>	Golf	28 <sup>th</sup> June 2016	Pages 19 to 20
	Golf	6 <sup>th</sup> September 2016	Page 21
<b>4.5</b>	Planning & Highways	9 <sup>th</sup> June 2016	Pages 22 to 24
	Planning & Highways	30 <sup>th</sup> June 2016	Pages 25 to 27
	Planning & Highways	21 <sup>st</sup> July 2016	Pages 28 to 32
	Planning & Highways	11 <sup>th</sup> August 2016	Pages 33 to 36
	Planning & Highways (extraordinary)	18 <sup>th</sup> August 2016	Pages 37 to 39
	Planning & Highways	1 <sup>st</sup> September 2016	Pages 40 to 42
	Planning & Highways	22 <sup>nd</sup> September 2016	Pages 43 to 45

5. **Holding Extraordinary Council Meeting 10<sup>th</sup> November 2016**  
To consider report 57/16 presenting the update report from the Town Clerk (pages 46 to 47).
6. **Mayor's Report**  
To note report 64/16 presenting the Mayor's Report and details of engagements (pages 48 to 50).
7. **Young Mayor's Report**  
To allow the Young Mayor of Seaford the opportunity to provide a verbal update to the Council.
8. **Clerk's Report**  
To consider report 65/16 presenting the update report from the Town Clerk (pages 51 to 58).
9. **Crouch Bowling Club Lease**  
To consider report 73/16 regarding the lease with Crouch Bowling Club (pages 59 to 60).
10. **Seaford Head Nature Reserve Management Lease**  
To consider report 70/16 regarding the Management Lease with Sussex Wildlife Trust for Seaford Head Nature Reserve (pages 61 to 65).
11. **Esplanade Parking**  
To consider report 71/16 regarding parking on The Esplanade, Seaford (pages 66 to 69).
12. **Proposed Sale of Surplus Land Following Public Consultation**  
To consider report 72/16 regarding the proposed sale of surplus land (pages 70 to 74).
13. **Bishopstone United Charities**  
To consider report 49/16 presenting an update from Bishopstone United Charities (pages 75 to 76).
14. **Creation of Honorary Council Positions**  
To consider report 45/16 regarding the creation of honorary Council positions (pages 77 to 80).
15. **Christmas Shutdown**  
To consider report 47/16 regarding a Christmas shutdown period (page 81).
16. **Adoption of Updated Public Participation Policy**  
To consider report 59/16 presenting a reviewed Public Participation Policy for adoption (pages 82 to 84).
17. **Rescission of Adopted Seaford Mixed Waste Scheme Policy 2011**  
To consider report 60/16 regarding rescinding the Seaford Mixed Waste Scheme Policy 2011 (pages 85 to 89).
18. **Annual Return 2015-16 Update**  
To note report 67/16 presenting the 2015-16 Annual Return (pages 90 to 96).
19. **Call for Sites for the Neighbourhood Plan**  
To consider report 75/16 regarding the call for sites for consideration in the Neighbourhood Plan (pages 97 to 101).

**For further information about items appearing on this Agenda please contact:**  
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**Circulation:** All Councillors, Young Mayor, Deputy Young Mayor and all registered email recipients of agenda.



## Seaford Town Council

### Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 16<sup>th</sup> June 2016** at **7.00pm**.

#### **Present:**

Councillor C Campbell (Chairman), Councillor P Boorman (Vice Chairman)  
Councillors R Chambers, L Freeman, R Hayder, O Honeyman, I Murray and A McLean, L Wallraven (substitute).

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

Mrs Lyn Collins, Administration Assistant, Projects & Facilities - Seaford Town Council (minutes)

6 members of the public

#### **CS 01/06/16 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillor D Argent (L Wallraven substituted).

#### **CS 02/06/16 Disclosure of Interests**

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

#### **CS 03/06/16 Public Participation**

*Sylvia Dunn* Asked if the safety sign at Splash Point would be put back now the new railing is in place. Mrs Dunn informed the committee that she is able to hand out leaflets regarding bin etiquette and can assist with the 2 Minute Beach Clean.

Ben King Responded to the question and will raise with Lewes District Council and the Environment Agency to request that the signage is restored.

#### **CS 04/06/16 Finance Report**

The committee considered and discussed report 22/16, including the new table for reporting variances, sports pitch hire, projects pool, building maintenance and Seaford Nature Reserve.

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

#### **CS 05/06/16 Projects & Facilities Manager – Update Report**

Members discussed report 23/16, seeking clarification and updates from the Projects & Facilities Manager on; the improvements at the Salts play area, iconic facility, Seafront, the Rotary Clock, Seahaven Flood Fair, Development Plans for Open Spaces, Playing Pitch Strategy, Events, and Progress and Team Priorities.

It was **RESOLVED** to **NOTE** the contents of the report and pass thanks to Len Fisher for the Ministry of Defence Funding.

#### **CS 06/06/16 2 Minute Beach Clean**

Members discussed report 25/16, seeking approval for a contribution towards the cost of the 2 Minute Beach Clean working in partnership with seafront kiosk operators.

**CS 06.01** It was **RESOLVED** to **APPROVE** a contribution of £330 from the projects budget to be made to meet the primary cost for Frankies Beach Café to sign up to the 2 Minute Beach Clean campaign, subject to the Kiosk operator meeting any further cost, maintaining supplies and equipment and managing the scheme as per the guidance provided by the campaign organisers.

**CS 06.02** It was **RESOLVED** to **APPROVE** to grant permission for the free standing sign to be placed on the seafront and the campaign to be promoted on a daily basis when the kiosk is operating.

**CS 06.03** It was **RESOLVED** to **DELEGATE** authority to the Projects & Facilities Manager to fund further boards on the same arrangement to a maximum total cost of £1,000 from the Projects budget and thank Dom Smith for bringing this scheme to the Community Services Committee.

The meeting closed at 7:26 pm.

Councillor C Campbell  
Chairman

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**Seaford Town Council**  
**Community Services Committee**

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 15<sup>th</sup> September 2016** at **7.00pm**.

**Present:**

Councillor P Boorman (Vice Chairman)  
Councillors O Honeyman, L Freeman and D Argent.  
Mr James Corrigan – Town Clerk, Seaford Town Council  
Mr Craig Williams – Projects & Facilities Manager, Seaford Town Council  
3 members of the public.

**CS 07/09/16 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillor R Hayder.

**CS 08/09/16 Disclosure of Interests**

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

**CS 09/09/16 Public Participation**

There was no public participation.

**CS 10/09/16 Finance Report**

The Committee considered and discussed report 54/16, including the costs still to the Council for the Crypt, this is due to the lease agreement not yet being finalised and signed.

Questions were raised regarding the reason there is extra costs still being laid out at The Salts for the park area, this is due to the project challenges with the principle contractor and the design not being the correct specification.

It was suggested to consider solar panels on all upcoming projects for cost and energy reduction around the town.

It was **RESOLVED** to **RECEIVE** the report.

**CS 11/09/16 Projects & Facilities Manager – Update Report**

Members discussed report 55/16, seeking clarification and updates from the Projects & Facilities Manager on; the improvements at the Salts play area, the iconic facility, Martello toilets, Martello tower, South Hill Barn, the Greenkeepers barn project at Seaford Head Golf Course, the Playing Pitch Strategy, events, progress and team priorities.

It was **RESOLVED** to **RECIEVE** the report.

The meeting closed at 7.36 pm.

Councillor P Boorman  
Vice Chairman



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Tuesday 21<sup>st</sup> June 2016** at **7.00pm**.

### **Present:**

Councillor L Freeman (Mayor) and Councillor C Campbell (Deputy Mayor).  
Councillors S Adeniji, D Argent, P Boorman, M Brown, B Burfield, R Hayder, R Honeyman, O Honeyman, A Latham, P Lower, D Silvey-Adam, L Wallraven and L Worcester.  
Jessica Batchelor, Young Mayor of Seaford, and Tom Exley, Deputy Young Mayor of Seaford.  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)  
7 members of the public.

### **C25/05/16 Apologies for Absence**

Apologies for absence were received from Councillors D Burchett, M Lambert and A McLean.

### **C26/05/16 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.

### **C27/05/16 Public Participation**

*Christine Brett*

*Thanked the Councillors she had contacted for their responses regarding the invitation from the NHS for an officer to attend a future Council meeting.*

*Questioned whether there was a new procedure in place for public gaining access to the Council and Committee meetings.*

*Asked when the Social Media Training for Councillors had taken place, who carried out the training and which Councillors had attended*

Town Clerk

Confirmed that the Council has approached East Sussex County Council to give quotes for providing Social Media Training; this has not yet taken place.

Confirmed that the doorbell is now being tested ahead of each meeting but that he would be looking in to the venues available for meetings and reporting back to the Council.

*Anthony White*

*Questioned the method of seafront bins only being emptied once a day in the mornings at weekends and expressed his concerns about this.*

*Made comment on the role of being Councillor, the responsibility this carries and commitment required, and Councillors being happy to fulfil these demands.*

Councillors

Councillors held a discussion on this item and the requirements and demands of the position of Town Councillor.

*Sylvia Dunn*

*Asked for clarity on the £52,000 potential unexpected expenditure relating to utilities at 37 Church Street as mentioned in item 1.16 of the Clerk's Report and whether there was any course of regress for*

*loss incurred or if it could be looked in to as a civil matter.*

*Made comment on the item regarding voluntary donations for parking at South Hill Barn and any change this may have on the Council's unwritten policy of not charging for parking at its sites.*

Town Clerk

Clarified that Officers still need to establish how the utility bill breakdowns have been calculated and look at floor space within 37 Church Street; once this is done, this can then be moved forwards.

Julie Davies

*Speaking as Chair of the Seaford Neighbourhood Plan Steering Group.*

*Raised questions regarding the working relationship and status of the Steering Group and the Town Council; how these intertwine and reminding the meeting that the Group operates separately from the Council.*

Town Clerk

Confirmed that it is important that the Steering Group and Town Council operate as two distinct bodies.

Mayor Freeman

Announced that the elections for Deputy Young Mayor of Seaford had taken place and introduced Tom Exley, Deputy Young Mayor for 2016-2017, to the meeting.

#### **C28/05/16 Minutes**

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

**C28.1** Council (Annual Meeting) – 12<sup>th</sup> May 2016

**C28.2** Council (Ordinary Meeting) – 12<sup>th</sup> May 2016

**C28.3** Planning & Highways – 19<sup>th</sup> May 2016, with an amendment to update the minute references and page number to those for the new Municipal Year.

#### **C29/05/16 Mayor's Report**

The Mayor provided a verbal update alongside report, outlining the engagements she has attended over her last month in office and the planned engagements coming up. The Mayor gave thanks to those that have supported her in the early stages of her time in office.

The Council considered report 25/16 and **RESOLVED** to **NOTE** the contents of the Mayor's Report and details of engagements.

#### **C30/05/16 Young Mayor's Report**

Young Mayor, Jessica Batchelor, provided a verbal update on her time in office since May. This focussed around her chosen project for the year, to fundraise £3,000 for three public access defibrillators for the town.

Jessica has been in contact with numerous local groups and organisations, many of whom have shown great generosity in donating money or offering to hold an event or activity to help raise the funds. Jessica will be speaking about her project at Youth Parliament in London in the hope that other towns may look to start similar projects.

Jessica has also started a petition for new sports centres, schools and similar such new builds to have public access defibrillators as a requirement.

Councillors thanked Jessica for her update and congratulated her on her achievements so far, with many pledging to support her project.

### **C31/05/16 Clerk's Report**

The Clerk provided a verbal update and responded to questions on report 30/16 including; the seafront bins to be emptied twice daily at the weekends over the Summer period on a trial basis, it is hoped that this should address the main issues with litter on the seafront; the possibility of having recycling bins on the seafront, this would form part of the Seafront Development Plan; Action in Rural Sussex currently having around 10% of the Neighbourhood Plan Housing Surveys returned; the contractor work carried out at Hurdis House; the funding bid being considered by the Joint Action Group to help with sourcing an improved CCTV system for the seafront; surface water flooding at Steyne Road and Brooklyn Road; staff targets at The View and the iconic café at the Salts.

It was **RESOLVED** to **NOTE** the contents of the Clerk's Report and details of engagements.

### **C32/05/16 Annual Governance Statement**

The Council considered report 20/16.

**C32.1** It was **RESOLVED** to **NOTE** that the Council is happy with the findings of the effectiveness of the system of internal control, as at Appendix A of report 20/16.

**C32.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2016, as at Appendix B of report 20/16, and **AUTHORISE** the Mayor and Town Clerk to sign on behalf of the Council as required.

### **C33/05/16 Annual Return - Accounting Statements (Section 2) and Final Accounts 2015-2016**

The Council considered report 21/16 and raised questions regarding the election costs incurred by the town in 2015.

It was **RESOLVED** to **APPROVE** the Accounting Statements for the Year Ended 31<sup>st</sup> March 2016 and **AUTHORISE** the Mayor to sign and date the Accounting Statements on behalf of the Council as required.

### **C34/05/16 Internal Audit Report Year Ended 31<sup>st</sup> March 2016**

The Council considered report 24/16 and discussed the thoroughness of the report and the actions taken and planned by Officers to rectify those areas highlighted within the Audit Report.

**C34.1** It was **RESOLVED** to **NOTE** the Internal Auditor's Report.

**C34.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of report 24/16.

**C34.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2016/17.

### **C34/05/16 General Power of Competence**

The Council considered and **RESOLVED** to **NOTE** the contents of report 14/16.

### **C35/05/16 Voluntary Charge at South Hill Barn**

The Council considered report 10/16 discussing the option of charging at car parks, amount of signage on site, security of the money receptacle, the use of the proceeds and the Seaford in Bloom scheme.

**C35.1** A **PROPOSAL** was put forward and it was subsequently **RESOLVED** to **AGREE** to the introduction of voluntary donations at South Hill Barn for the upkeep of the site whilst reaffirming Seaford Town Council's policy of not introducing parking charges at any of its venues.



**C35.2** It was **RESOLVED** to **AGREE** to the introduction of new considerate signage to promote sympathetic activities at South Hill Barn as well as an appropriate receptacle for voluntary donations.

#### **C36/05/16 Centenary Fields Programme**

The Council considered report 26/16.

It was **RESOLVED** to **INSTRUCT** Officers to apply to designate the War Memorial site on Sutton Park Road as a Centenary Field under the programme.

#### **C37/05/16 NHS East Sussex Healthcare Public Engagement**

The Council considered report 26/16 and discussed the offer from East Sussex Healthcare to attend a future Council meeting to give a presentation the quality of care from the NHS and patient experience

It was **RESOLVED** to **INSTRUCT** Council Officers to accept the offer from East Sussex Healthcare but enquire as to whether the Clinical Commissioning Group (CCG) can also attend the same meeting. If both bodies are able to attend, an extraordinary Council meeting is to be arranged during August or September to accommodate this presentation.

#### **C38/05/16 Staff Pension**

The Council considered report 28/16.

**C38.1** It was **RESOLVED** to **APPROVE** giving new and existing staff who have not already joined the Local Government Pension Scheme the option of entering in to the alternative pension scheme, NEST.

**C38.2** It was **RESOLVED** to **APPROVE** sourcing the new Pension Scheme, NEST, in time for the auto-enrolment date of 1<sup>st</sup> October 2016, and that this will be the default scheme for employees who do not opt in to the Local Government Pension Scheme.

#### **C39/05/16 Neighbourhood Plan Update Report**

The Council considered report 29/16.

**C39.1** It was **RESOLVED** to **NOTE** the update reports from the Neighbourhood Plan Steering Group and Action in Rural Sussex.

**C39.2** It was **RESOLVED** to **APPOINT** Councillors C Campbell and A Latham to the Seaford Neighbourhood Plan Steering Group.

The meeting closed at 9.12pm.

Councillor Lindsay Freeman  
Mayor of Seaford



## Seaford Town Council

**MINUTES** of an **Extraordinary Meeting** of the **Full Council** held at The View at Seaford Head, Southdown Road, Seaford on **Tuesday 13<sup>th</sup> September 2016** at **7.00pm**.

**Present:**

Councillor L Freeman (Mayor)

Councillors S Adeniji, D Argent, P Boorman, M Brown, B Burfield, R Hayder, R Honeyman, O Honeyman, P Lower, L Wallraven and L Worcester.

Tom Exley, Deputy Young Mayor of Seaford.

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

Lynette Wells and Ruth Farre, East Sussex Healthcare NHS Trust

Graham Griffiths and Chan Mayer, NHS Eastbourne, Hailsham and Seaford Clinical Commissioning Group

28 members of the public.

**C40/09/16 Apologies for Absence**

Apologies for absence were received from Councillors R Hayder, A Latham and A McLean.

**C41/09/16 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.

**C42/09/16 East Sussex Healthcare NHS Trust & Clinical Commissioning Group**

**C42.1** Lynette Wells, Director of Corporate Affairs for East Sussex Healthcare NHS Trust (ESHT), gave a talk covering the role of ESHT and the services it provides, the Care Quality Commissions (CQC) inspections that took place in 2014 and 2015 and the subsequent actions and improvements ESHT have implemented since being declared in special measures, not across all aspects but in particular with 'being well lead' and 'governance'.

Some improvements have been a complete turnaround in the Trust's Board, improved services and access to services, working closer with partner organisations and increased public engagement.

Lynette discussed the priorities that have been identified for the coming year, including outpatients improvements, end of life care, transport, SEPSIS, medication management, reducing ward moves and preparing for the follow up CQC inspection in October.

**C42.2** Graham Griffiths, Director of Performance and Delivery for NHS Eastbourne, Hailsham and Seaford Clinical Commissioning Group (CCG), gave a talk on the history of the CCG, the role and responsibilities it holds and the improvements and changes it is trying to help implement. This involves working closely with others on the East Sussex Better Together initiative, looking at service provisions in the community and the access to this for the public. Graham discussed certain standards and targets that must be met nationally and how the CCG monitor these.

*(It was **AGREED** to suspend Standing Orders to allow members of the public to participate in the meeting.)*

**C42.3** Questions were asked by members of the Council including:

1. Clarification on what the healthcare services are offered at Hastings Conquest and Eastbourne DGH, and whether there is an opportunity for a patient to request a specific

hospital. Lynette Wells gave an overview to the services on offer at both sites; whilst there is some duplication across sites, they do also have specialised services. Graham Griffiths elaborated that the availability of services is driven largely by the number of clinicians available; the Royal College practice regulations dictate the number of doctors available at a given hospital to ensure the Doctors remain active in their field. Patients are able to ask a GP for a specific hospital upon referral. It was confirmed that in emergencies, ambulance drivers must consider the quickest route and site with the most appropriate care.

2. Why, when Seaford has the largest population in the District, it has less than adequate health infrastructure and no minor injuries unit. Graham explained that previously the option of extending Seaford Medical Practice had been looked in to but due to a lack of funding and government lead changes to the system this had to be abandoned. The level of activity of referrals from Seaford to an Accident & Emergency Department or Minor Injuries Unit is monitored but there is currently no case to create a unit in Seaford.
3. The parking charges at Eastbourne DGH being so high. Lynette answered that these fees go towards the management agent costs and the security and maintenance of the site. There has been no increase in parking charges for a long time as the ESHT Board are reluctant to make any increase. The charges are reported in the management accounts.
4. Why can there not be consultant visits in Seaford rather than having to travel to a hospital. Lynette answered that this is something ESHT are looking at as part of providing care in the community. However, they must be able to ensure that the workload justifies having a travelling consultant.
5. Whether, if there are Community Infrastructure Levy funds available, the CCG would consider working together to look at additional buildings to be used for healthcare services and why the CCG would not consider using the 'Any Qualified Provider' provision in Seaford. Graham explained that the CCG can authorise other organisations to become providers however this is dependent on them approaching the CCG with an offer. Graham is still waiting to hear from Horder Healthcare on any bid to provide services.
6. Why ESHT will not provide free transport for the more vulnerable patients. Lynette explained that passenger transport is available but is not provided by ESHT although they do have access to it.
7. The opening of a new Hub & Spoke operation in Lewes, not Seaford. Graham made a note of this.
8. *County Councillor Carolyn Lambert, East Sussex County Council: questioned whether Locality Funding could be used, even if for pilot schemes. Stated that ESCC has declared Homefield Place surplus to requirements and suggested the CCG consider that as a well-known and well located site for healthcare services in Seaford. Asked what governance arrangements ESHT and the CCG are under for this type of public engagement and whether there are Board meetings the public can attend.* Chan Mayer, Engagements Officer for ESHT, raised that the CCG hold public events every six months in alternating towns. The CCG will look at Seaford Baptist Church as a possible venue. The CCG will also look in to the possibility of holding a Board meeting in Seaford.
9. *Miss Christine Brett: expressed her partner's concerns with the lack of proper project management and accountability for the care pathway and communication.* ESHT and

the CCG agreed that this sounded like a failure in the current systems in place and suggested that Miss Brett should take this forward as a formal complaint if raising it with the Patient Advice and Liaison Service (PALS) has not been satisfactory.

10. *Ms Denise Savage:* explained that her husband has been awaiting an ear operation for 52 weeks now, despite raising it with PALS, and asked how to stop this wait going on endlessly? Graham elaborated on how the ideal 18 week period from referral to completion was decided and the reporting process for statistics; he will follow this up direct with Ms Savage.
11. *Mr Frank Cross:* questioned whether any weight was given to patient's time with the economic analysis of transport and how so. Graham confirmed that the CCG does look at patient travel time when considering service provision and patient wellbeing.
12. *Ms Dee Kelloway:* Asked where the NHS meetings were advertised? Chan explained that the CCG has a database for newsletter distribution and notices are placed where possible with local shops and local authorities. They will consider the library and GP surgeries are options too.
13. A question was raised as to why not all GP surgeries in Seaford have Patient Participation Groups. Graham confirmed that both GP practices in Seaford meet monthly with the CCG and that the groups are not compulsory.
14. Clarification was sought that ESHT would commit to attending the Seaford Health Stakeholders Group meetings every quarter and whether ESHT and the CCG would commit to attending a Council meeting once a year, with GPs in attendance where possible too. Graham confirmed that the CCG would rather arrange the public meetings as part of its engagement process and that he would follow up on ESHT attendance at the Health Stakeholders Group meeting.

The meeting closed at 8.38pm.

Councillor Lindsay Freeman  
Mayor of Seaford



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 7<sup>th</sup> July 2016 at 7.00pm.

#### Present:

Councillor M Brown (Chairman)  
Councillor L Worcester (Vice Chairman)  
Councillors D Argent, P Boorman, B Burfield, R Hayder, R Honeyman and A Latham.  
Mrs Lucy Clark, Support Services Manager - Seaford Town Council  
Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)

3 members of the public

#### F01/07/16 Apologies

Apologies for absence were received from Councillors S Adeniji & M Lambert.

#### F02/07/16 Disclosure of Interests

There were no disclosures of interest.

#### F03/07/16 Public Participation

There was no public participation.

#### F04/07/16 Finance Report

##### F04.1 Receipts, Payments and Bank Reconciliation for February, March, April & May 2016

Members considered report 38/16 advising of receipts, payments and bank reconciliation for February, March, April & May 2016.

Members asked for clarity on certain income and payments regarding

**F04.1.1** It was **RESOLVED** to **NOTE** the total receipts of £231,069.74 and total payments of £94,824.90 for February 2016 with a balance to carry forward of £519,715.89.

**F04.1.2** It was **RESOLVED** to **NOTE** the total receipts of £157,346.62 and total payments of £173,648.68 for March 2016 with a balance to carry forward of £503,413.83.

**F04.1.3** It was **RESOLVED** to **NOTE** the total receipts of £488,303.70 and total payments of £414,863.05 for April 2016 with a balance to carry forward of £576,854.48

**F04.1.4** It was **RESOLVED** to **NOTE** the total receipts of £121,549.35 and total payments of £129,017.24 for May 2016 with a balance to carry forward of £569,386.58

#### F04.2 Finance Report.

Members considered report 39/16 informing of income and expenditure for the Financial Year End 2016 and the first two periods of the New Financial Year to 31<sup>st</sup> May 2016 compared to the annual budgets.

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

#### F05/07/16 Grant Applications for 2016/2017

Members considered report 40/16 presenting the 2016-17 grant applications.

It was confirmed that the recommended awards to be given total £22,300 against a budget of £28,650 leaving a total of £6,350.

**F05.1** It was **RESOLVED** to **APPROVE** the following small grants to a total of £4,550.00:

Name of Organisation	Purpose of Grant	Awarded 2016/17
ABC Fund	Food Hampers, pantomime tickets and a day out at Drusilla's by families in Seaford.	£300.00
Crouch Bowling Club	Purchase of 3 sets of Bowls.	£400.00
Downs 60 + Club	8 folding chairs for events and meetings	£250.00
East Blatchington Pond Conservation	To purchase pebbles for the edge of the pond and snowdrops for the woodland areas.	£100.00
Eastbourne Epilepsy Group	Printing costs for seizure diaries and literature which will provided free to people. Also posters for GP & Hospitals	£300.00
Inner Lights	Cost of transport to and from monthly meetings and outings.	£100.00
Mercread Youth Centre	Funds for Arts and Craft Workshops.	£250.00
Seaford Choral Society	Cost of producing a centenary programme for autumn and spring concerts 2016-2017.	£150.00
Seaford Community Partnership	Administration of the general running costs of the partnership.	£350.00
Seaford Community Events Committee	Overnight security for AFD, thus reducing the cost required for take down and set up from Saturday to Sunday and towards cost of event management on the day.	£500.00

Seaford Museum & Heritage	New Reception area when access project is underway.	£400.00
Seaford Music Society	Fees to the artists for 2016/2017 season.	£100.00
Seaford Photographic Society	To purchase new equipment for the benefit of all members and in particular: a new projector to replace old one. Failure to do so will exclude the club from participating in external competitions. To purchase other technical equipment; calibrator, print stand and print competitions and projectors stand and replace worn out trophies.	£250.00
Seaford Seniors' Forum	Newsletter to members and furthering our objectives.	£300.00
Seaford Silver Band	Band running costs; rent, insurance, repairs and would also like to replace uniforms.	£300.00
Seaford Stroke & Caring Club Charity Trust.	Transport Costs.	£150.00
Zap Art	Grant would be used towards delivering intergenerational arts/heritage workshops in the local community and with school groups.	£250.00
Willett Charitable	Additional flailing for Wood Control	£100.00
	<b>TOTAL</b>	<b>£4,550.00</b>

**F05.2**

It was **RESOLVED** to **RECOMMEND** to Full Council that the following two applications for large grants above the maximum limit be awarded, as per section 3.3 of the Council's Grants Policy:

Name of Organisation	Purpose of Grant	Awarded 2016/17
Citizen's Advice Bureau (CAB)	To provide CAB service to Seaford in person, on telephone, via e-mail.	£5,000.00
Community Transport for Lewes Area	To assist with vehicle replacement schedule, door to door dial a ride for 2 days per week are available.	£5,000.00
	<b>TOTAL</b>	<b>£10,000</b>

**F05.3**

It was **RESOLVED** to **APPROVE** the following large grants to a total of £7,750.00.

Name of Organisation	Purpose of Grant	Awarded 2016/17
Seaford Bonfire Society	Towards Security and Medical personnel for the procession and display	£1,500.00
Seaford Lifeguards	Uniform replacement.	£1,500.00
SeeAbility	Funding Volunteering programme.	£750.00
St Wilfrid's Hospice	To provide support to the home Nursing Team visiting people in Seaford, the team provide care and support to local district nurses, doctors as well as families and the patients.	£2,000.00
Waves Seaford Ltd	Support clients in professional counselling as many GP's refer patients to Waves for this service.	£2,000.00
	<b>TOTAL</b>	<b>£7,750.00</b>

**F05.34**

It was **RESOLVED** to **SET** the conditions upon the grants awarded and for Council Officers to ensure these are clearly laid out when writing to all organisations that have been awarded grants:

- i) CAB; to display 'Supported by Seaford Town Council' plaque which will be provided by the Council.
- ii) CTLA; to install 'Supported by Seaford Town Council' logos on buses. Logos to be provided by the Council.
- iii) Seaford Bonfire Society; to show 'Supported by Seaford Town Council' on their homepage of their website.
- iv) Seaford Lifeguards; to display 'Supported by Seaford Town Council' plaque which will be provided by the Council and to include 'Supported by Seaford Town Council' logos on their new uniform.
- v) Seeability to show 'Supported by Seaford Town Council' on their homepage of their website.
- vi) St Wilfrid's Hospice; to show 'Supported by Seaford Town Council' on their homepage of their website.
- vii) Waves Seaford Ltd; to display 'Supported by Seaford Town Council' plaque which will be provided by the Council.

The meeting closed at 19.15.

Mark Brown  
Chairman





## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 6<sup>th</sup> October 2016 at 7.00pm.

#### Present:

Councillor M Brown (Chairman)  
Councillor L Wallraven (Vice Chairman)  
Councillors D Argent, P Boorman, B Burfield, R Hayder, R Honeyman and A Latham.  
Mr James Corrigan, Town Clerk – Seaford Town Council  
Mrs Lucy Clark, Support Services Manager - Seaford Town Council  
Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)

2 members of the public

#### F06/10/16 Apologies

Apologies for absence were received from Councillors S Adeniji and L Worcester.  
Councillor L Wallraven substituted for Councillor Worcester.

#### F07/10/16 Disclosure of Interests

There were no disclosures of interest.

#### F08/10/16 Public Participation

There was no public participation.

#### F09/10/16 Finance Report

##### F09.1 Receipts, Payments and Bank Reconciliation for June, July & August 2016

Members considered report 61/16 advising of receipts, payments and bank reconciliation for June, July and August 2016.

Members asked for clarity on certain income and payments.

**F09.1.1** It was **RESOLVED** to **NOTE** the balance brought forward from May 2016 was £569,386.58.

**F09.1.2** It was **RESOLVED** to **NOTE** June's total receipts of £105,981.32 and total payments of £170,221.29 leaving a balance to carry forward of £505,146.61.

**F09.1.3** It was **RESOLVED** to **NOTE** July's total receipts of £110,127.66 and total payments of £145,317.54 leaving a balance to carry forward of £469,956.74.

**F09.1.4** It was **RESOLVED** to **NOTE** August's total receipts of £112,076.41 and total payments of £253,111.54 leaving a balance to carry forward of £569,386.58

## **F09.2 Finance Report**

Members considered report 62/16 informing of income and expenditure from 1<sup>st</sup> April to 31<sup>st</sup> August 2016 compared to the annual budgets.

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

## **F10/10/16 Budget Framework and Timetable 2017/2018**

Members considered report 63/16 advising the committee 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; along with requesting an update report on £25,000 financial savings or gains to be made, which was approved at Full Council on 28<sup>th</sup> January 2016.

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

## **F11/10/16 Annual Return 2015/2016 Update**

Members considered report 66/16 updating the committee on the status of the annual return for 2015/2016.

Members asked for clarity on certain information.

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

The meeting closed at 7.24pm.

Councillor Mark Brown  
Chairman



## 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 28<sup>th</sup> June 2016** at **7.00pm**.

**Present:**

Councillors S Adeniji (Chairman) and R Chambers (Vice-Chairman).  
Councillors M Brown, C Campbell, L Freeman, P Lower, A McLean and L Worcester.  
Mr James Corrigan - Town Clerk (Seaford Town Council)  
Mr Fraser Morley - Golf Professional (Seaford Town Council)  
Mr Simon Lambert - Head Greenkeeper (Seaford Town Council)  
Mr Robert McDonald – Manager, The View (Seaford Town Council)  
Ms Sarah Pearce – Events and Marketing, The View (Seaford Town Council)  
Mr Richard Andrews and Mr Alan Miller (Seaford Head Golf Club)

**G01/06/16 Apologies for Absence and Declaration of Substitute Members**

Apologies were received from Councillors O Honeyman and A Latham.

**G02/06/16 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.

**G03/06/16 Public Participation**

There was no public participation.

**G04/06/16 Golf Professional's Report**

The Committee considered report 31/16 noted the reduction in members following national trends as well as the good performance otherwise and thanked the Golf Professional for all his diligent and hard work and **RESOLVED** to **NOTE** the information in the report.

**G05/06/16 Head Greenkeeper's Report**

The Committee considered report 32/16 noted the excellent condition of the report and thanks the Head Greenkeeper for his commitment and **RESOLVED** to **NOTE** the information in the report.

**G06/06/16 The View at Seaford Head**

**G6.1 Restaurant & Bar Manager's Report**

The Committee considered report 33/16 and **RESOLVED** to **NOTE** the information in the report.

**G6.2 Events & Marketing Update at The View**

The Committee considered report 34/16 and **RESOLVED** to **NOTE** the information in the report.

The committee also thanks all The View Staff for their hard work in making the venue a success.

**G07/06/16 Golf & The View Update Finance Report**

The Committee considered report 35/16 and **RESOLVED** to **NOTE** the information in the report. It was also requested that future finance reports include a percentage spend and income for key areas in the future.

The meeting closed at 8.11pm.

Councillor Sam Adeniji  
Chairman

Draft



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 6<sup>th</sup> September 2016** at **7.00pm**.

**Present:**

Councillors A Latham (Chairman)  
Councillors L Freeman, O Honeyman and L Worcester.  
Mr James Corrigan - Town Clerk (Seaford Town Council)  
Mr Fraser Morley - Golf Professional (Seaford Town Council)  
Mr Simon Lambert - Head Greenkeeper (Seaford Town Council)  
Mr Robert Macdonald – Manager, The View (Seaford Town Council)  
Mr Richard Andrews and Mr Alan Miller (Seaford Head Golf Club)  
One member of the public.

Before the meeting began the Committee was asked to appoint a Chairman for the evening. It was **RESOLVED** to **APPOINT** Councillor Alan Latham.

- G08/06/16 Apologies for Absence and Declaration of Substitute Members**  
Apologies for absence were received from Councillors Adeniji, Brown and Lower.
- G09/06/16 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.
- G10/06/16 Public Participation**  
There was no public participation.
- G11/06/16 Golf Professional's Report**  
The Committee considered report 51/16, noted the reduction in members following national trends as well as the good performance otherwise and thanked the Golf Professional for all his diligent and hard work and **RESOLVED** to **NOTE** the information in the report.
- G12/06/16 Head Greenkeeper's Report**  
The Committee considered report 50/16, noted the excellent condition of the course and thanked the Head Greenkeeper for his commitment and **RESOLVED** to **NOTE** the information in the report.  
The Town Clerk commented that he receives regular compliments on the quality of the course and has seen for himself how impressive it is.
- G13/06/16 Restaurant & Bar Manager's Report**  
The Committee considered report 52/16. Discussion took place with regard to the good financial performance of the venue to date and the plans going forward to improve marketing with new marketing officer Fiona Heffernan now on board. Every effort will be made to maximize the Christmas trade and the completion of the new website however is essential to develop all business activity. It was also noted what a great success the Mayors Charity Golf day had been raising £737.70 for the Mayor's chosen charities. It was **RESOLVED** to **NOTE** the information in the report.

The meeting closed at 7.54pm.

Councillor Alan Latham  
Chairman



Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 9<sup>th</sup> June 2016**.

**Present:**

Councillor L Wallraven (Chairman)  
Councillor R Honeyman (Vice Chairman)  
Councillors D Argent, P Boorman, D Burchett, A Latham, P Lower, M McLean and L Worcester  
Edwina Pooley, Planning Officer – Seaford Town Council  
2 members of the public.

**P/08/6/16 Apologies for Absence and Declaration of Substitute Members**  
Apologies for absence were received from Councillor M Lambert.

**P/09/6/16 Disclosure of Interests**  
There were no disclosures of Interests.

**P/10/6/16 Public Participation**

*Ms C Brett* *Advised the Committee of her concerns regarding public access to meetings held at Seaford Town Council's Chambers.*

Chairman The Committee will look at reviewing the current arrangements in order to facilitate access to meetings of the Planning & Highways Committee.

**P/11/6/16 Planning Applications**

Planning Applications week ending 13<sup>th</sup> May 2016

**Seaford 18 Beacon Road**  
LW/16/0274 Erection of a rear first floor extension for Mr K Mullaney

It was **RESOLVED** to make **NO OBJECTION**

**Seaford 50 Hawth Park Road**  
LW/16/0327 Demolish existing garage and conservatory, erection of side extension and cladding to external façade for Mr & Mrs S Lee

It was **RESOLVED** to make **NO OBJECTION**

**Seaford 8 Kedale Road**  
LW/16/0346 Erection of a ground floor rear extension for Mr N Parks

It was **RESOLVED** to make **NO OBJECTION**

**Seaford 1B Belgrave Road**  
LW/16/0358 Section 73A Retrospective application for the retention of a single rear extension for Mr P Mann

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 20<sup>th</sup> May 2016

**Seaford**            **Saxon Lodge, Saxon Lane**  
LW/16/0321        Removal of section of wall for Mr & Mrs C Tucker  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**            **1 Beacon Drive**  
LW/16/0323        Erection of close boarded fence within 1 metre of boundary walls  
and erection of a conservatory to the side for Mr & Mrs S Bray  
  
It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 28<sup>th</sup> May 2016

**Seaford**            **1 Chyngton Gardens**  
LW/16/0324        Erection of one detached dwelling on land to the North of 1 Chyngton  
Gardens for Mrs R Hayes  
  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**            **35 Fitzgerald Avenue**  
LW/16/0339        Conversion of existing dwelling into two self-contained units for Mr Poulter &  
Mr Bryans.  
  
It was **RESOLVED** to make **NO OBJECTION**

Tree Work Applications

**Seaford**            **7 Willow Drive**  
TW/16/0031/        1 x Holm Oak T6 of the order - reduce crown by 40%  
TPO                1 x Holm Oak T5 of the order – reduce crown to match T1 reduction  
Remove lower branch over fence.

*No comment was made as Lewes District Council had determined the application.*

**Seaford**            **Sussex Cottage, Upper Belgrave Road**  
TW/16/0050/        1 x Sycamore identification to be confirmed as (T3 of the Order) within  
TPO                Arlington House, Firle Road or 1 x Sycamore within Conservation Area  
marked T1 on Agent's plan- remove due to severe wound.  
9 x Sycamore (marked T2 to T10 on Agent's plan) – reduce by 1 to 1.5  
metres.  
1 x Sycamore (marked T11 on Agent's plan) – cut back to boundary.

*No comment was made as Lewes District Council had determined the application.*

**Seaford**  
TW/16/0051/  
TPO

**Hamilton House, Belgrave Road**  
5 x Sycamore (G1-5 x Elm, 1 x Pine, 8 x Sycamore of the Order) –  
reduce by 1 to 1.5 metres

*No comment was made as Lewes District Council had determined the application.*

**Seaford**  
TW/16/0054/  
TPO

**5 Ladycross Close**  
1 x Poplar (T4 of the Order) – remove two central broken stems and  
prune to remove weight and balance crown.

*No comment was made as Lewes District Council had determined the application.*

**P12/6/16**

**Lewes District Council Planning Portal**  
The Committee considered report 18/16

It was **RESOLVED** to **NOTE** the report.  
Following a plenary discussion Councillor Lower and the Planning Officer  
were requested to coordinate a response on behalf of the Committee.

**P13/6/16**

**Update Report**  
The Committee considered report 17/16

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

The meeting closed at 7.44pm.

Councillor E Wallraven  
Chairman





Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 30<sup>th</sup> June 2016**.

**Present:**

Councillor L Wallraven (Chairman)

Councillors D Argent, P Boorman, D Burchett, C Campbell (substitute) A Latham, P Lower and L Worcester

E Pooley, Planning Officer – Seaford Town Council (minutes)

2 members of the public.

**P/14/6/16 Apologies for Absence and Declaration of Substitute Members**  
Apologies for absence were received from Councillors R Honeyman (Vice Chairman) and M Lambert. Councillor Campbell substituted for Councillor Lambert

**P/15/6/16 Disclosure of Interests**  
There were no disclosures of Interests

**P/16/6/16 Public Participation**  
There was no public participation

**P/17/6/16 Planning Applications**

Planning Applications week ending 3<sup>rd</sup> June 2016

**Seaford Firle End, 2 Firle Road**  
LW/16/0139 Planning Application – Demolish flint wall and rebuild with 225mm block wall behind, 100mm skin of flint to front for Mr Becker

It was **RESOLVED** to make **NO OBJECTION**

**Seaford 21 Sutton Park Road**  
LW/16/0384 Variation of Planning Condition – Variation of condition 2 relating to planning approval LW/15/0951 (to allow temporary emergency bed and breakfast accommodation for local authorities up to a maximum of 15 residents) for Mr Usher

It was **RESOLVED** to make **NO OBJECTION**

**Seaford 15 Beacon Road**  
LW/16/0406 Planning Application - Demolition of existing garage, construction of new with extended single storey extension to rear and side extension at first floor level above garage for Mr & Mrs Piveteau

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 10<sup>th</sup> June 2016

**Seaford**      **94 North Way**  
LW/16/0227    Planning Application – Proposed single storey side extension for Mr P Deith

It was **RESOLVED** to make **NO OBJECTION** subject to receipt of comments and recommendations from the County Archaeologist

**Seaford**      **9 East Albany Road**  
LW/16/0308    Planning Application – Two storey front extension with renewed and extended conservatory to rear, demolition of existing garage and replacement of front boundary wall for Mr N White

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**      **47 Upper Chyngton Gardens**  
LW/16/0386    Planning Application – Single storey rear extension for Mrs T Ferris

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**      **89 Alfriston Road**  
LW/16/0410    Planning Application – Demolish existing garage and side utility and replace with a single storey front/side extension for Mr & Mrs Lambert

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 18<sup>th</sup> June 2016

**Seaford**      **53 Farm Close**  
LW/16/0443    Planning Application – Addition of pitched tiled roof to existing conservatory and new windows to side elevations for Mr J Rose

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**      **4 Freeland Close, Bishopstone**  
LW/16/0456    Planning Application – Erection of a single storey rear extension for Mrs D Evans

It was **RESOLVED** to make **NO OBJECTION** subject to receipt of comments and recommendations from the County Archaeologist

Tree Work Applications

**Seaford**            **Hog Plot, 1 Firle Road**  
TW/16/0058/    1 x Holm Oak T6 of the order – crown reduce 40%  
TPO                    1 x Holm Oak T5 of the order – crown reduce to match T1 reduction.  
Remove lower branch over fence

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**            **4 Barn Close**  
TW/16/0059/    4 x Ash (T12-15 of the Order) – reduction to 15ft in height  
TPO

It was **RESOLVED** to **OBJECT** to the reduction on the grounds that members were not privy to the opinion of the Tree and Landscape Officer and as such had no evidence that the established group of trees is in a dangerous state and could not determine whether the reduction would have a detrimental effect on the health of the trees.

**Seaford**            **5 Kingston Avenue**  
TW/16/0061/    1 x Corsican Pine (T3 of the Order) – prune back branches that are  
TPO                    hanging over the road and touching street light. Crown lift 2 limbs that  
are overhanging pavement, back to a suitable pruning point.

It was **RESOLVED** to make **NO OBJECTION**

*Councillor Campbell exited the meeting at 7.17pm*

**P18/6/16**            **Update Report**

The Committee considered report 37/16

Members discussed the approval of certain planning applications by Lewes District Council, that the Planning & Highways Committee had been consulted on and objected to. Members also discussed the withdrawal of paper copies of plans.

It was **RESOLVED** to **NOTE** the report and **FURTHERMORE** to **INSTRUCT** the Chairman of the Planning & Highways Committee and the Planning Officer to coordinate a response on behalf of the Committee concerning the approval of certain planning applications by Lewes District Council, which the Planning & Highways Committee had been consulted on and objected to and to **FURTHER INSTRUCT** the nominated Councillor to incorporate the member's views into the response being prepared for an association of local Town and Parish Councils.

**P19/6/16**            **Road Closure**

The Committee considered report 36/16

It was **RESOLVED** to make **NO OBJECTION**

The meeting closed at 7.35pm

Councillor L Wallraven,  
Chairman



Seaford Town Council  
Planning & Highways Committee

Minutes of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 21<sup>st</sup> July 2016**.

**Present:**

Councillor R Honeyman (Chairman)  
Councillors D Argent, P Boorman, D Burchett, A Latham, P Lower, and L Worcester  
E Pooley, Planning Officer – Seaford Town Council (Minutes)  
2 members of the public.

**P20/7/16 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors A McLean, M Lambert and L Wallraven.

**P21/7/16 Disclosure of Interests**

Councillor Honeyman disclosed a non-pecuniary interest in planning applications LW/16/0503 and LW/16/0523 as an employee of East Sussex County Council.

**P22/7/16 Public Participation**

*Mr E Hill*

*Questioned whether the Council could advise when the generator at the Old Plough public house will be removed, as it was due to be removed in May 2016?*

Chairman

Thanked Mr Hill for his comments and said that enquiries will be made to Lewes District Council.

**P23/7/16 Planning Applications**

Planning Applications week ending 24<sup>th</sup> June 2016

**Seaford**

**14 Firle Close**

**LW/16/0382**

Planning Application - Demolition of existing garage and conservatory and erection of a single storey rear extension and single and two storey side extension for Mr G Neale

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**

**29 Steyne Road**

**LW/16/0383**

Planning and Listed Building Consent Applications – Internal alterations to the basement to create a self-contained habitable unit for Mrs L Blatch

**&**

**LW/16/0418**

It was **RESOLVED** to **AGREE** that the Committee felt unable to comment on the grounds that the plans were illegible when viewed online via the Lewes District Council website and Councillors were therefore unable to properly consider the proposal.

**Seaford**  
**LW/16/0426**      **Lamont Southdown Road**  
Planning Application - Erection of a first floor extension over the existing garage, together with a single storey extension in front, incorporating a new front entrance porch for Mr A Bushell  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**  
**LW/16/0473**      **96 Barn Rise**  
Planning Application - Erection of two attached garages for Mr S Wylie  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**  
**LW/16/0477**      **79 Walmer Road**  
Planning Application - Single storey rear extension and garage conversion with window to front elevation for Mrs D Acton  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**  
**LW/16/0503**      **Cradle Hill Community Primary School Lexden Road**  
Consultation by ESCC - Construction of a fenced tarmac play area on north western boundary of the School playing field, with associated access route from the reception playground to the west of the main School building for East Sussex County Council (**County Ref LW/33220/CC**)

*Mr Gower*      *Spoke in favour of the application, explained that he is a Governor of the School and urged Councillors not to object as the development is needed for the beginning of next term.*  
It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 1<sup>st</sup> July 2016

**Seaford**  
**LW/16/0414**      **Chyngton House North Hamsey Lane**  
Listed Building Consent Application - Application for the retention of replacement PVC back doors, replacement boiler, replacement wiring and fuse board, removal of partition wall, updating kitchen and bathrooms for Mrs D Mandry  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**  
**LW/16/0466**      **44 Grove Road**  
Planning Application - Demolition of existing garage and re-build with first floor extension above for Mr I Wilkinson  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**  
**LW/16/0468**      **43 Hindover Road**  
Planning Application - Demolition of existing lean-to conservatory and replace with a single storey extension for Mr M Stephens  
It was **RESOLVED** to make **NO OBJECTION**

**Seaford**                    **42 Hartfield Road**  
LW/16/0478                Planning Application - Erection of first floor extension over an open  
ground floor porch for Mrs S Bernard

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**                    **Cradle Hill Community Primary School Lexden Road**  
LW/16/0523                Consultation by ESCC - Part demolition of building and removal of  
double mobile classroom to facilitate two storey extensions to the main  
school building to create 5 additional classrooms and associated ancillary  
spaces including offices, stores and WCs to increase the capacity of the  
school to a 3 form of entry for East Sussex County Council (**County Ref**  
**LW/3322/CC**)

*Mr Gower*                    *Commented that Lewes District Council had approved the application.*

**Chairman**                    Lewes District Council was consulted on the application by East Sussex  
County Council and raised no objection to the development proposal -  
LW/16/0523 refers.

It was **RESOLVED** to make **NO OBJECTION**

Planning Applications week ending 8<sup>th</sup> July 2016

**Seaford**                    **122 North Way**  
LW/16/0464                Planning Application – Replacement of existing summer house with a larger  
summer house for Mr D Sayers

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**                    **Sutton Leaze, Eastbourne Road**  
LW/16/0491                Planning Application – Erection of 3 x three bedroom bungalows and 6 x  
two/three bedroom dwellings for Mr S Wiley  
(Re-consultation regarding revisions to parking bay next to Appledore and  
omission of high level windows to Unit 4 facing Milton Villas).

*Mr Gower*                    *Commented that the site had been cleared before the planning application  
was submitted.*

The Members considered the application and comments made by a member of  
the public and put forward a proposal to object.

**A RECORDED VOTE** was requested:

Cllr D Argent	For
Cllr D Burchett	For
Cllr Boorman	Against
Cllr Honeyman	Abstained
Cllr Latham	For
Cllr Lower	Abstained
Cllr Worcester	For

It was **RESOLVED** that the motion be **CARRIED** as set out below.

It was **RESOLVED** to **OBJECT** on the grounds of; overdevelopment, insufficient parking provision on the site, increased traffic movements and road safety concerns and the impact on the infrastructure and the character of the town generally.

**Seaford** **Street Record Vicarage Close**  
**LW/16/0516** Planning Application – Erection of a large brick and block garage for Mr P Fenwick

*Mr Gower* *Suggested that Councillor Argent had a personal interest in the matter.*

Councillor Argent declared that he had a personal interest in the planning application as a member of the Rotary Club, accordingly he had no prejudicial, nor pecuniary interest in the matter.

Chairman Councillor Argent's declaration will be recorded in the Minutes of the committee meeting.

It was **RESOLVED** to make **NO OBJECTION**

#### Tree Work Applications

**Seaford** **Barcombe Avenue**  
TW/16/0065/ 2 x Holm Oaks (G3 of the Order 3 x Holm Oak) crowns to be reduced  
TPO and any deadwood removed.

It was **RESOLVED** to make **NO OBJECTION**

**Seaford** **7 Willow Drive**  
TW/16/0064/ 1 x Holm Oak T6 of the Order – Crown reduce by 40%.  
TPO

It was **RESOLVED** to make **NO OBJECTION**

**Seaford** **Blatchington House, 9 Firle Road**  
TW/16/0067/T 1 x Ash Tree to be removed.  
CA

It was **RESOLVED** to make **NO OBJECTION**

Notwithstanding that the application had been settled by Lewes District Council via delegated decision.

#### **P24/7/16 Road Closure Request – French Market**

Members considered report 41/16 informing the committee of a request to close part of Sutton Road from the junction of Broad Street to the junction of Warwick Road and East Street to facilitate a French.

It was **RESOLVED** to make **NO OBJECTION**.

Councillors noted that the event had been rescheduled and would now take place on the 16<sup>th</sup> September 2016 consequently the road closure would be required on this date.

**P25/7/16 Update Report**

Members noted the contents of report 42/16 informing the committee of Lewes District Council decisions on previous planning applications.

The meeting closed at 8.03pm

Councillor R Honeyman  
Vice Chairman

Draft





Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Thursday 11<sup>th</sup> August 2016**.

**Present:**

Councillor L Wallraven (Chairman)  
Councillor R Honeyman (Vice Chairman)  
Councillors D Argent, P Boorman, D Burchett, A Latham, M Lambert, P Lower, A McLean and L Worcester.  
Elizabeth Harvey, Finance Administration Assistant– Seaford Town Council (Minutes)  
62 members of the public.

**P26/8/16 Land At Chyngton Way**

Due to the quantity of members of the public attending, this agenda item will be adjourned for an extraordinary meeting to be arranged at a venue large enough to accommodate the members of public wishing to attend and make representations.

**P27/8/16 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor Phil Boorman as had to leave the meeting at 7.15pm.

**P28/8/16 Disclosure of Interests**

Councillor P Lower disclosed a non-pecuniary interest in planning application LW/16/0499 and Councillor R Honeyman on application LW/3334/CC as an employee of East Sussex County Council.

**P29/8/16 Public Participation**

*Mr E Hills Enquired if the camera was filming.*

Chairman Confirmed the meeting was being video recorded.

**P30/8/16 Planning Applications**

Planning Applications week ending 15<sup>th</sup> July 2016

**Seaford 4 Downs Road**  
LW/16/0531 Planning Application – Erection of rear ground floor extension for Mr Watt.  
It was **RESOLVED** to make **NO OBJECTION**.

Planning Applications week ending 22nd July 2016

**Seaford Land At Chyngton Way**  
LW/16/0460 Outline Planning Application - Residential development of up to 55 dwellings including affordable housing, landscaping and public open space for Chyngton Land Limited.

It was **RESOLVED** to **ADJOURN** this application to be able to allow all members of the public to attend.

**Seaford** **Flat 1, 41 Sutton Park Road**  
LW/16/0499 Planning Application - Replace bathroom window in white UPVC for Ms A Patrick.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford** **Crouch Gardens, East Street**  
LW/16/0507 Planning Application - Erection of extension and alterations to clubhouse for The Crouch Bowling Club.

It was **RESOLVED** to make **NO COMMENT** as the premises is owned by Seaford Town Council.

**Seaford** **65 Quarry Lane**  
LW/16/0551 Planning Application - Conversion of existing garage to a bedroom with en-suite facilities and new driveway for SERFCA.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford** **80 Clementine Avenue**  
LW/16/0564 Planning Application – Erection of single storey conservatory to the rear elevation with internal stairs from house patio doors to conservatory floor level for Mr J Duck.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford** **Horder Healthcare Seaford, Sutton Road**  
LW/16/0590 Planning Application - Additional car parking on existing health centre site including creation of new vehicular access for Horder Healthcare.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford** **1 Claremont Court, Claremont Road**  
LW/16/0603 Planning Application - Erection of two storey side extension for Mr K. White.

It was **RESOLVED** to make **NO OBJECTION**.

Planning Applications week ending 29<sup>th</sup> July 2016

**Seaford** **Litlington Court, Surrey Road**  
LW/16/0555 Planning Application - Repairs and repainting of building, railings and balconies for Litlington Court (Seaford) RTM Ltd.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford** **9 Mill Drive**  
LW/16/0579 Planning Application - Two storey front extension for Mr & Mrs Sinclair.

All Councillors **ABSTAINED** from voting.

It was **RESOLVED** to make **COMMENT** that due to insufficient information on the plans of this application a decision was unable to given.

**Seaford**                    **11 Normansal Park Avenue**  
LW/16/0600                Planning Application - Erection of a single storey rear extension  
for Mr S Stay.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                    **55 Hindover Road**  
LW/16/0604                Planning Application - Erection of single storey rear extension,  
part side extension and rebuilding of garage with lean to roof for  
Mr L Kite.

It was **RESOLVED** to make **NO OBJECTION**.

East Sussex County Council Consultation

LW/3334/CC                **Cradle Hill Community Primary School, Lexden Road,**  
**Seaford, BN25 3BA**

Provision of new porous artificial turf (5210sqm in area) on  
existing school playing field to follow existing site contours.

*Mr B Gower*                *Highlighted he is a school governor and hoped the Planning &*  
*Highways Committee supported the consultation.*

It was **RESOLVED** to make **NO OBJECTION**.

Tree Work Applications

**Seaford**                    **1 Bromley Road**  
TW/16/0081/  
TPO                        5 x Sycamore (G1 of the order) – Prune back to canopy to  
previous pruning points.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                    **Cuckmere Cottage, Chyngton Lane**  
TW/16/0085/  
TPO                        T1 - 1 Poplar – reduce & reshape by approx. 5 meters.  
T2 - 1 Poplar – remove low branch and next branch up; reduce  
large branch over road by approximately 2.5 meters.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                    **3 Mark Close**  
TW/16/0086/  
TPO                        Row of Leylandii Cypress trees (G2 of order) on front driveway –  
shape sides and top by no more than 1.5 meters.  
4 no. Holm Oak – Lightly shape by no more than 0.5 meters to  
formative prune.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                    **31 Belgrave Road**  
TW/16/0087/  
TPO                        3 x Sycamore (G1 of Order) – Lopping and general tidying up of  
trees.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**  
TW/16/0082/  
TPO

**Hamilton House, Belgrave Road**  
1 x Sycamore (T8 of Order) – Works will involve cutting overhanging branches back within our boundary of 31 Belgrave Road.

It was **RESOLVED** to make **NO OBJECTION**.

**P31/8/16 Planning Application Consultation Process**

Members considered report 43/16 informing the committee of the planning application consultation process from Lewes District Council.

It was **RESOLVED** to **NOTE** the report and **INSTRUCT** officers to submit a letter to Lewes District Council on the Planning Application Consultation Process, setting out the Committee's concerns with the paperless planning process and raising questions regarding the paperless system.

**P32/8/16 Update Report**

Members **NOTED** the contents of report 44/16 informing the committee of Lewes District Council decisions on previous planning applications.

The meeting closed at 7.56pm.

Councillor L Wallraven  
Chairman



Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Seaford Baptist Church, Belgrave Road, Seaford** on **Thursday 18<sup>th</sup> August 2016**.

**Present:**

Councillor L Wallraven (Chairman)  
Councillor R Honeyman (Vice Chairman)  
Councillors, P Boorman, D Burchett, L Freeman, A Latham and L Worcester.  
David Carden, Interim Projects & Facilities Manager – Seaford Town Council  
Elizabeth Harvey, Finance Administration Assistant – Seaford Town Council (Minutes)  
149 members of the public.  
Meeting started at 7.15pm

**P33/8/16 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors P Lower (Councillor L Freeman substituted), D Argent and A McLean.

**P34/8/16 Disclosure of Interests**

Councillor A Latham and L Worcester disclosed a non-pecuniary interest in planning application LW/16/0499 regarding living in the area of the proposed development. Councillor L Wallraven disclosed a pecuniary interest as a Lewes District Councillor sitting on the District's Planning Committee.

**P35/8/16 Public Participation**

There was no public participation.

**P36/8/16 Planning Applications**

Planning Application week ending 22<sup>nd</sup> July 2016

**Seaford**  
LW/16/0460

**Land At Chyngton Way**

Outline Planning Application - Residential development of up to 55 dwellings including affordable housing, landscaping and public open space for Chyngton Land Limited.

*Mr John Foxley*

*Highlighted that the application goes against the Local Plan Core Strategy and South Downs National Park Authority policies. Stated that the Core Strategy document features that the Lewes District Area is predominately rural, renowned for its diversity and culture and high quality landscape. Advised that the application has ignored that the land is earmarked for agriculture and associated rural planning policies, along with being outside the planning boundary. Feels the land is subject to environmental and rural statements as detailed in the Core Strategy.*

*Ms Diane Bushell*

*Stated that the application conflicts with the National Planning Policy Framework and local policies. Believes conflicts at least*

6 times with the Core Strategy and 9 times on the local policies. Highlighted that the design statement on the application gives incorrect information regarding distances in transport to local amenities and on other points which she has raised with East Sussex County Council Highways Department.

*Mr Nick Smith*

*Raised issues regarding the impact this application would have on tourism and the iconic views, along with access to the development via the bridle path and to the national cycle routes. Along with the impact on the local residents and detrimental effects it would have with increased cars on the road and no public transport in the area. Highlighted concerns regarding the potential effect on wildlife and the removal of the horses in the field and the effect on the beautiful natural feeling in the area.*

*Mrs Sylvia Dunn*

*Stated that the strain on the local services would be immense and a section 106 agreement and CIL Construction Levy should be looked at very seriously.*

*Mr Edward Heart*

*Raised that the planned development is outside the planning boundary and against many planning policies. Stated that there are three protected birds on this site and that East Sussex County Council are reviewing the access issues to the site again. Highlighted that the application is a contravention to the key Core Strategy and that English Heritage has identified the site as being of archaeological value.*

*Ms Laura Bull*

*Had enquired with the local primary school on the number of spaces left and received the answer of five. Therefore, raised concerns over limited places and highlighted that children would have to travel outside the Seaford area for a school.*

*Mr Roger Tull*

*Questioned whether Seaford Town Council will be notifying South Downs National Park Authority and National Park Authority?*

*Cllr Wallraven*

*Confirmed that Lewes District Council as part of the planning application process will contact them.*

*Mr Tom Tulbert*

*Confirmed that South Downs National Park Authority has already submitted an objection to Lewes District Council.*

Members discussed various concerns with the proposed planning application including that a rare squirrel was photographed in the area of the proposed development site. The photograph was circulated for all committee members to see.

It was **PROPOSED** to **OBJECT** to planning application LW/16/0460 on the following grounds;

1. Being contrary to the Lewes District Local Plan as adopted by the District Council in May 2016;
2. Being outside of the Development Plan boundary;

3. Being significant overdevelopment of the site
  4. Affecting access to the National Park;
  5. Having a potentially detrimental impact on tourism and access to the iconic Seven Sisters view from South Hill Barn;
  6. The impact on local infrastructure such as the already oversubscribed medical care and school services;
  7. The loss of strategic views of the National Park; and
  8. The proposed entrance to the site causing transport issues for the area.
- In addition, it should be **RECOMMENDED** that a full archaeological and wildlife report be carried out for the site.

A **RECORDED VOTE** was requested :-

Councillor D Burchett	For
Councillor P Boorman	For
Councillor L Freeman	For
Councillor R Honeyman	For
Councillor A Latham	For
Councillor L Worchester	For
Councillor L Wallraven	Abstained

The motion was **CARRIED**.

The meeting closed at 8pm.

Councillor L Wallraven  
Chairman



Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Thursday 1<sup>st</sup> September 2016**.

**Present:**

Councillor L Wallraven (Chairman)  
Councillors, P Boorman, D Burchett, A Latham, P Lower and L Worcester.  
James Corrigan, Town Clerk – Seaford Town Council  
5 members of the public.

**P37/9/16 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor R Honeyman.

**P38/9/16 Disclosure of Interests**

Councillor Lower declared a non-pecuniary interest in LW/16/0647 & 0648. Councillors Argent and Boorman both declared a non-pecuniary interest in LW/16/0690. Councillor Wallraven declared a non-pecuniary interest in LW/16/0602.

All were non-pecuniary interests and the Councillors therefore abstained from voting on the relevant applications.

**P39/9/16 Public Participation**

There was no public participation.

**P40/9/16 Planning Applications**

Planning Applications week ending 5<sup>th</sup> August 2016

**Seaford**  
LW/16/0621

**59 Belgrave Road**

Listed Building Consent Application - Partial demolition and reconstruction of roof and wall of detached garage for Mr Kay.

*Mr Kay – explained that due to storm damage repair works are needed. The property will be rebuilt using original materials but due to being a listed property, needs consent.*

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**  
LW/16/0632

**2 Downview Road**

Planning Application - Erection of two storey front extension, front entrance porch and attached side garage for Mr N Hunter.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**  
LW/16/0647 &  
LW/16/0648

**Martello Tower Esplanade**

Planning & Listed Building Consent Applications - Proposed access bridge & entrance gates and installation of an internal lift for Seaford Museum & Heritage Society.

It was **RESOLVED** to make **NO OBJECTION**.



Planning Applications week ending 12<sup>th</sup> August 2016

**Seaford**  
LW/16/0543

**11 Corsica Road**

Planning Application - Two storey rear extension and alterations to house and rear extension to detached garage for Mrs R Wood.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**  
LW/16/0602

**26 Hindover Road**

Planning Application - Conversion of existing garage and studio to a separate one bedroom house for Miss J Howlett.

*Mr Start – Raised concerns that the application is misleading, it is not currently a studio but a sunroom; there is not enough space for the building; it was previously refused in 1988.*

It was **RESOLVED** to **OBJECT** on the grounds of:

1. Overdevelopment;
2. Out of keeping;
3. Unsuitable building for dwelling; and
4. Parking issues with development.

The Committee also wished to **EXPRESS CONCERN** that the notices were placed in the wrong location and the property is described as currently being a studio but has no permission for this.

The Committee **NOTED** that a similar application was previously refused in 1988.

**Seaford**  
LW/16/0610

**24A Sutton Avenue**

Planning Application - Change of use of beauty room, spa bathroom and staff room areas from Class C2 (sheltered housing scheme), to Class A1 (shops), to allow for areas to be used as commercial hair and beauty premises for Sussex Housing and Care.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**  
LW/16/0670

**32 Broad Street**

Planning Application - Conversion of existing first floor office space and first floor extension to form two separate units of accommodation for Redgold Limited.

A **MOTION** was made to **OBJECT** on the grounds of:

1. Loss of commercial property;
2. Out of keeping;
3. Overdevelopment; and
4. Issues with parking.

A **RECORDED VOTE** was requested:

Councillor Argent	For
Councillor Boorman	For
Councillor Burchett	Abstained
Councillor Latham	For
Councillor Lower	Against
Councillor Wallraven	For
Councillor Worcester	For

The motion to **OBJECT** was **CARRIED**.

Planning Applications week ending 19<sup>th</sup> August 2016

**Seaford**                      **21 Hamsey Lane**  
LW/16/0665                      Listed Building Consent Application - Internal alterations for Mr &  
Mrs McKay.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **11 Cradle Hill Road**  
LW/16/0690                      Planning Application - Convert existing garage to form new bedroom  
and single storey side extension for Mr & Mrs M Patton.

It was **RESOLVED** to make **NO OBJECTION**.

Tree Work Applications

**Seaford**                      **46 Firle Road**  
TW/16/0095/TPO                      1 x Cherry tree T4 on plan - 25% reduction  
1 x Sycamore in front garden T1 on plan (T7 of order) - 25%  
reduction  
4 x Sycamore in back - (T6 & T5 of order) - 25% reduction

It was **RESOLVED** to make **NO OBJECTION**.

**P41/9/16                      Update Report**

It was **RESOLVED** to **NOTE** the contents of report 53/16 informing the Committee of Lewes District Council decisions on previous planning applications.

The meeting closed at 7.43pm.

Councillor L Wallraven  
Chairman



Seaford Town Council  
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Thursday 22nd September 2016**.

**Present:**

Councillor L Wallraven (Chairman)  
Councillor R Honeyman (Vice Chairman)  
Councillors D Argent, P Boorman, D Burchett, A Latham, L Freeman and L Worcester.  
Mrs Lucy Clark, Support Services Manager– Seaford Town Council  
4 members of the public.

**P 42/9/16 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor P Lower and Councillor A McLean. Councillor Freeman substituted for Councillor P Lower.

**P 43/9/16 Disclosure of Interests**

There were no disclosures of interests.

**P 44/9/16 Public Participation**

There was no public participation.

**P 45/9/16 Planning Applications**

Planning Applications week ending 27<sup>th</sup> August 2016

**Seaford 50 Chichester Road**  
LW/16/0712 Planning Application – Erection of rear single storey extension with conversion of garages for Mrs I Sutton.

It was **RESOLVED** to make **NO OBJECTION** in principal however the Committee would like it noted of its reservations that this would result in a loss of a car parking space.

Planning Applications week ending 2016

**Seaford Buckle Bypass**  
LW/16/0753 Prior Approval Application – Installation of one elara streetpole with two equipment cabinets and three antennae

*Mr Jones Questions the planning decision process with Seaford Town Council and Lewes District Council. Expresses concern that residents only received notice of this application 6 days prior to tonight's meeting which gave the response date as 5<sup>th</sup> October 2016 and therefore tonight's Committee will be making a decision without having seen all objections.*

Chairman Clarifies that Seaford Town Council are the consultees and that Lewes District Council has the overall decision.

*Mr Hibert States that the mast will be 15 meters tall, over towering the trees by 7 metres. The mast would be seen from Tidemills and*

*Bishopstone and other surrounding areas. Living only 3 doors away expressed concern of any radiation effects. It will be a visible obscenity and urges the Committee to turn this down.*

*Mr Gower Questions the number of rejection letters received by Seaford Town Council.*

Chairman Confirms that 3 letters have been received by Seaford Town Council to date however there are approximately 18 rejection letters on the Lewes Planning Portal.

The Committee discussed the various issues with this application and raised concerns that there is a possible covenant that certain structures should not be visible to Bishopstone Village Centre and that this proposal may violate that covenant.

It was **RESOLVED** to **OBJECT** on the grounds of the mast being out of character, overdevelopment, inappropriate development for the site and the appearance having a detrimental impact to the area due to its height and form.

#### Planning Applications week ending 2016

**Seaford** **1 Rodmell Road**  
LW/16/0640 Planning Application - Erection of single storey extension for Mrs C Doggett

It was **RESOLVED** to make **NO OBJECTION**

**Seaford** **4 Hill Rise**  
LW/16/0740 Planning Application - Rear extension at first floor level and over cladding of existing property at first floor level for Miss L Allen

It was **RESOLVED** to make **NO OBJECTION**

#### Tree Work Applications

**Seaford** **1 Barn Close**  
TW/16/0096/ 1 x Acer Pseudoplatanus/Sycamore (19 of the order) - Crown  
TPO reduction - Remove all secondary growth.

It was **RESOLVED** to make **NO OBJECTION**

**Seaford** **Oakdene, 36 Firle Road**  
TW/16/0099/ 5 x Holm Oak - reduce by one third (trees ownership not known).  
TCA

It was **RESOLVED** to **OBJECT** on the grounds that the Committee has noted this application has already been refused by officers at Lewes District Council and supports their reasons.

**Seaford**                    **5 Chyngton Lane**  
TW/16/0093/                Holm Oak (T2 on the plan) G4 of the Order - remove. 4 x Holm  
TPO                            Oak (G4 of the Order\_ - Crown thin canopy overhanging  
Chyngton Lane by no more than 20%, crown reduce remaining  
canopy by no more than 2m to form uniform crown shape and  
retaining a framework of small twigs and branches capable of  
supporting

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**                    **Land Adjacent 154a Chyngton Lane**  
TW/16/0100/                2 x Corsican pine - removal  
TCA

It was **RESOLVED** to make **NO OBJECTION**

**Seaford**                    **21 Seafield Close**  
TW/16/0105/                1 x Sycamore – To Fell - Tree on plan/G9 of order  
TPO                            1 x Ash – To Fell – Tree on plan/G9 of order

It was **RESOLVED** to make **NO OBJECTION**

**P 46/9/16      Update Report**

It was **RESOLVED** to **NOTE** the contents of report 58/16 informing the Committee of Lewes District Council decisions on previous planning applications.

The meeting closed at 7:41pm

Councillor L Wallraven  
Chairman



## Seaford Town Council

Report 57/16

**Agenda Item No:** 5  
**Committee:** Council  
**Date:** 20<sup>th</sup> October 2016  
**Title:** Holding of an Extraordinary Council meeting on 10<sup>th</sup> November 2016  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To approve holding an Extraordinary Council meeting on 10<sup>th</sup> November 2016 to facilitate the joining of five new Councillors.

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### Recommendations

You are recommended:

1. To agree to the holding of an Extraordinary Council meeting on Thursday 10<sup>th</sup> November 2016 at 7pm.
- 

### 1. Information

- 1.1 Following the recent resignation of five Town Councillors and the request by ten electors from each of the four electoral wards affected, there are to be an elections to fill the vacancies on Thursday 27<sup>th</sup> October.
- 1.2 This date has been chosen by Lewes District Council to minimise disruption for parents of children who would have to take the day off school were it not in half term.
- 1.3 This does however mean that the election is after this Council meeting necessitating the need for an extraordinary meeting to appoint the various positions which are currently outstanding.
- 1.4 A separate report will be submitted to the meeting on 10<sup>th</sup> November outlining all of the current vacancies but a list is attached to this report as Appendix A for information at this stage.

### 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

**Appendix A**

**Council positions to be filled at meeting on 10<sup>th</sup> November 2016**

**Office positions**

- (a) Deputy Mayor
- (b) Chair of the Community Services Committee
- (c) Vice-Chair of the Golf & The View Committee
- (d) Vice-Chair of the Personnel Committee
- (e) Vice-Chair of the Appeals Committee

**Committee Positions**

- (a) Finance & General Purposes – 1
- (b) Community Services – 4
- (c) Planning & Highways – 1
- (d) Golf & The View – 2
- (e) Personnel – 1
- (f) Grievance/Disciplinary Sub-Committee – 1
- (g) Appeals – 1

**Outside body positions**

- (a) Mercread Youth Centre – 1
- (b) Seaford Head Swimming Pool – 1
- (c) The Base Management Committee - 1
- (d) Youth Task Group – 2 (these are 2 of 4 positions)



## Seaford Town Council

Report 64/16

**Agenda Item No:** 6  
**Committee:** Council  
**Date:** 20<sup>th</sup> October 2016  
**Title:** Mayor's Report & Engagements  
**By:** Sharan Brydon, Mayor's Secretary  
**Purpose of Report:** To present the Mayor's update report and details of Mayoral engagements.

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### Recommendations

**You are recommended:**

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

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### 1. Information

- 1.1** Attached at Appendix A is the Mayor's report for the period from June 2016 to date.
- 1.2** At Appendix B are details of the Mayor's engagements for the same period.

### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is Sharan Brydon, Administration Assistant/Mayor's Secretary.

Mayor's Secretary

Town Clerk



## Report 64-16 Appendix A Mayor's Report – October 2016

Much has happened since my last report in June. Armed Forces Day was the first, I opened this giving a speech and reminiscing about my life as a "Forces child". The day went brilliantly and the rain only started as we were nearly finished.

The following day it was "Motorfest", I persuaded my neighbour to drive me there in a British Racing Green, open-top 3 wheeler Lomax. I judged the Best in Show car and fell in love with several cars, including a red Ferrari.

The following day I started work for the summer teaching English to teenagers from many different countries. Such fun every summer, the students really want to learn.

My July engagements started with Sea Sunday at St Andrew's church in Bishopstone, I met Father Andrew from St Peter's church in Blatchington and he agreed to become my Chaplain.

The Deputy Mayor and I both attended the Sports Awards ceremony at Seaford Head School, we were presented with a beautiful bouquets of flowers. We also met Rochelle Clark, one of the England Women's Rugby Team and an M.B.E.

The following week saw me start two fun-runs on the Esplanade, the first, on the Friday, was for Seaford Head School which was supporting the Teenage Cancer Trust, many of the pupils ran in fancy dress. Secondly, on the Sunday, I was asked to start the 'Dash of Colour' fun-run to support blind veterans. In keeping for this, I wore a bold multi-coloured wig. The Saturday we were at Peacehaven attending their Summer Fair, I had the pleasure of sitting astride a Harley-Davidson motorbike, bliss!

28<sup>th</sup> July saw me formally opening the new seat outside the library, many have made comments about the wings and compared it to an angel or a bird.

August started with Cllr Brown and I presenting large cheques to some of the organisations in Seaford that had received financial grants from the Council. Thursday was the 2<sup>nd</sup> Anniversary of the Horder Centre and on Sunday I opened the Summer Fair at Three-ways Nursing Home.

12<sup>th</sup> August was the opening of Seaford Photographic Society's Exhibition at Arts@theCrypt. I had the pleasure of meeting Grace Robertson O.B.E., their President and a much acclaimed photo-journalist. On the Sunday we were invited to Newhaven Fort for lunch to celebrate the 74<sup>th</sup> anniversary of the Dieppe Raid.

On the 19<sup>th</sup> I went to a party to celebrate the opening of Artwave, a yearly event which shows off the arts and crafts all created in Seaford. It is part of the larger Lewes Artwave, but it was such a pleasure to see so many creative people in Seaford. 20<sup>th</sup> August saw the Young Mayor, Tom, Carol Campbell and I judging the Waifs and Strays Dog show, such amazing dogs.

The last few days of August saw the Lion's Donkey Derby which I was asked to open, then on Tuesday 30<sup>th</sup> August, I hosted the Mayor's Charity Golf Day. A tremendous success and it raised £737 for my charities; many thanks to Len Fisher and all those at Seaford Head Golf Club and Course for their help.

I also went to the first performance of Calamity Jane at the Barn Theatre and saw Newhaven's Mayor enjoy becoming a cowboy.

The last Friday in September we were invited to the World Première of "Listen Up". A short film about looked-after children, it was entirely filmed in Seaford. It was an excellent film showing some of the situations these children encounter in their lives. Here's the link to it: <https://www.youtube.com/watch?v=M0mbytmCbZ0>

In between engagements, of course, I attended all the Town Council meetings.

Organisation	Event	Day	Date	Time	Venue	Entry Type
Seaford Town Council	Seahaven Veterans & Armed Forces Day	Saturday	25-Jun-16	11:00	Martello Fields, Seaford	Open Event
Seaford Community Events Committee	Motorfest	Sunday	26-Jun-16	12:00	Martello Fields, Seaford	Open Event
Seahaven Hard of Hearing Club	Tea Party Queens 90th Birthday	Friday	01-Jul-16	15:30	St James Clubhouse, Blatchington Road, Seaford	Open Event
RNLI Lifeboat	Summer Fete	Saturday	02-Jul-16	12:00	Huggetts Green, West Quay, N/h	Open Event
Geoff Stonebanks	5th Annual Macmillan Coastal Garden Trail	Weekend	9 & 10-Jul-16	-	Various gardens	Open Event
The Mission to Seafarers	Sea Sunday	Sunday	10-Jul-16	10:15	St Andrews Church, Bishopstone	Open Event
Seaford Head School	Sports Awards Evening 2016	Wednesday	13-Jul-16	18:15	Seaford Head School	Invite Only
Seaford Head School	Fun Run Opening	Friday	15-Jul-16	13:30	Seaford Seafront	Open Event
Seaford School of Dance	Annual Show	Friday	15-Jul-16	18:30	Meridian Centre, Peacehaven	Invite Only
Peacehaven Town Council	Peacehaven Summer Fair	Saturday	16-Jul-16	11:00	Centenary Park (Big Park) Peacehaven	Open Event
Blind Veterans UK	Dash Of Colour	Sunday	17-Jul-16	9:45	Martello Tower	Open Event
ESCC	Celebration of Library Bench/ Art Work	Thursday	28-Jul-16	15:00	Seaford Library	Open Event
Horder Healthcare Seaford	2nd Anniversary Celebrations	Thursday	04-Aug-16	17:00	Sutton Road	Open Event
Threeways	Garden Fete	Sunday	07-Aug-16	13:40	Beacon Road, Seaford	Invite Only
Seaford Photographic Society	Annual Exhibition	Friday	12-Aug-16	19:15	Crypt Gallery	Invite Only
Mayor of Newhaven	74th Anniversary of the Dieppe Raid	Sunday	14-Aug-16	12:30	Newhaven Fort	Invite Only
Stafford Road Open House	Open House	Friday	19-Aug-16	18:00	54 Stafford Road, Seaford	Invite Only
Lions	Seaford Donkey Derby	Sunday	28-Aug-16	12:15	Martello Fields, Seaford	Open Event
Telscombe Town Council	Tyefest	Saturday	03-Sep-16	18:00	Telscombe Tye	Open Event
Seaford Musical Theatre	Calamity Jane	Friday	09-Sep-16	19:30	Barn Theatre	Invite Only
Seaford Martello Rotary Club	Proms Concert	Saturday	08-Oct-16	19:30	Seaford Academy, Arundel Road	Invite Only
KSD	Opening Former Old Port Authority Building	Thursday	13-Oct-16	12:00	Old Port Building Newhaven	Invite Only
Patrick Goff	Private Exhibition 'A Seaford Garden'	Saturday	15-Oct-16	18:00	Crypt Gallery	Invite Only
Seaford Twinning Association	Seaford Town Crying Contest	Sunday	16-Oct-16	10:45	Martello Tower 74	Open Event