



Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 10th November 2022

To the Members of the Full Council

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, MA Hayder, R Hayder, O Honeyman, R Honeyman, J Lord, J Meek, B Payne, R Reed, G Rutland, L Wallraven and B Webb.

A meeting of the **Full Council** will be held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Thursday, 10th November 2022** at **7.00pm**, which you are summoned to attend.

Adam Chugg,
Town Clerk

3rd November 2022

PLEASE NOTE:

- **The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**

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 relevant legislation and Seaford Town Council Policy.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	13 th October 2022	13.10.22 Full Council Minutes DRAFT
4.2	Appeals	11 th October 2022	As circulated by email to councillors
4.3	Planning & Highways	20 th October 2022	20.10.22 Planning & Highways Minutes DRAFT
4.4	Planning & Highways	3 rd November 2022	03.11.22 Planning & Highways Minutes DRAFT
N.B.	Climate Change Sub-Committee	At its meeting on 27 th October, the Sub-Committee made a recommendation to its parent Committee, Community Services, and as such, these minutes will be presented to Community Services on 1 st December before being brought to Full Council	

5. [Civic Update Reports](#)

- a. To consider report 113/22 presenting the Mayor's update and details of engagements attended (pages 7 to 8).
- b. To give an opportunity for an update from the Young Mayor's office.

6. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups. N.B. There are no working group reports for this meeting.

7. Outside Body Representative Reports

A standard agenda item 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.

8. 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.

9. [Town Clerk's Update Report – November 2022](#)

To consider report 107/22 updating Full Council on key Town Council work and work priorities for the Town Council (pages 9 to 13).

10. Conclusion of Annual Governance and Accountability Return (AGAR) 2021-2022

To consider report 103/22 updating Full Council on the status of the 2021 - 2022 AGAR (pages 14 to 16).

11. Standard Christmas Closure Arrangements

To consider report 114/22 presenting Full Council with the usual Christmas closure arrangements for the Town Council offices and seeking approval to adopt these as the standard arrangements in place year on year (pages 17 to 19).

12. Martello Fields Renaming

To consider report 111/22 providing an update on the renaming of the Martello Fields (pages 20 to 22).

13. Provision of New Football Facilities – Newlands School Development S.106 Agreement

To consider report 112/22 presenting an update on progress with the football facilities provision under the Newlands School Development S.106 Agreement (pages 23 to 24).

14. Exclusion of the Press & Public

The Chair 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 of business for the reason as set out below.

The resolutions of the items will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

15. Bönningstedt Sea Wall Update EXEMPT

To consider exempt report 110/22 update Full Council on progress with reinstating the Bönningstedt Sea Wall following storm damage earlier in the year (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

16. Expansion of Staff Structure EXEMPT

To consider exempt report 109/22 providing an update on staffing challenges and opportunities and present a proposal to address this (exempt pages).

Reason for exemption: to provide confidential updates relating to the staffing structure of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	113/22
Agenda Item No:	9
Committee:	Full Council
Date:	10th November 2022
Title:	Mayor's Update Report – November 2022
By:	Heidi Brown, Office Manager
Purpose of Report:	To present the Mayor's update report and details of engagements attended

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Introduction



- 1.1 Details of the mayoral engagements since the last Full Council meeting can be found at Appendix A below, along with the Mayor's update.

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 Heidi Brown, Office Manager.

Office Manager	
Town Clerk	

Report 113/22 Appendix A

Mayor's Report to 10th November 2022 Full Council

Mayor's Engagements

1st October - Seaford Environmental Alliance film screening of Chasing Ice

21st October - the Royal Society of St George meal to commemorate the Battle of Trafalgar - Hydro Hotel in Eastbourne

22nd October - the Seaford Bonfire Parade

24th October - opened the Seaford Barbers in Dane Road

25th October - His Majesty's Lord Lieutenants of East And West Sussex Awards Ceremony 2022 - Christ's Hospital, Horsham

Deputy Mayor's Engagements

11th October - ESALC Chairman's Forum, Zoom

29th October - Model Railway Show, Seaford Baptist Church

Mayor's Update

On the 10th October, the Mayor did an interview with BBC South East about the issues with motorhomes on the seafront. The issues were raised from an article in the Irish Sun about the issues with parking on Seaford seafront.

On the 11th October, the Mayor did an interview with Radio Sussex regarding the motorhomes and the state of the seafront.

The Mayor will be having a stall at the Seaford Christmas Magic event on the 3rd December.

The Mayor's Christmas Concert will be on the 19th December at the Seaford Baptist Church from 7.30-9pm, the concert will be free, and there will be collection plates for the three chosen Mayor's charities at the end of the concert.



Seaford Town Council

Report No:	107/22
Agenda Item No:	9
Committee:	Full Council
Date:	10th November 2022
Title:	Town Clerk's Update Report – November 2022
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council.

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 At the May Full Council, the key work for this municipal year was approved, and this report provides an update against these priorities.

2. November Update

- 2.1 *Taking forward key work from 2022 - 2023, including:*

(a) Martello Toilets

As determined by Full Council, refurbishment plans are being worked up by the working group.

(b) Tennis Courts

Following on from the successful opening in May, a further report will be taken to Community Services Committee in December.

(c) HM The Queen's Platinum Jubilee Celebrations / Operation London Bridge

Full Council has already received reports of the work undertaken.

Moving forward, a report on renaming the Martello Fields in memory of the late Queen is elsewhere on the agenda for this meeting.

(d) *Ukraine*

There are no further updates since the last meeting. All of the below has taken place successfully:

- Assistance for the local support group to be established and act
- Flying the Ukrainian flag for 100 days, including on Ukraine's national day
- Use of the Old Town Hall for some of the initial resettlement support.

(e) *Bönningstedt Gabion Wall*

An update report is elsewhere on the agenda of this meeting.

(f) *Further strengthening the Town Council's finances*

I asked the RFO to present an initial report on the effects of inflation to the June Finance & General Purposes Committee meeting; which was presented and noted. More work will be done later in the year ahead of setting the next budget.

Our RFO and officers have continued to monitor matters diligently, and the budget setting for 2023 - 2024 will be fully mindful of the increases in inflation.

(g) *Implementing the outcomes of The View Working Group*

Following on from the discussion and vote at the last Full Council meeting, the expression of interest was issued in early July. The View Working Group has been reviewing the results and identifying appropriate options to bring back to Full Council in due course.

(h) *Partnership work on green spaces*

The Assistant Town Clerk (Strategic Projects) continues to progress the relevant discussions and agreements and we expect to present agreements with community groups soon.

As we have been reporting to Full Council, we have also progressed the application for Fields in Trust status for the three sites (being The Salts, The Crouch and Martello Fields). We expect the Fields in Trust proposals to be presented to Council soon so a decision can then be taken by the Council for each of the three sites it owns.

(i) *17th Green Plans*

Work has continued behind the scenes to prepare for taking plans forward.

(j) *Newlands S106*

Following on from the report and vote at the June Full Council, the necessary liaison has been taking place with Lewes District Council so that this motion can be enacted.

An update report is elsewhere on the agenda of this meeting.

(k) *Local Plans*

Our Planning Officer has kept the Planning & Highways Committee updated.

2.2 In addition, we will work on all of the following:

(a) *Deliver the scheme of work for projects agreed by the Community Services Committee for the 2022 - 2023 Municipal Year.*

A number of important projects have been taken forward.

(b) *Prepare for the 2023 election.*

Following on from the informal session before the October Full Council meeting, we are continuing to promote awareness of the opportunity for residents to come forward to be elected to the Town Council in May 2023. This includes posters, social media and seeking to highlight this on local radio station, Seahaven FM.

Lewes District Council has also invited officers from every town and parish to a briefing session on the elections later in this month, and the Town Council will be represented at this meeting.

(c) *Reconvene the Assets Working Group.*

Given the amount of work relating to planning being undertaken this year, the group will be reconvened in early 2023.

(d) *Develop a new Communications Protocol to maximise the effectiveness of how councillors and officers work together.*

I will bring a report to a Full Council in the new year.

(e) *Implement the new Climate Change Sub-Committee.*

A successful first meeting took place on the 27th October, with further meetings to be held on January 12th and April 6th.

(f) *Work to develop more 'shovel ready' projects to improve Seaford's chances of attracting external funding.*

Discussions with partners have continued and also we have been following up on some bid opportunities, including Veolia Community Fund and also Warmth Banks.

(g) *Deepen our understanding of the current provision of community spaces in the town so as to make the best of what we have, understand unmet need, and work towards how best to deliver what the town needs over time.*

We are gathering feedback on this as part of our community survey taking place at the moment.

(h) *Undertake community and stakeholder engagement on priorities for the town and the Town Council.*

The community survey is underway.

In the new year, we will gather officer and stakeholder feedback.

The results of all this work will inform the new Strategic Plan that the Town Council will work on in the summer 2023.

(i) *In summary, be a small and dedicated team, working with our Councillors and as hard as we can for the betterment of Seaford.*

2.3 Other Key Work

Full Council has received information on all of the following:

- a) It was quite a summer, with fires, a sink hole, and the waste discharges near Splash Point. We are grateful to East Sussex Fire & Rescue Service for all their help to successfully contain the fires on the golf course. I was interviewed about the fires on BBC Sussex. We also helped raise awareness of the waste discharges, including interviews on Channel 4 news and Heart FM. So, the Town Council has successfully raised its profile recently. In addition, the team has now put in place the necessary steps to respond to any further waste discharges.
- b) I am very grateful to the Planning Officer for their support to Lewes District Council on Talland Parade.
- c) As councillors will be aware, a lot of time has been needed to manage responses to enquiries and concerns about Seaford Town Football Club's proposal for a fence within The Crouch. Officers have diligently

followed due process in their responses. We await an updated proposal from the Football Club for the Town Council to consider.

- d) We had to consider a proposal from the owners of the Coastguard Cottages for some urgent work to repair defences. We liaised with Natural England and made sure all the necessary permissions were in place before the work began.
- e) Following the recent Netflix filming at Seaford Head, the Town Council is working with Sussex Wildlife Trust and others to review and update the Filming Policy. The updated policy will be brought to Full Council to consider.

2.4 In addition, please note that a report on parking will be brought to a future meeting.

2.5 Full Council also considered a report on the Cost of Living Crisis at its last meeting, and councillors will be mindful of these discussions when they determine the budget for 2023 – 2024.

2.6 Finally, it needs to be recognised how busy a time it has been, and how hard officers have been working this year.

3. Conclusion

3.1 I trust this paper gives councillors a good understanding of the key areas of work and priorities for the Town Council and my role.


3.2 I have endeavoured to provide the transparency and accountability councillors need, and strike the right balance between strategic and operational priorities required by the role.

4. Financial Appraisal

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

5. Contact Officer

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

Town Clerk	
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Seaford Town Council

Report No:	103/22
Agenda Item No:	10
Committee:	Full Council
Date:	10th November 2022
Title:	Conclusion of Annual Governance and Accountability Return (AGAR) 2021 - 2022
By:	Lucy Clark, Finance Manager
Purpose of Report:	To update Full Council on the status of the 2021 - 2022 AGAR

Recommendations
Full Council is recommended:
1. To note the report.

1. Information

- 1.1 Following approval by Full Council on 16th June 2022, the 2021 - 2022 Annual Governance and Accountability Return (AGAR) was submitted to the External Auditor, PKF Littlejohn LLP on 27th June 2022.
- 1.2 A response was received by PKF Littlejohn LLP on 27th September advising that they were unable to complete their review work as a result of correspondence received in relation to 2021 - 2022 and prior years. Once they have finalised their review, a final report will be provided. A copy of the Section 3 of the AGAR with the external auditor's comments is attached in Appendix A.
- 1.3 On 30th September, a 'Notice of Audit & Right to Inspect the AGAR' along with a copy of the AGAR was published on the Town Council's website which details the rights of inspection, in line with the statutory requirements.
- 1.4 PKF Littlejohn LLP have confirmed that they are working to complete all outstanding files as soon as possible and will proceed to certify closure for

the 2021 - 2022 reporting year. They also advise that the Town Council will be contacted in due course should further queries arise.

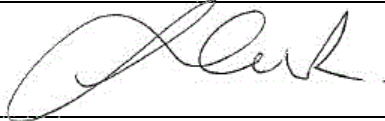


- 1.5 A report will be brought to the next Full Council meeting with further updates once PKF Littlejohn LLP have fully completed their review.

2. Financial Appraisal

- 2.1 PKF Littlejohn LLP will submit their invoice on final completion, but it is expected to be £2,400, which will be met from the allocated budget.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	

Section 3 – External Auditor Report and Certificate 2021/22

In respect of Seaford Town Council - ES0088

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Seaford Town Council

Report No:	114/22
Agenda Item No:	11
Committee:	Full Council
Date:	10th November 2022
Title:	Town Council Standard Christmas Closure Arrangements
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present Full Council with the usual Christmas closure arrangements for the Town Council offices and seek approval to adopt these as the standard arrangements in place year on year

Recommendations
Full Council is recommended:
1. To adopt standard Christmas closure arrangements, as per report 114/22, that will be applied annually.

1. Information

- 1.1 For at least 10 years, the Town Council offices have shut publicly during the Christmas period – it is however likely that the arrangements probably extend even earlier than this.
- 1.2 Prior to 2014, it was mandated that the offices would shut and employees would use annual leave to take this time off.
- 1.3 In 2014, the approach was adapted and staff could decide whether or not to take the time off work and discuss the logistics of this with their line manager.
- 1.4 Either way, the offices have remained closed publicly i.e. no telephone or email enquiry cover and no expectation for officers to be carrying out routine work, throughout the Christmas period.

- 1.5 It has been the norm to present a report to Full Council each year, seeking approval for that year's closure. Officers are now seeking to gain Full Council's approval to adopt standard Christmas closure arrangements that will be applied annually.
- 1.6 The benefit of this is that employees know what the arrangements are for each year and are able to plan accordingly. This also removes the requirement for an additional report to be brought annually to Full Council in autumn.
- 1.7 It is also worth noting that custom and practice could be claimed where the arrangements are concerned, so it would be sensible to formalise arrangements.
- 1.8 If there were a need to revise the Christmas closure arrangements, a report would be brought to Full Council for consideration.

2. Proposed Standard Christmas Closure Arrangements

- 2.1 The following is proposed as the standard Christmas closure arrangements, mirroring the arrangements in place since 2014:
 - (a) The Town Council offices will be closed to the public from 5pm on the last working day before 24th December (Christmas Eve) through to the first working day after 1st January
 - (b) Office staff will have the choice to take this period off work, using a combination of annual leave or Bank Holiday leave as required to cover this absence, or to work their usual working pattern
 - (c) If staff chose to work, they would still be required to take the Bank Holidays off as leave, unless there was a clear justification to work that was agreed with their line manager
 - (d) Any staff working would need to discuss this with their line manager and ensure any required lone working arrangements are in place
 - (e) In the event of essential urgent work that cannot wait until the offices reopen and are not within the remit of the emergency services, relevant members of the office team will be able to respond accordingly
 - (f) Due to their reactive nature, any hours worked as per (e) above can be claimed as time off in lieu or paid overtime. Within the salaries

budget, a figure is set aside each year in case of additional paid hours worked

- (g) Operations at the golf course and The View at Seaford Head will continue uninterrupted except for Christmas Day.

3. Financial Appraisal

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

4. Contact Officer

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

Town Clerk	
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Seaford Town Council

Report No:	111/22
Agenda Item No:	12
Committee:	Full Council
Date:	10th November 2022
Title:	Martello Fields Renaming Update
By:	Geoff Johnson, Assistant Town Clerk (Strategic Projects)
Purpose of Report:	To provide an update on the renaming of the Martello Fields

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To agree in principle to the renaming of the Martello Fields as the 'Queen Elizabeth Fields'.2. Subject to recommendation 1 being agreed and public consultation being undertaken and being favourable, to delegate power to the Town Clerk, in conjunction with the Mayor, to make an application to the Cabinet Office to authorise the renaming.

1. Information

1.1 A report on a proposal to rename the Martello Fields was considered at the Full Council meeting on 16th June 2022. The renaming would be a way of commemorating the Queen's Platinum Jubilee as well as the historical gift of the land to the town by the first Queen Elizabeth in 1592.

1.2 It was resolved:-

- a) To AGREE IN PRINCIPLE to the renaming of the Martello Fields.
- b) To AGREE to the renaming of the Fields to be carried out through a competition as outlined in this report, as part of the celebrations for the Queen's Platinum Jubilee and ;

c) To DELEGATE to the Town Clerk and Assistant Town Clerk the authority to finalise the rules and to launch the competition and report back to Full Council for formal approval of the selected names in due course.

2. Current Proposal

- 2.1** It was decided after the June meeting that it would be appropriate to 'reserve' the renaming project to September to ensure that the commemoration of the Jubilee extended beyond the summer celebrations and to coincide with the first school term.
- 2.2** Unfortunately this also coincided with the sad passing of the Queen on the 8th September and, accordingly, no further action was taken on the proposals at that time.
- 2.3** The original intention was to give individual names to each of the three parts of the Fields; the west field having a name associated with Queen Elizabeth I, the main 'east' field commemorating the Platinum Jubilee of the late Queen and the small Pump Field having a locally based name.
- 2.4** With the death of the Queen, the aim of the project should now be redirected to concentrate on commemorating the Queen herself and her life and reign rather than simply commemorating the Platinum Jubilee. Also the proposed competition should be abandoned and, instead, a public consultation should be held on the proposal.
- 2.5** If the renaming is accepted in principle, the whole of the current Martello Fields should bear a single name rather than being split into three areas with separate names. The suggested name, 'Queen Elizabeth Fields' would have the benefit of commemorating the late Queen and, additionally, the donation of the land by Queen Elizabeth the First in 1592 without which the Fields would not exist as a valuable local 'green space'.
- 2.6** If this proposal is adopted following public consultation, it will involve obtaining consent from the Royal Names Office, which is part of the Cabinet Office. Applications from private organisations for use of royal names are usually rejected unless there is special justification but given that this is a local authority application with a valid historical connection, approval in this case should be straightforward

3. Recommendation

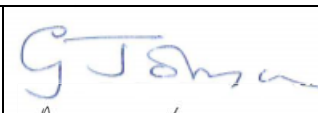

- 3.1 If this revised proposal for the renaming is approved in principle, public consultation should be carried out for views on the renaming of the Martello Fields as the Queen Elizabeth Fields.
- 3.2 If the response to the public competition is favourable, delegated authority should be given to the Town Clerk, in conjunction with the Mayor, to make an application to the Cabinet Office to authorise the renaming.
- 3.3 The matter is reported back to Full Council for a formal renaming resolution, if appropriate.

4. Financial Appraisal

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

5. Contact Officer

- 5.1 The Contact Officer for this report is Geoff Johnson, Assistant Town Clerk (Strategic Projects).

Assistant Town Clerk (Strategic Projects)	
Town Clerk	



Seaford Town Council

Report No:	112/22
Agenda Item No:	13
Committee:	Full Council
Date:	10th November 2022
Title:	Provision of New Football Facilities – Newlands School Development S.106 Agreement
By:	Geoff Johnson, Assistant Town Clerk (Strategic Projects)
Purpose of Report:	To present an update on progress with the football facilities provision under the Newlands School Development S.106 Agreement

Recommendations

Full Council is recommended:

1. To note the report.

1. Information

- 1.1** At the Full Council meeting on 16th June 2022, authority was given for an application to Lewes District Council to vary the terms of the s.106 Agreement relating to the Newlands School development.
- 1.2** The variation was sought to allow the Town Council to consider any site within the town, i.e an existing sports site or a brand-new site, for the provision of new facilities using the £350,000 contribution made by Bellway under the Agreement.
- 1.3** The difficulties in locating a brand-new site in the town for the facilities was explained in the report. The strict time provisions in the Agreement restricted the use of the contribution for the ‘improvement’ of an existing site in the town until 2027 and from 2025 the Agreement would have

allowed the contribution to be used elsewhere in the 'coastal belt' of Lewes District.

2. The Application

- 2.1 The application was duly prepared and submitted but Lewes District Council has explained that they are unable to register it as the Town Council was not a party to the s.106 Agreement, despite the fact that it was a direct beneficiary of the sports facilities contribution.
- 2.2 It is worth noting that the Town Council had also made strong representations to be made a party in 2019, during the processing of the Agreement, but the request had been refused.

3. Discussions


- 3.1 Further discussions have taken place with Lewes District Council and assurances have been given that Lewes District Council has a strong preference for the contribution being spent on facilities within the town, as that would meet the intention to replace the public facilities lost when the school closed in 2015.
- 3.2 Given this assurance, Town Council Officers are satisfied that we will be able to continue discussions with the various interested parties in the town to find a suitable site and devise a scheme to utilise the contribution.

4. Financial Appraisal

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

5. Contact Officer

- 5.1 The Contact Officer for this report is Geoff Johnson, Assistant Town Clerk (Strategic Projects).

Assistant Town Clerk (Strategic Projects)	
Town Clerk	