



Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 21st September 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, 21st September 2023

at **7.00pm**, which you are summoned to attend.

Adam Chugg,

Town Clerk

15th September 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	Planning & Highways	27 th July 2023	27.07.23 Planning & Highways DRAFT Minutes
		17 th August 2023	17.08.23 Planning & Highways DRAFT Minutes
		7 th September 2023	07.09.23 Planning & Highways DRAFT Minutes

Other outstanding minutes will be presented at the October Full Council meeting.

5. Civic Update Reports

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

To consider report 69/23 presenting the Mayor's update and details of engagements attended (pages 7 to 8).

b. Young Mayor's Office Update

To give an opportunity for a verbal update from the Young Mayor's office.

6. [Town Clerk's Update Report](#)

To consider report 80/23 updating Full Council on key Town Council work and work priorities for the Town Council (pages 9 to 12).

7. 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.

8. 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.

9. 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.

10. [Seaford Town CCTV Arrangements](#)

To consider report 77/23 updating Full Council on changes to the Town's CCTV system, and to seek approval of this being brought under the Town Council's ownership (pages 13 to 16).

11. [Crouch Petition – 'Stop the Fence' Campaign](#)

To consider report 75/23 presenting details of a petition received from the 'Stop the Fence' campaign (pages 17 to 36).

12. [Floodlights, Adverts and Gates – The Crouch](#)

To consider report 74/23 providing information for Full Council to consider floodlights, adverts and gates at The Crouch (pages 37 to 50).

13. [Martello Toilets – Confirmation of Tender Process](#)

To consider report 76/23 seeking approval of the tender process relating to Martello Toilets. (pages 51 to 52).

14. [Responsible Financial Officer Appointment](#)

To consider report 79/23 updating and confirming with Full Council the Responsible Financial Officer arrangements (pages 53 to 56).

15. 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.

16. Staffing Matters – Recommendations from Other Committees

EXEMPT

To consider exempt report 78/23 presenting recommendations from the Personnel and Golf & The View committees relating to staffing matters (exempt pages).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

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:	69/23
Agenda Item No:	5
Committee:	Full Council
Date:	21st September 2023
Title:	Mayor's Update Report – September 2023
By:	Isabelle Mouland, Assistant 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 Isabelle Mouland, Assistant Town Clerk.

Report 69/23 Appendix A

Mayor's Report to 21st September 2023 Full Council

Mayors' Engagements

- 12th July – East Sussex County Council Chairman's Summer Reception
- 15th July - Seaford Rotary Young Musician Awards
- 28th July - Newhaven Sea Cadets Royal Naval Parade
- 30th July - Seaford Bonfire Society Fair
- 13th August - Sea Sunday at Bishopstone Church
- 13th August - The 81st Anniversary of the Dieppe Raid Commemoration Service
- 14th August - Seahaven FM interview

Deputy Mayors' Engagements

- 19th July - Seaford Rotary Special Lunch - Celebration of 50 years for Keith Carlisle
- 23rd July - Seaford Cricket Club - 100 years of Cricket
- 14th August - Seahaven FM interview
- 17th August - Seaford Railway Station - publicity launch of Seaford integrated travel map project

Mayor's Update

On 22nd August, the Town Council issued a press release detailing this year's 'Youth Promotion' theme, working with chosen charities: the Mercread Youth Centre and The Youth Counselling Project.

The Mayor's Civic Reception is being held on Sunday 8th October at the Mercread Youth Centre from 2-4.30pm, with the theme of Youth Promotion.

We have met with the Mercread Youth Centre members and the Youth Counselling Project to discuss how we can help them raise awareness of the work that they do and to help raise much needed support.



Seaford Town Council

Report No:	80/23
Agenda Item No:	6
Committee:	Full Council
Date:	21st September 2023
Title:	Town Clerk's Update Report – September 2023
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council.

Recommendations

Full Council is recommended:

1. To note the contents of the report.

1. Introduction

- 1.1 It is a very busy time at the Town Council.
- 1.2 I want to thank the team for working so hard over recent months, and the councillors for the engaged and committed approach they have shown since their election.
- 1.3 In the light of this, this report will now set out below is a summary of the key business of the Town Council and information about forward planning.

2. Key Business of the Town Council – Agendas for September, October and November 2023

- 2.1 There is a lot of important business for the Town Council to cover before the end of the calendar year, and to enable this, an additional Full Council meeting has been arranged for Thursday 5th October.

3. September

The Crouch

- 3.1 Consideration of the results of planning applications and processes relating to gates, floodlights and adverts.
- 3.2 Presentation of the 'Stop the Fence' campaign petition from local group, Crouch Concerns.

Future arrangements for the Responsible Financial Officer (RFO)

- 3.3 Following the departure of the former RFO, and in accordance with the Town Council's Financial Regulations, the endorsement of steps taken to assign the RFO duties is presented elsewhere on this agenda.

Martello Toilets Tender

- 3.4 The tender for the refurbishment of the toilets has been issued, and the steps for determining the final outcome are confirmed.

CCTV

- 3.5 Consideration of future management and delivery for the town.

Recommendations from Personnel Committee and Golf & The View Committee

- 3.6 Some key staffing recommendations for consideration.

4. October

Camper Vans and Parking

- 4.1 As a seaside town, busy summer days bring pressures to our seafront and to many of the town's residents.
- 4.2 On 22nd September, East Sussex County Council is launching a public consultation into seafront parking arrangements in Seaford.
- 4.3 Listening to residents feedback, the Town Council will consider its response to the consultation, giving consideration to any options around camper vans, motor homes, and any other key parking issues at this time.

Toilets in the Town

- 4.4 Ahead of a future report, Councillors will be given the opportunity to raise and discuss any issues.

Proposals from Natural England relating to Nature Reserves, including Seaford Head

- 4.5 Natural England will present to Full Council, as landowners, to consider the future role of the Seaford Head Nature Reserve in relation to the proposals.

Walk the Chalk

4.6 Update after the completion of the event being held in late-September.

Leases and Policies

4.7 A number are being reviewed and reports will come to Full Council.

5. November

Consideration of Community Infrastructure Levy (CIL) receipts

5.1 Following on from the CIL workshop for Councillors in October, Full Council will consider priorities for CIL receipts.

The new Strategic Plan for the Town Council

5.2 Following on from the resident consultation and the workshops with community groups earlier in the year, councillors have been involved in the work on a new Strategic Plan for the Town Council for the next four years.

The View

5.3 Consideration of decisions relating to service delivery.

Leases and Policies

5.4 A number are being reviewed and reports will come to Full Council.

Seaford Town Council's 25th Anniversary

5.5 A report on work proposed in 2024 - 2025 in the light of it being 25 years since the Town Council was created. This provides a great opportunity for engagement with residents and stakeholders, marking what has been achieved, and learning lessons for the future.

6. Business Operations and Structures

6.1 As was discussed at the recent Personnel Committee, at the moment there are three key things happening at the same time.

6.2 As we have been short-staffed, actions are being taken to support strong business continuity.

6.3 The structural changes agreed at the beginning of the year are already making a positive difference. The new Head of Assets, Projects & Services post has strengthened the management and oversight of our assets and projects work, while also strengthening stakeholder engagement, process management and partner relationships. So, we are already delivering improvements.

6.4 Looking ahead, it is now a good time to consider any further changes needed, and so an externally delivered job evaluation exercise will begin

soon. This external expertise will enable recommendations to be made to Full Council to further strengthen the work of the Town Council going forward.

7. Conclusion

- 7.1 I trust this provides an overview of key Town Council business for Councillors and residents, showing the mix of operational and strategic activities.
- 7.2 It is an exciting time of transition, where a culture of hard work and public service is combined with a busy schedule and a program of improvements.

8. Financial Appraisal

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

9. Contact Officer

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



Seaford Town Council

Report No:	77/23
Agenda Item No:	10
Committee:	Full Council
Date:	21st September 2023
Title:	Seaford Town CCTV Arrangements
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To update Full Council on changes to the town's CCTV system, and seek approval of this being brought under the Town Council's ownership

Recommendations

Full Council is recommended:

1. To note and discuss the contents of the report.
2. To agree to taking on the CCTV system within the town from Sussex Police, as per report 77/23, resulting in a new, digital wireless CCTV system under the Town Council's ownership.

1. Information

1.1 System & Contract Information

1.2 The Police CCTV system in Seaford currently consists of seven cameras.

1.3 The Town Council currently part-funds the system, paying approximately £15,000 per annum. This funding covers connection (£6,000), servicing (£3,000) and power (£6,000); this is a result of an agreement set up with the Police around 10 years ago.

1.4 The existing connection charges are due to increase significantly in 2024, to potentially £30,000 per annum. This is due to a change from copper wire to a fibre-based approach. This price increase in addition to the servicing

and power costs represent an increase of approximately £25,000 per annum, which is not considered financially sustainable.

- 1.5** This is affecting all Police CCTV systems within Sussex, not just Seaford.
- 1.6** Sussex Police has proposed that Seaford Town Council - along with all other Sussex councils - install an alternative digital wireless system (4/5G) to replace the proposed fibre-based alternative. This will result in much cheaper connection charges going forward.
- 1.7** To confirm, the Police's proposal is that the town's (new) CCTV system becomes a Town Council asset, rather than Sussex Police's.
- 1.8** For Seaford, this is estimated at costing around £8-9,000 per annum, so could potentially result in annual revenue savings of approximately £6-7,000; approximately half the existing cost.
- 1.9** Hardware Information
- 1.10** The existing system cameras are at the end of their life so need to be replaced.
- 1.11** If it is decided to install a digital wireless system, this would require new cameras and additional hardware/infrastructure.
- 1.12** The intention is to replace six of the seven cameras in the town centre. The remaining one – located within The Salts – could then be included within the Town Council's CCTV system already in situ on that site.
- 1.13** The estimated cost of replacing six town centre cameras and providing the necessary hardware and infrastructure to set up the new wireless 4/5G system is approximately £25,000.
- 1.14** With the anticipated annual savings set out at 1.8, the Town Council would recoup this cost in four years.
- 1.15** The current locations of the CCTV cameras – locations to be kept with any new system – were originally identified by the Police as the most effective for crime prevention purposes.
- 1.16** CCTV Governance
- 1.17** Across Sussex, there are common concerns being raised by councils in terms of governance arrangements and data control.
- 1.18** In terms of data control, Runnymede Council has set up an agreement with the Police regarding the data sharing aspect of its CCTV monitoring systems, which includes:

- a) a code of practice for being a Data Controller,
 - b) a Data Protection Impact Assessment for the surveillance camera commissioner,
 - c) a CCTV Privacy Impact Assessment Form to ensure compliance with governance, and importantly,
 - d) a CCTV Information Sharing Agreement, which sets out the legal governance between council and Police that allows the Police to access the system for a lawful purpose.
- 1.19** Runnymede Council also produces a CCTV Annual Report, which contains information on how the system is used and discloses figures of Subject Access Requests and Freedom of Information Requests. To allay concerns, Runnymede Council has nearly 600 cameras, but its request numbers are in the single figures.
- 1.20** To facilitate the Sussex councils' CCTV arrangements, Sussex Police is happy to coordinate a partnership approach for data and governance for the year 2024 – 2025 gets support.
- 1.21** Sussex Police is offering to produce a document pack similar to the Runnymede approach that will be bespoke to each area in Sussex. The Police will also ensure that areas of concern, such as Subject Access Requests and Freedom of Information Requests go to the Police to ensure data is suitable to be released.
- 1.22** Arrangements are being made for a member of Police staff to be present at the meeting to aide responding to any queries councillors may have.
- 1.23** Seaford Town Council's Other CCTV Systems
- 1.24** In addition to the current Police CCTV system within the town, the Town Council also has an extensive CCTV system installed at The Salts and a small system in the Town Council offices; these are currently under review with a view to having fewer cameras thus reducing annual maintenance costs, which are currently around £1,000 per annum. There may also be opportunities to add these to the digital wireless system, thus providing greater coverage.
- 1.25** Town Council Officer Time
- 1.26** It is anticipated that there will be initial officer time required to project manage the installation and coordinate the work with the contractors.

- 1.27** Sussex Police will provide the necessary agreements and recommended governance documents. Further Town Council officer time will be needed to implement these.
- 1.28** Beyond the initial arrangements, installation and embedding of the necessary governance arrangements, the additional demand on Town Council officer time is estimated at around half a day per month.
- 1.29** Alternative Options
- 1.30** If the Town Council were to decide not to take on the CCTV system, this would leave the town without central CCTV provision.
- 1.31** Whilst not a statutory duty of local councils, local councils have a vested interest in ensuring public safety, crime prevention, and enabling the investigation of crimes and disputes.

2. Financial Appraisal

- 2.1** The estimated cost of replacing the cameras and installing the infrastructure required for the digital wireless system is £25,000. This expenditure would be incurred in this financial year, to ensure the new system is in situ before the current contract ends.
- 2.2** The budget for contributions towards the CCTV system this financial year is £15,180. This budget will however be used as the current system will continue running this financial year until the new system is in place.
- 2.3** The £25,000 cost to introduce the new system would likely be met from General Reserves. However, the anticipated annual savings of the new system would see this recouped in four years.
- 2.4** The annual cost of running the new system is estimated at £8-9,000 per annum. This represents a saving of £6-7,000 per annum.
- 2.5** There will be an increase in insurance premium – this is to be confirmed.

3. Contact Officer

- 3.1** This report has been presented by Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

Report No:	75/23
Agenda Item No:	11
Committee:	Full Council
Date:	21st September 2023
Title:	Crouch Petition – ‘Stop the Fence’ Campaign
By:	Georgia Raeburn, Acting HR & Governance Manager
Purpose of Report:	To present details of a petition received from the ‘Stop the Fence’ campaign

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the details of the petition.2. To approve the relevant policies being updated to this effect – namely the Town Council’s Petition Policy and Agendas and Minutes Policy.

1. Information

- 1.1 In October 2022, local group Crouch Concerns presented a petition to the Town Council from the ‘Stop the Fence’ campaign.
- 1.2 Attached at Appendix A is the petition information, providing a useful overview of the campaign and the petition process undertaken.
- 1.3 The Town Council’s Petition Policy that was in force at the time of the petition being undertaken is also available within Appendix A.
- 1.4 Appendix B provides Crouch Concern’s analysis of the petition results.

2. Timing

- 2.1 Officers were conscious that the petition submitted in 2022 was yet to be brought to a Full Council meeting. As has been previously explained, it was deemed appropriate to wait for a relevant agenda item alongside which to present this petition.

- 2.2** While the Town Council is not considering a proposal relating to fencing around the football pitch – the proposal the petition relates to – there is a report elsewhere on the agenda relating to Seaford Town Football Club and requests around floodlights, adverts and gates. It could therefore be seen as appropriate to have the petition going on record and debated, at the same meeting that other Football Club matters are being considered.
- 2.3** The petitioners are thanked for their patience and understanding for the petition not being brought to Full Council before now.

3. Petition Process

- 3.1** Reflecting on what has happened and listening to suggestions made, officers are proposing a slightly different approach with petitions going forwards.
- 3.2** A standard agenda item will be included on Full Council agendas allowing for the presentation of petitions. This will follow immediately after the public participation agenda item.
- 3.3** This will give opportunity for a public record to be made at the point that petitions are received. The handling of the petition will then be in accordance with the Town Council's Petition Policy.
- 3.4** Full Council is recommended to approve the relevant policy documents being updated to this effect – namely the Town Council's Petition Policy and Agendas and Minutes Policy.

4. Financial Appraisal

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

5. Contact Officer

- 5.1** The Contact Officer for this report is Georgia Raeburn, Acting HR & Governance Manager.

Crouch Concerns Stop the Fence Campaign – Petition Information

Backdrop:

Crouch Concerns was formed in May 2022 to oppose Seaford Town Football Club's (STFC's) proposal to build a closed 6ft high solid fence some 3 metres outside the current football pitch surround barrier as part of the club's longer-term redevelopment plans at the Crouch. However, in October 2022 STFC withdrew their proposal. Crouch Concerns decided to submit the Petition at the end of October 2022 in order that it be registered and held on record at STC, and to inform any future consultation in connection with proposals at The Crouch. This document sets out the methodology used to develop, design and collect signatures together with the findings from the Petition regarding whether residents agreed or disagreed that the fence should be built.

Methodology:

As part of the Stop the Fence **evidence-based campaign** leaflets were delivered during May 2022 to addresses in the catchment area surrounding the Crouch and to people passing through the Crouch to raise awareness, in particular to STFC's plans to build the fence. There had been no public consultation or communication from either STC or STFC prior to the proposal to build a fence being approved in May in principle by the Seaford Town Council Community Services Committee.

The Petition (Appendix 1) was designed and developed during August in consultation with the HR and Governance Manager at STC in order to fully comply with STC's June 2018 Petition Policy criteria and was based on the example model (Appendix 2). Residents were invited to participate without persuasion and the Petition also allowed the option for those residents who agreed to take part to sign 'in favour' or 'against' **to avoid bias**. As part of good practice an instruction document was also developed and given to all volunteers collecting signatures to ensure that they followed the policy guidelines strictly and **to ensure consistency** (Appendix 3). In response to allegations by Seaford Town Football Club of coercion in our collection of petition signatures, we took a further measure to ensure validity by asking volunteers to countersign each Petition sheet if they felt they could confirm that no coercion had been used to gather signatures.

Opportunity Sample:

The Petition was launched on August 13th and volunteers sought signatures from those residents:

- previously targeted with Stop the Fence Campaign leaflets in the catchment area surrounding the Crouch
- passing through the Crouch
- who made direct contact with Crouch Concerns or approached volunteers asking to sign.

Findings:

The Petition achieved a **total of 573** signatures (over the target of 500) with the vast majority of residents (570) being 'against' the fence and **just three residents in favour** of STFC's proposal to build the fence. The achieved sample size of 500 being required to meet the terms of STC's Petition Policy, in order for it to appear as an agenda item at a Full Council meeting, although subsequently it was removed as an agenda item. As a result of the overwhelming resistance to the Fence Proposal a qualitative companion Work In Progress document has been also produced from residents' views to show the variety of reasons why there is so much opposition to the fence. This document has also been submitted in October 2022 to STC to inform Councillors of the community's regard for The Crouch and to be held on record together with the Petition.

Acknowledgment - Crouch Concerns would like to thank all who supported the campaign, signed the Petition, volunteered testimonials and comments regarding the Stop the Fence Campaign.

**Report 75/23 – Appendix A
Petition Information**

I/we being the organiser(s) of this petition confirm that the above signatures have been collected without any form of intimidation or coercion. The statement at the head of the petition was read out clearly to each of the persons who signed the petition before they agreed to take part and that it was made clear to the people signing the petition that they could either vote in favour or against the petition motion.

Name of organiser: _____ Signed: _____

Date: _____

Appendix 2: Seaford Town Council Petition Policy



Seaford Town Council

PETITION POLICY

1. INTRODUCTION

Seaford Town Council is committed to consulting with the local community to ensure it delivers the best possible and most appropriate services to the people of Seaford.

Accordingly, as part of its consultation process, the Town Council will consider petitions provided by local groups and members of the public as one means of consultation with the local community. However, a petition by itself will not be sufficient to change policy or introduce new policies as it is only one means of consultation and other means would have to be undertaken. That said a petition can be used as an indicator for a future policy and therefore can initiate the questions included within surveys undertaken by the Town Council on local service provision.

2. ESSENTIAL CRITERIA FOR A PETITION TO BE DEEMED VALID

It is essential that any petition submitted to the Town Council follows the following guidelines as failure to do so may well lead to it being declared invalid and not used as a means of consultation by the Town Council. This is to ensure that when questionnaires are completed they are completed in a clear democratic and substantive way to ensure that the Town Council in deciding its policies retains its integrity.

The essential criteria for a questionnaire are as follows:

Report 75/23 – Appendix A Petition Information

- i) The nature of the petition should be clearly stipulated in an unambiguous format at the head of each page of the petition.
- ii) The details to be included from every single signatory are as follows; name, address, and an option to tick either in favour or against and a signature. iii) For a signature to be valid it must be signed by a resident in Seaford either on the electoral roll or whose parent/guardian is on the electoral roll.
- iv) Additionally, the organisers of the petition are to sign a declaration at the foot of each page of the petition to state that the signatures have been collected without any form of intimidation or coercion and that the statement at the head of the petition was read out clearly to each of the persons who signed the petition before they agreed to take part and that it was made clear to the people signing the petition that they could either vote in favour or against the petition motion.
- v) The petition should have a start date and a finish date of a maximum of three months.

A copy of a suitable petition is attached, Appendix 1.

If your petition is about something for which the Town Council is not fully responsible, (for example the local railway or hospital) it will consider making representations on behalf of the community to the relevant organisation. Councils often work in partnership with other local bodies and, where possible, will work with them to respond to your petition.

3. PROCESS TO FOLLOW

It is recommended that before any organisation or individual embarks upon organising a petition they firstly consult with the Town Council with a draft of their petition to ensure that it meets the above criteria. Once they have done this and they begin to collect signatures

and then submit the petition to the Town Council it will be received by the Town Clerk who will then submit it to the next appropriate Committee or Town Council meeting depending upon the subject matter.

If a petition contains 500 signatures or more it will be debated by all councillors as an agenda item at a Full Council meeting.

The Town Council will not as a rule make the decision to change policy as a result of a petition alone but this petition may be used as evidence to decide on future policies together with other information collected by the Town Council before deciding upon new policies or amending existing ones.

Adopted: 21st June 2018 Review: June 2022

Appendix 1

[NATURE OF PETITION – TO BE COMPLETED]

NAME	ADDRESS	IN FAVOUR Initial	AGAINST Initial	SIGNATURE	DATE

**Report 75/23 – Appendix A
Petition Information**

I/we being the organiser(s) of this petition confirm that the above signatures have been collected without any form of intimidation or coercion. The statement at the head of the petition was read out clearly to each of the persons who signed the petition before they agreed to take part and that it was made clear to the people signing the petition that they could either vote in favour or against the petition motion.

Name of organiser: _____

Signed: _____

Date: _____

Appendix 3: Stop the Fence Campaign Petition Instructions

Crouch Concerns Stop the Fence! Petition Instructions

This is the process you need to follow when collecting signatures for the Stop the Fence petition. The criteria are set by the Seaford Town Council Petition Policy so need to be strictly followed for responses to be valid.

Criteria:

- a) For a signature to be valid it must be signed by a resident of Seaford who is on the electoral roll.
- b) Signatures must be collected without any form of intimidation or coercion. (The organiser of the petition signs a declaration at the foot of each page of the petition to confirm this).

Instructions:

1. Please read out the petition question slowly and clearly to each potential respondent before they agree to take part. Tell them they can either vote in favour or against the petition question:

“Seaford Town Football Club proposes to build a fence outside the current football pitch surround barrier at The Crouch. Do you support this proposal?”

2. The details to be included from every single signatory are:
Name, Address, Initial either In Favour or Against box, Signature, Date.
3. Thank them for their response and ask if anyone else lives at the address as we would like to include their view too?
4. Some respondents will want to know what happens next. Next step is to present the petition to Seaford Town Council before 15th September Community Services Committee meeting. It's a public meeting open to all residents. Contact admin@seafordtowncouncil.gov.uk / 01323 894870 to attend. If a petition contains 500 signatures or more it will be debated by all councillors as an agenda item at a Full Council meeting – which is what we want!
5. Make a note on a separate paper of addresses that need a follow up visit: residents who currently not available or no reply at the door.
6. Completed petition sheets to be handed back to Linda or Christina, please.

Thank you for your help! Any questions please ask Christina 075xxxxxxx or Linda 079xxxxxxx

Crouch Concerns Stop the Fence Campaign – WIP Content Analysis - phase one

Context:

Crouch Concerns was formed in May 2022 to oppose Seaford Town Football Club's (STFC's) initial proposal to build a closed 6ft high solid fence some 3 metres outside the current football pitch surround barrier as part of the club's longer-term redevelopment plans at the Crouch. As part of the Stop the Fence **Evidence Based Campaign** leaflets based on STFC's proposal were delivered to addresses in the catchment area surrounding the Crouch and to people passing through the Crouch to raise awareness in particular to STFC's plans to build the fence. **There had been no public consultation or communication from either STC or STFC prior to the proposal to build a fence being approved in principle by the Seaford Town Council Community Services Committee in May 2022.** In October 2022 STFC withdrew their initial proposal but Crouch Concerns decided to continue to submit their Petition to STC. The petition was signed by 573 residents with the vast majority (570) being against the fence and just three in favour.

Qualitative Analysis:

This companion Content Analysis Work In Progress document has been produced to add context and complement the Stop the Fence Petition by providing key reasons to show **'Why'** there is opposition to the fence, based upon the views of those who volunteered comments directly to Crouch Concerns. This first phase of the WIP content analysis will also be submitted to STC to hold on record together with the petition.

The views volunteered to Crouch Concerns provided a rich source of qualitative data and a content analysis revealed 7 interrelated themes related to STFC's plans to build a fence:

1. Protecting a Public Green Space
2. Integrity, Honesty, Trust and Transparency
3. Safety and Crime
4. Health and Wellbeing
5. Purpose
6. Appearance and setting
7. Inclusion and Diversity

These themes also offer valuable insights into just why The Crouch recreation field is so important to those who use it. In the absence of data collected via public consultation the following information offers a **good proxy** to consider and inform any future consultations in connection with proposals to change the Crouch recreation field. For ease of reading a selection of anonymised and edited comments are presented as extracts to illuminate the views that consistently emerged and underpin the themes in the following pages. These views were also echoed by the **500 + residents who were opposed to the fence** and signed the petition.

Acknowledgment - Crouch Concerns would like to thank all who supported the campaign, signed the Petition, volunteered testimonials and comments regarding the Stop the Fence Campaign.

1. Protecting a public Green Space

'I use the Crouch myself for a short walk or sometimes for an added start or finish to a longer walk. I quite often just stand there for a while to enjoy the open space and tranquillity....I am totally opposed to the fence....the Crouch is a very special town centre amenity – a large open, peaceful and secure green space.'

'At this time, post covid and with the problems of climate change, we should be valuing our green areas and looking to enhance them rather than by building structures like the proposed fence which serves to spoil the area....'

'I have lived in Seaford for 76 years and today walk through the same Crouch that I used to do as a little girl coming home from my kindergarten in Bramber Road. I saw my first football match there at age 7 so I appreciate the place football has here. But even more so it is a big green space for everyone to use with space to run, cycle, play and enjoy its openness....'

'Seaford Town Council has an obligation to ensure that this designated open green space is available to all members of the community. It was endowed to the community and STC should exercise proper stewardship.'

2. Integrity, Honesty, Trust and Transparency

'.... there has been no consultation, and there seems to be no thought for the very negative impact the proposed developments would have on the general public and particularly the residents bordering the Crouch. This peaceful public amenity is going to be transformed if the ambitious club's plans are allowed to go ahead....'

'....as a 'football' parent ...the overall impression that is given by the Football Club is that the changes have been agreed by Seaford Town Council and there is nothing local residents can do about this. This puts the council in a bad light as there has been no consultation with local residents who use the park..... STFC believe that a 'few' residents are unhappy about the plans but the reality is far more widespread, and they need to be more professional about their public dialogue around this subject...'

'If as proposed the fence is to be increased from the existing boundary by 3 metres, this is nothing short of a land grab by STFC....'

'While I recognise the futility of expecting the local authority to oppose anything that SFC proposesand their general performance in such matters as consideration for nearby residents and basic truth-telling....floodlights were installed in the face of total opposition from those residents most affected we were assured they would be of modern design and would create no light pollution. We were also told that their use would be restricted – not true..... The emphasis is on utility and profit-making and the club displays no interest in the appalling deterioration of the Crouch as an attractive public space....'

3. Safety and Crime

'Being able to see across the park is crucial for personal safety particularly as the nights draw in....I asked my 13 year old daughter how she would feel if the fence were higher and solid, she said I would not feel safe..... I can't help but be concerned about the safety of individuals walking through the park with a closed board fence that does not allow visibility across the park..... we see a growing number of drug users and dealers in the park and gardens, surely closing down the space with closed fencing is creating a perfect crime 'hot spot'....

'The fence will be a blank canvas for graffiti. ...Further, it will increase the risk to the safety of children, girls particularly, walking to/from school in winter..... The new lighting will increase light pollution/nuisance.'

'I have to have visibility of the field when I enter it to know that I am safe. The solid nature/height of the proposed fence will take this away from me. Also, the proposed expansion of boundary will mean that I will not be able to walk all round. If I cannot see what is around the corner or across the field this will cause me stress and affect my mental health. I will not be able to use the space any longer and with my disability I just don't know what I will do....'

'As an elderly resident I never have any fears about using the Crouch. Such a fence would instantly remove my feeling of security, engendered now by the very openness of the area. It would take away the lovely feeling of space, enjoyed by so many people....'

4. Health and Wellbeing

'Meeting people at The Crouch and forming links with the local community has been vital for my well-being. Considering there was a drive for people to gain exercise, then for the local council to take away public spaces, is a contradiction....'

'....the park has been a much-needed meeting point for those struggling with their mental health and wellbeing. COVID and lockdown has affected a number of people that live alone....'

'I find access to the open space in my direct locality a godsend. This helps with my mental and physical health.....I have physical disabilities and walking far is an issue. It is a safe space where I meet other regular users, and this enables me to interact with people otherwise I would be isolated..... To have exercise to help with my disability – I need to walk but am not good with hills. To take regular breaks to clear my mind, which helps with my mental health....'

'Because Seaford Council and Seaford FC have so far failed to earmark land suitable for an adult football pitch is no reason to hijack a public space intended for the whole community to enjoy and gain health benefits from.'

5. Purpose

'The Crouch is an easy park to navigate, the many entrances and the concrete path that encases the pitch is much easier to walk on for those that are not so sure footed and/or disabled and wheelchair users....The concrete path is used a lot in poor weather and those that are not so mobile.....My daughter uses the park to walk to and from school and plays in the park most days after school....'

'At present it is an open, green area that is pleasant to look at and to walk across. It has a friendly atmosphere with people walking across it, exercising their dogs, playing with their children etc....I walk across The Crouch almost every day to go to the town for shopping and to go to the station. It provides the shortest route for me to get to town....'

'Accessing the Meccread Centre for classes twice a week, both daytime and evening, from either the Bramber Road or Heathfield Road entrances. For attending an early outdoor class on a Saturday morning. To walk through the gardens into town'

'It is an important "lung" of green space used recreationally by hundreds of non sporting people..... Somewhere I can walk and think and be away from the stress and anxieties in my personal life.....Walking into town, bike riding, disability scooter access to the high street or beach, visiting the playground with our grandchildren, picnics, meeting friends, walking the dog.'

6. Appearance and setting

'The proposed fence would be unsightly and would completely change the character of The Crouch. It would make the area feel enclosed rather than open to walk across....'

'The new enclosure will be an eyesore changing the very nature and appeal of the tranquil wide, open public space. It will look like a prison/stockade compound wall....'

'A 6ft fence would ruin the aesthetic of the Crouch. It would no longer be regarded as a field but a perimeter marred by a fence. The railings which appeared are just about tolerable but any more would be an infringement of what is public land intended for community use....'

'When my late husband was still able to walk a short distance, he loved this open area of grass, mature trees and distant views. It is a place of very special memories for me....'

7. Inclusion and Diversity

'Despite the commendable charitable work.....this is a business proposition, not just affecting the quality of life of the immediate residents but also in effect excluding from the Crouch the vast majority of Seaford people.....compare average match day attendance with the population of Seaford as a whole.... The new plans are clearly designed to discourage the use of the Crouch by the public.....in other words, the long term aim is for the club to have exclusive rights over what was common ground....'

'....is a recreation space for the benefit of the wider community and not just for the football club and supporters. Please object to the proposals and save the Crouch as it is for the whole community....'

'We need to make our valuable green spaces inclusive to all and this feels like a 'takeover' with some very loose arguments as to why the proposals should go ahead. The argument about protecting the pitch from dogs and vandalism is mute if the grounds are to be accessible when games are not in play.....As a parent of a child that has played in a few 'inclusive' teams, we have rarely been to grounds where the kids are fenced in. For some children, feeling hemmed in can make them worse. I think this is a very loose argument to have in their plan.....'

'I also question how a club, which provides for a few hundred people in the local area, is willing to take away a donated public space away from the local community, in order for the clubs own needs to be met....'

Appendix 1: [Testimonial form Crouch Concerns](#)

As part of our evidence base we are producing a document containing a collection of testimonials from individual Crouch field users and local residents. Please fill in this form to explain why The Crouch field is important to you, what you use it for, how long you have used it for and how the proposed fence would affect you.

Please also let us know whether you would like your name and road name included, or shortened so it is semi-anonymised e.g. “Mrs S, Cornfield Road”, or you may choose to be included completely anonymously.

Question	Your answer
Why is The Crouch field important to you?	
What do you use The Crouch field for?	
For how long have you used The Crouch field? (e.g. number of years, since year)	
How would the proposed fence affect you? What are your main concerns about the fence?	
How would you like your name to appear underneath your testimonial? Can we include your road name (if so please provide)? (Please delete as necessary or enter what you would like to appear)	Full name and road/Shortened name/Anonymous



Seaford Town Council

Report No:	74/23
Agenda Item No:	12
Committee:	Full Council
Date:	21st September 2023
Title:	Floodlights, Adverts & Gates – The Crouch
By:	Town Council Management Team
Purpose of Report:	To provide information for Full Council to consider floodlights, adverts and gates at The Crouch

Recommendations

Full Council is recommended:

1. To note and discuss the contents of the report.
2. To approve the Football Club displaying advertisements in accordance with planning permission granted (LW/22/0740).
3. To approve the Football Club operating the floodlights in accordance with the planning permissions granted (LW/22/0739).
4. To approve the concept of closing gates to The Crouch at certain times to facilitate the needs of the Football Club during matches – in accordance with the specifics to be agreed as set out within report XX-23.
5. To delegate power to the Head of Assets, Projects and Services, in consultation with the Chair of the Town Council and Chair of Community Services, to work with the Football Club and other users of the site to agree the most effective and reasonable operational details of the gate closures.

1. Introduction

- 1.1 This report is presenting three requests from Seaford Town Football Club ('the Football Club') relating to the Crouch Gardens.

2. Advertisements

- 2.1** In November 2022, the Football Club submitted a planning application to Lewes District Council seeking retrospective permission to fix advertising boards to the pitch side barriers and fascia signs to the football stand.
- 2.2** This application was determined by Lewes District Council's Planning Committee in July 2023.
- 2.3** Permission was granted, with conditions attached to ensure compliance with planning regulations and public amenity and safety. The decision notice is attached at Appendix A.
- 2.4** The key relevant conditions for the Town Council to be aware of are translated as:
1. The permission lasting for 5 years, at which point further consent needs to have been given or signage shall be removed.
 2. No further adverts will be added without advertising consent. The permission granted relates solely to the plans submitted with the planning application (see the link at 2.5 below for access to the application documents).
 3. The Football Club are to make a photographic and positional plan of the existing adverts (on pitch barriers and football stand) and submit this to the District Council within one month of permission being granted.
 4. The District Council will need to agree, in writing, the advertisement fixings being used to ensure they are secure.
 5. No external or internal advertisements will be illuminated.
 6. All advertisements and the site displayed on will be kept clean and tidy and not impair the visual amenity of the site.
 7. The structure or hoarding displaying the advertisements will be kept in a safe condition and not endanger the public.
 8. No advertisements will be sited or displayed without permission of the landowner (the Town Council) or any other person entitled to grant permission (not relevant in this instance).
 9. No advertisements will be sited or displayed that would hinder the operation of any devices on site for the purpose of security or surveillance (CCTV).

- 2.5 Full details of the planning application and subsequent granted permission can be found on the District Council's Planning Portal, [application reference LW/22/0740](#).
- 2.6 Full Council should also be aware of a number of public objections submitted to the District Council relating to this planning application.
- a. The written objections can be viewed on the [District Council's Planning Portal](#), and
 - b. The webcast of the District Council's meeting – and the objections raised verbally at this meeting – can be viewed on the [District Council's Committee meeting webpage](#).
- 2.7 Following planning permission being granted, the Football Club has submitted a request to the Town Council, as landowner. The request from the Football Club is for the Town Council to give permission for the Football Club to display the advertisements in accordance with planning permission granted.
- 2.8 The Football Club has informed the Town Council that, as per the conditions with the planning permission, a plan of the adverts has been submitted to the District Council. The District Council has also advised that that the Football Club needs to ensure that all advert fixings are changed to permanent fixtures i.e. no cable ties.
- 2.9 Full Council is now being asked to consider whether or not it grants permission to the request set out at 2.6.

3. Floodlights

- 3.1 In November 2022, the Football Club submitted a planning application to Lewes District Council seeking permission to vary the conditions relating the planning permission previously obtained in 2010 for use of floodlights. The variation sought was to permit up to 22 floodlit matches – increased from 12 matches - and the associated times.
- 3.2 This application was determined by Lewes District Council's Planning Committee at the same meeting as the advertisements, in July 2023.
- 3.3 Permission was granted, with conditions attached to help safeguard nearby residential amenity. The decision notice is attached at Appendix B.

- 3.4** Full details of the planning application and subsequent granted permission can be found on the District Council's Planning Portal, [application reference LW/22/0739](#).
- 3.5** Full Council should also be aware of a number of public objections submitted to the District Council relating to this planning application.
- a. The written objections can be viewed on the [District Council's Planning Portal](#), and
 - b. The webcast of the District Council's meeting – and the objections raised verbally at this meeting – can be viewed on the [District Council's Committee meeting webpage](#).
- 3.6** The lease grants the Football Club the right to erect and use floodlights, subject to: planning permissions being sought, being kept in a state of good repair and condition, and landowner permission being granted (not to be unreasonably withheld).
- 3.7** Following planning permission being granted, and in accordance with its lease, the Football Club has submitted a request to the Town Council, as landowner.
- 3.8** The request from the Football Club is for the Town Council to give permission for the Football Club to operate the floodlights in accordance with the planning permissions granted.
- 3.9** Full Council is now being asked to consider whether or not it grants permission to the request set out at 3.8.

4. Gate Closures

- 4.1** As a club within the Football Association's National League System, there are certain ground grading requirements to be met – these relate to provisions such as the clubhouse, toilets, perimeter boundaries, spectator access and so forth. Closing certain gates to The Crouch enables the Football Club to ensure that it is in control of spectator access.
- 4.2** Some years ago, the Town Council granted for a set number of gates to be closed for a maximum number of times per year, and with conditions attached e.g. the gates being supervised or clear signage about the closure being displayed.
- 4.3** It has been a number of years since the closures were last reviewed and as such, discussions have been taking place with the Football Club to

ascertain what arrangements they would like to see in place with the gates. The Town Council is also aware of a number of concerns raised by some residents relating to the gate arrangements.

- 4.4 Following on from this, it is vital to be mindful of the impact of the closures on other users of the site, to ensure the arrangements are fair and reasonable.
- 4.5 Due to the nature of football fixtures, there can be short notice postponements and rescheduling of matches. As such, it is recommended that Full Council delegates power to officers to be able to discuss and agree the gate arrangements directly with the Football Club. Full Council is however recommended to provide its approval of the concept of gates being closed, with officers then able to work with the Football Club – in consultation with the Chairs as per the motion - and other users of the site to agree the most effective and reasonable operational details of the closures.
- 4.6 The current request from the Football Club is to shut the gates to the eastern part of The Crouch – so not the gates from East Street, beside the entrance to the Bowling Green or from Mercread Road to beside the play area – on men’s first team match days. The closures would start half hour before the match and gates opened again at half time.
- 4.7 Officers are intending, subject to Full Council approval at this meeting, to allow the gate closures as per 4.7 above on a trial basis.
- 4.8 During the initial trial period, there will be a period of public consultation to allow feedback on the gate arrangements from residents and the Town Council will be mindful of this consultation when it considers the results of the trial.
- 4.9 Officers will also ensure that the relevant risk assessments are undertaken to identify steps to mitigate any risks that may be involved.
- 4.10 Officers would report back to the Community Services Committee on how the trial basis has gone and overview of arrangements to be implemented, once known.

5. Fence Petition

5.1 Elsewhere on this agenda is a petition submitted against a previous proposal by the Football Club to erect a fence around the perimeter of the football pitch.

5.2 For clarity, this petition does not directly relate to the requests above but is deemed appropriate to be presented to, and discussed at, the same meeting where other Football Club matters are being considered.

6. Financial Appraisal

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

7. Contact Officer

7.1 This report has been presented by the Town Council's Management Team.



Lewes District Council

Planning Services

Southover House, Southover Road, Lewes, East Sussex, BN7 1AB

Tel: 01273 471600 Fax: 01273 484452 Minicom: 01273 484488

www.lewes-eastbourne.gov.uk DX No. 3118 Lewes-1

Ian Fitzpatrick - Director of Regeneration and Planning

Mr T Webster
Seaford Town Football Club
c/o Mr M Greve
G3 Architecture
26 Sutton Park Road
Seaford
BN25 1QU

LW/22/0740

Town and Country Planning Act 1990

**Town and Country Planning (Control of Advertisements) (England) Regulations
2007**

Consent to Display an Advertisement

In pursuance of their powers under the above-mentioned Act and Regulations, Lewes District Council hereby notify you that it **GRANTS** express consent to display (an) advertisement(s) for the following development.

Advertisement Consent Application for Various business advertisement boards fixed to the pitch side barriers, fascia signs to the football stand

At Seaford Football Club Bramber Road Seaford East Sussex

Parish: Seaford

to be carried out in accordance with Plan and Application No. LW/22/0740 submitted to the Council on 4 November 2022.

By virtue of Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, this consent lapses at the expiration of **FIVE YEARS** from the date of consent.

To meet the requirements of Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 this permission shall meet the following standard conditions:

(a) Any advertisements displayed, and any site used for the purpose of the display of advertisements, shall be maintained in a clean and tidy condition so that it does not impair the visual amenity of the site.

(b) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a safe condition that does not endanger the public.

(c) Where any advertisement is required under the said Regulations to be removed, the site is to be left in a safe condition that does not endanger the public and in a reasonably clean and tidy condition so that it does not impair the site's visual amenity.

(d) No advertisement shall be sited or displayed without the permission of the owner of the site (this includes land or buildings where the advertisement is displayed), or any other person with an interest in the site entitled to grant permission.

(e) No advertisement shall be sited or displayed that would render hazardous the use of any highway, railway, dock, harbour, waterway or aerodrome (civil or military); or obscure, or hinder the ready interpretation of, any road traffic sign, railway signal or aid to navigation by water or air; or hinder the operation of any device used for the purpose of security or surveillance (such as closed circuit television cameras) or for measuring the speed of any vehicle (speed cameras or other speed-measuring devices).

The application is also subject to the following specific conditions:

1. This decision relates solely to the following plan(s):

<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Design & Access Statement	3 November 2022	Design & Access Statement
Existing Elevation(s)	3 November 2022	2000.S03 - Existing Football Stand + Pitch Barrier Elevations
Existing Layout Plan	3 November 2022	2200.S01 - Existing Site Layout Plan
Location Plan	3 November 2022	2200.LP01 - Site Location Plan
Existing Block Plan	3 November 2022	2200.BP01 - Existing Block Plan

Reason: For the avoidance of doubt and in the interests of proper planning.

2. This consent shall expire 5 years from the date of this notice whereupon the signage shall be removed and any damage repaired unless further consent to display has been given by the Local Planning Authority.

Reason: To accord with Regulation 14(7) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and for the purposes of amenity and public safety.

3. No further adverts will be added to the ground. No adverts will be externally or internally illuminated. No further adverts will be installed without advertisement consent.

A photographic and positional plan record will be made of the existing adverts on the football stand and pitch barriers and submitted to the Planning Authority within 1 month of this permission.

All Advertisement fixings to also be agreed in writing by the Local Planning Authority to ensure they are secure.

Reason: To comply with LP 2 DM31 policy on Advertisements and to ensure public amenity and safety

A rectangular box containing a handwritten signature in black ink that reads "I Fitzpatrick".

Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

Date: 8 August 2023

Please read the attached notes.

Note to applicant

Permission is granted subject to due compliance with The Building Regulations and general statutory provisions in force in the area and nothing herein shall be regarded as dispensing with such compliance and shall not be taken as granting any licence or approval for any other purposes whatsoever.

Your attention is drawn to the Party Wall Act 1996 and your responsibilities to your neighbours under this legislation.

Note:

The right to appeal

1. You have a right to appeal against the Local Planning Authority's:-
 - a) refusal of consent for an advertisement;
 - b) grant of consent for an advertisement subject to a condition with which you are dissatisfied
 - c) failure to issue a decision on an application with a specified time (namely 8 weeks from the date the application is formally acknowledged or such longer period you may have agreed in writing with the Council), provided the Council have not given you notice that they have declined to determine your application under the provisions of Section 70A of the Town and Country Planning Act 1990; or
 - d) 'Discontinuance Notice' requiring you to remove an advertisement or stop using an advertisement site.

The appeal is made to the Secretary of State and the procedure is very similar to the procedure for a planning appeal to the Secretary.

The choice of appeal procedure

2. There is a choice of two appeal procedures and the Planning Inspectorate will co-operate with you, or your agent, in enabling your appeal to be processed and decided in the way you would prefer. But the Planning Inspectorate may occasionally have to use a procedure which is not your own preference, in order to ensure that all aspects of the appeal are thoroughly and fairly considered. When this happens the Planning Inspectorate will explain why.
3. From the outset of an appeal you should give *precise* grounds of appeal. This enables the Local Planning Authority in their written statement to answer the relevant points and thus avoid unnecessary delays. You will be given the opportunity to respond to their representations.
4. The available appeal procedures are:
 - a) by written representations which you and the Local Planning Authority make, followed by (i) an *unaccompanied* site-inspection of the appeal site; or (ii) no site-inspection, but with consideration of photographs of the appeal site, *provided you and the Local Planning Authority both agree in advance to this arrangement*.
 - b) by hearing of the parties' oral representations, and (usually) an accompanied site-inspection of the appeal site, which are then reported to the Secretary of State. You should note that if you opt for this procedure, you may be liable for award of the Local Planning Authority's appeal costs against you if you are found to have behaved 'unreasonably' in the appeal proceedings. Further advice is given in DOE Circular 23/91.

The address for advertisement appeals and appeal forms

5. All advertisement appeals have to be submitted to the Secretary of State within 8 weeks of the receipt of the Local Planning Authority's decision against which you are

appealing. To appeal you should complete the official appeal form Form DOE 14075B for your appeal. These are specially designed, 3 part appeal forms using a copying process requiring no carbon paper. Please read the notes for guidance carefully *before* completing the forms. Form DOE 14075B can be obtain from this address:-

The Planning Inspectorate, Customer Service Team, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

The telephone number is: (Tel: 0303 444 5000) if you need more information or advice from the Planning Inspectorate. The fax number for urgent communications is 0117 372 8182.

6. On completion of the forms they should be returned as follows:-
 - a) white copy, to the Planning Inspectorate as the address above
 - b) yellow copy, to the Local Planning Authority against whose decision you are appealing
 - c) blue copy, for your own records.



Lewes District Council

Planning Services

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Ian Fitzpatrick - Director of Regeneration and Planning

Mr T Webster
Seaford Town Football Club
c/o Mr M Greve
G3 Architecture
26 Sutton Park Road
Seaford
BN25 1QU

LW/22/0739

Town and Country Planning Act 1990

**Town and Country Planning (Development Management Procedure)
(England) Order 2015**

Notice of Variation of Planning Condition

For: Amended description vary condition 1 of planning permission LW/10/0783 to permit up to 22 floodlit matches. Restriction on latest time of use to remain the same at 21:50 hours

At: Seaford Football Club Bramber Road Seaford East Sussex

Parish: Seaford

In pursuance of its powers and duties under the above-mentioned Act and Order, the Council hereby **GRANTS** Planning Permission for the above development in accordance with the plans and particulars submitted with your application received on 3 November 2022

The application is subject to the following conditions:

1. This decision relates solely to the following plan(s):

<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Location Plan	3 November 2022	2201.LP01 - Site Location Plan
Existing Block Plan	3 November 2022	2201.BP01 - Existing Block Plan
Technical Report	13 March 2023	88 point lux level test
Photographs	13 March 2023	Photos of floodlights in operation
Technical Report	13 March 2023	Ground grading guidance handbook
Additional Documents	13 March 2023	Covering letter

Reason: For the avoidance of doubt and in the interests of proper planning.

2. The floodlights hereby approved shall be used for up to a maximum of twentytwo (22) competitive evening games per football season (August - June). The Club shall provide advance written notification to the local planning authority of the dates when the 22 evening games are to be played. On each of the 22 evenings when games are played the floodlights shall not be illuminated after 9.50pm or after the completion of the competition event, (but only for the event purposes of "extra time or penalties" and not for any other purpose) and in any case with an absolute end of illumination on such occasions of 11pm.

Reason: To help safeguard nearby residential amenity, having regard to policies CP10 and DM25 of the Lewes District Local Plan and the NPPF

3. The floodlights hereby approved shall not be used for any purpose on Sundays, Bank or Statutory Holidays.

Reason: To help safeguard nearby residential amenity, having regard to policies CP10 and DM25 of the Lewes District Local Plan and the NPPF.

4. A maximum of four floodlight columns only shall be used on training sessions. On each of those evenings when training takes place the floodlights shall not be illuminated after 9pm.

Reason: To help safeguard nearby residential amenity, having regard to policies CP10 and DM25 of the Lewes District Local Plan and the NPPF.



Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

Date: 8 August 2023

Please read the attached notes.

Notes to applicant

Building Regulations – Your attention is drawn to the need for compliance with the Building Regulations and general statutory provisions in force in the area and nothing herein shall be regarded as dispensing with such compliance and shall not be taken as granting any licence or approval for any other purposes whatsoever. Your attention is

drawn to the Party Wall Act 1996 and your responsibilities to your neighbours under this legislation. Your attention is drawn to the provisions of Section 35 of the East Sussex Act 1981 regarding Access for Fire Brigade.



Seaford Town Council

Report No:	76/23
Agenda Item No:	13
Committee:	Full Council
Date:	21st September 2023
Title:	Martello Toilets – Confirmation of Tender Process
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To seek approval of the tender process relating to Martello Toilets

Recommendations

Full Council is recommended:

1. To delegate power to the Head of Assets, Projects and Services, in consultation with the Town Clerk and Chairs of Finance & General Purposes and Community Services, to determine and accept the chosen tender.

1. Information

- 1.1 The Town Council's Financial Regulations set out the procedures to be followed when entering into contracts, specifically section 11.
- 1.2 The tender process to follow for contracts of £50,000 to £5.3 million – which the Martello Toilets project will fall within the scope of – are set out within the table at 11.1.n.
- 1.3 This process requires that tenders over £200,000 are to be accepted by Full Council. It is likely that the tender submissions for this project will be over this threshold.
- 1.4 Due to the timing of the tender process and associated timeline, it is not viable to have this decision made by Full Council and still meet the anticipated project start date of the end of October, which should allow for completion before the Easter school holidays.

1.5 Due to the above, this report therefore seeks to delegate power to the Head of Assets, Projects and Services, in consultation with the Town Clerk and Chairs of Finance & General Purposes and Community Services, to determine and accept the chosen tender.

1.6 The outcome of the tender process would be reported back to the Town Council at the appropriate time.

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 Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

Report No:	79/23
Agenda Item No:	13
Committee:	Full Council
Date:	21st September 2023
Title:	Responsible Financial Officer Appointment
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update and confirm with Full Council the Responsible Financial Officer arrangements

Recommendations

Full Council is recommended:

1. To formally approve the appointment of Mulberry & Co. for the provision of Responsible Financial Officer services for the period 1st July 2023 to 31st March 2024 inclusive.
2. To formally approve the appointment of the current Finance Manager as Responsible Financial Officer in or before March 2024.

1. Information

- 1.1 Following the departure of the former Responsible Financial Officer (RFO), the Town Council is delighted to have engaged Mulberry & Co. to provide temporary RFO services for the rest of the 2023 - 2024 financial year.
- 1.2 Mulberry & Co. have assigned an extremely experienced and well-respected RFO of many years' standing to carry out this work.
- 1.3 Arrangements have also been confirmed with Mulberry & Co. to ensure necessary and appropriate separation between the RFO and Internal Audit roles.
- 1.4 The Service Level Agreement for this work is attached as Appendix A.

- 1.5 Following on from these temporary arrangements, the current Finance Manager is an experienced finance manager and well-respected Town Council employee, and, with support over the next few months, will be ready to take on the role of RFO by the end of the financial year.
- 1.6 The mentoring from the Locum RFO will enable the Finance Manager to succeed as RFO before the end of March, enabling successful staff development and a good outcome for the Town Council.

2. Approval Process

- 2.1 In accordance with section 11 of the Town Council's Financial Regulations, this contract is exempt from the requirement to obtain three quotes, due to its specialist nature.
- 2.2 The Town Council's Financial Regulations do however state that:
'The Responsible Financial Officer holds a statutory office to be appointed by Full Council.' (Section 1.8)
- 2.3 Therefore, Full Council is asked to approve these appointments.

3. Financial Appraisal

- 3.1 The cost for the RFO provision for 1st July 2023 to 31st March 2024 is estimated at £23,000 (based on up to 15 hours work per week, plus occasional travel).
- 3.2 The position of RFO is budgeted for within the salaries budget and the 2024 – 2025 budget presented to the Town Council during winter will reflect the change of postholder.

4. Contact Officer

- 4.1 This report has been presented by Adam Chugg, Town Clerk.



Our Ref: ANNA/SEA002

Your Ref:

Seaford Town Council
37 Church Street
Seaford
East Sussex
BN25 1HG

8 August 2023

Dear Adam

Re: Provision of Responsible Financial Officer (RFO) services

I am writing to set out the arrangements and terms on which Mulberry & Co will enter into an agreement with Seaford Town Council for the provision of RFO services for the period 1 July 2023 to 31 March 2024 inclusive.

These arrangements are intended to be for an average of 15 hours per week, although actual working hours will vary depending on the tasks needing completion within that period. Where the number of hours for any calendar month will exceed and average of 15 per week, prior consent will be sought and obtained from the Town Clerk. The hourly rate is **£40 + VAT**, with any travel charged at 45p per mile.

The council will be invoiced monthly, in arrears, for the actual number of hours worked each month. A detailed breakdown of the number of hours worked each week is available on request.

The RFO services will support the Town Clerk and Finance Manager in all aspects of the council's financial activities, but with particular focus on the elements of the Seaford Town Council job description as below:

- Advise the Clerk and Members on matters relating to the budget, income and expenditure, including procedures, methods and protocol.
- Under the direction of the Town Clerk, prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Lewes District Council.
- Management and preparation of quarterly VAT returns including reconciliation to Nominal Ledger VAT account monthly and online submission to HMRC quarterly. Advising the Town Clerk on any VAT issues including Partial Exemption, for compliance with legislation.
- Prepare the Annual Return and Accounts in accordance with current Accounts & Audit Regulations for a Band C Council ready for submission to the Council and External Auditor. Dealing with any queries from External & Internal Audit and ensuring compliance with Public Inspection notices.
- To coordinate a Risk Register which controls all Risks (Admin/Legal, Contractor, Environmental, Financial and Physical) and be specifically responsible for that element focussing on financial risks. To coordinate the recognition of new risks by different departments, and to produce six monthly reports to Council on the progress of actions designed to minimise the impact of such risks.
- Assist with the review of any Council Financial policies and financial aspects or considerations of other policies, such as the Council's Strategic Objectives and Development Plans.
- Formal matters where RFO sign-off is needed and/or where the Proper Officer seeks advice of the RFO.



MULBERRY & CO

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Registered Auditors
& Chartered Tax Advisors

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Any additional work beyond the terms of this agreement can be requested and will be charged at **£40 + VAT** per hour.

Should you have any questions please do not hesitate to contact me.

Kindest regards

Mark Mulberry

I/We agree with the terms in this letter

Signed

Name: _____

Date: _____

For & on behalf of Seaford Town Council