



Seaford Town Council

To the Members of the Full Council

A Meeting of the Full Council will be held at 37 Church Street, Seaford on Thursday 31st August 2017 at 7.00pm, which you are summoned to attend.


James Corrigan
Town Clerk
23rd August 2017

AGENDA

1. **Apologies for Absence**
To consider apologies for absence.
2. **Disclosure of Interests**
To deal with any disclosure by Members of any disclosable 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	Community Services	6 th July 2017	pages 3 to 4
4.2	Planning & Highways	13 th July 2017	pages 5 to 8
		3 rd August 2017	pages 9 to 13
4.3	Full Council	20 th July 2017	pages 14 to 19
4.4	Personnel	9 th March 2017	pages 20 to 21
		8 th August 2017	pages 22 to 23

N.B. The minutes of the Personnel Committee meeting held on 8th August 2017 can be approved as an accurate record but the recommendations will be decided upon separately under agenda item 10.
5. **Revised Grants Policy**
To consider report 53/17 presenting a revised Grants Policy for adoption (pages 24 to 28).
6. **Toilet Cleaning**
To consider report 52/17 regarding the cleaning of public toilets within Seaford (pages 29 to 32).
7. **The View Business Plan**
To consider report 54/17 providing an update on the draft Business Plan for The View (pages 33 to 34).
8. **Martello Toilet Design**
To consider report 55/17 presenting the proposed design for the new Martello Toilet facility (pages 35 to 37). N.B. The two appendices to this report are included at the end of the agenda.

9. Exclusion of the Press & 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 the next two items on the agenda as the items concern business sensitive data which is intended for future publication and personal and confidential information regarding Council employees.

10. Draft Seaford Town Neighbourhood Plan

To consider exempt report 56/17 presenting the first draft Seaford Town Neighbourhood Plan for initial thoughts on, prior to the draft being presented to Council in October 2017 for approval (pages 38 to 41).

11. Staffing Review & Job Evaluation

To consider exempt report 56/17 regarding the external staffing review and job evaluation alongside the recommendations of the Council's Personnel Committee (pages 42 to 48).

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

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Circulation: All Councillors, Young Mayor, Deputy Young Mayor and email recipients.



Seaford Town Council
Community Services Committee

Minutes of the meeting of the Community Services Committee held at 37 Church Street, Seaford on Thursday 6th July 2017 at 7.00pm.

Present:

Councillors A Latham (Chair) and P Boorman (Vice-Chair)
Councillors L Freeman, N Freeman, R Hayder, O Honeyman, M Wearmouth, B Webb and C White.
Mr Craig Williams – Projects & Facilities Manager, Seaford Town Council
3 members of the public.

CS 01/07/17 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor Wallraven.

CS 02/07/17 Disclosure of Interests

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

CS 03/07/17 Public Participation

There was no Public Participation.

CS 04/07/17 Finance Report

The Committee discussed report 34/17 presenting the Community Services income and expenditure figures for May 2017 and the financial year to date.

Queries were raised regarding The Shoal income and expenditure, and the Seafront Development Plan project and how the funding is being generated to begin and continue paying for the project was discussed.

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

Standing Orders were postponed due to a member of the public not realising they had missed the public participation sector.

Maureen Sheldon

Could a short-term refurbishment be carried out at the Martello Toilets as they are an embarrassment to the town and the full project date seems to be continuously moving back.

Cllr Latham

Confirmed that it is important to carry this out to ensure the toilets in a suitable condition for the rest of the summer.

Standing Orders resumed.

CS 05/07/17 Projects & Facilities Manager – Update Report

The Committee considered report 33/17 presenting the Projects & Facilities Manager's update report, informing members on progress and actions relating to the Council's assets, services, and projects.

Members discussed the Seafront Development Plan, Concessions, Martello Toilets and Brown Signage scheme clarifying the areas in question and strategic plans going forward. The Projects & Facilities Manager was asked to check the positioning of the Southdown Corner notice board and any impact on road users.

It was **RESOLVED** to **INSTRUCT** the Projects & Facilities Manager to collate a short-term fix cost in respect of the Martello Toilets and report to Full Council on 20th July. This was a unanimous decision.

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

CS 06/07/17 Reduced Mobility Access Ramp

The Committee considered report 35/17 regarding the purchase of a reduced mobility access ramp for the Crouch Bowling Club.

It was **RESOLVED** to **APPROVE** the purchase of a lightweight folding suitcase ramp to be used at the Crouch Bowling Club.

The meeting closed at 7.52pm.

Councillor A Latham
Chair

DRAFT



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 13th July 2017** commencing at **7.00 p.m.**

Present:

Councillors L Wallraven (Chairman), R Honeyman (Vice-Chair), D Argent, P Boorman, L Freeman, N Freeman, T Goodman, A Latham, and P Lower
Geoff Johnson- Planning Officer
3 members of the public present

P 13/07/17 Apologies for Absence and Declaration of Substitute Members

There were no apologies received

P 14/07/17 Disclosure of Interests

Councillor L Wallraven (Chairman) declared a non-pecuniary interest as a member of Lewes District Council sitting on that Council's Planning Applications Committee and did not vote on any item

Councillor P Boorman and Councillor R Honeyman both declared a non-pecuniary interest in Item 5 and in application LW/17/0501 and did not speak or vote on those items

Councillor A Latham and Councillor L Freeman both declared a non-pecuniary interest in Item 5 and did not speak or vote on that item

P 15/07/17 Public Participation

There was no public participation.

It was **RESOLVED** that the report on Item 5 be dealt with before the Planning Applications at Item 4 for the convenience of members of the public attending for that item

P 16/07/17 Reconsideration of Application LW/17/0369 – 57 Blatchington Road

Keith Blackburn of the Seaford Community Partnership-

He was concerned about various issues raised by this application including the potential flood risk. He had been a member of the Action Group set up to reduce flood risk in Seaford and retained an interest in the subject.

He had five main concerns; Archaeology, Drainage, Contamination, Flooding and Traffic.

The site is in an Archaeological Notification Area and it is therefore essential that an excavations necessary for services to the development did not prejudice any future archaeological investigations.

Excavations necessary for new drainage and other services to the new residential units could

also disturb the contaminants in the land and this problem needed to be remedied. The general issue of contaminated land, taking into account the need to protect the health and welfare of the builders and the future occupants, had not been given sufficient consideration.

ESCC's objection had flagged up the flood risk issue. Any on-site attenuation to deal with the potential flooding problems would add to the contamination risks and the archaeological issues.

Finally, on traffic, Blatchington Road at this point is at the junction with Broad Street North and The Twitten. A safety assessment needed to be carried out to take into account the additional movements generated by the new residential development.

Members considered report 43/17 informing the Committee of additional information and objections received on this application since it was considered at the meeting on 1st June 2017.

It was **RESOLVED** that the principle of residential development in the form proposed could still be supported but **CONCERNS** were expressed on the following issues:

ARCHAEOLOGY- Given the sensitive location an appropriate archaeology condition should be imposed to require a comprehensive investigation to be made in relation to any excavations necessary to implement the scheme.

DRAINAGE and CONTAMINATED LAND- The scheme is likely to require additional excavations to be made for the provision of services to the residential units and as well as the archaeological issues any contaminated land condition should cover the danger of contaminants being disturbed by these works

FLOODING- The objection submitted by ESCC SUDS was duly noted. Appropriate requirements/conditions should be imposed to attenuate the flood risk and implemented prior to the occupation of the proposed units

TRAFFIC- Consideration should be given to the impact of the additional traffic movements from the development on the adjacent sub-standard junction of The Twitten and Broad Street North

P 17/07/17 Planning Applications

Planning Applications for week ending 16th June 2017

Seaford	Unit 30 Cradle Hill Industrial Estate Cradle Hill Road
LW/17/0490	Planning Application-Section 73A Retrospective Application for the erection of a gas flue on the side elevation for Burts Bakery Ltd

Objections relating to nuisance from noise and vibration from the flue were reported from the occupiers of 9,10 and 12 Old Nursery Close.

The Committee considered the objections but took the view that it was more appropriate for the allegations of nuisance to be dealt with by the District Council's Environmental Health department rather than through planning enforcement powers. There were no concerns over the appearance of the flue.

It was therefore **RESOLVED** to **SUPPORT** the application and to ensure that the nuisance allegations were properly dealt with by the District Council's Environmental Health department

SDNPA Planning Applications received week ending 21st June 2017

Seaford **The Boat House Eastbourne Road**
SDNP/17/02653 Lawful Development Certificate Application-Continued Use of building as a dwelling

It was **RESOLVED** that given the nature of the application the Committee is not in a position to comment on it

Planning Applications for week ending 23rd June 2017

Seaford **6 Bishopstone Road**
LW/17/0440 Planning Application-Erection of a single-storey side and rear extension, Raising of existing garage roof, amendment to existing front dormer to incorporate balcony and formation of detached garage in rear garden

It was **RESOLVED** to **SUPPORT** the application subject to an appropriate Archaeological condition

Seaford **14 The Ridings**
LW/17/0475 Planning Application-Single storey rear extension

It was **RESOLVED** to **SUPPORT** the application

Planning Applications for week ending 30th June 2017

Seaford **11 Blatchington Road**
LW/17/0501 Planning Application-Remove single storey kitchen building. Erection of replacement two storey building accommodating three two-bedroom self-contained flats with associated parking. Alterations to the fenestration on the west elevation of the main clubhouse building. Change of use of the first floor of the Old Wagon Factory from B1 to Sui Generis

It was **RESOLVED** to **SUPPORT** the application but given the sensitive location a full Archaeological survey would be required as a pre-condition

It was also **NOTED** that given that the application involved two distinct schemes with separate accesses, that two separate applications should have been submitted in order to avoid confusion

Seaford
LW/17/0536

133 Princess Drive
Planning Application-Two storey side extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0537

42 Hurdis Road Bishopstone
Planning Application-Demolition of existing conservatory and erection
Single storey rear extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/17/0558

57 Hastings Avenue
Planning Application-Single storey rear extension and room in roof

It was **RESOLVED** to **SUPPORT** the application

P/18/07/17 Update Report

Members considered report 37/17 informing the Committee of Lewes District Council's
Decisions on previous planning applications

It was **RESOLVED** that the report be **NOTED**

The meeting closed at 7.33 pm

Councillor L Wallraven
Chairman



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the Planning and Highways Committee held at the Council Chambers, 37 Church Street, Seaford on Thursday 3rd August 2017 commencing at 7.00 p.m.

Present:

Councillors L Wallraven (Chairman), R Honeyman (Vice-Chair), D Argent, P Boorman, L Freeman, N Freeman, T Goodman, A Latham and P Lower.
Geoff Johnson- Planning Officer
5 members of the public present

P 19/08/17 Apologies for Absence and Declaration of Substitute Members

Apologies were received from Councillor J Elton

P 20/08/17 Disclosure of Interests

Councillor L Wallraven (Chairman) declared a non-pecuniary interest as a member of Lewes District Council sitting on that Council's Planning Applications Committee and did not vote on any item

P 21/08/17 Public Participation

In response to a query from Mr B Gower it was confirmed that members of the public would be able to speak on Item 5-Avondale Hotel. Mr Gower also raised the issue of temporary signs obscuring traffic signs in Chyngton Road. He was told that the Council's Facilities Manager Craig Williams had been made aware of the problem

P 22/08/17 Planning Applications

Planning Applications for week ending 7th July 2017

Seaford 16-17 Bishopstone Road Bishopstone
LW/17/0498 Planning Application-Double storey rear extension and summerhouse.

It was **RESOLVED** to **SUPPORT** the application. It was noted that although the proposed extension was substantial the house was situated on a large double plot and the Committee could find no grounds to support the neighbours' objection.

Planning Applications received week ending 14th July 2017

Seaford 1 Tudor Close
LW/17/0451 Planning Application- Replacement of existing conservatory with single storey rear extension.

It was **RESOLVED** to **SUPPORT** the application.

Seaford **14 Hill Rise**
LW/17/0582 Planning Application- Single storey side/rear extension.

It was **RESOLVED** to **SUPPORT** the application.

Seaford **Sutton Parade Alfriston Road**
LW/17/0585 Application to vary existing Condition- Variation to Condition 2
(plan) attached to approval LW/14/0795

It was **RESOLVED** to **SUPPORT** the application.

SDNPA Planning Applications for week ending 18th July 2017

Seaford **Manor Farm House, The Street, Bishopstone Village**
SDNP/17/ Planning Application-Demolition of existing grain store and
replacement with new grain store, workshop and machinery store.

It was **RESOLVED** to **SUPPORT** the application subject to appropriate Archaeological and Ecological conditions and subject also to landscaping/screening to mitigate the impact of the building on the sensitive area around the site.

Planning Applications for week ending 21st July 2017

Seaford **7 Marine Crescent**
LW/17/0076 Planning Application-Alterations and extensions to existing property
and sub-division to form two semi-detached dwellings including
associated parking and landscaping.

It was noted that this was a substantial scheme but that there was sufficient room at the property to accommodate the extensions without causing undue impact on neighbouring properties and on the character of the area. It was therefore **RESOLVED** to **SUPPORT** the application.

Seaford **Units 6 & 7 Cradle Hill Industrial Estate Cradle Hill Road**
LW/17/0565 Planning Application-Change of Use from Class B1 to B8 (Storage and
Distribution) with ancillary trade counter

It was **RESOLVED** to **SUPPORT** the application although concerns were expressed over the lack of additional parking spaces to serve the proposed use and the possible effect of this on existing traffic and parking problems in the area.

Seaford **33 Westdown Road**
LW/17/0581 Planning Application-Two storey rear extension and new cladding

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0586
& /0655

Fitzgerald House Croft Lane
Planning and Listed Building Applications-Replace existing UPVC windows to Block 3 with timber casement windows and associated works, replace existing UPVC windows to rear/side elevations with with residence 9 UPVC heritage windows and associated works.

It was **RESOLVED** to **SUPPORT** the applications. The Committee commended the level of detail in the presentation of the applications and the design of the proposed replacement windows.

Seaford
LW/17/0606

32 Deal Avenue
Planning Application- Single storey side extension.

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0607

65 Broad Street North
Planning Application- Conversion of the property into two residential units together with the reformation of the existing rear outbuilding with an increased width of 200 mm.

It was **RESOLVED** to **SUPPORT** the application.

Tree Matters

Seaford
TW/17/0053/TPO

Griffin Lodge Eastbourne Road
Application to prune back Holm Oak (T1 on plan) to previous pruning Points to allow more light in the dwelling.

It was **RESOLVED** to **SUPPORT** the application.

P/23/08/17

SUSPENSION OF STANDING ORDERS

It was **RESOLVED** to **SUSPEND STANDING ORDERS** on the following item (Avondale Hotel) to allow free discussion by Councillors and members of the public.

P/24/08/17

Avondale Hotel Avondale Road
Planning Application LW/17/0544 for Change of Use from C1(hotel) to a House in Multiple Occupation with 18 units for a maximum 31 residents.

Mr B Gower-Referred to an e mail sent by his wife setting out objections to the application. There was a shortage of tourist and visitor accommodation in the town He and his wife ran a Guest House and recently had to turn away a large party of visitors and was unable to find them any alternative accommodation. He commended the officer's report on the Agenda.

Following the reinstatement of Standing Orders the Committee considered report 46/17 on the planning issues relevant to this application.

It was **RESOLVED** to **OBJECT** to the application for the following reasons :-

That the Applicant has not submitted any supporting evidence to overturn the presumption in Core Policy 5 (2) of the LDC Core Strategy Local Plan that existing visitor accommodation in the District should be retained. Any application for change of use from the C1 Use Class to residential should acknowledge this presumption and include full evidence on viability and marketing for setting by the Local Planning Authority.

This Policy is particularly relevant to Seaford given the acknowledged shortage of visitor accommodation in the town and the importance given to tourism and the growth of tourist accommodation in the strategic objectives for Seaford promoted by the Town Council, by the District and County Councils (including Seaford Impact) and in the Neighbourhood Plan currently in preparation.

It is also considered that the residential use proposed i.e 18 units for a maximum of 31 residents, is over intensive. It would be likely to have an adverse impact on the amenities of residents in the locality and would not be appropriate in a prominent location close to the Town's War Memorial.

P/25/08/17 Proposed Development East Quay Newhaven Harbour

Members considered report 45/17 informing the Committee of proposals for a major new development at Newhaven Harbour. The proposals, for a new importation wharf for minerals and a processing plant to produce building materials were likely to have a major impact on views of the harbour from Seaford. A formal application was being prepared by the Brett Group for submission to East Sussex County Council.

It was **RESOLVED** to **NOTE** the report and request the East Sussex C.C to include the Town Council as a formal consultee on the forthcoming application.

P/26/08/17 Road Closure-French Market

Members considered report 48/17 on the request for a Road Closure Order on Friday 15th September 2017 for the annual French Market.

It was **RESOLVED** to raise **NO OBJECTION** to the application and to **SUPPORT** the relocation of the market.

P/27/08/17 Update Report

Members considered report 48/17 informing the Committee of Lewes District Council's Decisions on previous planning applications.

It was **RESOLVED** that the report be **NOTED**.

The meeting closed at 7.50 pm

Councillor L Wallraven
Chairman

Draft



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 20th July 2017 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors D Argent, P Boorman, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, M Wearmouth, B Webb and C White.
Thomas Exley, Young Mayor of Seaford
Dominic Avey, Deputy Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
Craig Williams, Projects & Facilities Manager – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council
11 members of the public.

C30/07/17 Apologies for Absence

Apologies for absence were received from Councillors Adeniji, Burchett, Lower and McEwan.

C31/07/17 Disclosure of Interests

Under the Seaford Town Council Code of Conduct and the Localism Act 2011, the following disclosures were made in relation to matters on the agenda:

Councillor O Honeyman; declared a prejudicial, non-pecuniary interest in item 18 of the agenda as a Lewes District Councillor.

Councillor L Wallraven; declared a prejudicial non-pecuniary interest in item 18 of the agenda as a Lewes District Councillor.

C32/07/17 Public Participation

Sylvia Dunn

The Martello Toilets have not had regular cleaning or been of an acceptable standard since 2010. As the money proposed to be spent on short term refurbishment is excessive. The majority of toilets in the town are not satisfactory; Church Street toilets has a broken skylight and a vine growing through the roof. Requested a breakdown of individual repair costs by email, as per report 4/17.

Questioned whether the confidential report at item 20 regarding The View and Golf Course should be made public.

Asked if all seven loans referred to in the Internal Audit report were for The View and Golf Course.

Feels the Town Council should take control of the Salts Cottage. This should be considered by the District Council's Full Council, not Cabinet, and if need be, taken to the Secretary of State for approval.

Town Clerk

Clarified that the seven loans were for three areas; the Church Street premises, Hurdis House and The View. The View loan is treated as five loans due to the £1.7m being drawn down in five instalments.

Confirmed that the costs for the toilets refurbishment would be shared.

Explained that the confidential report does have staffing implications and therefore is being kept confidential at this time. The View Business Plan is due

to be presented to Council on 31st August 2017 as a public document and will include further details.

Christine Brett Questioned how much money was being spent on the toilet refurbishment.
Noted the new timeline for a rebuild of the toilets. Questioned whether a proper plan had been created for the toilets and concession facility and whether this had gone out to tender.

Asked how much money had been raised from the beach huts to date.

Town Clerk Confirmed that £190k had been raised from the land sale at The Holt. Two new beach huts have been sold at around £43k each and three of the older beach huts have also been sold.

The design for the toilet facility is still being completed and will be approved by the Council before going out to tender. The design does include two concessions to make this a financially viable project.

Projects & Facilities Manager Clarified that all refurbishment works to the toilets would be done out of hours, so are slightly more expensive but will cause minimal disruption to the users of the toilets.

Claire Earnshaw Questioned how Wettons have kept the contract for the toilets despite its disgraceful service delivery; feels Wettons should be held accountable for the poor service. Raised concerns with the products used and unhygienic and unsatisfactory condition of the cleaning equipment that she has personally witnessed.

Bob Gower Expressed his hope that the HR review report mentioned in the Clerk's Report would help remedy the levels of staff turnover at The View.

Reminded the Council that in 1999 when Lewes District Council offered the Town Council The Salts, the Salts Cottage was not part of the offering. Asked whether Councillors had received copies of the further information mentioned in section 2.2 of report 38/17.

Town Clerk Officers are working on methods to retain staff and address turnover at The View.

Confirmed that the further information would be verbally updated to Councillors during that item on the agenda.

C33/07/17 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations thereon.

C33.1	Planning & Highways	1 st June 2017
C33.2	Planning & Highways	22 nd June 2017
C33.3	Golf & The View	6 th June 2017
C33.4	Full Council	22 nd June 2017
C33.5	Finance & General Purposes	29 th June 2017

C34/07/17 Mayor's Report

The Council considered report 38/17 presenting the Mayor's update report and details of engagements. It was **RESOLVED** to **NOTE** the content of the report.

C35/07/17 Young Mayor's Report

The Young Mayor, Thomas Exley, provided a verbal update on his time in office since May 2017 including; his Seaford Summer Magic event on Saturday 26th August on the Martello Fields, which will include a pop-up restaurant, live music, performances, fun fair and more; raising funds to install a wheelchair swing in Seaford and the JustGiving page set up; events attended with the Mayor; a request for any stewards to help at the Summer Magic event and; five of the six defibrillators now in situ around the town.

The Council thanked the Young Mayor for his report.

C36/07/17 Clerk's Report

The Council considered report 40/17 presenting the Clerk's update report.

The Clerk gave a verbal update on various items of the report, including the HR review; councillor training events; working on a five-year budget; the Council's website; The View Business Plan; Seaford's Neighbourhood Plan, thanking those volunteers that have dedicated so much of their time to get to this stage; current and potential land sales; financial performance at The View with food sales up on 2016; the recent by-election, welcoming Councillor Elton and the location of the Council offices and the feasibility study regarding Seaford Library.

Members discussed the land sales and financial implications with regards to project delivery, volunteer research at The View and the use of volunteers and legal positions.

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

C37/07/17 District/County Councillors Update

Councillor Olivia Honeyman, Lewes District Council:

Informed the meeting that Lewes District Council met this week to discuss the issues with the volume of traffic on the A259; specific details of the meeting will be circulated to all councillors once Councillor Honeyman has received them.

Explained that District Councillors are having sessions with officers to explain the transformations with the merger of the District Council and Eastbourne Borough Council back office services.

Encouraged all present to respond to the District Council's consultation recently launched on the Public Spaces Protection Order.

Councillor Phil Boorman, East Sussex County Council:

Confirmed that East Sussex County Council are having discussions regarding Exceat Bridge; updates will be shared as soon as known.

The County Council are researching pilot health schemes with the focus on improving health and well-being to lessen the demand on doctor's surgeries and hospitals.

C38/07/17 Refurbishment of Martello Toilets

The Council discussed report 44/17 in great depth regarding a small refurbishment to the Martello Toilets to improve the condition until the full project can take place. The Council discussed the unsatisfactory delivery of the cleaning contract, the works proposed to be done and timescale of 7-10 days, plans regarding the cleaning of the new toilet facility once built and the standard of cleaning of all toilets within the town both now and in the future.

C38.1 It was **RESOLVED** to **APPROVE** the proposed refurbishment works to the Martello Toilets as per report 44/17.

C38.2 It was **RESOLVED** to **INSTRUCT** Council Officers to contact Lewes District Council to complain about the service being provided by the current cleaning contractors of all toilets within the town.

C39/07/17 Safety, Health & Environment Policy

The Council considered report 27/17 presenting the draft Safety, Health & Environment Policy for adoption.

- C39.1** It was **RESOLVED** to **ADOPT** the Safety, Health & Environment Policy as presented.
- C39.2** It was **RESOLVED** to **NOTE** that the Town Clerk may reallocate the responsibility for tasks with the Policy as necessary, as per section 2.3 of the Policy.

C40/07/17 Remembrance Day Parade; Memorandum of Understanding

The Council considered report 29/17 presenting a Memorandum of Understanding confirming the responsibilities with Seaford's Remembrance Day parade.

It was **RESOLVED** to **NOTE** the Memorandum of Understanding regarding the key responsibilities of Seaford's Remembrance Day Parade, as presented.

C41/07/17 Councillor Appointments

The Council considered report 30/17 regarding making councillor appointments to Outside Bodies and membership of Committees.

- C41.1** It was **PROPOSED** to **NOT SUPPORT** the Council having a representative on Seaford Resident's Voice until the group is fully non-political and no longer deemed to be supporting a registered political party; this motion was **CARRIED**.
- C41.2** It was **RESOLVED** to **APPOINT** Councillor Phil Bowman as the Council's representative for the Crouch Bowling Club.
- C41.3** It was **RESOLVED** to **APPOINT** Councillor James Elton as the Council's second representative for the Seaford Head Local Nature Reserve Management Committee.
- C41.4** It was **RESOLVED** to **APPOINT** the additional membership to Committees as:
 - i. Finance & General Purposes Committee – Councillors Elton, O Honeyman and Wetherby;
 - ii. Planning & Highways Committee – Councillor Elton;
 - iii. Community Services Committee – Councillor Argent.

C42/07/17 Internal Audit Report for Year Ended 31st March 2017

The Council considered report 36/17 presenting the final report from Mulberry & Co, the Council's Internal Auditor for the Year Ended 31st March 2017. The Council discussed the position with reserves, capital receipts and revenue expenditure or income, and loan repayments.

- C42.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report.
- C42.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of the report.
- C42.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2017/18.

C43/07/17 Additional Council Meeting Date – 31st August 2017

The Council considered report 31/17 regarding scheduling an additional Council meeting.

It was **RESOLVED** to **AGREE** to an additional Council meeting being scheduled to be held on Thursday 31st August 2017.

The Town Clerk will look at options for inviting the members of the Neighbourhood Plan Steering Group to attend the meeting.

C44/07/17 Christmas Shutdown Period

The Council considered report 41/17 seeking approval to close the Council offices over the Christmas period and discussed operational days at The View over the period.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 5pm on Thursday 21st December 2017 to Monday 1st January 2018 inclusive.

It was confirmed that the Planning & Highways Committee meeting would still be going ahead as scheduled for 7pm on Thursday 21st December 2017 in the Council Chambers.

C45/07/17 Seaford Markets

The Council considered report 42/17 providing feedback on the consultation with Town traders on the Seaford Street Markets.

C45.1 It was **RESOLVED** to **NOTE** the offer of seafront concession licences to local market traders.

C45.2 It was **RESOLVED** to **AGREE** to cancel the street markets following the trial and consultation.

C46/07/17 Martello Tower Entertainment Area Motion

The Council discussed report 39/17 in great depth presenting a written motion from councillors regarding the Martello Tower Entertainments Area. The Council discussed the feasibility and practicality of taking bookings for the area, resource demands, the impact on local residents, the need for a written policy on use of the area and the advertising of performances.

C46.1 It was **PROPOSED** to **INSTRUCT** Council Officers to display a sign stating 'no unauthorised amplified performances until further notice'; this motion was **CARRIED**.

C46.2 It was **PROPOSED** to **ESTABLISH** a working group consisting of Councillors A Latham (Chair), D Argente-Boorman, O Honeyman and C White, to research and draft a policy regarding the Martello Entertainments Area to be presented to the Council at its meeting in October 2017; this motion was **CARRIED**.

C47/07/17 Salts Cottage

(Councillor O Honeyman exited the meeting for this item and Councillor Wallraven took no part in discussion)

The Council considered report 45/17 considering the implications of an update from Lewes District Council on the Salts Cottage, The Salts.

The Clerk informed the meeting that the District Council's Cabinet had delegated a decision on the Cottage to the Director of Service Delivery, who subsequently decided the Cottage should be advertised on the open market. The Council discussed the implications of this, in particular access issues, security of the site, the shared utility supplies and any process of appealing the decision.

It was **PROPOSED** to **INSTRUCT** Council Officers to contact Lewes District Council and formally complain about the decision making process involving no public consultation with Seaford residents and the subsequent issues around utility supplies, access and security; this motion was **CARRIED**.

(Councillor O Honeyman re-joined the meeting)

C48/07/17 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 remainder of the meeting as the items concern business sensitive data and potentially confidential details.

(All members of press and public exited the meeting at 9.21pm, as well as the Young and Deputy Young Mayors of Seaford)

C49/07/17 Golf & The View Working Party Report

The Council discussed exempt report 28/17 in depth, presenting a report of the findings and recommendations from the Golf & The View Working Party. The Council discussed the process of researching and compiling the report, the suggested performance indicators and the Business Plan due to be presented to Council in August 2017.

It was **PROPOSED** to **NOTE** the contents of the report; **FURTHERMORE**, to bring the draft plan back to Council to discuss further in January and April 2018 and review in the context of the Business Plan and any other relevant matters; the motion was **CARRIED**.

(Standing Order 3q was suspended to allow the meeting to exceed a period of three hours)

C50/07/17 Church Street Lease Liabilities

The Council discussed exempt report 32/17 presenting draft Heads of Terms regarding the ongoing discussions with Sussex Police Authority regarding the lease liabilities at 27 Church Street. The Council discussed the backdating of charges, the moral responsibilities surrounding the lease and obligations within, and the legal differences between domestic and commercial leases.

It was **PROPOSED** to **INSTRUCT** the Town Clerk to enter into an agreement as discussed at the meeting; the motion was **CARRIED**.

The meeting closed at 10.18pm.

Councillor Linda Wallraven
Mayor of Seaford

DRAFT



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Thursday 9th March 2017 at 7.30pm.

Present:

Councillor S Adeniji (Chair), R Honeyman, A Latham and P Lower:
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
No members of the public were present.

PE07/03/17 Apologies for Absence

Apologies for absence were received from Councillors P Boorman and L Freeman.

PE08/03/17 Disclosure of Interests

No declarations were made of disclosable 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.

PE09/03/17 Personnel Policies

The Committee considered report 124/16, discussing the draft personnel policies presented.

PE09.1 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Maternity, Paternity and Adoption Leave Policy, subject to minor amendments to be made.

PE09.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Parental Leave Policy, as presented, subject to minor amendments to be made.

PE09.3 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Sickness Absence Policy, subject to minor amendments to be made.

PE09.4 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Equal Opportunities Policy, subject to minor amendments to be made.

PE09.5 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Training & Development Policy, subject to minor amendments to be made.

PE09.6 It was **RESOLVED** to **RECOMMEND** to Full Council that the standard terms and conditions for current and new employees be amended to clarify that employees are employed under the Green Book save where amended by their terms and conditions of employment or Council policy.

PE10/03/17 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the item concerned confidential personnel matters.

PE11/03/17 Pay Grading and Awards

The Committee considered exempt report 125/16 regarding pay grading for Council employees and the annual pay increases.

PE11.1 It was **RESOLVED** to **APPROVE** the annual incremental pay increases following satisfactory staff appraisals with effect from 1st April 2017, as set out in exempt report 125/16.

PE11.2 It was **RESOLVED** to **NOTE** the inflationary increases for members of staff with effect from 1st April 2017, as per exempt report 125/16.

PE11.3 It was **RESOLVED** to **NOTE** the national minimum wage increases for members of staff with effect from 1st April 2017, as per exempt report 125/16.

PE11.4 It was **RESOLVED** to **APPROVE** a 1% increase in pay for those employees not currently contractually eligible for an increase and the casual workers at The View with effect from 1st April 2017, as set out in exempt report 125/16.

PE11.5 It was **RESOLVED** to **AGREE** to the appointment of a suitably qualified advisor to review the staff structure and payscale, exact scope to be set out by the Town Clerk.

The meeting closed at 8:15pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Tuesday 8th August 2017 at 7.00pm.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), R Honeyman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
Councillor Mark Brown was present as an observer.
No members of the public were present.

PE01/08/17 Apologies for Absence

There were no apologies for absence.

PE02/08/17 Disclosure of Interests

No declarations were made of disclosable 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.

PE03/08/17 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concerned confidential personnel details.

It was also **RESOLVED** to set aside standing Orders and allow Councillor Brown to remain in the meeting as an observer.

PE04/08/17 Staffing Review & Job Evaluation Report

The Committee considered exempt report 49-17, discussing the Staffing Review & Job Evaluation report by Chris Rolley Associates and covering Officer's report.

PE04.1 It was agreed to **RECOMMEND** for **APPROVAL** the recommendations within the Staffing Review Report subject to the changes as per this report, set out below for clarity.

PE04.2 It was agreed to **RECOMMEND** for **APPROVAL** that the newly named Community Services Supervisor is initially for 26hrs/4 days per week with a view to expanding to 37 hours per week when the services expand and the additional revenue income is available.

PE04.3 It was agreed to **RECOMMEND** for **APPROVAL** that the Community Services Manager and Supervisor being supported by two members of staff in two newly created positions; Community Services Coordinator (22.5hrs/3 days per week) and an Admin Assistant (15hrs/2 days per week).

PE04.4 It was agreed to **RECOMMEND** for **APPROVAL** that the allocation of some extra days work for the new RFO on an ad hoc basis to complete some of the major tasks will almost certainly be required.

PE04.5 It was agreed to **RECOMMEND** for **APPROVAL** the removal of the duties of the Responsible Finance Officer from the Town Clerk's job description once an RFO has been recruited.

- PE04.6** It was agreed to **RECOMMEND** for **APPROVAL** the role of Finance Manager being created in place of the suggested Finance Officer.
- PE04.7** It was agreed to **RECOMMEND** for **APPROVAL** that the existing Apprentice Greenkeeper is offered the position of second Assistant Greenkeeper.
- PE04.8** It was agreed to **RECOMMEND** for **APPROVAL** that the existing temporary Finance Assistant is offered the role permanently.
- PE04.9** It was **RESOLVED** that the Town Clerk report back to the committee on the effectiveness of the changes six months after they are implemented.

PE04/08/17 **Outline of Potential Bonus Scheme**

The Committee considered exempt report 50/17, introducing the concept of a bonus scheme and seeking guidance on future development.

It was **RESOLVED** to support the principle of a Bonus Scheme and that the Town clerk should develop a complete policy for consideration at a Personnel Committee on the 18th September with a view to adopting a scheme on the 19th October to be operational within the current financial year.

The meeting closed at 8.28pm.

Councillor Sam Adeniji
Chairman



Seaford Town Council

Report 53/17

Agenda Item No: 5
Committee: Council
Date: 31st August 2017
Title: Revised Grants Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present a revised Grants Policy for adoption.

Recommendations

You are recommended:

1. To adopt the revised Grants Policy as presented.
-

1. Information

- 1.1 At its meeting on 29th June 2017, the Council's Finance & General Purposes Committee established a working group to review the Council's Grants Policy.
- 1.2 The Policy was first adopted in April 2015 and having now been in place for two Grants Schemes being delivered, was in need of a review.
- 1.3 Attached at Appendix A is the revised policy. The current policy as stands is able to be viewed in Councillor Information Packs or on the Council's website for comparative purposes. It was not possible to include a version with tracked changes with the agenda as this made the document too hard to follow.
- 1.4 The majority of changes are reflecting current and best practice for implementing and administering the scheme, and rearranging the order/format of the policy to make the document more reader-friendly.
- 1.5 The working group consisted of Councillors D Argent, M Brown, B Burfield, T Goodman and L Wallraven. The Town Clerk, Town Clerk's PA and Support Services Manager were also involved in the review process. Thanks go to all parties for their diligent work on this matter.
- 1.6 The Council is recommended to adopt the revised policy as presented with this report.

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



Seaford Town Council

Discretionary Grants Policy

1. INTRODUCTION:

DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

OBJECTIVES:

The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process as covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (over £501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.
- 1.12 The following are not eligible to apply for grants;
 - a. Individuals, businesses, commercial organisations, religious groups or political parties;
 - b. Projects that are the statutory responsibility of other authorities;
 - c. Applicants who have an outstanding loan with or are financially indebted to the Council.
- 1.13 Grants will not usually be awarded for projects or activities already delivered.

2. LARGE GRANTS

- 2.1 The maximum large grant amount that can be awarded by the F&GP Committee is over £501, up to £3,000. Exceptionally grants over £3,000 may be considered but must be of benefit to potentially the whole town.
- 2.2 To be eligible to apply for a Large grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
- a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Seaford;
 - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 2.3 Documentation Requirements – applicants are required to submit:
- a. A written statement of how the grant is to be used (included on the application form);
 - b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
 - c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
 - d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate;
 - e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
 - f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
 - g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
 - h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
 - i. Details of how the organisation will assess the effectiveness of the activity or project.

3. SMALL GRANTS

- 3.1 Small grants are awarded up to a maximum of £500.
- 3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;
 - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 3.3 Documentation Requirements – applicants are required to submit;
- a. A written statement of how the grant is to be used (included on the application form);
 - b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
 - c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
 - d. A written set of rules, constitution, or other governing document, they shall be current and properly authorised;

- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

4. SCORING CRITERIA

- 4.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:
 - a. Applicants have met the documentation requirements;
 - b. Applicants have specified how the grant will be used;
 - c. Who will benefit from the grant within the community;
 - d. The applicant is a voluntary or community group;
 - e. Benefits to the requesting organisation;
 - f. Value for money;
 - g. Existing Town Council priorities;
 - h. The grant promoting Seaford town;
 - i. The grant contributing to something that has not already been funded in the past by Seaford Town Council.

5. PROCESS FLOW CHART

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website (www.seafordtowncouncil.gov.uk).
- 5.3 Forms should ideally be submitted electronically by email to finance@seafordtowncouncil.gov.uk but may also be submitted by post or handed-in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- 5.5 Applications are reviewed and scored by the F&GP working party in accordance with this policy.
- 5.6 The full F&GP Committee will consider the recommendations made by the working party.
- 5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

6. AWARDING GRANTS

- 6.1 Grants will be paid by BACs, addressed to the name of the organisation specified on the application form.
- 6.2 Where large grants are awarded the Council will aim to have the Mayor and Chairman of F&GP present each organisation with their award and have a photograph taken for a subsequent joint press release.

7. MONITORING AND EVALUATION

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants will not be awarded until this is returned.

- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

8. TRANSPARENCY AND PUBLICITY

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity or publication that the Council has awarded the grant and display a plaque supplied by the Council.
- 8.5 For large grants representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.

Adopted by Full Council: August 2017
Review Date: August 2020

DRAFT



Seaford Town Council

Report 52/17

Agenda Item No: 6
Committee: Council
Date: 31st August 2017
Title: Consideration of future cleaning of public toilets in Seaford
By: James Corrigan, Town Clerk
Purpose of Report: Further to recent public complaints and Councillor requests that Seaford Town Council considers working in partnership with Lewes District Council to devolve responsibility and funding for toilet cleaning to Seaford Town Council, to inform the Council of the outcome of the investigations.

To agree to give Lewes District Council three months' notice to terminate the cleaning contract at the Martello toilets.

Recommendations

You are recommended:

1. To advise officers what action the Council would like to take, the preferred option of officers in the circumstances would be to manage the Martello toilets only at this stage through the employment of a new cleaning contractor.
 2. To agree to the three months' notice in respect of the cleaning of the Martello toilets is given to Lewes District Council now to terminate / suspend the existing cleaning contract to enable the new toilet block to be built.
 3. That if any option to take over the running of toilets is taken it is on the basis that Lewes District Council will pay the same outgoings as present for those toilets, including service contract, utilities and average repairs.
 4. That if an option to manage some toilets by Seaford Town Council is taken that it is on the clear understanding that any future decisions over future funding of public toilets by Lewes District Council will not create a double taxation issue for Seaford residents.
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1. Information

- 1.1 Currently there are five sets of public toilets within Seaford namely South Street, Martello Tower, The Salts, The Buckle car park and Place Lane. The first three listed are owned by Seaford Town Council and the last two by Lewes District Council (LDC). LDC pays for all cleaning and basic maintenance repairs of all five toilets; Seaford Town Council (STC) pays for major repairs on the three STC owned toilets. This arrangement has been in existence since STC came into existence in 1999, with three toilet's ownerships being gradually transferred to STC in 2001 and shortly thereafter.

- 1.2 The arrangement for cleaning reflects similar arrangements across the District. There are another 11 public toilet blocks within the District, some of which are owned by LDC and some of which are owned by partners. LDC pays the revenue costs for all public toilets across the District.
- 1.3 Town Councillors are aware that STC Officers have been in contact with LDC Officers for some time to attempt to resolve the issues surrounding the maintenance standards within the public toilets in Seaford. These have been a matter of concern for some time and were highlighted by several members of the public at the Council meeting on 20th July 2017. This also highlighted where the public often place the blame for the toilet cleanliness and expectations of who should put the situation right. The discussions on social media have been very negative about "the Council's" performance in cleaning toilets.
- 1.4 Whilst discussions have been ongoing STC agreed to fund a minor refurbishment of the Martello toilets pending the construction of the new facilities at the end of the calendar year. A report appears elsewhere on this agenda to agree to the final design of the new toilets to enable the construction of new toilets to go out to tender imminently. The new toilets should be open early next year.
- 1.5 When the provision and in particular the cleaning of the public toilets by the contractors employed by LDC was discussed at the Town Council meeting on 20th July, Town Councillors very clearly indicated that when the new toilets are completed their cleaning should not be entrusted to the existing contractors.
- 1.6 Discussions with community representatives and Town Councillors have all indicated a preference for STC to manage the cleaning of all Seaford toilets to improve standards and to simplify matters, as well as giving local ownership and accountability for the service. This has to be done on the basis that all existing disbursed revenue costs incurred by LDC to run the toilets are transferred to STC to run the service.
- 1.7 Consequently, STC Officers have met with LDC Officers on site and subsequently to discuss the options going forward. STC Officers have approached these discussions from the perspective of working in partnership with LDC to rectify the problems with cleaning standards and to ensure the service levels are to a standard that would be expected and continue to be so into the future.
- 1.8 These discussions have been held whilst recognising that some of the public toilets in Seaford are in need of capital investment, in particular the Martello toilets. Equally however, there was a recognition that there have been a lot of complaints about the cleaning standards in all Seaford toilets.
- 1.9 The quality of the cleaning of the toilets has improved significantly in the past few days and a deep clean by the contractors has been effective in addition to the deep clean carried out by STC and the minor refurbishment carried out by STC at the Martello toilets. However, this type of improvement has been achieved in the past only to dissolve back to a poor standard.
- 1.10 LDC's contract with the current cleaning company has a three month notice period to remove toilets from the contract. This will be necessary for the Martello toilets to enable works to be undertaken in any event. The question will be, is this suspension permanent or temporary?
- 1.11 The existing cleaning contract for all public conveniences in the District is due to finish in March 2019. LDC will of course have to plan ahead well before this date as to its future toilet provision. It is recognised that LDC will be looking to make revenue budget savings over p . 3 0 ing years, this may include toilet provision.

However, it would be anticipated that any saving made with regards to toilet provision would be even handed across the District and on the basis of a logical approach.

- 1.12 Discussions did take place during the meetings regarding the potential of LDC creating a double taxation issue by unfairly penalising Seaford residents. Say for example, that LDC were only to fund the revenue costs of toilets it owns rather than an even-handed approach to toilet revenue costs on the basis of demand.
- 1.13 Discussion also took place with regard to the transfer of cleaning of all sets of toilets to STC. This was the preferred option of officers and those members who discussed the issues. However, LDC have now advised this option is not available. The financial section below sets out a clear business case as to how with the transfer of all revenue costs maintaining all five toilets would have provided the finance to provide 80 hours per week of manned cover during the summer and 68 hours in the winter with enhanced cleaning regimes and responsiveness to cover events and peak periods.
- 1.14 The offer of funding for three toilets is available and is set out below but is not financially viable to employ a locally based STC employed work force. It would be possible to take up this contract for three toilets by employing a new contractor to do so.
- 1.15 The final option is to solely manage the Martello toilets, again this is not financially viable to employ a STC workforce to clean but could be done through a contract with a new cleaning company which would then be closely managed by STC. The financials for this are set out below also.
- 1.16 The issue therefore is whether the Council wishes to take over the management of the three Town Council owned toilets, with payment coming from LDC in line with current expenditure under the current contract being paid by LDC. The second option would be to take over the management of the Martello cleaning only with the existing revenue costs being paid by LDC to STC for the remainder of the contract. The third option is to leave the cleaning for all five Town Centre toilets with LDC including the Martello toilets.
- 1.17 If the Council wished to take over the contract the earliest date would be early January 2018, which would have a remaining contract period of 15 months, though the future plans of LDC beyond that should be known by late 2018. This would be sufficient time to test the provision of toilet maintenance by STC, albeit through a contractor due to economies of scale not being available at this stage.
- 1.18 Accordingly, if the Council wishes to take over the running of the toilets paid for by LDC it is suggested that a caveat to entering into any such arrangement is that Seaford is treat the same post the existing LDC contract for toilet provision in terms of revenue funding provided for public conveniences including the levels of funding via the cleaning contract, utilities and ongoing minor repairs.

2. Financial Appraisal

N.B Figures below have been redacted from the public version of this report due to being commercially sensitive data in light of a tender process for cleaning contracts potentially being undertaken (section 43 of the Freedom of Information Act).

- 2.1 The contract costs to run the toilets have been shared with STC. The costs that STC has been provided are the standard cleaning costs which are: The Salts, £[REDACTED] the Martello £[REDACTED] South Street, £[REDACTED] The Buckle £[REDACTED] and Place Lane £[REDACTED]. A p . 3 1 £[REDACTED] for all five toilets or £[REDACTED] for

the STC owned toilets. The amount expended for running repairs is an average of £1,900 per annum. LDC also pays all utility costs for all public toilets, averaging about £1,200 per annum per site.

- 2.2 The fees of £ [REDACTED] would represent a realistic budget for STC to take over the management of all the cleaning of the toilets. This would enable two full time cleaners (£38,480pa including on costs) to be appointed, providing a total of 80 hours cover per week in the summer and 68 hours in the winter also to provide for materials and a small van (£16,000pa) to move from site to site. Overhead management costs would be approximately £4,000. This would equate to £58,480 per annum.
- 2.3 In addition to the above costs there would also need to be provision for holiday cover which may well be best achieved by employing one full time cleaner and two part-time cleaners, as well as a casual cleaner to give flexibility to cover all hours required. The additional hours required therefore in addition to two full time equivalent cleaners would be approximately £4,500. Also additional cover to provide an attendant on duty permanently at peak times such as Armed Forces Day or Bonfire Night would attract an additional cost of £4,500. The total running costs would therefore be approximately £67,480. This would represent an additional charge to local tax payers of £10,142 or approximately a 1.2% increase in Council Tax. However, if the new toilets at the Martello are pay to use at 20p per use, on the basis of an average of 1,000 users per week over the year would generate an additional income of £10,400. This would cover all additional revenue costs required.
- 2.4 Unfortunately, the option to manage all five toilets is not currently available from LDC as outlined above. The other options are therefore to manage three toilets, just the Martello or none at all.
- 2.5 Arguably the cover required to maintain three sets of toilets would be similar, the length of day would be opening and closing over a 12 hour period. But to fit in with a budget of £ [REDACTED] for these hours would require split shift working and larger periods of time when no one is on duty to respond to emergencies. The practicalities of managing such a contract with an in-house team and the likelihood of failures to deliver a quality of service would increase. The total hours available over a year would be more akin to 1,700 per annum as opposed to approximately 3,500 available if all five toilets were transferred. In both instances, an additional 900 hours would be available with the income from charging at the Martello toilets.
- 2.6 The other option would be to go out to tender for a new contractor to deliver the cleaning of the three toilets or just the Martello if that option is taken. The reputation of STC would be inextricably linked to the performance levels of the contractor appointed. In such circumstances, it is suggested that the option to manage solely the Martello Toilets would be the most appropriate to establish the effectiveness of the new contractor. Options to give three months' notice to take over the cleaning of the other two Town Council owned toilets could be exercised later if this relationship is successful.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Report 54/17

Agenda Item No: 7
Committee: Council
Date: 31st August 2017
Title: The View Business Plan
By: James Corrigan, Town Clerk
Purpose of Report: To update on the progress of a draft Business Plan for The View.

Recommendations

You are recommended:

1. **To note the progress on the Business Plan for The View.**
-

1. Information

- 1.1 It was intended to present a complete business plan for The View for adoption at this meeting however work is still ongoing in collating a comprehensive plan for the venue.
- 1.2 This is obviously a detailed piece of work and has taken a significant amount of time to research and collate all information and plans for the future development of the venue.
- 1.3 However, over the recent past few weeks the time demands on the Town Clerk dealing with some unexpected issues surrounding the Neighbourhood Plan, the staffing review, public toilets and planning matters, most of which appear elsewhere on this agenda has meant that the plan is not quite complete.
- 1.4 It is however anticipated that it will be complete within the next two weeks at which time a hard copy will be supplied to all Councillors to peruse at their leisure prior to the Council Meeting on 19th October when it will be considered.
- 1.5 By way of a mini update for now, there has been some excellent work put in by volunteers Bob Self and Patrick Goff, which is still ongoing but has provided excellent reports on the customer experience and the design and how to improve it. Also, the useful report by the Council Working Group on contingency plans will be attached to the business plan as an appendix.
- 1.6 The performance of the venue is significantly better than the last financial year with weekly income on average £1,500 per week higher. This is reflected in the increased number of non-golfers using the venue for meals and refreshments as well as the ever-growing number of visiting golfers to the venue.
- 1.7 The improved team led by Craig Nicol are gelling well and doing a great job, the acquisition of Nelson Prudencio as Head Chef has been a massive boost all

round with consistently excellent feedback on the quality of food at the venue now.

- 1.8 The Business Plan looks beyond organic growth of the current business and looks at additional income streams in line with the Councils Strategic Plan, such as log cabins and eco-pods to provide much needed overnight accommodation to the town. It also assesses the impact of changes to the venue to improve the experience there and subsequently the profitability.
- 1.9 The draft projections within the plan are positive and build on the existing organic growth of 11.5% increase in income from year one of operation to year two. It is clear from the draft plan as is at this stage that the venue can deliver a significant profit for local taxpayers over the next few years.

2. Financial Appraisal

There are no financial considerations at this stage.

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

Report 55/17

Agenda Item No:	8
Committee:	Council
Date:	31st August 2017
Title:	Martello Toilet Design
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the proposed design for the new Martello Toilet facility for approval.

Recommendations

You are recommended:

- 1. To approve the proposed design for the new Martello Toilet facility as presented in the attached plan with the additions of two urinals, flexible gender cubicles, two concessions, "Changing Places" toilet and to require officers to look at including an electric point for the Martello Tower area at a maximum cost of £250,000.**
 - 2. To authorise the Town Clerk to seek tenders for the design and build contract, such tenders to be considered in accordance with the Councils Financial Regulations.**
-

1. Information

- 1.1 The Council has previously considered plans for new Martello toilets at its meeting on 26th January 2017 when it was agreed to defer a decision on the design due to the financial constraints and the projected cost to deliver the design at £300,000.**
- 1.2 Since this meeting the Seafront Development Plan has been adopted at the Council meeting on 30th March 2017, this generates the surplus capital funds which is detailed below in the financial appraisal. It is envisaged that the funds for the capital construction of the toilets would come directly from a land sale and sale of beach huts. The envisaged costs within the plan is £200,000. However, a more realistic price taking into account the design demanded and the specification required is £200,000 - £250,000.**
- 1.3 When adopting the Seafront Development Plan the Council agreed to some design aspects for the Martello toilets including charging 20p to use them, not including showers and retaining the design of individual cubicles.**
- 1.4 Officers have looked at various options to develop the Martello toilets in line with feedback made during the consultation on the Seafront Development Plan and more recently over the past few weeks after publishing the draft design of the toilets. This followed a period of consultation with Councillors also.**
- 1.5 This consultation has resulted in a number of very useful suggestions which are reflected in the attached plans at Appendix A and B.**

- 1.6 There are some comments which need addressing in addition as a result of the current online consultation. 55% of the 71 people who have completed the recent survey would prefer not to have mixed gender toilets. Having discussed this further, a solution to retain flexibility would be to have an open policy on whether or not each unit is mixed or single gender. Door signs would be used that are easily changed to give flexibility at the discretion of officers. The intention would be to leave the baby changing and disabled as mixed gender but to then have three female units and two male ones. The two male ones to have the addition of a urinal in them as this is a point that has been raised by several residents whether the toilets are mixed or not. These five units can then have their gender use changed to meet the public demand as dictated by use.
- 1.7 The charging for the use of toilets is, as was the case last time, finely balanced at 52% against and 48% in favour. However as discussed previously when the Council agreed to charge 20p, the charging does result in better quality toilets as it reduces misuse, vandalism and anti-social behaviour. It is not proposed to revisit this item, but it will be interesting to seek the public's views once it is operational.
- 1.8 The future maintenance of the facility is of course a major concern as the current one clearly has not been well maintained. Ensuring there is adequate revenue to maintain the facility to a high standard and to invest in enhanced cleaning and maintenance by the charging to use the toilets as well as the rent from the two concessions.
- 1.9 The concessions will generate an income of between £15,000 and £30,000 per annum. Which is a significant sum to ensure the seafront and the toilets in particular are well maintained. The income from the toilets should be at least £10,000 per annum.
- 1.10 Only 7% of responses in the recent survey objected to including two concessions. The favoured uses for the second concession was very close at 25% in favour of fish and chips and 23% in favour of seafront toys and games also 11% favoured an ice cream kiosk. There were also several suggestions for fishing supplies as well as 11% suggesting the second concession as an indoor space for use of the existing concession. This would have a financial impact as it would reduce the rent, but would be welcome by some.
- 1.11 It is suggested that to secure best value that Council leave the use of the second concession to market forces with the proviso that it cannot compete against the existing concession offer. The existing concession could tender for it with a view to using it as an indoor space if so desired.
- 1.12 Other features included in the design as requested are three covered seating areas and stores for the units as well as two for use by the Town Council; one for cleaning equipment and the other for entertainments area storage. It is planned that the Lifeguards will retain their storage area in the old concession and that the space occupied by the existing concession is used as a store for the entertainments area also.
- 1.13 Eventually, as per the Seafront Development Plan, a sandpit and an outdoor shower by the beach will be installed in this area.
- 1.14 Following recent discussions with the Chair of the Martello Entertainments Area Working Group, whilst the works are being carried out the possibility of providing a locked electric point on the edge of the Martello decking area will be explored.

- 1.15 There has been a lot of feedback requiring the facility to include a "Changing Places" toilet. This is of a higher standard than the legal minimum disabled toilet and includes such additions as an adult bench and hoist. It is proposed to include this in the final facility though to include it may require some minor reconfiguration of the building design to accommodate a full Changing Places toilet.
- 1.16 The system for payment to use the toilets will primarily be coins and a condition will be placed in both the concession holders that they provide change upon request to make the supply of coins easier. The disabled toilets will not require payment and will be readily available for radar key and laser key holders. The possibility of having at least one unit available to use by way of contactless payment will also be explored though the cost to do this may be prohibitive.
- 1.17 The fittings will be of good quality as the high wear and tear will require this but will result in higher costs for construction.
- 1.18 An outline design will be offered to potential tenderers who then have to complete a design and build tender.

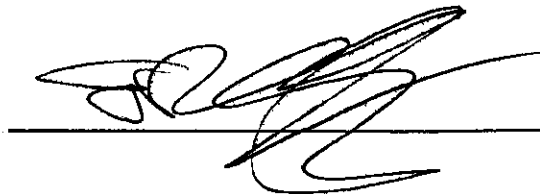
2. Financial Appraisal

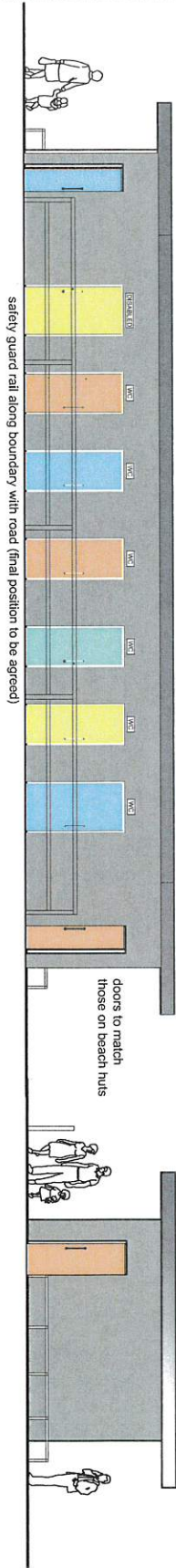
- 2.1 The estimated cost to construct the new toilets and concessions is between £200,000 and £250,000.
- 2.2 The Seafront Development Plan envisaged a cost of £200,00 to be funded from the land sale at The Holt and subsequent beach hut sales.
- 2.3 The business plan projected a capital surplus of £485,000 this financial year allowing for the £200,000 toilet construction. Elements of the plan are performing above budget and some below, but the general trajectory is to achieve the planned surplus. The only issue is when as this is dependent on beach huts sales. Ten have commitments for sale at present with an open day on 2nd September expected to result in further sales. The insurance for the Council if the sales do not all materialise this financial year is the three other pending land sales currently in progress, some of which are likely to be completed this financial year.
- 2.4 Taking into account the detail above and the attached design it is proposed that the tender should be for between £200,000 and a maximum of £250,000 but Officers will endeavour to keep the costs as low as possible. The rental incomes and toilet income will give a return on investment within five to ten years depending on tenders, licence fees and number of users.

3. Contact Officer

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

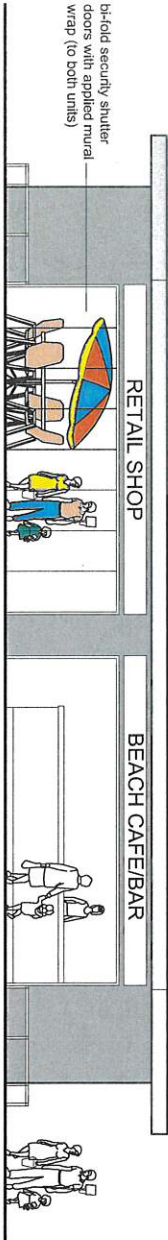
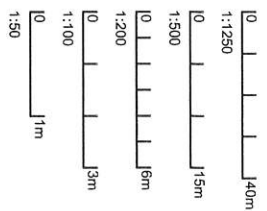
Town Clerk



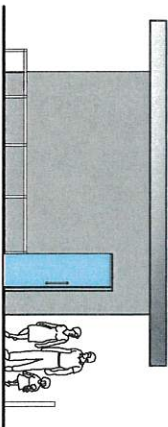


PROPOSED FRONT ELEVATION
(FRONTING THE ESPLANADE)

PROPOSED SIDE ELEVATION
(FRONTING MARTELLO TOWER)



PROPOSED REAR ELEVATION
(FRONTING THE BEACH)



PROPOSED SIDE ELEVATION
(FRONTING MARTELLO CAFE)

General Notes

Revision	Date
C	Client amendments 28.07.17
E	Client amendments 18.08.17
D	Minor amends 09.08.17

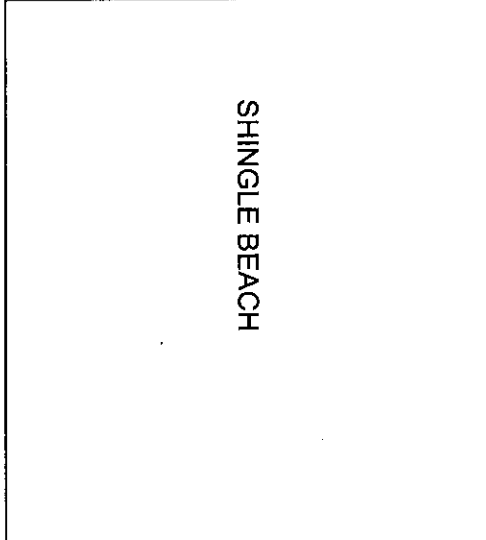
CHALLINOR HALL Ltd
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102A LONGSTONE ROAD
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Client
Seaford Town Council
Martello Toilets
The Esplanade, Seaford,
East Sussex BN25 1JH

Project
Proposed public building
providing toilets and retail units

Drawings
Proposed elevations

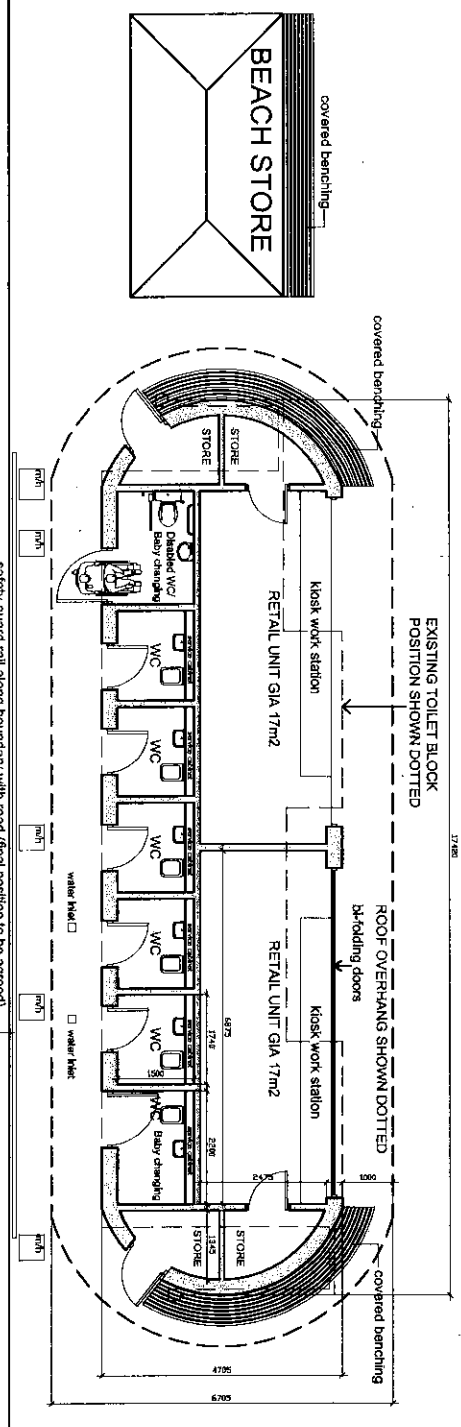
Issue Date 08.06.2017 **Sheet** 2017-61-04E
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EXISTING DECKED SEATING/DINING AREA

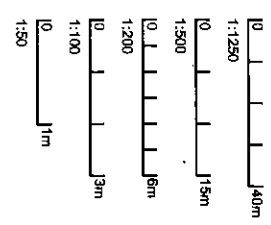
SHINGLE BEACH

PROMENADE WALK WAY



ESPLANADE

PROPOSED SITE LAYOUT PLAN



General Notes

Code	Description	Date
C	Client amendments	28.07.17
E	client amendments	18.08.17
D	Minor amendments	08.08.17
	Revision	Date

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Seaford Town Council
Martello Toilets
The Esplanade, Seaford,
East Sussex BN25 1JH

Proposed public building
providing toilets and retail units

Proposed site layout plan

Issue Date: 08.06.2017
Scale: 1:100 @A3
Project No: 2017-61-03E