



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 25th June 2015** at **7.00pm**.

Present:

Councillor D Argent (Mayor) and Councillor R Hayder (Deputy Mayor).
Councillors S Adeniji, M Brown, D Burchett, C Campbell, R Chambers, L Freeman, O Honeyman, R Honeyman, M Lambert, P Lower, A McLean and L Wallraven.
Jessica Batchelor (Deputy Young Mayor 2015-16)
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

13 members of the public.

Past Mayor, Councillor Mark Brown, presented cheques to Seahaven Storehouse (£2,430.77) and Waves (£2,430.78) for the monies raised during his term in Mayoral Office as his chosen charities.

Councillor Brown announced the results of the Deputy Young Mayor election for the 2015/16 Municipal Year; Miss Jessica Batchelor has taken on the role of Deputy Young Mayor, working alongside Miss Gabrielle Edwards current Young Mayor.

C21/06/15 Apologies for Absence

There were no apologies for absence.

Absent with no reason: Councillor D Silvey-Adam.

C22/06/15 Disclosure of Interests

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

C23/06/15 Public Participation

Debbie Ward Requested that members speak up so those in the public gallery can hear and that the Councillors be introduced as they speak.

Sylvia Dunn Raised concerns regarding the Agenda & Minutes Policy at item 12 on the agenda and not naming individuals or organisations in the public participation section of the minutes.

Expressed her support for the Iconic Café report at item 20 as a benefit to Seaford through positive economic growth for the seafront and the town.

Town Clerk Clarified that the individual speaking during public participation will be named in the minutes however if they refer to any other individual, organisation of political party this will not be recorded by name. If adopted the policy can be amended to make this paragraph clearer.

Christine Brett Read out a letter on behalf of Mr Ernie Hill regarding the procedure for Councillors and the Mayor submitting apologies and arranging substitutes at Committee meetings and questioned if the Councillors were aware of this. Mr Hill requested a written reply to his letter.

The Mayor Advised that as Mayor he has submitted apologies for meetings due to having Mayoral engagements already arranged.

Roger Foxwell *Is aware that the Neighbourhood Plan Working Group has met since the Annual Meeting and questioned whether the group has plans to engage with the public before seeking advice from external consultants. Expressed his eagerness for the Council to push forward with the plan and to assist the group with the project.*

Urged the Council to consider holding meetings in a more easily accessible venue.

Councillor Brown As Chairman of the Neighbourhood Plan Working Group, confirmed that the group is still in its infancy and after one meeting has arranged to get free advice from an expert in the field before looking at co-opting members of the public.

C24/06/15 Minutes

It was **RESOLVED** to **NOTE** and **ADOPT** the following minutes:

- C24.1** Planning & Highways – 6th May 2015
- C24.2** Annual Meeting – 18th May 2015
- C24.3** Planning & Highways – 28th May 2015
- C24.4** Golf – 2nd June 2015
- C24.5** Community Services – 11th June 2015

C25/06/15 Mayoral Engagements

Members considered report 37/15 giving details of the Mayoral Engagements for the 2015/16 Municipal Year.

The contents of the report were **NOTED**.

C26/06/15 Clerk's Report

Members considered report 35/15 presenting the Clerk's update report.

The Clerk provided an overview of the update report including training undertaken, a review outside bodies, sharing of Council posts on Social Media, the renovation works at Hurdis House and the options regarding Seaford in Bloom.

The Council extended its gratitude for the continued interest and dedication that Mr Ernie Hill has shown attending its meetings for a significant number of years now.

- C26.1** It was **RESOLVED** to **AGREE** to the extension of the NATS lease at Seaford Head Estate for 20 years, at £7,500 per annum index linked.
- C26.2** It was **RESOLVED** to **AGREE** to the priorities as set out at section 3 of the report.
- C26.3** It was **AGREED** to **NOTE** the contents of the report.

C27/06/15 District & County Council Update

C27.1 Councillor Carolyn Lambert – East Sussex County Council:

Provided the meeting with an update on the budget cuts that ESCC are having to accommodate (£90m over the next three years) which is likely to have an impact on the delivery of front line services; her support of Seaford



needing a Neighbourhood Plan; the speed survey carried out by ESCC on Vale Road (the average speed of which was 29mph so therefore does not meet the criteria for traffic calming measures); and the proposed development of the former Caffyn's site for which a revised application is being submitted.

It was confirmed that Seaford Town Council will be considering a draft Highways Policy and Planning Policy at its next meeting on 24th September 2015, which will set out the Town Council's view on the Community Match Funding scheme. This will also include a prioritised list of highways works requested in the past.

C27.2 Councillor Sam Adeniji – Lewes District Council:

Advised that both he and Councillor Lambert continue to oppose any redevelopment of the Homefield Place site.

Requested that the Town Clerk investigate where the District Council are in the legal process with the Buckle Car Park and share this information with the public.

Informed the meeting that LDC has its next Council meeting in July and that if anyone is wishing to have a motion raised that this would need to be emailed to a District Councillor by Monday 29th June at the latest. Encouraged STC and the public to use this forum to help influence policy.

C27.3 Councillor Olivia Honeyman – Lewes District Council:

Informed the meeting that updates on the Buckle development (and others) can be found on the District Council's website at www.lewes.gov.uk/newhomes

Lewes District's News publication has now been sent out by post – anyone that has not received a copy should inform the District Council as every resident should receive one.

District Council has confirmed that the publication is about district news, so for a town to be included it must have an impact at district level.

C27.4 The Town Clerk confirmed that he has received an email from LDC with details of a public consultation on Tuesday 28th July 2015 between 4pm and 8pm, as an open drop in session, at the Sports Hall in Downs Leisure Centre.

C27.5 It was **PROPOSED** that the Town Clerk be instructed to request a formal public meeting from Lewes District Council with regards to the development sites in Seaford (the Buckle Car Park and Alfriston Road site), as was held recently in Peacehaven with a presentation on the proposed plans and public question time, and that it be ascertained exactly where in the legal process the development is; it was **RESOLVED** that this proposal be **CARRIED**.

C28/06/15 Police Report

It was **AGREED** to **NOTE** receipt of the report from Police Sgt Mullins.

It was clarified that the Police Report does not contain confidential or sensitive information but that it does not form part of the public agenda as it is written for the Councillors.



C29/06/15 Annual Return and Final Accounts for the Year Ended 31 March 2015

Members considered report 40/15 presenting the Final Accounts and Annual Return for the year ended 31 March 2015.

The Clerk elaborated on the overspends during the financial year, the possible sale of unused land, confirming that the parcels mentioned are surplus land and do not currently have any amenity value (i.e. not the Crouch Gardens), and the possible spends that can be deferred as a buffer whilst the reserves are low, these mainly being deferral of ear-marked reserve expenditure.

- C29.1** It was **RESOLVED** to **APPROVE** the accounting statements for the Year Ended 31st March 2015.
- C29.2** It was **RESOLVED** to **APPROVE** completing the Annual Governance Statement for the Year Ended 31st March 2015.
- C29.3** It was **RESOLVED** to **APPROVE** the Annual Return for the Year Ended 31st March 2015 and authorise the Mayor and Town Clerk to sign on behalf of the Council as required.
- C29.4** It was **RESOLVED** to **APPROVE** the transfer of £4,844.72 to the Tree Warden Ear Marked Reserve.
- C29.5** It was **PROPOSED** that the Council Officers explore options for utilising South Hill Barn and making it an asset for the town.

(as allowed at Standing Order 10.a.vi item 20 on the agenda was brought forward)

C30/06/15 Iconic Café and Function Space, Seaford Seafront

Members considered report 21/15 regarding securing approval to seek expressions of interest in developing an Iconic Café and Function space on Seaford Seafront within the Salts.

Max Woodford, Head of Regeneration and Investment for Lewes District Council, was present to assist in answering any questions on the report.

Members discussed and raised questions regarding the Lifeguards and how to reduce any disruption to their service, the license for the current café, the location of the iconic café, the design, consideration of flood defences depending on location, the potential for a regeneration fund loan and taking in to account the opinion of the youth of the town.

It was confirmed that this is joint initiative between Seaford Town Council and Lewes District Council.

- C30.1** It was **RESOLVED** to **AUTHORISE** the Town Clerk through Lewes District Council to seek expressions of interest in constructing an iconic café and function venue within The Salts and report back to Council in due course with options for consideration.
- C30.2** It was **RESOLVED** to **REQUEST** an amendment to the provisional timetable at section 7 of the report clarifying that Seaford Town Council will be involved with the assessment of expression of interest and shortlisting.
- C30.3** It was **RESOLVED** to **AUTHORISE** the extension of the existing licence at the Salts Café for 12 months.

C31/06/15 Financial Action Report

Members considered report 42/15 regarding suggested courses of action to address the financial position of the Council.

- C31.1** It was **RESOLVED** to **INSTRUCT** officers to generate income from Mobile Phone masts on Council land and market land for such purposes.
- C31.2** It was **RESOLVED** to **INSTRUCT** officers to look in to potentially marketing parcels of surplus land for sale and report back to Full Council.
- C31.3** It was **RESOLVED** to **INSTRUCT** officers to generate additional income from filming at Town Council sites and market land for such purposes.
- C31.4** It was **RESOLVED** to **ESTABLISH** a Working Group to assist officers in researching the option of potentially marketing parcels of surplus land. Councillors S Adeniji, L Freeman, R Honeyman, M Lambert, P Lower and A McLean were **APPOINTED** to this group.

C32/06/15 Nomination for Representative to Lewes Community Safety Partnership Joint Action Group

Members considered report 31/15 regarding appointing a representative to the Lewes Community Safety Partnership's Joint Action Group.

It was **RESOLVED** to **APPROVE** the appointment of a Seaford Town Council representative on Lewes Community Safety Partnership's Joint Action Group, and furthermore to **APPOINT** Councillor Penny Lower for the 2015/16 Municipal Year.

C33/06/15 Agenda and Minutes Policy

Members considered report 23/15 presenting a draft Agenda and Minutes Policy for adoption.

It was **RESOLVED** to **ADOPT** the Agenda and Minutes Policy with a review date of June 2018, with an amendment to the final paragraph providing clarity on individual speakers being named.

C34/06/15 Petition Policy

Members considered report 28/15 presenting a draft Petition Policy for adoption.

An amended version was distributed to members further to feedback on the draft. It was **RESOLVED** to **ADOPT** the Petition Policy with the amendments as distributed, with a review date of 2018.

C35/06/15 Premises Hire Charge Policy

Members considered report 29/15 presenting a draft Premises Hire Charge Policy for adoption.

It was **RESOLVED** to **ADOPT** the Premises Hire Charge Policy with a review date of June 2018.

C36/06/15 Notice Board Policy

Members considered report 30/15 presenting a draft Notice Board Policy for adoption.

- C36.1** It was **RESOLVED** to **ADOPT** the Notice Board Policy with a review date of June 2018.
- C36.2** It was **AGREED** to **NOTE** the Council's gratitude to Jenny Wright for all her efforts with the public notice boards.



C37/06/15 Public Participation Policy

Members considered report 33/15 presenting a draft Public Participation Policy for adoption.

C37.1 It was **RESOLVED** to **ADOPT** the Public Participation Policy with a review date of June 2018.

C37.2 It was requested that during the next review of the Standing Orders the Town Clerk look at the feasibility of allowing members of the public to speak ahead of each agenda item.

C38/06/15 Twinning Policy

Councillor Mark Brown declared a non-pecuniary interest.

Members considered report 38/15 presenting a draft Twinning Policy for adoption and a request for a further twin town.

C38.1 It was **RESOLVED** to recognise and support the existing twinning association and to **AGREE** not to look to form the Council's own twinning arrangements outside of these.

C38.2 An amended version was distributed to members further to feedback on the draft. It was **RESOLVED** to **ADOPT** the Twinning Policy with the amendments as distributed, with a review date of 2018.

C39/06/15 Appraisal Scheme Policy

Members considered report 34/15 presenting a draft Appraisal Scheme Policy for adoption.

It was confirmed that Officers will be working on a Staff Handbook that will have all personnel policies interlinked and provide a comprehensive system.

It was **RESOLVED** to **ADOPT** the Appraisal Scheme Policy and associated documents with a review date of June 2018, with the amendment as discussed during the meeting regarding technical training being offered to appraisers.

C40/06/15 Scheme of Delegation

Members considered report 39/15 presenting a reviewed Scheme of Delegation for adoption.

It was **RESOLVED** to **ADOPT** the Scheme of Delegation with a review date of June 2016.

C41/06/15 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting during the discussion on item 22 on the agenda as the item concerned confidential Council matters regarding ongoing legal proceedings.

(Councillor Linda Wallraven exited the meeting)

C42/06/15 Legal Proceedings

Members considered exempt report 36/15 regarding legal proceedings.

C42.1 It was **RESOLVED** to **APPROVE** the Settlement Agreement entered in to in July 2014 with the former Town Clerk, and furthermore **NOTE** that the

Council believes the agreement was originally agreed to by the Council on 1st July 2014.

C42.2 It was **RESOLVED** to **AGREE** to proceed with the defence of the claim and to pursue costs from the claimant.

The meeting closed at 9.48pm.

Councillor Dave Argent
Mayor of Seaford

A handwritten signature in black ink, appearing to read 'D Argent', with a long horizontal stroke extending to the right.

