



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 31st August 2017 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors D Argent, D Burchett, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, A Latham, P Lower, B Webb and C White.
Thomas Exley, Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
9 members of the public.

C51/08/17 Apologies for Absence

Apologies for absence were received from Councillors Adeniji, Boorman, R Honeyman, McLean and Wearmouth.

C52/08/17 Disclosure of Interests

There were no disclosures under the Seaford Town Council Code of Conduct and the localism Act 2011.

C53/08/17 Public Participation

Fiona House Urged Councillors to assist with the promotion and raising awareness of the Seaford Town Neighbourhood Plan and the public events, as many residents are still unaware of the Plan.

Sylvia Dunn Would support the Town Council taking on the cleaning of all toilets in Seaford. Worried the improvements to the cleaning of the Martello Toilets is only happening because it is being closely monitored; the Salts and the Buckle are still sub-standard.

Asked for clarification on the contractor that would have to be used if the Town Council were to take on the cleaning of the three toilets it owns.

With regards to agenda item 8, Martello Toilet Design, asked if there was a business plan or breakdown of costs, as the report seems to be based on estimated costs.

Felt the question in the public survey regarding two concessions was ambiguous. Also has concerns regarding the covered seating proposed.

Queried the proposed building being a curved shape, as this is more expensive than a rectangular build and gives less space inside.

Concerned that a poor design could result in underuse of the facilities. Highlighted that the correct process must be followed with a project of this nature.

Town Clerk Confirmed that the Town Council would be able to tender for its own cleaning contractor if it takes over the cleaning of any of the three toilets under its ownership in the town.

The reason the report recommends only taking on the cleaning contract of the Martello Toilets at this point is to enable the Town Council to source a new cleaning contractor and ensure the cleaning is of an acceptable standard, with a view to potentially then taking on the cleaning of other toilets. *[Signature]*

The Town Council has been adamant in past meetings that they do not wish to remain with the current cleaning contractors.

Acknowledged that a curved design does cost more to build but that this has been done to create more than just a 'functional' building. The curve reflects that of the neighbouring Martello Tower and the coloured doors, those of the Beach Huts.

Confirmed the current proposals do include three areas of sheltered seating and that there are plans to look at more sheltered seating at points along the seafront at a later date, which may be achievable with memorial and sponsorship donations.

Confirmed that the business plan and breakdown of costs for the Martello Toilets facility were in the Seafront Development Plan. Explained that the new facility is a capital cost and not therefore a burden on the precept or a loan. Outlined the predicted revenue from the two concessions and toilet charges.

Christine Brett

Appreciated that Councillors do have other commitments but highlighted that only 75% of Councillors were in attendance at a meeting making key financial decisions, such as the Martello Toilet facility and toilet cleaning contracts.

Supports the inclusion of a Changing Places facility within the Martello Toilets as a way of future proofing the toilets for law changes on accessibility.

Queried the basis on which two concessions are being included in the design. Questioned if the environmental impact had been considered and whether the initial public survey had been taken in to account or just the most recent, with only 71 people responding.

Town Clerk

Confirmed that despite the difference in numbers of responses, many of the statistics remain the same between the two public surveys, with those changing being no more than a 4% change. Both consultations have received a positive response to having additional concessions, the existing survey is now up to 161 responses.

The most recent survey was on the Martello Toilet design itself and generated useful feedback, in particular regarding the Changing Places facility.

Maureen Sheldon

Thanked the Town Council for getting the Martello Toilet refurbishment work carried out and the District Council, in particular Robert Brennan, for resolving issues with the current cleaning contractor. Confirmed that she will be continuing to monitor the cleaning of the toilets and reporting any problems accordingly.

Town Clerk

Confirmed that he would pass on Ms Sheldon's thanks.

Pauline Gower

Suggested the use of the word 'improvement' rather than 'development' with regards to the Seafront, as 'development' has caused some concerns and misunderstanding for some residents as to what is planned.

Asked that the Council address the litter issue by the tennis courts in the Salts and the poor condition of the wall.

Town Clerk

Confirmed that the condition of the wall is being looked in to.

Took onboard the suggestion regarding the use of the word 'improvement'.

Confirmed that both the skate park and the tennis courts are currently being worked on in line with the Salts Development Plan. Discussions on the iconic

café in the Salts will regain momentum with the appointment of a new Regeneration Officer at the District Council.

Town Council Officers are currently reviewing the Salts Development Plan to consider the financial viability of including additional projects for the Salts.

Confirmed that the Grounds Maintenance Contractor is responsible for picking up litter in the Salts; the Town Council will monitor this.

Bob Gower Highlighted an error in the minutes of the Planning & Highways Committee meeting held on 3rd August 2017.

Highlighted that the tourism sign at Sutton Corner for South Hill Barn shows there are refreshments available and worried as they were not when he went up there.

Questioned the level of delegation to the Town Clerk and process for reports that are written as part of the Council agenda paperwork; reports have previously been written by other officers and counter-signed by the Clerk.

Supports the recommendations of the Personnel Minutes on 8th August 2017.

Town Clerk Explained that the concession at South Hill Barn had unfortunately been intermittent for a while due to ill health. Confirmed that a new concession would be in place this week.

Clarified that reports to Council are written in consultation with the team and that the contents are only recommendations. Confirmed that if a separate Responsible Finance Officer is recruited, as per another item on the agenda, they would sign off the financial side of all reports.

C54/08/17 Minutes

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

- C54.1** Community Services 6th July 2017
- C54.2** Planning & Highways 13th July 2017
- C54.3** Planning & Highways 3rd August 2017

The minutes of the Planning & Highways meeting on 3rd August 2017 were adopted subject to the correction of a statement at P24/08/17; ‘...accommodation in the town ~~He~~ and his wife ran...’.


- C54.4** Full Council 20th July 2017
- C54.5** Personnel 8th March 2017

- C54.6** It was **RESOLVED** to **ADOPT** the minutes of the Personnel Committee meeting on 8th August 2017 and **NOTED** that the consideration of the recommendations within would be deliberated under agenda item 10.

C55/08/17 Revised Grants Policy

The Council discussed report 53/17 presenting a revised Grants Policy for adoption. It was **RESOLVED** to **ADOPT** the Grants Policy as presented.

C56/08/17 Toilet Cleaning

The Council discussed report 52/17 in great depth regarding the cleaning of public toilets within Seaford. It was disappointing to note that the chance to manage all five public toilets in the town was not available as this would have been sufficient finding to employ a team of cleaners and equipment 

directly. In the circumstances it was decided it would be more pragmatic to look at only the Martello toilets to manage at this stage.

- C56.1** It was **RESOLVED** to **INSTRUCT** Officers to contact Lewes District Council with the proposal to take over the management of the cleaning of the Martello toilets only at this stage.
- C56.2** It was **RESOLVED** to **INSTRUCT** Officers that the Council would only take over the cleaning of the Martello toilets if it is on the basis that:
- i) Lewes District Council will pay the same outgoings as present for those toilets, including service contract, utilities and average repairs, and;
 - ii) Any future decisions over future funding of public toilets by Lewes District Council will not create a double taxation issue for Seaford Residents.
- C56.3** It was **RESOLVED** to **AGREE** to give three months' notice in respect of the cleaning of the Martello toilets to Lewes District Council now to terminate the existing cleaning contract to enable a new toilet block to be built.
- C56.4** It was **RESOLVED** to **INSTRUCT** Officers, subject to the above resolutions at C56.1-C56.3 being successful, to employ a new cleaning contractor for the Martello Toilets.

C57/08/17 The View Business Plan

The Council discussed report 54/17 presenting an update on the progress of a draft Business Plan for The View.

It was **RESOLVED** to **NOTE** the progress on the Business Plan for The View.

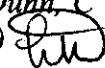
C58/08/17 Martello Toilet Design

The Council discussed report 55/17 presenting the proposed design for the new Martello Toilet facility for approval.

- C58.1** It was **RESOLVED** to **APPROVE** the proposed design for the new Martello Toilet facility as presented in the attached plan, at a maximum cost of £280,000, with the following amendments:
- i) Addition of two urinals in two of the cubicles, flexible gender cubicles, two concessions and a "Changing Places" toilet, which would require extending the Disabled toilet to take over the next door toilet cubicle;
 - ii) Removal of one kiosk and addition of four further toilet cubicles to the front (two either side of the concession);
 - iii) Officers to look at including an electric point for the Martello Tower area.
- C58.2** It was **RESOLVED** to **AUTHORISE** the Town Clerk to seek tenders for the design and build contract; such tenders to be considered in accordance with the Council's Financial Regulations.

C59/08/17 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 which is intended for future publication and personal and confidential information regarding Council employees; with the **EXCEPTION** that the members of the Neighbourhood Plan Steering Group be permitted to stay for item 10 of the agenda to enable them to answer any questions the Councillors may have.

(All members of press and public exited the meeting with the exception of the Neighbourhood Plan Steering Group members in attendance; K Blackburn, S Dunn, C Grimble and F House. The Young Mayor and Councillor D Burchett also exited the meeting.) 

C60/08/17 Draft Seaford Town Neighbourhood Plan

The Council discussed exempt report 56/17 in depth, presenting the first draft Seaford Town Neighbourhood Plan for initial thoughts on, prior to a draft being presented to Council in October 2017 for approval. The draft plan was discussed in detail.

C60.1 It was **RESOLVED** to **SET ASIDE** Standing Orders and allow members of the Neighbourhood Plan Steering Group present in the meeting to provide advice and clarification on the draft plan.

C60.2 It was **RESOLVED** to **NOTE** the draft plan and that Councillors should let the Chairman of the Neighbourhood plan have any comments they may wish to make as soon as possible.

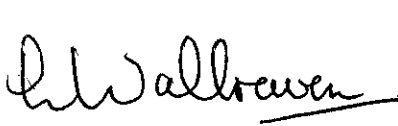
(The non-Councillor members of the Neighbourhood Plan Steering Group exited the meeting.)

C61/08/17 Staffing Review & Job Evaluation Report to Council

The Council discussed exempt report 56/17 presenting the findings of the staffing review and job evaluation alongside the recommendations of the Council's Personnel Committee.

It was **RESOLVED** to **APPROVE** the recommendations from the Personnel Committee meeting held on the 8th August 2017, accepting the minor changes within report 56/17; **FURTHERMORE**, to **NOTE** the details of the implementation process.

The meeting closed at 10.04pm.

 19/10/17.

Councillor Linda Wallraven
Mayor of Seaford