



## Seaford Town Council

**MINUTES** of a Meeting of the Full Council held at the Council Chambers, 37 Church Street, Seaford on Thursday 20<sup>th</sup> October 2016 at 7.00pm.

### **Present:**

Councillor L Freeman (Mayor)

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

Jessica Batchelor, Young Mayor of Seaford

Tom Exley, Deputy Young Mayor of Seaford.

James Corrigan, Town Clerk – Seaford Town Council

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

34 members of the public.

### **C43/09/16 Apologies for Absence**

There were no apologies for absence.

### **C44/09/16 Disclosure of Interests**

Under the Localism Act 2011 and Seaford Town Council Code of Conduct, the following declarations of interests were made: Councillor L Wallraven declared a pecuniary interest in item 13, being a resident of the charity's properties. Councillor A Latham declared a non-pecuniary interest in items 12 and 19; Councillor P Boorman a non-pecuniary interest in items 10 and 14; Councillor R Honeyman a non-pecuniary interest in item 11; and, Councillor Brown a non-pecuniary interest in items 12 and 19.

### **C45/09/16 Public Participation**

*Fiona House*

*Agenda item 19 - as a member of the Neighbourhood Plan Steering Group, reminded members and members of the public of the process with the consideration of sites for inclusion in the Neighbourhood Plan. All suitable sites will be individually assessed against criteria but it is not a definite that they will be suitable for development. The plan can also allocate sites as preserved green spaces. Anyone wishing to assist with the Neighbourhood Plan can find information on the website at [www.seafordnp.uk](http://www.seafordnp.uk)*

Town Clerk

Confirmed that this was correct and that all sites would have to be individually assessed by the Neighbourhood Plan Group.

*Sylvia Dunn*

*Agenda item 10 – expressed her support for the longer term lease with Sussex Wildlife Trust.*

*Agenda item 11 – feels that there is a problem with campervans parking on the seafront and would agree with looking at options for a designated area for campervans to park.*

*Agenda item 12 – expressed her agreement that the sale of land is necessary to assist with capital projects, such as the much needed works on the Martello Toilets which is long overdue an improvement.*

L J F

- Sarah McStravick*      *Wished to thank the Mayor for attending the grand opening of the 'Listen Up' video that was filmed in Seaford and is now available on YouTube.*
- Agenda item 19 – wanted to pass on her and some West ward resident's concerns regarding the proposal to include the Village Green in the Neighbourhood Plan.*
- John Green*            *Agenda item 12 – expressed his concern about the four plots being in a concentrated area. When planning permission was granted for the Normansal Park Avenue development there was a condition that the land at plot 1 be granted to the Council as a public open space in accordance with the Local Plan and be kept a public highway by foot and with animals. Would urge the Council to keep this site for public use.*
- Chris Lowmass*        *Agenda item 10 – as Chair of the Seaford Head Local Nature Reserve Management Committee, expressed his support for the 25 year lease with Sussex Wildlife Trust. The Trust manages over 30 nature reserves and has the expertise and ability needed to properly manage this site.*
- Fred Bass*             *Agenda item 12 – does not feel that these plots of land are surplus as described, they are used amenity spaces. Worries that the sale of land should be a last resort for income generation, it is not a sustainable way to fund works. Has concerns given the poor response to the survey and would ask the Town Council to defer any decision until after the elections have taken place.*
- Keith Blackburn*      *Agenda item 12 – appreciates that the Town Council has difficult tasks to carry out, including the pressure to keep council tax down whilst finding more space for housing. Feels that improved facilities on the seafront would encourage residents and visitors to use the seafront and spend money in the town. The Community Partnership conducted a survey 4 years ago on the seafront; 95% of people said the toilets needed improving. Urged members to have the confidence to make the bold decisions that may be required.*
- Bob Gower*            *Agenda item 19 – feels that the Sunken Gardens are a little pearl in the town and hoped members would not consider including this site.*
- Michael Pearce*       *Agenda item 12 – plot 1 is a well-used area by dog walkers and local residents looking for some interaction with others.*
- Anita Spencer*        *Agenda item 12 – worries that the two plots of land at The Holt would be hazardous to build on due to being on bends; an accident recently took place.*
- Jane Polling*          *Agenda item 19 – questioned why the site at Normansal Park Avenue had not been included on the survey distributed earlier this year.*
- Town Clerk*            *Confirmed that this site was not being discussed to sell but would be considered as part of the Neighbourhood Plan process. The Neighbourhood Plan process is to look at the suitability of the land before putting it forward for public consultation.*

*L J F*

Fiona House

*Informed the meeting that on 30<sup>th</sup> November between 4.30-7.30pm the Neighbourhood Plan Focus Groups would be presenting the evidence and information found so far, talking through how the plan works and how everything fits together. This is taking place at the Clinton Centre.*

#### **C46/09/16 Minutes**

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

<b>C46.1</b>	Community Services	16 <sup>th</sup> June 2016
<b>C46.2</b>	Community Services	15 <sup>th</sup> September 2016
<b>C46.3</b>	Council	21 <sup>st</sup> June 2016
<b>C46.4</b>	Council (extraordinary)	13 <sup>th</sup> September 2016
<b>C46.5</b>	Finance & General Purposes	7 <sup>th</sup> July 2016
<b>C46.6</b>	Finance & General Purposes	6 <sup>th</sup> October 2016
<b>C46.7</b>	Golf	28 <sup>th</sup> June 2016
<b>C46.8</b>	Golf	6 <sup>th</sup> September 2016
<b>C46.9</b>	Planning & Highways	9 <sup>th</sup> June 2016
<b>C46.10</b>	Planning & Highways	30 <sup>th</sup> June 2016
<b>C46.11</b>	Planning & Highways	21 <sup>st</sup> July 2016
<b>C46.12</b>	Planning & Highways	11 <sup>th</sup> August 2016
<b>C46.13</b>	Planning & Highways (extraordinary)	18 <sup>th</sup> August 2016
<b>C46.14</b>	Planning & Highways	1 <sup>st</sup> September 2016
<b>C46.15</b>	Planning & Highways	22 <sup>nd</sup> September 2016

#### **C47/09/16 Holding Extraordinary Council Meeting 10<sup>th</sup> November 2016**

The Council considered and discussed report 57/16 regarding arranging an extraordinary Council meeting, partly to facilitate the appointment of members to current Council vacancies.

It was **RESOLVED** to **AGREE** to hold an extraordinary Council meeting on Thursday 10<sup>th</sup> November 2016 at 7pm.

#### **C48/09/16 Mayor's Report**

The Mayor gave a verbal update on her report 64/16 and some of the events she had attended since the last meeting.

It was **RESOLVED** to **NOTE** the content of the Mayor's Report.

#### **C49/09/16 Young Mayor's Report**

The Young Mayor gave a verbal update on the progress with her Defibrillator project (which has currently raised over £2,400.00), her work experience with the local MP Maria Caulfield, the progress of her mission to have a Bill taken to Parliament that it be a legal requirement to have defibrillators installed in certain types of new community buildings, her plan to do a sponsored skydive and the Young Mayor's stall at Christmas Magic.

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Jessica thanked her Deputy, Tom Exley, for all of his support so far this year. Anyone wishing to donate to the defibrillator project can do so by contacting the Council.

#### **C50/09/16 Clerk's Report**

The Council considered and discussed report 74/16 presenting the Clerk's update report. Discussions included staffing costs, service charges at 37 Church Street, the Town Clerk's priorities going forwards, the cost of the Hurdis House litigation with a former tenant, progress on the entertainments area at Martello Tower, the option of looking to source talking bins, anti-social behaviour in the town and the recently withdrawn planning application for Chyngton Way.

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

#### **C51/09/16 Crouch Bowling Club Lease**

The Council considered and discussed report 73/16 regarding the lease with The Crouch Bowling Club. Discussions included the Council ensuring due diligence was taken with leases and the Council being fully aware of the content of leases.

It was **RESOLVED** to **APPROVE** extending the lease with The Crouch Bowling Club for 30 years and for the Town Clerk to agree the terms of the lease with all Councillors electronically before finalising. If there is any disagreement by Councillors on the content of the lease then this will be brought back to Full Council.

#### **C52/09/16 Seaford Head Nature Reserve Management Lease**

The Council considered and discussed report 70/16 regarding the lease with Sussex Wildlife Trust.

It was **RESOLVED** 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 of the report.

#### **C53/09/16 Esplanade Parking**

The Council considered and discussed report 71/16 regarding the parking arrangements on The Esplanade.

It was **RESOLVED** to **NOTE** the report and that Councillors would send any comments on the parking arrangements to the Town Clerk.

#### **C54/09/16 Proposed Sale of Surplus Land Following Public Consultation**

The Council considered and discussed report 72/16 regarding the proposed sale of surplus land and construction of new seafront toilets.

The Town Clerk confirmed that rights of way would be retained, although possibly relocated on the site, and explained the outline planning application process. The Clerk elaborated on the condition of the seafront toilets and the idea to create a multi-purpose facility of toilets, shower cubicles, storage areas and two kiosks.

Members discussed the sites of land, the options with the toilets, the financial situation and if any alternative options were available.

- C54.1** It was **RESOLVED** to **AUTHORISE** the sale of surplus plots of land namely plots 2, 3 and 4 as detailed in the report;
- C54.2** It was **RESOLVED** to **REQUIRE** that outline planning permission is secured for all three prior to being offered for sale;
- C54.3** It was **RESOLVED** to **AGREE** that the plots are offered for sale by way of sealed tender via the most competitive local estate agent;

*LSF*

- C54.4** It was **RESOLVED** to **AGREE** that the potential sale of plot 1 is deferred until a time in the future when more consultation can take place;
- C54.5** It was **RESOLVED** to **AGREE** 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;
- C54.6** It was **RESOLVED** to **AGREE** that officers present a detailed design of the proposed toilet facility to Full Council for approval.

A **RECORDED VOTE** was requested on this item, those in favour Councillors S Adeniji, D Argent, M Brown, B Burfield, L Freeman, R Hayder, R Honeyman, P Lower, A McLean, L Wallraven and L Worcester, those against Councillors P Boorman, D Burchett and A Latham, and one abstention from Councillor O Honeyman.

*(The Council agreed to bring forward item 19 on the agenda)*

#### **C55/09/16 Call for Sites for the Neighbourhood Plan**

The Council considered report 75/16 regarding a response to the Call for Sites for inclusion in the Neighbourhood Plan.

The Town Clerk explained that if a Working Group is formed, a scoring matrix could be drawn up for each of the sites. The sites would then be considered by the Neighbourhood Plan Steering Group before being opened up for public consultation.

- C55.1** It was **RESOLVED** to **ESTABLISH** a Working Group to work with the Town Clerk on any details of submissions and devise a scoring matrix for the following sites:
- 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 6<sup>th</sup> 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

*(Councillor L Wallraven exited the meeting for the following item on the agenda)*

#### **C56/09/16 Bishopstone United Charities**

The Council considered report 49/16 presenting an update report from Bishopstone United Charities.

It was **RESOLVED** to **DEFER** the appointment of a second trustee until the extraordinary Council meeting on 10<sup>th</sup> November 2016.

*(Councillor L Wallraven re-entered the meeting)*

#### **C57/09/16 Creation of Honorary Council Positions**

The Council considered report 45/16 regarding the creation of Honorary Council positions.

- C56.1** It was **RESOLVED** to **AGREE** to the creation of the honorary positions of Honorary Town Historian and Honorary Flag Custodian;
- C56.2** It was **RESOLVED** to **APPOINT** Kevin Gordon as Honorary Town Historian.
- C56.2** It was **RESOLVED** to **APPOINT** David Argent as Honorary Flag Custodian.

L JF

**C58/09/16 Christmas Shutdown**

The Council considered report 47/16 regarding closing the Council offices over the Christmas period. It was **RESOLVED** to **APPROVE** the closure of the Council offices from 5pm on Thursday 22<sup>nd</sup> December 2016 to 2<sup>nd</sup> January 2017 inclusive.

**C59/09/16 Adoption of Updated Public Participation Policy**

The Council considered report 59/16 presenting a draft amended Public Participation Policy for adoption.

It was **RESOLVED** to **ADOPT** the updated Public Participation Policy as presented.

**C60/09/16 Rescission of Adopted Seaford Mixed Waste Scheme Policy 2011**

The Council considered report 60/16 regarding the rescission of the previously adopted Seaford Mixed Waste Policy Scheme 2011.

It was **RESOLVED** to **RESCIND** the defunct adopted Seaford Mixed Waste Scheme Policy 2011.

**C61/09/16 Annual Return 2015-16 Update**

The Council considered report 67/16 updating the Council on the status of the Annual Return for 2015-2016. It was **RESOLVED** to **NOTE** the contents of the report and to thank Lucy Clark and Elizabeth Harvey for all their hard work managing the Council's finances.

The meeting closed at 9.35pm.

A handwritten signature in black ink, appearing to read 'L J Freeman', written in a cursive style.

Councillor Lindsay Freeman  
Mayor of Seaford