



Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 20th July 2023

To the Members of the Full Council

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

A meeting of the **Full Council** will be held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Thursday, 20th July 2023** at **7.00pm**, which you are summoned to attend.

Adam Chugg,

Town Clerk

14th July 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 by a Seaford Town Councillor 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. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	29 th June 2023	29.06.23 Full Council DRAFT Minutes
4.2	Community Services	22 nd June 2023	Will be issued and uploaded to the Town Council website's meeting page ahead of the meeting
4.3	Finance & General Purposes	27 th June 2023	27.06.23 Finance & general Purposes DRAFT Minutes
4.4	Planning & Highways	15 th June 2023	15.06.23 Planning & Highways DRAFT Minutes
		6 th July 2023	06.07.23 Planning & Highways DRAFT Minutes

5. [Mayor's Update Report](#)

To consider report 41/23 presenting the Mayor's update and details of engagements attended (pages 6 to 8).

6. Town Council Working Group Reports

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

7. 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.

8. 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.

9. [Programme of Lease Work](#)

To consider report 37/23 providing Full Council with an overview of the leases held by the Town Council (pages 9 to 13).

10. Town Council Debit Card Request

To consider report 40/23 seeking approval to obtain a Town Council debit card for the Head of Assets, Projects and Services and for the Assets & Projects Manager (pages 14 to 15).

11. Southern Railway Public Consultation – Staffing Arrangements at Train Stations

To consider report 43/23 alerting Full Council to the current consultation relevant to Seaford so a response from the Town Council can be considered and framed (pages 16 to 17).

12. Martello Toilets Update Report

To consider report 44/23 providing Full Council with an update on the Martello Toilets project and presenting a revised proposal for consideration (pages 18 to 29).

13. Walk the Chalk Update Report

To consider report 36/23 updating Full Council on the Walk the Chalk event and seek Full Council approval for proposed car parking solutions (pages 30 to 34).

14. Exclusion of Press & Public

The Chair will move 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 item 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 the 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.

15. The View Working Group Update Report – EXEMPT

To consider exempt report 42/23 enabling Full Council to consider the unanimous recommendations of The View Working Group (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

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 6.45pm 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:	41/23
Agenda Item No:	5
Committee:	Full Council
Date:	20th July 2023
Title:	Mayor's Update Report – July 2023
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present the Mayor's update report and details of engagements attended

Recommendations
Full Council is recommended:
1. To note the contents of this report.

1. Information

1.1 Details of the mayoral engagements since the last Full Council meeting can be found at Appendix A below, along with the Mayor's update.

2. Financial Appraisal

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

3. Contact Officer

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

Report 41/23 Appendix A

Mayor's Report to 20th July 2023 Full Council

Mayors' Engagements

16th June - Royal Society of St. George meal in Peacehaven

24th June - Armed Forces Day in Seaford

Deputy Mayors' Engagements

12th June - Lord-Lieutenant's Mayors' reception

16th June - Sussex Day event

28th June - Presentation of the Jean Cash Award to East Blatchington Pond Society

1st July - RNLI fair in Newhaven

Update on The Mayor's Charities and the Mayor's theme for the year

I have chosen this year the Mayor's Charities to be the Mercread Youth Centre and the Youth Counselling Project. The theme this year will be 'Youth Promotion'. I have chosen to focus on youth this year, as it is important to support young people.

The Deputy Mayor, the Assistant Town Clerk, the Mayor's Secretary, and I have been liaising with the charities as to how we can work together, to discuss the aspirations for the year.

The Mayor's civic reception will be held on the Sunday 8th October in the afternoon.

Here is some information on the charities:

The Mercread Youth Centre is looking to work this year on networking, bringing together youth groups and organisations in the town, and strengthening communication between groups – all whilst promoting the Centre as a great space to utilise for youth groups/activities.

The Mercread Youth Centre is also working on a number of initiatives such as 'Community Rewards' and 'Building Bridges' which will require support and promotion.

The Mayor will promote, attend and engage at the Mercread Youth Centre networking forums.

The main aim of the Youth Counselling Project is to provide professional counselling to young people in schools, this is funded by raising money and increasing the awareness of the charity within Seaford and surrounding areas. Their main fundraising is through grants and holding one major fundraising event a year. They join in any local fundraising opportunities where possible and enjoy support from many individuals. All their counselling is carried out within the five mainstream schools in Seaford.



Seaford Town Council

Report No:	37/23
Agenda Item No:	9
Committee:	Full Council
Date:	20th July 2023
Title:	Programme of Lease Work
By:	Georgia Raeburn, Compliance Officer
Purpose of Report:	To provide Full Council with an overview of the leases held by the Town Council

Recommendations
Full Council is recommended:
1. To note the contents of the update report.

1. Introduction

- 1.1 The Town Council is acknowledged within the local council sector as having a larger than average portfolio of assets, land and properties.
- 1.2 This portfolio grew significantly between the years of 1999, when the Town Council was formed, and 2005, when the Town Council received its third devolution of assets from Lewes District Council.
- 1.3 Not including a significant number of benches, notice boards and other street furniture, these three phases of asset transfer saw 25 parcels of land (and the properties/structures within them) across the town transferred to the Town Council's ownership.
- 1.4 A number of these properties and open spaces transferred with tenants in situ – whether this be leasing a building or managing the land on the Council's behalf – their original leases with Lewes District Council transferring across with the land.

- 1.5 Some of these original leases have ceased, some have been renewed and a number of new leases have been entered into since the Town Council took on ownership.

2. Current Leases

- 2.1 In order to aid understanding of the leases held by the Town Council, this report sets out an overview of the leases held and their expiry dates – please see the table at Appendix A.
- 2.2 The Town Council is currently lessor for:
 - 12 leases
 - 3 sub-leases (including one to be finalised)
 - 3 management agreementsand has 3 arrangements to be reviewed and, where necessary, formalised
- 2.3 In addition to the above, the Town Council itself is lessee for two properties – both of which are sub-let (in parts).
- 2.4 The Town Council is also entering into a number of discussions with ‘friends of’ groups about taking on the management of certain green spaces. The work on these is ongoing.
- 2.5 For clarity, this report does not relate to the concession licences operated by the Town Council – including fixed concession licences, such as those at The Salts Café and Martello Kiosk.

3. Lease Review Process

- 3.1 Terms of leases are agreed by Full Council. Relevant committees would usually be involved earlier in the lease review process but the final decision to approve a lease is reserved to Full Council.
- 3.2 Following some organisational changes and reassignment of staffing resources, the lease review process (including the rent review process and process for ensuring relevant permissions are in place) is being reviewed. The aim of the review being to formalise the process, ensuring a robust, fair and transparent process.
- 3.3 In the interim, there is one lease that is due to expire in September 2023 – that with the tenant farmer of Chyngton Farm. A report will be presented to September’s Full Council meeting on this matter.

3.4 The next review is due in March 2024 – for the Old Town Hall – work on this will begin in due course, once the revised lease and rent review process has been agreed.

4. Financial Appraisal

4.1 There are no direct financial implications of this report.

5. Contact Officer

5.1 The Contact Officer for this report Georgia Raeburn, Compliance Officer.

Report 37-23 Appendix A

Seaford Town Council Leases

(sorted by end date)

Site	Type	Leasee	Original Start	Current Start	Current End	Current Period
<i>Current leases held:</i>						
Seaford Head Estate, Chyngton Farm	Lease	Tom Masters	Pre-STC	Sep-19	Sep-23	4 years
Old Town Hall, South Street	Management Agreement	Community Tea Room	2017	Jan-23	Mar-24	1 Year
Martello Tower	Lease	Seaford Museum & Heritage Society	Pre-STC	Dec-14	Dec-24	10 years
Salts, The Base	Lease	The Base Management Committee	2015	Apr-15	Mar-25	10 years
Crouch, Community Garden	Lease	Seaford Community Garden	2007	Nov-10	Oct-25	15 years
Salts, Scout Hut	Lease	6th Seaford Scouts Group	2010	Aug-12	Aug-27	15 years
37 Church Street, Ground Floor	Sub-Lease	Citizen's Advice Bureau	2008	Jul-08	Jan-28	20 years
37 Church Street, Ground Floor	Sub-Lease	Lewes District Council – Tourist Information	2007	Dec-07	Jan-28	21 years
Sutton Drove Allotments	Management Agreement	Seaford Allotments Society	2000	Apr-14	Mar-28	14 years
Blatchington Pond	Management Agreement	East Blatchington Pond Society	2003	Apr-23	Mar-33	10 years
Seaford Head Estate, Part of	Lease	NATS (National Air Traffic Services)	2014	Nov-14	Nov-34	20 years
Seaford Head Local Nature Reserve	Lease	Sussex Wildlife Trust	2017	Sep-17	Sep-42	25 years
Crouch, Bowling Pavilion	Lease	Crouch Bowling Club	Pre-STC	Jul-17	Apr-47	29 years
Salts, Rugby Clubhouse	Lease	Seaford Rugby Football Club	Pre-STC	May-21	May-71	50 years
Crouch, Football Clubhouse	Lease	Seaford Town Football Club	Pre-STC	Feb-22	Feb-72	50 years

Site	Type	Leasee	Original Start	Current Start	Current End	Current Period
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In the process of being reviewed:

Hurdis House	Lease	Richard Alun Jenkins and EC Seaford Ltd	2017	Jan-17	Dec-41	25 years
- Review following request by tenant to change use of building						
Salts, Cricket Pavilion	Lease	Seaford Cricket Club	Pre-STC	Apr-17	Mar-47	30 years
- Review following Council agreement to lease Club the changing rooms and allow a new storage unit to be built on a piece of land adjacent to the club's leased area						
23 Church Street – The Crypt	Sub-Lease	Seaford Contemporary Illustrators & Printmakers (SCIP)	2002	TBC-2023	TBC	TBC
- First lease currently being negotiated – SCIP holds a rolling monthly licence until lease finalised						

To be formalised:

Salts, Lifeguard Storage Shed	TBC	Seaford Lifeguards	TBC	TBC	TBC	TBC
- Lifeguards have Council permission to occupy the former boating shed at the south-eastern entrance to The Salts. No formal agreement on file around this arrangement						
Crouch, Groundsman Store	TBC	Grounds Maintenance Contractor	Pre-STC	TBC	TBC	TBC
- An agreement was in place from 1996 – 2001 allowing use of the groundsman store building in The Crouch (between the Bowling Club and ornamental gardens) for storage of necessary grounds equipment. No current formal agreement on file						
Golf & The View, Office Space	TBC	Seaford Head Golf Club	TBC	TBC	TBC	TBC
- An agreement was in place from 2005 – 2013 relating to office space rented by the Golf Club within the clubhouse building. This is to be reviewed and an updated agreement introduced						

Town Council as a leasee:

37 Church Street - first floor, part ground floor, garage, parking spaces	Lease	Lessee: Seaford Town Council Lessor: Sussex Police	2008	23-Mar-08	22-Jan-28	20 years
23 Church Street – The Crypt	Lease	Lessee: Seaford Town Council Lessor: Lewes District Council	2009	01-Apr-09	31-Mar-69	60 years



Seaford Town Council

Report No:	40/23
Agenda Item No:	10
Committee:	Full Council
Date:	20th July 2023
Title:	Town Council Debit Card Request
By:	Lucy Clark, Finance Manager
Purpose of Report:	To seek approval to obtain a Town Council Debit Card for the Head of Assets, Projects and Services and for the Assets & Projects Manager

Recommendations
Full Council is recommended:
1. To give approval for the Finance Manager to apply for a Town Council Debit Card for the Head of Assets, Projects and Services and the Assets & Projects Manager, in accordance with the Town Council's Purchase Ordering and Payment for Goods & Services Policy.

1. Information

- 1.1 Due to the nature of some purchases required for the Projects & Facilities and Golf & The View departments, it is necessary to have a Town Council debit card available for use.
- 1.2 Approval is now being sought for the Finance Manager to apply for a new debit card to be issued to the Head of Assets, Projects & Facilities (HAPS) and to the Assets & Projects Manager (APM).
- 1.3 Use of the debit card is in accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy.

- 1.4 As per the above-named policy, the financial limit of the card shall not exceed £1,000.
- 1.5 As with other cardholders, both the HAPS and the APM will be solely responsible for their cards safe keeping and usage and ensuring that the card is not used by others.
- 1.6 Other current Town Council debit cardholders are: the Business & General Manager at The View (the nature of the business requiring occasional online purchases that cannot be paid by invoice) and the Compliance Officer (covering ad hoc office-based online purchases, such as recruitment and training). This report would total four Town Council debit cards in operation.

2. Financial Appraisal

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

3. Contact Officer

- 3.1 The Contact Officer for this report is Lucy Clark, Finance Manager.



Seaford Town Council

Report No:	43/23
Agenda Item No:	11
Committee:	Full Council
Date:	20th July 2023
Title:	Southern Railway Public Consultation – Staffing Arrangements at Train Stations
By:	Adam Chugg, Town Clerk
Purpose of Report:	To alert Full Council to a current consultation relevant to Seaford so a response from the Town Council can be considered and framed

Recommendations
Full Council is recommended:
1. To note the current consultation on staffing arrangements at train stations and provide feedback to inform a response from Seaford Town Council, to be submitted by the Town Clerk based on feedback from councillors and the meeting.

1. Introduction

- 1.1 Southern Railway has announced a public consultation on staffing arrangements at the train stations. The consultation can be viewed online as follows:
<https://www.southernrailway.com/publicconsultation>
- 1.2 Given that one of the stations included is Seaford, it would make sense for the Town Council to submit a response.
- 1.3 As the consultation closes on Wednesday 26th July, the consultation and any response will be considered at this meeting.

2. Next Steps

- 2.1 Councillors are invited to:

1. Review the consultation
 2. Send any input to the Town Clerk
 3. Provide feedback at the meeting.
- 2.2** Following on from the meeting, a submission will be finalised based on the feedback received from councillors.
- 2.3** Councillors may be aware that the consultation has been highlighted in newsfeeds and on social media in recent days. As is custom and practice, the Town Council's submission will be worded carefully to represent the voice of Seaford and ensure an apolitical approach.

3. Financial Appraisal

- 3.1** There are no direct financial implications of this report.

4. Contact Officer

- 4.1** The Contact Officer for this report Adam Chugg, Town Clerk.



Seaford Town Council

Report No:	44/23
Agenda Item No:	12
Committee:	Full Council
Date:	20th July 2023
Title:	Martello Toilets Update Report – July 2023
By:	Louise Lawrence, Heads of Assets, Projects & Services
Purpose of Report:	To provide Full Council with an update on the Martello Toilets project and present a revised proposal for consideration

Recommendations
Full Council is recommended:
1.To note the contents of the report. 2.To approve the revised Martello Toilets design layout.

1. Preamble

- 1.1** Based on a review of project progress to date by new officers within the team and consideration of the responses to this year's public consultation, officers are recommending through this report that the Town Council considers some changes in its approach with the Martello Toilets project, as set out below.

2. Introduction

- 2.1** A scheme was originally devised to demolish and rebuild the Martello toilets however the associated costs had increased dramatically due to circumstances beyond the control of the Town Council and therefore alternative options were considered.
- 2.2** As a result, it was agreed by Full Council in October 2022 that the facility would be refurbished to provide new toilet facilities and a refreshment

concession thus delivering the priorities that had already been identified by the project. The existing design and agreed refurbishment design (approved in January 2023) are included as **Appendix A**.

3. Public Consultation Feedback

- 3.1** Work has been underway to progress the project, with the Town Council launching a public consultation period on the refurbishment plans which ran for one month. The intention being that, if required, a report would be brought back to Full Council on the proposals in light of the consultation outcome.
- 3.2** There were 19 responses to the public consultation. The underlying message from the responses was that a refurbishment needs to happen and is fully supported.
- 3.3** Whilst 19 is not a significant number of responses, this is reflective of the fact that this project has been in progress for a number of years and consulted with the public as required during this process. The response felt in the last two years (which has seen an influx in seaside day trippers with the increased popularity of a 'staycation') being one strongly in favour of the Town Council prioritising getting the work done to provide better facilities for the town and its visitors.
- 3.4** The consultation raised comments that can and will be taken into consideration as the project is progressed – such as partition wall materials and the exact facilities to be installed in the wheelchair accessible toilets. Also comments that, whilst not taken forward at this stage, can be considered at a future date, such as options for green initiatives (solar panels either onsite or nearby and eco-toilets).
- 3.5** Finally, the public consultation raised multiple concerns at the reduction of the number of toilets due to the inclusion of the café area. These concerns have been carefully considered, focussing on the ultimate purpose of this project, which is to provide toilet facilities for the users of the local area throughout the year, including peak season when user levels are exceptionally high.

4. Revised Proposals

- 4.1** The refurbishment proposal was granted planning permission in April 2023 however with the consultation feedback in mind, it was considered prudent

to revisit the design to determine if it was possible to increase the number of toilets.

- 4.2 In addition, it has been looked at the feasibility of including the Changing Places unit within the existing building to reduce the costs of developing a separate, stand-alone modular unit.
- 4.3 A suggested alternative layout is at [Appendix B](#).
- 4.4 This alternative layout provides a Changing Places facility within a 3 metre x 4 metre block, plus an additional 6 WCs to provide a total of 10 WCs, 2 ambulant WCs and 1 wheelchair accessible WC.

5. Cost Analysis

- 5.1 A comparison of costs has been reviewed following an assessment of the original refurbishment / contractor's proposal by a Quantity Surveyor.
- 5.2 The cost for the original scheme is estimated to be approximately £320,000 (net). The revised estimate with integral Changing Places facility is approximately £250,000; a potential saving of £70,000.
- 5.3 This estimate is based on the same rate per square metre of the toilet refurbishment and an uplift for the Changing Places element, as these tend to be higher specification.
- 5.4 The revised estimate cost breakdown is included at [Appendix C](#).

6. Risk

- 6.1 A risk rating exercise with mitigating steps has been undertaken based on the original proposed scheme; see [Appendix D](#).

7. Martello Kiosk

- 7.1 The original proposal was to demolish the kiosk and replace it with the Changing Places facility and the catering function moving to the proposed café area to be incorporated within the existing building. With the revised suggested proposal this will no longer be necessary and the kiosk can remain operationally in situ, pending future plans.

8. Works Programme

- 8.1 Expressions of Interest (EOI) request published 7th July 2023.
- 8.2 EOI returns by 28th July 2023.
- 8.3 Tenders out 7th August 2023 (a minimum of 3 contractors required).
- 8.4 Tender return 11th September 2023.
- 8.5 Appoint contractor early-October 2023.

8.6 Work commence October/November 2023.

8.7 Completion Easter/Spring 2024.

9. Planning

9.1 Whilst relocating the Changing Places facility and providing an additional 6 WCs within the existing building does not amount to change of use, it will alter the external appearance, therefore planning permission may be required. However, if this is progressed swiftly, it is anticipated that this could be achieved by mid-late October and thus have negligible impact on the construction programme.

9.2 A planning application for the original separate modular Changing Places facility (on the site of the current kiosk) was not previously submitted with the main refurbishment and therefore, if this should be the preferred option, plans would need to be prepared and submitted. Initial advice is that if planning and building control is needed, permission would be in place mid-October.

10. Financial Appraisal

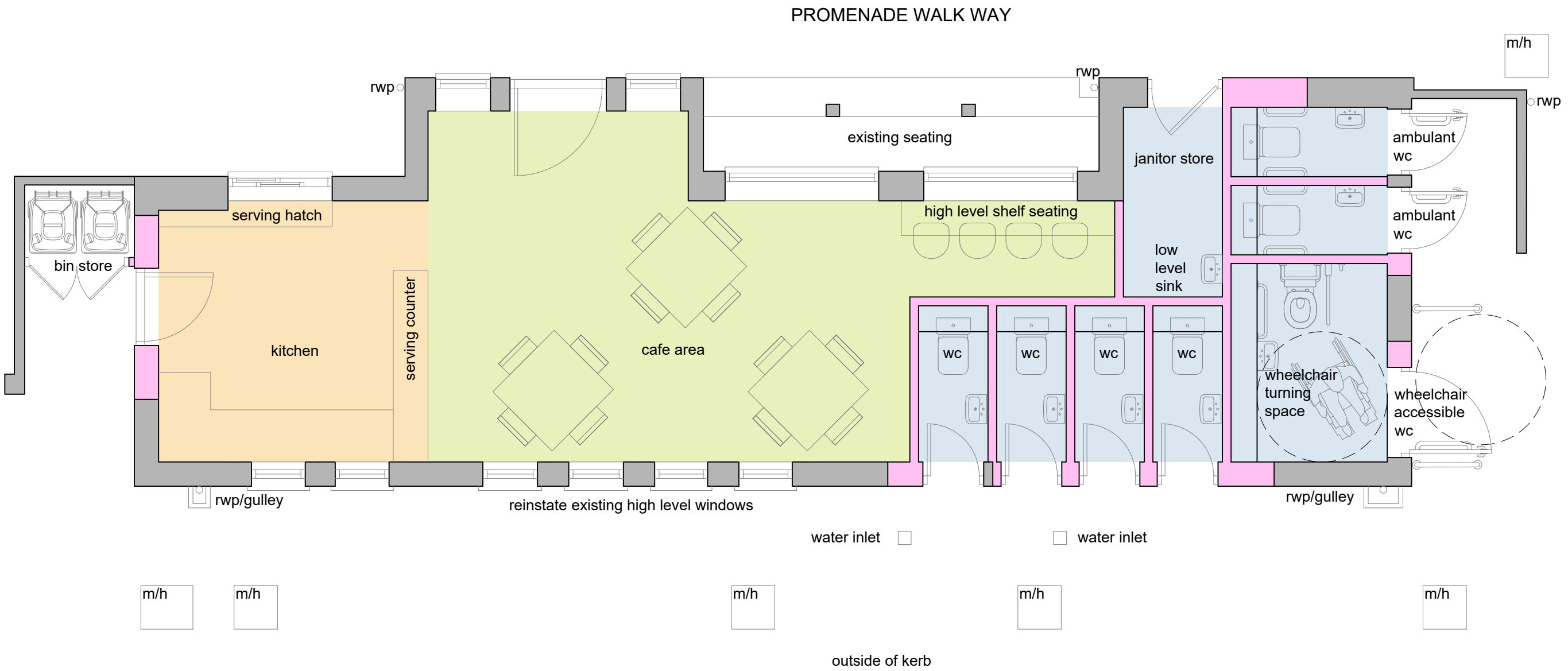
10.1 There are sufficient funds available to cover the total estimated project cost of £300,000.

11. Contact Officer

11.1 The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects & Services.

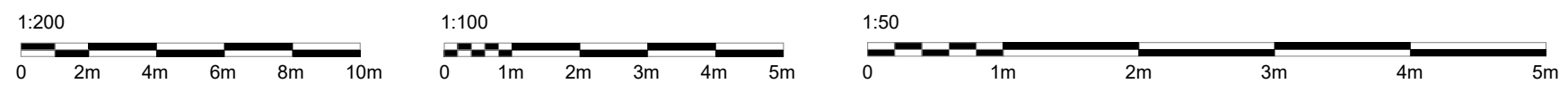
Report 44-23 Appendix A Current Redesign

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5. Dimensions critical to proposed building works must be checked on site before building works commences.



PROPOSED FLOOR PLAN

revision	date	amendment
A	27.03.23	Door revisions further to Planning Officer comments
Client		
Seaford Town Council		
Project		
Martello public conveniences refurbishment		
Project Address		
Public Conveniences, Esplanade, Seaford, East Sussex, BN25 1JH		
Drawing Title		
Proposed floor plan		
Stage		
PLANNING		
Issue Date	Project No.	
13.02.2023	2252	
Scale	Drawing No.	Rev.
1:50 on A3 paper	04	A

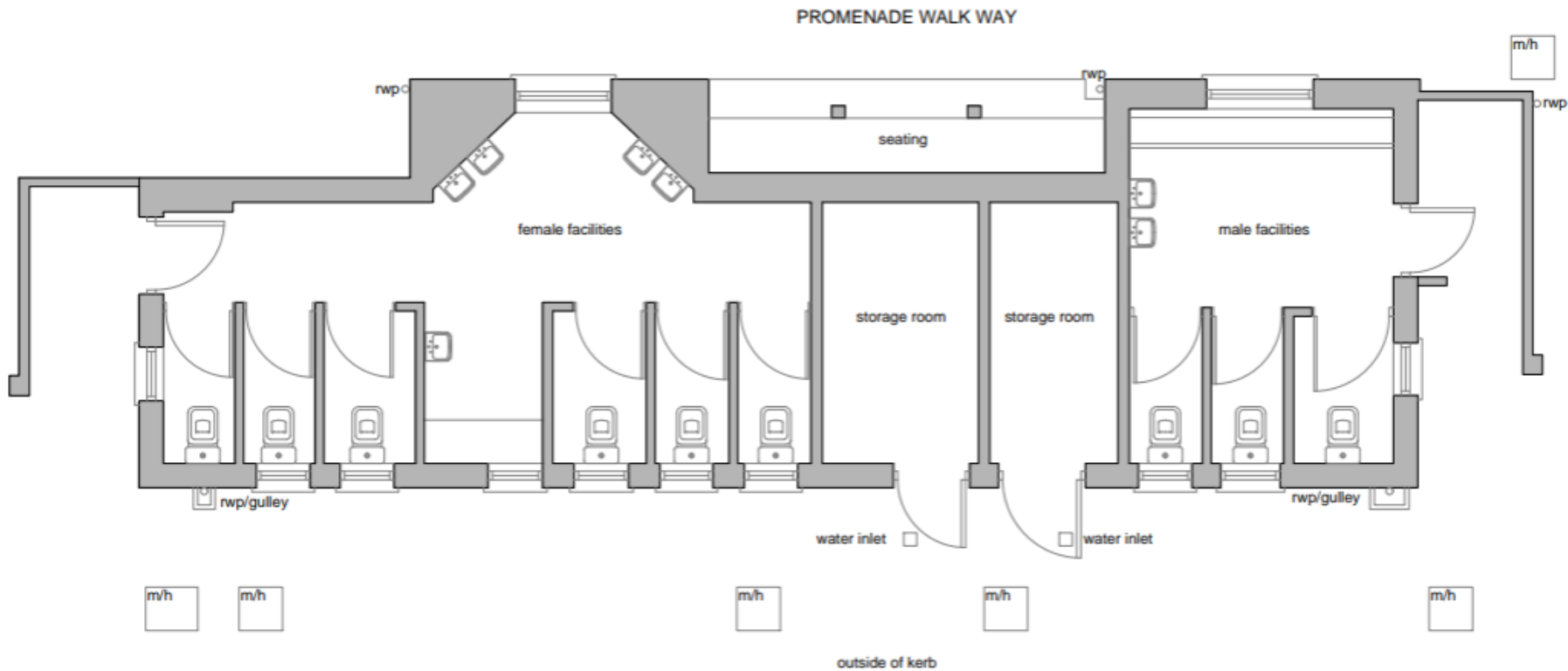


Report 44-23 Appendix A

EXISTING

Drawing 1

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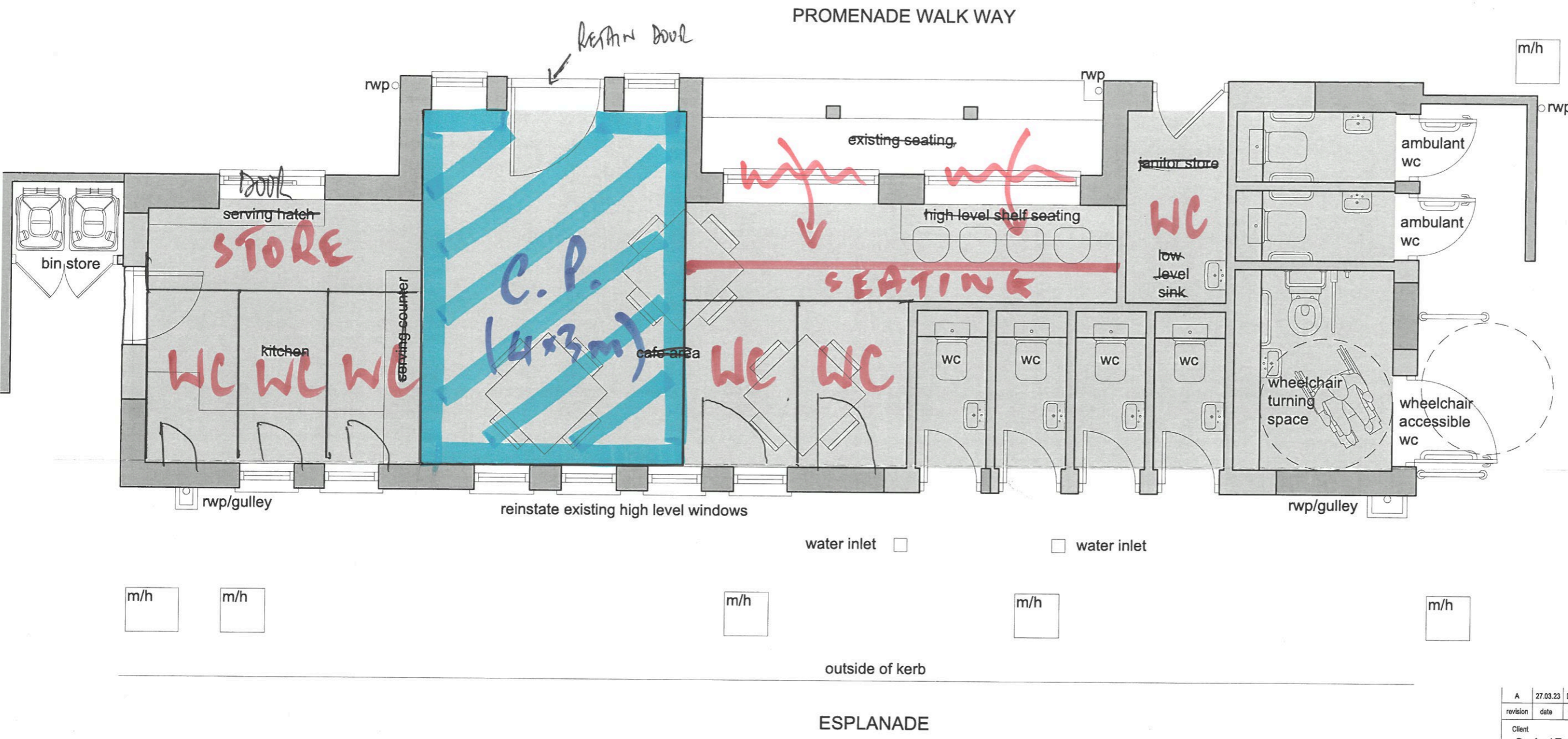
EXISTING FLOOR PLAN

revision	date	amendment
Client: Seaford Town Council		
Project: Marble public conveniences refurbishment		
Project Address: Public Conveniences, Esplanade, Seaford, East Sussex, BN25 1JH		
Drawing Title: Existing floor plan		
Stage: BUILDING REGULATIONS		
Issue Date: 10/02/2023	Project No: 2252	
Scale: 1:50 on A3 paper	Drawing No: 01	
 CHALLINOR HALL architecture		



Report 44-23 Appendix B Proposed Revised Redesign

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PROPOSED FLOOR PLAN

1:200

1:100

1:50

revision	date	amendment
A	27.03.23	Door revisions further to Planning Officer comments
Client Seaford Town Council		
Project Martello public conveniences refurbishment		
Project Address Public Conveniences, Esplanade, Seaford, East Sussex, BN25 1JH		
Drawing Title Proposed floor plan		
Stage PLANNING		
Issue Date 13.02.2023	Project No. 2252	
Scale 1:50 on A3 paper	Drawing No. 04	Rev. A
 CHALLINOR HALL architecture		

Report 44-23 Appendix C

Martello Toilets Estimated Costs with Integral Changing Places and additional WCs

12 July 2023

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
1	Construction works				
	Site preparation				
A	Demolitions existing kiosk; remove foundations		item		
B	Asbestos removal scope TBC, say	1	item	4,000.00	4,000.00
C					
D	Drainage ACO	5	m	250.00	2,000.00
	sub-total				6,000.00
	Building Works				
E	Alterations and Fit Out to Existing Building	36	m2	3,000.00	108,000.00
	sub-total				108,000.00
	External Services				
F	Electrical Supply Alteration				
G	Water Supply Alteration				
H	Drainage remedials	1		10,000.00	10,000.00
	sub-total				10,000.00
	SUB TOTAL (1)				124,000.00
2	MAIN CONTRACTOR'S PRELIMINARIES AND OVERHEADS & PROFIT	25%			44,000.00
	SUB TOTAL (1 TO 2)				168,000.00
3	OTHER COSTS				
	Design Risk				
3.01	Risk/Contingency				30,000.00
	Client direct				
3.02	Changing Places installkation	12	m2	3,500.00	42,000.00
	Professional Fees				
3.04	Professional Fees	15%			10,000.00
3.05	Investigations				included
	SUB TOTAL (1 TO 3)				250,000.00
4	INFLATION - not included (current prices)				
5	VAT	20%			50,000.00
	TOTAL PROJECT COST				300,000.00

Martello Toilets Risk Rating

Prepared by: Paul Quanstrom, temporary contracted projects officer

Version: 1

Date: 11/7/23

RAG rating matrix

Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Likelihood	1	2	3	4	5

Risk	Description	Planned Mitigation	Likelihood (1-5) x Severity (1-5) = RAG score	Progress	Date
Programme delays; unforeseen issues	Asbestos material in ceiling. External render, flat roof and timber supports, rainwater goods/fascias in poor condition. Condition of floor slab and roof timbers at wall plate junction unknown. Condition of subbase for CP facility ground slab and services ducts.	Undertake drain surveys and roof inspection. Allow for unforeseens in specification. Appoint contractor with appropriate internal trades skills to minimise reliance on sub-contractors.	2x4=8		
Budget	Inflationary increases if delays encountered; additional cost of unforeseen works etc.	Realistic programme expected. QS has reviewed and provided early indication of likely cost.	1x3=3		
Impact on beach huts	Interference with peaceful enjoyment of hut occupiers.	Work is in low season thus minimal impact on beach huts however advanced comms will be issued.	2x3=6		
External doors to new building	Potential noise from banging shut etc.	Doors will be fitted with closers and dampers to minimise noise impact.	1x2=2		

Risk	Description	Planned Mitigation	Likelihood (1-5) x Severity (1-5) = RAG score	Progress	Date
Impact on residents	Lack of toilet accommodation throughout work phase.	Temp (compostable) toilets to be provided in interim. Odours from compostable?	2x2=4		
Car parking; loss of spaces	Site compound will be located on opposite side of road with the loss of approximately 6-8 spaces.	Post notices to this effect in advance.	2x2=4		
Kiosk offer	Potential negative impact on kiosk trading throughout work phase.	Kiosk should benefit from additional trade from contractors which should offset impact of works. Early comms to concession holder.	2x2=4		
Post completion					
Vandalism	Relatively remote location could be prone to after-hours vandalism.	Install cctv? External lighting with PIR sensors to be considered. Install stainless steel sanitary ware?	2x4=8		
Negative community reception	Fewer toilets will be available than pre-refurbishment and no separate male/female toilets; these were requested in consultation exercise early 2023.	Ongoing comms? Redesign to exclude café etc and introduce more toilets	3x3=9		

Risk	Description	Planned Mitigation	Likelihood (1-5) x Severity (1-5) = RAG score	Progress	Date
Political/Reputational	The toilet project has been a hot community topic for several years and arguably there will be high expectations on STC to deliver a good quality facility.	See works programme within the report	3x5=15		



Seaford Town Council

Report No:	36/23
Agenda Item No:	13
Committee:	Full Council
Date:	20th July 2023
Title:	Walk the Chalk Update Report
By:	Adam Chugg, Town Clerk
Purpose of Report:	To provide an update on the Walk the Chalk event and seek Full Council approval for proposed car parking solutions

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the update report.2. To confirm the use of Martello Fields as a car parking facility during the Walk the Chalk event.

1. Introduction

- 1.1** On 26th January 2023, Full Council resolved to agree to the use of Seaford Head Nature Reserve and South Hill Barn for the proposed Walk the Chalk event, being held in September 2023. The paperwork relating to this meeting is available on the [Town Council's website](#).
- 1.2** Approval was granted with conditions for the Event Organiser's to adhere to. These conditions were:
1. 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. that a Memorandum of Understanding between all parties be created,
 3. that regular partner meetings must take place, with the event organisers arranging a meeting for February 2023, and

4. 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.

- 1.3 An update is now being provided within this report for Full Council, on how the conditions are being met.

2. Memorandum of Understanding & Funding

- 2.1 A Memorandum of Understanding (MOU) has been created and signed by Seaford Town Council (landowner), Lewes District Council and LYT Productions (event organisers) and Sussex Wildlife Trust (Town Council's tenant managing the Nature Reserve site).
- 2.2 The MOU specifies that the costs of a project officer for one day per week will be provided.

3. Stakeholder Partner Meetings

- 3.1 Stakeholder meetings are being held every month, organised by the event organisers for all partners of the event.
- 3.2 Town Council Officers are attending all stakeholder meetings monthly.

4. Risk Assessment & Traffic Management Plan (including car parking)

- 4.1 Parking arrangements for the event are still be investigated by the event organisers.
- 4.2 Unfortunately, the usual space used for larger film crew parking at the South Hill Barn site will be unavailable, due to being used for crop-growing in September and other farmer fields close to the area will have grazing livestock.
- 4.3 The proposed parking arrangements with the use of the privately-owned field at the end of Chyngton Way is not suitable and will not be used for this event and a letter has been sent out to all residents confirming this. Please see the letter attached as Appendix A.
- 4.4 Martello Fields has been identified for use as a car parking facility, where it is proposed that a free park and ride service could operate.
- 4.5 Full Council is asked to confirm the use of Martello Fields expressly for this purpose.

- 4.6 However, event organisers are mindful that visitors may still attempt to park closer to the event and are continuing to work with stakeholders to find a suitable solution to minimise disruption.
- 4.7 These plans will help form and finalise the Traffic Management Plan, which is being drawn up by the event organisers and will be reviewed and signed off by Town Council officers as part of the MOU.

5. Communications

- 5.1 All plans and information will continue to be updated onto Walk The Chalk website as and when updates are made – www.walkthechalk.org
- 5.2 Seaford Town Council has placed a link on its website to Walk the Chalk website to direct all information and enquiries concerning the event to the event organisers. This helps clarify the Town Council's involvement as landowners and sponsors of the event but not event organisers.

6. Conclusion

- 6.1 The event organisers have been working with the Town Council and relevant partners to satisfy the conditions attached to the permission given, with the final outstanding condition (1.2.4 above) being prioritised.

7. Financial Appraisal

- 7.1 There are no direct financial implications as a result of this report. As per the MOU, the officer costs borne by the Town Council are being part-funded by LDC/LYT, for one day per week of project officer time.

8. Contact Officer

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

Report 36-23 Appendix A



Dear Resident

We're writing to update you on plans for September's Walk the Chalk celebrations, following a number of concerns and questions raised by local people.

We have heard particular concerns about proposed parking arrangements for the event, so we have sought expert advice and concluded that the privately-owned field at the end of Chyngton Way is not suitable and will not be used. We are grateful for the feedback from residents which led us to re-evaluate this proposal.

Seaford Town Council has granted us the use of the Martello Fields, from which we'll operate a free park and ride service. However, we anticipate some visitors may still attempt to park closer to the event so we are exploring options to minimise disruption to local residents.

Unfortunately, the usual film crew parking site at South Hill will be unavailable, due to being used for crop-growing in September and other fields will have grazing livestock. We will continue to work with local stakeholders to find a suitable solution and will update our website, www.walkthechalk.org, as soon as a solution is confirmed.

This will also enable us to finalise our Traffic Management Plan, which is being drawn up with input from experienced stewarding partners. Once confirmed, full information will be available on our website.

All parking will be monitored by a combination of volunteer stewards and professional security, and Chyngton Way will be stewarded from the roundabout.

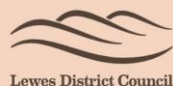
Our publicity material will continue to encourage visitors to use public transport, travel on foot, or cycle. We will offer free shuttle buses between Newhaven and Seaford railway stations via Seaford town centre, the View, South Hill and Seven Sisters Visitor Centre throughout the event. We are also working with Govia Thameslink, the Communities Rail Partnership and Brighton & Hove buses to promote their services for Walk the Chalk.

We hope this offers some reassurance about September's event. Do keep an eye on our website and social media for updates, but if you have further questions in the meantime, please don't hesitate to contact me.

Helen Browning-Smith

Lewes District Council Walk the Chalk Project Lead

helen@walkthechalk.org / 07920 590625



WALK THE CHALK



Walk the Chalk is a celebration of the King Charles III England Coast Path, which when completed, will be 2,700 mile trail – one of the longest in the world! We plan five days of free, bookable guided walks around the South Hill area, as well as longer walks from the View and the Seven Sisters Visitor Centre. We have commissioned six large artworks which will temporarily sit along the coast path in September. We also plan a programme of events at South Hill Barn, including performances, workshops and exhibitions. The event is being organised by LYT Productions (the team behind 2021's Tide Mills Project) in partnership with Lewes District Council.

We'd like to reassure you that we have taken extensive advice on the conservation of this beautiful and sensitive site from Natural England, Seaford Town Council, South Downs National Park Authority, Sussex Wildlife Trust, the National Trust and many other local groups. Visitor numbers will be managed carefully, guides and stewards will ensure they remain on the path and away from any sensitive or eroded areas, all installations will be placed in areas of least ecological impact and the event will be powered by green energy as far as possible. In the event of bad weather, the event will be paused

We hope to inspire local people to take part – particularly those who wouldn't normally spend time walking in green spaces – and our main walk will be fully accessible to all, including those with reduced mobility. All terrain mobility scooters will be available, and we're temporarily replacing stiles with accessible gates. Refreshments and toilets will be available at South Hill Barn and the Coastguard Cottages.

Our opening hours will be 4 – 9pm on the 20th, 21st and 22nd September, and 1 – 9pm on the 23rd and 24th. We have delivered this letter to you as a resident of the immediate area around South Hill and will offer you priority booking for our free walks and events nearer the time.

We hope you will join us to Walk the Chalk.

