



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Full Council on Thursday 16th November 2023

Held at The View at Seaford Head, Southdown Road, Seaford, BN25 4JS at 7.00pm.

Present:

Councillors O Honeyman (Mayor) and S Markwell (Deputy Mayor)

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, R Honeyman, J Lord, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth.

Adam Chugg, Town Clerk

Andy Beams, Locum Responsible Finance Office

Natalie Simpson, Temporary Strategic Projects Officer

Azzura Williams, Temporary HR Specialist

Georgia Raeburn, Acting HR & Governance Manager

Becky Terry, HR & Governance Assistant

There were three members of the public in attendance.

C73/11/23 Apologies for Absence

Apologies for absence were received from the Young Mayor, Nia Waite.

C74/11/23 Disclosure of Interests

There were no disclosures of interests.

C75/11/23 Public Participation

Speaker	Statement
Resident A	<i>Item 11 and 14 from the agenda - Bönningstedt beach hut owner – Resident raised concerns over the delay in the rebuilding of the sea defence wall on Bönningstedt promenade. Resident queried the timelines and that no work has been carried out despite agreements at Council meetings. Resident queried further delays on the wall build and the necessity of a consultation on the design for the top of the new wall ahead of Council making an</i>

	<i>informed decision. Queried how councillors were originally advised that concrete was not to be used, but concrete is being proposed now. Feels that had the repairs been carried out in a timely fashion, residents and beach hut owners would not be in this position.</i>
Town Council Response	Thanked the resident for their contribution and for the clear articulate presentation. Explained that there are a number of circumstances that has caused this project to continue to take longer than anticipated but that the Town Council has communicated this where it can. Certain circumstances have been delayed hence the temporary structure being on the agenda. Confirmed that the Town Council understands that this is a source of frustration for beach hut owners.

(7.11pm - two members of public exited the meeting)

C76/11/23 Petitions

There were no petitions presented for consideration at this meeting.

C77/11/23 Minutes

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

4.1	Full Council	5 th October 2023
4.2	Personnel	12 th October 2023
4.3	Climate Change	26 th October 2023
4.4	Planning & Highways	19 th October 2023

Members queried the content of minutes, with it being clarified that minutes capture key points discussed and decisions made.

It was confirmed that the Climate Change Sub-Committee minutes will be presented for approval at the next Full Council meeting.

C78/11/23 Civic Update Reports

a. Mayor's Update Report

Full Council considered report 101/23 presenting the Mayor's update and details of engagements attended.

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

b. Young Mayor's Office Update

The Mayor verbally updated Full Council on the Young Mayor's engagements and events. Including attending the weekly Youth Forum at the Mercread Youth Centre, the Youth Citizen Award on 17th November and the RNLI Christmas fundraiser on 26th November. The Young Mayor has started fundraising for the RNLI and Seaford Lifeguards, and also linked up with schools in Seaford to arrange a fundraising non-school uniform day.

C79/11/23 Town Clerk's Update Report

Full Council considered report 103/23 updating Full Council on key Town Council work and work priorities for the Town Council.

Members thanked the Town Clerk for the new format and discussed complaint reporting, staffing review timelines, the 80th anniversary of D-Day, and clarifying the process with petitions.

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

C80/11/23 Town Council Working Group Reports

Whilst there are active working groups, there were no working group reports for this meeting.

Members confirmed that there is a new South Hill Barn working group looking at the possible uses of the venue and its ecology. The working group will report back to Council accordingly.

C81/11/23 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.

Representative	Statement
Councillor F Hoareau, Strengthening Local Relationships Meeting	Officers from the Town Council and County Council met this week and discussed; seafront parking, the safety of Bishopstone junction, general condition of the roads and pavements in Seaford.
Councillor C Bristow, Chalk Coast National Nature Reserve	The first meeting of the prospective Chalk Coast National Nature Reserve took place on 27 th October. The group is looking at the health and quality of the water supply, eco

	<p>system services, studies on soil and species, and the best communication method with so many stakeholders involved. Next steps include a visioning workshop in January and a visit to Purbeck Heath in April. An update will be brought to Full Council for consideration in spring.</p>
<p>Councillor J Meek, Seaford Head Local Nature Reserve Management Committee and, Trees for Seaford</p>	<p>Confirmed that a Seaford Head Local Nature Reserve management committee email update should have gone round. Also, that Trees for Seaford are planting a lot this winter and carrying out very productive work.</p>

C82/11/23 District & County Council Update Report

A standard agenda item 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.

Representative	Statement
<p>Councillor J Meek, Lewes District Council</p>	<p>Updated that Impact Seaford will be reviewing its purpose and aim in the new year. Invited councillors to have input and make suggestions, so an impact can be made locally and in conjunctions with other authorities.</p>
<p>Councillor C Bristow, Lewes District Council</p>	<p>Confirmed that in Seaford West two bins have been removed - general and dog waste. The litter accumulated has been cleared by Lewes District Council. Discussed with Lewes District Council putting a bin at the beach end as the dog bin is overflowing. They are trialling a Seagull proof bin in due course. Liaising with Friends of Tidemills to get their input</p>

C83/11/23 Adoption of the 2023-2027 Strategic Plan

Full Council considered report 107/23 facilitating the review and agreement of the 2023 - 2027 Strategic Plan.

Members and the Town Clerk discussed the draft plan section by section and the review process of the new plan once adopted.

The 2023 – 2027 Strategic Plan – with tracked amendments agreed in the meeting – is included as an appendix at the end of these minutes.

Outside of these amendments, members also discussed the role of councillors as decision-makers, the approach to parts of the plan that are outside of the Town Council's areas of responsibility / service delivery,

C83.1 It was **RESOLVED** to **NOTE** the report and draft Strategic Plan 2023 -2027.

C83.2 It was **RESOLVED** to **AGREE** to the proposed amendments to the plan.

C83.3 It was **RESOLVED** to **APPROVE** the agreement of the Strategic Plan 2023-2027, as amended.

C84/11/23 Martello Toilets Tender Awards

Full Council considered report 104/23 providing an update on the Martello Toilets project progress.

The Town Clerk introduced the report, thanking the officers involved, and responding to queries from members on the project costs.

C84.1 It was **RESOLVED** to **NOTE** the updated project costs.

C84.2 It was **RESOLVED** to **APPROVE** utilising earmarked reserves and Community Infrastructure Levy funds to cover the costs, as per the financial appraisal within the report.

C84.3 It was **RESOLVED** to **NOTE** the outcome of the tender process.

C85/11/23 Temporary Toilets: Practices to Follow and Purchase of New Assets

Full Council considered report 108/23 enabling Full Council to agree its approach with temporary toilets and seek approval of the purchase of two accessible, compostable toilet blocks.

The Town Clerk introduced the report and responded to members queries on decision making under the proposed delegated powers, Community Services Committee considering how to utilise the portable toilets after the Martello project is completed and the comparative costs of hiring versus purchasing.

C85.1 It was **RESOLVED** to **NOTE** the contents of the report.

- C85.2** It was **RESOLVED** to **APPROVE** the recommendations from the Climate Change Sub-Committee:
- i. Make the decision to not use plastic portable toilets going forwards.
 - ii. Delegate power to officers, in consultation with the Chair of the Community Services Committee, to determine the appropriate arrangements when toilet facilities are being introduced, by considering types of alternatives toilets in the context of sustainability and environmental impact and whether temporary toilets are rented or bought, subject to the requirements of the Town Council's financial policies.

- C85.3** It was **RESOLVED** to **APPROVE** the purchase of two accessible, compostable toilet blocks.

(It was agreed at this stage to have agenda item 14 discussed under an exclusion of the press and public – in the later stages of the meeting – due to it being inextricably linked to an exempt report elsewhere on the agenda and therefore the potential to need to discuss exempt information in order to consider this report. It was discussed that appropriate parts of the discussion and all decisions made would be recorded in the minutes in order to address the public questions raised during the meeting and enable as much transparency as possible.)

C86/11/23 Annual Communications Schedule

Full Council considered report 95/23 presenting a suggested Annual Communication Schedule for consideration.

Members requested better clarification within the schedule of the Commonwealth Remembrance Service date.

- C86.1** It was **RESOLVED** to **INSTRUCT** officers to deliver an agreed annual communications schedule.

- C86.2** It was **RESOLVED** to **AGREE** that the Town Council uses its platform in the community to share communications from the partner organisations listed at section 3 of report 95/23.

- C86.3** It was **RESOLVED** to **AGREE** that officers share partner organisation communications, accordingly, as set out within the report.

C87/11/23 Committee Membership Update

Full Council considered report 96/23 updating on the Town Council's committee membership.

Members raised a query around restrictions on membership of certain committees if on other committees, which officers will look into.

C87.1 It was **RESOLVED** to **AGREE** to appoint Councillor Olivia Honeyman to the Community Services Committee.

C87.2 It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk to fill vacancies during the remainder of this municipal year, where interested councillors come forward.

Members thanked the Town Council officers for their hard work and thoroughness.

(8.49pm to 8.58pm – a short break was held, one member of public exited the meeting)

C88/11/23 Exclusion of 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 remaining items of business for the reasons as set out on the agenda.

C89/11/23 The View – Determination of Next Steps EXEMPT

Full Council considered and discussed exempt report 106/23 in great depth, regarding determining the next steps at The View

C89.1 It was **RESOLVED** to **NOTE** the following:

1. The report and all the work being undertaken
2. The draft Heads of Terms Agreement
3. The due diligence conclusions
4. The forward financial plans
5. The employee arrangements including TUPE and pensions
6. The risk register and contingency planning.

C89.2 It was **RESOLVED** to **AGREE** the draft Heads of Terms document with the amendments discussed in the meeting.

C89.3 It was **RESOLVED** to **DELEGATE AUTHORITY** to the Town Clerk, Responsible Financial Officer and Head of Assets, Projects & Services, to work with the Chairs of the Council, Finance & General Purposes, Golf & The View and Community Services, to take all necessary steps to carry out all necessary actions to conclude the preparation of the lease of The View to Papachinos Ltd and any ancillary documentation on the principal terms outlined within this report, with a particular focus on the arrangements described in 8.1 of the Heads of Terms to held to manage the risk to the Town Council.

C89.4 It was **RESOLVED** to **AGREE** to retain confidentiality of these decisions until Monday 20th November midday.

C90/11/23 Bönningstedt Temporary Block Structure

Full Council considered report 105/23 seeking approval of the cost incurred with placing a temporary structure in front of the Bönningstedt wall, to provide protection to the wall and beach huts behind.

Members questioned the proposed concrete blocks – concrete being used for this temporary measure, the impact of such heavy blocks on the promenade, the proposed location on the prom and any planning restrictions/conditions, the confidence of the blocks not being moved in adverse weather and options available, and any option of reusing blocks rather than purchasing new.

*(9.58pm - It was **PROPOSED** to **AGREE** to suspend Standing Order 3t in order to extend the meeting beyond three hours; this **MOTION** was **CARRIED**.)*

C90.1 It was **RESOLVED** to **APPROVE** the placing of a temporary structure in front of the Bönningstedt Wall to provide protection to the wall and beach huts behind, in an appropriate and practicable manner without interacting with the original wall.

C90.2 It was **RESOLVED** to **AGREE** to waive Financial Regulations in accordance with Financial Regulation 11.1.d, to allow officers to instruct the company to carry out the works on a temporary structure at Bönningstedt, as per report 105-23.

C91/11/23 Bönningstedt Wall – Determination of Next Steps EXEMPT

Full Council considered exempt report 102/23 seeking agreement of the next steps to be taken.

C91.1 It was **RESOLVED** to **NOTE** the contents of the report, including the external advice within.

C92.2 It was **RESOLVED** to **AGREE** to take steps in relation to Bönningstedt Wall as set out within exempt report 102-23.

The meeting closed at 10.20pm.

Councillor Olivia Honeyman

Mayor of Seaford