



Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 16th March 2023

To the Members of the Full Council

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, 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 **Cross Way Church Hall, Clinton Place, Seaford, BN25 1NP** (previously the Clinton Centre) on **Thursday, 16th March 2023 at 7.00pm**, which you are summoned to attend.

Adam Chugg,

Town Clerk

9th March 2023

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.**
- **Ahead of the meeting, the Mayor has requested that a short reflection be provided before the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm before attending the meeting.**

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. [Seaford Cricket Club – Storage Proposal at The Salts](#)

To consider report 191/22 seeking Full Council's approval for Seaford Cricket Club to erect an additional storage unit on The Salts (pages 5 to 10).

5. [Salts Café – Request to Sell Alcohol and Offer Private Function Hire](#)

To consider report 192/22 presenting a request from the operators of the Salts Café to expand its services to include the sale of alcohol and offer of private function hire (pages 11 to 17).

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 relevant to the activities of the Town Council.
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:	191/22
Agenda Item No:	4
Committee:	Full Council
Date:	16th March 2023
Title:	Seaford Cricket Club – Storage Proposal at The Salts
By:	Adam Chugg, Town Clerk
Purpose of Report:	To seek Full Council’s approval for Seaford Cricket Club to erect an additional storage unit on The Salts

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To consider the feedback from the public consultation period.
3. To grant its approval for Seaford Cricket Club to erect an additional storage unit on The Salts. This would be subject to:
 - a. Full Council’s subsequent agreement of the final terms of the lease for the changing rooms and land to be used to house the storage facility, and
 - b. Receiving written permission from Lewes District Council to dispose of this land by way of a lease.

1. Cricket Club Tenancy

- 1.1 Seaford Cricket Club is a tenant of the Town Council’s within The Salts Recreation Ground
- 1.2 The Cricket Club currently leases the cricket pavilion and adjoining netted practice area. The Town Council originally leased this to the Club in 2001 but most recently are within a 30 year lease that is due to expire on 31st March 2047.
- 1.3 The lease also stipulates that the Town Council will not unreasonably withhold permission to use the two cricket pitches on site, taking in to account other users of the pitches for their respective sports.

2. Cricket Club – New Changing Room Lease

- 2.1** In November 2021, officers brought a report to the Community Services Committee meeting detailing proposals from various clubs who use The Salts. See [report 124/21](#).
- 2.2** One of these proposals came from Seaford Cricket Club, which proposed building new changing rooms for its use only. The Committee agreed in principle to this. The Club went on to successfully be granted planning permission in June 2022 for this new build on site.
- 2.3** In December 2022, the Club approached the Town Council to confirm that, due to spiralling costs, the new build could not take place. In its place the Club was requesting to take on the lease of the existing changing rooms building, adjacent to the cricket pavilion on the seaward side. See [report 134/22](#).
- 2.4** The Community Services Committee agreed to this subject to two conditions:
 - (a)** final approval of the terms by Full Council, and
 - (b)** written permission from Lewes District Council to dispose of this land, in accordance with the land covenant agreed when this site was transferred to the Town Council in 2005.
- 2.5** As part of the lease, the Club will allow Premier Soccer to continue with occasional use of the changing room facilities, as is current practice.

3. Cricket Club – Storage Provision

- 3.1** Part of the proposed new build in 2021 would have increased the storage space that the Club had to house its equipment. The existing changing rooms building does not provide the same level of storage and as such, the Club is still seeking a storage solution.
- 3.2** Club officials approached Town Council officers with a proposal to build a new storage facility on site. Officers have considered this proposal and are recommending that Full Council considers agreeing to this request. The necessary details are set out below.
- 3.3** Proposal:
- 3.4** The Cricket Club would like to build a storage facility adjacent to the changing rooms to house its equipment.

- 3.5** The proposed store would be on the same site of the proposed new changing rooms, for which the Club already has planning permission.
- 3.6** The store will be 6m by 4m (considerably smaller than the proposed changing rooms), not require any utilities (water, electrics etc.), of wooden construction and built on top of a newly laid concrete base.
- 3.7** Please see Appendix A for the proposed siting of the new facility.
- 3.8** Permissions Required:
- 3.9** The new proposal could be carried out under the original planning permission granted in June 2022 – new planning permission need not be sought.
- 3.10** As with 2.4 above, the Town Council would require the written permission of Lewes District Council to dispose of this land.
- 3.11** If Full Council approves this storage facility, this would be subject to this written permission from the District Council.
- 3.12** Public Consultation:
- 3.13** As custodians of the site, the Town Council has to be mindful that this proposal would see the inclusion of another structure within The Salts. It is therefore important that the Town Council ensures there is the opportunity for members of the public to comment on this proposal.
- 3.14** A public consultation was launched on 13th February 2023 to gather public feedback on the proposals.
- 3.15** This consultations runs until Monday 13th March but officers can summarise the feedback received as of Thursday 9th March:
- (a)** Eight responses were made, with seven being in support. The objection received did not set out a reason for not wanting to see this proposal allowed.
 - (b)** It was noted within the responses that this is an important sporting facility, given the number of young people it attracts and being the only cricket club in Seaford.
 - (c)** There was a suggestion to consider a green roof in the design, to complement all the biodiversity work in the area and help with the integration of the building into the site.
- 3.16** If any other feedback is received between the 9th and 13th March, officers can update verbally on this at the meeting.

3.17 Terms:

3.18 The storage unit would be the property of the Cricket Club. The Town Council would therefore bare no responsibility for the costs of maintaining the unit going forwards.

3.19 The Club would be responsible for ensuring the unit and its contents are adequately insured.

3.20 The Town Council would maintain ownership of the land beneath the unit. As a result, it would be most sensible to extend the new lease (as per section 2 above) to also include the use of this land.

3.21 As per 2.4 above, the final terms of the lease will be presented back to Full Council for final approval.

4. Financial Appraisal

4.1 The Club will be fully funding the storage unit and groundworks itself.

4.2 There would be legal costs with drawing up and finalising the new lease, although these have already been acknowledged by the Community Services Committee on 2nd December 2022, when discussing the new lease for the changing rooms – the lease that this storage unit would be included in.

4.3 As agreed in December 2022, a best value yearly rental charge would be identified at the time of the lease being drafted – this would also be mindful of the ground rent for the area for the new storage unit. It is expected this will be a nominal amount if the Club take on a full repairing lease for the changing rooms.

5. Summary

5.1 The Cricket Club has been open in its requirements for additional storage space in recent years and in the past, the Town Council has supported this need.

5.2 Officers have reviewed the proposal, implications of this and public consultation outcome, and are recommending that the Town Council grants its approval for Seaford Cricket Club to erect an additional storage unit on The Salts. This would be subject to:

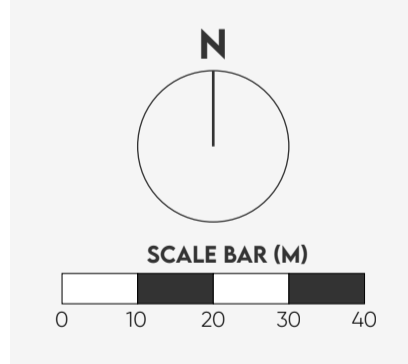
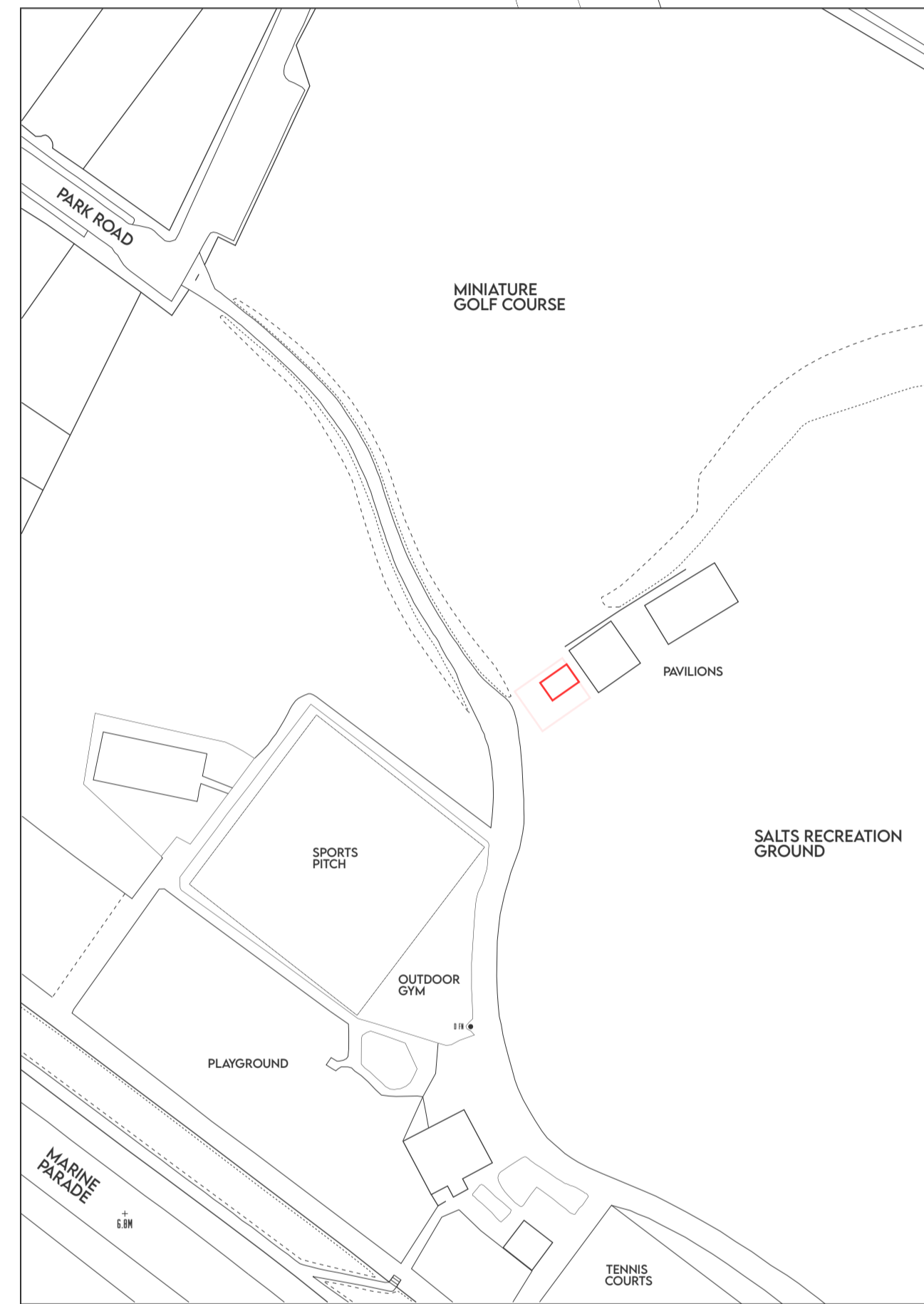
- (a) Full Council's subsequent agreement of the final terms of the lease for the changing rooms and land to be used to house the storage facility, and
- (b) Receiving written permission from Lewes District Council to dispose of this land by way of a lease.

6. Contact Officer

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

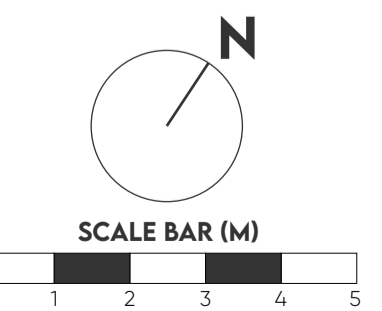
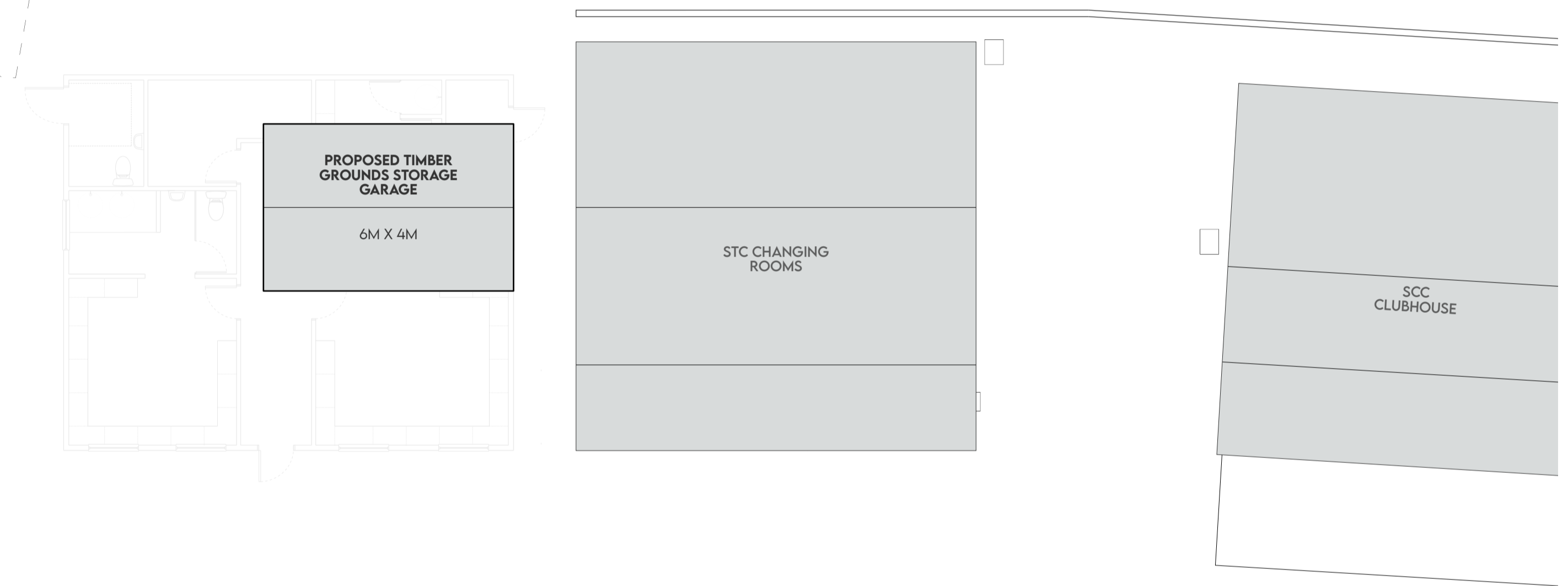
Town Clerk	
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SITE LOCATION PLAN - SCALE 1:1000



SITE PLAN - 1:100 @ A1 DRAFT

Block plan showing location of proposed timber grounds storage garage, sitting on site of the formerly proposed changing room building which was granted planning permission in 2022.





Seaford Town Council

Report No:	192/22
Agenda Item No:	5
Committee:	Full Council
Date:	16th March 2023
Title:	Salts Café – Request to Sell Alcohol and Offer Private Function Hire
By:	Adam Chugg, Town Clerk
Purpose of Report:	To consider a request from the operators of the Salts Café to expand its services to include the sale of alcohol and offer of private function hire

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report and consider any further comments and feedback from Councillors.2. To consider giving permission to the operators of the Salts Café to:<ol style="list-style-type: none">a) hold functions,b) sell alcohol,c) play recorded music, andd) offer late night refreshments;subject to certain conditions as per section 2.1.f and 2.1.g of report 192/22.3 To consider the opening hours for any additional activities agreed to by the Town Council.4 To instruct officers to negotiate any necessary changes to the premises agreement with the operators.

1. Introduction

- 1.1 Papachino's (the 'operator') took on the licence to operate the Salts Café in 2022, signing an agreement up to the end of March 2024.

- 1.2 Seaford Town Council (STC) has now received a request from the operator to expand their services on offer. They have already submitted an application to Lewes District Council (LDC) for a premises license (license to sell alcohol and play music until 11pm), which will be determined by LDC's Licensing Committee.
- 1.3 As landowner, STC would have to give its permission for the operator to use this License, once obtained.
- 1.4 In other words, there are currently two decisions to be determined:
 - (a) LDC to determine if a license can be granted, and
 - (b) STC to determine if the license can be used, if granted
- 1.5 The operator understands and accepts that the premises will only be able to serve alcohol and/or offer private function hire in the event of both permissions being given.

2. Proposals from the Operators

- 2.1 The operators have sent the following information to STC about what they are proposing to do:
 - a. *To be able to offer the venue for private function hire (wakes, baby showers etc.)*
 - b. *To be able to offer light alcoholic refreshments, such as a glass of wine or beer during current normal opening hours and functions.*
 - c. *Not to operate as a bar.*
 - d. *For some functions, to stay open later in the evening. This can mean until 11pm, when music ceases, and a period of 'orderly closure' up to midnight.*
 - e. *Functions would be limited and would not be accepted for birthday parties for under 25 year olds.*
 - f. *To adhere to the following conditions, following consultation with the Sussex Police Licensing department:*
 - i. *Outside areas – all empty glasses and bottles from outdoor seating and any broken glass from premises immediately cleared up.*
 - ii. *Security – all events risk assessed by the Designated Premises Supervisor and a minimum of two SIA registered door staff shall be on duty on any occasion where the risk assessment shows it to*

be necessary. The door staff shall be on duty from 30 minutes prior to the start of the event until 30 minutes afterwards. There will be a written Dispersal Policy in place as agreed with Sussex Police to prevent groups gathering, engaging in altercations and persons remaining in the vicinity of the premises.

- g. Further conditions are suggested by the operator, being mindful of the café's setting so close to the play area and sports grounds, as follows:*
- i. Alcohol is only served in drinking vessels*
 - ii. Alcohol is only permitted on the premises as outlined and specified on the floor plan*
 - iii. Alcohol will be provided as per a café basis rather than as a bar/pub i.e. alcohol only provided via table service and not from a bar area.*

3. Impact on Current Premises Agreement with STC

3.1 Section 6 of the current agreement allows:

‘the sale to the public of a selection of hot and cold food, drinks and confectionary (including ice cream, refreshments, minerals, beverages but excluding alcoholic drinks).’

3.2 Therefore, permission to sell alcohol is a change to the agreement.

3.3 Section 6 also means that hosting functions is also a proposed change to the agreement.

3.4 Opening hours are defined as ‘core hours’ in the agreement, as follows:

‘between the hours of 9am and 9pm in the months of May, June, July, August and September and in any other month the hours between 10am and 4pm [s11].... The core times may be extended ... only where previously notified to the council. [s12]’

3.5 Therefore, STC has to give permission to any changes to these hours

3.6 Section 10 of the agreement states:

‘The Licensee shall not give or permit to be given any entertainment of performance in or from the cafe or play any automatic machine therein or adjoining thereto.’

- 3.7** Therefore, STC has to give permission to allow any entertainment (performance or pre-recorded music).
- 3.8** To summarise, the changes to the agreement to enable the requested activities to take place would be:
- (a)** Allowing the sale of alcohol (subject to necessary licenses being in place),
 - (b)** Allowing private function hire of the facilities,
 - (c)** Extending the opening hours to accommodate private function hire in the evenings, and
 - (d)** Allowing the playing of (late night) music (subject to necessary licenses being in place).

4. Public Consultation

- 4.1** Given the nature of the proposals, STC wants to make sure there is the opportunity for members of the public to comment.
- 4.2** A public consultation was therefore launched on 13th February to gather public feedback on the proposals.
- 4.3** This consultation runs until Monday 13th March, but officers can summarise the feedback received as of Friday 10th March:
- (a)** There have been 49 separate responses received – this does not account for multiple responses from the same IP address i.e. the same device
 - (b)** Of the 49 responses, 22 were in favour of supporting the proposals and 27 objected.
- 4.4** Although the number of in favour and objection responses have been similar, there have been more specific points raised in the objections. Please see the table below for a summary of the key points raised in the consultation:

POINTS MADE IN FAVOUR	POINTS MADE AGAINST
Agree with limits, safeguards and risk assessments in place	Changing the nature of the Salts
Operator has experience at the Sailing Club and Peacehaven Park Café, which adjoins a children’s play area / Support a	The Salts already has two venues for hire selling alcohol: rugby and cricket clubs / Already enough licensed

POINTS MADE IN FAVOUR	POINTS MADE AGAINST
local business	premises within Seaford / Currently a 24/7 alcohol license application for a premises on Station Approach
The town lacks this type of facility / Good for community, entertainment and leisure facilities / It is a shame there are no public houses on the seafront / Central location with space to do it	Risk of light pollution OR risks from users leaving site in pitch black
The rugby club is licensed to sell alcohol and be hired, with no problems	Risk of noise pollution: music until 11pm noise of users leaving park afterwards (midnight onwards), late at night disturbing sleep (some residents have to wake early for work) Salts has amphitheatre echoes
Anti-social behaviour is unlikely given the restriction to table service only / Alcohol sales being managed should reduce unlawful activity	Increased risk of alcohol-fuelled anti-social behaviour in family space
Bring together generations / Family-orientated proposals	Increased litter – how ensure tidy up afterwards when most of park is completely dark – safety risk with broken glass
	Inappropriate so close to children’s play area, which is used by children later into summer evenings – risk of inappropriate music, acts, behaviour and language / Door from café straight into children’s play area / Safeguarding risk
	Proposal is not clear enough about: operating schedules, maximum number of events, maximum capacity of venue / Hard to be held accountable if too fluid /

POINTS MADE IN FAVOUR	POINTS MADE AGAINST
	Not meeting clarity required by Licensing Act 2003
	Lack of Police presence in town
	Conflict of interest if operator's own risk assessment will determine need for paid door security staff or not
	Differences between this proposal and license application, such as take outs which aren't mentioned in proposal
	Lack of tables inside and outside suggests service would spill out beyond the café's footprint and become more 'bar like'
	STC would have no control over who is Designated Premises Supervisor
	Not enough toilet facilities will lead to increase of using neighbouring gardens as toilets
	Limited access for emergency vehicles

4.5 The consultation responses also included two suggestions, should STC look to agree with the proposed activities. These were:

- (a)** Allowing this for a trial period, and
- (b)** Stipulating non-breakable drinking vessels.

4.6 With regards to drinking vessels, STC must also be mindful of its policy commitment to reduce the use of single-use plastic. STC will work with all partners (including tenants, concession holders etc) to remove, or certainly reduce, the use of single-use plastics.

4.7 With regards to a possible trial period, if Full Council grants permission for these changes, it may need to consider how long this change would take effect for.

5. Conclusion


- 5.1 Councillors need to consider all the changes being requested by the operator.
- 5.2 This report highlights that selling alcohol on this site, even with restrictions, is an issue that evokes strong feelings within residents, both for and against.
- 5.3 As may be seen, some residents are absolutely opposed to selling alcohol here, and some nearby are concerned about noise and other disturbance from the site. Others argue that there are clear benefits to enabling functions and in supporting a local business.
- 5.4 In determining the best way forward, Full Council is recommended to be mindful of the arguments both for and against, and that, in having to decide, some will be disappointed with the outcome.
- 5.5 The process for the District Council to determine the outcome of the licensing application will include consulting with Sussex Police and other relevant authorities, to enable those authorities to raise any concerns such as anti-social behaviour, noise and light pollution, increased litter and user safety, and suggest any relevant steps to mitigate such risks if it were required.
- 5.6 As landowner, STC's decision on this matter would be forwarded to the District Council's Licensing Committee for information when it considers the application.

6. Financial Appraisal

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

7. Contact Officer

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

Town Clerk	
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