



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held at Seaford Baptist Church Auditorium, Belgrave Road, Seaford on **Wednesday 23<sup>rd</sup> June 2021** at **7.00pm**.

**Present:**

Councillors R Reed (Mayor) and J Cash (Deputy Mayor)

Councillors D Argent, L Boorman, M Brown, S Dunn, J Edson, M Everden, J Lord, J Meek, B Payne, G Rutland and L Wallraven.

Adam Chugg, Town Clerk - Georgia Raeburn, Executive Support Officer - Tony Jackson, Projects & Facilities Manager - Karen Singleton, Responsible Financial Officer (RFO) - Lucy Clark, Finance Manager.

Councillors Carolyn Lambert, East Sussex County Council, and Richard Turner, Lewes District Council, were in attendance to update under agenda item 9.

Dr Matt Pope, University College of London Institute of Archaeology, was in attendance via Zoom to present under agenda item 5.

There was one member of the public physically in attendance, in addition to live stream watchers.

### **C30/06/21 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, O Honeyman, R Honeyman and B Webb.

### **C31/06/21 Disclosure of Interests**

There were no disclosures of interests.

Councillor Reed declared a non-pecuniary interest in item 17 as a member of Seaford Baptist Church and that he would not be voting on this item.

### **C32/06/21 Public Participation**

There was no public participation.

### **C33/06/21 Minutes**

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

C33.1	Full Council – Annual Meeting	20 <sup>th</sup> May 2021
C33.2	Full Council – Ordinary Meeting	20 <sup>th</sup> May 2021
C33.3	Planning & Highways	25 <sup>th</sup> May 2021

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### **C34/06/21 Mayor's Update Report**

Full Council considered report 30/21 presenting the Mayor's Update Report.

The Mayor introduced his report and his approach and plans for his second municipal year in the mayoral office.

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

### **C35/06/21 Young Mayor's Update Report**

Full Council considered report 31/21 presenting the Young Mayor's Update Report.

The Mayor took the meeting through the Young Mayor's Update Report and welcomed the Young Mayor, Joe Lacy, to office and looks forward to engaging with the younger generations of the town together.

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

### **C36/06/21 Seaford Head Historic Fort**

Full Council considered report 32/21 presenting details of the historic fort and seeking delegated authority to determine approval for the works to be undertaken.

Full Council received a presentation from Dr Matt Pope introducing the project being put together by various authorities and organisations to benchmark what is at risk with the Bronze Age hill fort and burial mound at Seaford Head. The significant cliff falls in recent years have shown the monument is at huge risk of destruction and loss – loss which has not been investigated for a long time. The project proposed now is not an intrusive archaeological project, in terms of excavation, but a project to survey (including utilising geophysics and drones) what is left of the monument and along the nearby cliff line. The project leaders are applying to Historic England to fund this project and are hoping to build a project to not only create benchmark data for Seaford Head and for ongoing management and protection of Seaford Head, but also provide a modern project for responding to the rapidly changing coastline. While it is not possible to achieve long term protection, they can create a managed understanding of what is being lost and potentially some rescue excavation in medium to long term future to mitigate loss. They are looking to build the project structure, partnerships and public awareness and involvement in local archaeology. Dr Pope welcomed questions at the meeting or by email and is hoping to have draft and costed project design in the near future.

**C36.1** It was **RESOLVED** to **NOTE** the report.



**C36.2** It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk, in consultation with the Mayor and Chair of Community Services, to determine approval of the work to be undertaken, fully updating all councillors as soon as possible.

*(7.27pm – Dr Pope left the Zoom meeting)*

### **C37/06/21 Assets Working Group Update Report**

Full Council considered report 35/21 presenting an update report from the Assets Working Group, which is part one of two reports with the second report being presented to the August 2021 Full Council meeting.

The Town Clerk thanked all officers and councillors involved in the working group to date and introduced the report, taking Full Council through each of the assets within Appendix A and the recommendations against each one. Members discussed aspects of the heads of agreement for those assets within group 3, as well as briefly exploring the issues surrounding charging for parking on the seafront.

**C37.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C37.2** It was **RESOLVED** to **AGREE** with the recommendations for each asset as set out within Appendix A of report 35/21, set out below for clarity:

<b>Property and Location</b>	<b>RECOMMENDATION</b>
Broad Street rear of Boots Chemist (29 Broad Street)	1.1 Engage with a professional to ascertain best value and gain advice on likely interest given the issues with access. 1.2 Get advice on saleability with access issues.
Green space bordering Sandore Road	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.
Princess Drive large area of grassland between roads	3.2 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 term options for the site.
East Martello Field	3.3 Liaise with Southern Water. 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.
Green space between North Way and Firle Road.	3.5 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.
Blatchington Pond	3.6 Make sure all necessary agreements are up to date.
Green space adjoining The Ridings	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.
Flower beds outside Morrisons (Pelham Road)	4.1 Liaise with Morrisons about how being used. They may be happy for community to use. 4.2 Find sponsors – Morrisons or others.
Seafront shelters/ STC owned bus shelters	4.3 Approach Seaford Chamber of Commerce and its member companies and other relevant local businesses and local groups for sponsorship and advertising.
Land next to Florence House, Southdown Road	4.4 Approach South Downs National Park Authority. Prepare business case for Full Council to consider implementation in 2022.

### **C38/06/21 Climate Change Working Party Update Report**

Full Council considered report 34/21 presenting an update report from the Climate Change Working Party.

The Town Clerk thanked all officers and councillors involved in the working group to date and introduced the report.

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

### **C39/06/21 Outside Body Representative Reports**



To enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

<p>Representative of Bishopstone United Charities</p>	<p>Confirmed that one of the two Almhouses was vacated earlier this year but that there is now a new resident in place, who moved in the beginning of June following the trustees doing a lot of work redecorating.</p>
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**C40/06/21 District & County Councillor Update Report**

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

<p><i>Councillor Carolyn Lambert East Sussex County Council</i></p>	<p><i>Thrilled to hear Young Mayor scheme is still running. Explained that County Council has just had its first administrative meeting, at which it made appointments and that she was pleased to be re-elected vice chair for East Sussex Fire Authority. Welcomed any questions surrounding work the County Council involved with. Confirmed she had held a very positive meeting with the Town Clerk to look at joint working for Seaford. Town Council members raised questions; Exceat Bridge – Explained that she had just learned that funding is not in place to replace the bridge and that she is preparing an update for her next newsletter that will be circulated to all members. Explained that she is wanting a more holistic assessment of the whole site, including further on from the bridge near the very frequently used bus stop and road crossing point at the visitors centre. Talland Parade – Explained that there was a full update in her June newsletter, which set out what each council is responsible for. Confirmed she is working with officers from both councils on whole range of issues where this site is concerned and will continue to update via her newsletter as and when able to.</i></p>
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	<i>Parking on Cricketfield Road between Martello Fields – Confirmed that this was discussed with the Town Clerk and will be looked in to.</i>
<i>Councillor Liz Boorman, Lewes District Council</i>	<i>Confirmed that the District Council's Cabinet meet next week and that the community grants scheme should be opening from August to October. Explained that enquiries have been received regarding plastic recycling going overseas. Was pleased to confirm that Viridor, the District Council's contractor, adhere to strict environmental procedures, with all plastic reprocessed into plastic pellets or plates and reused into recyclable materials - none of it goes overseas.</i>
<i>Councillor Richard Turner, Lewes District Council</i>	<i>Introduced himself as the new District Councillor for Seaford East. Explained that he is also a parish councillor and has spent four years to 2019 on the District Council representing Ringmer. Confirmed that he has an interest and experience in planning and would happily work with the Town Council or take questions.</i>

### **C41/06/21 Town Clerk's Update Report**

Full Council considered report 33/21 updating Full Council on key Town Council work and work priorities for the Town Clerk.

The Town Clerk introduced his report and took Full Council through the highlights.

The Planning Officer had provided a written update, read aloud by the Town Clerk, regarding the District Council's housing supply target over the next five years. A report will be brought to the Planning & Highways Committee meeting on 7<sup>th</sup> July 2021.

Members discussed the inclusion of sustainability and environmental criteria in the plan for Martello Toilets and selection process for architects, and the uptake by local charities to marshal car parking in the Martello Fields.

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

*(8.26pm – County Councillor Lambert left the meeting)*

### **C42/06/21 Annual Internal Audit Report Year Ended 31st March 2021**

Full Council considered report 16/21 presenting the Final Internal Audit report from Mulberry & Co Ltd.



Members thanked the finance team on behalf of the Town Council for all their work during the past year to achieve a good financial position at year end.

**C42.1** It was **RESOLVED** to **RECEIVE** and **NOTE** the Annual Internal Auditor report, Appendix 1 report 16/21.

**C42.2** It was **RESOLVED** to **NOTE** the Final Report of the Internal Auditor, Appendix 2 report 16/21.

**C42.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co Ltd as the Internal Auditor for 2021 – 2022.

### **C43/06/21 Annual Governance Statement 2020 - 2021**

Full Council considered report 17/21 enabling Full Council to discuss and approve the Annual Governance Statement 2020 – 2021.

**C43.1** It was **RESOLVED** to **AGREE** that to the best of its knowledge and belief, it has complied with all assertions in the Annual Governance Statement for the year ended 31<sup>st</sup> March 2021.

**C43.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the year ended 31<sup>st</sup> March 2021 (Appendix 1, report 17/21, page 4) and **AUTHORISE** the Chair and Town Clerk to sign section 1 of the Annual Governance and Accountability Return (AGAR) on behalf of the Town Council.

### **C44/06/21 Annual Governance and Accountability Return - Accounting Statements (Section 2) and Final Accounts 2020 – 2021**

Full Council considered report 18/21 presenting the Final Accounts and Annual Governance and Accountability Return (Section 2) for the year ended 31<sup>st</sup> March 2021 for approval and adoption.

**C44.1** It was **RESOLVED** to **APPROVE** Section 2 – Accounting Statements by resolution.

**C44.2** It was **RESOLVED** to **AUTHORISE** the Mayor, as Chair of the Town Council, to sign Section 2 of the 2020 – 2021 Annual Governance and Accountability Return on behalf of the Town Council.

**C44.3** It was **RESOLVED** to **NOTE** Earmarked Reserve movements and Capital Receipts and Expenditure in the year.

### **C45/06/21 Seaford Town Football Club Lease Renewal**



Full Council considered report 27/21 seeking Full Council's consideration of approving a 50 year lease to Seaford Town Football Club for the football clubhouse at The Crouch. Members discussed the rental increase to the lease and any annual increase in future years.

**C45.1** It was **RESOLVED** to **APPROVE** a 50 year lease being entered in to with Seaford Town Football Club for the football clubhouse at The Crouch.

**C45.2** It was **RESOLVED** to **DELEGATE** to the Projects & Facilities Manager, in consultation with the Proper Officer, the power to agree terms of the lease with all councillors electronically before finalising, where consensus is achieved. If consensus cannot be achieved, this will be brought back to Full Council.

### **C46/06/21 Seaford Beach Guide 2021**

Full Council considered report 28/21 presenting details of the proposed Seaford Beach Guide for 2021.

Members discussed the edition of the Beach Guide, the status of discussions with the anglers and swimmers and the availability of the Seaford Lifeguards on the seafront, which will be detailed in the new guide.

**C46.1** It was **RESOLVED** to **SUPPORT** the revised Seaford Beach Guide for summer 2021.

**C46.2** It was **RESOLVED** to **NOTE** and **SUPPORT** the preferred swimming zones trial.

### **C47/06/21 Parliamentary Boundary Review 2023**

Full Council considered report 29/21 advising of the review currently being carried out by the Boundary Commission for England and the details of the boundary changes proposed for the Lewes Parliamentary Constituency.

The Town Clerk introduced the report and clarified the process to be undertaken to agree a response from the Town Council, with comments from councillors requested by 21<sup>st</sup> July 2021.

Members discussed the constituency being named Lewes and possible confusion with the Lewes county ward, suggesting Seahaven is a more relevant title.

There was no vote to be taken.





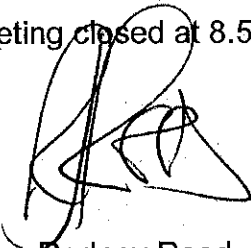
## **C48/06/21 Town Council Meeting Arrangements**

Full Council considered report 36/21 presenting a review of the Town Council's meeting arrangements.

Members discussed the costs involved and opportunities for booking the Baptist Church as a venue at a later date.

It was **RESOLVED** to **AGREE** that 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 26<sup>th</sup> August 2021, **FURTHERMORE** that Full Council **DELEGATES POWER** to officers, in consultation with the members of the Committee Chairs Management Group (CCMG), to determine appropriate meeting arrangements following relevant Government announcements, should this be required.

The meeting closed at 8.56pm.



Councillor Rodney Reed  
Mayor of Seaford

