



## Seaford Town Council

**Minutes** of a meeting of **Seaford Town Council's Full Council** on **Thursday 14<sup>th</sup> July 2022** held at **The View** at Seaford Head, Southdown Road, Seaford, BN25 4JS, at **7.00pm**.

### **Present:**

Councillors O Honeyman (Mayor) and L Boorman (Deputy Mayor)

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

Adam Chugg, Town Clerk

Geoff Johnson, Assistant Town Clerk (Strategic Projects)

Sharan Brydon, Events & Facilities Officer

Georgia Raeburn, HR & Governance Manager

There was one member of the public in attendance.

Pete Gwilliam, Chair of Seaford Lifeguards, was also in attendance.

### **C42/07/22      Apologies for Absence**

Apologies for absence were received from Councillors J Cash, R Hayder, J Lord and J Meek.

### **C43/07/22      Disclosure of Interests**

Councillor L Wallraven declared a non-pecuniary interest in agenda item 15 as a member of Seaford Rotary Club.

Councillor O Honeyman declared a non-pecuniary interest as a member of Churches Together Seaford.

### **C44/07/22      Public Participation**

There was no public participation.

### **C45/07/22      Seaford Lifeguard Presentation**

Full Council received a presentation from Seaford Lifeguards providing an update on this year's lifeguard service and their future plans.

Seaford Lifeguards saw its 50<sup>th</sup> anniversary in 2020. The pandemic saw lifeguard services halted for two years and as a result, Seaford Lifeguards are now struggling for qualified lifeguards and volunteers due largely to training lapsing.

Seaford Lifeguards patrol the beach, offer first aid and information, are the eyes and ears of the Coastguard, maintain the life buoys and enforce the dog ban and pleasure boat bylaws, The Lifeguards will restart operations again in 2022 and have a 24 month phased return plans, including:

- Reduced patrol season, on weekends from 22<sup>nd</sup> July to 31<sup>st</sup> August 2022
- Reduced patrol hours of 11am to 5pm
- Reduced lifeguarded zone from West View kiosk to Edinburgh Road, with patrols outside of this if resources allow
- No inshore rescue boats in the water but a focus on undertaking the necessary training in 2023
- Aiming at three volunteer per shift, with more if they can
- Social media will be updated if the lifeguard service is not running due to reduced volunteer numbers or severe weather

The Lifeguards will focus on quality not quantity of lifeguards, as being a beach lifeguard is a very hazardous part time occupation.

Members thanked Pete Gwilliam for the presentation and his dedicated years of service. Members queried the Lifeguards recruitment process/plans, how the Town Council can help, use of the Town Council's grants scheme, plans to provide future updates on operations and the key difference between lifeguard provision on a rural or resort beach.

## **C46/07/22      Minutes**

It was **RESOLVED** to **APPROVE** the following minutes:

4.1	Full Council	16 <sup>th</sup> June 2022
4.2	Finance & General Purposes	28 <sup>th</sup> June 2022
4.3	Planning & Highways	9 <sup>th</sup> June 2022
4.4	Planning & Highways	30 <sup>th</sup> June 2022
4.5	Personnel	7 <sup>th</sup> July 2022
	<i>N.B. The recommendations from 7<sup>th</sup> July Personnel minutes were considered later on in the meeting, so were not approved at this stage of the meeting.</i>	

## **C47/07/22      Mayor's Update Report**

Full Council considered report 55/22 updating the details of engagements attended.

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

### **C48/07/22 Town Council Working Group Reports**

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

### **C49/07/22 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.

<i>Representative</i>	Statement
Councillor G Rutland, Seaford Chamber of Commerce	Attended the last Chamber breakfast meeting with a presentation about flood defences from Watertight International, which completed the Brooklyn Road flood defence project for the County Council. The Chamber are exploring ways of working with them to promote property flood resilience in Seaford. Highlighted need for everyone to take ownership of the risk – plan, prepare and practice – and develop property flood resilience. There will be targeted awareness campaigns and resources available within the local community. Hopes the Town Council will join in and support this urgently needed ‘road to resilience’.
Councillor S Dunn, Strengthening Local Relations	There is an ongoing issue with the storm drains getting blocked on seafront – Town Council officers inspected these with the County Council (the responsible authority). The County Council has started doing clearing from Splash Point to Edinburgh Road and will return in winter to clear again.
Councillor M Brown, Seaford Head Golf Club	Passed on the thanks of the Golf Club for the excellence of the course and stated their intention to support The View as much as it can.
Councillor R Honeyman, Seaford Community Partnership	Confirmed that the Partnership’s AGM is being held on 25 <sup>th</sup> July 2022.

### **C50/07/22 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.

<i>Representative</i>	<i>Statement</i>
<i>Councillor L Boorman, Lewes District Council (LDC)</i>	<i>LDC committed funds in the last budget for improvements to parks and play areas. LDC started its first consultation for a play area in Lewes. LDC owns Walmer Road in Seaford – will be putting out consultation at some point over the next four years to see what local residents want for play area.  LDC also committed an additional £250k for crisis living and £50k to food banks in the district – has asked if this will be split evenly or proportionately for areas with high use of food banks and is awaiting a reply.</i>
<i>Councillor S Adeniji, East Sussex County Council (ESCC)</i>	<i>Following concerns about discharge in the sea by Southern Water, ESCC has agreed to write to the Environment Agency to investigate the release of discharge in East Sussex and call for stronger punishment to reduce amount of sewage in sea. Planning for Exceat Bridge is still going ahead. South Downs National Park Authority raised ecological concerns, which ESCC are working on with an aim to propose this back through the planning system in the autumn.  ESCC's Lead Member for Transport will be discussing bus improvement plans in an upcoming meeting. There is a proposal to allocate money for bus service improvements in Seaford and Newhaven.</i>

(7.41pm – Councillor S Adeniji left the meeting)

## **C51/07/22      Town Clerk's Update Report – July 2022**

Full Council considered report 54/22 updating Full Council on key Town Council work and work priorities for the Town Clerk.

The Town Clerk updated on the Martello Toilets and Café project, Bönningstedt gabion wall, The View expression of interest and the application to amend the former Newlands site S106 agreement.

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

## **C52/07/22      Community & Stakeholder Engagement**

APPROVED 13/10/2022 Full Council

Full Council considered report 53/22 to enable Full Council to begin identifying the strategic priorities for Seaford Town Council with regards to community and stakeholder engagement.

Town Council thanked the Office Manager for their work presenting this report.

Members queried utilising the Youth Forum, flying different flags to encourage inclusivity within the town, utilising what councillors can do as volunteers to share the workload of delivering these aims and officers assessing whether five community notices boards is enough and the effectiveness of the locations.

It was **RESOLVED** to **NOTE** the contents of the report and the upcoming councillor Zoom meeting to feed into the creation of the Town Council's communications strategy.

*(7.55pm – one member of the public left the meeting)*

### **C53/07/22      Amendments to the Events Policy – Lead Time Change**

Full Council considered report 56/22 presenting a revised Events Policy for adoption, allowing a shorter lead time for 'mini events'.

Members queried increasing the audience capacity for mini events, clarity within the policy that this only refers to spaces listed, not all Town Council-owned spaces and working with event organisers to support them to help ensure events are plastic free, where possible.

It was **RESOLVED** to **ADOPT** the revised Events Policy, as presented within report 56/22, with the clarity around the scope of the policy and which Town Council sites it applies to.

*(8.04pm – the Events & Facilities Officer left the meeting)*

### **C54/07/22      Corrections to the Member's Code of Conduct**

The Full Council considered report 52/22 presenting a corrected Member's Code of Conduct for adoption.

It was **RESOLVED** to **ADOPT** the corrected Member's Code of Conduct as presented with report 52/22.

### **C55/07/22      Personnel Committee Recommendation: Reservist Policy**

The Full Council considered report 58/22 presenting the recommended Reservist Policy for adoption.

Members requested the officers promote this policy when recruiting for staff and a small change of wording to gender-neutralise section 3.1.ii.

It was **RESOLVED** to **ADOPT** the Reservist Policy as presented with report 58/22, with the discussed amendment to gender-neutralise 3.1.ii.

### **C56/07/22      Tree Planting at The Crouch**

APPROVED 13/10/2022 Full Council

The Full Council considered report 50/22 presenting councillors with a request from Trees for Seaford to plant three trees in The Crouch as part of HM The Queen's Green Canopy.

**C56.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C56.2** It was **RESOLVED** to **APPROVE** the planting of three trees in The Crouch this autumn and the installation of a water butt (the latter being subject to permission from the building owners).

### **C57/07/22 Completion of CCTV at The Salts**

The Full Council considered report 51/22 updating Full Council on progress to complete the CCTV project to The Salts Recreation Ground and requesting that Financial Regulations be waived to enable this.

STC acknowledge grant funding publicly.

Members queried the locations and monitoring of the CCTV and how the Town Council publicly acknowledges the grant funding it receives.

**C57.1** It was **RESOLVED** to **NOTE** the contents of the report and the grant funding received from the Lewes District Joint Action Group.

**C57.2** It was **RESOLVED** to **APPROVE** that Financial Regulations are waived so that the company who service and maintain the existing CCTV system at The Salts can install the remaining cameras and infrastructure.

### **C58/07/22 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 meeting during the discussion on the next item of business for the reasons 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 items 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 each 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.*

*(8.15pm – the Assistant Town Clerk – Strategic Projects and HR & Governance Manager left the meeting)*

## **C59/07/22 Personnel Committee Recommendations: Contracted Hours of Work EXEMPT**

The Full Council considered report 57/22 presenting a recommendation from the Personnel Committee regarding an employees contracted hours of work.

**Reason for exemption:** *to provide confidential updates surrounding employees 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.*

It was **RESOLVED** to **APPROVE** increasing the contracted hours of the HR & Governance Manager post to 37 per week for the remainder of this financial year, with a review ahead of the 2023 – 2024 budget setting process to assess if this increase becomes permanent.  
The meeting closed at 8.28pm.

*Councillor O Honeyman*

Councillor Olivia Honeyman  
Mayor of Seaford