



## Seaford Town Council

### Minutes of a meeting of Seaford Town Council's Full Council on Thursday 26<sup>th</sup> January 2023

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 S Adeniji, D Argent, M Brown, S Dunn, J Edson, M Everden, R Hayder, R Honeyman, J Lord, J Meek, B Payne, R Reed, G Rutland and L Wallraven

Adam Chugg, Town Clerk

Tony Jackson, Projects & Facilities Manager

Karen Singleton, Responsible Financial Officer (RFO)

Sharan Brydon, Events & Facilities Officer

Zoe Polydorou, Projects Officer

Georgia Raeburn, HR & Governance Manager

Becky Terry, HR & Governance Assistant

There were 8 members of the public in attendance.

A minute's silence was held to mark the sad passing of Councillor Jean Cash in January 2023.

#### **C93/01/22 Apologies for Absence**

Apologies for absence were received from Councillors N Adil, M Hayder and B Webb.

#### **C94/01/22 Disclosure of Interests**

There were no disclosures of interests.

#### **C95/01/22 Public Participation**

Speaker	Statement
Resident A	<i>Thanked the Town Council for the recent meeting with residents and welcomed the recruitment of new senior posts to assist with lease management.</i>

	<i>Raised comments regarding: the meetings strapline encouraging residents to get involved; recent and outstanding Freedom of Information requests; adherence to byelaws, planning regulations and licensing laws within the Crouch; recent planning applications by Seaford Town Football Club and the Town Council's handling of these, and; Lewes District Council's legal covenants on the land at the Crouch.</i>
Town Council Response	<p>Thanked the resident for their contribution and thanked the residents for coming to the meeting.</p> <p>Confirmed that the residents meeting covered main issues / actions taken, changes that have been implemented and work still in place.</p> <p>Confirmed that once additional posts are in place biannual place meetings will be held about the Crouch, to discuss any matters which will improve engagement and relationships.</p> <p>Confirmed that Freedom of Information requests are handled on a case-by-case basis.</p> <p>Confirmed officers are liaising with the District Council about the covenants on Town Council land.</p> <p>Confirmed that the Town Council is happy to engage in constructive dialogue going forwards.</p>
<i>Resident B</i>	<i>Spoke in favour of a Changing Places toilet, as this facility is desperately needed within the town. Expressed that this must be accessible out of hours, as the only other facility in the library building is not.</i>
Town Council Response	Thanked the resident for their contribution and noted their comments.
<i>Resident C</i>	<i>Following on from email sent to Councillors, raised concerns about the restrictive nature of the policies relating to public speaking at meetings. Encouraged the councillors to discuss how the public raise business for meetings and Committees being allowed to discuss areas within their own remit.</i>

Town Council Response	<p>Thanked the resident for their contribution.</p> <p>Confirmed that the points raised will be considered.</p> <p>Clarified that all policies are agreed by Full Council, reviewed at regular intervals and available on the Town Council's website.</p> <p>Confirmed that there are seven Full Council meetings each year for members of the public to raise anything appropriate and that four minutes is allowed for public participation, despite the recommended amount being three minutes.</p> <p>Clarified that it is reasonable to allow committees to be able to focus on agenda items, although public participation is still encouraged relating to those items.</p> <p>Clarified the legislation surrounding notice periods for items of business on an agenda as well as the process set out within Council policy for councillors to put forward items of business.</p> <p>Shared recent examples of councillors raising items which have been taken forwards on agendas.</p>
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*(7.23pm - two members of the public left the meeting)*

## **C96/01/22      Minutes**

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

C96.1	Full Council Minutes	10 <sup>th</sup> November 2022
C96.2	Community Services	1 <sup>st</sup> December 2022
	<i>With an amendment to the identification of one of the speakers with the public participation section.</i>	
C96.3	Climate Change Sub-Committee	27 <sup>th</sup> October 2022
C96.4	Finance & General Purposes	20 <sup>th</sup> December 2022
	<i>N.B. There were two recommendations for Full Council within these minutes. Both were addressed within agenda item 5, 2023 - 2024 Draft Budget and Precept Setting, and therefore were not considered at this stage of the meeting.</i>	
C96.5	Golf & The View	15 <sup>th</sup> November 2022

C96.6	Planning & Highways	3 <sup>rd</sup> November 2022
C96.7	Planning & Highways	24 <sup>th</sup> November 2022
C96.8	Planning & Highways	15 <sup>th</sup> December 2022
C96.9	Personnel Minutes	10 <sup>th</sup> January 2023
	<i>N.B. There was a recommendation for Full Council within these minutes. This was addressed within agenda item 13, Personnel Committee Recommendations – Additional Senior Post, and therefore was not considered at this stage of the meeting.</i>	

It was updated that the minutes of Climate Change Sub-Committee meeting on 12<sup>th</sup> January will be presented to Community Services on 2<sup>nd</sup> March before being brought to Full Council.

### **C97/01/22 Seaford Town Council Draft Budget Report 2023 - 2024 and Precept Setting**

Full Council considered report 143/22 presenting the Seaford Town Council Draft Budgets for 2023 - 2024 and projected budgets to 2027 – 2028.

The RFO introduced the report, confirming a 0% increase on council tax for 2023 – 2023 and highlighting the changes since the draft budget was considered by committees.

Members queried the budgeted figures for The View - the working group is assessing operations at The View and will bring recommendations to Full Council. A 'no change' budget has had to be set on a prudent basis. The team at The View are working hard and have made significant improvements.

Members thanked officers for their hard work with the budget.

**C97.1** It was **RESOLVED** to set a Precept of £1,061,609 and corresponding Band D Council Tax of £111.09, for 2023 - 2024.

**C97.2** It was **RESOLVED** to **NOTE** the projected budgets for the years 2024 - 2025, 2025 - 2026, 2026 - 2027 and 2027 - 2028.

### **C98/01/22 Review of Earmarked Reserves**

Full Council considered report 145/22 presenting the review of the Town Council's Earmarked Reserves.

The RFO introduced an overview of the internal process for ongoing monitoring and reviewing of the Earmarked Reserves.

It was **RESOLVED** to **NOTE** the contents of the report and no changes being requested.

### **C99/01/22 Interim Internal Audit Report for 2022 - 2023**

Full Council considered report 146/22 presenting the Interim Internal Audit Report from Mulberry & Co Ltd for 2022 – 2023.

The RFO introduced the report and their recommendation alongside the Internal Auditors. Members queried the cyber security of the banking system, the thorough internal controls around financial transactions and the technological advances with fraudulent activities.

**C99.1** It was **RESOLVED** to **NOTE** the Internal Auditors report

**C99.2** It was **RESOLVED** to **APPROVE** keeping the Fidelity Guarantee insurance at £1,000,000.

### **C100/01/22 Conclusion of Annual Governance and Accountability Return (AGAR) 2021 - 2022**

Full Council considered report 152/22 providing an update on the status of the 2021 - 2022 AGAR.

The RFO introduced the report and the reason behind the delay in this having been completed.

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

### **C101/01/22 England Coastal Path Celebration ‘Walk the Chalk’**

Full Council considered report 159/22 presenting details of the ‘Walk the Chalk’ England Coast Path Celebration 2023 and the request for landowner permission and other support from the Town Council to facilitate this event.

*(7.49pm – Standing Orders were suspended to allow the event organisers to address Full Council and / or answer questions)*

<i>Resident D</i>	<i>Expressed their support for this event proposal, as a catalyst that can help achieve the vision of improving and increasing tourism industry to the town. Described how the Tide Mills project had been a catalyst and the positive impact this had had.</i>
Town Council Response	Thanked the resident for their contribution
<i>Resident E</i>	<i>Thanked officers for their work on this. Pleaded with the Town Council to take the broader view. Reminded councillors of a neighbourhood plan survey where 85% of respondents identified tourism as important / very important to support local businesses. Urged that the Council look at the celebrations as opportunity to</i>

	<i>promote the town and encourage people to come to town and spend money, not just short term but long term.</i>
Town Council Response	Thanked the resident for their contribution
<i>Resident F / Resident G</i>	<p><i>Grateful to officers who worked hard to enable this agenda item.</i></p> <p><i>Confirmed that Appendix A is from them and cannot be fully comprehensive, as things have moved on.</i></p> <p><i>Stressed that this is a community project for Seaford and the surrounding areas, including engagement with schools and targeted work to reach isolated and vulnerable groups.</i></p> <p><i>Outlined other ideas that are being worked up, such as: collating people's memories of being on the coast as an audio exhibit, linking children with the artists involved to learn new skills, free electric shuttle buses from local train stations, a wind turbine onsite, access to event data that can help future plans for South Hill Barn and including The View in the event. Expressed an interest in facilitating a people's assembly with other local groups.</i></p> <p><i>Confirmed that they have spoken with local experts and other authorities, appreciating that this is a sensitive site and to ensure as little impact on the site as possible.</i></p> <p><i>Confirmed that the project culminates in a celebration of walking on the English Coastal Path and what landscape and heritage is all about.</i></p>

Members queried the anticipated level of visitors for the guided walks, the similarities to the Tide Mills Project with certain elements, any noise pollution, the inclusion of The View, the free of charge guided walks, the frequency of the walks, safety of walks, the involvement of the concession holder in providing the refreshments for the event, the likelihood of the commercial benefits to the town and the gateway project to provide linkage to the town centre, priority for local contractors to be involved, seeking the involvement of Seaford Chamber of Commerce, the provision of a guidebook about this section of the coastal path, Natural England identifying Seaford as a flagship event, using the event as a case study for visitor data, footfall at the railway in Seaford being vital to retention of train station, SDNPA

aims of new vision for national park to make more accessible to wider range of people, the opportunity to provide a precedence for South Hill Barn and its use, recovery of area if there were any impact during the five days of the event, the limited hours of the planned guided walks and the benefits of reviewing these, the trodden footpath being less wide than had been seen during covid/social distancing, the importance of the SDNPA dark skies policy, concerns about the rare species onsite, the risks in such close proximity to the cliff edge which is liable to cliff falls, the increased risk of litter and how this will be addressed, the logistics of managing ticketed visitors and ad hoc visitors, working closely with SDNPA on accessibility for electric buggies/off terrain mobility scooters to address barriers that prevent people coming to green spaces, logistics of running a walking route alongside the golf course and risk managing this, the capability of the site to take an increased volume of visitors and the impact on local residents, relocating the car parking to a nearby field to allow the car park to be for walks with a pleasant atmosphere/accessible vehicles/production vehicles and the use of parking marshals, having to address the increase volume of visitors through management, an engaging programme to take in to schools (Living Coast Under Water Experience) to raise awareness of the event, daytime art workshops, site visits with schools, artists brief having at least six workshops with young people about what doing and why, SCIP proposal for workshops with children over summer making flora and fauna masks culminating in children's parade, the creation of a communications team, ticketed tours starting from the train station, a channel for councillors providing feedback through officers and reporting back on the event's progress to meetings, concerns around officer time involved and the need for additional resources, and the content of the memorandum of understanding.

*(8.47pm – Standing Orders were reinstated. The Deputy Young Mayor and one member of the public exited the meeting)*

- C101.1** It was **RESOLVED** to **NOTE** the contents of the report and consider any feedback from councillors
- C101.2** It was **RESOLVED** to **AGREE** to the use of Seaford Head Nature Reserve and South Hill Barn for the proposed event, subject to certain conditions recommended for Full Council to set as follows:
- 2.a** that an agreed level of funding will be made available by event organisers to cover costs incurred by the Town Council for the event
  - 2.b** that a Memorandum of Understanding between all parties be created
  - 2.c** that regular partner meetings must take place, with the event organisers arranging a meeting for February 2023, and

**2.d** that organisers give a commitment to providing all necessary risk assessments and a traffic management plan, to be signed off by the Town Council as part of the Memorandum of Understanding.

**C101.3** It was **RESOLVED** to **AGREE** to waive the hire fees that would be incurred for an event such as this.

*(8.59pm to 9.05pm – a short break was held. Councillor S Adeniji and the RFO exited meeting, along with all remaining members of public)*

### **C102/01/22 East Martello Field Water Refill Stations – Finances**

Full Council considered report 158/22 requesting the early release of funds towards the Water Refill Station at Martello Fields.

Members queried the location of the water refill station, the positive impact this would have with reducing single use plastics and recharging heavy users of the supply through the means of a water meter.

**C102.1** It was **RESOLVED** to **NOTE** the contents of the report including the financial details.

**C102.2** It was **RESOLVED** to **AGREE** that funds to complete Phase 1 of the Martello Fields water refill station installation are financed from the General Reserve.

**C102.3** It was **RESOLVED** to **NOTE** the application of Financial Regulations 11.1 in awarding the supply contract for the water refill station.

Full Council noted its thanks to the Projects & Facilities Manager for their service to the Town Council.

*(9.13pm – the Projects & Facilities Manager exited the meeting)*

### **C103/01/22 Martello Toilets Refurbishment – Recommendations of Working Group**

Full Council considered report 155/22 presenting the recommendations of the Working Group, the refurbishment design and Changing Places process.

The Town Clerk introduced the report and the timeline, ensuring the design complies with relevant building regulations, the likelihood of small alterations during the design process, the vast number of small details that exist beneath the design, the timing for the build of the Changing Places facility, the professional expertise being sought and the durability of the Changing Places facility in an exposed coastal location.

Full Council noted its thanks to the officers and Martello Toilet Working Group members for the work involved.



**C103.1** It was **RESOLVED** to **APPROVE** the refurbishment design, based upon the recommendations from the working group.

**C103.2** It was **RESOLVED** to reiterate the Town Councils Commitment to a Changing Places toilet and **APPROVE** the next steps.

### **C104/01/22 Exclusion of the Press and 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 on the agenda. 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.*

*(9.28pm – Councillor M Everden, the Projects Officer and Events & Facilities Officer all exited the meeting)*

### **C105/01/22 Personnel Committee Recommendations – Additional Senior Post**

Full Council considered exempt report 154/22 presenting the recommendation from the Personnel Committee regarding the additional senior post that is being introduced to the Town Council's staffing structure.

**C105.1** It was **RESOLVED** to **AGREE** and **APPROVE** the title of Head of Community Assets, the grade and overall content of the new senior post

**C105.2** It was **RESOLVED** to **APPROVE** the change of the Projects & Facilities Manager post, now entitled Assets & Projects Manager

**C105.3** It was **RESOLVED** to **APPROVE** the increase to 10 hours per week for the Planning Officer post from 1<sup>st</sup> April 2023, noting that this is already included in 2023 -2024 draft budget being presented to Full Council.

**C105.4** It was **RESOLVED** to **NOTE** the reduction in contracted hours of the Assistant Town Clerk post, to 28 hours per week, upon the return of the postholder from maternity leave.

**C105.5** It was **AGREED** that the temporary 'additional' scale point for the postholder within exempt report 127/22 be made permanent

**C105.6** It was **RESOLVED** that officers update the draft 2023-2024 budget accordingly following decisions made at this meeting, before the budget is presented to Full Council

**C105.7** It was **RESOLVED** to **NOTE** the Scheme of Delegation and that any other relevant Town Council Policies will be reviewed and updated accordingly to enable the new structure and posts to operate as required.

The meeting closed at 9.39pm.

*Councillor O Honeyman*

Councillor Olivia Honeyman

Mayor of Seaford