




Seaford Town Council

To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 28th April 2016** at **7.00pm** which you are summoned to attend.


James Corrigan
Town Clerk
21st April 2016

AGENDA

1. Apologies for Absence

2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1 Council – 28th January 2016 (pages 3 to 7)

With the following amendment to the draft minutes:

C94/01 – change to final sentence of County Councillor Lambert's update.

4.2 Planning & Highways – 4th February 2016 (pages 8 to 12)

4.3 Community Services – 11th February 2016 (pages 13 to 14)

4.4 Planning & Highways – 25th February 2016 (pages 15 to 18)

4.5 Finance & General Purposes – 3rd March 2016 (pages 19 to 21)

4.6 Planning & Highways – 10th March 2016 (pages 22 to 24)

4.7 Golf – 15th March 2016 (pages 25 to 26)

4.8 Planning & Highways – 24th March 2016 (pages 27 to 28)

4.9 Planning & Highways – 7th April 2016 (pages 29 to 31)

4.10 Community Services – 14th April 2016 (pages 32 to 33)

With the following amendment to the draft minutes:

CS31/04 – addition of 'and below budget income for pitch hire.

5. Police Report

To note receipt of the written report from Police Sergeant Stuart Mullins and a verbal representation from Police Inspector Robert Lovell.

6. Mayor's Report and Engagements

To receive the Mayor's Report and details of Mayoral engagements as in report 176/15 (pages 34 to 37).

7. Clerk's Report

To consider report 161/15 presenting the Clerk's Report (pages 38 to 45).

8. District & County Council Update

To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.

9. Amendment to Meeting Dates

To consider report 169/15 regarding an amendment to meeting dates (page 46).

10. Interim Meeting Attendance Record

To note report 170/15 presenting the Interim Meeting Attendance Record up to and including 15th March 2016 (pages 47 to 48).

11. New Opening Hours; 37 Church Street

To consider report 162/15 regarding new opening hours for the Council offices at 37 Church Street (pages 49 to 50).

12. Adoption of Time Off In Lieu Policy

To note report 174/15 presenting a reviewed Time Off In Lieu Policy for adoption (pages 51 to 53).

13. Sussex Wildlife Trust Proposals to Lease Seaford Head Nature Reserve

To consider report 171/15 seeking agreement in principle to Sussex Wildlife Trust's proposal to lease Seaford Head Nature Reserve (pages 54 to 56).

14. Newhaven Port & Properties Authority Transfer of Land

To consider report 175/15 regarding an offer from Newhaven Port & Properties to transfer land to Seaford Town Council (pages 57 to 59).

15. Seaford Library – Public Seating

To consider report 177/15 regarding the transfer of ownership of the public seat outside Seaford Library to Seaford Town Council (pages 60 to 63).

16. Adoption of Mission Statement and Strategic Objectives

To consider report 180/15 presenting a mission statement and strategic objectives for adoption by the Council (pages 64 to 68).

17. Flood Defence Working Group Update Report

To consider report 178/15 providing an update from the Council's Flood Defence Working Group (pages 69 to 71).

18. Bishopstone United Charities

To consider report 179/15 seeking the Council's view on its future involvement with Bishopstone United Charities (pages 72 to 73).

For further information about items appearing on this Agenda please contact:

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Circulation: All Councillors, Young Mayor, Deputy Young Mayor and Police Sergeant Mullins.



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 28th January 2016** at **7.00pm**.

Present:

Councillor D Argent (Mayor) and Councillor R Hayder (Deputy Mayor).
Councillors S Adeniji, P Boorman, M Brown, D Burchett, C Campbell, R Chambers, L Freeman, O Honeyman, R Honeyman, A Latham, M Lambert, A McLean, I Murray, D Silvey-Adam, L Wallraven and L Worcester.

Gabrielle Edwards, Young Mayor – Seaford Town Council

Jessica Batchelor, Deputy Young Mayor – Seaford Town Council

James Corrigan, Town Clerk – Seaford Town Council

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

11 members of the public.

C88/01/16 Apologies for Absence

Apologies for absence were received from Councillors B Burfield and P Lower.

Police Sgt Mullins submitted his apologies as he was unable to attend the meeting.

C89/01/16 Disclosure of Interests

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

C90/01/16 Public Participation

Christine Brett Commented on the promising response to the Manager vacancy at The View and the proposal to hold Councillor surgeries.

Questioned what Councillors proposed to do with regards to the poor attendance at Committee and Council meetings, especially when no apologies are made. Questioned whether a record could be kept of what Councillors do individually.

STC Councillors Multiple Councillors responded stressing the importance to remember that councillors are volunteers with family and work lives to maintain as well and do council work on a day-to-day basis, behind the scenes that is not always seen at meetings.

Ernie Hill Supported the statement with regards to Councillor's non-attendance at meetings not being satisfactory.

Sylvia Dunn Wished to thank Rachel Beard for her hard work in her role of Administration Assistant and wish her the best of luck going forwards.

Requested that the Clerk explain the increase on the cost of the highway works at Southdown Road leading up to The View and whether this is allowed?

Town Clerk Explained the situation regarding the works having to be carried out in two stages as the bottom half of the road is unadopted. The contractors were given misleading information originally when the contract costs were written so there is therefore an increase in

price. It has however now been said that the Council can do Private Street Works on the unadopted part of the road; the level of increase is being looked in to however and works have been suspended until this is resolved.

Roger Foxwell

Raised issues regarding the condition of the Play Area at The Salts and questioned whether this should still be open to the public. Raised concerns with whether the grass would be able to grow with the bark underneath it.

Questioned how the £10k is spent that is allocated for Sussex Wildlife Trust managing the Seaford Head Nature Reserve on the Council's behalf. Suggested that the management plan for the area needs to be reviewed.

Suggested that the Council look at increasing the size of the mat on the 3rd tee at Seaford Head Golf Course due to the wetness of the tee area.

Suggested that The View should be sourcing British butter instead of Irish butter.

Asked where he would be able to see a copy of the Neighbourhood Plan specification that was given to Action in Rural Sussex.

Town Clerk

Confirmed that a site meeting was held at The Salts with the contractor before Christmas and they have since appointed a new sub-contractor. The play area will be shut for around two weeks whilst the remedial works are carried out to bring the area up to the desired standard. The bark issue will also be addressed. Reminded the meeting that ROSPA has declared the area fit to be open.

Explained that there is a Sussex Wildlife Trust Ranger on site at the Nature Reserve for one day per week and also constant background support from the Ranger and other Trust Officers. This is a requirement as the Council does not have the expertise to carry out this work itself.

Clarified that there has been excessive rain recently causing the problems at the 3rd tee. It is however planned to rebuild a raised tee, which should prevent the problem happening in the future.

Confirmed that The View does source local produce where possible; both meat and fish are sourced from local businesses, and will look into the butter situation.

Will ensure the Neighbourhood Plan specification is uploaded to the Council's website.

C91/01/16 Minutes

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

- C91.1** Finance & General Purposes: 15th October 2015
- C91.2** Planning & Highways: 22nd October 2015
- C91.3** Full Council: 29th October 2015

- C91.4** Planning & Highways: 12th November 2015
- C91.5** Personnel Sub-Committee: 18th November 2015
- C91.6** Community Services: 26th November 2015
- C91.7** Planning & Highways: 3rd December 2015
Amendment to draft minute ref P62/12/15: Councillor Lower is an acquaintance of the objector, not applicant.
- C91.8** Golf: 8th December 2015
The Clerk highlighted a minor calculation error within report 118/15 that was approved by minute ref G18.2; the Youth membership fee for 2016/17 should have read £203 not £193.
- C91.9** Finance & General Purposes: 17th December 2015
- C91.10** Planning & Highways: 21st December 2015
- C91.11** Planning & Highways: 14th January 2016

C92/01/16 Mayoral Engagements & Reports

C92.1 Mayor's Engagements & Report

It was **RESOLVED** to **NOTE** the contents of report 131/15.

The Council wished to congratulate the Mayoress, Marian Argent, for her hard work at the Mayoral events and engagements, and her cake baking skills.

C92.2 Young Mayor's Engagements

The Young Mayor gave a verbal update on her plans to hold a further charity event in March 2016.

It was **RESOLVED** to **NOTE** the contents of report 132/15.

C93/01/16 Clerk's Report

Members consider report 133/15 and the verbal updates the Clerk was able to provide in addition to the report with regards to recruitment, the Neighbourhood Plan, lighting at The View, Street Trading, The View's website and marketing, and the Town Council's Community Infrastructure Levy requirements.

It was **RESOLVED** to **NOTE** the contents of the Clerk's report and **AGREE** to the priorities therein with the following additions;

1. Research and report back to Full Council on the Council achieving the General Power of Competence;
2. Create a cost allocation for all services with staff costs allocated accordingly.

C94/01/16 District & County Council Update

Councillor Carolyn Lambert (East Sussex County Council)

Provided an update for the meeting on the County Council's budgets, the financial savings and service cuts that are being discussed, around £70-90m is proposed, and the effect this could have on front line services. Confirmed that County Councillors have collectively written to the Prime Minister to express their concerns with the service cuts required; a copy of which will be forwarded to all Town Councillors so they are aware. Alternative budget proposals which seek to mitigate the cuts by £5.4

million, particularly to voluntary organisations, adoption/fostering services, adult care and other preventative services will also be considered.

Councillor Olivia Honeyman (Lewes District Council)

Confirmed that the Access in Seaford & Newhaven group is in talks with Lewes District Council about the decision to make the position of Access Officer redundant and the impact this could have within the District. Councillor Honeyman has been informed that the requirements that were set out in the Equality Act are now incorporated within Building Control Regulations so are monitored during this process.

Confirmed that Lewes District Council has a new Chief Executive and Head of Paid Services; Robert Cottrill. This is a new role created as part of the integration strategy with Lewes District Council and Eastbourne Borough Council.

Councillor Sam Adeniji (Lewes District Council)

Urged the Councillors and members of the public to make comment on the Lewes District Council Plan currently open for consultation. District Councillors are receiving copies of all comments; there have currently only been 12 from Seaford. The plan will be debated in Cabinet at Lewes District Council and the public's comments will be taken in to account. The consultation closes on 8th February.

C95/01/16 Police Report

Police Sergeant Mullins had submitted his apologies in advance of the meeting.

It was noted that going forwards there will no longer be a representative from Sussex Police at the Full Council meetings. Sergeant Mullins will still however kindly produce an update report for Councillors on activities within Seaford. An item will therefore remain on the agenda for Full Council meetings concerning the Police Report.

Members welcomed the written Police Report received and thanked Sgt Mullins.

C96/01/16 Meeting Timetable 2016/17

Members considered report 129/15.

It was **RESOLVED** to **APPROVE** the 2016/17 Meeting Timetable.

C97/01/16 Council Debit Card Policy

Members considered report 130/15.

It was **RESOLVED** to **ADOPT** the Council Debit Card Policy as an addendum to the Council's Financial Regulations with two amendments to the 'Fraudulent and Misuse of the Debit Card' and 'Usage' paragraphs.

C98/01/16 Monthly Councillor Surgeries

Members considered report 115/15. Members held a discussion on engaging the younger generations within the town, working with the Young and Deputy Young Mayors.

It was **RESOLVED** to **APPROVE** Councillor Surgeries being run on a monthly basis, with Councillors managing the organisation and structure of the surgeries, and reporting back to the Clerk with the activity from each surgery.

C99/01/16 Final Budget Report & Setting of Precept

Members discussed report 134/15 in depth.

A **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor C Campbell	For
Councillor R Chambers	For
Councillor L Freeman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	For
Councillor M Lambert	For
Councillor A Latham	For
Councillor A McLean	For
Councillor I Murray	For
Councillor D Silvey-Adam	For
Councillor L Wallraven	For
Councillor L Worcester	For

It was therefore **RESOLVED** 18 for, 0 against and 0 abstentions;

To **ADOPT** the 2016/17 Budget as presented.

FURTHERMORE, to **ALLOW** the Town Clerk to make any minor amendments which do not affect the overall budget to improve accuracy when producing the Budget Book for all Councillors.

FURTHERMORE, to **APPROVE** the setting of the 2016/17 Precept of £613,751, which equates to a Council Tax increase of 15.48%, on the condition that Officers make a minimum of £25k financial savings or financial gain in addition to those included in the 2016/17 Budget.

The meeting closed at 9.31pm.

Councillor Dave Argent
Mayor of Seaford



Seaford Town Council

Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 4th February 2016** at **7.00 pm**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, D Burchett, C Campbell, M Lambert, A Latham and P Lower.
Lucy Clark, Support Services Manager – Seaford Town Council
Elizabeth Harvey, Finance Admin Assistant– Seaford Town Council (Minutes)

3 members of the public.

P77/2/16 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received by Councillor L Worcester with substitution by Councillor Carol Campbell.

P78/2/16 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, Councillor R Honeyman declared an interest other than a pecuniary interest on agenda item LW/15/0946 as a staff member for East Sussex County Council.

P79/2/16 Public Participation

There was no public participation.

P80/2/16 Planning Applications

Planning Applications week ending 8th January 2016

There were no planning applications to consider in respect of Seaford.

Planning Applications week ending 15th January 2016

Seaford

LW/15/0890

13 Belgrave Road

Planning Application - Demolition of existing garage and change of use of Stanbury Cottage to C2 (care home) and single storey extension to Nova House linking three buildings to provide 7 extra bedrooms and day room for Mr S Rai

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

Seaford
LW/15/0946

Elm Court Blatchington Road

Outline Planning Application - Erection of nine dwellings with associated infrastructure for East Sussex County Council

Keith Jones

Provided the Committee members with photographs of the site. Raised concerns with the inadequate parking allocated within the plans and the negative impact this would have on Blatchington Road and access by the Emergency Services.

Cllr L
Wallraven

Advised that a late submission of the letter was received from Mr Roger Lambert; the letter raised traffic concerns and suggested Lewes District Council make a temporary halt to progressing the application, until safer traffic management considerations are undertaken.

Members discussed the application, taking in to consideration the comments put forth by members of the public.

It was **RESOLVED** to make an **OBJECTION** on the grounds of;

1. Inappropriate considerations to the traffic management in Blatchington Road;
2. Parking on site being insufficient;
3. The concerns brought about by the Archaeological Notification Area report being unable to rule out the presence of assets of archaeological interest and suggesting that a further programme of archaeological work should be undertaken;
4. Serious safety concerns for increased traffic and pedestrians on the junction with Blatchington Hill and Blatchington Road;
5. The application omitting information as to whether it will adhere to Lewes District Council's Local Plan, Chapter 5 – Residential Development, which states that any housing development on Blatchington Road would include affordable housing.

Councillor Richard Honeyman abstained from taking part in the discussion or vote.

Seaford
LW/15/0994

Garage Block D Hythe Crescent

Planning Application - Erection of two 2 bedroom houses with car parking spaces on the site currently occupied by twelve garages. for Lewes District Council

It was **RESOLVED** to make **NO OBJECTION** subject to their gesture of goodwill of right of access being honoured for residents of Brock Court.

Seaford **8 Buckland Road**
LW/15/1009 Planning Application - Loft conversion to the existing semi-detached bungalow. Insertion of two new dormers, on the back elevation and front elevation to accommodate two new bedrooms for Ms A Jeffrey

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

Seaford **23 Stirling Avenue**
LW/15/1011 Planning Application - Erection of single storey rear extension and side extension and conversion of garage for Ms J Ridgway & Mr R Derrick

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

Planning Applications week ending 22nd January 2016

Seaford **Blatchington House 9 Firle Road**
LW/15/0953 Planning Application - Demolition of part of an existing building with historic element retained, and construction of new extensions to create a 41 bedroom residential nursing home, including communal lounges, dining room, staff facilities, kitchen, laundry and plant room together with associated car and cycle parking for South Coast Nursing Homes

It was **RESOLVED** to make **NO OBJECTION** subject to a reassessment of delivery, parking and pedestrian issues.

Seaford **Basement Flat 15 Esplanade**
LW/15/0955 Planning Application - Section 73A retrospective application for the change of use from a one bedroom flat to two x one bedroom flats for Ms S Row

It was **RESOLVED** to make an **OBJECTION** on the grounds of insufficient information and why planning regulations were not adhered to.

Seaford **Basement Flat 16 Esplanade**
LW/15/0956 Planning Application - Section 73A retrospective application for the change of use from one bedroom flat to 2 x one bedroomed flats for Ms S Row

It was **RESOLVED** to make an **OBJECTION** on the grounds of insufficient information and why planning regulations were not adhered to.

Seaford **Bowden House School Firle Road**
LW/15/0974 Planning Application - Erection of a garage /workshop for educational purposes for Mr L Fieldsend

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

Seaford **1 Dukes Close**
LW/15/0992 Planning Application - Demolition of existing garage and erection of a two storey side extension together with excavation works to the rear garden for Mr M Bridgland

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

Seaford **The Old Plough 20 Church Street**
LW/15/1012 Planning Application - Remove existing rear window and replace with fully glazed timber framed doors for Stonegate Pub Co

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

Seaford **70 Beacon Drive**
LW/16/0003 Planning Application - Two storey side extension and single storey rear extension for Mr G King

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

Seaford **13 Fairways Road**
LW/16/0006 Planning Application - Erection of two storey side extension and front entrance porch for Mr P Lane

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

Seaford **24 Quarry Lane**
LW/16/0015 Planning Application - Erection of a side extension and conversion of the garage to a habitable area with a new pitch roof for Mr K Walls

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

Seaford **91 Princess Drive**
LW/16/0020 Planning Application - Demolish existing detached garage and rear conservatory and replace with a two storey side extension and rear single storey extension for Mr & Mrs D Coutts

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

Seaford **14 Upper Belgrave Road**
LW/16/0039 Planning Application - Single storey rear extension for Mrs R Botterill

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

Tree Works Application

Seaford **1 Alces Place, Firle Road**
TW/16/0001/ Sycamore -T1 on plan. The removal of young sycamore tree as it is
TCA growing too close to the flint wall and is leaning against the wall
 causing damage.

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

South Downs National Park – Tree Works Application

Seaford **The Downs, The Street, Bishopstone Village**
SDNP/16/00 Horse Chestnut – Removal of Limb
279/TCA

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

P81/2/16 **Road Closure – Procession of Witness**

Members considered report 134/15.

It was **RESOLVED** to make a comment of **NO OBJECTION**.

P82/2/16 **Update Report**

Members **NOTED** the contents of report 135/15

The meeting closed at 7.58pm

Councillor L Wallraven
Chairman



Seaford Town Council
Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 11th February 2016** at **7.00pm**.

Present:

Councillor C Campbell (Chairman)
Councillors D Argent, R Chambers, L Freeman, R Hayder, O Honeyman, R Honeyman and P Lower.
Mr Ben King, Projects & Facilities Manager - Seaford Town Council
Miss Georgia Raeburn, PA to the Town Clerk - Seaford Town Council (minutes)
5 members of the public

CS 24/02/16 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors P Boorman (R Honeyman substituted), I Murray (P Lower substituted) and A McLean.

Absent without reason was Councillor D Silvey-Adam.

CS 25/02/16 Disclosure of Interests

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

CS 26/02/16 Public Participation

Sylvia Dunn Requested that Seaford Town Council make a complaint to Lewes District Council with regards to the lack of cleaning of the litter and shingle on Seaford promenade, in particular around the benches as this is making it harder to use the benches and a less enjoyable experience. Feels the promenade is currently below an acceptable standard.

Clr Campbell Noted the request and will ask Council Officers to look in to this request.

CS 27/02/16 Finance Report

Members considered report 136/15.

Council Officers were asked to revisit whether Community Payback could be utilised with certain Grounds Maintenance Non-Contract jobs, such as litter picking, rather than paying an external company to do this. The Projects & Facilities Manager will investigate the viability of this request.

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

CS 28/02/16 Concession Tenders

Members considered report 137/15; questions were asked regarding the contract lengths and the monitoring of operating times of concessions.

It was **RESOLVED** to **DELEGATE** authority to the Town Clerk in consultation with the Chairman of this Committee and the Mayor, to award the successful tenders for concession licenses following the selection process.

CS 29/02/16 Projects & Facilities Manager – Update Report

Members discussed report 139/15, seeking clarification and updates from the Projects & Facilities Manager on; the Salts play area progress and proposal to be made by Wave Leisure with regards to the Salts Café, the Rotary Clock maintenance, Winter sports football, the recruitment of an Administration Assistant, promotion of open spaces and the inclusion of Remembrance Day events on the future events list.

Councillors wished to thank all those that organised and helped support Seaford Christmas Magic 2015.

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

CS 30/02/16 Seaford Tree Wardens – Appointed Members and Proposed Projects

Members considered report 138/15.

CS30.1 It was **RESOLVED** to **NOTE** the new appointments to the Seaford Tree Wardens as set out in the report.

CS30.2 It was **RESOLVED** to **NOTE** thanks to the former members, Jenny and Walter Tillyard and Jill Allen, for their dedicated work and valuable contribution to tree planting projects around Seaford, as well as welcoming the new members to the committee.

CS30.3 It was **RESOLVED** to **APPROVE** the proposed street tree planting in Millberg Road and Fairways as detailed in Appendix B of the report, subject to East Sussex County Council approving the final scheme and taking ownership of the trees after five years.

The meeting closed at 7.34pm.

Councillor C Campbell
Chairman



Seaford Town Council

Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 25th February 2016**

Present:

Councillor L Wallraven (Chairman)

Councillor R Honeyman (Vice Chairman)

Councillors D Argent, D Burchett, A McLean, M Lambert, P Lower and L Worcester.

Lucy Clark, Support Services Manager – Seaford Town Council

Jasmine Pollard, Apprentice Administration Assistant – Seaford Town Council (Minutes)

7 members of the public.

P83/2/16 Apologies for Absence and Declaration of Substitute Members

An apology of absence was received by Councillor A Latham.

P84/2/16 Disclosure of Interests

Councillor R Honeyman declared a non-pecuniary interest in agenda item 6 as an employee of East Sussex County Council.

P85/2/16 Public Participation

Sarah McStravick Expressed her concerns regarding agenda item 7, the withdrawal of paper copies of planning applications. Stated that having access to the paper copies is very useful for the committee and also for members of the public that do not have internet access or have impairments and asked that her comments be considered by the committee.

Chairman

Thanked Sarah for her comments.

Christine Brett

Stated that she and other members of the public are delighted that the LDC New Homes Scheme has been dropped. Thanked all Councillors that supported the petition set up by IFS to save the Buckle Car Park. Mentioned that she hopes that the Councillors will be proactive in ensuring nothing like this happens again and that residents will be openly consulted in the future.

Chairman

Thanked Christine for her comments and informed the room that at the most recent LDC Full Council meeting it was said that public should be more involved with any situation going forward and that what happened previously should not happen again.

P86/2/16 Planning Applications

Planning Applications week ending 29th January 2016

Seaford

Fairways 41 Firle Road

LW/15/1007

Planning Application - Demolition of existing conservatory and

erection of replacement garden room, front porch/extension and workshop to rear of garage for Mr & Mrs D Gibbins

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

Seaford **9 Monarch Gardens**
LW/16/0038 Planning Application - Installation of escape window with obscure glass in the first floor side elevation for Mr R Luff

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

Planning Applications week ending 5th February 2016

Seaford **16 Churchill Road**
LW/16/0007 Planning Application - Erection of a three bedroom dwelling for Mr & Mrs Poulter

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment, the property being out of character with the street scene and unneighbourly.

Seaford **Land On The South Side Of Sutton Drove**
LW/16/0037 Planning Application - Erection of 12 x 2 bedroom flats with associated landscaping and parking for Coastside Homes Ltd

Sarah *Stated that a previous similar proposal was objected to by the*
McStravick *committee at that time, expressed concerns about the effect on traffic*
and increased pressure on medical services and facilities in the area.

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

Seaford **16 Kings Ride**
LW/16/0042 Planning Application - Extension to front dormer for Mrs M Price

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

Planning Applications week ending 12th February 2016

Seaford **5 South Street**
LW/16/0071 Planning Application - Erection of a flue for M Gorman

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

Tree Works Applications

Seaford **54 Beacon Drive Seaford East Sussex BN25 2JX**
TW/16/0002/
TPO 2 x Semi mature Acer pseudoplatanus G1 of the Order- Trees have grown particularly tall for the area they are located and customer would like the volume reduced by 25 -30%. There is decay in the base of T1 from a large wound caused by previous pruning. There is substantial wind sail on these trees which will increase further due to the imminent removal of storm damage macrocarpa that are in close proximity.

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

Seaford **5 St Marys Close Seaford East Sussex BN25 2DS**
TW/16/0008/ 5 x Sycamore G1 of the Order – remove to ground level.
TPO

Sylvia Dunn *Expressed her support for the application, stated that the trees are self-seeded, fast growing and the size of the trees are impractical for the size of the home landscape as the roots are invasive and the trees offer no value to the area.*

Nicola Cunningham *Lives next door to number 5. The trees cause loss of light to both her property and number 5. The trees also get covered in bird faeces. Also passed on the concerns of the property owner stating that they are struggling to sell their property due to negative response of buyers regarding the trees.*

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

P87/2/16 South Downs National Park – CIL Statement of Modifications

Members considered report 141/15.

It was **RESOLVED** to make no comment.

P88/2/16 East Sussex County Council Parking and Waiting Restriction Final Proposals

Members considered report 140/15.

It was **RESOLVED** to **OBJECT** to proposal ES16 042 on the grounds that the site is underused by taxis and that putting the restriction in place will have a detrimental effect on the surrounding businesses. The Committee **RECOMMENDS** that the reduction of the spaces to one parking space be considered.

P89/2/16 Withdrawal of Paper Copies of Planning Applications

Members considered report 142/15.

Members discussed the possibility of having a computer screen installed within the Tourist Information Centre to allow members of the public to access plans on line. Officers will look into this.

It was **RESOLVED** to **NOTE** the report and **SUBMIT** the following comments to LDC; it is regrettable for people with no internet access that the paper copies will cease. The information online can be of poor quality, poorly labelled or titled, contain duplicated documents and sometimes lacks information compared with the current paper copies supplied. The website could benefit from being more user friendly with a scrolling option to view documents for easy reference.

P90/2/16 Update Report

Members **NOTED** the contents of report 143/15.

The meeting closed at 7:44pm.

Councillor L Wallraven
Chairman

DRAFT



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the **Finance & General Purposes Committee** held at the **Council Chamber, Church Street, Seaford** on **Thursday 3rd March 2016** at **7.00pm**.

Present:

Councillor M Brown (Chairman)

Councillor P Lower (Vice Chairman)

Councillors S Adeniji, P Boorman, B Burfield, R Hayder, R Honeyman, M Lambert and L Worcester.

Mr James Corrigan, Town Clerk - Seaford Town Council

Mrs Lucy Clark, Support Services Manager - Seaford Town Council (minutes)

2 members of the public

F22/03/16 Apologies

There were no apologies for absence.

F23/03/16 Disclosure of Interests

There were no disclosures of interest

F24/03/16 Public Participation

Sylvia Dunn

Questioned if the works currently being carried out in Southdown Road are the full works to the adopted road (leading to the Golf Club) and have the Council resolved the issues. Asks whether additional costs incurred and what is the total costs including the initial £127K has it gone over.

Town Clerk

Confirms that this is the completion of the highways works and that there will be additional costs because of delays due to agreements not in place and prevention to carry out works by ESCC. The actual additional costs are not known at this stage but will be reported when finalised.

Fiona House

States that from previous minutes and budget reports, there have been three sums of money drawn from the general reserves and minuted to be returned when the Public Works Loan Board monies were received. The loan incorporated costs for the original design and planning costs, amended submission costs and detailed design fees totalling £132,035. Asks if it can be confirmed that this money was returned to the general reserves and if not, suggests that they be journalled correctly to ensure true costs of The View build are identified.

States that is has been identified that a catering report was sought and questions if this report is available to view? Asks whether it could be assumed that this report was the basis of the fit out cost which was seriously understated and questions if there is any scope to make a claim against the catering consultant for issuing a report not being fit for purpose given the additional fund not being budgeted or included in the loan?

Asks the Committee to confirm that due diligence is followed when engaging contractors for example limited companies are registered to provide the service given.

Town Clerk

Advises that dealing with limited companies rather than private companies would not make a difference to the service given and that in some previous experiences limited companies have caused more problems. Seaford Town Council has draft anti bribery and money laundering policies in place which will be coming up for adoption in due course.

Informs that is not familiar with the three sums of money coming from general reserves and advises that this will be investigated to see what has happened and where these monies were paid from.

Advises that not familiar with a catering consultant being sought so is unable to provide any comment at this time but will investigate further and welcomes the offer of further information being provided by Fiona House.

F25/03/16 Finance Report

F25.1 Receipts, Payments and Bank Reconciliation for December 2015 to December 2016

Members considered report 144/15 regarding receipts, payments and bank reconciliations for December 2015 to January 2016.

F25.1.1 It was **RESOLVED** to **NOTE** the total receipts of £66,266.21 and total payments of £143,338.29 for December 2015 with a balance to carry forward of £458,414.23.

F18.1.2 It was **RESOLVED** to **NOTE** the total receipts of £54,502.97 and total payments of £129,446.16 for January 2016 with a balance to carry forward of £383,471.04.

F25.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 December 2016

Members considered report 145/15 informing of income and expenditure for the periods between 1st April 2015 and 31st January 2016 compared to the annual budget.

Members asked for clarity on certain income and payments regarding public seating, professional fees, building maintenance costs and Hurdis House income.

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

F26/03/16 Second Internal Audit Report for 2015-16

F26.1 To receive the Second Internal Audit Report from Mulberry & Co Ltd for 2015-2016

Members considered report 146/15 informing members of the Internal Auditors report for 2015-2016.

Members asked for clarity on certain items regarding the brewers report; the Pro Shop income and staff; and the internal auditors scope of reference and plan.

F26.1.1 It was **RESOLVED** to **NOTE** the Internal Auditors Report as detailed in Appendix A.

F26.1.2 It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B.

F27/03/16 Internal Controls

F27.1 To update the Committee on the review of Internal Controls.

Members considered report 147/15 updating them on the review of Internal Controls.

It was **RESOLVED** to **DELEGATE** power to the Town Clerk to review the Internal Controls internally by 31st March 2016.

F28/03/16 Council Risk Assessments

F27.1 To update the Committee on the Financial Risk Assessments and Strategy.

Members considered report 148/15 updating them on the Financial Risk Assessments and Strategy.

It was **RESOLVED** to **DELEGATE** power to the Town Clerk to carry out the risk assessments of the Council and to take appropriate action.

F29/03/16 Insurance Policy Renewals

F29.1 To advise members of the insurance renewal status and tendering process.

Members considered report 149/15 informing them of the insurance renewal status and tendering process.

Members asked for clarity on the nature of the delays.

It was **RESOLVED** to **DELEGATE** authority to the Town Clerk in consultation with the Chairman of this Committee and the Mayor to award the successful insurance contract following the tender selection process.

F30/03/16 Fees for use of Council Facilities

F30.1 To advise members of the proposed new fee structure for the use of Council Facilities during 2016-17.

Members considered report 150/15 informing them of the insurance renewal status and tendering process.

It was **RESOLVED** to **APPROVE** the proposed new fee structure for the use of Council Facilities during 2016-17.

The meeting closed at 19:58.

Cllr Mark Brown
Chairman



Seaford Town Council
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 10th March 2016**

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Burchett, C Campbell, L Freeman, M Lambert, A Latham and L Worcester.
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council

1 member of the public.

P91/3/16 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received by Councillors D Argent (Cllr Campbell substituted), P Lower (Cllr Freeman substituted) and A McLean.

P92/3/16 Disclosure of Interests

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

P93/3/16 Public Participation

Ernie Hill Questioned whether the Council were aware if The Old Plough had sought or needed to seek planning permission for the generator being used on its premises.

Chairman Advised that the Council would look in to it and respond to Mr Hill.

P94/3/16 Planning Applications

Planning Applications week ending 19th February 2016

There were no applications in respect of Seaford.

Planning Applications week ending 26th February 2016

Seaford Re-advertisement – Basement Plat, 15 Esplanade

LW/16/0955 Section 73A retrospective planning permission for the sub-division of the lower ground floor flat into 2 flats for Ms S Row.

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

Seaford Re-advertisement – Basement Plat, 16 Esplanade

LW/16/0956 Section 73A retrospective planning permission for the sub-division of the lower ground floor flat into 2 flats and creation of a basement for Ms S Row.

It was **RESOLVED** to make **NO OBJECTION** subject to clarification that this is not the creation of a further basement.

Seaford 62 Sutton Avenue

LW/15/0821 Planning Application – Creation of new access for Mr M Barnard.

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

Seaford 34B Broad Street
LW/16/0079 Planning Application – Replace wood sash windows with UPVC double glazed vertical sliders in like for like design front and rear for Mrs M Parish.

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

Seaford 6 Landsdown Road
LW/16/0085 Planning Application – First floor side extensions for Ms Z Brooker.

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

Seaford 3 Berwick Close
LW/16/0086 Planning Application – Proposed conversion of roof space with rear dormer and front roof lights for Dr D Huntly.

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

Seaford 67 Vale Road
LW/16/0094 Planning Application – Demolish existing joinery workshop/builders yard and replace with 2 x two bedroom semi-detached houses for South Coast Carpentry.

It was **RESOLVED** to **OBJECT** on the grounds of being severe overdevelopment, unsuitable for the location, a loss of privacy to adjacent properties and insufficient car parking spaces being available.

Tree Works Application

Seaford 8 Wilkinson Way
TW/16/0009/ TPO 1 x Sycamore T1 of Order – Approx 50% reduction leaving the tree approx. 30ft high.

Reason 1 – Branch encroachment causes complete light pollution to 90% of the garden from approx. 10:30 until 17:00 during the spring, summer and autumn months.

Reason 2 – Branch encroachment is dangerous to persons in the conservatory when high winds are present and tree sheds partial branches.

Reason 3 – Safety Issues to surrounding paths to rear of property. Overhanging branches drip sap (like residue) that results in pathways being slippery and treacherous.

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

P95/3/16 Road Closure Request for Italian Market

Members considered report 152/15.

It was **RESOLVED** to make no comment.

P96/3/16 Road Closure Request for St George's Day Parade

Members considered report 153/15.

It was **RESOLVED** to **RESPOND** that the Council is agreeable to the event subject to Police approval of the parade.

The Committee also wished to **NOTE** that being provided with approximate number of people in the parade would assist with assessing the road closure request.

P97/3/16 Update Report

Members **NOTED** the contents of report 153/15.

The meeting closed at 7.26pm.

Councillor L Wallraven
Chairman

DRAFT



Seaford Town Council

MINUTES of the meeting of the **Golf Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 15th March 2016** at **7.00pm**.

Present:

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

G22/03/16 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillor A McClean.

G23/03/16 Disclosure of Interests

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

G24/03/16 Public Participation

There was no public participation.

G25/03/16 The View and Seaford Head Golf Course Finances

The Committee discussed the finances of the facilities in detail. Concern was expressed with regard to the projected end of year overall performance which officers will be analyzing in detail at the end of the year and looking to take appropriate action.

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

G26/03/16 Golf Professional's Report

The Committee considered report 156/15 and noted the positive improvement in number of casual users and members using the course this season. They complimented the Pro on this and the quality of the report.

G26.1 It was **RESOLVED** to **NOTE** the information in the report.

G26.2 It was **RESOLVED** to **AGREE** to the request from a member to credit £224.50 against their 2016/17 annual membership fee.

G27/03/16 Head Greenkeeper's Report

The Committee considered report 155/15 and complimented the Head Greenkeeper on his efforts since recently being appointed as well as the quality of the report.

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

G28/03/16 The View at Seaford Head

G28.1 Restaurant & Bar Manager's Report

The Committee considered report 157/15 and complimented the new Manager on his efforts to date to improve the finances of the facility and the quality of his report.

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

G28.2 Events & Marketing Update at The View

The Committee considered report 151/15 and thanked the Events and Marketing Officer for the excellent work undertaken to bring in some significant functions to the venue.

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

The meeting closed at 8.23pm.

Councillor Sam Adeniji
Chairman

DRAFT



Seaford Town Council
Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 24th March 2016**

Present:

Councillor L Wallraven (Chairman)

Councillor R Honeyman (Vice Chairman)

Councillors D Argent, D Burchett, M Lambert, A Latham, P Lower, A McLean and L Worcester.

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council

3 members of the public.

P98/3/16 Apologies for Absence and Declaration of Substitute Members

There were no apologies for absence.

P99/3/16 Disclosure of Interests

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

P100/3/16 Public Participation

Ernie Hill

Asked if there had been any update on the situation with the generator outside The Old Plough and whether planning permission was needed or had been sought.

Chairman

Advised that she had spoken with Lewes District Council who will look in to the situation and report back to her.

P101/3/16 Planning Applications

Planning Applications week ending 4th March 2016

Seaford

2A Church Street

LW/16/0102

Planning Application - Change of use from D2 Assembly and Leisure (Dance Studio) to B1 Business (Office) for Mr J Nash.

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

Seaford

Mercread Court 27 Mercread Road

LW/16/0108

Planning Application - Installation of bicycle and buggy storage shelter for Mrs L Williams.

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

Seaford

11 Sutton Park Road

LW/16/0109

Planning Application - Erection of a garden shed for Mr W Eastwood.

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

Planning Applications week ending 11th March 2016

Seaford

1 – 10 Talland Parade High Street

LW/16/0110

Variation of Planning Condition Application - Variation of condition 15 (plans) relating to planning approval LW/11/1321 to create an additional unit of accommodation for Vision Properties Ltd.

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

Seaford **23 Chesterton Drive**
LW/16/0118 Planning Application - Proposed detached double garage with new
vehicular access for Mr & Mrs Jenner.

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

Tree Works Applications

Seaford **1 St Peters Road, Seaford, BN25 2HS**
TW/16/0015/ 7 x Sycamore (G1 of Order) – Fell trees to level stump
TPO 2 x Holly (not within Order) – Cut back to path

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

Seaford **Hamilton House, Belgrave Road, Seaford**
TW/16/0016/ 5 x Sycamore (G1 of Order) – Reduce
TPO

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

P102/3/16 Road Closure Request – South Coast Triathlon

The Committee considered report 159/15.

It was **RESOLVED** that the Committee had **NO COMMENT** to submit.

P103/3/16 Update Report

The Committee **NOTED** the contents of report 158/15.

The meeting closed at 7.19pm.

Councillor L Wallraven
Chairman



Seaford Town Council

Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 7th April 2016**.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, D Burchett, A Latham, P Lower and L Worcester.
Lucy Clark, Support Services Manager – Seaford Town Council
Elizabeth Harvey, Admin Assistant (Finance) – Seaford Town Council (minutes)
2 members of the public.

P104/4/16 Apologies for Absence and Declaration of Substitute Members

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

P105/4/16 Disclosure of Interests

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

P106/4/16 Public Participation

Ernie Hill

Enquired whether there had been any update on the situation with the generator outside The Old Plough and whether planning permission was needed or had been sought.

Chairman

A response from the Enforcement Officer at Lewes District Council has been received confirming that the generator is a temporary measure until the gas mains have been upgraded in May. As the generator is temporary, a planning application is not required.

P107/4/16 Planning Applications

Planning Applications week ending 18th March 2016

Seaford

LW/16/0021

6 Buckle Rise

Planning Application - Erection of a replacement dwelling, amendment to planning approval LW/15/0714 to now include basement parking for Mrs Sharif.

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

Seaford

LW/16/0128

72 Beacon Drive

Planning Application - Erection of a first floor side extension for Mr D Jaques.

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

Seaford

LW/16/0137

8 Dymock Close

Planning Application - Erection of side extension with roof terrace for Mr C Wells.

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

Seaford
LW/16/0143

7 Deal Avenue

Certificate of Lawful Use/Dev (Proposed) - Demolition of existing conservatory and erection of replacement conservatory for Mrs Holter.

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

Seaford
LW/16/0185

Street Record Buckle Bypass

Prior Approval Application - Installation of 1 x telecommunications mast with 3 x antenna and 2 x equipment cabinets for CTIL Ltd, Vodafone and Telefonica UK Ltd.

Christine Brett

Informed the Committee that the planning application notice was small and hidden behind trees. Seaford Residents Voice were concerned that residents may not be aware of this application and wrote to Lewes District Council as felt officers were not being transparent. LDC has acknowledged their letter and will be responding in due course. Asks the Committee to bear this in mind.

It was **RESOLVED** to make **NO OBJECTION** but make **COMMENT** that due to the notice for the application being small and hidden it should re-positioned in a more prominent place.

Planning Applications week ending 25th March 2016

Seaford
LW/16/0066

Former Wagon Factory, Richmond Terrace & 11 Blatchington Road

Planning Application – Demolition of existing garage and building housing shop & store and erection of two one bed flats and creation of 4 parking spaces, change of use of the ground floor of the Old Wagon Factory to retail, permanent change of use for the upstairs of the Old Wagon Factory to office for Medlock Dry Construction Limited.

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

Seaford
LW/16/0092

4 Firle Drive

Planning Application – Garage conversion to habitable space and replacement of single dormer at front with two individual dormers for STL.

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

Seaford
LW/16/0141

11 Bodiam Close

Planning Application – Erection of a single storey rear extension for Mr D Streeter.

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

Seaford
LW/16/0153

Monks Horton Cuckmere Road
Planning Application – Construction of new one storey extension, from rear of house to link with existing garage for Mr & Mrs Moxham.

It was **RESOLVED** to **OBJECT** on the grounds of being out of character with the existing building; the Committee feels more sympathetic materials could be used.

Seaford
LW/16/0155

21 Stirling Avenue
Planning Application – Erection of a single storey rear extension for Mrs L Weeks.

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

P108/4/16 Road Closure Request – French Market

The Committee considered report 163/15.

It was **RESOLVED** that the Committee has **NO OBJECTION** and **NO COMMENT** to make on a Road Closure Order being issued.

P109/4/16 Road Closure Request – Seaford Motorfest

The Committee considered report 164/15.

It was **RESOLVED** that the Committee has **NO OBJECTION** and **NO COMMENT** to make on a Road Closure Order being issued.

P110/4/16 Road Closure Request – Street Party, Queen's 90th Birthday

The Committee considered report 165/15.

It was **RESOLVED** to **RECOMMEND** to Lewes District Council that the Committee feels that the road should be closed during the event due to concerns over public safety and that the Police need to be consulted.

P111/4/16 Update Report

The Committee considered report 166/15 and **RESOLVED** to **NOTE** its contents.

The meeting closed at 7.33pm.

Councillor L Wallraven
Chairman



Seaford Town Council
Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 14th April 2016** at **7.00pm**.

Present:

Councillor C Campbell (Chairman)

Councillors D Argent, P Boorman, L Freeman, R Hayder, O Honeyman, R Honeyman, A McLean, and L Worcester.

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

Mrs Emily Piper, Administration Assistant, Projects & Facilities - Seaford Town Council (minutes)

5 members of the public

CS 24/02/16 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillors R Chambers (L Worcester substituted), I Murray.

CS 25/02/16 Disclosure of Interests

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

CS 26/02/16 Public Participation

Christine Brett Requested the committee to confirm that the Seaford Martello Kiosk, Frankies and the Salts café currently hold a 4 star certificate, whether the kiosks will display their ratings, and if the queried if the staff are food hygiene trained. Mrs Brett confirmed she would be happy to receive the answers in writing, and would provide her list of questions.

Sylvia Dunn Raised a concern with regards to the low level of visibility of Lewes District Council staff cleaning of the litter and shingle on Seaford promenade, and that the storm boards are still in place. Mrs Dunn also raised a concern about the decision to design and install the Library Bench and whether Seaford Town Councillors were included in the panel, furthermore who will take ownership of the bench. Mrs Dunn raised a concern regarding the Seaford Fun Fair leaving the Martello Field in a poor state; residents are concerned that heavy vehicles might cause long term damage to the field and therefore its ability to handle flooding.

Cllr McLean Advised that the Library Bench Project was run by ESCC, not Seaford Town Council. The panel included Seaford Town Councillors and Seaford Residents. The Library Bench will be going to the next Full Council Meeting for the decision on ownership.

Roger Foxwell Asked whether the Salts Recreation Park contractors working to the original contract conditions and specification, raised concerns that the area is not adequately secure where the works are taking place and queried how long the works should take. Mr Foxwell queried why the Nature Reserve expenditure is so high.

Ben King Confirmed that the Salts specification is changing in order to establish a long lasting option for the grass areas. Phase one of the works should last 7-10 days, and phase two should complete in May. Children should not be accessing the area where works are taking place.

CS 31/04/16 Finance Report

The committee considered and discussed report 167/15, including tree warden expenses, the overspend at the nature reserve, the swimming pool and below budget income for pitch hires.

CS 31.1 It was **RESOLVED** to **APPROVE** that a recommendation be made to Full Council for allocations to be made to ear marked reserves as details in 1.4 (b).

CS 31.2 It was **RESOLVED** to **APPROVE** the remainder of the report.

CS 32/04/16 Projects & Facilities Manager – Update Report

Members discussed report 168/15, seeking clarification and updates from the Projects & Facilities Manager on; the Salts play area progress and proposal to be made by Wave Leisure with regards to the Salts Café, Concessions Tendering, Insurance Renewal, the Rotary Clock, Seaford Town Guide, Seaford Library Seating Project, Seaford Head Estate, South Hill Barn, Seahaven Flood Fair, Development Plans for Open Spaces, Events, and Progress and Team Updates.

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

The meeting closed at 7:36 pm.

Councillor C Campbell
Chairman



Seaford Town Council

Report 176/15

Agenda Item No: 6
Committee: Council
Date: 28 April 2016
Title: Mayor's Report & Engagements
By: Georgia Raeburn, PA to the Town Clerk
Purpose of Report: To present the Mayor's report and details of engagements

Recommendations

You are recommended:

1. To note the contents of the Mayor's report and details of engagements.
-

1. Information

- 1.1 Attached at Appendix A is the Mayor's report for the period from December 2015 to date.
- 1.2 At Appendix B are details of the Mayor's engagements for the same period.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, PA to the Town Clerk (currently covering Mayor's Secretarial duties).

PA to the Town Clerk

Town Clerk

REPORT 176/15 - APPENDIX A

Mayor's Report

Since December I have had a very busy schedule with Mayoral events, duties and community involvement. Set out below are some of the details to provide you with an insight in to the last few months in the Mayor of Seaford's office:

December 2015

I attended many different social events, some with the Mayoress, my wife Marian, and some with other Councillors. These included the likes of a Senior Tea Morning with the Mayors of Peacehaven and Newhaven, a meeting at Seaford Library in the morning regarding reading aids for children with learning difficulties, wrapping up well and donned my Christmas jumper for a night of driving the Rotary Sleigh for the Christmas street collections, the Bishopstone Church Carol Service and with my last Mayoral duty of the year, I attended as Mayor to open the Santa's Grotto in Raymond Close for Seaford Baptist Church.

January 2016

A New Year and straight back in to Mayoral duties watching (thankfully dry and warm) from the beach as the Lifeguard embarked on their annual New Year's dip in the sea. I also attended a leaving service for Reverend Vicky Martin who has sadly left Seaford Baptist Church.

I enjoyed an evening of entertainment watching Jack and the Beanstalk at the Barn Theatre and then donned my kilt and sporran for a Burn's Night Supper at Lewes Town Hall!

It was a pleasure to unveil the Freedom of the Town plaque displayed in the Council Chambers. I then returned later in the day to sit in the Impact Seaford meeting.

February

I attended an assembly at Seaford Head School to speak about the upcoming elections for Deputy Young Mayor. I attended five assemblies in total to get the ball rolling with the election process.

I was pleased to be invited along to open the new hall and offices at St Johns School on Firle Road and also receive an invite from the Mayor of Polegate to attend a Freedom of the Town ceremony for a new Freewoman of Polegate.

I took the Young Mayor and Deputy Young Mayor to a Rotary Club lunch at Blatchington Golf Club after having taken part in the visit by Department of Local Communities and Governance to the Council offices.

I finished the month attending the Shunar Bangla Association Annual Children's Literacy Awards in Eastbourne, which was a wonderful day to be a part of.

March

I attended some brilliant church services as Mayor during March, for the likes of World Women's Day and the Fairtrade Group.

The Rotary Club also held its Young Musician of the Year evening at Crossways Church.

April

So far in April I have attended a few events, most recently being the Referendum Debate at Seaford Baptist Church and then the Unsung Heroes event at Newhaven Fort.

REPORT 176/15 – APPENDIX B

Mayor's Engagements 2015-2016

Mayor Elect D Argent 2015-2016						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Sunday	03.01.2016	-	Seaford Lifeguards	Lifeguards New Year's Dip	Open to All	Seafront
Sunday	10.01.2016	15:00	Seaford Baptist Church	Reverend Vicky Martin's Leaving Service	Open to All	Seaford Baptist Church
Monday	25.01.2016	14:30	Seaford Town Council	Unveiling of the Freeman of the Town board.	Invite Only	37 Church Street
Wed/Thurs/Fri	03-05.02.2016	08:45	Seaford Head School	Deputy Young Mayor Election Assemblies	Invite Only	Seaford Head School, Arundel Road
Monday	08.02.2016	14:00	St John's School	Opening of New Hall and Offices	Invite Only	St John's School, Firle Road
Friday	12.02.2016	19:00	Meeching Amateur Dramatics	Up Pompeii Show	Invite Only	Meeching Hall, Newhaven
Monday	08.02.2016	14:00	St John's School	Opening of "The Hive"	Open to All	St John's School, Firle Road
Friday	12.02.2016	19:00	Meeching Amateur Dramatics	"Up Pompeii" Show	Ticketed Event	Meeching Hall, Newhaven
Monday	15.02.2016	19:30	Polegate Town Council	Inauguration of Freeman of the Town	Invite Only	United Reformed Church Hall, Polegate
Monday	29.02.2016	17:00	The Old Plough	Grand Re-Opening	Invite Only	The Old Plough, Seaford
Monday	29.02.2016	17:50	Seaford Rotary Club	Young Writers Competition	Invite Only	Seaford Head School, Steyne Road
Saturday	05.03.2016	18:00	Barn Theatre	Show	Open to All	Barn Theatre, Seaford
Saturday	12.03.2016	18:00	Rotary Club of Seaford	Young Musician of the Year	Invite Only	Cross Way, Steyne Road
Saturday	19.03.2016	19:00	Eastbourne Area Music Centre	Eastbourne Area Music Centre Concert	Invite Only	Kings Centre, Eastbourne

Wednesday	23.03.2016	19:30	Sussex Downs College	East Sussex Academy of Music Concert	Invite Only	Sussex Downs College, Lewes
Friday	25.03.2016	19:00	Seaford Choral Society	Mozart Requiem	Open to All	St Leonards Church
Saturday	16.04.2016	10:00	Various	Referendum Debate	Open to All	Seaford Baptist Church
Saturday	16.04.2016	12:30	Lewes District Council	Unsung Heroes Event	Invite Only	Newhaven Fort
Saturday	16.04.2016	18:00	Lewes Town Council	Wish Concert	Invite Only	All Saints Centre, Lewes
Thursday	21.04.2016	15:00	Lewes Town Council	Queen's 90th Birthday Tea	Invite Only	Lewes Town Hall
Saturday	23.04.2016	09:30	Clinton Centre	Coffee Morning	Open to All	Clinton Centre, Seaford
Saturday	23.04.2016	18:00	Royal Society of St George	St George's Day Service & Dinner	Invite Only	St Andrews Church/Deans Place, Alfriston
Friday	29.04.2016	19:00	Peacehaven Town Council	Civic Reception	Invite Only	Meridian Centre, Peacehaven
Saturday	30.04.2016	19:30	Seaford Choral Society	Mozart Mass	Open to All	St Leonards Church
Saturday	30.04.2016	12:00	Bishopstone Village	Bishopstone May Fair	Open to All	Bishopstone Village
Saturday	07.05.2016	14:45	East Sussex Lord-Lieutenant	The Order of St John Service	Invite Only	Chichester Cathedral, Chichester



Seaford Town Council

Report 161/15

Agenda Item No:	7
Committee:	Council
Date:	28th April 2016
Title:	Clerk's Update Report
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

You are recommended:

- 1. To note the contents of the report and agree to the priorities.**
 - 2. To advise if an optional charge should be made to sign pension forms to be given to the Mayors Charity.**
-

1. Information

- 1.1 Outstanding Freedom of Information Act requests, complaints and compliments**, since the last Council meeting on the 28th January there have been four Freedom of Information requests. Three in relation to the former Town Clerk and the independent reports carried out by both B360 and Helix HR. These have all been dealt with but the request for a copy of the said reports was refused and was appealed to the Information Commissioner by the applicant. The status of this appeal is not known. The fourth request was in relation to the number of beach huts available which was made by an individual collating such data across the country.
- 1.2** There has been one relevant complaint which was in relation to an individual who posted some comments for a Planning & Highways Committee meeting on the morning of the meeting but was not received by the Town Council until the following day. This is due to the sharing of the building and the management of the post being undertaken by the part time manned police station. The individual then tried to attend the planning meeting but was wrongly told he could not leave during the meeting so did not come in as he could not stay for the whole meeting. Staff have been reminded this is not the case as a result of the complaint.
- 1.3** There have been seven emails / letters of thanks for various functions at The View. There was also a compliment on dealing with the collapsed trees so efficiently at Crouch Gardens following the storms.
- 1.4 Staffing changes**, since the last meeting Lyn Collins and Emily Piper have been appointed and started duties on a job share basis as the Administrative Assistants for the Projects and Facilities team. The responsibilities of the members of this team are attached as Appendix A to this report for information. Both have settled into their new roles and are doing a very good job, they will both be a great asset to the Council going forward.
- 1.5** The Council's Modern Apprentice Jasmine Pollard completed her training programme NVQ level 3 and has secured permanent employment elsewhere. We

wish her well for the future. Following unsuccessful attempts to secure a new Modern Apprentice it has been agreed to change the position to a part-time administrative post covering peak periods. This will give greater continuity to the organisation and reduce officer support time also. This position is currently being advertised.

- 1.6 Simon Lambert the former Deputy Head Greenkeeper has very ably taken up the position of Head Greenkeeper after a brief spell at Hassocks Golf Club. He not only brings with him 15 years of experience of the course but technical knowledge and skills that are second to none as well as a host of ideas to improve the experience of Seaford Head for both golfers and non-golfers. Unfortunately Chris Walsh the Assistant Greenkeeper who had been with the Council for 10 years recently left to set up his own business, an aspiration he has had for some time. Whilst he will be very much missed we wish him well with this. He has since been recently replaced by Ben Clark who is settling in very well.
- 1.7 At The View we have appointed a new Manager in Robert Macdonald who is doing a superb job and has grasped the issues very quickly. We are currently working together on the financial performance and financial targets going forward this financial year to ensure a profit can be secured at The View as soon as possible. Rebecca Sandalls-Le Beau has also been appointed as a part time Administrator at The View and is settling in very well. This role is proving to be vitally important to release Robert to undertake the strategic tasks and build customer relations.
- 1.8 **Officer and Councillor development**, there has been a visioning evening with Councillors to develop the Strategic Objectives of the Council. Some Councillors have attended training covering the Neighbourhood Plan. Staff have continued to complete regular training updates as part of the weekly office staff meeting covering areas such as fire escape procedure from 37 Church Street, staff responsibilities and TOIL Policy. A number of training courses are pending and training sessions will commence at The View imminently.
- 1.9 **Election Costs**, on the 18th February the invoices were received for the main election in May and two by-elections on the 25th June and the 23rd July. The main election cost a total of £24,200, the two bye elections cost £7,466.21 and £6,178.38. Correspondence has been sent to LDC querying the level of charges imposed on the 18th February, a subsequent request to clarify the charges has not been responded to since it was sent on the 22nd March. The invoices meanwhile have not been paid until clarity on some areas that appear to contain some anomalies have been clarified.
- 1.10 **Council Tax leaflet**, Councillors will recall that the Council requested that appropriate action be taken to have a Town Council Council Tax leaflet included within the Council Tax demands sent out by Lewes District Council. This represents a relatively cheap opportunity for the Town Council to communicate with every household. This was especially important this year to explain the 15.8% rise in the Council Tax demand from Seaford Town Council. Despite making the initial request to have this included on the 16th December 2015 and sending several reminders approval was not given until the 12th February but no deadline was given nor details for the size of the leaflet or where and how it was to be supplied to the dispatch company. This was only given on the 1st March advising the leaflets needed to be in Glasgow for the 4th March. Which was clearly too late. A request has been sent to ask that we have a leaflet included next year; we are still awaiting a response.
- 1.11 **Signing of Pensions**, Councillors may be aware that the Town Clerk is asked to verify that foreign residents are still alive to enable them to receive their pension.

from their home country. Seaford Town Council currently makes no charge for this it is understood that GP's charge for this service and the Police have been told not to do it so the number coming to STC seems to be increasing. Whilst it is a useful service for the individuals it is for them only. It may therefore be appropriate to request a voluntary donation of say £5 to do this with the funds going to the Mayors Charity. This will equate to an income for the charity at current levels of about £60 to £100 per annum.

- 1.12 Press releases, annual report, social media and website**, since the last Council meeting 17 press releases have been issued. The press release relating to the cracks in the cliff at Seaford Head was seen on Facebook by over 26,500 people which is a Town Council record so far. Interaction on social media is increasing with the Town Council site now having over 950 likes which is a significant achievement from starting level of just over 100 likes 12 months ago. Postings now regularly achieve in excess of 1000 views with many achieving over 3500 views, giving press releases via Facebook significant exposure. The Projects team and Georgia are currently working through the Councils website to get this up to date. Some improvements have already been made and following a recent request from Councillors the Council website now includes a link to tide times.
- 1.13 Outstanding litigation**, the pending arbitration with a former tenant relating to Hurdis House is progressing slowly. A charge of £8,500 was calculated to deal with the forensic analysis of the case submitted by the claimant. This was deferred until the new financial year before issuing instructions which are imminent. The recovery action against the former Town Clerk for overpayment of salary has not commenced yet due to work priorities but will be progressed in due course.
- 1.14 Corporate Governance and Policy review**, this continues and in particular has resulted in the development of the first ever Mission Statement and Strategic Objectives which appear elsewhere on the agenda. This is a significant piece of work and should be of great benefit to the Council going forward. A new Time Off In Lieu policy has also been developed which is also elsewhere on the agenda.
- 1.15** Work is being undertaken on other policies to make them more fit for purpose. A review of the Policy timetable and highlighting any gaps the Council may have will also be completed.
- 1.16 Income generation**, behind the new Strategic Plan there are a number of targets for officers to complete to achieve the Council target of securing at least £25,000 savings on the budgeted expenditure for the current financial year. There have already been a number of significant successes in this regard including a savings on the Council's insurance of £10,000 thanks to Ben King's efforts. Two recent grants totalling over £13,000 have also been secured by Len Fisher. Work is underway to secure better utility prices at The View via Elizabeth Harvey and lots of work is being undertaken to generate profits at both The View and Seaford Head Golf Course.
- 1.17** However as is often the case there have also been some negative financial developments including the news that the roof at The View cannot take the weight of solar panels which were programmed to be installed this year. Alternative solutions are being looked at but currently this will damage the Council's budget by approximately £5,000.
- 1.18 Street Trading**, negotiations have been taking place for several months without making any progress on this matter. The Town Council will recall that following the decision of Lewes District Council to remove all Street Trading restrictions across the District other than in Lewes Town Centre and Newhaven Town Centre it

was agreed to ask that Seaford Town Centre and the Seaford seafront remain as consent streets which means that anyone trading there needs permission. This would enable the viability of existing permanent traders to be protected. It was further requested that in line with Lewes District Councils devolution of services policy that the Street Trading Controls in this area be devolved to Seaford Town Council. However this is being resisted by officers despite LDC's policy and the support for the proposal from Seaford Impact and the Chamber of Commerce. The matter is still being pursued.

- 1.19 Neighbourhood Plan**, following the resolution to create a Neighbourhood Plan Action in Rural Sussex has been appointed to develop the Neighbourhood Plan on behalf of Seaford Town Council. The recent public forum on the 20th April to introduce the Neighbourhood Plan to Seaford and to gather volunteers to run it was a success, with over 120 people attending. The number of volunteers required to run the Neighbourhood plan is significant however in the region of 70 would be a good number to start with as there is always some loss of members. It is vitally important that AIRS community engagement skills come to the fore to ensure this is achieved.
- 1.20 Community Flood Defence Meeting**, a very successful Community Flood Defence meeting was held on 14th January a follow up meeting has been arranged by the Flood Defence Working Group including Councillors Sam Adeniji and Olivia Honeyman who are doing an excellent job of progressing this project. The next drop in information session is this Saturday 23rd April.
- 1.21 Hurdis House improvements**, these have been progressing steadily though not without a number of problems regarding the weather and the misuse of some of the paint which had to be removed and redone. Steam washing of the walls has proved the most effective way of ensure there is no salt present prior to applying the paint which was the original problem. The work is going to cost slightly more than budget but will ensure the new tenant takes on a 25 year full repairing lease removing the Council from any future maintenance costs but generating a reasonable income from the rent. It is anticipated that all the works will be complete by the end of May at the very latest.
- 1.22 Southdown Road highway construction**, this is almost complete and should be finished by next week at the very latest. However it remains on a maintenance period for 12 months before East Sussex County Council will adopt it absolving STC from future liabilities. The costs for this work are significantly more than budgeted for. Once the matter is complete a detailed report will be presented to the Town Council to inform of this and to advise of any possible causes of action.
- 1.23 The View developments**, as well as working closely with the new Manager and his team to develop The View time has been dedicated to deal with some other issues including the performance of the car park lights which had previously resulted in a few complaints from residents. Some minor alterations have now addressed the concerns. It is clear that there is still a need for further capital spends at The View. This is being drawn up into a capital wish list which is then prioritised in order of what will have the biggest impact on potential increase in profits. Once this is complete the viability of progressing each item will be evaluated in view of the limited budget that is available unless the purchase can be fully recouped within the financial year. New computers were a recent essential purchase as officers were using their own laptops which were proving inadequate as was the till server which was a laptop that crashed several terms putting the tills out of action.

- 1.24 The Salts café and possible new venue**, following discussions with Wave Leisure and its proposals for the Salts café, which were discussed at an earlier Council meeting, site meetings have taken place with a number of potential developers of the site with a view to building a new venue there. This was a soft market test to see what interest there is. The results of this will be reported to the Impact group and in due course to the Town Council once a decision needs to be taken. The initial impressions were however encouraging.
- 1.25 Publicity Coastguard Cottages**, following a fortuitous meeting with a BBC reporter the Town Council was able to arrange for TV coverage of the plans to raise £200,000 to save the Coastguard cottages via crowdfunding. Help was also generated to build some of the smaller defences and was well organised and implemented by Councillor Boorman.
- 1.26 Criminal acts on Council property**, there have been a number of acts of vandalism in the past few months including damage to the seafront shelters, a break in at the Martello kiosk and damage in The Crouch. Some youths have been identified by local residents for the acts of vandalism and have paid for the damage caused. Those responsible from the break in have not yet been identified. It is proposed to look at a number of multiple CCTV camera points on the seafront to ensure future culprits are identified. This will be done by way of a grant if it progresses.
- 1.27 Department of Communities and Local Government Visit**, on the 17th February the Council was visited by DCLG and Home Office civil servants as they were interested to see how STC operates commercially. They will pay a follow up visit in 18 months' time. It was also very useful for any Coastal Community grant applications the Town Council may apply for in the future.
- 1.28 NATS lease at Seaford Head**, the lease for the traffic control mast has now been completed and is due to be signed imminently subject to agreement to pay the new lease from an earlier start date and Seaford Town Council's legal costs.
- 1.29 Golf machinery**, a meeting has taken place with the new Head Greenkeeper to discuss the machinery needs of the Golf Course going forward. As a result a planned annual plan of purchases will be developed to enable budget planning to be realistic.

2. Progress on previous meetings priorities;

- (i) Prioritise support for The View to reduce losses for this financial year and put in place systems to generate profits in the near future. **Ongoing**
- (ii) Complete full review of all office procedures to make efficiency savings. **Ongoing, reviewed at weekly staff meetings and new ideas discussed.**
- (iii) Pursue additional financial savings and income generators. **Strategic Objectives and officer specific projects have been devised to achieve this and progress will be reviewed regularly.**
- (iv) Review Council filing systems. **Ongoing, will be a priority job for the new part time Administration Assistant once in post.**
- (v) Appoint a new Manager for The View. **Completed.**

- (vi) Review staff structure and systems at The View with the new manager. **Ongoing; staff structure reviewed and recruitment in line with this has begun, systems continue to be reviewed in conjunction with new Manager.**
- (vii) Produce a Capital Wish List for The View including breakeven calculations. **Ongoing; being worked on with the new Manager.**
- (viii) Research and report back to Full Council on the Council achieving the General Power of Competence. **To do**
- (ix) Create a cost allocation for all services with staff costs allocated accordingly. **To do**

3. Priorities going forward;

- (i) To progress key actions in accordance with the Strategic plan

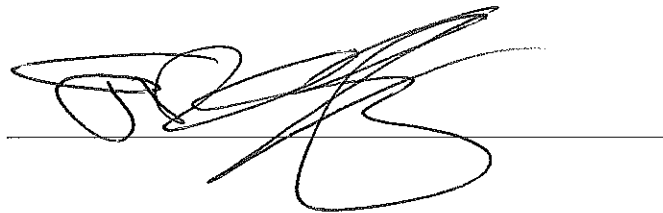
4. Financial Appraisal

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

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.

Projects & Facilities Department

Relevant Details

Ben King

Policy	
The Salts Development Plan	Project Lead for the development plan and delegating aspects of the plan as required
Seafront Development Plan	Project Lead for the development plan and delegating aspects of the plan as required - Incorporating the Martello Development Plan
Crouch Development Plan	Project Lead for the development plan and delegating aspects of the plan as required
Open Spaces and Playing Pitch Strategies	
South Hill Barn	Concessions, Picnic seating and other features, short term improvement stages to the barn
Risk Management and Facilities Management Insurance and Public Liability	
Contracts, Leases and Agreements	Grounds Maintenance Contract, Works Contracts, Tenancy agreements and operating Licenses
Renewals and New Business	Review, renewal, negotiation of new business relating to Concessions , Events , Hired Premises and some leases
Assessment / Approval of Large scale events	High Risk or High impact events which potentially implicate the Town Council
Assessment / Response to greater Risk matters	High Risk, High Impact or prominent dangers - also referring to the Town Clerk
Approval of related publications and Website content	Strategic position on the list of tourism and public information publications
Public Consultations	Policy related decisions and Project related
Reporting to CS Committee	
Line Management of Projects Team	Priority setting, Team workshops, Appraisals, Approval of leave and time sheets

Lyn Collins

Sussex Day	Coordinating event and relevant invitations
Supporting other Civic Events	Coordinating Event with support
Arts@theCrypt	Responsible for procedural matters and overseeing the bookings
Publications	Overseeing the stock control and reprints of publications - identifying gaps and potentials
Tourist Information Centre	Working with TIC to establish a robust and comprehensive information service for Public Services locally
Filming PR Pack	TBC
Tree Wardens / Tree Planting	Website related
Memorial Benches	Coordinating projects and Equiries
Beach Huts	Responsible for procedural matters and overseeing the bookings
Website matters and Press Releases related to the above	Responsible for procedural matters and overseeing the bookings
	Production of content and setting of standards for work produced by others

Emily Piper

Seahaven Veterans and Armed Forces Day

Organisation of the Event and Coordination of any staff and volunteers

Seaford Christmas Magic

Organisation of the Event and Coordination of any staff and volunteers

Events Programme and management of bookings system - also developing the Whats On

Maintenance of Events promotions and Calendars - to link up with Lyn and TIC

CS Meetings and Project Updates

Bus Shelters and Seafront Shelters

Procedural matters - Review of cleaning needs and maintenance

Seaford in Bloom

Coordinating annual install / call outs / enquiries

Noticeboards

Procedural matters - Review of cleaning needs and maintenance

Website matters and Press Releases related to the above

Production of content and setting of standards for work produced by others

BOTH LC and EP

Day to Day operations

Reactive maintenance and response to reports, Hire of Premises, Enquiries, Events bookings, Inspections, Record keeping, Annual or other periodic servicing, trading licenses for concessions, general maintenance, Insurances, PAT Tests, first aid

Coordination of Enquiries with Administration Assistant

Operational Filing System for all assets and services

Recording and handling of reported Injuries, Incidents and Crime

As above

Travellers

Review and Testing of the procedures

Flooding

Review and Testing of any adopted procedures

Len Fisher

Funding

Sponsorship

Corporate Liaison and Networking for the Projects Team

Project Development/Management where specified for certain Funding applications



Seaford Town Council

Report 169/15

Agenda Item No: 9
Date: 28th April 2016
Committee: Council
Title: Amendment to Meeting Dates
By: James Corrigan, Town Clerk
Purpose of Report: To approve the request to alter two meeting dates within the 2016/17 Municipal Year.

Recommendations

You are recommended:

1. To approve the changing the dates of the next Council meeting to Thursday 23rd June 2016 and the Golf Committee meeting to Tuesday 12th July 2016.
-

1. Information

In January 2016 the Council adopted the Meeting Timetable for the 2016/17 Municipal Year.

Since then Officers have realised that to present the Annual Return at the Council meeting on 12th May, as planned, is not feasible. Similarly, it cannot be done at the meeting scheduled for 14th July, as legally this must be approved by Council by the end of June.

It is therefore recommended that the Council agree to change the date of the Council meeting from 14th July to 23rd June, to allow timely approval of the Annual Return.

As a consequence of this amendment, this would however result in three meetings within seven days. It is therefore also suggested that the Council agree to change the Golf Committee meeting planned for 28th June to 12th July to ease the pressure on both Councillors attending the meetings and Officers producing the necessary paperwork.

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 170/15

Agenda Item No: 10
Date: 28th April 2016
Committee: Council
Title: Interim Meeting Attendance Record
By: James Corrigan, Town Clerk
Purpose of Report: To present the Interim Meeting Attendance Record up to and including 15th March 2016.

Recommendations

You are recommended:

1. To note the contents of the report and Interim Attendance Record.
-

1. Information

Further to a request, the Meeting Attendance Record was created and circulated detailing all Town Councillor's attendance at Council and Committee meetings during the current Municipal Year.

At present this is an Interim Meeting Attendance Record, up to and including 15th March 2016; as attached at Appendix A.

This is the first year of recording the data in such a way, so there is no comparable figure. The attendance rate from unpaid volunteers with up to 39 meetings across the Municipal Year is 86%. Attendance at meetings is only part of the work undertaken by the unpaid Town Councillors; this is in addition to work done directly with residents, community groups, other authorities and the background tasks, such as phone calls and emails that are not always visible or acknowledgeable.

A Final Meeting Attendance Record will be presented to Council at its Annual Meeting on 12th May and will be available on the Council's website.

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

Interim Attendance Record to 15th March 2016

	ADENUI, Sam	ARGENT, Dave	BOORMAN, Phil	BROWN, Mark	BURCHETT, David	BURFIELD, Barry	CAMPBELL, Carol	CHAMBERS, Rob	FREEMAN, Lindsay	HAYDER, Rahnuma	HONEYMAN, Olivia	HONEYMAN, Richard	LAMBERT, Marlon	LATHAM, Alan	LOWER, Penny	McLEAN, Mac	MURRAY, Isabelle	SILVEY-ADAM, Debbie	WALLRAVEN, Linda	WORCESTER, Les	Average Meeting Attendance	Individual Committee Attendance
Full Council																						
18-May-15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	93%	
23-Jun-15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	93%	
19-Aug-15	1	1	1	1	1	0	1	1	1	1	1	1	1	0	1	1	1	0	1	1	85%	
24-Sep-15	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	0	1	1	85%	
29-Oct-15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	95%	
17-Dec-15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	95%	
28-Jan-16	1	1	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	1	1	90%	
28-Apr-16																						91%
% of mtgs	100%	100%	100%	100%	100%	60%	100%	86%	100%	100%	100%	100%	86%	80%	71%	71%	100%	57%	100%	100%		
Community Services																						
11-Jun-15		0					1	0	1	1	1					0		0			50%	
17-Sep-15		1	1				1	1	1	1	1					1	1	0		1	100%	
26-Nov-15		1	1				1	0	1	1	1					1	1	0			80%	
11-Feb-16		1	0				1	1	1	1	1				1	0	0	0			70%	
14-Apr-16																						75%
% of mtgs		73%	67%				100%	50%	100%	100%	100%				50%	67%	0%					
Finance & General Purposes																						
02-Jul-15	0		1	1		1				1	1										89%	
15-Oct-15	0		0	1		1				1	0				1						67%	
17-Dec-15	1		0	1		0				0					1						67%	
03-Mar-16	1		1	1		1				1	1				1						100%	81%
% of mtgs	50%		50%	100%		75%				75%	100%				100%	75%					100%	
Golf																						
02-Jun-15	1			1			1	1	1		1				1			1			100%	
01-Sep-15	1			1			1	1	1		1				1			1		0	90%	
08-Sep-15	1			1			0	0	1		1				0			0		0	50%	
15-Mar-16	1			1			1	1	1		1				1			0		0	80%	80%
% of mtgs	100%			100%			75%	75%	100%		100%				67%			50%		25%	100%	
Planning & Highways																						
28-May-15		1			1							1	1		1	1				1	100%	
18-Jun-15		1			1							1	1		1	1				1	100%	
09-Jul-15		1			1							1	1		1	0				1	1	89%
30-Jul-15		1			1							1	1		1	1				1	0	89%
20-Aug-15		1			1							1	1		0	0				1	1	78%
10-Sep-15		1			1							1	0		1	1				0	1	78%
01-Oct-15		1			1							1	0		1	1				1	1	89%
22-Oct-15		1			1							1	0		1	0				1	1	78%
12-Nov-15		1			1							1	1		1	1				1	1	100%
03-Dec-15		1			0							1	1		0	1	0			1	1	67%
21-Dec-15		1			1							1	1		1	1				1	1	100%
14-Jan-16		1			1							1	1		1	1	0			1	1	89%
04-Feb-16		1			1		1					1	1		1	0				1	0	89%
25-Feb-16		1			1							1	1		0	1	1			1	1	89%
10-Mar-16		0			1		1					1	1		1	0	0			1	1	89%
24-Mar-16																						
07-Apr-16																						
21-Apr-16																						88%
% of mtgs		93%			93%							100%	80%	85%	80%	60%				93%	85%	

Total STC Meeting Attendance: 86%

Key:
 On Committee
 1 Attended meeting
 0 Did not attend meeting
 Not yet a Councillor
 Not on Committee
 1. Attended as a Substitute

* Includes Full Council
 ** Includes meetings attended as a Substitute

No. of Committees*	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	4	2	3	2	4
Overall Attendance**	87%	92%	75%	100%	95%	67%	107%	73%	107%	93%	100%	100%	81%	81%	85%	60%	88%	33%	95%	96%
	ADENUI, Sam	ARGENT, Dave	BOORMAN, Phil	BROWN, Mark	BURCHETT, David	BURFIELD, Barry	CAMPBELL, Carol	CHAMBERS, Rob	FREEMAN, Lindsay	HAYDER, Rahnuma	HONEYMAN, Olivia	HONEYMAN, Richard	LAMBERT, Marlon	LATHAM, Alan	LOWER, Penny	McLEAN, Mac	MURRAY, Isabelle	SILVEY-ADAM, Debbie	WALLRAVEN, Linda	WORCESTER, Les



Seaford Town Council

Report 162/15

Agenda Item No: 11
Committee: Council
Date: 28 April 2016
Title: New Opening Hours; 37 Church Street
By: James Corrigan, Town Clerk
Purpose of Report: To inform Councillors of opening hours changes for the Tourist Information Centre and consequences for Seaford Town Council.

Recommendation

You are recommended:

- 1. To agree to change the opening hours of Seaford Town Council to 9.30am to 5pm Monday to Thursday and 9.30am to 4.30pm Friday.**
-

1. Information

- 1.1** Lewes District Council (LDC) advised Seaford Town Council (STC) officers on the 18th March of the intention to change the opening hours of the Tourist Information Centre (TIC) to 9.30am from the existing 9am. This will bring the Seaford TIC in line with that at Lewes, but not those at Eastbourne LDC's shared services authority which it is understood are significantly longer.
- 1.2** As the TIC acts as the point of reception for any visitors to STC and opens the front door when they are ready to open, this presents an issue for STC.
- 1.3** Having discussed this with the staff team and taking into account the recent decision to employ a part-time administrator for 22½ hours instead of an office modern apprentice, this can be taken as a positive.
- 1.4** The new part time post will work from 9.30am to 2pm to take into account the new building opening hours and provide cover at the peak times of office activity.
- 1.5** Also Council officers have been reviewing the office flexi-time system, this change increases the opportunities for staff to better utilise their flexi-time to improve their work life balance whilst also meeting the business needs of STC.
- 1.6** It is understood that the TIC has few visitors before 9.30am, neither does STC. Most of the contact STC has with the public is via email and telephone in any event. The majority of face to face visitors have an appointment so avoiding meetings before 9.30am will reduce further the risk of any disappointment.
- 1.7** If the Council is minded to agree to the recommendation it would make it simpler if the Council offices opening hours were made the same for all means of contact including telephone. This would enable staff to have a more flexible start to the day for those who need this for family or travel reasons. However as now, calls outside of office opening hours are answered where practical.

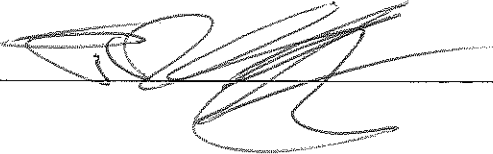
2. Financial Appraisal

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 174/15

Agenda Item No: 12
Committee: Council
Date: 28 April 2016
Title: Adoption of Time Off In Lieu Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present the revised draft Time Off In Lieu Policy for adoption.

Recommendations

You are recommended:

1. To adopt the revised draft Time off in Lieu Policy.
-

1. Information

- 1.1 The previous Time Off in Lieu Policy was adopted in August 2014. This was the first such policy the Council had adopted.
- 1.2 Whilst on the whole this policy has been welcomed by employees as a welcome benefit at work it did cause some anxiety for the Greenkeepers as they felt they were being treated less favourably. The purpose of this new Policy, as attached at Appendix A, is to treat all staff the same and to enable employees to better accrue flexi time when business needs demand, to improve their work life balance.
- 1.3 It also for example assists part time staff who may have a high proportion of Bank holidays on their work days. They can use this policy to take TOIL days on these days to save holidays.
- 1.4 Staff have been consulted on the changes and have agreed in principal to its adoption.

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 Town Council

Time Off In Lieu Policy

Purpose:

The Council recognises that it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is either contractual or a on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope:

This policy applies to all employees of the Council with the exception of casuals who work on an ad hoc basis.

Definition:

TOIL is defined as Time Taken Off In Lieu or time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates:

TOIL will be accrued at the following rates for time worked in addition to normal working hours:

- ▲ Monday to Sunday – Time

Accruing TOIL:

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the employee's manager. The core hours of any working day shall be 9.30am to 5pm when office cover is required. Individual team managers must agree any TOIL in advance taken within these core hours to ensure the business needs of STC are met. The core hours at The View and Seaford Head Golf Course shall be as and when set by the relevant managers if necessary for business needs.

The Council realises that it is unlikely that the Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so in a way that meets the business needs of STC as well as the work life balance of the Town Clerk.

The Clerk's monthly timesheet should show all TOIL accrued or taken, being signed and noted by the Mayor.

When attending Council events or events where the employee is invited as a Council employee, it will be down to the employee's manager or Clerk to assess whether TOIL shall be accrued. For example, helping with road closures will accrue TOIL, simply being in attendance at an event will not necessarily unless it can be evidenced that work has been undertaken.

Excessive levels of TOIL should not be accumulated (i.e. more than one standard working week). However, in exceptional circumstances managers have discretion to agree to more. This is however only advised if it is felt that employee will be able to take the TOIL within three months (see Using TOIL section).

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL:

TOIL can only be taken if agreed, in advance, with the employee's manager. Any requests will be considered in line with staffing levels and operational requirements. The Clerk will be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is to come in later than your normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the 12 month period, the employee can request payment for the hours owed providing the employee is on SCP 28 or less. This request should be made in writing to their manager.

Working Time Regulations:

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the manager must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations. If the employee's weekly working hours will exceed the 48 hours maximum, the manager must ensure that the employee completes an opt out form. The opt out form can be obtained from the Support Services Manager and must be retained in the employee's personnel file.

Adopted: April 2016

Review: April 2019



Seaford Town Council

Report 171/15

Agenda Item No:	13
Committee:	Council
Date:	28 April 2016
Title:	Sussex Wildlife Trust Proposal to Lease Seaford Head Nature Reserve for 25 years
By:	James Corrigan, Town Clerk
Purpose of Report:	To inform the Council of the proposal by Sussex Wildlife Trust to lease the Nature Reserve to the Trust for 25 years and to seek clarification if the Council wishes to enter into such a lease in principle before progressing matters any further.

Recommendations

You are recommended:

To advise if the Council wishes to agree in principal to entering into a 25 year lease for Seaford Head Nature Reserve with Sussex Wildlife Trust. With the condition that the final proposals are first approved by a future Council meeting.

1. Background

1.1 Sussex Wildlife Trust currently manages Seaford Head Nature Reserve on behalf of Seaford Town Council. This relationship is governed by a management agreement and an annually renewing management fee to provide for the Ranger and support services.

1.2 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.”

- 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 sites 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.

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. The lease would clearly identify what level and scope of decision making SxWT would be taking on. Anything outside of its remit would come through the Projects & Facilities Manager as it current practice.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 The exact area of the land to be included within the lease would need to be agreed taking into account Seaford Town Councils Strategic Objectives and the needs of the golf course in the future.

3. Proposal

- 3.1** 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 ASAP. 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. Some of this investment could conceivably be targeted at South Hill Barn.
- 3.2** It is understood the boundary for the proposal is the same as the existing boundary detailed in Appendix A.

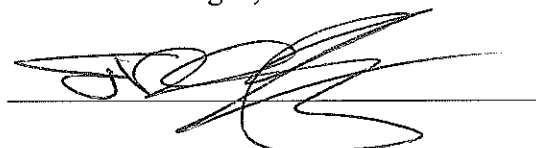
4. Financial Implications

- 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

A handwritten signature in black ink, appearing to read 'J. Corrigan', is written over a horizontal line.



Seaford Town Council

Report 175/15

Agenda Item No:	14
Committee:	Council
Date:	28 April 2016
Title:	Newhaven Port & Properties Authority Transfer of Land
By:	James Corrigan, Town Clerk
Purpose of Report:	To provide the Council with details of the offer from Newhaven Port & Properties Authority to transfer a portion of land to Seaford Town Council.

Recommendations

You are recommended:

- 1. To accept the offer from Newhaven Port & Properties Authority to transfer a portion of land to the Town Council free of charge and to instruct the Town Clerk to process this land transfer.**
-

1. Information

- 1.1** The Town Clerk has been in discussions with representatives of the Newhaven Port & Properties Authority (NPP) who approached the Council with an offer to transfer a portion of land on the seafront to the Council free of charge.
- 1.2** A map outlining the portion of land in question is attached at Appendix A; it forms part of Title Number ESX158 985, the remaining two sections of the Title will remain under NPP's ownership. The area to be transferred is hatched with cross lines.
- 1.3** This portion of land is surplus to requirement for NPP and given that it is adjoining the land under the Town Council's ownership on the seafront, NPP has submitted a written offer to transfer the land for a peppercorn purchase price (free of charge).
- 1.4** The only stipulation with the transfer is that NPP retain vehicular right of way across the property to NPP's adjoining land.
- 1.5** There are no negative consequences as a result of acquiring this additional land; a slight extension to the Council's land ownership on the seafront but no additional imminent costs as the concrete promenade is not in immediate need of repair. The beach profile adjacent to the land is maintained by the Environment Agency as part of its Capital Works programme. Similarly Lewes District Council has a statutory duty to deal with waste on the beach and promenade, so this comes at no cost to the Town Council.

1.6 The land does offer the opportunity for commercial development in line with the Councils Strategic Tourism plans. A concession could be an initial development.

2. Financial Appraisal

The financial implications of this report will be the legal fees associated with processing the transfer, estimated to be around £800.


Long term there could be financial implications to maintain this area of the promenade.

Short term it is envisaged an income could be generated from the land of approximately £5000 per annum.

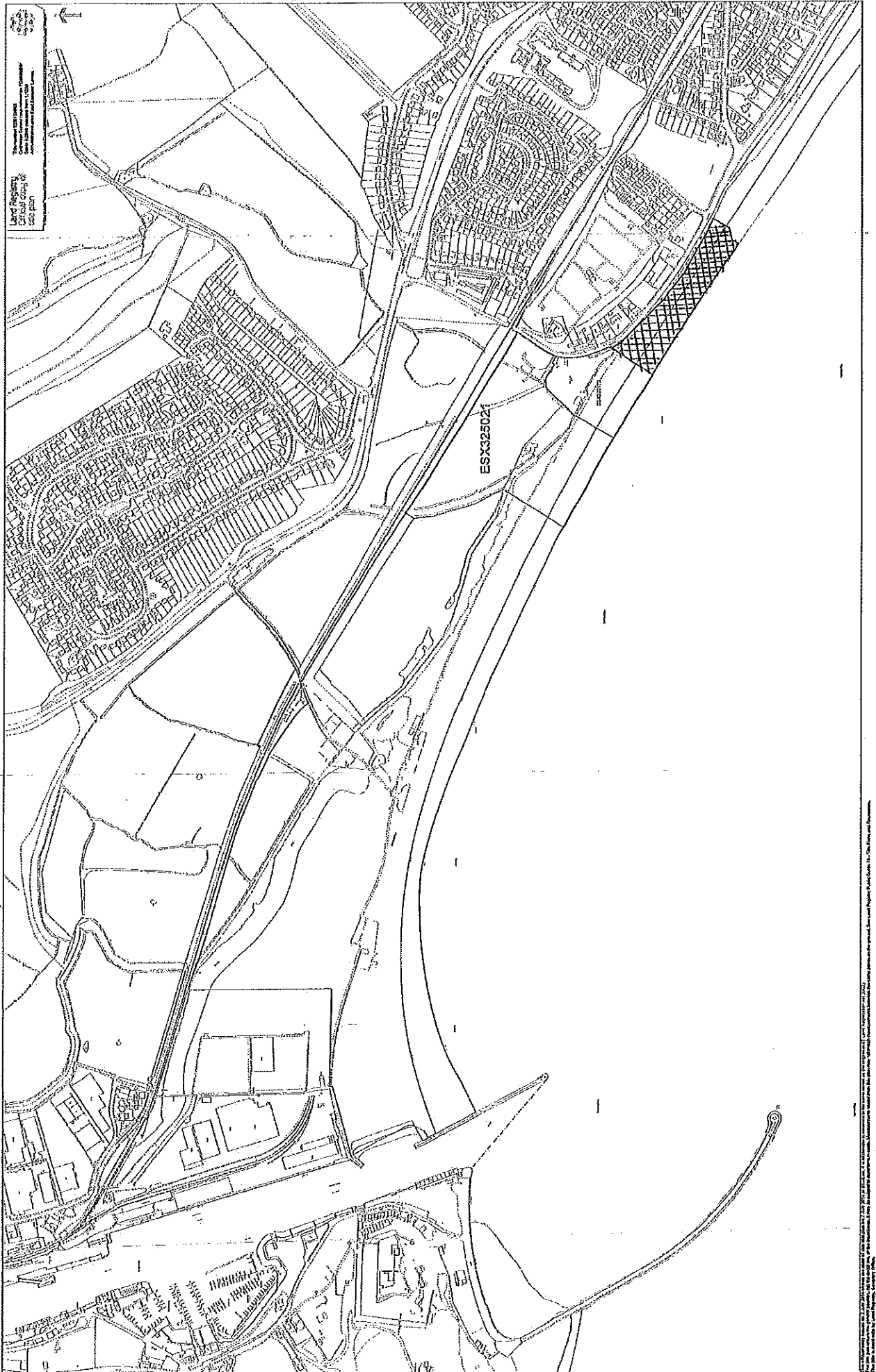
3. Contact Officer

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

Town Clerk



Report 175/15 Appendix A





Seaford Town Council

Report 177/15

Agenda Item No: 15
Date: 28 April 2016
Committee: Council
Title: Seaford Library - Public Seating
By: Ben King, Projects & Facilities Manager
Purpose of Report: To seek approval for the transfer of ownership of a new public seat outside Seaford Library, installed by East Sussex County Council.

Recommendations

You are recommended:

- 1. To consider approval for the transfer of ownership and future maintenance responsibility for the new public seat / art project 'Transparent Seaford' outside Seaford Library, after a 12 month maintenance period during which it will remain as East Sussex County Council property.**
-

1. Information

- 1.1** Councillors will be aware of the new public seating art piece that has recently been installed outside Seaford Library. The art piece was commissioned in 2014 following the development of a multi-site art project that included Seaford, Newhaven and Hastings libraries and was paid for by East Sussex County Council (ESCC) after a successful Arts Council funding bid.
- 1.2** In November 2013 this Council's Community Services Committee agreed in principle to accept the transfer of ownership to this Council subject to approval of designs and a Seaford Town Councillor was duly appointed to the selection committee for the project. It is considered normal practice to allow a 'maintenance period' before transfer of ownership of such an item, so any initial problems, if arising, can be dealt with before the Town Council take ownership.
- 1.3** This Council also contributed £100 towards the Seaford project; this was because seating had been specified in the design brief by ESCC as it would be a replacement for the Seaford Town Council owned bench that had previously been outside the old library building.
- 1.4** Feedback and recommendations were provided at the early stages by the Projects & Facilities Manager in relation to material specifications so that certain considerations could be made by artists in their design specification. The approval of designs however was to be a function of the selection committee. Further detail about the project development, the selection committee and selection process is included in the Project Summary shown in Appendix A provided by Sally Staples of ESCC.
- 1.5** After quite a lengthy process through the early Expressions of Interest, design selection and further development; then refinement of materials specifications and manufacturing, the seating was installed at the beginning of April this year.

- 1.6 Other than the feedback stages detailed above there were no other means of influencing the design or manufacture of the sculpture as the process was intended as a design led project where unique artistic licence was required.
- 1.7 There has been insufficient detail available that could be presented to the Council prior to this date; now with the seating installed this is an effective means of considering the transfer of ownership.
- 1.8 As with most street furniture or features there will be maintenance costs, these will include regular cleaning which could either be included with shelter cleaning or could be undertaken independently.
- 1.9 There will also be any reactive maintenance costs to repair or decorate any damage to component parts or the paint coatings of the main structure and regular wood treatment is required once or twice a year. Advice is currently being sought in relation to graffiti removal methods as well as protective coatings that can be added to aid the removal of graffiti if it does occur.
- 1.10 Considering the size, nature and cost of the seat it will also need to be insured in order to cover replacement costs in the event of large scale damage. Any general small scale damage and/or wear and tear could be met by maintenance budgets.
- 1.11 Members are recommended to consider the sculptures 'intrinsic value' as well as the associated maintenance and insurance costs and then consider if the transfer of ownership should be approved.

2. Financial Appraisal

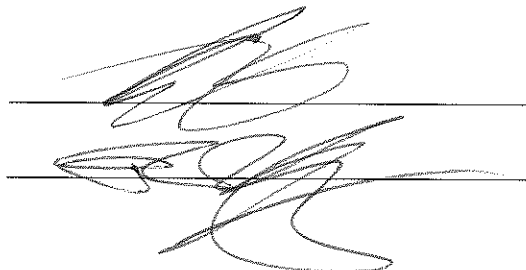
- 2.1 Cleaning costs will total approximately £80 per year for quarterly visits; wood treatment would total approximately £60 per year for two visits and these costs could be met from maintenance budgets in other open spaces.
- 2.2 Repairs are expected to be similar in cost to other street furniture or for example play area equipment. The paint itself is expected to be similar in cost to some of the higher specification paints that are often used on the Council's seafront assets.
- 2.3 The insurance premium cost for material damage totals £62 for the year and would be offset by the savings already made within the financial year across the Insurance cost codes.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk



Transparent Seaford

Report to Seaford Town Council

Sally Staples Cultural Strategy Manager Sally.staples@eastsussex.gov.uk
East Sussex County Council

East Sussex County Council secured funding from Arts Council England to commission three specially designed pieces of public art to add to three libraries in East Sussex. The project is called Transparent because two of the commissions will be on glass, the third (Seaford) revealed by glass.

The County Council, in consultation with Seaford Town Council, commissioned an artist-designed seating area for outside of Seaford library. This was in part to replace an existing bench which was removed when the previous library building was taken down to make room for the new building. The brief specified that the functionality of the bench was of particular importance as it is likely to be used by a high proportion of people with mobility challenges. Consequently the selection panel looked to commission an artist with experience of street furniture design who would take these particular requirements into account.

A call out for expressions of interest from artists was organised, with adverts placed locally and nationally. Artists were asked to submit examples of past work and a brief indication of what they might want to make. Three artists were shortlisted and asked to come up with specific proposals for the site. The selection panel then choose the final design. The selection panel was made up of three Seaford Library customers, a Seaford Town Councillor, one county councillor, one Youth Cabinet representative, one East Sussex Seniors Association representative, one East Sussex Disability Advisory Group representative, one senior library professional, one professional curator and a professional artist with a track record in creating public art. The artist Peter Yarwood was selected unanimously by the panel.

Peter Yarwood's Design

The core of the concept is a sculpture that acts as a conduit between the outside streetscape with its pedestrians, passers-by, and the Library and Warwick House). The shape of the seating is organic, aiming to achieve an "alive" quality and energy to the artwork.

The sculpture is composed in two sections that serve to frame one of the window panels of the library (though set back approximately 1-1.5m away from the building line). It is a bold yet welcoming sculptural seating with layers of content and meaning. The work is of sufficient height that it is visible from a distance, stretching above head level and over the top of most vehicles that pass by.

The night-time effect, will be a luminescent, phosphorescent coating which will have a "glow" and will be visible during the darkened hours of late evening, night time and early morning.

Materials used

The structure is constructed from mild steel (carbon steel) and is coated with a 3 Pac wet system, comprising of a Zinc rich prime coat, Base coat and Top coat The (physical) seating element itself will be of reclaimed seasoned Ash timber. The zinc rich wet priming of the structure, with the subsequent base and top coats, will afford a comparable barrier to corrosive element (see attachments for details of the three layers making up the powder coating). Most constructions within a marine environment will use treated steel as their core

material. The additional phosphorescent paint coating, is in itself a suitable sealing coat and has durability and resistance qualities similar to that of the more standard finishing coat. Coatings: data sheets attached are in sequence of application; first is the Prime coat, second is the Base coat and third is the Top coat.

Resilience and Durability

In designing the seat the artist has been asked to consider risks and ensure the design is resilient and durable.

Damage from general use and/or vandalism:

The top half of the sculpture will have a far higher structural resistance to movement, damage from public use and vandalism. Due to the nature of the shapes, the long extended sections may be vulnerable to wilful damage, as the lateral strength may not resist the unwanted attentions of someone intent on vandalism. The rigidity gained with mild steel greatly reduces this issue. Half-discs will be placed, spaced at determined intervals, to provide a level of deterrence from skateboarders. An element of the design is the disrupted/fragmented composition, this is not only an aesthetic consideration, but a conscious decision to minimise the mass of flat surface area liable to acts graffiti. The products used generally indicate the paint also has high level of fire resistance

Marine environment:

The choice of materials and construction takes into account both the corrosive effects of the sea air and the likelihood of strong coastal (storm) winds.

Cleaning and maintenance

A simple wash and wipe down without chemicals will usually be sufficient. A Non-abrasive hand cleaning for mild dirt and staining, with mild detergents and pressure washing if the staining is more marked.

Cleaning should only be necessary every 4 to 6 months, unless an excess of staining, discolouration, bird fouling, etc has occurred.

The wood of the seats will require oiling every 6 to 12 months.

Accessibility

In the design the seating level is set at 500mm from ground level (putting it on a par with seating heights of wheelchairs and mobility vehicles.

Rather than mobility bound users being outside of the seating or leaving their chairs to slide across onto the seating, the seating offers a real sense of inclusivity for wheelchair users with cut-away sections and void spaces in the seating plane which allow users to navigate into the spaces, putting themselves among the same seating lines and levels as other users, this way they are not made to stick out or be shunted to the periphery of unwelcoming street furniture.

Budget

The total project cost is £22,500. This has included £15,000 Artist's fee to include materials, delivery to site, installation and "Transparent" process, £1,000 Transparent process for additional educational events, £3,500 Finding the artist, managing the panel, evaluation and launch event, £2,000 Contingency. £20,000 of the budget was awarded via Arts Council England Lottery funding, £2,500 East Sussex County Council and £100 has been kindly given by Seaford Town Council

Attachments

Coating specification.



Seaford Town Council

Report 180/15

Agenda Item No:	16
Committee:	Council
Date:	28th April 2016
Title:	Adoption of Mission Statement and Strategic Objectives
By:	James Corrigan, Town Clerk
Purpose of Report:	To gain the adoption by the Council of the new Mission Statement and Strategic Objectives of the Council.

Recommendations

You are recommended:

- 1. To adopt the Mission Statement “Working together for Seaford” and the five strategic objectives, namely;**
 - To develop the cultural and economic well-being of the Town**
 - To improve the environment of the Town**
 - To improve and maintain the recreational facilities of the Town**
 - To help represent the needs of the community**
 - To practice good governance and fiscal responsibility**
 - 2. To adopt the strategic plan as set out in appendix A**
-

1. Information

- 1.1** The Town Council has not previously had a defined strategic approach to what it does. This was picked up as a weakness during the reviews of the Council in 2014. Not having a clear defined strategic objective led to confusion for both staff and Councillors as to what the organisation was aiming to achieve. There were many disparate policies and decisions taken but these were not collated to give a clear vision.
- 1.2** It was therefore agreed that it was important to develop a Mission Statement and Strategic Objectives for the Council in the first year of the new Council being elected. Town Councillors have therefore held two visioning meetings to discuss the primary objectives of the Council to support the Town of Seaford. The Councils employees have also reviewed this separately and with the Councillors.
- 1.3** The attached appendix A is a direct result of all the developmental work and represents a challenging but realistic set of targets going forward.

- 1.4 The key factor in developing such a set of objectives is that resources, especially officer time can be focussed on these objectives. Accordingly behind the main objectives document a more detailed set of documents is being developed to allocate responsibility for specific areas of work to various employees. These will be used by managers to monitor how we are doing against our objectives.
- 1.5 The main strategic Document will be referred to throughout the year within the Clerks report to monitor progress. It will also be referred to by other managers when reporting back to the various committees.
- 1.6 The impact of the new objectives will be that the Council should deliver more projects and operate more efficiently.

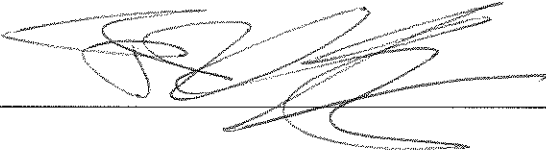
2. Financial Appraisal

There is no direct financial implication in adopting the Policy. However the various projects do have financial implications which are detailed in the Policy. Some of these have a cost implication some have an income implication.

3. Contact Officer

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

Town Clerk



Seaford Town Council Mission Statement and Strategic Objectives		"Working together for Seaford"		What will happen	How to measure success	Financial Implications	When?	Officers
Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers	
<ul style="list-style-type: none"> To develop the cultural and economic well-being of the Town 	<p>Seaford has a unique selling point namely the world famous views of the Coastguard Cottages and the seven sisters as well as the seafront of Seaford</p>	<p>Introduce new Brown Sign Scheme</p>	<p>Increased visitors to Seaford</p>	<p>New signs installed</p>	<p>£6,000 in EMR and £6,000 agreed from LDC</p>	<p>Dec-16</p>	<p>BK</p>	
		<p>Commence marketing Unique Seaford</p>	<p>Marketing leaflets produced USP Seaford Website created</p>	<p>Leaflets produced and distributed Website Produced</p>	<p>£2,000</p>	<p>Dec-17</p>	<p>EP</p>	
		<p>Develop South Hill Barn for commercial use*</p>	<p>Barn will be developed to enable it to be used for community use Permanent Concession will be built at Barn</p>	<p>Number of bookings at The Barn Construction of permanent concession</p>	<p>£150,000 from land sale</p>	<p>Dec-17</p>	<p>JRC</p>	
		<p>Promote presence of TIC</p>	<p>Increased visitors to TIC</p>	<p>Increase in users of the TIC</p>	<p>£0</p>	<p>Dec-16</p>	<p>BK</p>	
		<p>Construct log cabins for tourists at SHGC*</p>	<p>Improve external signage to 37 Church St and in particular the TIC Initially 4 log cabins will be constructed near SHGC with 10 being built eventually</p>	<p>New signage in place, improved awareness of TIC</p>	<p>£5000 (Partnership with LDC)</p>	<p>Apr-17</p>	<p>JC</p>	
		<p>Construction of entertainments area at Martello Tower</p>	<p>New entertainments area to be built on "the deck"</p>	<p>Entertainment area constructed</p>	<p>£15,000 from memorial bench sponsors</p>	<p>Dec-16</p>	<p>BK</p>	
		<p>Introduction of 40 new Beach Huts to the Seafront*</p>	<p>40 new beach huts will be located at a suitable location</p>	<p>Beach huts installed and rented / sold</p>	<p>£200,000 from land sale and £200,000 from sale of 10 beach huts</p>	<p>Dec-17</p>	<p>BK</p>	
		<p>Town Council facilitates with support Christmas Magic and increases numbers</p>	<p>Christmas Magic grows and is successful</p>	<p>Survey stall holders and permanent traders evaluate takings against previous year</p>	<p>£15,000 within budget</p>	<p>Feb-17</p>	<p>EP</p>	
		<p>Facilitate 25 events at the Martello Fields</p>	<p>Local Groups hold 25 events in accordance with events planner</p>	<p>Number of events in the year</p>	<p>£0</p>	<p>Apr-17</p>	<p>EP</p>	
		<p>Facilitate 2 event at The Salts</p>	<p>Local Groups hold 2 events in accordance with events planner</p>	<p>Number of events in the year</p>	<p>£0</p>	<p>Apr-17</p>	<p>EP</p>	
		<p>Facilitate 2 Events at Martello Entertainment area</p>	<p>Local Groups hold 2 events in accordance with events planner</p>	<p>Number of events in the year</p>	<p>£0</p>	<p>Apr-17</p>	<p>EP</p>	
		<p>Manages the number of Concessions on seafront</p>	<p>Secure agreement from LDC to delegate policy making and general management of seafront concessions to Seaford Town Council</p>	<p>Transfer of function to STC</p>	<p>£0</p>	<p>Dec-16</p>	<p>JRC</p>	
		<p>Include Commercial areas and hotel and holiday let areas within Neighbourhood plan *</p>	<p>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</p>	<p>Adopted of Neighbourhood plan with restrictions included</p>	<p>£0</p>	<p>Apr-17</p>	<p>JRC</p>	

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers		
<ul style="list-style-type: none"> To improve the environment of the Town 	<p>Particular attention will be paid to land STC owns and controls, 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	BK		
		Improve the Seaford of Seaford*	Development Plan created with Local Community support	Plan completed and adopted with support of local community	£0	Dec-16	BK		
		Plant 100 trees in Seaford	100 trees will be planted	Evaluate performance of Tree Wardens and STC	£0	Apr-18	EF		
		Plant 1000 whip trees in Seaford	1000 whip trees will be planted	Evaluate performance of Tree Wardens and STC	£0	Apr-17	EF		
		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				
		Develop and adopt a new Management plan for SHAR	New Management plan developed in partnership with Sussex Wildlife Trust	Plan adopted by STC and SWT	£5,000 for professional work				
		<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 \$106, £500,000 from land sales and grants	Dec-17	BK
				Regenerate The Crouch in line with Development plan*	Creates a Development Plan	Development Plan supported by local community adopted	£0	Dec-17	BK
				Regenerate Martello Fields in Line with Development Plan*	Complete regeneration in line with Crouch Development plan objectives	Measure against objectives in development plan	?	Jun-18	BK
				Complete a playing pitch strategy for the Town*	Consult with local sports teams and develop a plan	Development Plan supported by local community adopted	£0	Dec-17	BK
As the local voice for Seaford the Town Council can make representations on behalf of the Town on various issues	Make representations on planning applications in timely manner			Evaluate number of applications considered and responded to within prescribed time	£0	Apr-17	LC		
<ul style="list-style-type: none"> To help represent the needs of the community 	<p>Support the development of a Neighbourhood Plan</p>			With the support of Action in Rural Sussex and the local community NP will be adopted	Legal covenant to ensure retained as a car park	£36,000 from Revenue account through looking to reduce		Dec-18	JRC
				Negotiate with LDC to ensure future of car park is secured			£0	Apr-17	JRC

Strategic objective	Commentary	What to do (* = subject to consultation)	What will happen	How to measure success	Financial Implications	When?	Officers	
<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						
		Take Appropriate action on Internal Audit recommendations				£0	Jul-16	JRC, LC
		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, LC
		Generate golf course profit of £80,000	Consultation followed by possible land sales with receipts being used for major projects in Searford included in Strategic plan.	Profit achieved		£0	Apr-17	JRC, FM
		Generate capital income from surplus land sales*	The View marketing will attract additional users and bookings Officers given individual targets across range of services	Income of approximately £750,000 achieved		£5,000	Apr-18	JRC
		Generate The View Profit of £10,000		Profit achieved		£0	Apr-18	JRC, RM
		Make financial savings / increase in income over budget of £25,000		Savings achieved		£0	Apr-17	JRC
		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



Seaford Town Council

Report 178/15

Agenda Item No: 17
Date: 28 April 2016
Committee: Council
Title: Flood Defence Working Group Update Report
By: James Corrigan, Town Clerk
Purpose of Report: To present the update report from the Flood Defence Working Group.

Recommendations

You are recommended:

1. To consider the recommendations within the update report from the Flood Defence Working Group.
-

1. Information

- 1.1 At its meeting on 6th November 2014, the Council established a working group with the purpose to look in to the flood plan in place for Seaford and develop a strategy for the Council going forwards, reporting back to Full Council at a later date.
- 1.2 The Flood Defence Working Group have met regularly since then, holding two public events, and has now submitted its report for consideration by the Council; as attached at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

Report for Full Council from STC's Flood Defence Working Group for April 28th 2016 –

Members: Cllr S Adeniji
Cllr O Honeyman

Co-opted: Keith Blackburn (Community Partnership)
Ian Hodgson (ESCC – Emergency Planning Officer)
Sylvia Dunn
Sarah McStravick
Hilary Hampton
Nicola Mennie

Background:

The Working Group was set up by resolution in the 2015 Full Council Meeting, following the public flood defence meetings set up by the Community Partnership in October 2014.

At the Full council Meeting on the 9th of April 2015, it was agreed that the Working Group:

- 1) Plan an education day to reassure, educate and engage the public of the risks and contingency plans.
- 2) To look into the possibility of training Flood defence volunteers.

The group has met several times in the past few months and have achieved the objectives set for it by Full Council.

Education Action Day

The group organised a successful 'Community Stakeholders Evening' on the 14th of January in which over 55 representatives from the voluntary and community groups within the town attended. Following on from the event, the Seahaven Community Flood Fair took place on Saturday 23rd April. Both these events have helped to publicise the Seahaven Flood Plan; engage and reassure residents and highlight ways of protecting themselves and their property.

Seaford Community Flood Action Group

As a result of these two events a new group of volunteers has been created. The group which will be called "Seaford Community Flood Action Group" consist of volunteers working together to achieve the following aims

- Raise awareness of flood risks in Seaford.
- Identify the causes.
- Identify the actions needed to prevent further flooding and to work in Partnership with Local Authorities, Utilities and other statutory agencies to ensure those actions are taken.
- Work with the community and statutory agencies when flooding occurs in the town.
- Reassure and educate the community about the flood risks and how they can protect themselves.
- Signpost those at risk to the support available.
- Provide a support network tor individuals and communities affected by flooding.
- Review incidents and make recommendations to improve future flood protection.

Eventually, the Flood Action Group hope to build a network of volunteers to act as Flood Watchers or Wardens.

Conclusion

As the Seaford Town Council Flood Defence Working Group has met its objectives there is therefore no further need for this group to meet. The group will therefore be disbanded. The activities of reassuring, educating and engaging will be carried on by the newly formed Seaford Community Flood Action Group

Recommendations to Council:

1. That the council note the contents of this report
2. That the Council extends it gratitude to Ian Hodgson (LDC & ESCC – Emergency Planning Officer, who has worked tirelessly to support the group)

Sam Adeniji April 2016



Seaford Town Council

Report 179/15

Agenda Item No:	18
Committee:	Council
Date:	28 th April 2016
Title:	Bishopstone United Charities
By:	James Corrigan, Town Clerk
Purpose of Report:	To seek the Councils view on Seaford Town Councils future involvement with Bishopstone United Charities.

Recommendations

You are recommended:

- 1. To agree to officers approaching Bishopstone Charities with the offer to take over the Administration of the Charity initially at a charge of £35 per hour on condition that the charity moves towards a new constitution and undertakes a full due diligence review as outlined in the report. This will include surveyor report on properties, financial review and financial plan for the future.**
-

1. Information

- 1.1** The Town Council appoints two Councillors to sit on the Bishopstone United Charities which is an Alms-house charity for two properties in Bishopstone. It emerged after the recent appointment that these positions were as trustees, two of the three, the third being the local Vicar as per the constitution.
- 1.2** The current secretary to the Charity wants to retire from the role having given several years' service. In the past officers from Seaford Town Council have filled this role though it is believed this was in their own time and so not directly connected with the Council. This would explain the lack of paperwork in the Council offices to confirm it was run by the Council. However the Charity would like the Council to take over the running of the Charity.
- 1.3** The constitution whilst adequate and allowable by the Charity Commission as an existing Constitution would not be accepted as a new constitution if submitted now. One reason is the limited number of trustees which is three, specified as the Vicar and two Councillors.
- 1.4** The Constitution currently places no requirement on the Council other than to provide two Trustees.
- 1.5** The financial records of the Charity have not yet been viewed but a full review of the general income, assets, reserves and future liabilities would be needed for the Council to commit in any way to the running of the Charity.

- 1.6 Alms-house Charities are a specific branch of charities which it is understood there is support for if needed.
- 1.7 It would be unwise of the Council to become responsible for the Charity until it is fully aware of the status of the Charities finances and asset liabilities as well as its income levels. All of this information is not known at present.
- 1.8 Whilst this is a valid and important charity for a small number of residents, it is not within the Councils strategic priorities so should not take precedence over these in terms of officer time.
- 1.9 Accordingly if the Council were to become further involved it would be essential that this is undertaken by external consultants and a surveyor under the instruction of the Council but at the expense of the charity. No suitable consultant has been sourced yet however.
- 1.10 The actions needed are a full asset and financial review, constitution review and a basic financial plan for the future. The new constitution should then be developed and submitted to the Charity Commission for approval.
- 1.11 If the Council is to be responsible for the administration of the Charity in the future under the new constitution the easiest way for this to occur would be to make all the Councillors ex officio Trustees by virtue of their office, such position to be limited by guarantee so as to avoid any prospect of personal financial liability. The administration to be undertaken by the Council will be for a reasonable charge. This would enable some extra hours to be added to a part time contract to avoid any impact on the strategic objective work of the Council.
- 1.12 If the charity wishes Seaford Town Council to agree to take over the administration only of the Charity with immediate effect with a view to reviewing the estate, finances and the Constitution to move to a new Charity as outlined above this should be at an agreed hourly rate of £35.

2. Financial Appraisal

The financial implications for staffing hours could be initially significant to review all the financial records, evaluate the property needs and develop a future financial plan. Some of this work would be undertaken by a surveyor and some by a Charity Expert consultant. The cost for the surveyor it is estimated would be approximately £8000, the cost for the Charity Expert would be approximately £2000. These fees would have to be met by the charity.

The future administration of the charity should be between £500 - £1000 per annum.

The administrative support in the first year until the Charity is reviewed as outlined should be no more than £1500.

3. Contact Officer

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

Town Clerk