



## 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 29<sup>th</sup> October 2015** at **7.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
22<sup>nd</sup> October 2015

### 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 Planning & Highways Committee – 10<sup>th</sup> September 2015 (pages 3 to 6)

4.2 Full Council – 24<sup>th</sup> September 2015 (pages 7 to 17)

*Amended from the draft minutes with the removal of original paragraph C60.1 from page 33, as it was not necessary to specify which Councillors had been appointed.*

4.3 Planning & Highways Committee – 1<sup>st</sup> October 2015 (pages 18 to 22)

4.4 Finance & General Purposes Committee – 15<sup>th</sup> October 2015 (pages 23 to 24)

**5. Clerk's Report**

To consider report 101/15 presenting the Clerk's Report (pages 25 to 29).

**6. 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.

**7. Electoral Review of East Sussex County and Districts**

To consider report 97/15 regarding the Local Government Boundary Commission for England's electoral review of East Sussex County and District (pages 30 to 35).

**8. Policy Proposal Regarding the Salts Café**

To consider report 100/15 presenting a policy proposal regarding the Salts Café (pages 36 to 46).

**9. Hurdis House Progress Report**

To consider report 96/15 providing a progress report with Hurdis House and seeking decisions relating to Hurdis House (pages 47 to 48).

**10. Seaford Tree Wardens – Street Tree Planting**

To consider report 97/15 regarding seeking approval for street tree planting (pages 49 to 54).

**11. Insite WW1 Project Proposal**

To consider report 97/15 presenting a request for Council support with a WW1 project proposal in Seaford (pages 55 to 61).

**12. Solar Panels at The View, Seaford Head**

To consider report 104/15 regarding the installation of solar panels at Seaford Head (pages 62 to 63).

**13. Police Report**

To note the contents of the written report by Police Sergeant Stuart Mullins circulated to all members; unfortunately Sgt Mullins has had to give his apologies for this meeting as he is unable to attend.

**14. Exclusion of the Press and Public**

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 15 & 16 on the agenda as the items concern personnel matters and discussions regarding Council assets which shall remain confidential at this point in time.

**15. Update on Council Property & Overpayment of Salary**

To consider exempt report 103/15 providing an update on Council property and seeking decisions regarding an overpayment of salary (exempt pages 64 to 66).

**16. Review of Council Assets**

To consider exempt report 102/15 with regards to a review of the Council's assets (exempt pages 67 to 70).

**For further information about items appearing on this Agenda please contact:**  
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Email: [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)  
Telephone: 01323 894 870

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



## 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 10<sup>th</sup> September 2015** at **7.00 pm**.

#### **Present:**

Councillor R Honeyman (Vice Chairman)

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

Lucy Clark, Support Services Manager – Seaford Town Council

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

5 members of the public

#### **P33/9/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor L Wallraven.

#### **P34/9/15 Disclosure of Interests**

Councillor Honeyman declared a non-pecuniary interest in agenda item 5, stating that as an East Sussex County Council Officer he felt it would be inappropriate for him to vote on decisions relating to the proposals.

#### **P35/9/15 Public Participation**

*Ernie Hill*

*Requested it be noted that once again Councillors have failed to arrange substitutions for their absences.*

Vice Chairman

Confirmed that his comments are noted.

*Julia Warren*

*Regarding Agenda item 5 stated that the seafront is a public amenity and should be for all to use, not just the chosen few and that we should make an effort to keep the town busy. The proposed permit holder spaces along the Seafront would have a detrimental effect on the town as a whole and that it would spread like a disease causing the same problems as in Newhaven. Parking should be free like the towns of Uckfield and Hailsham.*

Vice Chairman

Noted her comments on the matter and said that the Committee will take this into consideration when making their decision on the proposal.

*Roger Foxwell*

*Stated that he supports the above comments. With regards to Agenda items 7 & 8, he was disappointed not to see any Seaford Town Councillors attending the Public Road Show on Tuesday 8<sup>th</sup> September as there were many important points raised. He was also disappointed that there has not been a meeting regarding the Neighbourhood Plan as yet.*

Vice Chairman                      Thanked Mr Foxwell for his comments and said that this would be discussed further when the Committee reach these agenda items.

**P36/9/15      Planning Applications**

Planning Applications week ending 14<sup>th</sup> August 2015

**Seaford                      Ancey Catholic Primary School Sutton Avenue Seaford East**  
LW/15/061                      **Sussex BN25 4LF**  
8                                      Planning Application - Erection of extensions housing a new work room for staff and a new chair store with some internal reconfiguration for The Governors of Ancey Catholic Primary School

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

South Downs National Park Planning Applications week ending 18<sup>th</sup> August 2015

**Seaford                      New Barn, Silver Lane, Bishopstone Village**  
SDNP/15/0                      Listed Building – Alterations to byre roof relating to listed building  
3718/LIS                              consent SDNP/12/05880/LIS

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

Planning Applications week ending 21<sup>st</sup> August 2015

**Seaford                      6 Antony Close Bishopstone**  
LW/15/065                      Planning Application - Erection of a conservatory to the rear of the  
6                                      property for Mr Coxhead

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

Planning Applications week ending 28<sup>th</sup> August 2015

No planning applications to consider in respect of Seaford.

**P37/9/15      East Sussex County Council Parking and Waiting Restriction Proposals**

Members considered the proposals in report 67/15.

The Committee agreed to decide on a recommendation for each proposal separately.

LS15 009                      It was **RESOLVED** to **OBJECT** to the proposed change of use from 12 hours Limited Waiting bays to Permit Holders Only as any type of permit would be detrimental to the Town. There is currently existing parking for the majority of the residents and the Committee questions whether the residents have been consulted of these plans.

The Committee **RESOLVED** to make **NO OBJECTION** to the proposed No Waiting At Any Time to replace part of 12 hours Limited Waiting bays or to Remove existing Blue Badge Holders Only Bay.

- LS15 011 It was **RESOLVED** to make **NO OBJECTION** to these proposals subject to zig zag marking for the Proposed School Keep Clear No Stopping being on both sides of the road so as to be fully effective and that appropriate signage is installed to enforce it and to also ensure that buses are still able to stop.
- LS15 013 It was **RESOLVED** to make **NO OBJECTION** to these proposals subject to zig zag marking for the Proposed School Keep Clear No Stopping being on both sides of the road so as to be fully effective and that appropriate signage is installed to enforce it.
- LS15 014 It was **RESOLVED** to make **NO OBJECTION** to these proposals subject to zig zag marking for the Proposed School Keep Clear No Stopping being on both sides of the road so as to be fully effective and that appropriate signage is installed to enforce it.
- LS15 035 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 036 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 037 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 038 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 039 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 040 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 041 It was **RESOLVED** to make **NO OBJECTION** to these proposals.
- LS15 042 It was **RESOLVED** to make **NO OBJECTION** to these proposals subject to zig zag marking for the Proposed School Keep Clear No Stopping being on both sides of the road so as to be fully effective and that appropriate signage is installed to enforce it.
- LS15 043 It was **RESOLVED** to make **NO OBJECTION** to these proposals.

**P38/9/15 Outcome of Appeal of Proposed Stopping-up Order – North End of Antony Close**

Members **NOTED** the contents of report 68/15

**P39/9/15 South Downs Local Plan: Preferred Options Consultation**

Members **NOTED** the existence of the South Downs Local Plan: Preferred Options.

It was **RESOLVED** to arrange a meeting open to all Seaford Town Councillors to review the consultation documents prior to the Planning & Highways Committee meeting on 1<sup>st</sup> October 2015.

**P40/9/15 South Downs Community Infrastructure Levy: Draft Charging Schedule Consultation**

Members **NOTED** the existence of the South Downs Community Infrastructure Levy: Draft Charging Schedule Consultation.

It was **RESOLVED** to arrange a meeting open to all Seaford Town Councillors to review the consultation documents prior to the Planning & Highways Committee meeting on 1<sup>st</sup> October 2015.

**P41/9/15 Update Report**

Members noted the contents of report 69/15

It was **RESOLVED** to request that Council Officers look into further training for the Planning Committee in particular to the correct terminology.

It was **RESOLVED** to **INSTRUCT** Council Officers to ask LDC to clarify that the works on TW/0046/TPO were reviewed by a qualified professional before their decision was made.

The meeting closed at 8:03pm.

Councillor R Honeyman  
Vice Chairman



## Seaford Town Council

**MINUTES** of a Meeting of the Full Council held at the Council Chambers, 37 Church Street, Seaford on **Thursday 24<sup>th</sup> September 2015** at 7.00pm.

**Present:**

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

Police Sergeant Stuart Mullins – Sussex Police

James Corrigan, Town Clerk – Seaford Town Council

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

10 members of the public.

**C48/09/15 Apologies for Absence**

Apologies for absence were received from Councillors R Chambers, M Lambert and D Silvey-Adam.

**C49/09/15 Disclosure of Interests**

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

**C50/09/15 Public Participation**

*Vanessa  
Lawrence*

*Asked whether the Council would be questioning Lewes District Council about the management of the Tourist Information Centre (TIC) as a result of the persistent closures that have been going on for some time. Asked why staff from Seaford are being utilised to ensure the Lewes TIC does not close. Expressed concerns with the District Council's Tourism Strategy.*

Town Clerk

*Questioned whether the Council would look to recoup costs from members of the Council at the time that the business plan for Seaford Head Golf Clubhouse was not disclosed. The non-disclosure of which has in turn lead to an increased financial burden on the town and inaccurate budgeting.*

The Town Council has been in contact with Lewes District Council about the TIC and has stressed the need for the centre to be kept open. They did have a member of staff resign, which has caused the most recent staff shortage problems but are now undertaking a recruitment drive. The Town Council has voiced its concerns regarding the Tourism Strategy with the District Council and are monitoring the proposal to change to an unmanned service. Going forwards there should be very few instances of TIC being shut.

With regards to the budgeting at the golf clubhouse, the Council did ask for the project plan that a former employee had created, as this would have assisted in the budgeting process, but were informed that upon leaving it had been destroyed as it was created

on their personal computer in their own time. With necessary spends not being taken in to account during the budgeting process this has inevitably financially caused problems.

*Fiona House*

*With regards to item 22 on the agenda, Seaford Volunteer Network, asked if the Council would consider using the infrastructure that is already in place, namely through Seaford Community Events Committee and the Facebook Group 'Seaford Volunteer Emergency Team'. Offered to assist in any way she can with progressing this.*

*Frome has solar panels on many of its town amenities; is this something the Council has or would consider for its properties i.e. Church Street, the Salts Café, the golf clubhouse. This would bring savings on the utility bills at the sites. Again, offered assistance with this in any way.*

*Questioned whether the Council would be creating a Safeguarding Policy. The Council has lots of interaction with community groups, including many vulnerable people.*

Town Clerk

Will put forward the recommendation regarding the Seaford Volunteer Network when that item is being discussed later on the agenda.

Solar panels require an amount of capital funding to install, which at this point in time the Council does not have. With Church Street the Council pay a flat rate rent to the Police so would not benefit from solar panels and any paybacks they may bring. This is an option that will be looked at for the golf clubhouse however.

Will look in to the option of a Safeguarding Policy.

*Sarah McStravick*

*Recommended that the Council consider option 2 of agenda item 15 regarding the Neighbourhood Plan Working Group report, with an immediate start on the process. Feels the Council should look at co-opting laypeople with the necessary expertise, knowledge and background, and similarly the councillors on the steering group should have prior planning knowledge.*

*Sylvia Dunn*

*Asked for an update on the actions that were set at the Special Council meeting on 19<sup>th</sup> August.*

*Questioned whether the removal of the painting, as per item 1.19 of the Clerk's Report, is potentially of a criminal nature and should be taken to the Police. Asked whether the Council has a policy in place regarding staff and councillors receiving gifts in an official capacity.*

*Asked for clarification that members travel expenses are only paid for travel outside of Seaford.*

Town Clerk

Due to changes in legislation members are legally entitled to claim travel expenses within the parish. Councils can however resolve not to allow expense claims of this nature; it is discretionary.

Further to the Special Council meeting, a letter has been written to Lewes District Council; we are told to expect a response by 30<sup>th</sup>



September. A letter has also been written to the Secretary of State; a response is awaited. Liaison has started with other local Clerks to look in to what can be achieved by working together. Some meetings have also been held with local community groups that are keen to get involved as well.

The item regarding the Council property will need to be dealt with under an exclusion of the press and public due to being a confidential personnel matter.

*Fiona House* *Questioned whether members can only claim travel expenses when they have been required to attend an engagement in an official capacity.*

Town Clerk Confirmed that this is the case. Pointed out that any members expenses claimed must legally be published at the end of the Council's Financial Year.

*Bob Gower* *Raised a question regarding East Sussex County Council's Parking & Waiting Restriction Consultation and whether the Town Council had intentions to enquire about the parking permits proposed for the Esplanade. These permits would replace 38 parking spaces that are currently 12 hour waiting spaces.*

Town Clerk The Council considered a response to the consultation at its last Planning & Highways Committee meeting on 10<sup>th</sup> September.

*Roger Foxwell* *Expressed his dissatisfaction with the way in which the Salts play area is progressing, the manner and method in which the contractors are undertaking the work and the management of the contract. He has read the specification and quote from the contractor and is concerned that parts of these are not being adhered to; including the bark not being removed from the site, which may be causing the turf to not take properly, and lumps of hardcore and wood being put inside the mounds when they too should be removed off site. Feels strongly that the Councillors need to discuss the situation on the site and decide how to rectify this. He also has concerns with the safety of the site, having seen a fencing pin sticking out at an angle across a footpath.*

*Questioned whether the Councillors have done enough research in addition to the documents forming the agenda item to put them in a position to make a decision on the Neighbourhood Plan item on the agenda. Concerned that 18 months if using a specialist organisation is an unrealistic timeframe.*

Town Clerk Council Officers are on site most days monitoring the work and are in contact with the contractors continually. No payment for the works is being made to the contractors until the work is done according to the contract. At the end of the work an independent investigation will be carried out, at the expense of the contractor, to see if the finished product is in line with the contract. If it is deemed not to be then the Council will refuse to make payment.

Safety is part of the reason why Council Officers are attending the site most days. Rospa (The Royal Society for the Prevention of

Accidents) did sign the site off as safe to be opened. The Council will however continue to monitor the safety of the site.

It was confirmed that there has been two formal complaints in writing regarding the Salts.

*Debbie Ward* Thanked those councillors who assisted after the flooding along Brooklyn Road last month.

*Questioned whether Central Ward Councillor, Debbie Silvey-Adam, legally had to attend a certain number of meetings.*

*Seaford Residents Voice wishes to formally ask the Town Council to get legal advice to assess whether there is an option to challenge on legal grounds the proposals by the District Council for the Buckle Car Park site.*

Town Clerk Councillors must attend at least one meeting in a six month period or they are automatically disqualified. Councillor Silvey-Adam last attended a meeting on 2<sup>nd</sup> June 2015. The Council can make a resolution to extend the absence of a Councillor upon a written request being received but this must be resolved before the end of the six month period.

The actions from the Special Meeting have been carried out and at this stage there are no plans for the Council to discuss this further. Talks are happening with other Town Clerks, which will include discussions on any legal challenge. The cost implications however of a legal challenge are vast. There are other avenues to consider, such as the site being registered for consideration as a community asset, thanks to the voluntary assistance of Fiona House, and the implications if the Environment Agency does not give up the lease for its part of the site.

## C51/09/15 Minutes

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

**C51.1** Planning & Highways – 18<sup>th</sup> June 2015

**C51.2** Full Council – 25<sup>th</sup> June 2015

**C51.3** Finance & General Purposes – 2<sup>nd</sup> July 2015

Amendment to draft minutes on page 5, ref F07.3.

**C51.4** Planning & Highways – 9<sup>th</sup> July 2015

Amendment to draft minutes with updated page numbers.

**C51.5** Planning & Highways – 30<sup>th</sup> July 2015

**C51.6** Full Council (Special) – 19<sup>th</sup> August 2015

Amendments to draft minutes as follows:

Page 24, para 12, ‘alternative sites’

Page 25, para 4, ‘Alfriston Road area with the petition launched by the’

**C51.7** Planning & Highways – 20<sup>th</sup> August 2015

**C51.8** Golf – 1<sup>st</sup> September 2015

Amendment to the draft minutes on page 3, ref G11 para 1; it was a birthday party cancelled not a Christmas meal.

**C52/09/15 Mayor's Report**

It was **RESOLVED** to **NOTE** the contents of the Mayor's report and details of the Mayoral engagements as per report 79/15.

**C53/09/15 Young Mayor's Report**

It was **RESOLVED** to **NOTE** the contents of the Young Mayor's report as per report 80/15.

**C54/09/15 Clerk's Report**

**C54.1** The Clerk confirmed that it would not be possible for the Council to consider closing the Salts play area to allow works to be expedited, as this was not a matter for decision informed on the agenda as required by the Local Government Act 1972. That said, the contractors have been informed that when they carry out their risk assessments, if they feel it necessary they may close the site. Council Officers also continue to monitor the site daily. The Council has suggested the contractor work on the whole site at once, having more staff carrying out the work to get it finished sooner, but this suggestion cannot be enforced.

**C54.3** Members discussed the figure of litigation at section 1.28, the priorities set to the Clerk, the procedure for taking bookings for The View at Seaford Head, having a new report to the Golf Committee detailing any customer concerns/queries/feedback received from The View and arranging for the councillors to have a look around Hurdis House to familiarise themselves with the building once the work has been completed.

**C54.3** It was **RESOLVED** to **DEFER** consideration of recommendation 1 of the report, concerning item 1.19 (not 1.26 as stated in the report), under an exclusion of press and public at the end of the meeting, along with a discussion on the request to have a briefing session arranged for all councillors on item 1.28 of the report.

**C54.4** It was **RESOLVED** to **NOTE** the content of the report and to **AGREE** to the Clerk's priorities, with the following additions:

- i. Progressing the actions set during the Special Council Meeting on 19<sup>th</sup> August 2015 regarding the Buckle Car Park site.
- ii. Creating a procedure for staff and councillors to refer to when flooding occurs in the town.

**C55/09/15 District & County Council Update**

*Councillor Olivia Honeyman (Lewes District Council)*

Work is being looked at for the chapel at Seaford Cemetery, which will include refurbishing all the pews, and possibly the toilet facilities; however there is no budget for any work on the toilets. They may look at putting in a portacabin which would have disabled access.

Seaford is included in an article regarding Impact Seaford in the most recent District News edition.

*Councillor Sam Adeniji (Lewes District Council)*

Has received a copy of the New Homes contract from Lewes District Council; this is a confidential document so he is unable to share this. The Chief Executive of the District Council has agreed to meet with him to go through the contract in more detail and answer any questions he may have.

Confirmed that he has been given assurance that the Impact Seaford group will continue despite the change in Leader of Lewes District Council.

**C56/09/15 Police Report**

Police Sergeant Stuart Mullins gave a verbal presentation from his written report that had been supplied to members in advance of the meeting.

Sergeant Mullins will look in to whether any Halloween safety initiatives are being run this year i.e. stickers for properties not wishing to take part in trick or treating.

*(Sergeant Mullins exited the meeting.)*

**C57/09/15 Committee Membership**

Members considered report 60/15.

It was **RESOLVED** to **APPROVE** amendments to Committee Membership as set out below:

Community Services: Councillor I Murray has joined.

Finance & General Purposes: Councillor R Hayder has joined.

Councillor P Lower is appointed as Vice-Chair.

Golf: Councillor L Worcester has joined.

**C58/09/15 Christmas Shutdown**

Members considered report 62/15.

It was clarified that any members of staff wishing to work on their usual contracted days of work during the above period may do so however the offices will remain closed to the public. If members of staff are working a whole day in this period they will be requested to send an email to let councillors know in case there is any non-emergency support they need.

Operations at The View and the Golf Course at Seaford Head will continue uninterrupted with the exception of Christmas Day.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 5pm on Wednesday 23<sup>rd</sup> December 2015 to Sunday 3<sup>rd</sup> January 2016 inclusive.

**C59/09/15 Council Meeting Date**

Members considered report 66/15.

It was **RESOLVED** to **APPROVE** changing the date of the next Full Council meeting to Thursday 29<sup>th</sup> October 2015.

**C60/09/15 Co-operative Bank – Change of Signatories**

Members considered report 65/15.

**C60.1** It was **RESOLVED** to **AGREE** the resolution set out in 1.3 of the report (below) to comply with the Co-operative Bank requirement for the change of account signatories and authorisation:

- The Co-operative Bank p.l.c. (“the bank”) shall continue as our bankers in accordance with our original application.
- The bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of new account(s), the arranging of facilities and creation of security)
- The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such a payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b.
- The bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the account signatories Section 4b.
- The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
- The bank shall be sent a copy of any changes in our Memorandum and Articles of Association /Regulations constitution, rule book or byelaws.
- The bank shall be notified in writing of any change of Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list.
- The bank shall be notified in writing of any change of official authorised to sign on our behalf.
- The bank shall otherwise continue to operate our account(s) in accordance with the business account mandate.
- The bank shall be notified in writing of any overall change of control in the business.
- All signatories to the account are aged 18 or over.
- In the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft

being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for Additional Named Individual to draw on account

We authorise and request that until you receive written notice from any one of us to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by us and on our behalf:

- To draw, sign and endorse cheques and other orders for payment on our account(s) with you.
- To draw, sign, accept and endorse bills of exchange and promissory notices on our account(s) with you.
- To receive cheques, statements and other vouchers relating to our account(s) with you.
- To withdraw all or any of our securities, documents or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on our account(s).
- To arrange terms with you for the negotiation or discount of any documents.
- To negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security.
- To charge, pledge and deposit with you any of our property upon such terms as you may require to secure the payment or discharge to you on demand all monies and liabilities which shall for the time being (and whether on or at any time after such demand) be due owing or incurred to you by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges.
- Generally to act on our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with our account(s) with you now or in the future.
- To act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as abovementioned notwithstanding that any such payment may cause our said account(s) to be overdrawn or may increase any existing overdraft.

**C60.2** It was **RESOLVED** to **AGREE** the removal of previous signatories that remain on the bank account as follows: Mr P Franklin, Ms M Buck, Ms S McStravick, Mr B Warren, Mr I White, Mr A Hayder, Mr A Hamilton, Mr S Gauntlet, Mr RW Allen, Ms M Scarfe, Mr B Groves, Mr A Campbell, Ms S Dunn, Mr T Goodman, Mr P Heseltine and Mr A White.

**C61/09/15 Outside Bodies Review**

Members considered report 61/15.

- C61.1** It was **RESOLVED** to **ADOPT** the draft Council Representation on Outside Bodies policy with an amendment to section 4 of the policy to state that the minutes of the outside body's meeting will only be shared where the body is in agreement with this.
- C61.2** It was **RESOLVED** to **NOTE** the contents of the Outside Bodies Review and the removal of East Sussex Association of Local Councils.
- C61.3** It was **RESOLVED** to **APPOINT** the following representatives to additional outside bodies:
- i. Christmas Magic Committee: Councillor S Adeniji
  - ii. Community Exchange Project: Councillor P Boorman\*
  - iii. Crouch Bowling Club: Councillor A Latham
  - iv. Seaford Allotment & Leisure Garden Society: Councillors P Lower
  - v. Seaford Cricket Club: Councillors S Adeniji
  - vi. Seaford Head Golf Club: Councillors L Freeman
  - vii. Seaford Football Club: Councillor R Honeyman\*
  - viii. Seaford Musical Theatre/Barn Theatre: Councillors M Brown and C Campbell (will share the representation)
  - ix. Seaford Rugby Football Club: Councillor A McLean\*

Those marked with an asterisk are still awaiting a response from the club/organisation as to whether they are willing to have a Council representative.

- C61.4** It was **RESOLVED** to **APPROVE** Council Officers no longer allocating time to attend and produce minutes of two liaison meetings as per section 1.11 and 1.12 of the report.

**C62/09/15 Neighbourhood Plan Working Group Report**

Members considered report 72/15.

- C62.1** It was **RESOLVED** to **PROCEED** with option 1 of the report in appointing a specialist organisation to control and facilitate the plan, asking Action in Rural Sussex to go out to tender to get a suitable contractor to carry out the creation of a Neighbourhood Plan, drawing up a specification to do so, and ensuring the tender process adheres to the Council's Financial Regulations.
- C62.2** It was **RESOLVED** to **AGREE** to commence the project immediately.
- C62.3** It was **RESOLVED** to **APPOINT** Councillors M Brown and L Freeman to the steering group and that the current Neighbourhood Plan Working Group would continue to operate with its current membership: Councillors S Adeniji, M Brown, R Chambers, L Freeman, R Hayder, R Honeyman and P Lower and the addition of L Worcester.

**C63/09/15 Freedom of Information & Data Protection Request Procedure**

Members considered report 74/15.

It was **RESOLVED** to **ADOPT** the revised Freedom of Information & Data Protection Request Procedure as presented.

**C64/09/15 Council's Publication Scheme**

Members considered report 73/15.

It was **RESOLVED** to **ADOPT** the revised Publication Scheme as presented.

*(a short break was taken from 9.00-9.07pm)*

**C65/09/15 Coastal Communities Bid**

Members considered report 81/15.

It was **RESOLVED** to **NOTE** the report providing an update on the Coastal Communities Bids.

**C66/09/15 Data Protection Policy**

Members considered report 83/15.

It was **RESOLVED** to **ADOPT** the Data Protection Policy with an amendment to Appendix A of the policy, final paragraph; removal of the final sentence and replacement with 'Such notes must be shredded or disposed of in the confidential waste paper bags within the office.'

**C67/09/15 Planning & Highways Policy**

Members considered report 84/15.

It was **RESOLVED** to **ADOPT** the Planning & Highways Policy with the following amendments:

- i. Clarity on whether it refers to the Town Council or District Council where it states 'the Council', and
- ii. The removal of the list of priorities at section 3.3.i as the list will be recorded in Appendix B, which will be a working document that the Planning & Highways Committee use and can make recommendations to Council to amend going forwards, furthermore amending the wording at 3.3.i, ii & iii to reflect the above change.

**C68/09/15 Members Allowance Policy**

Members considered report 82/15.

It was **RESOLVED** to **ADOPT** the Members Allowance Policy with the following amendments:

- i. Inclusion of no travel expense claims being made for travel within the town boundaries;
- ii. Inclusion of public transport and accommodation expense claims, where the most reasonable price has been sourced and upon receipts being produced.

**C69/09/15 Seaford Volunteer Network**

Members considered report 85/15.



It was **RESOLVED** to **INSTRUCT** Council Officers to look at options for an online volunteer 'marketplace' in line with the suggestions in report 85/15 and liaising with existing networks where possible.

**C70/09/15 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on deferred item 7 on the agenda as the item concerns confidential personnel matters.

*(All remaining members of the public exited the meeting at 9.42pm)*

**C71/09/15 Clerk's Report**

**C71.1** Members considered item 1.19 of report 78/15.

It was **RESOLVED** to **INSTRUCT** the Chairman to follow up on Council Officers emails with regards to the Council property.

**C71.2** Members considered item 1.28 of report 78/15.

It was **RESOLVED** to **AGREE** that the Town Clerk provide members with a briefing session on the timeline and facts leading up to and including the recent successful defence at Employment Tribunal.

The meeting closed at 10.15pm.

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 1<sup>st</sup> October 2015** at **7.00 pm**.

**Present:**

Councillor L Wallraven (Chairman)

Councillor R Honeyman (Vice Chairman)

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

James Corrigan, Town Clerk – Seaford Town Council

Elizabeth Harvey, Finance Administration Assistant – Seaford Town Council (Minutes)

7 members of the public.

**P42/10/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor M.Lambert.

**P43/10/15 Disclosure of Interests**

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

**P44/10/15 Public Participation**

There was no public participation.

**P45/10/15 Planning Applications**

Planning Applications week ending 4<sup>th</sup> September 2015

**Seaford**

LW/15/0608

**Grafton, Surrey Road**

Planning Application - Erection of new driveway and side gates for Trails For Tails

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

**Seaford**

LW/15/0632

**Longdean, 53 Firle Road**

Planning Application - Extension to existing dwelling to form new double garage and existing garage to be converted to form additional habitable use for Mr & Mrs P Clarke

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

Planning Applications week ending 11<sup>th</sup> September 2015

**Seaford**            **7 Grove Road**  
LW/15/0685    Planning Application - Erection of a single storey rear extension for Mr D Kneller

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

**Seaford**            **Land Adjoining 5 Vale Road**  
LW/15/0692    Planning Application - Erection of a two bed attached house with two off street parking spaces for Mr S Powney

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

Planning Applications week ending 18<sup>th</sup> September 2015

**Seaford**            **18 Clinton Place**  
LW/15/0591    Planning Application - Change windows and door from wood to acoustic PVC to match existing for Gramm Barrier Systems Ltd

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

**Seaford**            **77 North Way**  
LW/15/0665    Planning Application - First floor extension to front for Mrs H Howlett

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

**Seaford**            **6 Firlc Grange**  
LW/15/0689    Planning Application - Single storey rear extension to garage for Mr K Johnson

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

**Seaford**            **15 Highlands Road**  
LW/15/0694    Planning Application - Erection of a two storey side extension for Mr S Rajput

*Gaynor Grant*        *Strongly objects to the application on the grounds of being total over development, out of character, unsightly, creating parking issues and increased traffic.*

*Catherine Morris*    *Believes the application is unneighbourly and unsightly.*

*Joanna Swift*        *Objects to the application on the grounds of it being overdeveloped and an increasing number of residents at one property. It will add to traffic and parking issues in the area. It is also noted that there has been removal of mature trees assumingly without proper permission.*

*Sarah Grant*        *With knocked down fencing, no privacy currently to own garden and if the development is allowed then it will be built with a view straight into her bathroom.*

The members considered the application and comments from members of the public and put forward a proposal to object.

A **RECORDED VOTE** was requested:

Cllr D Argent For  
Cllr D Burchett For  
Cllr R Honeyman Against  
Cllr A Latham For  
Cllr P Lower Against  
Cllr A McLean Against  
Cllr L Wallraven Abstained (as a Lewes District Council Planning Committee member)  
Cllr L Worcester For

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

It was **RESOLVED** to **OBJECT** on the grounds of the loss of privacy, overlooking and overshadowing of neighbouring properties. Furthermore being out of character and causing a visual effect on the area. Finally the issues that would be caused by increased parking demands and the noise disturbance by extra traffic.

**Seaford** **62 Cuckmere Road**  
LW/15/0695 Planning Application - Erection of first floor extension to the rear for Mr & Mrs Cooper

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

**Seaford** **35 Steyne Road**  
LW/15/0708 Listed Building Consent Application - Replacement and repair of roof & lintel of bay window at front for Mrs J Deakin

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

**Seaford** **6 Buckle Rise**  
LW/15/0714 Planning Application - Demolition of existing dwelling and out buildings and replacement with new dwelling and double garage for Mrs Sharif

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

**Seaford** **4 West Dean Rise**  
LW/15/0716 Planning Application - Erection of conservatory at rear of property for Miss R Carron

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

**Seaford** **3 Blatchington Road**  
LW/15/0719 Planning Application - Conversion of garage into habitable room with first floor extension over (resubmission of LW/15/0163) for Mrs D Hearnden

It was **RESOLVED** to **OBJECT** on the grounds of being over

development and out of character to the listed building.

**Seaford**                    **11A Rookery Way Bishopstone**  
LW/15/0722                Planning Application - Erection of conservatory to front of property  
for Mrs M Cook

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

**Seaford**                    **16 Manor Road North**  
LW/15/0738                Planning Application - Erection of a single storey rear extension for  
Mr R Smith

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

South Downs National Park Planning Applications week ending 22<sup>nd</sup> September 2015

**Seaford**                    **The Downs, The Street, Bishopstone Village**  
SDNP/15/04                Planning Application - Erection of a two storey rear extension  
400/HOUS

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

Tree Works Applications

**Seaford**                    **6 Barn Close**  
TW/15/0073                2 x Ash (T19 and T20 of the Order) – Fell  
/TPO

It was **RESOLVED** to **OBJECT** on the grounds of no expert report  
being attached to the plans and lack of suggestion on replacement  
trees.

**Seaford**                    **1 The Crouch, Crouch Lane**  
TW/15/0076/                3 x Sycamore – Remove Tree and Stump  
TCA

It was **RESOLVED** to **OBJECT** on the grounds of a loss of visual  
amenity and lack of reasonable grounds to remove the trees.

**P46/10/15 South Downs Local Plan: Preferred Options Consultation.**

Members considered report 86/15 and **RESOLVED** to **SUBMIT** the following response:-

South Downs Local Plan: Preferred Options

- i. That site LE094 is suitable for housing and that the adjoining agricultural land (west) be considered as well. Only if sufficient agricultural land to the west of the site is purchased for future cemetery extension. All upon the condition that there will be no removal of the trees on the boundary and that the site includes 40% of affordable homes.
- ii. That site LE098, Normansal Park Avenue, has full potential for housing across the whole of the site, however, a provision of half an acre of land be allocated for a children's play area and green space. This must be accessible to neighbouring

streets and residences. Also that the land shaded red to the south of the site is recommended for housing allocation.

- iii. Proposal that the land between Grand Avenue and Clementine Avenue on Princess Drive have one line of singular housing facing onto Princess Drive.
- iv. The Committee agreed with the Sustainability Appraisal carried out by the company Aecom.

Local Green Spaces

- v. The Committee highlighted potential sites for Local Green Spaces:

The Village Green, Bishopstone (known as The Egg)  
Tide Mills  
Seaford Golf Club, Firl Road  
Seaford Head Golf Club, Southdown Road  
High & Over (Excluding the car park)  
Seaford Head Nature Reserve (excluding South Hill Barn and car park)

**P47/10/15 South Downs Community Infrastructure Levy: Draft Charging Schedule Consultation Update Report**

Members considered report 87/15

It was **RESOLVED** to **SUBMIT** a response that the committee accept all information in the draft charging schedule consultation and have no further comment.

**P48/10/15 Update Report**

Members **NOTED** the contents of report 88/15.

The meeting closed at 8.59pm.

Councillor L Wallraven  
Chairman



## 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 15<sup>th</sup> October 2015 at 7.00pm.

#### Present:

Councillor M Brown (Chairman)  
Councillor P Lower (Vice Chairman)  
Councillors B Burfield, R Hayder, R Honeyman and L Worcester.  
Mr James Corrigan, Town Clerk - Seaford Town Council  
Mrs Lucy Clark, Supports Services Manager - Seaford Town Council  
Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)  
Two members of the public

#### F09/10/15 Apologies

Apologies for absence were received from Councillors S Adeniji, P Boorman and M Lambert.

#### F10/10/15 Disclosure of Interests

There were no disclosures of interest.

#### F11/10/15 Public Participation

There was no public participation.

#### F12/10/15 Finance Report

##### F12.1 Receipts, Payments and Bank Reconciliation for May 2015, June 2015, July 2015 and August 2015

Members considered report 89/15 advising of receipts, payments and bank reconciliation for May 2015, June 2015, July 2015 and August 2015.

Members asked for clarity on certain income and payments regarding PDQ machines, HR Investigation and Club House items.

**F12.1.1** It was **RESOLVED** to **APPROVE** the total receipts of £109,832.24 and total payments of £92,447.67 for May 2015 with a balance to carry forward of £521,785.74.

**F12.1.2** It was **RESOLVED** to **APPROVE** the total receipts of £79,371.10 and total payments of £147,441.89 for June 2015 with a balance to carry forward of £453,714.94.

**F12.1.3** It was **RESOLVED** to **APPROVE** the total receipts of £113,437.83 and total payments of £291,914.30 for July 2015 with a balance to carry forward of £275,238.48.

**F12.1.4** It was **RESOLVED** to **APPROVE** the total receipts of 395,024.67 and total payments of £159,176.28 for August 2015 with a balance to carry forward of £511,086.86.

**F12.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 August 2015**

Members considered report 90/15 informing of income and expenditure for the periods between 1<sup>st</sup> April 2015 and 31<sup>st</sup> August 2015 compared to the annual budget.

Members discussed report percentages, earmarked and general reserves for nominal accounts relating to Electricity, Community Services and Seaford in Bloom.

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

**F13/10/15 2016-17 Budget Framework and Timetable**

Members considered report 91/15 advising the Committee of the proposed Budget Framework and Timetable for 2016-17.

The Town Clerk explained the importance of the budget training and urged all councillors to attend.

**F13.1** It was **RESOLVED** to **APPROVE** the Budget Framework and Timetable.

**F14/10/15 Grant Application for Seaford Lifeguards**

Members considered report 92/15 regarding a grant request from Seaford Lifeguards.

**F14.1** It was **RESOLVED** to **REFUSE** this grant request on the grounds that Council policy and guidance does not accept late applications after the closing date.

Members of the committee would like to invite Seaford Lifeguards to apply next year in 2016-2017.

The meeting closed at 19.52.

Cllr Mark Brown  
Chairman





## Seaford Town Council

## Report 101/15

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>29 October 2015</b>
<b>Title:</b>	<b>Clerk's Update Report</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To inform Councillors of key developments and priorities.</b>

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### Recommendations

#### You are recommended:

- 1. To note the contents of the report and agree to the priorities.**
- 

### 1. Information

- 1.1 Outstanding Freedom of Information Act requests, complaints and compliments**, since the last Council meeting on 24<sup>th</sup> September 2015 there has been one appeal against a Freedom of Information Act request that was refused, this is now with the Information Commissioner for consideration.
- 1.2** There have been two complaints; one regarding the skip and the pallets left on site by the playground installers within the Salts. This has been actioned and should be removed imminently. The other relates to a resident's concerns regarding levels of attendance at Council meetings by Town Councillors. This letter has been circulated to all Town Councillors for their information and a reply sent to the resident to advise him that this has been done, as requested by him.
- 1.3** During the same period there have been three compliments one for prompt action in dealing with a number of questions about Seaford Town Council, one about the quality of play in the new Salts play area and one regarding a recent visit by the Mayor.
- 1.4 Officer and Councillor development**, since the last meeting Ben King and Georgia Raeburn have attended an all-day SALC training event on Legal and Finance for Local Councils, Nick Stephens and Simon Lambert have completed a week long Chainsaw training course and are now both qualified having passed the examination, well done Nick and Simon. Lucy Clark and Elizabeth Harvey have attended an all-day Local Council Finance training course. Finally The Town Clerk has recommenced his MSc in Human resources at Brighton University and Lucy Clark has commenced her Level 4 AAT qualification. Both attend these courses in their own time making up the hours of attendance on other days of the week.

- 1.5 All office staff have been trained in the use of Office 365 for access to emails, diaries and organisers. This is connected to the transfer of the Council's IT support to the commercial arm of ESCC IT support.
- 1.6 Staff appraisals have progressed and the last ones will be completed by early November, with only three remaining outstanding. Work load requirements have prevented these from being completed sooner.
- 1.7 **Town Council's IT support**, as referred to above, the transfer is progressing with officers now operating via Office 365, which has presented some challenges but on the whole is working now though the functionality is not as good as Outlook. The complete IT transfer should be completed by the end of the calendar year.
- 1.8 **The Salts Development**, this was considered recently at the Community Services Committee, specifically the poor service delivery in completing the new children's play area by the suppliers and contractors. This has been very time consuming for officers to deal with and recently a ROSPA Inspection highlighted a number of issues with the quality of the installation which are being raised with the contractor. A landscape architect will be consulted on the quality of the landscape works in compliance with the specification before relevant payments are released.
- 1.9 An item appears elsewhere on the agenda detailing the outcome of actions by officers to improve the café in line with the Development Plan.
- 1.10 **Seafront**, the funding bids to Coastal Communities to attempt to secure additional capital funds to deliver on the Town Council's Capital Wishlist for the seafront including the performance area and the refurbishment of the toilets has been submitted, many thanks to Len Fisher for his excellent work in putting these bids together.
- 1.11 **The Crouch**, there has been another minor act of vandalism in the Crouch Peace Garden, a new plinth and repaired peace pole are being put in place. A meeting has recently been organised with the Crouch bowls club to discuss their proposals for a new pavilion and how this fits in with the pending development plan for the Crouch.
- 1.12 **Council Offices**, a garage door has been installed to protect the Council's store in the rear of the Police Station. The decoration of the Council offices will take place during December. The funds to cover this are coming from unpaid rent money that has been held in ear marked reserve for some time.
- 1.13 **Press releases, annual report, social media and website**, since the last Council meeting three press releases have been issued two relating to Christmas Magic and one in respect of the introduction of grazing animals to Seaford Head Nature reserve.
- 1.14 **Leases and Estate management**, the signing of the NATS lease at Seaford Head is still awaited; this is with the NATS solicitor. This is a lease to locate a mast which is used for navigation of planes entering British air space. Recent correspondence with NATS has stated that the reason for the delay is that they are awaiting information on adopted roads from ESCC.

- 1.15 The new lease and improvements for **Hurdis House** are discussed elsewhere on the agenda, significant time has been dedicated to ensure this project is completed as soon as possible which will have a positive effect on the Council's finances.
- 1.16 Negotiations have continued with the management committee at **The Crypt**, culminating in the attendance of the Town Clerk at a Crypt Management Committee meeting. The outcome will be a report to the Council meeting in January. The objective is to secure self-management saving local tax payers £5,000 in rates. It will also give the management committee more ownership in the facility which tends to improve performance the services offered.
- 1.17 Following on from last month's update on **The View** significant progress has been made to improve the financial performance of the venue and the service delivery there. John Young acting as an interim Manager has brought significant industry expertise to the venue and the staff around him have increased their knowledge and level of performance as a consequence. Liza-Jane Jones has been acting as Assistant Manager on a temporary basis for the past few weeks and has done a superb job. In turn she was initially supported by Len Fisher to bring order to the block bookings system and subsequently by Sarah Pearce, who has been employed temporarily to fulfil this marketing and bookings role. Both have also done a brilliant job.
- 1.18 The marketing materials are now looking highly professional and the new View logo is becoming a feature on everything from menus to staff uniforms to the various internet platforms. A dedicated website and subsequent 'The View' email accounts are being sourced currently. New promotional signs have been ordered at no cost, thanks to Fraser Morley the Golf Professional, to promote The View to walkers on Seaford Head.
- 1.19 Changes in the kitchen have been significant with the trainee chef Rhys Williams stepping up proving what a great asset he is to the venue and Ewan Jackson the breakfast chef is also doing a great job, with very positive comments being fed back from the golf societies using the venue. A senior chef has been sourced temporarily to support the kitchen team and develop them over the winter period. More details on all the staffing developments will be given to a pending Personnel Committee meeting which is to be scheduled for some time in November.
- 1.20 The projections for the Golf Course and The View combined are looking slightly better than they were a month ago as a result of the recent changes a more detailed report will be presented to the Golf Committee in due course and will be fed into the Council as part of the budget setting process.
- 1.21 To help ensure the services provided at the facility as a whole are meeting the expectations of all users an online survey has recently been set up asking golfers questions about The View and its services, the Course and the Club competitions. There have already been a number of responses and again the results will be reported back to the Golf Committee in due course. New questionnaires to be given to general users of the facility and to send to Golf Societies will be developed to gain further insights. Mystery shoppers are also being utilised to gain independent feedback on the services provided.
- 1.22 Some promotional evenings have been planned also to introduce the venue to all the golfers and nearby residents, these have been sponsored by Longman Brewery to keep costs down to a minimum.

- 1.23 A number of outstanding matters relating to the construction of the new build have been chased up including the resurfacing of the car park, Southdown Road, the roof planting and a leak on the balcony area. This has resulted in the contractors coming on site on the 26<sup>th</sup> October to complete the car park. However ESCC have insisted on a full road closure order to deal with Southdown road with a time period of 10 weeks which takes this onto next year which may present further problems if the weather is not good.
- 1.24 Quotes for some lighting of the car park have been secured, thanks to Councillor Latham for his help in this regard, and an order will be placed imminently to install some lighting to make the car park safe for the winter.
- 1.25 **Outstanding litigation**, an update on the outstanding litigation with a former tenant of Hurdis House is discussed elsewhere on this agenda.
- 1.26 **Corporate Governance and Policy review**, whilst progress is being made in this area it has largely been in dealing with internal systems at The View. A number of policies are outstanding for review by the Council generally as detailed in the Councillors Information pack. It is anticipated that a number will be completed for the next Council meeting in January. Staff are now trained on Council Policy as part of the weekly staff meetings.
- 1.27 **Lewes District Council New Homes project**, all the actions from the Extraordinary Town Council meeting on the 19<sup>th</sup> August have been actioned and responses are awaited from Lewes District Council. Initial discussions with the Lewes Town Clerk have indicated that a meeting of Clerks from affected Councils may be of some benefit this will be organised in the coming weeks. Calls and emails on the subject have continued to be received by STC.
- 1.28 **Income generation**, in addition to the Hurdis House developments, The Crypt developments, the actions at The View which are aimed at increasing income / reducing costs, the planned increase of use of Council facilities by film crews has been explored further and to address this issue as soon as possible Sarah Pearce has agreed to work an additional four days to complete this project over the coming weeks. One additional booking will more than cover this cost.
- 1.29 **Seaford in Bloom**, since the resolution by the Council to allocate responsibility for developing a Seaford in Bloom Group and devise plans for Seaford in Bloom going forward to Councillor Boorman, the Clerk has had several discussions and meetings with Councillor Boorman to take this project forward. Thanks to Councillor Boorman for his efforts in this project which will be reported back in due course.
- 1.30 **Street Trading**, negotiations are progressing with regard to street trading and delegation to STC to set policy and manage this, thanks to Councillor Adeniji for his support in this project.
- 1.31 **Land transfer to Seaford Town Council**, a meeting has taken place with Newhaven Ports Authority with a view to transferring some land on the seafront for free to Seaford Town Council. The details of the draft legal agreement are currently being reviewed prior to it being submitted to Council for consideration.
- 1.32 **Internal Audit**, arrangements have been made for the internal audit to take place in November this will include an audit of previous audits which were raised as a concern by the Council.

**1.33** Support has been given to the very active members of **The Base Management Committee** to submit a bid for £10,000 funding to Awards For All, good luck to them in that pursuit.

**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. Deferred*
- (iii) *Pursue additional financial savings and income generators. Ongoing*
- (iv) *Submit Health and Safety Policy to October Town Council meeting. Deferred*
- (v) *Complete all staff appraisals. Almost complete*
- (vi) *Review Council Filing systems. Deferred*
- (vii) *Install CCTV in chamber. Trial on 22<sup>nd</sup> October*
- (viii) *Follow up actions from Special Town Council meeting on 19<sup>th</sup> August. Achieved*
- (ix) *Creating a procedure for staff and Councillors to refer to when flooding occurs in the town. Ongoing*

**3. Priorities going forward;**

**3.1** There are a number of priorities to deal with over the coming weeks these include;

- (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.*
- (ii) *Complete full review of all office procedures to make efficiency savings.*
- (iii) *Pursue additional financial savings and income generators.*
- (iv) *Complete all staff appraisals.*
- (v) *Review Council Filing systems.*
- (vi) *Appoint a new Manager for The View*
- (vii) *Organise a Personnel Committee to report back on all HR Matters*
- (viii) *Review staff structure and systems at The View*
- (ix) *Complete all budget setting processes*

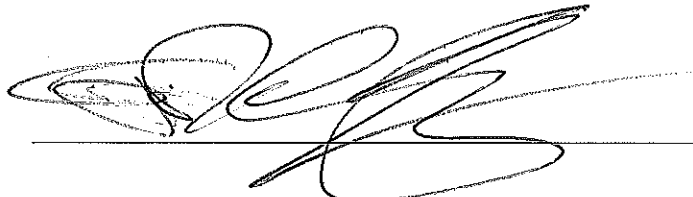
**4. Financial Appraisal**

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





## Seaford Town Council

**Report 97/15**

**Agenda Item No:** 7  
**Committee:** Council  
**Date:** 29 October 2015  
**Title:** Electoral Review of East Sussex County and District  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To consider whether members wish to formally submit any views on the Electoral Review.

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### Recommendations

You are recommended:

1. To consider whether members wish to formally submit any views on the Electoral Review.
- 

### 1. Information

- 1.1 A letter from the Local Government Boundary Commission for England (LGBCE) has been received advising of an Electoral Review of East Sussex County Council and the five district councils across the county. This is attached at Appendix A to this report.
- 1.2 The objective of an electoral review is to ensure that, within each local authority area, the number of electors represented by each councillor is approximately the same. They may recommend a change in the number of councillors to be elected in an area and a change in the number of wards or divisions and their boundaries.
- 1.3 This review is at this stage recommending an increase of 1 to the number of councillors at East Sussex County Council and no change to the number at Lewes District Council.

There are no recommended changes to the numbers of wards or boundaries within or surrounding Seaford.

### 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

The  
Local Government  
Boundary Commission  
for England

Mr James Corrigan  
Seaford Town Council  
37 Church Street  
Seaford  
BN25 1HG

22 September 2015

Dear Parish or Town Clerk,

**ELECTORAL REVIEW OF EAST SUSSEX COUNTY AND DISTRICTS**

The Local Government Boundary Commission for England has formally started an electoral review of East Sussex County Council and the five district councils across the county.

The purpose of this letter is to inform you of the review and seek your views on new ward and electoral division boundaries for each council in East Sussex.

**What is an electoral review?**

The electoral review will recommend new electoral arrangements for East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council, Rother District Council and Wealden District Council. In particular, it will propose:

- The total number of councillors elected to each council in the future.
- The number of wards and divisions.
- The number of councillors representing each ward and division.
- Ward and division boundaries.
- Names of wards and divisions.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards or divisions. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

## When?

Today, 22 September 2015, is the start of a 10 week public consultation during which the Commission is inviting proposals for new divisions and warding arrangements. The consultation will close on 30 November 2015. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in March 2016. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in September 2016. The new electoral arrangements will come into effect at the next scheduled local elections following completion of the review: in 2017 for East Sussex County Council, 2018 for Hastings and 2019 for the other districts.

## How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the county on where they think district ward and county division boundaries should be drawn.

To help you produce your own pattern of wards or divisions, the following table summarises the framework within which the Commission will seek to draw up its recommendations. The table includes the total number of councillors we recommend should be elected to each council and how many county councillors will be allocated to each district. The table also includes the number of voters that should be included in a ward or division depending on the number of councillors elected to the ward. For example, if you wish to put forward a proposal for an electoral division which elects one county councillor, it should include roughly 8651 voters.

Local Authority	No. of district cllrs	No. of county cllrs	Electors per district cllr	Electors per county cllr	Notes
East Sussex County Council	N/A	50	N/A	8651	Possible mixed pattern of divisions (single- or multi-member)
Eastbourne Borough Council	27	9	2844	8651	Possible mixed pattern of wards (one-, two- or three-member wards)
Hastings Borough Council	32	8	2065	8651	Presumption in favour of two-member wards to reflect electoral cycle
Lewes District Council	41	9	1993	8651	Possible mixed pattern of wards (one-, two- or three-member wards)
Rother District Council	38	9	2027	8651	Possible mixed pattern of wards (one-, two- or three-member wards)
Wealden District Council	45	15	2909	8651	Possible mixed pattern of wards (one-, two- or three-member wards)



In drawing up a pattern of wards and electoral divisions, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each councillor represents roughly the same number of electors as others in that local authority.
- That the pattern of wards and divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of wards and divisions for the county which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same electoral division or ward, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to [www.lgbce.org.uk](http://www.lgbce.org.uk) to find out more and to see the web pages we have created for each of East Sussex's six local authorities. The website also includes technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process.

You can also access interactive maps of the current boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk) to access the portal or find it via our main website.

The Commission will draw up new boundaries for district wards and county divisions across East Sussex. However, if you only wish to comment on a small part of the county, we welcome your views and will consider them before drawing up draft recommendations.

## Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk).

Find out more about the review at: [www.lgbce.org.uk](http://www.lgbce.org.uk).

Email your views to: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk).

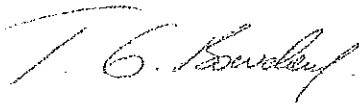
Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to:           Review Officer (East Sussex)  
                      Local Government Boundary Commission for England  
                      14<sup>th</sup> Floor Millbank Tower,  
                      Millbank  
                      London  
                      SW1P 4QP

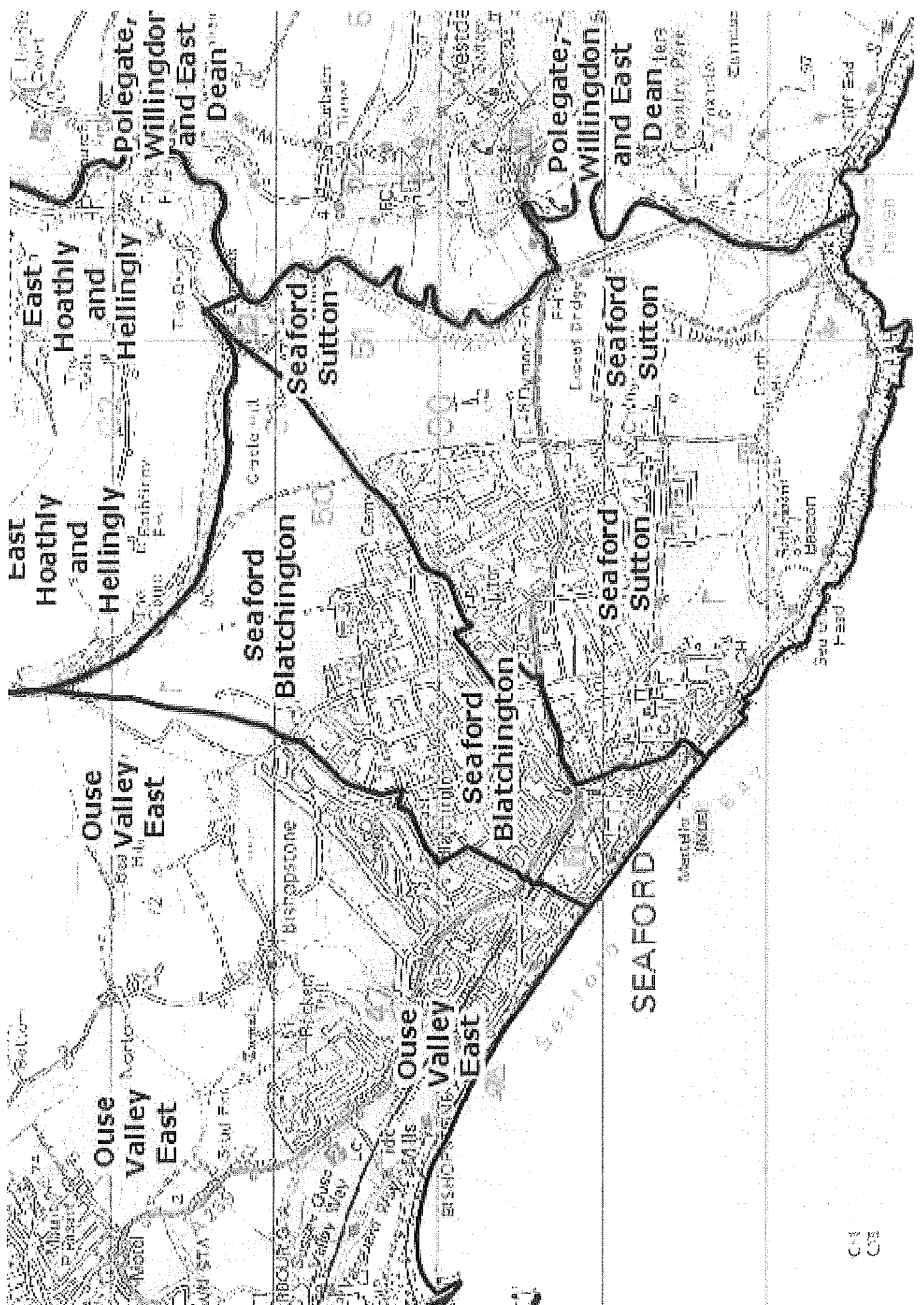
This phase consultation closes on 30 November 2015. We will write to you again when we open our consultation on draft recommendations.

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely



**Tim Bowden**  
**Review Manager**  
[reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)  
0330 500 1525



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## Seaford Town Council

Report 100/15

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>29 October 2015</b>
<b>Title:</b>	<b>Policy Proposal Regarding the Salts Café</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update the Council on proposals to increase the impact of the Salts Café within The Salts and to support the development of The Salts as an outside leisure centre and/or community space.</b>

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### Recommendations

#### You are recommended:

- 1. To agree to enter into a suitable arrangement with Wave Leisure to run the Community Hub in The Salts commencing 1<sup>st</sup> April 2015.**
  - 2. That the Town Clerk is authorised to negotiate the details of the arrangement and to take this into account in the budget setting process.**
- 

### 1. Information

- 1.1** Seaford Town Council has adopted a Development Plan, which is in Councillors Information pack, for The Salts which includes increasing activities in the facility including crazy golf, tennis development, outdoor exercise and organised sporting activities. This includes both physical improvements and service delivery improvements.
- 1.2** However this will have to be largely grant funded for the capital works and self-funding for the community development work either through volunteers of a third party.
- 1.3** Managing the tennis and pitch and putt via a private contractor who wins the tendering process to operate the Salts Café has resulted in a lack of commitment at best.
- 1.4** Consequently the pitch and putt was not used so was removed, the tennis is rarely if ever charged for and support for the new children's play area has proved difficult.
- 1.5** The Town Clerk and Projects Officer have been in negotiation with Wave Leisure to deliver a new type of service from the café. This would increase its use as a centre for activities in the park and would give Seaford Town Council a presence through Wave Leisure in the facility.

- 1.6 The proposal attached as Appendix A includes a significant number of improvements including turning the café into a social hub for sporting and arts activities as well as supporting existing activities in The Salts and developing new ones such as a MUGA, skate park and cycling facilities.
- 1.7 There will also be a significant amount of structured activity taking place within The Salts including in the café, children's play area, basketball, netball and cycling.
- 1.8 The discussions have been on the basis of STC and Wave Leisure sharing the profits from the café as a result of the lease to Wave. Initial projections are that this would be a similar income to that the Council currently receives from the existing tenant.
- 1.9 The main benefit would be the increased activity and provision of services in the Salts.
- 1.10 If a 20 year lease were to be given, Wave Leisure would invest significantly in the infrastructure of the building.
- 1.11 Finer details could be agreed if the Council is agreeable to not offering the existing licence again to private businesses but to instead make a policy decision to enter into a partnership with Wave Leisure to run the Café in the way set out in Appendix A.
- 1.12 The Iconic Project to be delivered in partnership with Seaford Impact and Lewes District Council is progressing slowly but expressions of interest are to be sought in the coming months. It is proposed that this would be located adjacent to the entrance on the seafront where the lifeguards are currently situated with alternative accommodation being secured for the lifeguards. This is still in its very early stages and will result if it comes to fruition in a seafront restaurant and bar. It is not felt by Seaford Town Council Officers that these two facilities on the site are incompatible as they will largely be targeting a different audience and will both attract additional footfall to the area which will be of benefit to both.

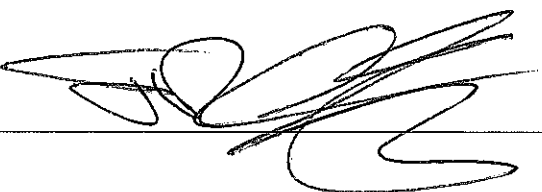
## 2. Financial Appraisal

The income received would be similar to that currently received, £16,800, so in theory would not have a bottom line impact on the Council's budget.

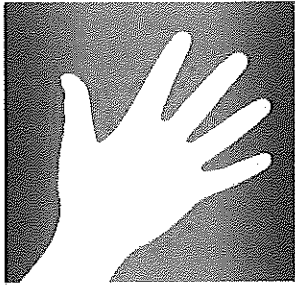
## 3. Contact Officer

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

Town Clerk



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**wave**  
*Live life*

Wave Leisure Trust Limited

# Salts Recreation Ground

A proposal from Wave for discussion with  
Seaford Town Council

*"Inspiring Active Lifestyles"*



## **Executive Summary**

Wave Leisure Trust Ltd (Wave) welcomes the potential opportunity to work with Seaford Town Council (STC) to operate the Salts Cafe and become the potential delivery partner to assist the Council in realising some of the aspirations within "The Salts Recreation Ground Development Plan" document adopted by STC in November 2014.

With Wave, The Salts Cafe could become:

- A social hub with broader engagement with the wider community.
- A service delivery hub from which access to outdoor physical activities such as health walks, buggy walks, outdoor fitness, running clubs, and children's holiday activities are delivered.
- An accessible service outside normal operating hours and to demand such as casual hire and community events.
- A venue for health and wellbeing community activities such as yoga, tai chi, art classes as well as a space for young people to attend, in a social capacity with opportunities provided to be able to engage in structured activities, such as "StreetGames" ([www.streetgames.org](http://www.streetgames.org)).

Wave could potentially provide:

- Services delivered by trained staff offering sign posting for advice, information and guidance as well as opportunities to participate in activities beyond physical activity, such as the arts, event planning, gaming and study spaces.
- Supervised facilities monitored by trained staff, providing support to access equipment and facilities to the public, providing positive and engaging experiences.
- STC to have a more diverse range of cultural and wellbeing events and activities within the Salts, meeting the needs of local residents, by building on the existing activities such as Lark in the Park, Big Day Out and Music Festivals held in other towns/parks.
- STC with a joint events programme such as Proms night, outdoor cinema/theatre/performances, and displays.
- A capital investment into the Café to improve the facilities as an indication of our willingness to enter into a long term partnership with STC.

In Partnership with STC, the proposed delivery model could support the council to achieve a greater number of activities, events and participation and thereby have a larger impact on community health and wellbeing, than through a traditional facility rental model.

Moving forward Wave would seek to work with STC to develop an appropriate and realistic programme, combining knowledge and understanding of Councilors and Council Officers, with that of Wave, of current status and potential future growth patterns.

## **A Vision for the Salts Recreation Ground**

### **The Salts Café: A Social Hub**

Wave would seek to expand The Salts Café beyond simple food and beverage provision, to a community Social Hub, with access to quality and cost accessible refreshments. Through the creation of a flexible space, the café would transform into a relaxing venue for special events, functions, and wellbeing activities.

With a potential capital investment initially focused on the Café, specifically in regards to improving accessibility and toilet facilities it is anticipated that the Café would be a more welcoming environment.

Also with an additional investment in the outdoor seating area it is suggested that the venue would become a more 'all year round' useable resource.

Activities and facilities could be augmented by the provision of services, targeted across the community. This could include access to educational activities, supported by delivery partners such as U3A sessions for older people, oral history projects for intergenerational work and youth led showcase activities to support skill development. A range of health and wellbeing activities and events using the cafe as the hub would be developed, such as the re:balance™ Weight Management program, for the whole family.

During normal hours of operation activities would use the Cafe as the start/end point such as guided nature walks, group dog walks, health walks, and outdoor fitness.

### **The Salts Cafe: An Access Route to Improved Community Health and Wellbeing - Added Value and Delivery**

Beyond delivery of services (food and beverage) from The Salts Café, Wave would seek to support STC with the implementation of the Salts Recreational Ground Development Plan, as an active partner, deliverer and facilitator of services.

By reflecting on STC's vision of Improved Access to Sport and Physical Activity Framework, Wave has developed some early thoughts of how this could be realised at the Salts, as part of a developing partnership.

### **Improved Access to Sport and Physical Activity Framework Development and Initialisation**

- **Tennis Courts**

Wave could provide controlled access to the tennis courts, to support reduction of maintenance costs by reducing chance of misuse of facilities, by providing key/access code to enter courts via The Salts Café and paid for access.

Facilities could be monitored to ensure quality standards of courts, early identification of maintenance issues and contribute to a good customer experience.

Wave would work with STC to assess the feasibility of securing Lawn Tennis Association (LTA) funding to refurbish the courts (including floodlighting) and implement a household 'Membership' system to be able to access the courts.

Structured group tennis sessions, with experienced coaches, would be provided to support development of skills across all levels and ages, as part of a participant paid for activity delivery program.

Paid for development sessions would be made available for 1 to1 or small group tuition and support.



Youth engagement delivery could be provided via Wave Reach Out workers, delivering doorstep sport activity as "StreetGames" engagement, working with Seaford Youth Forum and The Base.

Free to access taster sessions and tennis based events would be provided, such as during Wimbledon, tied to open air screen of event.

Development of a regular tennis sports club would be considered, working with partners such as Urban Tennis and Seaford and Blatchington Lawn Tennis Club, alongside Wave Live Life Activator pop up delivery.

Hire of equipment would be made available from The Salts Café, to enable drop in participation and hire of courts to a wider audience.

Wave would actively support and facilitate community consultation for improvement to facilities.

- **Development of MUGA – Basketball and Football**

Wave could monitor facilities to ensure quality standards of MUGA, early identification of maintenance issues and contribute to a good customer experience.

Structured group basketball and football sessions, with experienced coaches, could be provided to support development of skills across all levels and ages, as part of a participant paid for activity delivery program.

Paid for development sessions could be made available for small group tuition and support.

Youth engagement delivery could be provided via Wave Reach Out workers, delivering doorstep sport activity as StreetGames engagement, working with Seaford Youth Forum and The Base.

Free to access taster sessions and basketball and football based events would be provided, such as during the FIFA World Cup and British Basketball League, tied to open air screening of event.

Development of regular sports club could be supported, working with partners such as Downs Leisure Centre Walking Football, Brighton Cougars Basketball, Brighton and Hove Albion in the Community and existing football delivery at the Salts, alongside Wave Live Life Activator pop up delivery.

Hire of equipment would be made available from The Salts Café, to enable drop in participation.

Wave would actively support and facilitate community consultation for improvement to facilities.

- **Development of Skate Park User Group**

Wave could monitor facilities to ensure quality standards of Skate Park, early identification of maintenance issues and contribute to a good customer experience.

Structured group skating, scooter and boarding sessions, with experienced coaches, could be provided to support development of skills across all levels and ages, as part of a participant paid for activity delivery program.

Paid for development sessions would be made available for small group tuition and support.

Youth engagement delivery could be provided via Wave Reach Out workers, delivering doorstep sport activity as "StreetGames" engagement, working with Seaford Youth Forum and The Base.

Free to access taster sessions and Skate based events would be provided, such as during the Summer Holidays, tied to competition events and invited showcase professionals.

Development of regular skate clubs could be supported, working with partners such as Lucy Adams, (Skateboard Coach and UK's number 1 female skateboarder) and Go Skate, alongside Wave Live Life Activator pop up delivery.

Hire of equipment would be made available from The Salts Café, to enable drop in participation.

Wave could actively support and facilitate community consultation for improvement to facilities.

- **Future of Cycling at the Salts**

Structured group cycling sessions, with experienced coaches, could be provided to support development of skills across all levels and ages, as part of a participant paid for activity delivery program.

Paid for development sessions could be made available for 1 to 1 and small group tuition and support.

Youth engagement delivery could be provided via Wave Reach Out workers, delivering doorstep sport activity as StreetGames engagement, working with Seaford Youth Forum and The Base.

Free to access taster sessions and cycle based events could be provided, such as during the Tour de France, tied to open air screening of event, accesses the "Pedal Powered" outdoor cinema.

Development of a regular cycle club could be supported, working with partners such as AOAC, Sustran, So Sussex and Cycle Seahaven, alongside Wave "Live Life Activator" pop up delivery.

Hire of equipment would be made available from The Salts Café, to enable drop in participation.

Wave could actively support and facilitate community consultation for improvement to facilities and the development of suggested routes for different ages and abilities to encourage access to the wider area.

- **Supported Access to Play Areas**

Structured family play sessions, with experienced play workers and storytellers, could be provided to support development of skills particularly aimed at early years, children and the parents or carers, as part of a participant paid for activity delivery program in addition to the Salts Café based delivery of activities.

Free to access taster sessions and family play based events would be provided, such as during the School Holidays and as an additional offer for when events are occurring within the Salts.

Development of a regular parent and child groups would be supported, working with partners such as East Sussex County Council's Children's Centres and local pre schools alongside Wave "Live Life Activator" pop up delivery.

Hire of equipment would be made available from The Salts Café, to enable drop in participation.

Wave could actively support and facilitate community consultation for improvement to services and family access to facilities.

- **Partnership Development of Occupied and Leased Premises**

Wave could work in partnership with STC, current users, occupiers and tenants of the Salts to support best access and use of the wider facilities, by working closely with controlled bookings and club timetables.

Wave would actively support and facilitate community consultation for improvement to facilities along with regular user consultations with Seaford Rugby Football Club, Premier Soccer, The Scouts and Seaford Cricket Club to support maintenance and improvements.

### **Continuous Improvement**

- **Introduction of New Sports and Activities**

Wave would work with current users of facilities and STC in identifying gaps in schedules and diversify outdoor activities available, such as outdoor exercise to music classes, Tai Chi, baby movement classes and taster sessions for community identified activities, working with external providers alongside Wave "Live Life Activator" pop up delivery and Reach Out Street Games delivery.

- **School Holiday Program Delivery**

Wave would co-ordinate and deliver an activity holiday program, linked to the Salts Café delivery timetable, taster sessions of established delivery programs and parent/carer inclusive sessions alongside Wave "Live Life Activator" pop up delivery and Reach Out Street Games delivery.

- **Frequent Inspection and maintenance routines**

Supervised and supported access to activities will include inspection of facilities as part of Wave's risk assessment and health and safety procedures.

Early identification of concerns and maintenance will reduce costs of impromptu maintenance and prevent larger scale repairs.

Wave would support the development of a repair and maintenance reporting procedure and program, in partnership with other users and STC.

- **Introduction of Events**

Wave could work with community members, other groups, current users of facilities, and STC in identifying gaps in schedules to enable a program of seasonal outdoor events.

Working with delivery partners and service providers, Wave will facilitate seasonal events such as sport festivals linked to screening of sporting events, open air cinema

and theatre evening and Winter Wonderland Fayre with ice-skating and pedal powered Christmas tree.

**Innovation and Concept**

- **Community Engagement**

Wave would continue to engage with the wider community and community groups to develop, review and enhance service delivery at the Salts to include working with STC to develop, review and enhance facilities and trial new delivery of services for maximising use of The Salts.

Wave would engage and promote services and facilities to the wider community and community groups to increase participation and use of facilities, including provision of services for community groups as visiting opportunities.

- **Beachfront Connection**

Wave would work with outdoor activities centres, such as Adur Outdoor Activity Centre and Adventure Unlimited, to develop a beach and seafront activity program and promote access to The Salts to beach visitors.

Structured group sea and beach activity sessions, with experienced coaches, would be provided to support development of skills across all levels and ages, as part of a participant paid for activity delivery program.

Free to access taster sessions would be provided, linked to invited showcase professionals.

All activities would promote safe access to the beach and sea working with partners such as the Royal National Lifeguard Institution, Seaford Lifeguards and Swim Trek alongside Wave "Live Life Activator" pop up delivery

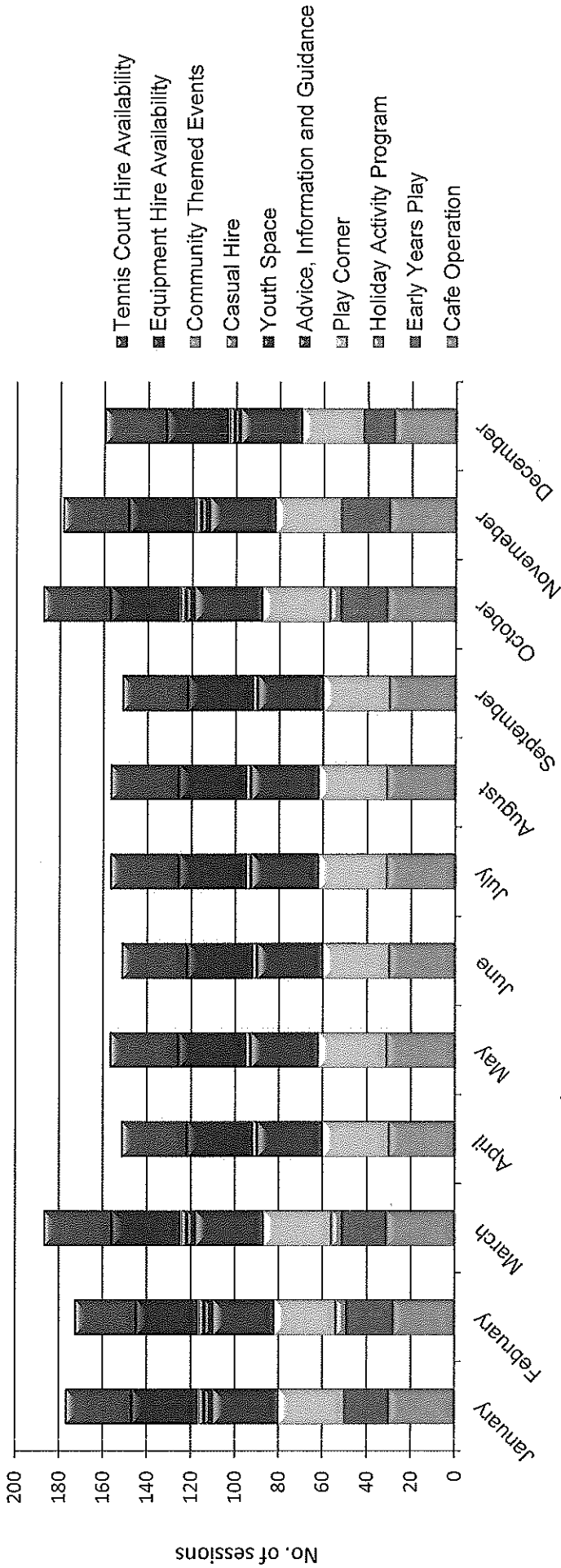
Hire of equipment would be made available from The Salts Café, to enable drop in participation.

**Example Programmes**

Wave would seek to develop a delivery program, tailored to seasonal activity and access opportunities, including promotion of out of hour's activities, and facilities for hire for groups and events.

**Indoor Programme**

Figure 1 provides an example indoor programme.

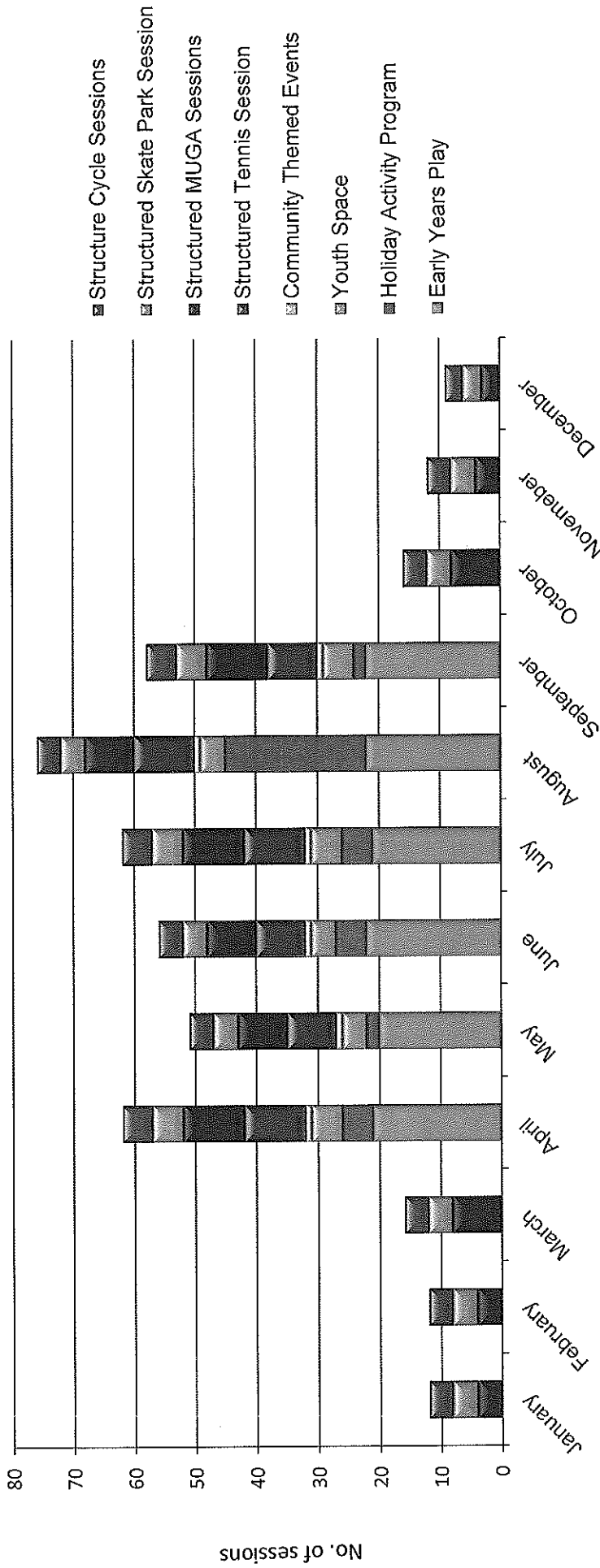


The indoor programme chart demonstrates the additional provision opportunities connected to the Cafe and the potential indoor programme offer.

Through the availability of the Cafe, access opportunities can be provided that do not need to be seasonal, but creates availability throughout the year of consistent activity.

**Outdoor Programme**

Figure 2 provides an example outdoor programme.



The outdoor programme chart demonstrates the additional provision opportunities that could be made available, because of a connection to the Cafe. Additional activity would promote access to the Salts.

The availability of the Cafe provides opportunities to engage with the community, encourage wider participation and access opportunities to activities.

The attractive offer at seasonal peaks draws people to the area and consistent engagement throughout the year enables regular return opportunities.



## Seaford Town Council

Report 96/15

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>29 October 2015</b>
<b>Title:</b>	<b>Hurdis House Progress Report</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To inform Councillors of key developments and secure decisions relating to Hurdis House.</b>

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### Recommendations

You are recommended:

1. To confirm agreement to the new 25 year lease for Hurdis House;
  2. To agree to the permissions requested in respect of Hurdis House;
  3. To agree to the instruction of a suitable Barrister to review the pending legal case with a former tenant and advise the Council on appropriate action.
- 

### 1. Information

1.1 The new lease for **Hurdis House** has been drafted and the detail agreed. The new tenant continues to operate under a licence to occupy for now. The lease is for a 25 year period, is a full repairing lease to the handed over condition. The annual rent is £21,000 per annum which is RPI index linked for the remainder of the lease. The tenant has also asked that he is given permission to undertake the following at his expense in due course;

- Replace rotten windows with UPVC high thermal efficiency double glazed units in a similar style to existing windows to the side and rear of the building, retaining existing windows to the front elevation.
- Replace North face ground floor side window to one suitable to open as a fire escape.
- Change of use of ground floor to A3 cafe/restaurant.
- Permission to open the cafe in the evenings from 6.30pm to 9.30pm every evening to enable a "youth Cafe" facility for youths ages from 12 to 18 to have a safe place to meet and socialise in Seaford.
- To allow a licensed restaurant to operate in the evenings from 7pm to 11pm
- To fit out fixed tables and bench seating on the raised patio area to the front of the building
- To fit out a rear patio with table and seating at the rear of the building.
- To remove two structural walls on the ground floor to structural engineers specifications.
- Affix two period "gas type" lanterns to the front of the building each side of the door.

- Tile and renovate front steps in ceramic tiles and natural stone appropriate to a building of 1850 including replacing corroded hand rails.
- Fit solar water heating / PV generation panels on the south facing roof

**1.2** The internal improvement works at **Hurdis House** are almost complete, these have been undertaken at the expense of the new tenant. However some work has to be completed at the expense of the Council, namely bringing the electrics and safety lighting up to standard. There is however a need to improve the safety lighting to the ground floor and third floor which has not been done, the additional cost for this will be in the region of £3,000. The contractor for the external works to the building has been on site for a couple of weeks now and is doing a good job. There will be an additional cost for windows as the existing ones are uneconomical to repair.

**1.3** All of the papers for the claim made against the Council by a former tenant of Hurdis House have now been exchanged and the Council has examined those provided and can see no issues of concern. Counsel's opinion is being sought as to the merits of both parties' claims to determine the most suitable way forward for the Council. The total cost for the legal opinion will be in the region of £3,000.

## **2. Financial Appraisal**

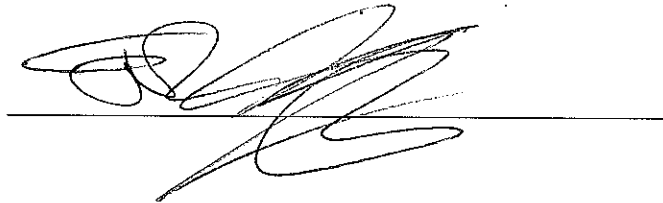
The installation of the additional safety lighting will cost approximately £3,000, the change to replacing the windows with UPVC ones will incur an additional cost of £4,000. This will have to be met either by financial year underspends elsewhere in the budget or from the Council General reserve.

The instruction to the Barrister will cost in the region of £3,000 in total, this will be met from the Professional Fees ear marked reserves.

## **3. Contact Officer**

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

Town Clerk



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## Seaford Town Council

Report 98/15

**Agenda Item No:** 10  
**Committee:** Council  
**Date:** 29 October 2015  
**Title:** Seaford Tree Wardens – Street Tree Planting and Update Report  
**By:** Ben King, Projects & Facilities Manager  
**Purpose of Report:** To seek approval for the proposed street tree planting planned for November 2015.

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### Recommendations

**You are recommended:**

- 1. To note the contents of the update report from Seaford Tree Wardens in Appendix A.**
  - 2. To approve the proposed street tree planting in Westdown Road and Sutton Avenue as detailed in Appendix B, subject to East Sussex County Council (ESCC) approving the final scheme and taking ownership of the trees after 5 years.**
- 

### 1. Information

- 1.1** Attached at Appendices A and B, is an update report from Margery Diamand of Seaford Tree Wardens and project information for Street Tree Planting, planned for November 2015. The next project being planned by the group is a street tree planting scheme in Westdown Road and Sutton Avenue.
- 1.2** Seaford Tree Wardens is an appointed Town Council voluntary group; Seaford Town Council holds a Tree Wardens budget and the group in turn applies for additional support funding and also receives contributions from local residents for the projects they undertake.
- 1.3** The Tree Wardens have completed a number of valuable projects since forming in 2007, including planting schemes in open spaces and a variety of street tree planting schemes; more recently with trees planted in Downsview Road, Rother Road and Chalvington Field.
- 1.4** Ordinarily Tree Wardens matters and the associated approvals are handled by the Community Services Committee. However on this occasion due to the necessary date for planting, the planning time required and the placement of orders this project has been brought to full Council for approval. Planting is programmed for the weekend of 28<sup>th</sup> and 29<sup>th</sup> November.
- 1.5** To provide members with some background, the process for Street Tree planting projects has a number of stages. First the scheme is developed in consultation with the local residents and/or the landowner in question; as the scheme is next to the

highway ESCC assist in the organising process and must give their approval of the scheme as well as approving the final planting locations.

- 1.6 As detailed in Appendix A. once planted the trees are maintained locally between residents and/or Tree Wardens and then after 5 years the trees are transferred to ESCC to be incorporated in their tree stock.
- 1.7 A comprehensive risk assessment has been completed by Margery Diamand, Appendix. B shows a summary part of that assessment.
- 1.8 Members may wish to make comment on the progress made by the group and their continued efforts in providing new trees for Seaford's streets and open spaces.

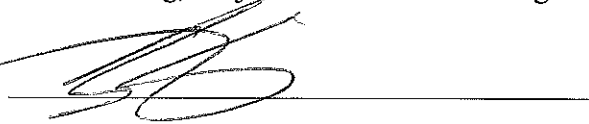
## 2. Financial Appraisal

The estimated project cost after materials is approximately £1,750 and will utilise available Tree Wardens budget as well as additional contributions from residents in the region of £550.

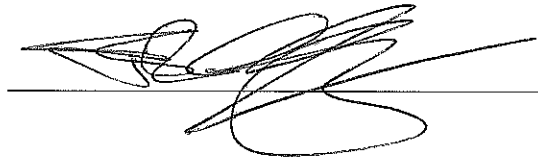
## 3. Contact Officer

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

Projects & Facilities Manager



Town Clerk



## Seaford Tree Wardens: Tree Planting update

### Background

1. Following the very successful planting of 31 street trees in Downs View Road and Rother Road in February 2015, Seaford Tree Wardens are proposing to undertake street tree planting in two more streets in November 2015: Westdown Road and Sutton Avenue. We plan to plant up to approximately 35 trees in total between the two sites (the exact number will be confirmed following further consultation with residents and final site surveys (see below). The planting will coincide with National Tree Week and we hope to include stories in the local papers to celebrate this successful collaboration between the community, the town and county councils and volunteers.
2. The tree planting planned is in response to requests from residents, and also considers Tree Warden's remit to plant trees in places where they can be seen and enjoyed by as many residents as possible.
3. Building on our previous experience, we hope to engage as many residents as possible in planting and caring for the trees. If required, we may also call on our growing list of volunteer helpers (including some Councillors) who have offered to help.
4. The tree planting in Westdown Road and Sutton Avenue is supported by James Newmarch, County Highways Tree Officer, who has scrutinised the plans of underground services. Tree Wardens have used the CAT (Cable Avoidance Tool) to scan verges for underground pipes and wires to establish that both roads are suitable for planting.
5. Initial consultation with residents has taken place. The next stage is more detailed survey of each location where residents have requested a tree. This will be done by the Tree Wardens, with additional advice from the County Highways Tree Officer if required. This will include a second CAT scan of the verge, and also consider overhead power cables, sight lines, posts and lamp posts and views of residents. A risk assessment will also be done and forwarded to the Town Council.
6. Many residents will be making a contribution to the cost of trees, with residents in Westdown Road already pledging contributions totalling £300 and Sutton Avenue, £250.
7. The Tree Wardens also wish to replace or remove a small number of trees which have died over the past few years.
8. In a recent incident, 1,000 saplings planted by the Tree Wardens and volunteers (including town and district councillors) were accidentally cut down by district council contractors. The incident received wide press coverage, and many residents expressed their dismay via social media, email and in conversations. The contractor reacted quickly, apologised unconditionally, and will be replanting the trees shortly. Although upsetting, the huge expression of dismay from residents demonstrated the popularity of tree planting in the town. Measures have been put in place to ensure such an incident doesn't happen again.

### Westdown Road

This road was originally planted with elms, all of which have now been lost to disease. This is a busy road near the gateway to Seaford and the new trees will therefore be enjoyed by a large number of people. In addition, residents have highlighted research suggesting that planting trees has the effect of slowing traffic, which they would welcome. The suggested species need to tolerate the windy and exposed conditions on this site. The County Highways Tree Officer proposes planting disease-resistant elms, Norway maples, whitebeams, a few Turkey oaks and sycamore cultivars. Planting of disease-resistant Elms is very popular with residents in order to replace the mature trees lost each year to disease.

### Sutton Avenue

This is a busy road, used as a cut through and for access to the schools in this area of the town. Residents are keen to plant trees in order to enhance the appearance of the road and to discourage people from parking on their verges. This is a long road, and we propose planting initially on a small area between Links Road and Arundel Road. Further plantings could take place in future years.

The County Highways Tree Officer proposes planting Norway maples, whitebeams, rowans and Disease-resistant Elms in order to enhance the character of this wide street. Whitebeams or rowans would be

offered if a smaller tree is needed. Mature Norway maples grow well in nearby streets and were successfully planted in Rother Road in February.

### **Replacement of trees**

Although the vast majority of trees planted by the Tree Wardens have thrived, a few have perished. We would like to either remove or replace these trees in November 2015.

We propose replacing 4 dead or missing trees on the south side of the Buckle By-Pass / A259 where we feel that replacement trees will survive well. Five dead / struggling trees on the north side of the Buckle By-Pass will be removed, as well as an additional 5 trees on Kings Way / Beacon Road which will be removed (two of these were not planted by the Tree Wardens).

### **Maintenance of trees**

Residents agree to water trees planted outside their homes for two or three years. This is vital and, if the work were done by contractors, it would cost hundreds of pounds per tree. Other initial maintenance, such as formative pruning and replacement of mulch mats is done by Tree Wardens: over the past year formative pruning has been done on all the trees planted by the Tree Wardens. County Highways have agreed that after five years they will have responsibility for maintenance of trees planted by Tree Wardens.

### **Funding**

Funding for the trees comes from Seaford Town Council and voluntary contributions by residents (for example, £760 was donated by residents for the trees planted in February 2015). The amount in this year's budget for Tree Warden Expenses is £2,310.00.

### **Future tree planting**

The Tree Wardens have been given a sum of £750 from the Chyngton Residents Association for planting trees in the Chyngton area and had planned to plant a number of trees in Hillside Road. However, this was not possible because of the location of gas mains. Priority for spring 2015 will therefore be to identify alternative streets in the Chyngton area where trees can be planted.

A second project being investigated, at the request of residents, is to plant a mini woodland area on a small green off Hurdis Road. To date, the Tree Wardens have not planted any trees in Bishopstone so this will be an exciting project.

We are also working with the Town Council to undertake some planting in the Salts Recreation Ground, following the redevelopment of the play area. Discussions are at an early stage, but we hope to engage members of the local community, school children and youth groups in the project.

More information on the Tree Wardens' work, including an interactive map on trees planted in Seaford, can be found at: [seafordtreewardens.wordpress.com](http://seafordtreewardens.wordpress.com).



Seaford Town Council



<b>Seaford Tree Wardens</b>	
Street Tree Planting proposal to Full Council but normally Community Services Committee	
Date of meeting	November 2015
Street / area name:	Westdown Road and Sutton Avenue. Note: we are planning to plant a small stretch of Sutton Avenue (Links Road to Links Close). Additional stretches could potentially be planted in future years. A259 Buckle Bypass: replacement trees for some which have died over past few years.
In conversations with residents, were any particular issues raised?	No. Residents have requested the new trees, and are enthusiastic.
Approximate number of trees to be planted:	Westdown Road: approximately 15 - 20 Sutton Avenue: approximately 7 – 10 A259 Buckle Bypass: 4 trees
Tree species to be planted:	Species have been chosen by the ESCC Tree Officer, taking into account the conditions of each street:  Whitebeam: Sorbus aria or intermedia; Rowan: Sorbus aucuparia Disease Resistant Elm: Ulmus columella Norway maple: Acer planatoides Sycamore: Acer pseudoplatanus – decorative cultivar such as negenia or leopoldii (Westdown Road only – because this is a very exposed and salt-laden site sycamore is one of the few tree species will thrive.) Turkey oak: Quercus cerris or similar species if unavailable (Westdown Road only – because this is a very exposed and salt-laden site few tree species will thrive. An established Turkey oak grows in the Road already)
Approximate value of donations from residents (if known):	Westdown Road: approximately £300 Sutton Avenue: trees approximately £250
Proposed date of tree planting:	Sutton Avenue: Saturday 28 <sup>th</sup> November Westdown Road: Sunday 29 <sup>th</sup> November
In initial conversations with ESCC, were any issues raised?	Westdown Road is very windy and exposed, so species need to tolerate these conditions.
In utilities information received, were any issues discovered?	Plans for underground services and overhead telephone have been scrutinised by ESCC Highways Tree Officer and Tree Wardens. Potential planting sites have been examined using a Cable Avoidance Tool (Cat Scanner). Prior to planting, a detailed survey

	will be done by the Tree Wardens on each proposed planting site using the Cat Scanner, and taking into consideration factors such as sight lines and overhead powerlines.
<p><b>Description of pavements and verges:</b>  Verges are the standard configuration, that is, road, verge, pavement. All verges are at least 36" wide (ie, as per agreed in the verge width policy July 13). Verges on A259 South Side are road, verge, footpath, verge. Trees will be planted on wide inner verge farthest from road. Verges on North side are adjacent to road where great care will be exercised.</p>	
<b>Administrative use only (following approval by CSC):</b>	
Following meeting, has confirmation of approval been sent to ESCC?	
Has licence been received from ESCC?	
Has risk assessment been sent to STC?	
Has volunteer list been sent to STC?	
Has detailed planting list been sent to STC?	



## Seaford Town Council

### Report 99/15

<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>29 October 2015</b>
<b>Title:</b>	<b>Insite WW1 Project Proposal</b>
<b>By:</b>	<b>Ben King, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To notify Council of the proposal from Insite with a partnership opportunity for the Council in its 'White Feathers at Seaford Camp' project.</b>

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#### Recommendations

##### You are recommended:

- 1. To consider a response to the proposal request from Insite and if necessary, what level of 'support in kind' the Council wishes to provide.**
- 

#### 1. Information

- 1.1** Insite is a new company, a creative partnership combining the work of Zap Art and Inroads Production. The company looks to engage with local communities, providing outreach programmes through workshops and onsite theatre productions on topics relating the stories of a place or its people.
- 1.2** Further to initial contact being made in 2014 in relation to WW1 Centenary projects; Insite has now submitted a proposal for a project forming the second part in their trilogy of WW1 Centenary events, for which it is looking for the Council's support.
- 1.3** Attached at Appendix A is a letter from Insite setting out the details of their project 'White Feathers at Seaford Camp' with requests for the Council's consideration.
- 1.4** As referred in their letter Zap Art was awarded a financial grant of £250 by this Council in the 2014/15 financial year for their project 'Home Fires' recognition of which was included in their marketing and publicity.
- 1.5** The purpose of the grant was to support an educational outreach project about the impact of WW1 on communities in Newhaven & Seaford; this formed the first production of the trilogy; which was put on at Newhaven Fort, with free entry.
- 1.6** Insite are now applying for grants for the second part of the trilogy, this will include an application for a grant from this Council; they have been informed of the Council's Grants Policy and procedure and advised to apply for the financial grant in Spring 2016 as per the policy.
- 1.7** The letter also refers to support in-kind; if the Council wishes to support this particular event they may wish to agree upon the level of support. Taking into

consideration other examples of community focussed events, 'Support in-Kind' can be granted through discounted use of Council land; in this case the Martello Fields.

- 1.8 Historically this Council has not directly supported events proposed by outside organisers; however if this Council wishes to offer any additional support; there may be the offer of Councillor/s time, for example appointing a Councillor volunteer to work with Insite in the organisation process, to publicise the event or attend meetings. This may then require a small amount of officer support and some office resources to assist with the process.
- 1.9 Members are asked to consider a response to the request and if wishing to support or act as partner, approve the level of support to be provided.

## 2. Financial Appraisal


- 2.1 Due to the free access to the event, as well as the work being focussed on outreach and community engagement, working with schools, colleges and community groups; this organisation may be classed as voluntary/not for profit.
- 2.2 If a discounted fee for the use of Martello Fields is offered it is recommended that this should reflect all other discounted fees granted to voluntary organisations in the year; for the proposed dates this would equate to a fee of approximately £115.
- 2.3 If approving officer time and resources to support the project; whilst not having direct financial implications this Council may wish to delegate authority to the Projects & Facilities Manager to approve a suitable limit to any time and resources utilised for that support.

## 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

A handwritten signature in black ink, appearing to be 'Ben King', is written over two horizontal lines. The signature is fluid and cursive, with the first name 'Ben' being more prominent.





30/8/2015

Dear Seaford Town Council

**Re: 'Seaford WW1 Project' – Seaford Town Council Partnership**

I am writing to you, following on from a meeting with Ben King in July.

Please find attached a proposal document for **'White Feathers at Seaford Camp'** the new WW1 project **InSite** is currently developing in partnership with **Zap Art** and **Inroads Productions** with R&D funding from Arts Council England and East Sussex Arts Partnership, and some background information about our organization and the way we work.

**'White Feathers at Seaford Camp'** builds on the highly successful **'Home Fires'** project which was performed earlier this year at Newhaven Fort, and which received a small grant from Seaford Town Council towards its outreach and engagement programme working with local Seaford schools.

**'White Feathers at Seaford Camp'** is the second part of our planned WW1 trilogy working across Newhaven, Seaford and surrounding villages. Part Two will link to the national programme of First World War centenary commemorations and the Military Services Act ( which came in to force in 1916). The project will explore the history and heritage of Seaford in WW1, Seaford Camp and the stories of the conscientious objectors who were held there to work on building the sea defences and coastal roads. The project will and also examine the very different lives of the Bloomsbury Set C.O.'s living at Charleston Farmhouse. Award winning Lewes based writer, Sara Clifford, is currently writing a script based on her research of local stories.

The WW1 Trilogy offers an ongoing programme of accessible and inclusive arts and creative learning activity across Newhaven, Seaford and surrounding rural villages, focusing particularly on disadvantaged communities in areas with low arts provision, working intergenerationally with older people and youth. We believe the Impact of our work is greater through a programme of sustained activity. It allows us to embed ourselves more deeply within local communities, build on previous projects, develop new connections and enable more effective partnership working, which in turn maximizes opportunities for future engagement and participation, developing and growing audiences and acting as a catalyst for promoting other social, community and economic benefits.

Building on the successes achieved by 'Home Fires', we are confident that **'White Feathers at Seaford Camp'** will be a great success!

It is our intention to make large grant applications to Heritage Lottery, Arts Council England, Awards For All, South Downs Trust-Sustainable Communities Fund, Newhaven and Seaford Town Councils, and to several other smaller funding streams in the autumn 2015. Our target income for the project is in the region of £180,000-£200,000.

Subject to successful funding outcomes, we would aim to deliver a programme of free creative and heritage learning workshops for local schools, volunteers and community groups in spring 2016, followed by a site specific performance on Seaford Seafront 1-3<sup>rd</sup> July 2016.

We would very much like to invite Seaford Town Council to be partners in this exciting project and would welcome any support that is available, via grant funding or support in-kind.

We look forward to hearing back from you after your next Council meeting, and hope that Seaford Town Council would be keen to officially support the project in some way.

Yours Faithfully

Veronica

Veronica Stephens

Creative Producer

Insite & Zap Art

37b Brunswick Place, Hove, BN3 1ND

07956356407



inroads  
productions



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ENGLAND**





## WHITE FEATHERS AT SEAFORD CAMP (working title)

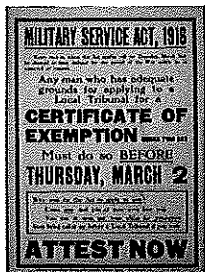
Conceived by Veronica Stephens

Written by Sara Clifford

Following on from the great successes of 'Home Fires' which was performed at Newhaven Fort in March 2015, Veronica Stephens (Creative Producer) and Sara Clifford (Writer) have secured funding from Arts Council England and East Sussex Arts Partnership to research the second part of their WW1 trilogy.

This time the story will focus on the very important role played by the town of Seaford in WW1 history and explore what life was like in the Seaford military training camp, where 20,000 soldiers were billeted at any one time before being shipped out to the Front.

The project will link with the 2016 nationwide First World War centenary commemorations programme around the Military Services Act which came into force in 1916. Many young were conscripted to go and fight, leading to the terrible casualties of the Somme and other battles.



The Act specified that men from 18 to 41 years old were liable to be called up for service unless they were married, widowed with children, serving in the Royal Navy, a minister of religion, or working in one of a number of reserved occupations. Those who objected to call-up could apply to a local Military Service Tribunal who had the power to grant exemption from service, usually conditional or temporary. Many of these tribunals took place at nearby Newhaven Fort.

The project will also tell the story of the group of conscientious objectors who were held at the camp, and the members of the Bloomsbury Group, who were also COs, living at nearby Charleston Farmhouse.

Inspired by locally researched stories, *White Feathers at Seaford Camp* will be a high quality, large scale, site responsive performance event in two locations: Seaford seafront (adjacent to the original site of Seaford camp) and Charleston Farmhouse and garden.

At Seaford, we aim to recreate an impression of Seaford Camp with its rows and rows of bell tents. During the daytime the tents will be used as part of a Seaford WW1 Heritage information event with talks, exhibitions and other WW1 related educational activities.

Conscientious Objectors Seaford Camp.



November 1916.

During the evening, the architecture and natural landscape of each site will be animated by multi-media installations and performance interventions. In both locations, audiences will be led along a promenade route into a large army-style marquee to see a performance by professional actors. In Seaford, the audience will be led to a large scale spectacular video mapping presentation on the white chalk cliffs of Seaford Head as a finale. The performance at Charleston will be smaller and more intimate in scale.

The production is planned for July 2016 and will be produced by InSite, together with Inroads and Zap Art.

### Seaford during World War One



Did you know that 20,000 soldiers were billeted at any one time at the Seaford Training Camp before being shipped out to the Front? Is your house or your school on the site? Our outreach programme will help you explore the heritage of your town and local families.

As a legacy for the project we will create a special Seaford WW1 Heritage education pack for schools, and a display exhibition for local museums and libraries.

### Wider commemorations

The play is part 2 of a trilogy of WW1 theatre project we are producing across the towns and villages of East Sussex and which ties in with the national 2014-2018 First World War centenary commemorations. It will be featured as part of both East Sussex County Council's and the Imperial War Museum's First World War Centenary Programmes, and is supported through the University of Brighton and Kent's Gateways to the First World War project.

### Partners and Funders

Working from our own strong partnership and joint artistic vision, we develop our projects, working through partnerships across many different sectors, locally, regionally and nationally.

- national heritage organisations
- universities
- schools and colleges
- community interest groups

We are seeking funding from Arts Council England, 14-18 Now!, East Sussex County Council, Newhaven & Seaford Town Councils, Awards For All, the Heritage Lottery Fund and the South Downs Sustainable Communities Fund amongst others.

### InSite

InSite is a brand new company combining the creative forces of Sara Clifford (Inroads Productions) and Veronica Stephens (Zap Art). InSite seeks to create important theatre on location that captures the spirit of people and places. We are actively seeking to partner with local organisations in Seaford and Newhaven, with many opportunities for local people to get involved. You can see examples of our previous projects on our websites [www.inroads.org.uk](http://www.inroads.org.uk) and [www.zapart.co.uk](http://www.zapart.co.uk)

**Our most recent performance was HOME FIRES at Newhaven Fort in March 2015**

**Reviews and feedback included:**

"Sara Clifford's script delicately explores the mixed emotions on the home front through a local family, soldiers stationed in Seaford, and Newhaven's telegram girl, Grace Crismas."

**THE ARGUS**

"Memorable, sad and impressive."

**ROBIN MORLEY, CHAIR OF INTERNATIONAL STREET ARTS NETWORK**

"A big, rich evening."

**DARREN EAST, TOTAL THEATRE**

Inroads Productions and Zap Art are two excellent examples of community organisations that can come together in a strong partnership that produces really innovative and exciting artistic and heritage outputs and outcomes. Their track record engenders an atmosphere of trust in other institutions and organisations and a willingness for them to get involved and add value to projects.

**DR SAM CARROLL, CENTRE FOR RESEARCH IN MEMORY, NARRATIVE AND HISTORIES  
UNIVERSITY OF BRIGHTON**

"I thought this was an excellent production, extremely well judged in its use of a variety of media and locations. It presented an emotional and focused central narrative around clearly identified characters whilst also exploiting the scale of the location, through a highly disciplined chorus and simple but effective design.

It also included some wonderfully evocative installations and projections which all added hugely to the narrative core and the wider picture of the War and its impact. Every scene or image was well placed, the promenade audience was moved firmly but sympathetically around the site and our focus was guided often quite subtly towards images or locations. Many congratulations to the whole creative team, actors and chorus."

**JON LINSTRUM, ARTS COUNCIL ENGLAND**

**Contact details:**

**Veronica Stephens**

**[Veronica.stephens@hotmail.com](mailto:Veronica.stephens@hotmail.com)**

**MOBILE: 07956356407**



inroads  
productions



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ENGLAND**





## Seaford Town Council

### Report 104/15

**Agenda Item No:** 12  
**Committee:** Council  
**Date:** 29 October 2015  
**Title:** Solar Panels at The View, Seaford Head  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To secure permission to progress with the installation of Solar Panels to The View.

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#### Recommendations

**You are recommended:** Approve the installation of solar panels to The View as soon as possible.

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#### 1. Information

- 1.1 Fraser Morley, the Golf Professional, has been helping the provision of solar panels at The View by researching and obtaining quotes from companies to install panels on the roof at the venue. This was part of the original plan for the building, as a method of reducing utility costs and also making use of modern technology to be more environmentally friendly where possible. It is now being investigated as part of the Town Council's attempts to reduce costs and generate income wherever possible.
- 1.2 Two quotes have been obtained, as attached at Appendix A. As members will see, the cost saving is significant at just short of 50% of the existing electricity supply to the building.
- 1.3 The system chosen is one whereby there is no capital outlay by the Council but the Council benefits from the electricity generated in partnership with the investors who purchase the systems.
- 1.4 The proposal will be subject to securing any necessary planning approvals which it is anticipated the company supplying the panels will secure.

#### 2. Financial Appraisal

- 2.1 Potential savings of £3424 per annum and a total saving of up to £196,488 over the 40 year life of the panels.

#### 3. Contact Officer

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

Town Clerk

104/15 - Appendix A

### Company A

Electric Usage and costs v Solar

9th Feb - 31st May	kWh	Cost per kwh	Total Cost	Term until owned	25 year saving	Additional 15 year saving	Total saving over 40 year lifecycle
Usage		0.12 & 0.08	£7,392.56				
Solar		0.06	£3,968.54				
			£3,424.02 Saving	25 years	£85,600.40	£110,888.40	£196,488.80

System Life of around 40 years

### Company B

Electric Usage and costs v Solar

9th Feb - 31st May	kWh	Cost per kwh	Total Cost	Term until owned	20 year saving	Additional 15 year saving	Total saving over 35 year lifecycle
Usage		0.12 & 0.08	£7,392.56				
Solar		0.06	£3,968.54				
			£3,424.02 Saving	20 years	£68,480.32	£110,888.40	£179,368.72

System life of around 35 years. Nothing until New Year and funding could disappear.