



Seaford Town Council

Seaford Town Council Full Council Agenda – 23rd June 2021

Additional Reports

7. Town Council Working Group Reports

a. Assets Working Group Update Report

To consider report 35/21 presenting an update report from the Assets Working Group (additional pages 2 to 10).

b. Climate Change Working Party Update Report

To consider report 34/21 presenting an update report from the Climate Change Working Party (additional pages 11 to 12).

17. Town Council Meeting Arrangements

To consider report 36/21 presenting a review of the Town Council's meeting arrangements (additional pages 13 to 18).



Seaford Town Council

Report No:	35/21
Agenda Item No:	7a
Committee:	Full Council
Date:	23rd June 2021
Title:	Assets Working Group Report
By:	Adam Chugg, Town Clerk
Purpose of Report:	To enable Full Council to be updated on the work of the group and also consider proposals concerning some of the assets of the Town Council.

Recommendations
Full Council is recommended:
1. To note the report. 2. To consider the list of assets in Appendix A and confirm or amend the recommendation(s) in each case.

1. Introduction

- 1.1 Following its creation by Full Council, the Assets Working Group has been meeting to consider proposals for Full Council regarding any assets owned by the Town Council (STC).
- 1.2 It has been a considerable task to undertake, but the group is now ready to report back to Full Council, with its recommendations for consideration.
- 1.3 The assets have been divided into six groups:

Group 1: Consider sale on open market/land for development.

Group 2: Investigate sale of land to immediate neighbours.

Group 3: Offer the opportunity for local groups, residents, neighbours etc. to take on maintenance of some/all of the asset therefore reducing STC maintenance

costs and also to provide opportunities for green space activities from community gardens, food growing projects, ecological preservation surveys etc.

Group 4: Explore opportunities to generate revenue while maintaining ownership.

Group 5: Not for immediate consideration but will be reviewed in 2022.

Group 6: No further action.

- 1.4 Please note that given the volume of work and outcomes to consider, the full list of assets is being considered across two Full Council meetings, i.e., some will be considered by Full Council at this meeting and some at the August meeting of Full Council.
- 1.5 At this meeting, Full Council will consider groups 1, 3 and 4 and groups 2, 5 and 6 at the August meeting. This is because of the number of recommendations for Full Council, the number of items on the agenda at this meeting and the order officers will undertake the work. So, groups 1, 3 and 4 (the groups requiring the most immediate actions) will come to the June meeting, and groups 2, 5 and 6 to the August meeting.
- 1.6 The group have been mindful of the Neighbourhood Plan and other relevant Planning documents and have liaised with the STC Planning Officer.
- 1.7 I want to thank the councillors and officers involved for all the work that has been done to get STC to this point.

2. Assets for consideration at this meeting

- 2.1 Please refer to the table Appendix A.
- 2.2 This gives a complete list of assets under consideration at this meeting.
- 2.3 Full Council is asked to review and, at the meeting, confirm or amend the recommendation for each of these assets.

3. Greater community involvement, including environmental and ecological benefits

- 3.1 As councillors can observe, group 3 of the assets is where we can consider greater community involvement.
- 3.2 This gives STC a great opportunity to take action on climate change and increase the incidences of re-wilding, community gardens, community food growing, ecological surveys etc.

- 3.3** Following the meeting, officers will confirm a process whereby these spaces are made available by STC for these purposes. What is envisaged is community groups completing the necessary paperwork to confirm with STC what will happen, their capacity to undertake this, and any monitoring arrangements with STC.
- 3.4** What this means is that any 'friends of' or group of local residents that wants to make use of STC's green sites needs to first negotiate with STC about what's acceptable and to have a signed 'Heads of Agreement' with STC before starting any work on the site.
- 3.5** Such a partnership approach will benefit both STC and the town and build on what is already taking place.

4. Financial Appraisal

- 4.1** At this stage, there are no direct financial implications, but councillors should be aware that this may change as the project progresses. Where this is the case, the Town Clerk and RFO will consider any financial implications carefully and where required, a report would be brought back to the necessary Committee/Council for approval of any associated expenditure. It must also be highlighted that the recommendations within this report, if approved, will require officer time.

5. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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REPORT 35-21 APPENDIX A: SUMMARY OF ASSETS RECOMMENDATIONS

Full Council Meeting June 2021

Group 1

Consider Sale on open market/land for development. (June Meeting).

Group 2

Investigate sale of land to immediate neighbours (August Meeting).

Group 3

Offer the opportunity for local groups, residents, neighbours etc. to take on maintenance of some/all of the asset therefore reducing Town Council maintenance costs and also to provide opportunities for green space activities from community gardens, food growing projects, ecological preservation surveys etc. (June Meeting).

Group 4

Explore opportunities to generate revenue while maintaining ownership. (June Meeting).

Group 5

Not for immediate consideration but will be reviewed in 2022. (August Meeting).

Group 6

No Further Action (August Meeting).

GROUPS 1, 3 & 4	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
1	Broad Street rear of Boots Chemist (29 Broad Street)	Small plot of land (0.014 hectares) behind 29 Broad Street (Boots) - Land locked, inaccessible other than through Boots store, over the wall of the church grounds, or from Tansleys yard. Possibly sell to adjacent landowners i.e., Boots, Tansleys or other nearby property owners. No restrictions from Neighbourhood Plan or other reasons not to consider sale.	<p>1.1. Engage with a professional to ascertain best value and gain advice on likely interest given the issues with access.</p> <p>1.2. Get advice on saleability with access issues.</p>
3	Green space bordering Sandore Road	<p>Small parcel of land between Sandore Road and Millfield Road. Close to former Newlands School site. 'No Ball Games' sign up and not aware of significant current use by local community as recreation or other space.</p> <p>No immediate plans for STC development; once former Newlands site is complete, there will be public recreation space on this estate – so this space seems ideal for 'friends of' group or environmental/ecological use.</p>	<p>3.1. Offer as green space for community use via heads of agreement i.e., STC maintain ownership and enables community to deliver climate change work on site. Such use does not affect long terms options for the site.</p>
3	Princess Drive large area of grassland between roads	Neighbourhood Plan Site notes: By letter dated 12 March 1998 from Lewes District Council Solicitor to Laytons of 76 Bridge Road, Hampton Court, the	<p>3.2. Offer as green space for community use via heads of agreement i.e., STC maintain ownership and enables</p>

GROUPS	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
1, 3 & 4		<p>District Solicitor wrote "I confirm that the area to be transferred to the Council is to be used purely for open space and that no buildings, either industrial or residential, will be constructed upon the land". This is confirmed by a restrictive covenant on the title.</p> <p>Given this, would seem sensible to explore use of green space for at least part of site.</p> <p>Lack of fencing on site means little use for recreation.</p> <p>It is worth noting that this on the list of the Seaford Community Partnership Friends of Green Spaces projects.</p>	community to deliver climate change work on site. Such use does not affect long terms options for the site.
3	East Martello Field	<p>Largely unused small field on the far side of the two main Martello Fields well used by the community as green space/boot fair/fun fair etc.</p> <p>Need to be aware of access requirements for Southern Water substation.</p> <p>Seaford CARES want to use for Cliff Gardens project.</p>	<p>3.3. Liaise with Southern Water.</p> <p>3.4. Subject to 3.3, offer as green space for community use via heads of agreement i.e., STC maintain ownership and enables community to deliver climate change work on site. Such use does not affect long terms options for the site.</p>
3	North Way	<p>Green space between North Way and Firle Road.</p> <p>Not designated as green space in Neighbourhood Plan, but group of residents have approached STC to</p>	<p>3.5. Offer as green space for community use via heads of agreement i.e., STC maintain ownership and enables</p>

GROUPS	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
1, 3 & 4		seek to create Friends of group and also undertake green activities.	community to deliver climate change work on site. Such use does not affect long terms options for the site.
3	Blatchington Pond	Existing Friends of Group – with whom we have an established arrangement. The Friends Group is called the East Blatchington Pond Conservation Society. Have included them so we are comprehensive.	3.6. Make sure all necessary agreements are up to date.
3	'The Ridings'	Green space adjoining the road. Asset List Spreadsheet Notes-Minimal scope and within Neighbourhood Plan. From Neighbourhood Plan Site notes: Acceptability-A survey was carried out by STC in early 2016 which asked whether residents were in favour of the sale of this site for development. 952 people responded, 481 said yes, 471 said no. STC decided not to go ahead with the sale of the site and, instead, it was Open/green space -0.27 hectares	3.7. Offer as green space for community use via heads of agreement i.e., STC maintain ownership and enables community to deliver climate change work on site. Such use does not affect long terms options for the site.

GROUPS	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
1, 3 & 4		It is also one of the spaces that Seaford CARES project has expressed an interest in being taken on by a Friends Of group.	
4	Flower beds outside Morrisons (Pelham Road)	Flower beds on either side of Pelham Road outside Morrisons. Maintenance could be taken on by local group. Possible sponsor opportunity.	4.1. Liaise with Morrisons about how being used. They may be happy for community to use. 4.2. Find sponsors – Morrisons or others.
4	Seafront shelters/ STC owned bus shelters	AWG discussed and would be happy with appropriate advertising on these sites especially where local business can be promoted. The reason the AWG were willing to consider advertising on the STC owned beach shelters and bus shelters, as well as generating income, was to recognise a sponsor/s taking over the maintenance costs from STC. We would expect unobtrusive advertising on the beach shelters and to recognise sponsorships.	4.3. Approach Seaford Chamber of Commerce and its member companies and other relevant local businesses and local groups.
4	Land next to Florence House, Southdown Road	Patch of land that lies between Florence House and Seaford Head Golf Course. In the past, there were	4.4. Approach SDNPA. Prepare business case for Full Council to consider implementation in 2022.

GROUPS	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
1, 3 & 4		<p>allotments here, but the land has lain fallow for some time.</p> <p>With the proximity to The View, the South Downs National Park and the town, this could be a good a location for holiday pods which could generate income for STC. Were this to be taken forward, we would refer to the relevant South Downs National Park Authority (SDNPA) policies and liaise with them.</p> <p>This would also fit to the Town Council responding to 'Staycation and increased numbers of visitors and tourists anticipated in 2021 and 2022.</p>	



Seaford Town Council

Report No:	34/21
Agenda Item No:	7b
Committee:	Full Council
Date:	23 rd June 2021
Title:	Climate Change Working Party Update Report June 2021
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present the June 2021 update report of the Climate Change Working Party

Recommendations

Full Council is recommended:

1. To note the contents of the Climate Change Working Party's update report at Appendix A on report 34/21.

1. Information

- 1.1 Attached at Appendix A is an update report from the Town Council's Climate Change Working Party.
- 1.2 Full Council is recommended to note the contents of this update report.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk

Report 34/21 Appendix A

CLIMATE CHANGE WORKING PARTY (CCWP) REPORT TO FULL COUNCIL

- Work on the Climate Action Day Eco Fair on 1st August is coming on well, with SEA (Seaford Environmental Alliance) making a designated website for the event. We have increasing interest in the event and a list of knowledgeable speakers and participants. It should be a great day out.
- The CCWP has been considering Seaford Town Council (STC) owned green spaces and how to increase community involvement in them, particularly in relation to the Asset Working Group's desire to reduce maintenance costs of STC holdings.
- The group are working on input for an Objective and key actions for STC that can be fed into the strategic planning process.
- We have been considering our original remit from Full Council, which it is felt is largely fulfilled, but we feel there is a need for ongoing environmental and climate strategy within council. We therefore feel that the role of the CCWP should become a more official body within council, either as a sub-committee, or as a full committee in its own right. This would have financial implications for Full Council to consider how to resource, and we will make suggestions and a proposal for the next Full Council meeting.

Councillor James Meek, Chair CCWP, June 2021



Seaford Town Council

Report No:	36/21
Agenda Item No:	17
Committee:	Full Council
Date:	23rd June 2021
Title:	Town Council Meeting Arrangements
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present a review of the Town Council's meeting arrangements

Recommendations

Full Council is recommended:

1. To consider which of the three options within report 36/21 to progress where future meetings arrangements are concerned.

1. Information

- 1.1 On 27th April 2021, the Town Council approved a temporary change to its meeting arrangements to accommodate the legal requirement to return to physical meetings in order to make decisions lawfully.
- 1.2 The arrangements put in place were considered carefully by Full Council in order to ensure that COVID-19 guidelines and restrictions were still being adhered to despite having to meet in person. Also that the meeting continued to remain accessible for those who were not able to attend in person.
- 1.3 At that meeting, the Town Council agreed the arrangements for meetings until the end of July 2021 in order to allow the required planning and preparation for these meetings.
- 1.4 The above arrangements were made as a temporary measure due to the Government's roadmap out of lockdown and the anticipated removal of

restrictions in line with stage four being entered into – this was due to happen no earlier than 21st June 2021.

- 1.5 The Government has since announced the delay to entering stage four, with 19th July 2021 being the earliest at which this will happen.
- 1.6 The Town Council's current meeting arrangements adhere to requirements so there is no need to change current arrangements. The Town Council must however now think about its meetings from August onwards and whether or not it wishes to pre-empt the progress of the roadmap, when stage four will be entered into and what restrictions, if any, will remain.
- 1.7 Council officers have given this considerable thought and have concluded that there are three options;
 - (a) An extraordinary Full Council meeting is arranged for mid-late July to enable Full Council to discuss its meeting arrangements for August onwards once the Government has made its announcement surrounding the new date of 19th July 2021;
 - (b) The bookings at Seaford Baptist Church are extended to accommodate all meetings until the end of August and Full Council considers arrangements at its meeting on 26th August 2021, or;
 - (c) Full Council delegates power to officers, in consultation with the members of the Committee Chair Management Group (CCMG), to determine appropriate meeting arrangements following relevant Government announcements.
- 1.8 Set out in the table below are the identified pros and cons of each of the above three options:

Option	Pros	Cons
(a)	<ul style="list-style-type: none">• This would allow Full Council to take control of determining meeting arrangements.• This would allow for public consultation where meeting arrangements are concerned.	<ul style="list-style-type: none">• If an announcement is made in July and there is a further delay to stage four or restrictions are not eased as originally intended, the Town Council will likely be back in the position it is at this meeting but will have a much shorter timeframe in which to plan for meetings in August.

		<ul style="list-style-type: none"> • Arranging meetings is a considerable workload demand on officers, in addition to the extra cost of a meeting in the Church (as this would have to be – approximately £275) and requires attendance at another evening meeting, by officers and councillors, during an already busy meeting schedule.
(b)	<ul style="list-style-type: none"> • This negates the need for an additional Full Council meeting, while still ensuring all councillors and members of the public are able to be involved in the process. • This avoids the additional workload and time pressures an extraordinary meeting would present, in addition to avoiding the cost to hold the meeting. • The Baptist Church will not charge for cancelled meeting bookings providing they are cancelled before the day of the meeting. • There are only two meetings in August that would need to be held at the Baptist Church; Planning & Highways on 19th and Full Council on 26th. Personnel on 5th August will be under an exclusion of the press and public and a much smaller 	<ul style="list-style-type: none"> • This commits the Town Council to an additional unbudgeted expenditure of £555 for the two meetings in August. • This would leave a relatively short turnaround time in which to make arrangements for the meetings in early September (Planning & Highways on 9th and Golf & The View on 14th).

	<p>committee, so can meet at The View if required.</p> <ul style="list-style-type: none"> The Town Council can continue with the current quality of sound / audio and the ability to livestream, which is delivered by the Baptist Church's equipment and operators. 	
(c)	<ul style="list-style-type: none"> This allows full flexibility and adaptability upon Government announcements being made, while still involving the Chairs of the Council and its Committees in the decision-making process. This negates the need for an additional Full Council meeting and avoids the additional workload and time pressures an extraordinary meeting would present, in addition to avoiding the cost to hold the meeting. This delegated power would provide the potential for longer term ability to react i.e. if restrictions were unexpectedly tightened again in autumn/winter or the chosen meeting venue was not available for any reason. 	<ul style="list-style-type: none"> This would not be as open as process as it would if it were determined in a public meeting where all councillors and members of the public are concerned. A conscious effort would need to be made to avoid leaving decisions to the last minute (as is possible when a formal meeting is not required, with minimum notice periods etc) so as to avoid potential short notice planning of meeting arrangements. It is harder to determine any financial implications with this option and as such, any unbudgeted financial implications would have to be reported back to Full Council at the next available opportunity.

- 1.9 Officers have discussed option (c) and identified a way in which to lessen the impact of the process not being as open for all councillors and members of the public. If Full Council were minded agreeing this option, it

could also set out desirables for future meeting arrangements. Officers, in consultation with CCMG members, would endeavour to meet these as best possible and would be able to justify the reasons where these weren't able to be met.

1.10 Examples of desirables could be the:

- (a) Ability to hold hybrid meetings and enable Zoom participation;
- (b) Ability to livestream;
- (c) Continued ability to socially distance even if not required under restrictions i.e. 1 or 2 metres, for comfort levels of attendees;
- (d) Lowest cost option;
- (e) Easily accessible by public transport or on foot;
- (f) Ample parking on site;
- (g) Agreeing certain venues that could be options for meeting in or definitely are not i.e. the Council Chamber, for example.
- (h) Equipment available to have microphones for certain speakers/participants, rather than general microphones picking up the sound within the room, for example.

1.11 The Town Council, as with all local authorities, is in the position of not being able to properly plan its meeting arrangements until the Government's next relevant announcement. There is also the ongoing work and review surrounding the option of remote meetings for local authorities.

1.12 Full Council is asked to consider the above three options at 1.7 and 1.8 and decide which it feels is most relevant given the information to hand at this point in time.

2. Financial Appraisal

2.1 The financial implications of this report are as follows:

- (a) Option (a) – approximately £275 for Baptist Church and equipment hire for one additional meeting. Covering to the end of July.
- (b) Option (b) – approximately £555 for Baptist Church and equipment hire for two meetings in August. Covering to the end of August.
- (c) Option (c) – covering an undetermined time period and as such, is not yet possible to quantify.

2.2 It must be highlighted that the above costs provided are only short-term costs, there is still very likely to be further additional costs of all three

options going forwards. None of these will be known until such a time as when the Town Council can make longer-term plans for meetings.

- 2.3** Any expenditure incurred would be unbudgeted and coded to 4180/210 (civic expenses/room hire). These costs would have to be met from the General Reserve.

3. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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