



Seaford Town Council

Report 74/16

Agenda Item No:	8
Committee:	Council
Date:	20th October 2016
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities going forward.

Recommendations

You are recommended:

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

- 1.1 Outstanding Freedom of Information Act requests, complaints and compliments,** since the last Council when there was a Clerks Report on the 21st June there have been no valid Freedom of Information Act requests, one received was relating to services provided by another Council. There have also been no recorded complaints.
- 1.2 Staffing update,** the new employees appointed prior to the last meeting have settled in very well. Sharan Brydon has joined the offices as a new Administration Assistant and Mayor's Secretary and has improved the streamlining and efficiency of the administrative and civic functions of the Council.
- 1.3 Alan Woolgar** has joined as Assistant Manager at The View. Alan has plenty of previous experience in the sector and has been able to offer solid support to the Restaurant & Bar Manager and deputise in his absence.
- 1.4** Since the last meeting Geoff Johnson has joined us as a part time Planning Officer for an average of four hours per week. Geoff brings significant experience formerly being employed in very senior positions within the planning departments and legal department at Eastbourne Borough Council and Wealden District Council. He has settled in very well and is already making a very good contribution. It is planned to use Geoff's skills in other areas going forward which will be additional hours work on an ad hoc basis.
- 1.5 Jarrod Dry** has also joined the Council working as a Chef de Partie at The View. Jarrod has settled in well and has enabled the Head Chef to take more regular time off than was originally possible. Jarrod promises to be a asset to The View going forward.
- 1.6 Jennie Hallett** has recently joined the Council as a part time Inspector for two days per week. This role includes organising and managing the work of various maintenance contractors the Council employs. Jennie has a vast amount of health and safety experience and qualifications and will be a great asset to the Council in managing its many assets. This post partly replaces the former post of Project

Officer as it was felt by the team to be a more essential position to enable the rest of the event and projects team to continue with their work more effectively.

- 1.7 Craig Williams recently joined the management team as Projects & Facilities Manager. Craig has significant experience working for blue chip companies and has shown this with his exceptional work standards and style. He is already a great asset for the Council and will be essential going forward with the delivery of the many projects Seaford Town Council plans on delivering in the coming months and years.
- 1.8 Following a review of all existing employment contracts a number of anomalies within the contracts for several staff have all been resolved. This will ensure that contracts are consistent across the organisation.
- 1.9 **Councillor resignations**, the resignation of five Councillors in August has resulted in a considerable amount of extra work for staff. An induction programme has now been developed and Councillor Information packs are being put together for the new Councillors after the elections on 27th October.
- 1.10 **Officer and Councillor development**, Lucy Clark and James Corrigan have passed all their modules on their AAT and MSc respectively. They both now enter into the final stage of their qualifications which is a thesis module.
- 1.11 The staff appraisal process is just commencing. It is anticipated that during this process the training needs of all staff will be highlighted and appropriate arrangements made.
- 1.12 Councillors have had a planning update training session on the 5th July 2016 delivered by Lindsay Frost. On the 20th September an open training evening for prospective Councillors was held with many existing Town Councillors present as well as 23 possible prospective Councillors. This proved a great success and the contributions of existing Councillors were greatly appreciated.
- 1.13 **Press releases, annual report, social media and website**, since the June Council meeting 28 press releases have been issued. These have covered a number of issues from the new 2-minute beach clean scheme, the recent resignation of five Councillors, the recent planning meeting regarding Chyngton Road and to the consultative meeting held with key people from the NHS.
- 1.14 The Annual Report for the past municipal year has been completed thanks largely to the efforts of Georgia Raeburn who has done a superb job, as well a keen eye from the new in-house proof reader Lyn Collins.
- 1.15 **Outstanding litigation**, the pending arbitration with a former tenant relating to Hurdis House still continues to progress slowly. Since the report detailing the true potential financial claim that could be made if fault could be shown has been shared with the claimant there has been no further contact. Any claim would be vigorously defended as evidence has also been secured to confirm the premises were fit for purpose at the time the tenant left.
- 1.16 **Corporate Governance and Policy review**, as planned within the policy schedule there has been a significant amount of work done in this area. This includes a number of policies listed at the current Council meeting for review including Public Participation Policy and the obsolete Mixed Waste Scheme Policy. A number of other policies have also been reviewed ready for the 10th November meeting including several personnel policies and the Financial Regulations. All financial policies will be looked at prior to the November meeting to determine which need to be reviewed.

- 1.17 **Income generation**, when setting the budget officers were tasked with making savings or generating additional income of at least £25,000. In the first six months of the financial year in excess of £22,000 has been secured in grants; £17,700 of this representing a real time saving on the budget. The new insurance policy provided a saving of £8,000. Filming income has secured over £9,000 to date. The lease for the self-management of the Crypt is with solicitors for completion soon, this should secure a saving of £2,000 this financial year. The budgets for The View and the Golf Course are on target to reach budget, any additional income generated over the coming months could result in a better than budget financial performance.
- 1.18 Other projects are underway which should generate income generation or savings including review of energy efficiency at The View and a review of utility suppliers and the installation of solar panels on the new barn at the golf course. Also reviews are underway of some service contracts to make savings where possible.
- 1.19 Currently therefore the total savings made to date equate to in excess of £36,000 with more anticipated. However on a negative note there have been some non-budgeted expenses such as the pending elections and the total cost to complete the resurfacing works at Southdown Road. Officers will continue to look to make additional savings or generate income where possible.
- 1.20 **Neighbourhood Plan**, this project continues to progress but the numbers actually working on the project have reduced and have left the project in danger of stalling and delay. Seaford Town Council supported encouraging new members by way of press releases as well as writing to every candidate for the forthcoming elections suggesting they may want to consider helping the Neighbourhood Plan. This has resulted in some new volunteers coming forward.
- 1.21 Generally however progress continues to be made with the survey results having recently been compiled and presented in a report.
- 1.22 **Hurdis House improvements**, the external works are long since complete and the internal works have commenced by the tenant. The lease is about to be signed for a 25-year period.
- 1.23 **Other leases and agreements**, the lease for the National Air Traffic System at Seaford Head has recently been completed with an uplift in rent of 50% to £7,500 per annum plus an annual rise. The previously agreed dedication of the War Memorial as Centenary Field agreement has been completed as has the agreement to transfer the ownership of the artistic bench at the library to Seaford Town Council. Negotiations are complete on the lease to self-manage the Crypt, this is currently with solicitors for completion as is the transfer of land on the seafront from the port authority.
- 1.24 **The View developments**, the team under the leadership of the new Manager Robert Macdonald are much more established now and have performed well with the venue. Financial performance of the facility is £98,000 better than at the same stage last financial year. It currently shows as a small deficit of £27,206 but this includes some payments made in advance for the whole year. Without loan repayments it would represent an adjusted profit of over £30,000. Key to the end of year performance will be the performance over the Christmas period. Significant support has been given to the venue by the Town Clerk.
- 1.25 A new strategy on marketing is currently being developed with a view to increasing this significantly over the next few months, this includes a new website which should be active within the next couple of weeks.

- 1.26 Following a concern raised by a member of the public with planning off icer at Lewes District Council about the lighting in the car park at The View actions have been taken to demonstrate the lights were installed in accordance with the Town Council's permitted development rights, alleviating the need for planning permission.
- 1.27 The sub-contractors who did the grounds maintenance at The View are being pursued to rectify the roof planting and the planting around the building, neither of which are satisfactory.
- 1.28 **Golf course developments**, the course is playing exceptionally well and is looking in excellent condition. A recent Sussex Greenkeepers event took place there and the positive comments made by many greenkeepers when discussing the course privately was very encouraging. Discussions are ongoing with the Golf Professional on how to increase revenue next year and where best to market the course.
- 1.29 Work has already commenced on the budget for the course. A particular area to look for innovative solutions to is the replacement of machinery which as it stands in some years could be three times the annual budget of £30,000.
- 1.30 **Criminal acts on Council property**, a recent spate of anti-social behaviour acts in The Crouch was focused on by the local Community Police. It is not known if this has been entirely successful yet. The amount of alcohol and drug debris found in the park most mornings by the cleaning team was astonishing.
- 1.31 **Bishopstone United Charities**, work was completed on this from an officer perspective when Ian Everest was appointed as secretary. Ian has a strong background with local government and community facilities (having managed Newhaven Fort for many years) and is doing a great job. A report from the charity is included elsewhere on this agenda.
- 1.32 **Liaison with Lewes District Council** continues to flourish with a recent site visit to the Eastbourne offices to view projects that are being delivered there and to look at innovative ways to deliver projects. We were recently advised that the cancelled Playing Pitch Strategy will be resurrected and started again which will assist in resisting further loss of sports pitches as well as making it easier to secure grants to improve existing pitches. This followed an approach from Seaford Town Council. Similarly a report is due to go before the Full Council at LDC to transfer Street Trading powers to STC as has been requested.
- 1.33 **37 Church Street**, a further meeting has taken place to take forward the plans to make the building fit for purpose for all tenants as well as improving its street presence. Negotiations are ongoing. Negotiations regarding the back payment of the service charge for the building to 2008 are also ongoing. It is hoped that a final report on this matter will be available for the next Council meeting on the 10th November.
- 1.34 **Sutton Drove allotment site**, a recent visit to the Town Council-owned allotment site was very revealing. The Allotment Society has gone from strength to strength since they were given full autonomy about 18 months ago. Support and advice was given to enable an Awards for All grant to be secured as well as a grant from Seaford Town Council. This has resulted in the introduction of a very impressive compost toilet. In addition, plot holder volunteers have done an amazing job in clearing up the previously overgrown area of the site and have planted many indigenous plants, trees and hedges. The site is thriving with a waiting list of over 30 people. An issue does exist with local residents trespassing by parking on the land belonging to the site. The residents have a right to pass and repass but not to park there. A joint approach to deal with this has been agreed.

1.35 Marketing of Memorial opportunities, with thanks to Lyn Collins the Council's first Memorial Brochure has been produced. This details all of the potential items that can be purchased as memorials on Town Council property. Generally speaking there are few opportunities left for bench memorials so accordingly alternatives have been developed. These include notice boards, items of play equipment, 5 aside goals, seafront telescopes, outdoor table tennis tables, Martello entertainment area seating, heritage and Slater trail replacement notice boards and picnic benches. The brochures have been shared with all those left on the bench memorial list resulting in almost all remaining benches being taken up and some additional enquiries on other items. The brochure will be actively promoted soon with a view to implementing as many of the projects as possible.

1.36 Thank you, a big thank you goes to all the staff at 37 Church Street who did an amazing job while I was working from home for five weeks after my recent knee operation. The team did an amazing job.

2. Progress on activities and projects in accordance with Strategic plan

The current progress on all major project works that staff are undertaking is attached at Appendix A.

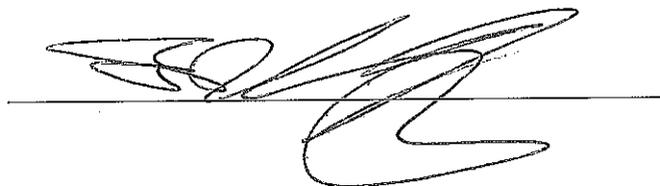
3. Financial Appraisal

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

4. Contact Officer

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

Town Clerk

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Seaforth Town Council Mission Statement and Strategic Objectives
Adopted April 2016

"Working together for Seaforth"

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers Reference	Current Position	
<ul style="list-style-type: none"> To develop the cultural and economic well-being of the Town 	<p>Seaforth has a unique selling point namely the world famous views of the Coastguard Cottages and the seven sisters as well as the seafront of Seaforth</p>	<ul style="list-style-type: none"> Introduce new Brown Sign Scheme 	Increased visitors to Seaforth	New signs installed, also redundant signs removed	£6,000 in EMR and £6,000 agreed from LDC	Dec-16	CW S01/1	Negotiations recently resumed with ESCC, likely delivery date will be extended to June 2017	
		<ul style="list-style-type: none"> Commence marketing Unique Seaforth 	Marketing leaflets produced USP Seaforth Website created	Leaflets produced and distributed Website Produced	£2,000 £4,000	Dec-17 Dec-17	LC S01/2 LC S01/3 S01/4		
		<ul style="list-style-type: none"> Develop South Hill Barn for commercial use* 	Barn will be developed to enable it to be used for community use Permanent Concession will be built at Barn	Number of bookings at The Barn Construction of permanent concession	£150,000 from land sale £75,000 from land sale	Dec-17	JRC S01/5		On hold until alterations to building agreed to
		<ul style="list-style-type: none"> Promote presence of TIC 	Increase visitors to TIC	Increase in users of the TIC	£0	Dec-16	JRC S01/6 CW S01/7		
		<ul style="list-style-type: none"> Construct log cabins for tourists at SHGC* 	Initially 4 log cabins will be constructed near SHGC with 10 being built eventually	New signage in place, improved awareness of TIC Introduction of 4 new log cabins and measure of tourists using them	£5000 (Partnership with LDC) £400,000 from land sale	Apr-17 Dec-18	JRC S01/8 JRC S01/9		Negotiations ongoing with PCC
		<ul style="list-style-type: none"> Construction of entertainments area at Martello Tower 	New entertainments area to be built on "the deck"	Entertainment area constructed	£15,000 from memorial bench sponsors	Dec-16	CW / LC S01/20		Progressing well significant funds raised from memorial donations and benches ordered
		<ul style="list-style-type: none"> Introduction of 40 new Beach Huts to the Seafront * 	40 new beach huts will be located at a suitable location	Beach huts installed and rented / sold	£200,000 from land sale and £200,000 from sale of 10 beach huts	Dec-17	CW S01/11		
		<ul style="list-style-type: none"> Town Council facilitates with support Christmas Magic and increases numbers 	Christmas Magic grows and is successful	Survey stall holders and permanent traders evaluate takings against previous year	£15,000 within budget	Feb-17	EP S01/12		Progressing well all arrangements in hand
		<ul style="list-style-type: none"> Facilitate 25 events at the Martello Fields 	Local Groups hold 25 events in accordance with events planner	Number of events in this year	£0	Apr-17	EP S01/13		On target to achieve
		<ul style="list-style-type: none"> Facilitate 2 event at The Salts 	Local Groups hold 2 events in accordance with events planner	Number of events in the year	£0	Apr-17	EP S01/14		Opportunities missed will be target next municipal year
		<ul style="list-style-type: none"> Facilitate 2 Events at Martello Entertainment area 	Local Groups hold 2 events in accordance with events planner	Number of events in the year	£0	Apr-17	EP S01/15		
		<ul style="list-style-type: none"> Manage the number of Concessions on seafront 	Secure agreement from LDC to delegate policy making and general management of seafront concessions to Seaforth Town Council	Transfer of function to STC	£0	Dec-16	JRC S01/16		Application to delegate powers to STC being considered at LDC full Council meeting in November
		<ul style="list-style-type: none"> Include Commercial areas and hotel and holiday let areas within Neighbourhood plan * 	As part of the development of the Neighbourhood Plan areas will be protected for commercial use also areas will be designated as holiday let areas	Adoption of Neighbourhood plan with restrictions included	£0	Apr-17	JRC S01/17		

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Appendix A

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers	Reference	Current Position	
<ul style="list-style-type: none"> To improve the environment of the Town 	<p>Particular attention will be paid to land STC owned sites, but will also look to improve the environment elsewhere where this is realistic</p>	Improve all open spaces in Seaford*	Evaluate and create development plan of all open spaces in Seaford	Plan completed and adopted with support of local community	£0	Dec-17	CW	SO2/18		
		Improve the Seaford of Seaford*	Development Plan created with Local Community support	Plan completed and adopted with support of local community	£0	Dec-16	CW	SO2/19		Due to start imminently but will complete by April 2017.
			Complete regeneration in line with Seaford Development plan objectives	Measure against objectives in development plan	£250,000 approximately from grants and land sale	Dec-17	CW	SO2/20		
			Plant 100 trees in Seaford	100 trees will be planted	Evaluate performance of Tree Wardens and STC	£0	Apr-18	LC	SO2/21	
			Plant 1000 whip trees in Seaford	1000 whip trees will be planted	Evaluate performance of Tree Wardens and STC	£0	Apr-17	LC	SO2/22	
			To Manage Seaford Head Nature reserve in line with Management plan	Work in Partnership with Sussex Wildlife Trust to implement existing plan	Against indicators in plan	£11,000 as included in budget	Apr-17	GR	SO2/23	
			Develop and adopt a new Management plan for SHNR	New Management plan developed in partnership with Sussex Wildlife Trust	Plan adopted by STC and SWT	£5,000 for professional work	Dec-17	GR	SO2/24	
<ul style="list-style-type: none"> To improve and maintain the recreational facilities of the Town 	<p>Particular attention will be paid to STC owned sites, but the Council will look to increase its site ownership in the future to ensure the whole Town has access to recreation facilities</p>	Regenerate The Salts in Line with Development Plan	Complete regeneration in line with Development plan objectives	Measure against objectives in development plan	£200,000 £105, £500,000 from land sales and grants	Dec-17	CW	SO3/1	New play area complete, further stages on hold pending outcome of Iconic building project	
		Regenerate The Crouch in line with Development Plan*	Create a Development Plan	Development Plan supported by local community adopted	£0	Dec-17	CW	SO3/2		
			Complete regeneration in line with Crouch Development plan objectives	Measure against objectives in development plan	?	Jun-18	CW	SO3/3		
		Regenerate Marallo Fields in Line with Development Plan*	Create a Development Plan	Development Plan supported by local community adopted	£0	Dec-17	CW	SO3/4		
			Complete a playing pitch strategy for the Town*	Consult with local sports teams and develop a plan	Implement Development Plan	?	Jun-19	CW	SO3/5	Arrangements made via LDC for LDC to undertake this project imminently
<ul style="list-style-type: none"> To help represent the needs of the community 	<p>As the local voice for Seaford the Town Council can make representations on behalf of the Town on various issues</p>	Make representations on planning applications in timely manner	STC will submit representations on all relevant planning applications to LDC	Evaluate number of applications considered and responded to within prescribed time	£0	Apr-17	GL	SO4/1	Team submitted all representations to date	
		Support the development of a Neighbourhood Plan	With the support of Action in Rural Sussex and the local community NP will be adopted	Revenue account through looking to reduce	£36,000 from Revenue account through looking to reduce	Dec-18	JRC	SO4/1	Progressing well	
		Secure The Buckle Car Park as a car park in perpetuity	Negotiate with LDC to ensure future of car park is secured	Legal covenant to ensure retained as a car park	£0	Apr-17	JRC	SO4/3		

Strategic objective	Commentary	What to do (if = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers Reference	Current Position	
<ul style="list-style-type: none"> To practice good governance and fiscal responsibility 	<p>It is fundamentally important that Searford Town Council operates legally and as effectively as possible whilst also maximising the use of public funds and assets for the public's wellbeing</p>	Achieve satisfactory external Audit recommendations				£0	JRC, LC, S05/1	Achieved	
		Take Appropriate action on Internal Audit				£0	Apr-17	JRC, LC, S05/2	Achieved
		Adopt a full suite of policies in line with review timetable	Policies adopted in good time	Course marketing will attract additional users	Review against policy timetable	£0	Apr-17	JRC, S05/3	Progressing well
		Generate golf course profit of £30,000			Profit achieved	£0	Apr-17	JRC, FM, S05/4	Progressing well
		Generate capital income from surplus land sales*	Consultation followed by possible land sales with receipts being used for major projects in Searford included in Strategic plan		Income of approximately £750,000 achieved	£5,000	Apr-18	JRC, S05/5	Progressing well
		Generate The View Profit of £30,000	The View marketing will attract additional users and bookings		Profit achieved	£0	Apr-18	JRC, RM, S05/6	Progressing well
		Make financial savings / Increase in income over budget of £25,000	Officers given individual targets across range of services		Savings achieved	£0	Apr-17	JRC, S05/7	Achieved
		Achieve Local Council Award scheme Gold Standard	All necessary systems will be put in place to achieve prestigious award		Securing award	£10,000	Apr-17	JRC, GR, S05/8	
		Properly Manage all Council assets	Review all assets and ensure managed correctly, Note omitted from original adopted strategy		Annual review	£0	Apr-17	JRC, S05/9	



Seaford Town Council

Report 73/16

Agenda Item No:	9
Committee:	Council
Date:	20th October 2016
Title:	Crouch Bowling Club Lease Extension Proposal
By:	Craig Williams, Projects & Facilities Manager
Purpose of Report:	To consider a request from Crouch Bowling Club to extend its lease for a period of 30 years.

Recommendations

You are recommended:

- 1. To consider approving extending the lease with The Crouch Bowling Club for 30 years;**
 - 2. To delegate to Officers the power to agree terms of the lease and finalise the extended lease.**
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1. Information

- 1.1** Recently the Crouch Bowling Club enquired as to whether they can extend the existing clubhouse within The Crouch Gardens or construct a new one. Council Officers informed them that the extension of the existing would be the only option that would be considered.
- 1.2** The Bowling Club would therefore be looking to raise funds of £140,000 for the extension works of which the Council would be contributing nil.

Their funding would be roughly broken down as £15,000 from the Club itself, Lottery funding of £75,000 and a £20,000 interest free loan. This leaves a shortfall of £30,000 which will be evenly split by £300 per member. For the Lottery funding to be agreed the Bowling Club need a longer term commitment on the usage of the building so are requesting an extension to their lease for 30 years (rates to be agreed). The current lease is due to expire in April 2017.
- 1.3** The aim of the extension is to create enough space to enable the clubhouse to be used through the winter as a venue for short mat bowling and other sporting activities such as table tennis and darts, in addition to improving the facilities for summer use to attract extra touring sides and County bowling events.
- 1.4** The Crouch Bowling Club is a thriving organisation with over a hundred members and a reputation for being a very friendly club. The Club encourages new members with regular open days and are keen to extend the facilities to all in the local community who might be interested.
- 1.5** The proposals are only viable if they are able to obtain substantial funding from such sources as the National Lottery. This would only be available if they can demonstrate security of tenure.
- 1.6** For the 2015/2016 Financial Year, the rent from the Club was £1,275 per annum plus an additional income of around £9,000 in pitch fees. Pitch fees are received for scheduled matches and ad hoc events held/hosted by the Club. Were the Club able to increase its ad hoc events with the availability of a larger facility, this would increase the Council's income in pitch fees.

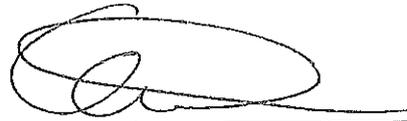
2. Financial Appraisal

There will be a small legal cost to finalising an extended lease, anticipated to be no more than £500.

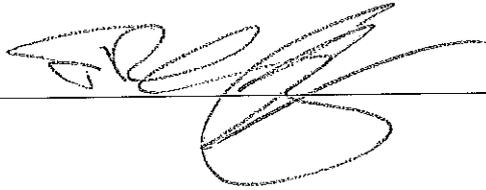
3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager

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Town Clerk

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Seaford Town Council

Report 70/16

Agenda Item No:	10
Committee:	Council
Date:	20 October 2016
Title:	Proposed lease of Seaford Head Nature Reserve to Sussex Wildlife Trust for 25 years
By:	James Corrigan, Town Clerk
Purpose of Report:	To seek approval to enter into a lease with Sussex Wildlife Trust for a period of 25 years. To agree to the heads of terms and to authorise the Town Clerk to enter into a lease in accordance with the adopted heads of terms.

Recommendations

You are recommended:

To authorise the Town Clerk to enter into a 25 year lease with Sussex Wildlife Trust on the basis of the Terms of Reference contained in section 3.

1. Background

- 1.1 Sussex Wildlife Trust (SxWT) currently manages Seaford Head Nature Reserve on behalf of Seaford Town Council. This relationship is governed by a management agreement and includes an annually renewing management fee paid to SxWT to provide for the Ranger and support services for 1.5 days per week at a total cost of £10,500 per annum.
- 1.2 SxWT has requested that an alternative arrangement to the existing licence be entered into namely a 25 year lease. This would have the advantage of giving financial certainty and enable grants to be secured as well as enabling long term plans to be made.
- 1.3 SxWT gave a presentation to Councillors at a training session on the 18th February to outline what they do at the Reserve and what they would like to do in the future, drawing on its experience of successfully managing other local Reserves. This includes the management of the site's wildlife and species, as per the management plan, but would also look at enhancing the site as a community facility through the likes of utilising it as an educational facility and improved access and interpretation.
- 1.4 This proposal was considered by the Town Council on the 28th April 2016 when the proposal to enter into a lease was agreed to in principle subject to reporting back to the Town Council for agreement on the terms of the lease.
- 1.5 The agreement states;
"Sussex Wildlife Trust (SxWT) agrees to provide a ranger service to support the management of the Council's land at Seaford Head Local Nature Reserve. The Seaford Head Local Reserve Management Plan 2013 to 2017 will provide a framework for the work to be done.

SxWT will provide the services of a suitably qualified ranger for an average of one and a half days per week (seventy eight in the year). The ranger will advise on and develop a work plan for the year in consultation with the Council and the advisory committee, and ensure that the work plan is implemented within the available budget, using volunteers wherever possible. The ranger will be responsible for planning and support for stock management, planning and supervision of volunteer programmes, maintaining site infrastructure in good order and maintaining a visible presence on-site and interacting with the public.

The ranger will be expected to liaise with a range of organisations and people including, the Council, the Seaford Head Local Nature Reserve Management Committee, other Reserve landowners – East Sussex County Council and the National Trust and the Head Greenkeeper of Seaford Head Golf Course.

SxWT will provide access to SxWT site management equipment (chainsaws, brush cutters, tractors with cut and collect, mowers etc), livestock grazing by appropriate breeds and adequate numbers, supervision of and technical support for the ranger, including advice and support of the SxWT Ecologist and Reserve Manager, access to the SxWT network of volunteers as necessary.”

2. Other Matters

- 2.1 The management plan for the Reserve is due for renewal in 2016; this is something that will need to be facilitated soon but is on hold until the outcome of this request is known.
- 2.2 The management plan usually covers a period of 5 years, with the current plan covering 2013 to 2017 inclusive.
- 2.3 Seaford Town Council officers currently have day-to-day involvement with the Reserve; dealing with queries, ordering items, resolving issues on the Reserve and giving relevant permissions for activity on the Reserve, all involving regular liaison with the Ranger. At present the Ranger must also seek clarity or permission from Council officers in order to carry out her tasks. There would be some savings in Council staff resources and also turnaround time for work on the Reserve, as the above would be dealt with by SxWT.
- 2.4 It is proposed that the current annual budget of £2000 for ad hoc maintenance is index linked to the RPI, and paid to SxWT to contribute towards the annual costs of maintaining the site. In addition to this Seaford Town Council would look to support purchases where appropriate via its memorial and sponsorship programme.
- 2.5 Seaford Head Local Nature Reserve Management Committee would continue to operate as at present. SxWT would however take more of a prominent role in meetings and working with the Committee’s Secretary (Council Officers take on this role on an honorary basis) on the agenda for the meetings.
- 2.6 Currently filming on the Reserve is coordinated on the Council’s behalf by Carolyn McCourt, a resident of the Coastguard Cottages. Seaford Town Council will continue to liaise with Carolyn and oversee the filming activities; however Carolyn would be in regular communication with SxWT regarding any filming requests on the Reserve. It is proposed that Seaford Town Council reserves the right to hire the venue for filming and retains the derived income as part of the lease, this amounted to approximately £18,000 in 2015/16.
- 2.7 SxWT would become the main point of contact with other local authorities regarding the Reserve, such as Natural England and the Environment Agency, dealing with enquiries from third parties or groups wanting to do work or activities on the Reserve, administrative work surrounding grants on the Reserve and other such duties. Again,

alleviating Council officers from these tasks and allowing more time to focus on the Council's Strategic Objectives.

- 2.8** SxWT would prefer to move from the existing annually renewing management agreement to a long term arrangement as this would enable them to make longer term plans going forward. It would also enable them to apply for grants and make bigger investments in the site. There is, for example, an opportunity to apply to the Heritage Lottery Fund that the Trust is keen to pursue this as soon as is possible. This would enable some investment in the costs of managing the Nature Reserve but would primarily focus on public access to the Nature Reserve, interpretation and a comprehensive community engagement programme to run over a number of years.
- 2.9** There is no proposal within this current report to enter into any agreement with Sussex Wildlife Trust regarding South Hill Barn or the land surrounding it. The Barn will be the subject of a separate report in 2017. This may include some provision for SxWT but cannot be determined at this stage until a full scoping exercise is undertaken.
- 2.10** Seaford Town Council is about to commence a programme of promoting what it does so local residents are aware of where the Town Council element of the council tax is spent. There is a lack of Town Council signage on site and information relating to its involvement off site such as on websites and leaflets.
- 2.11** Town Councillors and the Town Council have received several letters of support to the proposal to enter into a long term lease with SxWT including South Downs Society and South Downs National Park Authority.

3. Heads of terms

3.1 The heads of terms to include;

- (a)** 25 year lease between Seaford Town Council (STC) and the Sussex Wildlife Trust (SxWT) in respect of the SxWT management of STC's Seaford Head Nature Reserve
- (b)** 36 month break clause for either party upon written notice, reduced by mutual agreement
- (c)** STC will:
- On receipt of SxWT's invoice, make an RPI index-linked payment of £12,500 per annum to SxWT any such increase being determined from ONS data in the contract anniversary month
 - On receipt of SxWT's invoice, pay an index-linked annual sum of £2,000 to SxWT towards SxWT's general maintenance costs such sum to include the required manpower, equipment and materials but excluding capital costs
 - Upon request from SxWT fund or seek funding for appropriate capital cost items via its memorial and sponsorship programme
 - Retain and contract exclusive filming rights with third parties across the whole Nature Reserve with total income from such activities accruing to STC
- (d)** SxWT will:
- Produce a management plan within 12 months of signing the Lease Agreement and revised every five years. The management plan to be agreed and signed off by STC in advance of each 5-year anniversary
 - Encourage local volunteers to participate in the management of the site

- Seek grant funding to improve the Nature Reserve
- Be the main point of contact with local authorities such as Natural England and the Environment Agency and handling enquiries from third parties wishing to undertake activities on the Nature Reserve (filming requests to be passed on to STC)

(e) Other:

- All signage on the site to be agreed by both parties and is to include both organisations details and logo
- Recognition of STC's ownership and support for the site to be included in all literature and website.
- Any proposals to change the infrastructure of the site to be first agreed in writing by STC
- The boundary for the lease site is detailed on Appendix A and is made up of three distinct parcels of land; the tank turning area near South Hill Barn, the land leading down to the Cuckmere and to the cliffs and a parcel of land at the edge of the golf course near Chyngton Road and to the rear of Lullington Close.

Appendix A: Map of Seaford Head Nature Reserve

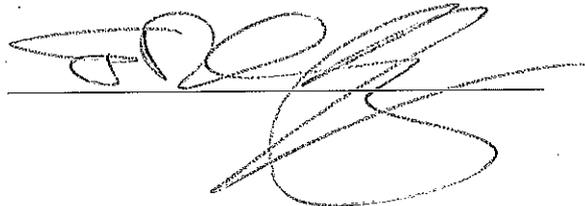
4. Financial Implications

- 4.1 Seaford Town Council currently pays an annual management fee of £10,500. The proposal would be to increase this to £12,500, as the existing fee does not cover all costs. This figure would then be index linked for the remainder of the lease.
- 4.2 Currently Seaford Town Council funds all repairs at the site such as gates, fences and benches at an annual budgeted cost of £2,000. It would be prudent to continue this level of funding again index linked.
- 4.3 Ordinarily Seaford Town council would fund the 5 yearly management plan at a cost of approximately £4,000. SxWT will cover the cost of this in the future.
- 4.4 There will be legal costs of up to £1,000 to set up the lease which is not budgeted for.

5. Contact Officer

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

Town Clerk



Beauford Head Proposed Lease

SWT Land Management Team
 Sussex Wildlife Trust, Woods Hill,
 Hailwood, West Sussex, BN15 8SD
 01293 452650 - www.sussexwildlife.org.uk



Report 70/16 Appendix A



This map is for reference only. It is not intended to be used as a legal document. It is the responsibility of the user to ensure that the information is accurate and up-to-date. The map is based on aerial photography and may not be 100% accurate. The map is for reference only and should not be used for any other purpose.



Seaford Town Council

Report 71/16

Agenda Item No:	11
Committee:	Council
Date:	20th October 2016
Title:	Parking on The Esplanade, Seaford
By:	James Corrigan, Town Clerk
Purpose of Report:	To consider the information received regarding parking on The Esplanade in Seaford. To raise any issues that should be addressed at a forthcoming meeting with all stakeholders for the seafront car parking.

Recommendations

You are recommended:

- 1. To consider what questions needs to be raised at the forthcoming stakeholder meeting on seafront car parking.**
 - 2. To make any observations on solutions to the problem of accommodating motor home visitors to Seaford.**
-

1. Information

- 1.1** Members will be aware of an issue that arose over the summer with regards to parking on The Esplanade which stemmed from the appearance of signage banning motorhomes from parking along the entire seafront.
- 1.2** The Council offices were contacted by a number of people complaining about the “new” restriction on motorhomes. However equally it is apparent on social media that there are also some residents who are supportive of the banning of motorhomes on the seafront. One resident unknown has spray painted signs on the wall stating no Vans. This is due to be removed by ESCC at tax payers expense. The parking of motorhomes on the seafront is a contentious issue.
- 1.3** Some residents on the seafront complain that the motorhomes leave generators on all evening, leave rubbish on the floor, block views and contribute nothing to the local economy.
- 1.4** Efforts to substantiate these claims have not proved successful. It would appear that the true position is that while some or all of the issues may apply to some motorhome owners from recent observations since this issue arose they do not apply to the majority. Town Council officers have undertaken regular visits to the seafront on an evening to observe the motorhomes there and to date none have had a generator on and none appeared to leave any rubbish on the floor. It was not

possible to substantiate if they use local businesses but some who contacted the Town Council claim that they do.

1.5 The Parking Team at East Sussex County Council have stated the following:

'There is currently a 12-hour maximum stay in this area (The Esplanade). Enforcement of the 12-hour restriction was relaxed in 2015 following a number of complaints received from local residents. The concession applies to all vehicles and means larger vehicles including motorhomes are able to stay overnight. Complaints have been received about people sleeping in motorhomes, and with their generators creating a noisy environment.

In addition, Lewes District Council have asked for a complete ban on motorhomes using the Esplanade car park. This will of course lead to motorhomes being displaced and inevitably parking along The Esplanade. This would cause more parking difficulties for local residents and we were keen to be proactive in addressing this potential problem.

Although the Traffic Regulation Order (TRO) does not specifically ban motorhomes from parking in this area, it does have a maximum height restriction on the signs used in the parking bays on the public highway. The 'no motor caravan' sign can be used to deter the larger types of motorhome from parking in this area.

It is difficult to satisfy the parking needs of all uses, and we are looking to revise the arrangements in the area. We will shortly be arranging a meeting with local stakeholders to see what the best solution may be. Attached is a pdf plan showing some initial suggestions:

- To provide parking for motorhomes, we would like to propose making the non-residential part of the seafront available for motorhomes, but limited to no overnight stay.*
- To maximise available parking for residents along the residential part of the seafront, we are proposing that we retain a ban on motorhomes, but remove the 12 hour time limit.*
- Lewes District Council is clear in its wish to not have any motorhomes parking in the car park.'*

1.6 The pdf plan referred to above can be found attached to this report at Appendix A.

1.7 The policy of banning motorhomes from the Esplanade car park is part of an overall policy to ban motorhomes from all Lewes District Council car parks. However whilst the car park at the Esplanade is managed by East Sussex County Council it is partly owned by Seaford Town Council. The ownership of the rest of the car park is unclear.

1.8 It should be noted that strategic objectives of Seaford Town Council, Lewes District Council and Impact Seaford all look to increase tourism in the Town.

1.9 There appears to have been some displacement of motorhomes into residential streets near the seafront since the signs were erected on the seafront.

1.10 Seaford Town Council will be included in discussions regarding the above parking arrangements and members are therefore asked to consider any comments they have on the above and pass these on to the Town Clerk. The meeting is scheduled to take place at Lewes on the 8th November 2016.

1.11 It should also be noted that Seaford Town Council is about to commence consultation on the development of a seafront development plan. Some issues that

have been highlighted to be included in this include seafront parking for both motorhomes and coaches.

1.12 Some possibilities may exist within this process to develop areas for use by motorhomes.

1.13 There is some provision for paid accommodation for motorhomes at The Buckle caravan site, the extent of this and the availability is not known at the time of writing this report.

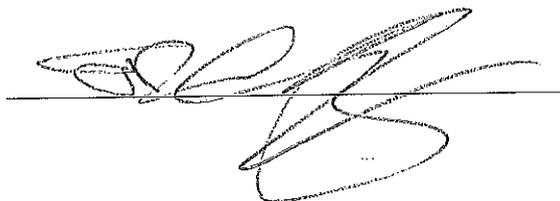
2. Financial Appraisal

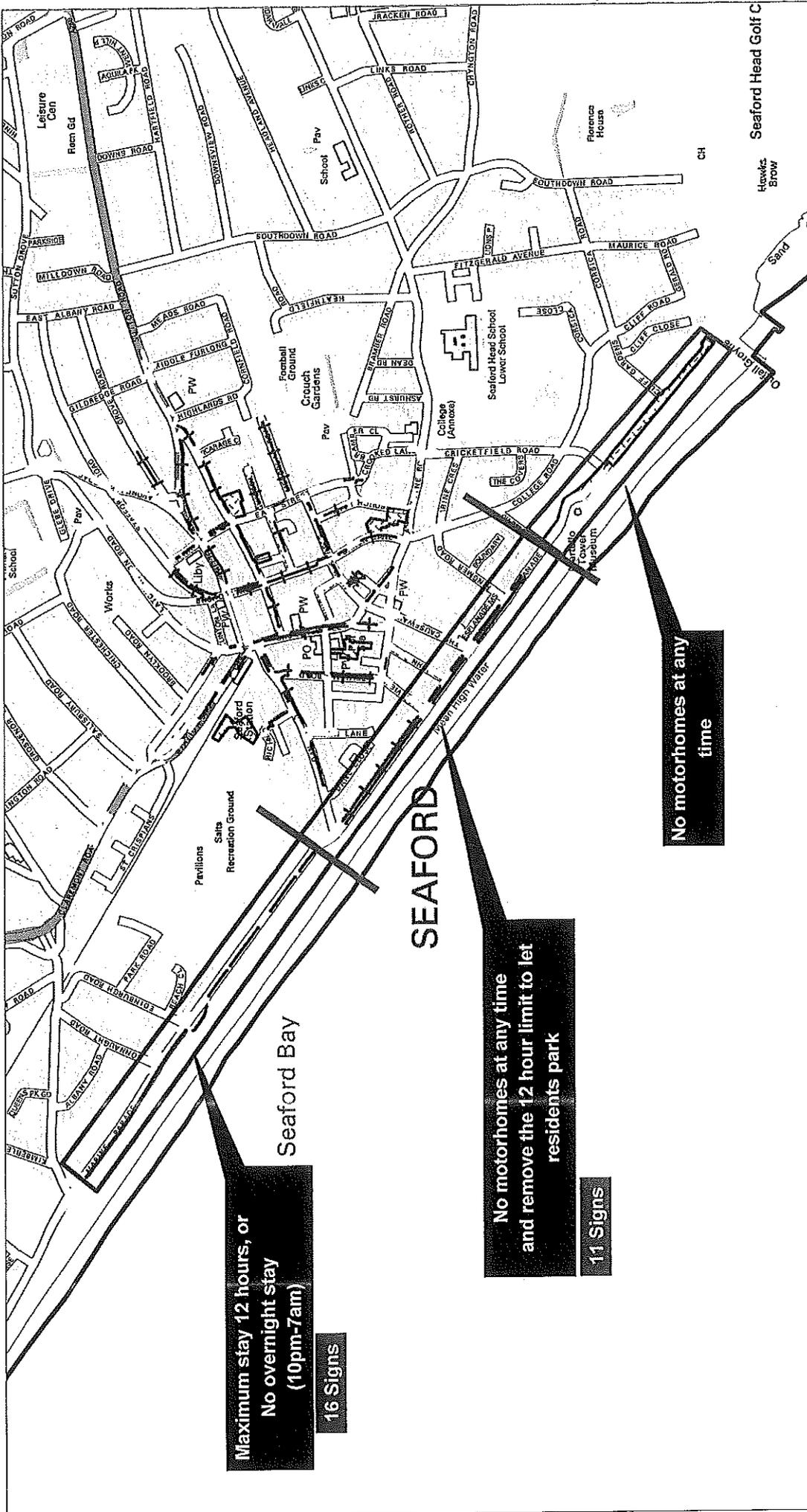
There are no financial implications as a result of this report.

3. Contact Officer

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

Town Clerk

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 <p>East Sussex County Council</p>	<p>Seaford Esplanade</p>	<p>SCALE</p> <p>1 : 10000</p>
	<p>DATE</p> <p>25/08/2016</p>	<p>DATE</p> <p>25/08/2016</p>
	<p>DRAWING No.</p>	<p>DRAWING No.</p>
	<p>DRAWN BY</p>	<p>DRAWN BY</p>
<p>© Crown copyright. All rights reserved East Sussex County Council Licence No. J100019601 2016</p>		



Seaford Town Council

Report 72/16

Agenda Item No:	12
Committee:	Council
Date:	20 October 2016
Title:	Proposed sale of surplus land following town wide consultation and agreement to construct new seafront toilets
By:	James Corrigan, Town Clerk
Purpose of Report:	To seek approval to offer for sale by sealed tender surplus plots of land and to secure outline planning permission for housing on said plots. Also to agree to the construction of new seafront toilets with some of the sale proceeds.

Recommendations

You are recommended:

1. To authorise the sale of surplus plots of land namely plots 2, 3 and 4 as detailed in the report;
 2. To require that outline planning permission is secured for all three prior to being offered for sale;
 3. That the plots are offered for sale by way of sealed tender via the most competitive local estate agent;
 4. That the potential sale of plot 1 is deferred until a time in the future when more consultation can take place;
 5. That officers facilitate an opportunity, as soon as possible, for third parties to express interest in the designing of the toilets and project manage the design stage and submissions;
 6. That officers immediately progress with the construction of new seafront toilets upon the first completion of a sale.
-

1. Background

- 1.1 The Town Council when setting its strategic objectives took into account that to achieve significant structural improvement to the facilities offered to the public would require capital funds which are not held by the Town Council at present.
- 1.2 To achieve this investment in public facilities the Town Council noted it would either have to raise Council Tax or look to sell off surplus land to reinvest in the Town.
- 1.3 Alongside this officers would look to secure maximum benefit from grants to compliment whichever method is chosen to generate the capital spend.

- 1.4 The Council was also keen to look at capital schemes which not only provided much needed public services but also generated a revenue stream to keep Council tax low, which is still significantly lower than all the other towns in Lewes District.
- 1.5 A number of revenue generating services for the public are therefore included in the strategic plan for the Town Council.
- 1.6 It was agreed that the best way forward to determine if plots of land should be sold was to consult with the public.
- 1.7 Accordingly the proposal was included in the Town Council's presentation at the Annual Town Forum in May 2016. It was received well with no detractors present and some commenting that it was a very positive way to utilise assets for all residents.
- 1.8 The proposal to sell off four parcels of land was then included within the town wide survey for the neighbourhood plan consultation. Appendix A depicts the locations of these plots. A total of 964 people responded to the question on at least one plot of land. This is statistically sound for a town the size of Seaford. The results of the survey are depicted in the table below.

Do you support the proposals to sell plots 1, 2, 3, 4?

Seaford Town Council would like to undertake a number of projects to improve Seaford in line with the local residents' aspirations. These include improvements to: The Seafront, The Salts, The Crouch and South Hill Barn.

All of these improvements will be in line with Development plans for the sites which will be developed in full consultation with the public.

To achieve these improvements it is proposed to sell four small parcels of land that the Council does not use but maintains at a cost to local tax payers. These sites are depicted on the plan below. If sold they will generate approximately £1,000,000 all of which will be spent in the Town.

Answer Options	Yes	No	Response Count	% of people in favour
Plot 1	481	471	952	50.5%
Plot 2	562	388	950	59.1%
Plot 3	588	357	945	62.2%
Plot 4	591	351	942	62.7%
Any additional comments? (more details below)			527	
answered question			964	
skipped question			136	

- 1.9 The results in respect of plots 2, 3 and 4 are fairly conclusively in favour. It should be noted that there were groups of residents near each plot who started local

campaigns to get people to vote against the proposals who lived nearby. The percentage returns in the local vicinity is therefore higher and is largely but not exclusively against the plans.

- 1.10 The results for plot 1 are less conclusive at only marginally in favour.
- 1.11 All four plots are depicted on the attached Appendix A.
- 1.12 **Plot 1** is the large parcel of land at the western end of Lexden Road which links with North Way and via a twitten to Firle Road. This plot of land has been valued at upwards of £600,000.
- 1.13 The main objections to development for this plot related to loss of public open space to sit in and loss of a means of getting from one area to another. The consultation in hindsight could have addressed one of these points by making it clear the proposed sale would retain the ability to pass and repass in all three directions.
- 1.14 The use of the open space other than to pass and repass is very limited as observations have taken place to establish use. It is well used as a means of passage in the area but not as a recreation area. Ball games are not allowed on the site, there is one bench which is used occasionally.
- 1.15 That said it is not felt that it would be appropriate to proceed with the sale of this plot without further work. The recommendation for this plot is therefore to defer its potential sale until a time in the future when more consultation can take place.
- 1.16 **Plot 2** is a plot of land linking North Way with Firle Road. This site received 59.1% support. It is clear from the responses that more would have supported the proposal if they had been reassured that the existing right of way running through this plot will be retained. That said even without this the support is fairly conclusive.
- 1.17 As well as retaining the right of way, which will require a slight diversion, there is also a piece of land on the Firle Road side that is "orphan" land; not part of the plot on paper and not owned by anyone else. However this is not needed to develop the plot.
- 1.18 This plot has been valued at upwards of £225,000. It is proposed to proceed with this sale as soon as possible.
- 1.19 **Plots 3 and 4** are both at the head of The Holt leading onto North Way. These plots are both capable of accommodating one house unit and both are open space with no amenities and a ban on the playing of ball games thereon. The support for the sale of these two plots was 62.2% and 62.7% which is significant.
- 1.20 It is recommended therefore that these two plots are sold as soon as possible.

2. Planning permission

- 2.1 Initial investigations have already commenced to ensure outline planning permission for all three plots can be secured as quickly as possible prior to offering them for sale.
- 2.2 The Council's Planning Officer Geoff Johnson will deal with the outline planning applications as well as the diversion of the footpath on plot 2.
- 2.3 Applications will be submitted to secure this as soon as possible after the Council meeting if approved.

3. Sale methodology

- 3.1 It is proposed to sell the plots by way of sealed tender. This will be widely publicised. There have already been a number of people in touch as a result of the consultation exercise expressing an interest in buying the plots.

- 3.2 Local estate agents will be approached to see who can offer the best deal and who has the highest chance of securing the maximum price for the plots.
- 3.3 This will be proceeded with as soon as possible to enable the release of funds to progress with capital projects.

4. Use of Capital Receipts

- 4.1 Seaford Town Council has set a number of strategic objectives which it has recognised will require capital receipts from land sales. These projects are significant in cost but some will generate an annual income from revenue sales. These include new beach huts, new concessions, regenerating South Hill Barn and log cabins at Southdown Road.
- 4.2 However most require a significant amount of development work including in particular the Seafront Development Plan which will commence development imminently.
- 4.3 The existing seafront toilets are however not fit for purpose. It is inconceivable that there will not be a need for public toilets in this location within the Seafront Development Plan. Toilets in this location are essential for the beach huts, the Martello museum and the concession there as well as for general visitors to the beach, Martello Fields and Seaford Head Estate.
- 4.4 Having examined the existing toilets it is clear that it is not financially viable to refurbish them to modern day standards. This would require significant sums to refurbish and even then will not be totally fit for purpose.
- 4.5 It is therefore proposed that the existing toilets are demolished and that a new design is commissioned which will be a feature for the seafront rather than the existing building.
- 4.6 The new toilets may be designed to include the concession, possibly a second one offering a different sale as well as a storage area and potentially showers, this will be explored further before inclusion.
- 4.7 An opportunity to express interest in the designing of the toilets and ancillary uses will be held immediately if approved. This will enable the new toilets to be constructed in time for summer 2017.
- 4.8 Initially therefore the first capital receipts will be used for the design and build of new seafront toilets. It is estimated that this will cost between £100,000 and £140,000 in total. Thereafter other capital receipts will be used for projects on the strategic targets following future reports on how these will be progressed.

5. Financial Implications

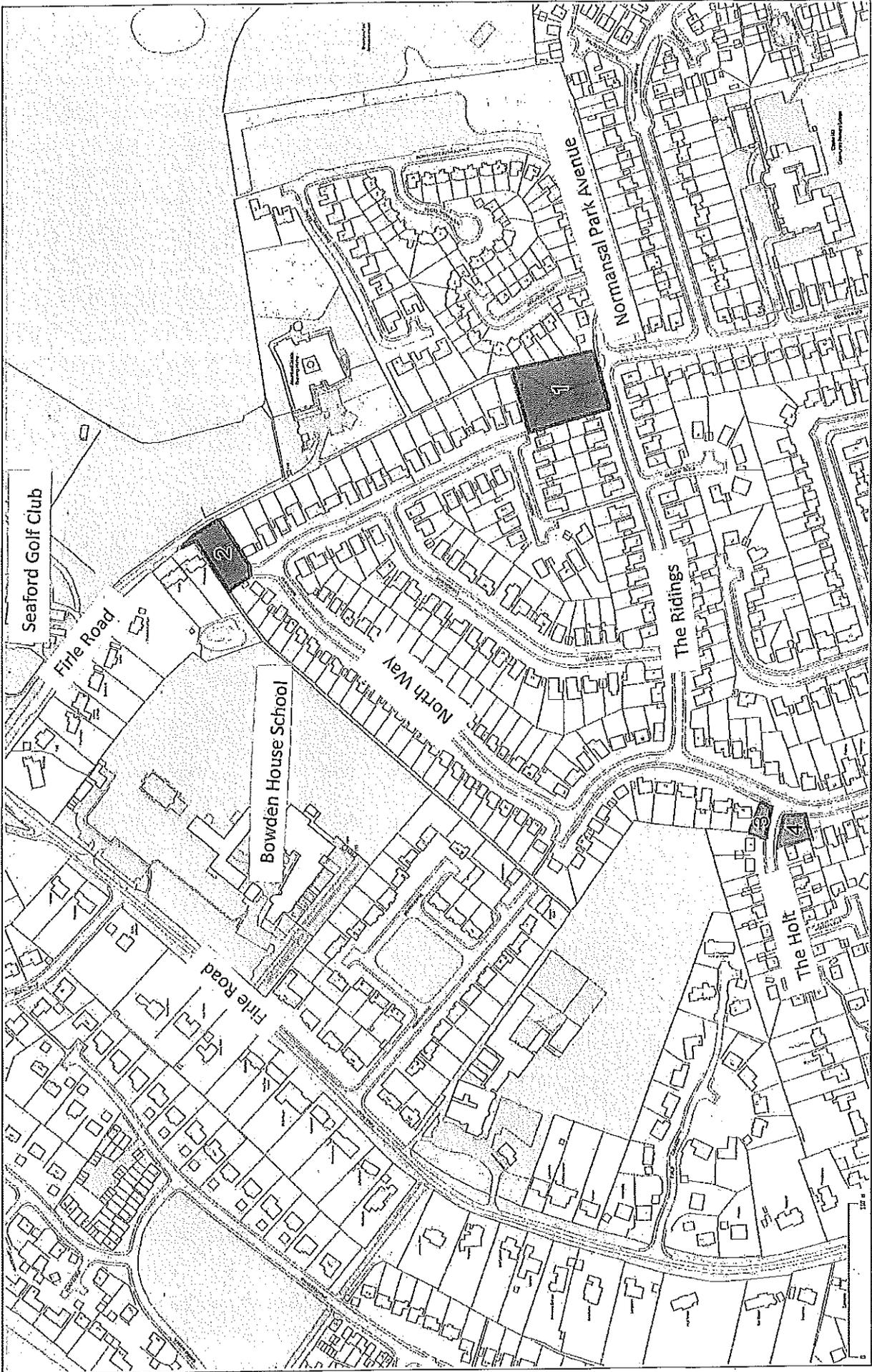
- 5.1 The financial implications are a potential capital receipts income of approximately £400,000.
- 5.2 The expenditure of approximately £125,000 - £140,000 for the design and construction of new seafront toilets, store and concession.

6. Contact Officer

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

Town Clerk







Seaford Town Council

Report 49/16

Agenda Item No:	13
Committee:	Council
Date:	20 th October 2016
Title:	Bishopstone United Charities
By:	James Corrigan, Town Clerk
Purpose of Report:	To provide the Council with an update from Bishopstone United Charities.

Recommendations

You are recommended:

- 1. To consider the update report from Bishopstone United Charities and appointing a second member as a trustee to the charity.**

1. Background

- 1.1** Below is communication that the Council has received from Councillor Lower, as the Council's appointed trustee to Bishopstone United Charities and Chair of the charity:

'After advice from the Almhouse Association we agreed at the last Trustee Meeting to increase the number of Trustees to five, to include the Vicar and two residents of the Parish. We also agreed that it was important for Seaford Town Council to remain involved in the charity, ideally with two nominees. Please see the extract from the minutes below:

It was agreed that the Chair would make contact with Seaford Town Council (STC) and confirm that the trustees of the BUC request the town council to continue to nominate two councillors to serve as trustees. It was understood that this matter cannot be discussed by STC until 20th October 2016. The Chair agreed to put forward other options if STC were unable to continue to nominate two trustees. These being to nominate one councillors and a further non-councillor as trustees, or to nominate one councillor. It was noted that if STC change the current agreement, then the Charity Commission will require this to be confirmed in writing.

Action: The Chair to report back at the next trustees meeting on the outcome.'

- 1.2** The Council are therefore now asked to nominate a further member, in addition to Councillor Lower, to act as trustee for the charity.
- 1.3** Currently the other trustees are Father Trevor Smyth who has been a trustee since 2015 and Philip Pople who became a trustee in August 2016 and is a Bishopstone resident, also being involved with other local charities.
- 1.4** Seaford Town Council officers supported the Charity in establishing its priorities going forward namely reviewing the condition of the properties, doing a financial plan on the back of this and creating a new constitution.

1.5 Subsequently after discussions with The Town clerk and the Trustees Ian Everest took on the role of Clerk to the charity in June and has been very proactive in getting things underway. Ian has previously been Town Clerk to Newhaven Town Council, Manager of Newhaven Fort and is also a Local Historian. The charity is now making good progress in modernising itself and has visited the residents, sorted out the banking and is set to update the constitution. The next Trustee Meeting is to be held on Wednesday 26th October.

1.6 Councillors will remember that in April 2016 a resolution was made to approach the charity with an offer to provide administrative support at a charge of £35 per hour, with certain conditions to be met. With Ian Everest having undertaken the administrative duties as Clerk, there is no longer a need for the offer of administrative support for the charity.

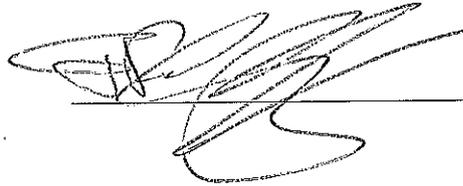
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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Seaford Town Council

Report 45/16

Agenda Item No:	14
Committee:	Council
Date:	20th October 2016
Title:	Creation of Honorary Council Positions
By:	James Corrigan, Town Clerk
Purpose of Report:	To make formal appointments of the Honorary Positions of Honorary Town Historian and Honorary Flag Custodian and to appoint Kevin Gordon and David Argent to these positions respectively.

Recommendations

You are recommended:

- 1. To agree to the creation of the Honorary positions of Honorary Town Historian and Honorary Flag Custodian.**
- 2. To agree to the appointment of Kevin Gordon as Honorary Town Historian**
- 3. To agree to the appointment of David Argent as Honorary Flag Custodian**

1. Information

- 1.1** Councils typically have a number of honorary positions to reflect the needs of their local community. Currently Seaford Town Council has one such position namely Town Crier which has been filled by Peter White for 40 years. Resulting in many accolades, including recently receiving the prestigious Don Mabey Award.
- 1.2** Other positions have been suggested to give some recognition for positions already filled to some extent by volunteers who support the Council and in doing so, the town. Currently these are the position of Honorary Town Historian and Honorary Flag Custodian.
- 1.3** By formally recognising these positions it is hoped that partnership work can develop further.
- 1.4** The current "historian" for the Council is Kevin Gordon who is the "go to" font of all knowledge for anything regarding the history of the Town and beyond. By formalising this appointment, the Council would look to increase historical points of information around the Town and look to promote the Town History where this supports the Council's overall strategic objectives.
- 1.5** Mr Gordon is involved in almost every aspect of the history of Seaford including 25 years at Seaford Museum, running the Seaford Museum Facebook page, written

several local history books, provides guided tours of the town, running history courses at Seaford Museum and much more.

1.6 The Council is responsible for flying flags at the War Memorial and on occasion at the seafront. The Council has a flag flying schedule, attached Appendix A, and hoists a number of differing flags throughout the year. Currently the ever willing volunteer Councillor Dave Argent has taken responsibility for hoisting the change in flags in line with the policy.

1.7 Similarly, it is planned to explore further the options available to hoist appropriate flags with the Honorary Flag Custodian to again make Seaford a better place for everyone. This may result in some new flag locations and new event flags being flown. This will be incorporated into a Flag Flying Policy which will be considered by the Council for adoption in the future.

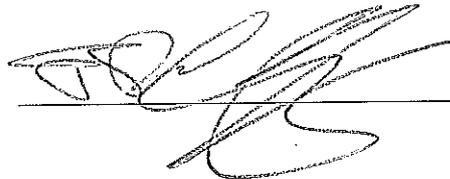
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk





Seaford Town Council

Report 45/16 Appendix
A

Days on which flags may be flown from public buildings within Seaford

Background/Locations:

The Town Council has 2 sites in Seaford with Flagpoles, The War Memorial and Seaford Head Golf Club. There are also flagpoles on the Martello Tower that is managed by the Seaford Museum, on the promenade which is used by Seaford Lifeguards as part of the safe swimming activities and a further flag pole in The Salts Recreation Ground adjacent to the Lifeguards boathouse, please refer to beach safety guidance for safety flag types. Finally there is also a flagpole on Hurdis House, Broad Street, the building of which is owned by the Council but sub-let to a tenant.

Dates/Organisations/Locations involved:

The highest profile venue in the town with a flagpole is the Seaford War Memorial and Council has decided to fly the Union Flag each day and night as a matter of course unless another event is being recognised at that time.



Below are listed the dates and organisations involved and, the day their respective flag is flown:

AT ALL OTHER TIMES THE UNION FLAG WILL BE FLOWN AT FULL MAST.

January	Union
February	Union
March	Union
April	23rd St. George's Flag (one day-week) after replace with Union Flag
May	Union
June	Armed Forces Day Flag week before SVaAFD Sussex Day BLUE/RED Mayors Decision- Seafront ONLY
July	Union
August	Union
September	Red Ensign Flag (Merchant navy flag) – 3rd September up 2 days before (1st September) and leave a week flying Battle of Britain Day Flag – Closest SUNDAY to 15th September
October	Union
November	Royal British Legion
December	Union



Seaford Town Council

Report 47/16

Agenda Item No: 15
Committee: Council
Date: 20th October 2016
Title: Christmas Shutdown
By: James Corrigan, Town Clerk
Purpose of Report: To seek approval to close the Council offices from 5pm on 22nd December 2016 to 9.30am on 2nd January 2017 inclusive.

Recommendations

You are recommended:

1. To approve the closure of the Council offices from 5pm on Thursday 22nd December 2016 to 2nd January 2017 inclusive.
-

1. Background

- 1.1 Traditionally Seaford Town Council offices, as with most other local Councils, closes over the Christmas period.
- 1.2 This year Christmas Day is a Sunday with Monday 26th and Tuesday 27th December being Bank Holidays, as well as Monday 2nd January.
- 1.3 To fill in the gaps and give the whole period off, staff will be required to use 3 days' annual leave (two of which are extra days given in addition to the annual entitlement specifically for use at Christmas), therefore returning to work on Tuesday 3rd January.
- 1.4 The Council is also recommended to offer shutting the office on Friday 23rd December, as a gesture of goodwill and to allow staff that extra time in the run up to the festivities. This would again be taken from annual leave entitlement.
- 1.5 In the event of an emergency, arrangements will be looked at to provide cover with an emergency number available on the answer machine and the website.
- 1.6 If individual members of staff do not wish to use their holidays over the Christmas period they will be allowed to work over the holidays, the office will remain closed to the public however.
- 1.7 Operations at the golf course and The View at Seaford Head will continue uninterrupted except for Christmas Day.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Report 59/16

Agenda Item No:	16
Committee:	Council
Date:	20 October 2016
Title:	Adoption of updated Public Participation Policy
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the draft amended Public Participation Policy with a view to adoption.

Recommendations

You are recommended:

- 1. To adopt the updated Public Participation Policy as presented.**
-

1. Information

- 1.1** Seaford Town Council encourages the public to become involved in its activities as much as possible. Part of this process is encouraging the public to participate at meetings. This does however have to be controlled in accordance with this policy to ensure the meetings are properly run and orderly.
- 1.2** The existing Public Participation policy was adopted in June 2015. Following good practice Officers make note throughout the period of operation on areas where the policy is in need of amendment.
- 1.3** The amended policy, at Appendix A, reflects the changes suggested as a result of this monitoring of the policy. All proposed changes are shown in italic for ease of reference.
- 1.4** The reasons for some of the changes are set out below.
- 1.5** With the use of specialist officers such as the Planning Committee Clerk and the Projects & Facilities Manager at various Committee meetings it is not appropriate to have an open questions session at these meetings. Such Officers cannot be expected to know everything about what the Council does and should not be put in a position where they are asked such questions. The change therefore limits questions at a Committee to subjects that are of relevance to that Committee.
- 1.6** It is preferred to give a verbal response to questions during public participation as this saves on Council resources, the second change reflects this.
- 1.7** It is not appropriate to use public questions as an opportunity to utilise the Town Council's limited resources to pursue a matter for an individual where the

responsible for the issue. The third change reflects this. If a matter is important to an individual, they will pursue it themselves first before seeking support from third parties such as the Town Council if that approach fails.

1.7 There are no other changes proposed at this stage as on the whole the policy works well and the public do utilise the opportunity to communicate openly with the Council at most meetings.

1.8 This is of course only one way of many that the public can communicate with the Town Council. Others include via email, letter or phone call to Officers and Councillors alike. Use of social media as well as taking part in the many public consultation exercises carried out by the Town Council including the Neighbourhood Plan and consultation on various development plans such as The Salts and in the near future the Seafront.

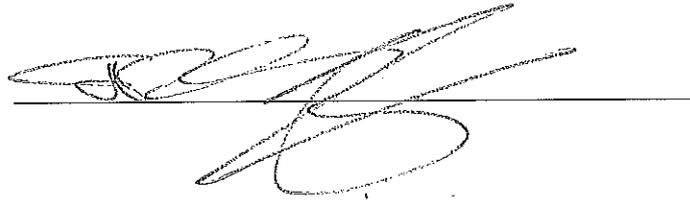
2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

Report 59/16
Appendix A

Public Participation Policy

Public participation is welcomed at all Council, Committee and Sub-Committee meetings.

Set out below is guidance, reflecting the Council's Standing Orders, surrounding participation by members of the public at meetings:

- Public participation will be included in all Council agendas except for Personnel, Grievance, Disciplinary and Appeals (sub) committees; it is at this time in the meeting where members of the public may speak;
- *Questions or statements made at Committees must be relevant to the committee and not general matters. Questions or statements at Council meetings can be on any reasonable matter.*
- An exception to the above rule is when members of the public are wishing to make comments on a specific planning application being considered by the Planning Committee, in this instance they are invited to do so immediately before each application is considered.
- Members of the public will be given a maximum of four minutes each to speak. Public participation shall take no longer than 20 minutes in total;
- Only one person is permitted to speak at any time. The member of public should raise their hand when wishing to speak; the Chairman will decide the order in which members of the public speak. When speaking they should stand (unless they have a disability or are likely to suffer discomfort from doing so);
- To take part in public participation you must be present at the meeting to ask your question or make your statement
- Any comments made or questions asked should be directed at the Chairman;
- Every effort will be made to give a response *at the meeting*; if not possible this may however be in writing and would be done as soon as practically possible after the meeting, *verbal responses at the meeting are preferred as these save on Council resources*;
- *A request for the Town Council to pursue a public services matter with a public sector body will only be pursued if the requestor has evidence they have attempted to do this themselves first.*
- Where it is necessary to exclude the press and public from a meeting this shall be done by resolution with a reason for the exclusion given.

Please note that audio and video recording of Council meetings is welcomed providing that the Council's guidelines are observed. Said guidelines can be found on the seats reserved for recording at the front of the public gallery.

Any member of public wishing to submit a petition should refer to the Council's Petition Policy which is available on its website at www.seafordtowncouncil.gov.uk

Standing Orders 3 sets out the Council's rules regarding public participation at meetings; this policy is a reflection of these rules.

Ultimately, the Chairman controls and has order over the meeting.



Seaford Town Council

Report 60/16

Agenda Item No: 17
Committee: Council
Date: 20 October 2016
Title: Rescission of adopted Seafront Mixed Waste Scheme Policy 2011.
By: James Corrigan, Town Clerk
Purpose of Report: To secure rescission of the adopted Seafront Mixed Waste Scheme Policy 2011.

Recommendations

You are recommended:

1. To rescind the defunct adopted Seafront Mixed Waste Scheme Policy 2011.
-

1. Information

- 1.1 The adopted Seafront Mixed Waste Scheme Policy, at Appendix A, was adopted in 2011 and resulted in the introduction of the new larger waste bins along the seafront by Seaford Town Council.
- 1.2 The remainder of the policy details the management of mixed waste and recycled waste. Lewes District Council are responsible for emptying the bins and managing the recycling function. This element is therefore one that Seaford Town Council has no control over and cannot be implemented by the Town Council.
- 1.3 However, Lewes District Council is looking at its waste management strategy at present including recycling.
- 1.4 Town Council Officers continue to look at possibility of pursuing the introduction of recycling bins on the seafront in meetings with LDC.
- 1.5 The remainder of the policy is therefore defunct and not within the control of the Town Council; it is therefore suggested that the policy be now rescinded.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Seaford seafront - Mixed Waste Scheme 2011

Aims and Objectives:

This proposal aims to improve the management and efficiency of the waste service provided on Seaford seafront, especially when considering the seasonal increase in use of litter bins.

Currently there are 17 Litter Bins (originally 18, until recent damages) and historically 15 Dog waste bins on the promenade; running between Splashpoint at the base of Seaford Head through to the Newhaven and Seaford Sailing club situated just East of Tide mills.

These bins are all within the ownership of Seaford Town Council and the waste collection service is the responsibility of Lewes District Council.

Inherently the litter bins are prone to damage or destruction due to fire, suspected in most cases to be the result of poorly extinguished Barbeques disposed of by beach users. The Dog waste bins are often prone to corrosion problems especially to the support posts that often fail at their joints, exacerbated by the high winds experienced during winter.

Mixed waste is now found to be generally more acceptable and dog waste was reclassified in 2008 as non hazardous, therefore permitted to be disposed of in the same manner as general waste.

Although not yet adopted in Lewes District, mixed waste is now operated in a number of regions. Seaford Town Council does not consider this a viable option throughout all of its open spaces, but the Seafront has been a particular focus when considering a change in policy.

This possible change in policy would look to remove all litter and dog waste bins from the seafront, and store them for re-use in other open spaces as and when replacements are required. Replacement bins, of a more suitable material and double width/large capacity, would be installed in place of the existing bins and would also be installed in similar locations to the existing ones.

At this stage the proposed bin is a NR/2S Glass Fibre Composite (GFC) bin from Wyebone (Appendix A.) with twin galvanised metal liners. These have a capacity of 224 litres, which is larger than the existing provision in each location; currently a 100 litre litter bin and a 55 or 60 litre dog bin. Dog bins are emptied weekly and litter bins daily so the increase in waste in a mixed waste bin, due to the addition of dog waste,

is not anticipated to result in the new bin reaching its total capacity. Similarly the impact of Dog Waste in what is an open bin is not considered to be detrimental, mainly due to the frequency of emptying. Although the bins are large capacity, the frequency of emptying is to stay the same and process of emptying is considered to be very similar to the existing provisions. If the bins reach their full capacity then they have been effective and this should have a notable effect on litter picking (especially in other areas that are effected by litter being blown from the seafront) and if the bins do not reach their full capacity then the emptying will generally be a easier process.

Most importantly the increase in size of the bin is anticipated to cater for increased usage during holiday periods and the summer months reducing the frequency and intensity of litter picking and related street cleansing on the promenade due to wind-blown litter, litter spread by birds and animals or simply litter that has not been disposed of responsibly.

The weight, strength and build material of the bin means it will fair well against the local conditions therefore replacement costs should be notably reduced in comparison to the existing litter and dog bins. The GFC material is Fire retardant and the bins can also be refurbished which allows an alternative option when damages do occur. The total cost of each bin is also considerably lower than the existing provision.

17 locations have been identified for the new scheme, which is one less in comparison to the most recent provisions. They will also be a little more evenly spaced, is hoped to aid the reduction of littering offences. These 17 locations will ensure that no one along the Seaford seafront (even at the waters edge), is more than 140-150m from a litter bin should the need arise; this should also ensure the best visibility for users on the beach or promenade. There is plenty of surface area for public notices to encourage responsible use, and currently a sign plate is being considered with directional arrows and distances to the next available bin which will be installed at a central point between two bins, in most cases fitted to the storm wall.

The mixed waste would negate the requirement for emptying of dog waste bins altogether, making the collection process far more efficient. This will provide a cost saving in connection with dog waste collection and should increase efficiency for the District Council in connection with general waste collection provisions.

GLASDON BINS can have Firepire units but they are £40 + fit and can not be guaranteed to withstand the local conditions. Capacity is still an issue here which is one of the priorities in the change of provision.

The cost comparisons are set out below:

	Old bins	New bins
Capacity	100 ltr Litter 55 ltr Dog waste	224 ltr
Unit Price/Replacement Cost	£496.00 Litter £240 Dog waste	£325.00

Refurbishment Cost

Not suitable
Not suitable

50%

The bins that are used on the seafront are not generally used in our other open spaces so as a useful comparison to see what the 'actual' saving would be is the textured bin that is common to our open spaces

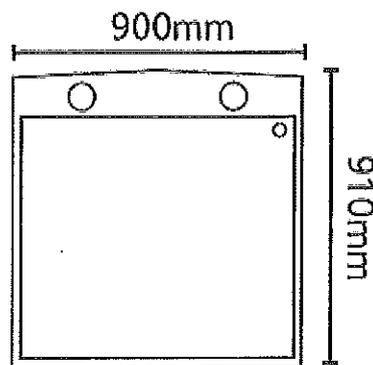
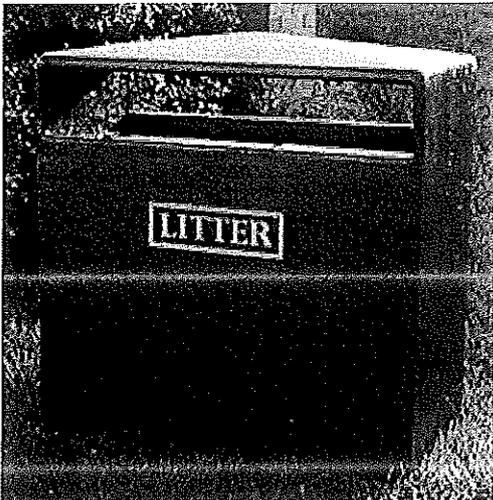
A review of emptying trends with Lewes District Waste and Recycling teams may highlight high use areas that could identify the requirement for large capacity bins in particular locations.

Removal and installation should be undertaken simultaneously to minimise labour costs.

Appendix A.



<http://www.wybone.co.uk/litter-bins/external-litter-bins/nr/2-double-never-rust-bin/#img2>





Seaford Town Council

Report 67/16

Agenda Item No: 18
Committee: Council
Date: 20th October 2016
Title: Annual Return 2015/2016
By: Lucy Clark, Support Services Manager
Purpose of Report: To update the Council on the status of the Annual Return for 2015-16

Recommendations

You are recommended:

1. To note the contents of the report.
-

1. Information

- 1.1 As previously reported at the Finance & General Purposes Meeting on 6th October; following the approval by Full Council on 16th June 2016, the 2015-16 Annual Return was submitted to the External Auditor; PKF Littlejohn LLP.
- 1.2 On 28th September 2016 the Annual Return was returned by PKF Littlejohn LLP confirming their review was complete and that the Annual Return had received a clean report and was certified. A copy is attached in Appendix A for reference.
- 1.3 The Accounts and Audit Regulations 2015 (SI 2015/234) state that a 'Notice of Conclusion of Audit' detailing the rights of inspection must be published by 30th September 2016 along with sections 1, 2 and 3 of the Annual Return.
- 1.4 In accordance with the above, the notice has been published on the Council's website and notice board. Copies have also been made available for purchase by any person for a sum of fifty pence.
- 1.5 The published annual return must remain available for public access for a period of no less than five years.

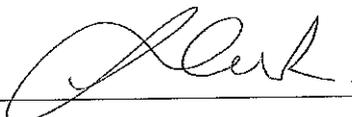
2. Financial Appraisal

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

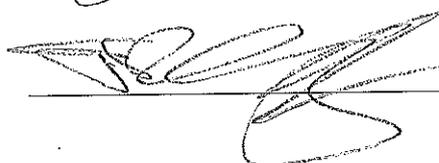
3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Town Clerk



Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return:

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes (means that this smaller authority)
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

C32.2

dated

21/6/16

Signed by:

Chair

L J Freeman

dated

21/6/16

Signed by:

Clerk

[Signature]

dated

21/6/2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and references				
	31 March 2015	31 March 2016					
			Please round all figures to nearest £. Do not leave any boxes blank and report 0 for nil balances. All figures must agree to underlying financial records.				
1. Balances brought forward	500,136	289,201	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	516,194	521,314	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1632,070	1,337,836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	306,647	477,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	82,759	131,574	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1,969,793	1,264,542	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	289,201	274,429	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	368,640	638,140	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	10,188,387	10,319,203	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	1,681,238	1,798,626	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

19/5/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

21/6/16

and recorded as minute reference:

C33/05/16

Signed by Chair of the meeting approving these accounting statements.

L. J. Freeman

Date

21/6/16

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

SEAFORD TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report. (AC250088)

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

24 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? (Please choose only one of the following)		
	Yes	No	Not covered
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by Invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit MARK MULBERRY (a (Hons) FCCA CIA

Signature of person who carried out the internal audit *M Mulberry* Date 18/05/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Notes
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



Seaford Town Council

Report 75/16

Agenda Item No:	19
Committee:	Council
Date:	20 October 2016
Title:	Call for Sites for the Neighbourhood Plan
By:	James Corrigan, Town Clerk
Purpose of Report:	To seek agreement to putting forward Town Council owned land for consideration as housing land and to set up a Working Group to oversee this process

Recommendations

You are recommended:

- 1. Consider which if any sites should be considered by the Neighbourhood Plan Group as part of the call for sites process;**
 - 2. If any sites are to be submitted that a Working Group is established to work with the Town Clerk on any details of submissions.**
-

1. Background

- 1.1** The Neighbourhood Plan team are currently collecting details of potential land for housing as part of its responsibility to address the housing needs within the Town.
- 1.2** Until this is in place developers are free to develop almost any site in the Town.
- 1.3** Details of the sites that have been submitted to date are not known by Seaford Town Council at this stage.
- 1.4** Once all the potential sites have been collated consultation and detailed analysis will take place of them all to then make recommendations on which sites should be allocated housing.
- 1.5** This will then be subject to the referendum at the end of the Neighbourhood Plan process.
- 1.6** As a land owner Seaford Town Council has been asked to submit any appropriate plots of land. These are plots of land that can address the legal minimum of over 250 new houses in the Town.
- 1.7** The Town Council does have a strategic objective to raise capital funds to create and improve public services.
- 1.8** In reality if any of the larger parcels of land owned by Seaford Town Council were to be developed within the next 10 years they would have to be included in the Neighbourhood Plan.

- 1.9 By following this route through the Neighbourhood plan the Council could be satisfied whether or not there is public support for any proposed sale of large plots of land.

2. Potential sites

- 2.1 The Council has five potential sites that could be considered for housing, these are detailed in Appendix A and are listed below;
- a. The Field bordering Southdown Road and Chyngton Road
 - b. The Village Green off Princes Drive
 - c. The Field next to Normansal Park Avenue
 - d. The 6th hole on Seaford Head Golf Course alongside Chyngton Road (a replacement hole can be created elsewhere on the site)
 - e. The Sunken Gardens and surrounding land on the seafront
- 2.2 All sites would be worth several millions of pounds if sold in their entirety for housing. However partial development could be undertaken at some.
- 2.3 Further investigations would be undertaken on any site submitted for consideration which may result in later withdrawal if there is any legal impediment, though initial investigations indicate there is not.
- 2.4 When considering which sites to put forward for consideration any site that is very well used by the public has been discounted these include The Crouch, The Salts and Martello Fields.
- 2.5 Also some other sites such as the plots of land on Ringmer Road and College Road have been discounted as they act as flood alleviation areas.
- 2.6 It should be noted that for any plots to be included in the Neighbourhood Plan process they need to be submitted before November.

3. Next Steps

- 3.1 If the Council agrees to put any or all of these sites forward for consideration by the public and Neighbourhood Plan Group as possible housing sites work would be undertaken to check they can be legally built on and analysis of any covenants which may restrict building potential.
- 3.2 Following that analysis would take place to address any possible implications for the sale of a site. So for example the Sunken Gardens, an alternative facility would be looked at as part of the seafront development plan. Similarly the location of a new hole on the golf course would be designed. Noting that the golf course has been reconfigured on several occasions, Southdown Road corner was originally part of the golf course for example.
- 3.3 Equally the benefits of change would be analysed so for example the 6th hole is a problematic hole for the golf course as balls do hit houses and cars and some residents do make lots of complaints about golfers there.
- 3.4 If after analysis a site proves to be non-viable it could be withdrawn from the process.
- 3.5 It is suggested a Working Group is formed to work with the Town Clerk on this project.

4. Financial Implications

- 4.1 There is no cost in terms of disbursements at this stage
- 4.2 The potential income for the Town Council could be several million pounds if a site is selected by the public as part of the Neighbourhood Plan process.

5. Contact Officer

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

Town Clerk

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

Report 75/16 Appendix A

