



## Seaford Town Council

**Minutes** of a meeting of **Seaford Town Council's Full Council** on **Thursday 23<sup>rd</sup> February 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 N Adil, D Argent, M Brown, S Dunn, J Edson, M Everden, R Honeyman, J Lord, B Payne, R Reed, G Rutland and L Wallraven.

Nia Waite, Deputy Young Mayor

Adam Chugg, Town Clerk

Georgia Raeburn, HR & Governance Manager

There were seven members of the public in attendance.

### **C106/02/22 Apologies for Absence**

Apologies for absence were received from Councillors Adeniji, Meek and Webb.

### **C107/02/22 Disclosure of Interests**

There were no disclosures of interests.

### **C108/02/22 Public Participation**

Speaker	Statement
<i>Resident A</i>	<i>Expressed being pleased at the Town Clerk's report relating to Crouch Concerns and this being a good summary of progress made in terms of community engagement and what is going on at the Town Council. Confirmed that it feels as though the community is coming together again despite division over last year. Asked if the pitch hire charges will be included in the hire charge agenda item and reporting back arrangements from meetings with Seaford Town Football Club. Relating to item 11 and the new fee for fitness and exercise classes. Shared concerns about whether the</i>

	<p><i>charges will be prohibitive for local groups and the need to have this distinct from larger events, such as the triathlons, due to change in nature of activity and not impeding on other users. Needs to be more thought about impact on fitness trainers and local people.</i></p> <p><i>Suggested thinking about if space in The Salts between the skate park and tennis courts could be a dedicated and exclusive multi-purpose exercise space.</i></p>
<p>Town Council Response</p>	<p>Thanked the resident for their contribution.</p> <p>Confirmed that the football pitch hire charges are dealt with by Id Verde, so will not form part of charge regime and are not this agenda.</p> <p>Confirmed that key points from the football club meeting will be given at the next meeting with Crouch Concerns.</p> <p>Confirmed that councillors will have heard comments and be mindful of comments around hire charges.</p> <p>Clarified that exercise classes relates to if people are using the Town Council land to generate income and the Council having a duty to charge.</p> <p>Noted the points made about The Salts.</p>
<p>Resident B</p>	<p><i>Queried the meeting layout with the public having to talk to the back of councillors.</i></p> <p><i>Confirmed that Crouch Concerns has made a difference and that they endorse the previous speakers comments around progress made. Congratulated the Town Council on getting an independent expert to look at complaints.</i></p> <p><i>Queried if they would see the complaints or just a written review.</i></p> <p><i>Expressed disappointment that they feel minutes are sanitised as opposed to looking at actualities of the video.</i></p> <p><i>Clarified the belief that if the Town Council had undertaken rent reviews as part of lease requirements, this could have saved taxpayers money.</i></p>

	<p><i>Expressed concern about a conflict of interest with the Town Council's and football club's solicitors in the drafting of the lease.</i></p> <p><i>Chased up a response to a freedom of information request relating to insurance details.</i></p> <p><i>Stated that there is a new sponsor of the clubhouse that is not in adherence to the lease conditions and the conditions of a social premises licence – aware that officers are going to look in to. Concerned that the football club are potentially going to commit same offences again in terms of planning laws, licensing and byelaws.</i></p> <p><i>Endorsed issue over pitch hire that last speaker said.</i></p>
<p>Town Council Response</p>	<p>Thanked the resident for their contribution.</p> <p>Clarified that independent person provided by national and local organisation as an additional resource due to concern over volume of queries being received as small council. Confirmed that this person will be independent and providing useful advice on a number of matters.</p> <p>Confirmed that the minutes have been reviewed and all points raised are listed in minutes of meeting. Clarified legal requirements around minutes.</p> <p>Confirmed the rent review process, that information requests would be responded to and that the sponsorship query is being looked in to.</p>
<p>Resident C</p>	<p><i>With regards to the Martello Toilets refurbishment, raised a number of queries relating to: timing of the tender and public consultation processes and how ideas can be incorporated; whether this build could be used for retrofit purposes from a sustainability point of view and reducing its carbon footprint; the building regulations not mentioning the flooring; concerns around who will make decision on the heating, ventilation and hot water aspects of the design; a lack of overall design criteria for mechanical and electrical services; who would oversee</i></p>

	<i>the return tenders in particular around heating and hot water proposals, and; who would comment on issues relating to energy and environmental matters.</i>
Town Council Response	<p>Thanked the resident for their contribution.</p> <p>The Chair of the working group confirmed that: solar panels had been considered but there were concerns about vandalism; heat insulation would be increased on the inside of this post-war building; there would be non-slip material on the floor; windows would be compliant for the level of exposure on the seafront, including high grade marine hinges; design aspects have been agreed to reduce maintenance and vandalism; a tight timeline is being worked to due to the financial year end and pre-election period; the consultation outcome would be taken into consideration during the tender evaluation process and the next steps to be taken with this process;</p> <p>Changing Places will be incorporated separately, and; temporary toilets would be available whilst the work is going on.</p>
<i>Resident D</i>	<i>With regards to the hire charges item, objects strongly to the fitness charges being proposed. Feels that this contradicts the national directive around being active for good mental health and preventing illness and disease. Confirmed the size and scope of Seaford Striders running club, the benefit of the club to the community and the club's needs to remove barriers to participation and safe spaces for junior members. Confirmed that the proposed charges would see the club run at an unsustainable loss. Queried when the charges would apply, how this would be monitored, the definition of 'fitness class' and the stark difference to the charge for local inside halls for exercise space. Requested that open spaces should be kept free and all residents encouraged to get outside and use them.</i>
Town Council Response	Thanked the resident for their contribution.

	Confirmed that officers had spoken with representatives of the running club today and that whilst the Town Council must consider where income is being generated on its land, it is also very aware that it must be mindful of community organisations and the impact on these.
<i>Resident E</i>	<i>With regards to the hire charges item, requested clarification on the difference between paid for groups and non-paid groups. Queried how the Town Council can differentiate between voluntary and paid sessions of the same activity e.g. personal running coach. Suggested that the Town Council considers an annual fitness licence. Concerned that the proposed costs will make many sessions unaffordable, leading to less locals having access to fitness activities which in turn improves physical and mental health.</i>
Town Council Response	Thanked the resident for their contribution, which the Town Council can be mindful of during discussion on item.

*(Two members of public exited the meeting)*

## **C109/02/22 Minutes**

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

C109.1	Full Council	26 <sup>th</sup> January 2023
C109.2	Planning & Highways	5 <sup>th</sup> January 2023
C109.3	Planning & Highways	16 <sup>th</sup> February 2023

It was reminded 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.

## **C110/02/22 Mayor's Update Report**

Full Council considered report 175/22 presenting the Mayor's update and details of engagements attended.

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

## **C111/02/22 Young Mayor's Update**

The Young Mayor updated on their work with the youth forum, hearing the views of young people in Seaford and discussions around the use of spaces in The Crouch for children to engage and be involved with wildlife and nature.

Full Council thanked the Deputy Young Mayor for their update and work undertaken.

*(The Deputy Young Mayor exited the meeting)*

## **C112/02/22 Town Council Working Group Reports**

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

## **C113/02/22 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, for noting only.

<b>Representative</b>	<b>Statement</b>
Councillor Olivia Honeyman, Access in Seaford & Newhaven	Updated that there has been an issue with disabled toilets being double locked and as such, users with radar keys were unable to access the facilities. Lewes District Council will be installing a lock with a timer that allows a set opening time in the morning and staying open until later in the evening.

## **C114/02/22 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.

<b>Representative</b>	<b>Statement</b>
<i>Councillor Liz Boorman, Lewes District Council</i>	<i>Confirmed that Lewes District Council has raised its portion of council tax by 1%. Shared that the District Council is currently running playground consultations for The Peverells and Aquila Park recreation areas so local residents can have say. Shared an update on Exceat bridge further to the vandalism to the traffic lights. Advised that if anyone sees anything, that this should be reported to the Police. If this keeps happening, it could result in the lights being removed due to the cost of replacement/repairs. Consider whether more substantial lights</i>

	<i>are needed given that they will be in situ for a number of years. The local public house may be able to assist with security / CCTV of the area.</i>
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### **C115/02/22 Town Clerk's Update Report – February 2023**

Full Council considered report 176/22 updating on key Town Council work and work priorities for the Town Council.

The Town Clerk thanked the officer team for all their work and introduced the updates on the Martello toilets, outcome of the Walk the Chalk event decision, current recruitment and interim cover arrangements, public consultations on the Salts Café and Cricket Club, the additional Full Council meeting for 16<sup>th</sup> March, the community survey and engagement for strategic planning leading on to stakeholder workshops before sharing the findings at the Town Forum at the beginning of June, the ordinary elections in May and the future reporting of formal complaints.

Members queried the agenda items for both March Full Council meetings (one being outside of the pre-election period and one within) and the successful Walk the Chalk event funding bid.

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

### **C116/02/22 His Majesty The King's Coronation Celebrations Update**

Full Council considered report 174/22 presenting an overview of plans to celebrate His Majesty The King's Coronation in Seaford town.

The Town Clerk introduced and took the meeting through the report, thanking the officer team for their work.

Members queried stallholders having free use and the Town Council covering the cost of the proposed festival event from the coronation budget.

**C116.1** It was **RESOLVED** to **NOTE** the contents of the report and the Town Council's approach and activities relating to the upcoming coronation.

**C116.2** It was **RESOLVED** to **APPROVE** waiving the Martello Fields hire fees for the 'May Coronation Festival', being organised by Seaford Street Markets and Seaford Martello Rotary.

**C116.3** It was **PROPOSED** that the Town Council makes a financial contribution towards the cost of the festival, based upon the resources that are available, subject to: the organisers removing or reducing the stallholder fees as best possible and, any surplus monies from the event going towards local charitable causes; the **MOTION** was **PASSED**.

## **C117/02/22 2023 – 2024 Proposed Hire Charges**

Full Council considered report 173/22 presenting revised hire charges for adoption for the 2023 – 2024 financial year.

The Town Clerk introduced the report. Members discussed how the Town Council would police bookings and payment of fees, a difference if a class/activity is not preventing use of the area by other users, the free outdoor gym, supporting and encouraging physical activity, liabilities the Town Council holds as landowners and insurance liabilities, different fees for different organisation types, the impact of a right of way, Park Run being exempt from charges, officer time involved in bookings including checking documentation and a number of aspects relating to charges for the promenade.

**C117.1** It was **PROPOSED** to not agree the exercise/fitness hire charges but introduce an Annual License fee (at an appropriate fee to be determined by officers) subject to documentation criteria being met (such as public liability insurance and satisfactory risk assessments); the **MOTION** was **CARRIED**.

**C117.2** It was **PROPOSED** to remove the separate hire charge for The Salts Picnic Area; the **MOTION** was **CARRIED**.

**C117.3** It was **PROPOSED** to remove the hire charges for the not-for-profit and voluntary groups for the promenade; the **MOTION** was **CARRIED**.

**C117.4** It was **RESOLVED** to **NOTE** the contents of the report.

**C117.5** It was **RESOLVED** to **APPROVE** the amended hire charges for the 2023 – 2024 financial year.

*(8.51-8.58pm – a short break was held. Three members of public exited the meeting)*

## **C118/02/22 2023 – 2024 Draft Meeting Timetable**

Full Council considered report 165/22 seeking approval of the meetings timetable for the May 2023 – May 2024 municipal year.

**C118.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C118.2** It was **PROPOSED** to **DEFER** the 2023 – 2024 meeting timetable to the March Full Council meeting, with officers investigating the feasibility of holding the Planning & Highways Committee meetings on a monthly basis; the **MOTION** was **CARRIED**.

## **C119/02/22 Civility & Respect Pledge**

Full Council considered report 167/22 introducing details of the Civility & Respect Project and consider passing a resolution to sign up to the Civility & Respect Pledge.

**C119.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C119.2** It was **RESOLVED** to **AGREE** that:

1. The Town Council has put in place a training programme for councillors and staff
2. The Town Council has signed up to the Code of Conduct for councillors
3. The Town Council has good governance arrangements in place including staff contracts and a dignity at work policy
4. The Town Council will seek professional help at the early stages should civility and respect issues arise
5. The Town Council will commit to calling out bullying and harassment if and when it happens
6. The Town Council will continue to learn from best practices in the sector and aspire to be a role model/champion council e.g. through, for example, the Local Council Award Scheme
7. The Town Council supports the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

### **C120/02/22      Consideration of Early Day Motion 611**

Full Council considered report 168/22 introducing details of an early day motion and consider passing a resolution to support early day motion 611 and contact the local MP asking that they back this motion.

**C120.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C120.2** It was **PROPOSED** to **INSTRUCT** officers to write to the local MP, mentioning Early Day Motion 611 and asking them to raise this with appropriate members of parliament; the **MOTION** was **CARRIED**.

### **C121/02/22      2021 Census Data**

Full Council considered report 166/22 confirming the release of the data from the 2021 Census.

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

### **C122/02/22      Town Council Debit Card Request**

Full Council considered report 160/22 seeking approval to obtain an additional Town Council Debit Card for the HR & Governance Manager.

It was **RESOLVED** to **APPROVE** the Finance Manager applying for a Town Council Debit Card for the HR & Governance Manager.

## **C123/02/22 CCLA Change of Signatory**

Full Council considered report 163/22 providing an update on the appointed signatories for the Town Council's CCLA account and seeking approval of appointing a further authorised signatory.

**C123.1** It was **RESOLVED** to **NOTE** the signatory removal of the Projects & Facilities Manager.

**C123.2** It was **RESOLVED** to **APPROVE** the appointment of the current Town Clerk as an authorised signatory.

The meeting closed at 9.13pm.

Councillor Olivia Honeyman  
Mayor of Seaford

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