



## Seaford Town Council

### **Seaford Town Council Full Council Agenda – Thursday, 5<sup>th</sup> October 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, 5<sup>th</sup> October 2023** at **7.00pm**, which you are summoned to attend.

Adam Chugg,  
Town Clerk

29<sup>th</sup> 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	Full Council	20 <sup>th</sup> July 2023	<a href="#"><u>20.07.23 Full Council Minutes DRAFT</u></a>
4.2	Full Council	21 <sup>st</sup> September 2023	<a href="#"><u>21.09.23 Full Council Minutes DRAFT</u></a>
4.3	Climate Change	13 <sup>th</sup> July 2023	<a href="#"><u>13.07.23 Climate Change Minutes DRAFT</u></a>
4.4	Community Services	14 <sup>th</sup> September 2023	<a href="#"><u>14.09.23 Community Services Minutes DRAFT</u></a>
4.5	Finance & General Purposes	12 <sup>th</sup> September 2023	<a href="#"><u>12.09.23 Finance &amp; General Purposes Minutes DRAFT</u></a>
4.6	Golf & The View	29 <sup>th</sup> August 2023	<a href="#"><u>29.08.23 Golf &amp; The View Minutes DRAFT</u></a>
4.7	Personnel	5 <sup>th</sup> September 2023	<a href="#"><u>05.09.23 Personnel Minutes DRAFT</u></a>
4.8	Planning & Highways	28 <sup>th</sup> September 2023	<a href="#"><u>28.09.23 Planning &amp; Highways Minutes DRAFT</u></a>

### 5. [Natural England Proposal – The Chalk Cliff National Nature Reserve](#)

To receive a presentation from Natural England and consider report 85/23 providing a briefing to Full Council on what may be involved in Seaford Head Local Nature Reserve becoming part of Natural England's proposal to create The Chalk Coast National Nature Reserve (pages 6 to 46).

### 6. [East Sussex County Council Parking Consultation September 2023](#)

To consider report 84/23 enabling Full Council to consider and respond to a parking consultation relevant to Seaford, and raise any other relevant matters (pages 47 to 64).

### 7. [Stakeholder Groups for Community Land Use – Terms of Reference](#)

To consider report 86/23 updating Full Council on the terms of reference for the Stakeholder Groups for Community Land Use (pages 65 to 71).

**8. Freedom of Information Procedure and Publication Scheme Review**

To consider report 82/23 presenting a revised Freedom of Information Procedure and Publication Scheme for Full Council consideration (pages 72 to 86).

**9. Civic Awards Policy**

To consider report 83/23 presenting a revised Civic Awards Policy for Full Council consideration (pages 87 to 92).

**10. Briefing on Public Toilets**

To consider report 87/23 briefing Full Council on future papers to committees in relation to public toilets within the town (pages 93 to 94).

## 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](mailto: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](mailto: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](mailto: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

<b>Report No:</b>	<b>85/23</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>Natural England's Proposal – The Chalk Cliff National Nature Reserve</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To provide a briefing to Full Council on what may be involved in Seaford Head Local Nature Reserve becoming part of Natural England's proposal to create The Chalk Coast National Nature Reserve</b>

### Recommendations

#### Full Council is recommended:

1. To note the report and papers.
2. To confirm that the Town Council is in agreement with Seaford Head Local Nature Reserve being included in conversations about The Chalk Coast National Nature Reserve, with any final decisions to proceed to be made at a future Full Council meeting.
3. Following this meeting, to agree that Town Council officers begin work on relevant considerations such as looking at the most appropriate management structures, which land to include, affiliation options and any other matters to be considered before final decisions can be taken.
4. To nominate a Town Councillor to attend meetings as an outside body representative alongside relevant officers.

## **1. Introduction**

- 1.1** Natural England has approached the Town Council about the idea of Seaford Head Local Nature Reserve (SHLNR) being part of its proposal to extend the current Lullington Heath National Nature Reserve (north of Friston Forest), creating a new, super nature reserve with a working title of The Chalk Coast National Nature Reserve (NNR).
- 1.2** Natural England has produced information tailored for Seaford Town Council, which is included at Appendix A, consisting of:
  1. A summary report about the proposal
  2. The Seaford to Eastbourne Nature Recovery Project slide pack
  3. The National Nature Reserve Affiliated Land Advice Note
  4. The National Nature Reserve Management Standards
- 1.3** Seaford Town Council is one of eight landowners and managers being approached to become a part of this extension project, supporting the successful delivery of Natural England's Seaford to Eastbourne Nature Recovery Project. Sussex Wildlife Trust – which manages the SHLNR on the Town Council's behalf – is also part of the proposal discussions.

## **2. October Full Council Meeting**

- 2.1** Representatives from Natural England will attend the Full Council meeting on 5<sup>th</sup> October to outline the proposals, explain the potential role/s of the Town Council and take questions.
- 2.2** Full Council will then have the opportunity to determine if, as landowner, it agrees to SHLNR being part of the areas under discussion for the NNR. There is no commitment at this stage.
- 2.3** The summary report at Appendix A sets out what would be required of the Town Council if the decision were taken to include SHLNR in the NNR, including decisions around how the site/s are best managed in accordance with the NNR Management Standards (an appendix within Appendix A).
- 2.4** Depending on the decisions of the Town Council at this October meeting, work will also be taken forward by Town Council officers – with the support and guidance of Natural England - looking at the most appropriate management structures, which land to include, affiliation options and any other matters to be considered before final decisions can be taken.

### **3. Financial Appraisal**

- 3.1 There are no direct financial implications as a result of this report.
- 3.2 Officer and Town Council time will however be required to consider these matters.

### **4. Contact Officer**

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



# The Chalk Coast National Nature Reserve

## Proposal to Extend Lullington Heath National Nature Reserve



## Report for Seaford Town Council

Report for Seaford Town Council produced by Natural England by Kerrie Curzon and Laura Newland  
Approved by Jim Seymour, Deputy Director



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## Preface to document

This document forms a report produced to seek the Council's permission to explore the potential for the voluntary inclusion of Seaford Town Council (STC) land into the extension of Lullington Heath National Nature Reserve (NNR). The primary focus is the land managed by Sussex Wildlife Trust (SWT) but with potential affiliation for the wider STC estate/landholding. The extended NNR has a working title of The Chalk Coast NNR. The intention of this document is to provide relevant and accurate information to assist STC members' discussions about the proposed NNR. The project is being facilitated by Natural England (NE), as part of the England-wide King's Series of partnership National Nature Reserves and is a key element of delivering the Government's commitments to both reverse the decline in biodiversity and deliver climate resilience.

## Introduction

This document is intended to share preliminary information and provide an understanding of the proposed NNR. The Chalk Coast NNR would include land owned and/or managed by eight organisations, including Natural England, and could cover over 2000 hectares (ha) of land, providing an ecologically functioning scale for nature's recovery. The NNR forms the core part of a wider Nature Recovery Project, and both will contribute to the Government's Environmental Improvement Plan (EIP) targets.

There is an opportunity for the eight landowners and managers to take advantage of the land managed primarily for nature conservation between Seaford and Eastbourne, to voluntarily declare a National Nature Reserve, approved by the Natural England Board. The NNR would form the beating heart of the larger Seaford to Eastbourne Nature Recovery Project, restoring nature at scale to address biodiversity loss, climate change, and public health and wellbeing, underpinning local economies. The new Chalk Coast NNR would deliver a joined-up approach to facilitate working relationships across the landscape, resulting in effective and efficient management, which delivers thriving nature in high condition whilst providing savings, in both cost and resource, to the organisations involved. There is also a particular emphasis on climate resilience and protecting the quality and quantity of groundwater, which provides drinking water to Seaford and Eastbourne, from two underground aquifers.

The date proposed for the Natural England Board to formally consider the voluntary declaration is November 2024. Regular meetings are now underway where partners are shaping the NNR, as well as connecting with and involving wider stakeholders.

## Background

Lullington Heath is a National Nature Reserve (NNR) situated above Friston Forest in East Sussex. At only 63 ha it is an ecological island of rare chalk heath and grassland in a landscape surrounded by farmland, as well as multiple Sites of Special Scientific Interest (SSSIs), the majority in unfavourable condition. Also see slide 15 of Appendix 1.

The focus for the proposed 2000 ha+ Chalk Coast NNR will be on two key factors:

**Climate resilient groundwater:** Of direct interest to STC is the continued supply of clean drinking water to Seaford residents. The drinking water supply for Seaford, Eastbourne, and the surrounding villages, comes from two chalk aquifers within the area. [Recent research](#) by South East Water has

shown the chalk aquifers supplying this area are nearing the need for costly chemical intervention. Insufficient water supply due to climate change is also a growing concern. Managing the land above these underground aquifers to enhance good quality and resilient chalk habitats enables the natural filtering of unwanted pollutants, such as fertilisers, pesticides, and animal waste. Good management also increases deep soil moisture to improve water supply and recharge the aquifers. This provides clean and plentiful drinking water for residents; especially pertinent as weather extremes become more frequent.

**Grazing:** To maximise the value of these chalk habitats, they need to be grazed correctly by controlling the level of scrub and preventing tough grasses from growing. This is currently proving difficult for managers of the smaller areas within this landscape to operate their own herds, especially when they are not based on site. The NNR offers access to a coordinated ‘super herd’ in the area. This provides an essential, tailored grazing plan that will deliver the habitat needs for nationally rare species as well as enhancing the beauty of the landscape by increasing wildflower species. This, in turn, provides a vital food source for pollinators, as well as restoring nature to enhance the enjoyment and wellbeing of local visitors and tourists to the area. As stated above, it also ensures the service of clean and plentiful drinking water to local residents.

### **The proposed extension**

To ensure the ability of managing the land in this way, a landscape-based approach needs to be taken. This is where landowners in the area have started to work together to declare The Chalk Coast NNR.

### **Potential core partners and affiliated land**

For the above outcomes to be achieved, there is a need to look beyond the land already managed as an NNR. We have approached core partners from other organisations to gauge their interest in declaring their land to be part of the NNR.

The extension to the NNR is proposed for the land owned or managed by:

- South Downs National Park Authority and Seven Sisters Country Park
- South East Water
- Forestry England
- Eastbourne Borough Council
- National Trust
- Seaford Town Council and Sussex Wildlife Trust

The boundaries of the partners’ land can be seen in Figure 1, below. The land owned by STC and managed by SWT (Figure 2) is proposed to be included in the NNR as it meets the Selection Principles of being managed primarily for nature conservation (see slide 18, Appendix 1).

There is also the potential to affiliate land, outside of the NNR boundary, which does not have nature conservation as its first priority but is being managed with nature conservation as a consideration. For example, farmland which has food production as its primary concern, but is managed with nature in mind. In the case of STC, this could be appropriate for the golf course and tenanted farmland and benefit from the over-arching join-up of management mentioned above. See slide 16, Appendix 1 and Appendix 2.

## The area

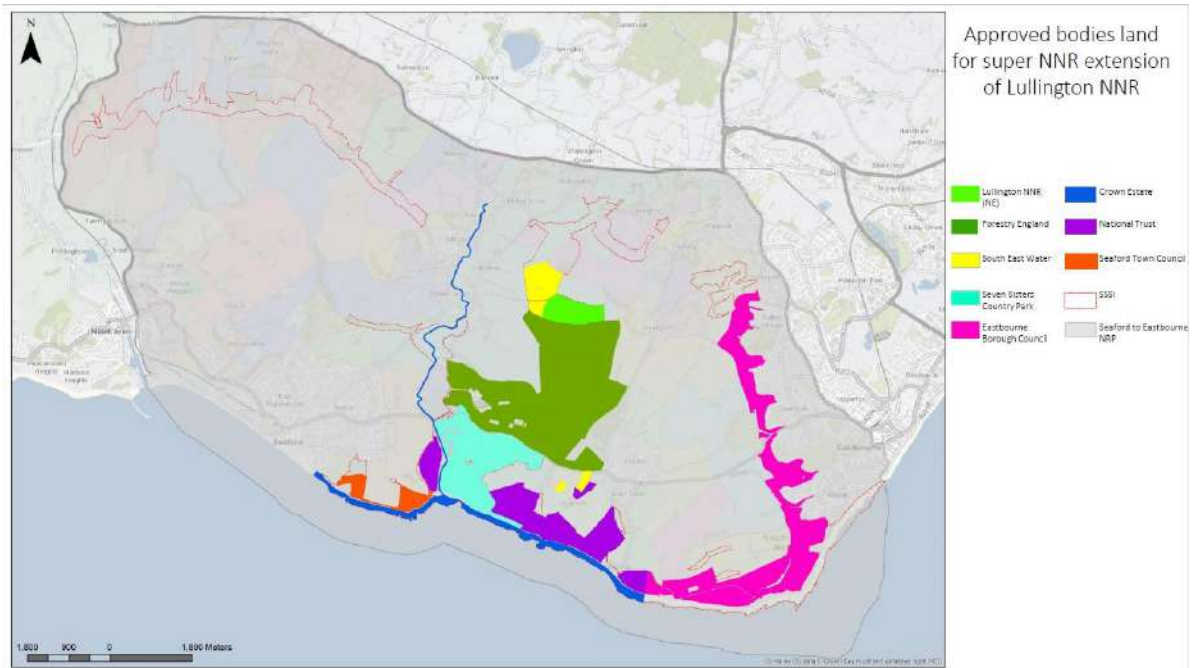


Figure 1 Map of potential partner land.

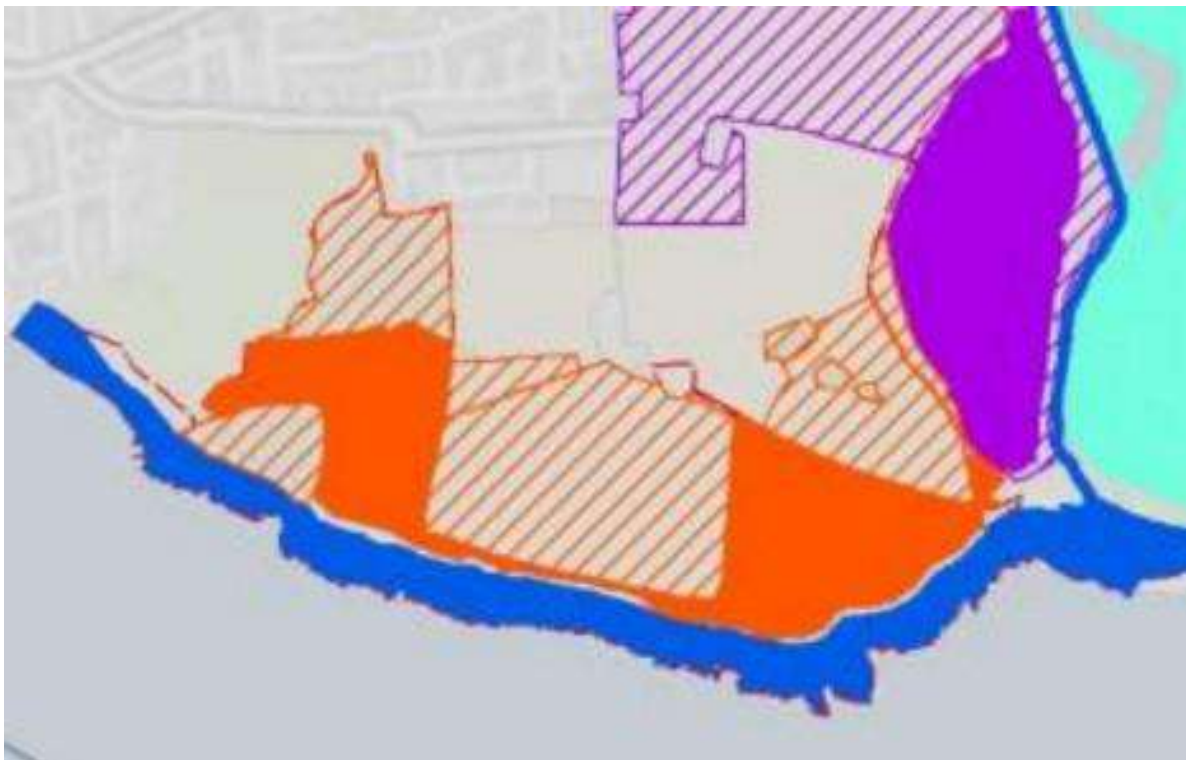


Figure 2 Detail of Seaford Town Council land (solid orange SWT managed land, hatched STC land).

## **The difference this will make**

The initial inspiration for this project came from the need to protect the underground aquifers. As this is key to Seaford and surrounding residents, we hope to include STC in the declaration of this extended NNR.

Connecting the landscape by working together will allow nature to thrive. The STC owned Local Nature Reserve (LNR) and SSSI units managed by SWT are key to joining up the landscape. The status and recognised brand of the NNR series across the country, along with strengthening working relationships with other landowners across the local landscape, will build resilience and confidence that partners can do more together. This will help to provide an improved and cost-effective way of managing this land. Experience from other recently declared Kings Series partnership NNRs has proven that there are also novel funding opportunities associated with the project. SWT are currently considering ways this would enable improvements in biodiversity, access, grazing and interpretation at Seaford Head, as well as connecting the site to the wider landscape.

The NNR would have an over-arching management framework, that would sit over each organisation's management plan but would not overrule this. The management framework will be developed after the declaration and ensure the inclusion of each partner's views. It would provide benefits for each partner and enable working together. Working together would help to deliver national EIP targets locally by improving the condition of the SSSIs (as part of the NNR) and help promote nature-rich land in the wider area. This would also provide land managed for nature conservation in perpetuity and would go beyond individual relationships between the organisations.

As STC has declared a climate emergency, the benefits associated with climate resilience are particularly relevant. The area has a long history of discussions and management boards who have tackled these issues. Working with climate resilience in mind will enable the necessary changes to the landscape and a partnership will allow support for these conversations with wide-ranging stakeholders. The NNR affiliation would give recognition to the existing sustainability commitments on the golf course, including the 'Operation Pollination' and 'OnCourse' initiatives, alongside the efforts to reduce the burden on mains water by utilising a local borehole. Likewise, we recognise the inclusion of a change in management of your green spaces in your Action Plan 2022/23 and highlighted in the change of mowing-regime to allow for meadow 're-naturing'.

Other benefits include increased access to novel funding sources from the private sector, for example South East Water has provided support to the existing NNR for many years, and greater support for agri-environment schemes, and landscape-scale ecological function. See also slide 19, Appendix 1.

There is a possibility for an additional resourcing in the form of a Partnership Officer to be provided by one of the partners and potentially funded by more than one. This is a new potential, and we would like to include you in upcoming discussions.

## **What is required**

The NNR extension is a voluntary declaration and does not involve another set of rules in addition to the SSSI. The land is then managed by an Approved Body (AB), demonstrating the intent to deliver exemplary management, as set out in the NNR Management Standards (Appendix 3), in perpetuity. SWT are already experienced in this regard as an AB, through their management of Pevensy Levels NNR.

There is a series of options for how this could work:

#### Option 1a

To include the land already managed by SWT, as part of the management agreement with STC. SWT would be the Approved Body.

#### Option 1b

To include SWT managed land, while also including STC as an Approved Body. STC councillors have a choice for how and how much they are involved. Both SWT and STC would be Approved Bodies.

#### Option 2

All Local Nature Reserve land comes into the NNR. STC would need to be the AB, as there are multiple land managers.

#### Option 3

To include options 1 and 2, and to also affiliate other STC-owned land – the golf course and farmed land around the LNR. This affiliated land would not be within the NNR border but can be associated with the NNR to promote management with nature in mind, fitting with the NNR intention of being a good neighbour and spilling over its boundaries onto neighbouring land. STC would be the AB, with no additional ABs required, just conversations to be had.

### **Community-led**

We will be engaging with local people and other stakeholders on the journey to declaring the Chalk Coast NNR. We would like to confirm the core partners first, then move on to Affiliated Partner landowners in the area and local people.

We are currently mapping who and how best to collaborate with people who live and work locally and people who have a stake in the landscape. For example, the Coastguard Cottages, farm clusters, Parish Councils. We would appreciate STC's guidance in ensuring we get this right.

### **The wider landscape**

As mentioned, the Chalk Coast NNR forms the heart of the wider Nature Recovery Project (NRP), which covers around 12,000 ha (Figure 3). This provides greater opportunities for working with a wider range of stakeholders, who cannot be partners of the NNR. Also refer to slides 3 and 4 in Appendix 1.

The NRP will inform and be part of the county-wide Local Nature Recovery Strategy, which East Sussex County Council are leading the development of (slide 3, Appendix 1).

These aspects will all contribute to the government's Environmental Improvement Targets (slide 5, Appendix 1).



**Figure 3** Map showing boundary of the Nature Recovery Project and the proposed NNR.

**Next steps and an Estimation of STC Officer time**

Partners are working towards a voluntary declaration date of November 2024, which would be confirmed by the Natural England Board.

The following partnership meetings are upcoming and would involve time directly from STC or could be delegated to SWT:

Quarterly meetings (2 hours) – the first online quarterly meeting has been set for Friday 27<sup>th</sup> October and we would welcome a representative from STC to attend.

Visioning workshop (1 day) - this workshop is to develop aims for the NNR and we anticipate it will happen towards the end of 2023. The list of attendees will be discussed at our quarterly meetings.

Documentation (approximately 1 day) - there will be paperwork associated with this declaration. NE are responsible for completing the form for new Approved Bodies and for the proposal of the NNR extension. However, input will be required from each partner, to ensure the correct information has been included.

Our intention is to come back to STC in the summer of 2024 with an update on the NNR. This is in order for STC to confirm commitment of the land to the NNR. In addition, to confirm commitment of, subject to the options above, its role as an Approved Body for the aspiration of exemplary management of the NNR alongside partners. We would then submit to the Natural England Board to confirm STC’s land, status as an AB, and the 2000+ hectare Chalk Coast NNR boundary. STC would be the first Town Council in England to become an Approved Body.



### **Our questions for you**

At this stage, can STC confirm that they are comfortable for the conversations about the extended NNR to include their landholding - the land managed by SWT as part of the core NNR, with the potential for the golf course and tenanted land to be affiliated?

Which type of land would STC be more likely to consider?

Would STC be willing to become an Approved Body?

### **Any questions**

Laura Newland, Project Facilitator, NE: [laura.newland@naturalengland.org.uk](mailto:laura.newland@naturalengland.org.uk)

Kerrie Curzon, Nature Recovery Adviser, NE: [kerrie.curzon@naturalengland.org.uk](mailto:kerrie.curzon@naturalengland.org.uk)

# Seaford to Eastbourne

NNR Appendix 1

Restoring **Nature** at Scale to provide, Clean & Plentiful **Drinking Water**

Helping us to address:  
biodiversity loss, climate change, public health & well-being  
- underpinning local economies -

“We're excited to launch this Nature Recovery Project here in East Sussex focussing on how nature can improve life's most vital needs. These include clean water, nutritious food, space for physical and mental wellbeing and a more resilient environment to call home.

It's a fantastic opportunity to continue our work with all the great partners and partnerships in the area to deliver on our joint ambitions for people and nature.”

James Seymour, Sussex & Kent Area Manager, Natural England

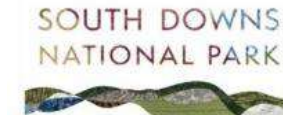
Project Facilitator: [laura.newland@naturalengland.org.uk](mailto:laura.newland@naturalengland.org.uk)

Nature Recovery Advisers: [amy.austrin@naturalengland.org.uk](mailto:amy.austrin@naturalengland.org.uk) and [kerrie.curzon@naturalengland.org.uk](mailto:kerrie.curzon@naturalengland.org.uk)

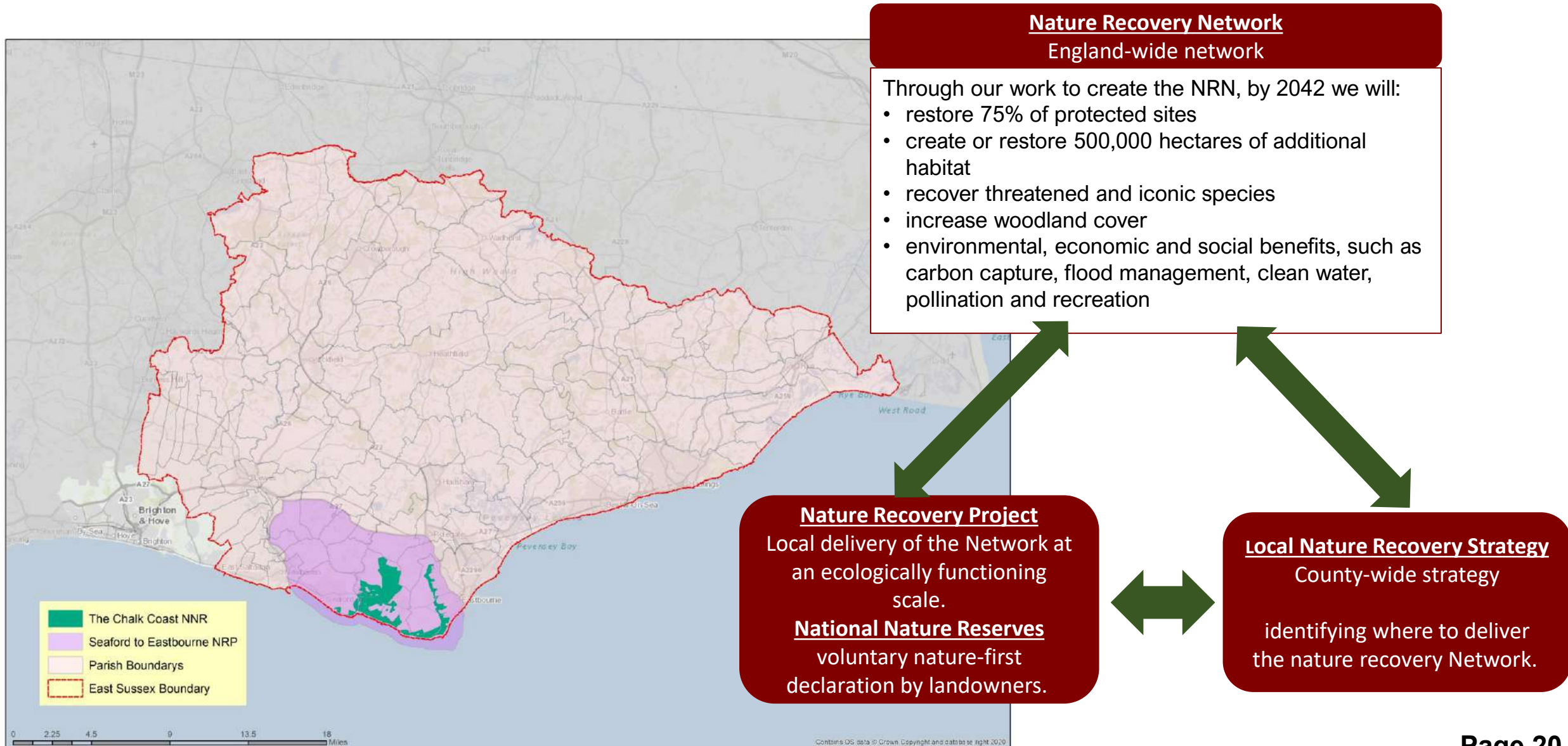
# Seaford to Eastbourne Nature Recovery Project and The Chalk Coast National Nature Reserve

“South East Water is pleased to partner on this exciting Nature Recovery Project. We have been working with Natural England and other partners for a long time to understand and promote the benefits that thriving nature has on the quality and quantity of our customers’ drinking water. “We’re excited by the prospect of restoring more nature across the area, particularly with the potential extension to Lullington Heath National Nature Reserve.”

 Emma Goddard, Head of Environment, SE Water



# GOV.UK: Nature Recovery - Networks, Strategies and Projects



# Nature Recovery Projects

**Inclusive:** Developed collaboratively & inclusively between partners & stakeholders

**Evidence based:** Draws on a range of environmental & socio-economic evidence

**Multifunctional:** Cover climate change adaptation & deliver a range of benefits communities need in that location

**Integrated:** Framed within wider local policies & frameworks including the LNRS. Deliver benefits across a range of policy areas

**Delivery Focussed:** Sets out a programme of delivery across short-, medium- & long-term timeframes identifying opportunities, priorities & addresses barriers

**Measurable:** Sets targets & measures progress on habitat restoration, creation, species recovery & wider ambition, including national & local policy objectives.

Partnership and evidence based spatial plans for nature restoration and delivering nature's benefits to communities to:

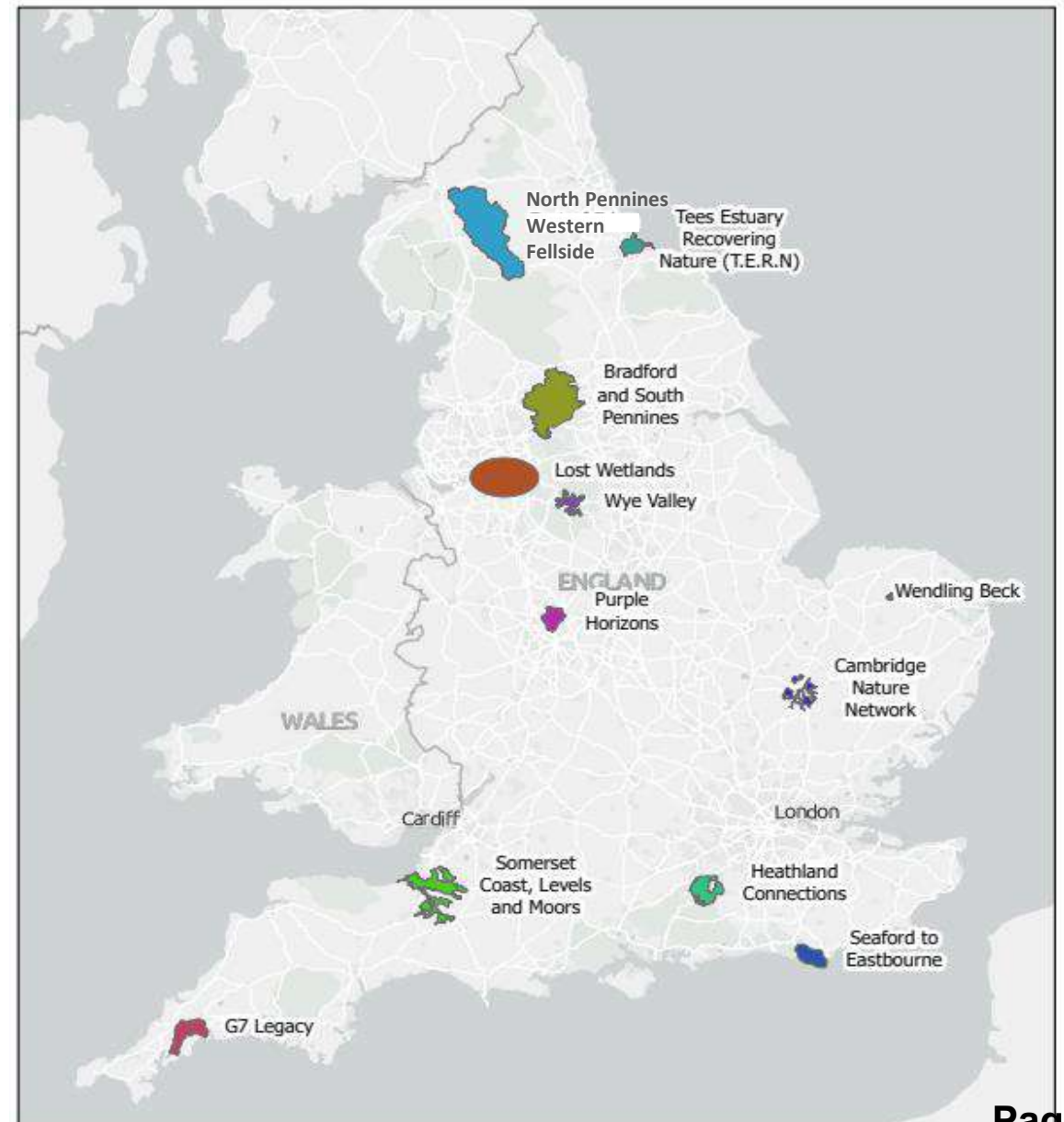
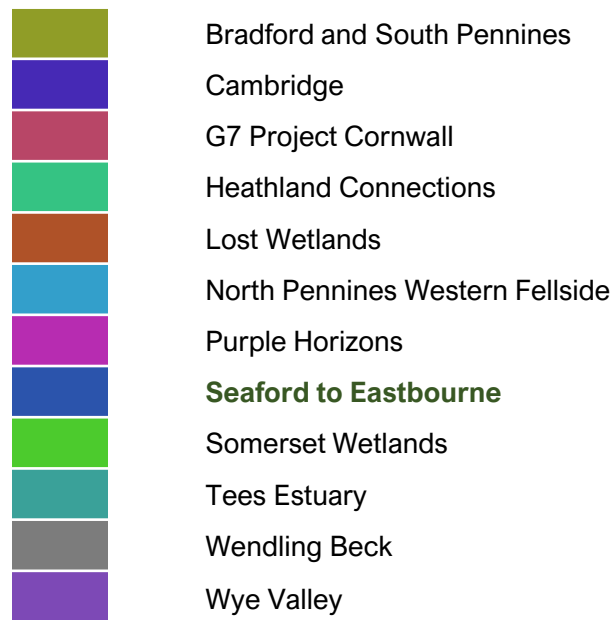
- **enhance sites designated for nature conservation and other wildlife-rich places** - newly created and restored wildlife-rich habitats, corridors and stepping-stones will help wildlife populations to grow and move
- **improve the landscape's resilience to climate change**, providing natural solutions to reduce carbon and manage flood risk, and sustaining vital ecosystems such as improved soil, clean water and clean air
- **reinforce the natural, geological and cultural diversity** of our landscapes, and protect our historic natural environment
- **enable us to enjoy and connect with nature** where we live, work and play - benefiting our health and wellbeing
- Articulate a shared vision, measurable objectives and detailed road map demonstrating and evaluating how individual projects and initiatives contribute to nature recovery in a place or landscape.
- NRPs help steer decisions with partners working together to deliver these objectives.

# GOV.UK Environmental Improvement Plan Target

An area bigger than the size of Hertfordshire is to be dedicated to fast tracking nature recovery as landscape-scale nature recovery projects are launched by Natural England and the government.

The multi-partnership collaborative projects covering 176,000 hectares of land across England – from the Tees Estuary to the South Downs – will create improved and better-connected habitats for wildlife and improve public access to nature. The projects will strengthen the national Nature Recovery Network and showcase delivering nature recovery at scale.

Aim: 25 Nature Recovery Projects across England. We have created 12 so far!



20 July 2023

### Seaford to Eastbourne Nature Recovery Project launches in East Sussex

- Seaford to Eastbourne Nature Recovery Project, covering 12,000 hectares, will create wildlife-rich habitats, improve climate security, and offer opportunities for the local communities
- Rare Wart-biter Crickets and Short Snouted Seahorses set to be first species to benefit
- Project part of six nature recovery projects launched, backed by £7.4 million funding, to support government target to halt and then reverse the decline in nature

‘Traversing 12,000 ha of the iconic land and seascape of the South Downs, the project builds on key partnerships with South East Water, local authorities, farmers and fishers. The project will build on research into chalk aquifers in the area which confirms the importance of using healthy chalk grass and chalk heath habitats to deliver clean and plentiful water. The work to integrate habitat and natural flood management schemes will create clean water supplies for nearby towns and benefit species, such as the rare wart-biter cricket. Ambitions further extend out to sea where the project partners will seek to boost short-snouted seahorse populations found near Beachy Head. The project is also researching how NHS staff who work in complex mental health can be trained in nature-based interventions, supporting the communities within Seaford to Eastbourne’

It is breathtaking...





# ...but there are challenges

Nature Sites unfavourable condition

Food security

Cuckmere 'moderate condition'

Stressed drinking water aquifers

Ash trees dying

Litter and plastic pollution

Suicide increasing

Big decline in wildlife

Congested roads

Losing our wildflowers to rank tor grass and bramble

Woodland floor dark and lifeless

Seaford Climate Emergency

Cuckmere – flood or drought



# Project Discovery: Partnerships and Plans

We have focused time towards understanding the current projects across the NRP area which are looking at ways to improve nature, work collaboratively together, and looking forward to adapt nature for climate change. Here are a few projects underway.



Eastern South Downs Farmers Group

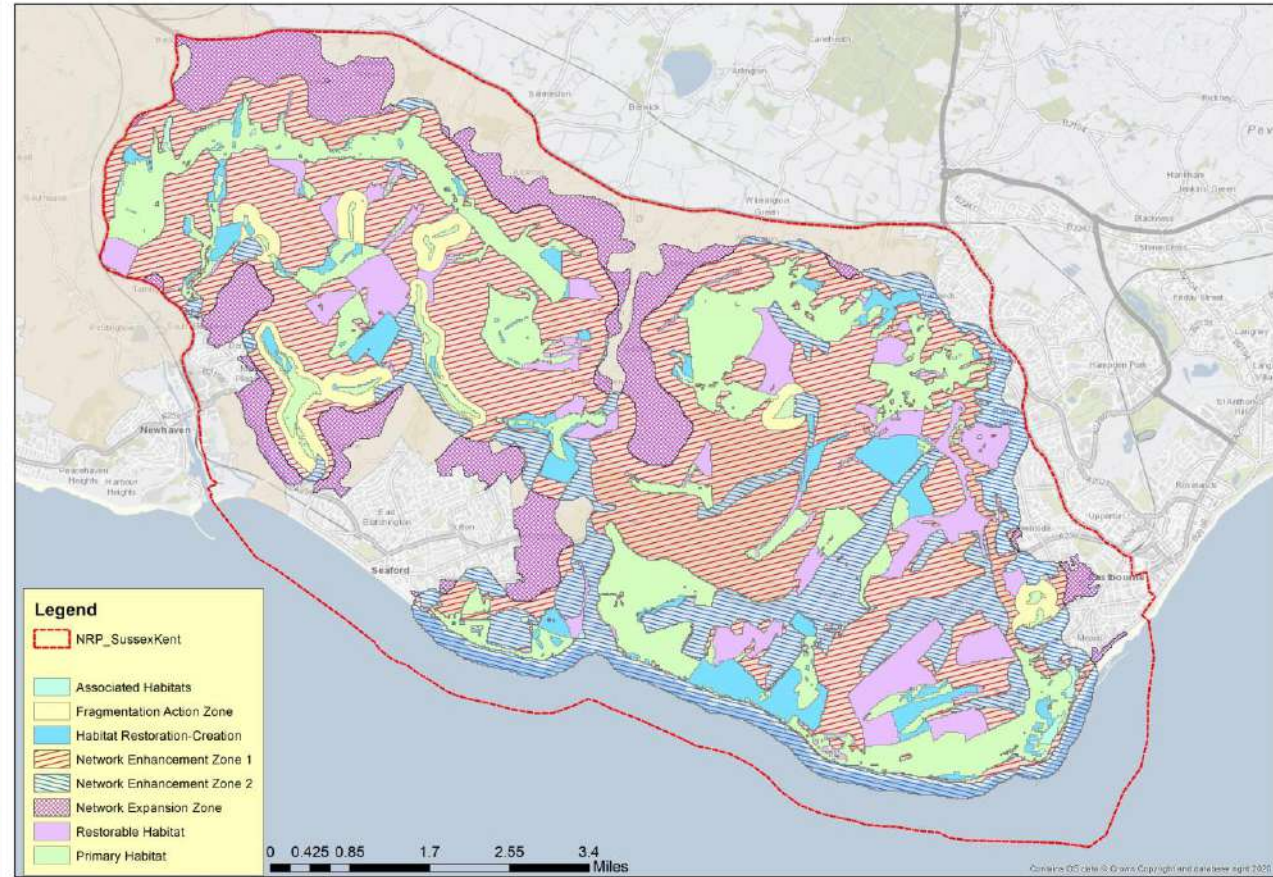
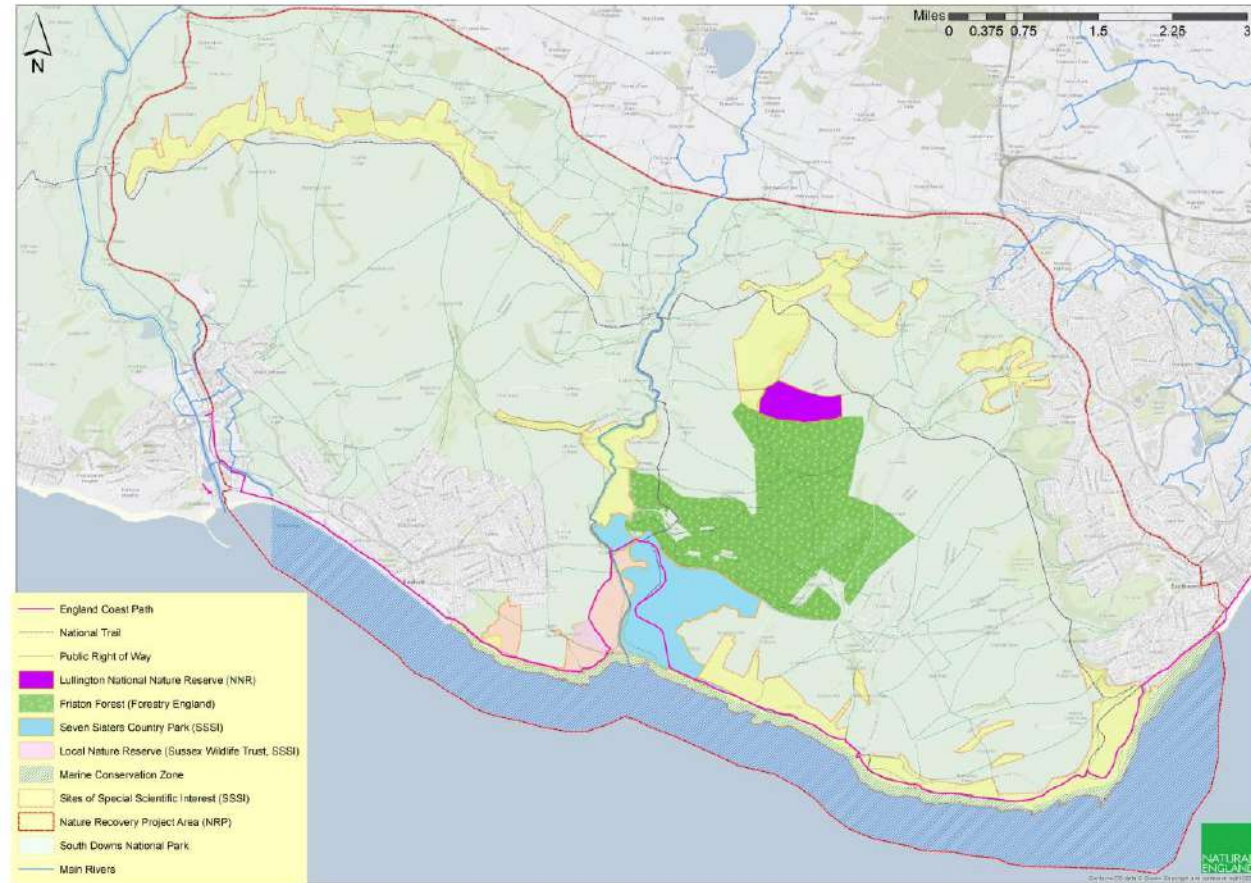


**Changing Chalk**  
*connecting nature, people and heritage*



# Project Discovery: Baseline

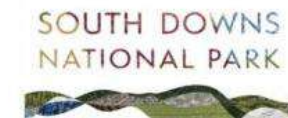
- SSSI and MCZ's Conditions
- Agri-Schemes
- Habitat Network
- Priority Habitat
- Condatis (Species dispersal opportunities)
- Woodland Creation Opportunity
- Climate Change Impacts



# Species Recovery Funnel

- **Part of SSSIs** – Do these species help towards feature assessments, and restore the SSSI to favourable conditions?
- **Partner Priority** – Can these species be focused on engaging partners to take part in the recovery?
- **Quick Wins** – Are there species which we can help quicker than others which may require a long research project first?
- **CPwN** – Can these species also help engage the local community? Can they touch, smell, see, or hear these species easily?
- **Recovery/Known Population** – Are there strong holds or known areas for this species?
- **Section 41/Red list** – Are these species at risk?
- **LNRS** – Do these species help fit in with the Local Nature Recovery Strategies?
- **Key Species** – Are these flagship species to help create habitat suitable for other species?
- **Species Recovery Fund**: Short-snouted seahorse project.

Type	Taxon Name	Common Name	Section 41 (Y/N)	LNRS/IUCN red list - CR,NT,EN,VU,EX	Recommended by (national/AT/ Partner)	Recommended by AT (Species Day/ Survey)	Part of SSS/NNR designation Y/N	Terrestrial Present from NBN Atlas data (Within 5years)
Amphibians and reptiles	Bufo bufo	Common Toad	Y	Y	Y	Y	N	Y
Amphibians and reptiles	Triturus cristatus	Great Crested Newt	Y	N	Y	Y	N	Y
Amphibians and reptiles	Vipera berus	adder	Y	Y	Y	Y	N	Y
Amphibians and reptiles	Lacerta agilis	sand lizard	Y	Y	Y	Y	N	N
Amphibians and reptiles	Anguis fragilis	Slow worm	Y	N	N	N	N	Y
Bee	Anthophora retusa	Potter Flower Bee	Y	N	N	N	N	Y
Bee	Bombus humilis	Brown-Banded Carder Bee	Y	N	N	N	N	Y
Bee	Bombus ruderarius	Red-shanked Carder-bee	Y	N	N	N	N	N
Bee	Colletes halophilus	Sea aster mining bee	Y	N	N	N	N	Y
Beetle	Lucanus cervus	Stag Beetle	Y	N	N	N	N	Y
Beetle	Meloe rugosus	Rough Oil Beetle	Y	N	N	N	N	N
Bird	Cuculus canorus	Cuckoo	Y	N	Y	N	N	Y
Bird	Fulmarus glacialis	Fulmer	N	N	N	Y	N	Y
Bird	Luscinia megarhynchos	Nightingale	N	Y	Y	Y	N	Y

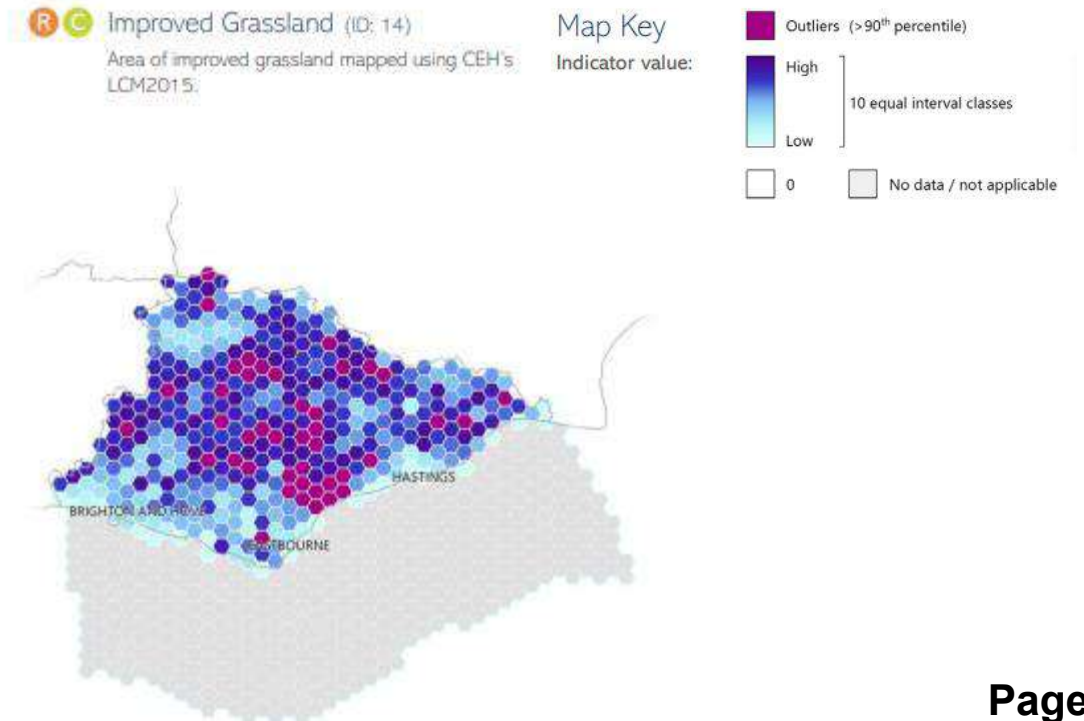
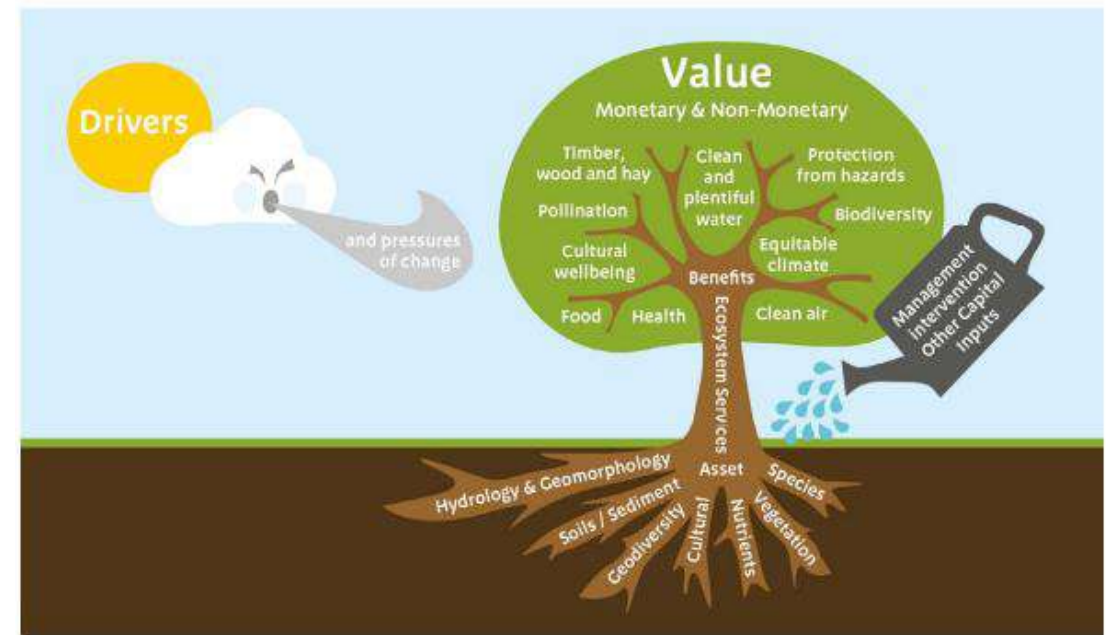


# Natural Capital Mapping

“The elements of nature that directly or indirectly produce value to people, including ecosystems, species, freshwater, land, minerals, the air and oceans, as well as natural processes and functions”

Mapping areas for natural capital such as, farming, freshwater, species and cultural, we will be able to support decision making for new projects to support these elements.

- About 70% of land in the UK is used for agriculture (Defra, 2017), producing a variety of goods for consumers across the UK and around the world.
- Despite occupying only 0.7% of land in England (CEH LCM2015), freshwater habitats are vital for many plant and animal species.
- The species composition of habitats influence their ability to provide ecosystem services and subsequently impacts the benefits received by society
- There are a number of characteristics that influence the cultural value that the natural environment provides to society. If accessible, well managed habitats can significantly enhance the mental and physical health of visitors and residents.



# Early Days: Projects & Joint Investments (£150k)



Partnership



Climate  
Resilient Nature  
Recovery



Natural Capital  
Investment



Health &  
Wellbeing



Farming &  
Tourism

- Walk the Chalk Coast Path Celebration
- NHS mental health nature-based training
- Heads On: Nature in Hospitals
- Suicide Prevention Operations Group
- Firle 50 Longbridge: Exmoor Pony grazing
- Lullington Dew Ponds
- Seahorse Hotels Research Phase 1
- MCZ Ghost Fishing Gear
- Harbour Porpoise F-PODS
- SeaSearch habitat & species surveys
- Poverty Bottom aquifer
- Kew Orchids Downs to Towns
- Eden chalk grassland seed harvesting
- Cuckmere Valley habitats and resilience
- SSSI chalk grassland condition surveys
- Vegetated shingle & woodland surveys
- Lace Border Moth mapping
- 5 CS Higher Tier Agreements



# The Chalk Coast National Nature Reserve Seaford to Eastbourne

**a landscape-scale NNR**  
*inspired by groundwater*



# Lullington Heath NNR

## The battle of the gorse

Lullington Heath NNR sits at the centre point of the Nature Recovery Project.

63 hectares, Lullington Heath was established in 1955. One of the largest areas of chalk heathland remaining in Britain. Over 250 types of plant grow here and more than 98 types of bird have been seen, 50 of which nest on the reserve.

There is great effort by our wardens and local farmers to restore the grassland and heath habitat back to health.

An ecological island?  
No longer with your help!

“These sites encourage nature recovery by acting as a reservoir of wonderful habitats which, given a chance, will spill out into the wider countryside. They are special places that Natural England manage for the benefits of people both locally and nationally.”

Jim Seymour, Sussex & Kent Area Manager, Natural England  
(Discussing East Sussex NNRs)

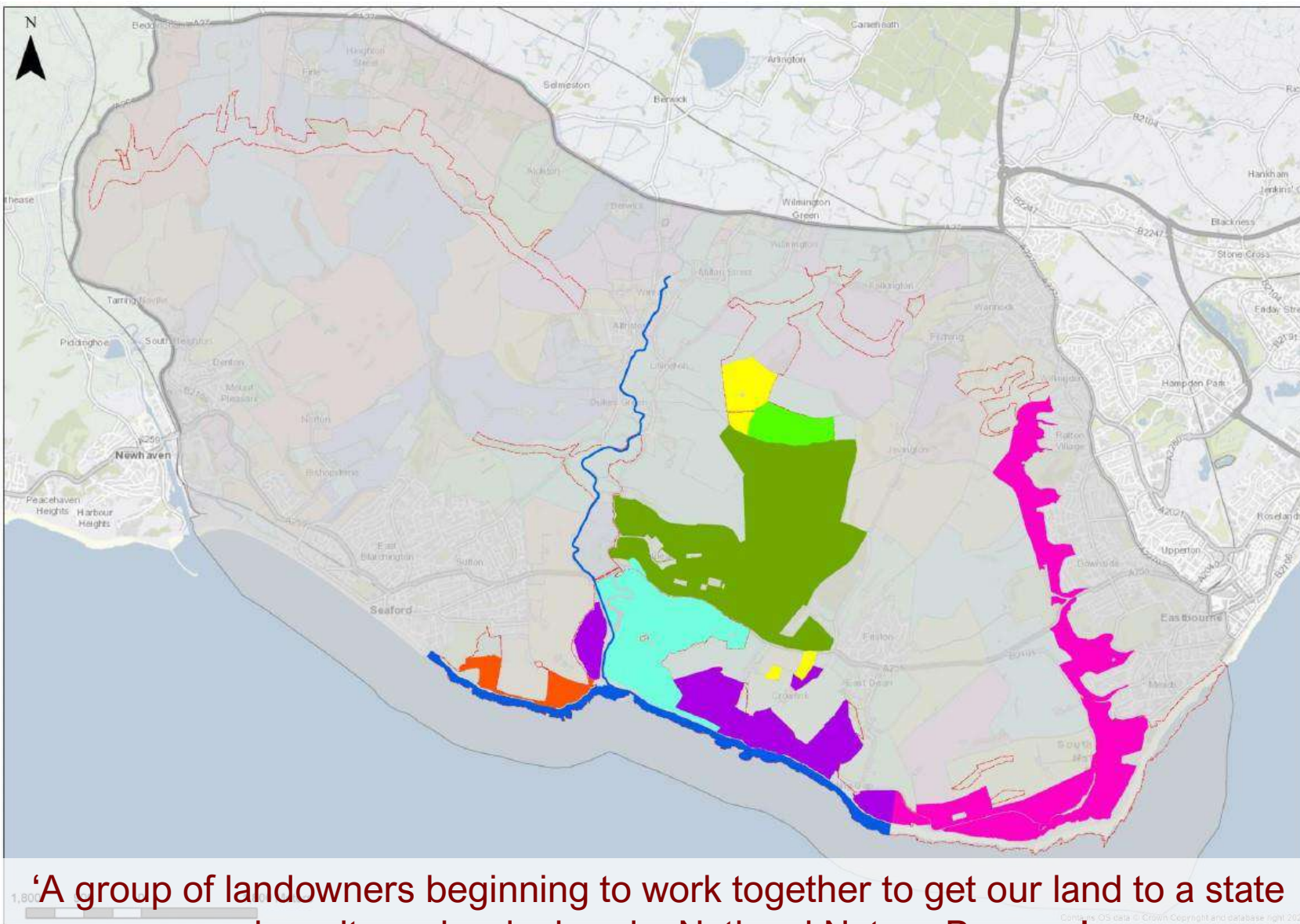




# Expanding the Core: Nature 1st Farming from 62 ha to 2,000 ha



Seaford Town Council



'A group of landowners beginning to work together to get our land to a state where it can be declared a National Nature Reserve'



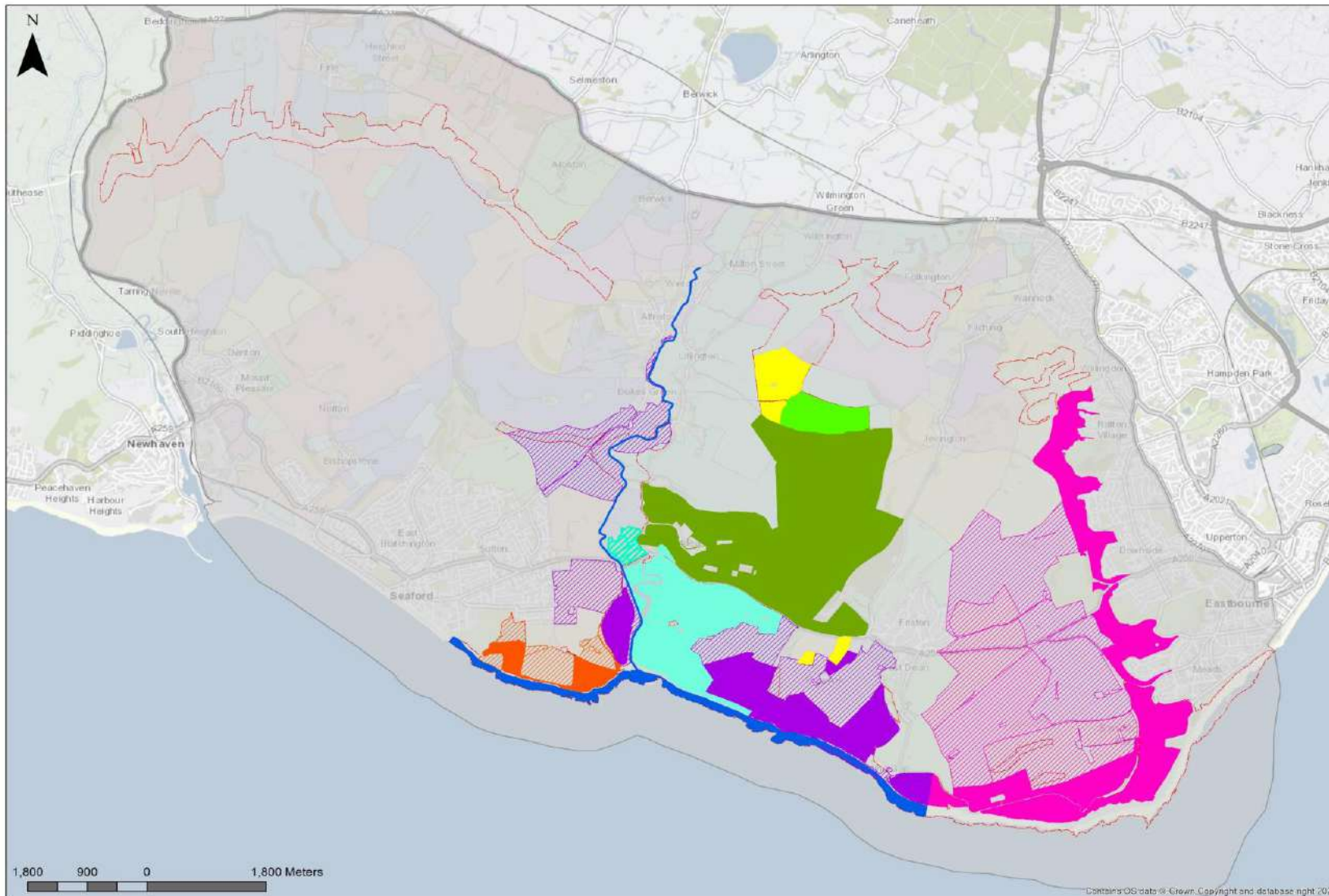
National Trust

SOUTH DOWNS NATIONAL PARK



south east water

# Big Affiliations: Farming for Food and Nature from 2,000 ha to 3,500 ha +

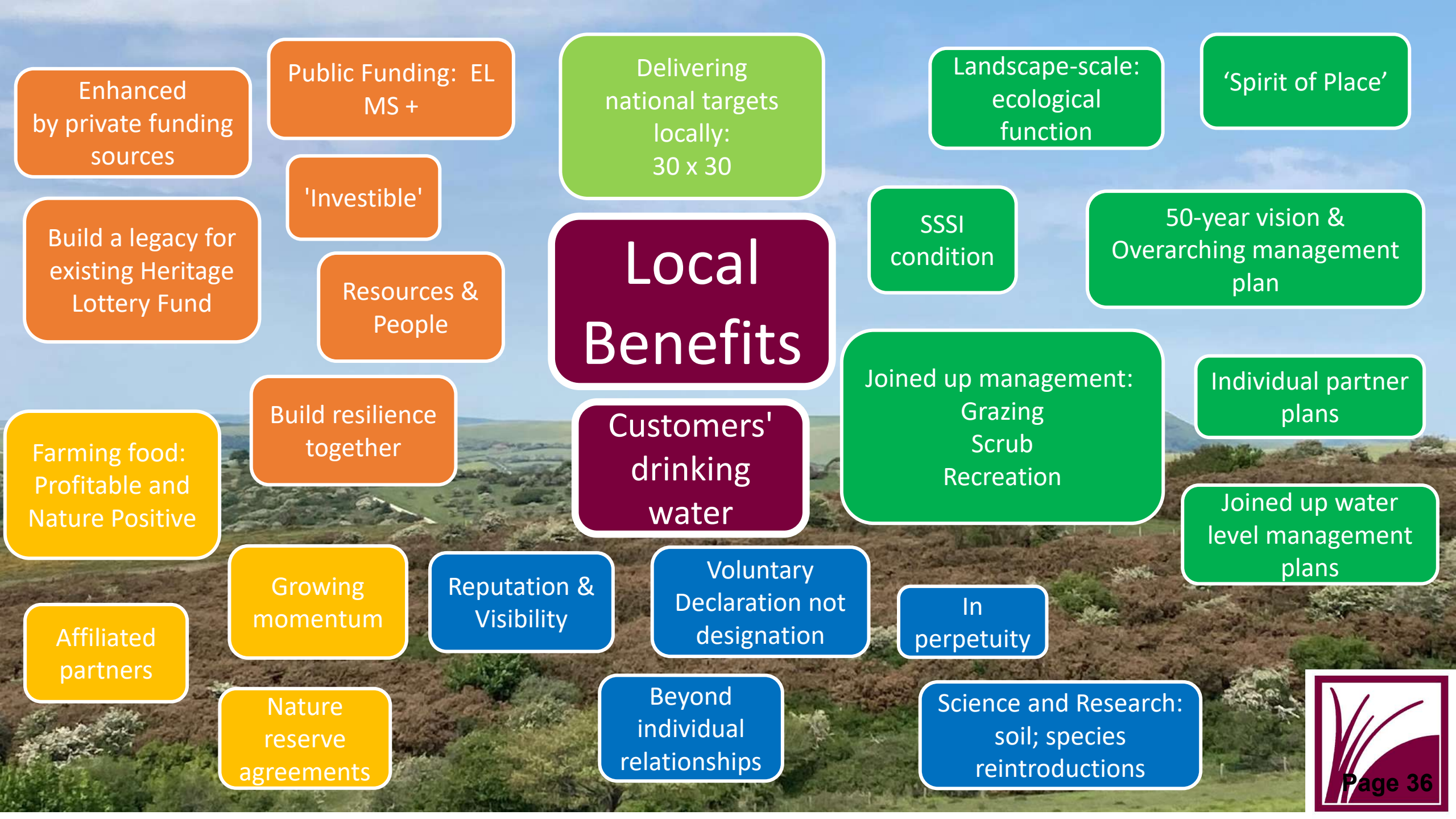


- |   |                            |   |                                      |
|---|----------------------------|---|--------------------------------------|
|    | Lullington NNR (NE)        |    | Crown Estate                         |
|    | Forestry England           |    | National Trust                       |
|    | South East Water           |    | Seaford Town Council                 |
|    | Seven Sisters Country Park |    | Eastbourne Borough Council: Tenanted |
|    | Eastbourne Borough Council |    | Seven Sisters Country Park: Tenanted |
|    | Seaford to Eastbourne NRP  |    | National Trust: Tenanted             |
|  | SSSI                       |  | Seaford Town Council: Tenanted/Owned |

# The Selection Principles for National Nature Reserves in England



- Exemplify the NNR Strategy and the three core purposes of NNRs:
  - Nationally important for nature conservation, including nature recovery
  - Outdoor laboratories which add to environmental science
  - Places where people can experience and enjoy nature
- Secure extensive sites and create a catalyst for nature recovery
- Implement and demonstrate the Lawton Principles – more, bigger, better and more joined up and be at a scale that enables restoration of ecological processes and innovative techniques
- Bring new land into conservation-led management
- Secure Partnership working within/beyond the NNR, where partners:
  - Have a shared vision and whole-NNR objectives
  - Specific plans for whole-site issues/activities
  - Coordinate resourcing and delivery to achieve more across the whole NNR



# Local Benefits

Enhanced by private funding sources

Public Funding: EL MS +

Delivering national targets locally: 30 x 30

Landscape-scale: ecological function

'Spirit of Place'

Build a legacy for existing Heritage Lottery Fund

'Investible'

SSSI condition

50-year vision & Overarching management plan

Resources & People

Customers' drinking water

Joined up management: Grazing Scrub Recreation

Individual partner plans

Farming food: Profitable and Nature Positive

Build resilience together

Joined up water level management plans

Affiliated partners

Growing momentum

Reputation & Visibility

Voluntary Declaration not designation

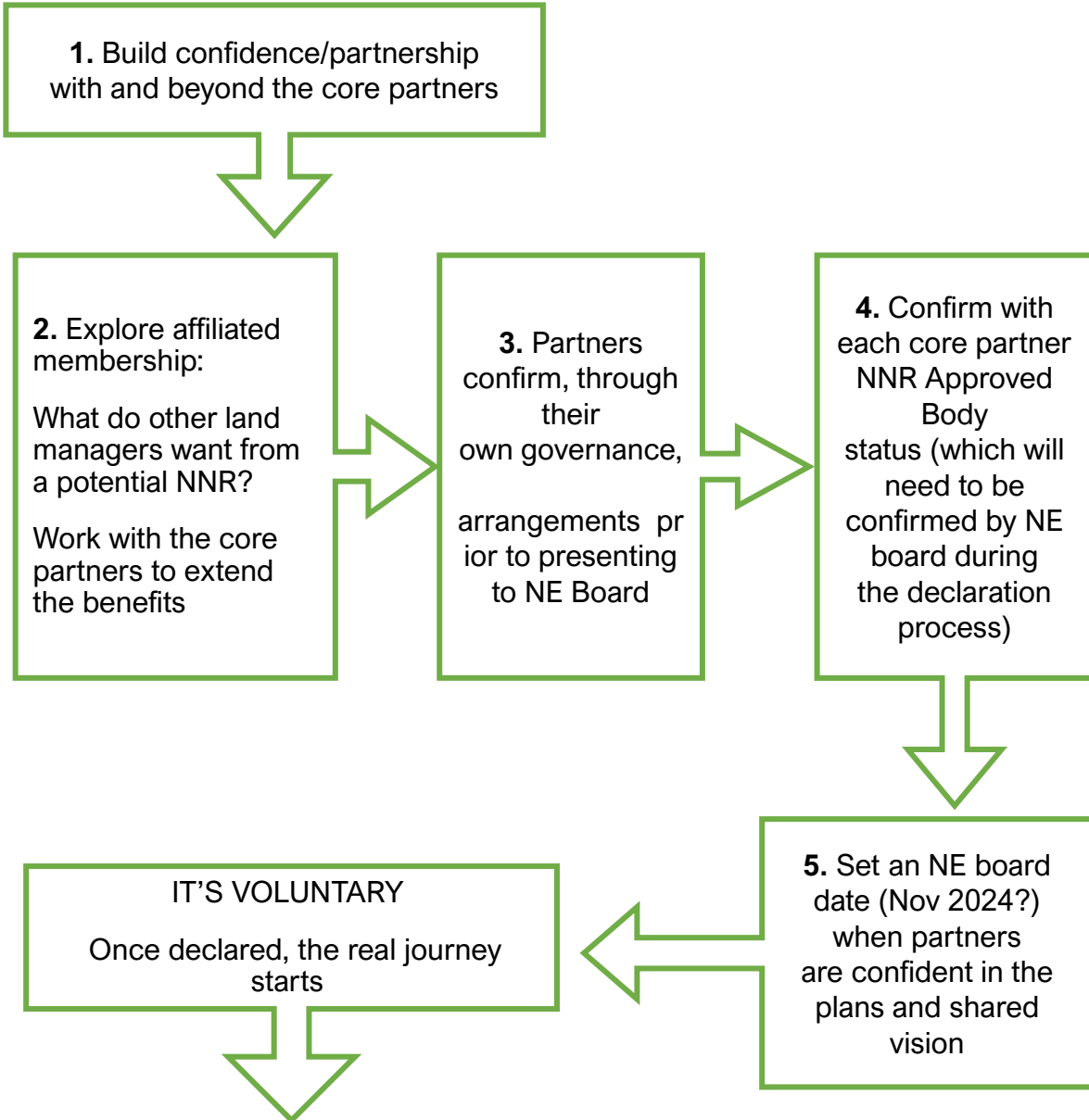
In perpetuity

Nature reserve agreements

Beyond individual relationships

Science and Research: soil; species reintroductions

# The Chalk Coast NNR next steps: exploring this together



# Seaford to Eastbourne Nature Recovery Project

Always asking questions, and together we can find the answers.

- What are the problems and why do they exist?
- What's stopping nature recovery?
- What do we want it to look like?
- What investments do we need?
- How can we build the 'business'?
- How do we collaborate to make it happen?

Project Facilitator: [laura.newland@naturalengland.org.uk](mailto:laura.newland@naturalengland.org.uk)

Nature Recovery Advisers: [amy.austrin@naturalengland.org.uk](mailto:amy.austrin@naturalengland.org.uk) and [kerrie.curzon@naturalengland.org.uk](mailto:kerrie.curzon@naturalengland.org.uk)



## National Nature Reserve – “Affiliated Land” Advice Note

This advice note sets out the concept of “affiliating” land to National Nature Reserves (NNRs). The purpose of affiliation is to recognise the contribution of non-declared land to the purposes of an NNR. It can apply to any existing or proposed NNR but is particularly relevant to the development and declaration of partnership NNRs. It is entirely voluntary, it does not add any legal status to the land and it can only be applied with the landowner’s permission and goodwill.

The intent is to help deliver the Strategy for England’s National Nature Reserves<sup>1</sup> in particular

- NNRs will be at the core of nature recovery and their abundant wildlife will brim over to enrich surrounding areas. Extensive and joined up NNRs will help restore ecological function and resilience.
- New and extended NNRs will be declared to galvanise landscape-scale nature recovery and ambitious science and engagement programmes, secured for the long term.

The requirements for new and extended NNRs are defined by the Selection Principles for National Nature Reserves in England<sup>2</sup>. NNRs are held and managed by Natural England or by bodies approved by Natural England to do so (Approved Bodies). NNRs’ primary land use must be nature conservation (in its broadest sense and including nature recovery).

Many potential new and extended NNRs are being or will be developed by a group of landowners and managers working in partnership. These extensive NNRs often encompass or link to land that is not eligible for declaration but that would make a significant contribution to the partners’ ambitions and the NNR’s function. This could be land held by an individual or an organisation that is not an Approved Body, or land that has another purpose, for example Defence Estate, productive forestry, water supply. In these cases, the land can be recognised as “affiliated” to the NNR and the landowner/manager included in the NNR partnership as locally appropriate.

Affiliation of land to an NNR is not a statutory designation and does not require a formal process or approval. It can therefore be developed and implemented locally, in ways that will deliver most for a particular NNR’s purposes and benefits and for the NNR managing bodies’ objectives. It may also provide a way of engaging new partners who want to contribute to the NNR and whose land could potentially be eligible for declaration in future but are not yet ready or able to commit to NNR status. Note that affiliation does not replace any land-based designation including SSSI, SPA or SAC so any such regulatory requirements remain in place.

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<sup>1</sup> NNR strategy

<sup>2</sup> NNR Selection Principles

The benefits of such areas will be specific to the location and situation, but examples of what they could offer are: buffering the NNR; contribution to Nature Recovery Network / Local Nature Recovery Strategy linkages; hydrological connectivity; addition of land for management interventions/experiments and or control areas for such; provision of visitor facilities and access routes; networking with local landowners; linkages with ELM or biodiversity/carbon payment schemes that are compatible with the NNR.

Affiliation does not confer any form of NNR status and it is important that this is clearly understood by all parties and that such land is clearly distinguished from the NNR on any maps or documents. Additionally the NNR managers and participating landowner need to ensure that the affiliation could be removed in future (should circumstances change) without compromising the purpose, function or legal status of the NNR

Considerations to determine whether land would be suitable for affiliation to a new or existing NNR include:

- What will be the benefits of affiliating the land?
- What will it contribute to the NNR purposes and additional benefits?
- How will it be enriched by the NNR?
- Is the management of the land broadly compatible with the NNR managing bodies' objectives?
- Does the landholder want to be actively engaged with the NNR managing bodies?
- Can it be included in the management plan or framework management plan for partnership NNRs?

Affiliation can take place at the time of declaration, or afterwards, and it can be for a fixed term or open ended. A joint statement of intent or equivalent could be agreed between the landowner and the NNR Managers to ensure common understanding of the purpose and objectives of the affiliation.

A record should be kept for each affiliation, to provide a clear audit trail of engagement with the landholder and the basis on which the land is linked to the NNR. It is anticipated that affiliation relationships could be long term and therefore undergo staff and partner turnover, so it will be important to have a clear record of the intention and purpose, and the decisions that are made.



# Natural England Standard National Nature Reserves Management Standards




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## 1:0 About this standard

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### Background

National Nature Reserves (NNRs) include some of the best examples of England's wildlife and geology. There are 221 NNRs in England covering c105,000 ha. Natural England manages 135 of the NNRs on its own or jointly with others, and the remainder are managed by Approved Bodies.

NNRs were established under the National Parks and Access to the Countryside Act 1949, which specified that they were for “preserving flora, fauna or geological or physiographical features of special interest in the area and/or for providing opportunities for the study of, and research into, those features”. The Natural Environment & Rural Communities Act 2006 extended the role of NNRs to include the provision of opportunities for public enjoyment of nature and/or open-air recreation. The ‘three pillars’ of nature conservation, research and access are fundamental to NNRs.

Ninety-three percent of the area covered by the NNRs comprises Sites of Special Scientific Interest (SSSIs).

### Natural England's statutory duties and roles in relation to NNRs

Natural England may declare sites which in its opinion meet the criteria that it sets out for National Nature Reserves. It can conversely de-declare NNRs.

Section 35 Wildlife & Countryside Act 1981 allows Natural England to approve other organisations (Approved Bodies) to manage NNRs. Natural England will use this standard to ensure that potential Approved Bodies understand and have the capabilities needed to meet the standard at a specific site.

Working with the NNR Partnership, Natural England promotes England's NNR series and helps facilitate the exchange of information across the series. This is done by agreeing shared standards across the series with other NNR managers, by facilitating the exchange of learning, and by promoting understanding and support for the NNR

### National Nature Reserves Management Standard

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series amongst government and the public. Natural England provides a contact point for each NNR managed by Approved Bodies to support these functions.

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## 2:0 The Standard

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This standard applies to all NNRs, whether they are under Natural England's responsibility or are managed by Approved Bodies. It sets out the key principles for the management of National Nature Reserves (NNRs), and some specific expectations beneath them. It has been created by Natural England in consultation with Approved Bodies in order to support consistent quality of management across all NNR sites.

### **1. The NNR series will seek to represent the best places for England's biodiversity and geodiversity.**

NNRs are selected as being amongst the best examples of England's special biodiversity and geodiversity. Our aspiration is that overtime the series becomes representative of this range of natural heritage. The role of the series is to look after the best examples of those features that rely on conservation action and/or to provide places where good management practice is developed and demonstrated to others.

- Natural England will maintain objective criteria consistent with its Designations Strategy for new NNRs and de-declaring existing sites.

### **2. A management plan for the NNR will be kept up-to-date and will reflect the requirements of this standard.**

Proper management planning is an essential basis for exemplary management and for integrating and meeting all relevant aspects of this standard. A plan has a legal aspect too, by providing the consents required for specified operations likely to damage the special features of SSSIs<sup>1</sup>. The NNR has a management plan that describes a site, identifies key features, analyses and sets objectives and specifies the management and monitoring prescriptions. The management plan is written within a year of the NNR being declared.

- The outcomes of management should be reviewed regularly against objectives and the Plan reviewed at least every five years to ensure it remains fit for purpose.

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<sup>1</sup> When relating to underpinning SSSIs and N2K sites, the management plan, and changes to it, should be consented through Natural England's regulatory processes.

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- Records of key management activities are maintained that allow the effectiveness of management interventions to be monitored and reviewed.

### **3. The management of designated features and the wider reserve is exemplary.**

The primary management of the NNR should reflect its status as being amongst the country's most important sites for nature conservation. Management should address the needs of its designated nature conservation features, other priority habitats, species and geological interests, its historic environment and the ecosystem services it supports, whilst accommodating likely environmental change. It should consider potential impacts on features due to climate change and any adaptive measures required. The management of designated nature conservation features on NNRs will ensure these features are as a minimum maintained at, or progressing towards, Favourable Condition.

- SSSI features are monitored by Natural England according to Common Standards Monitoring<sup>2</sup>.
- The management of the NNR will contribute to priority species and habitats as specified in national strategies and plans.
- Other aspects of the reserve covered in Sections 4 to 9 of this Standard should also be taken into consideration.

### **4. The NNR contributes to safeguarding and restoring ecosystems beyond its boundaries.**

As core wildlife sites, NNRs have an important function in restoring ecosystems at a wider scale than the site itself, notably biodiversity, and in building resilience to climate change. This might be for example by acting as reservoirs and source sites for certain species to connect populations, through demonstrating successful management practices working with natural processes, by coordinating action with others at a larger scale, or by inspiring others to take action. The nature and extent of this function depends on the features on the NNR and the concerted action of partners.

- The management of an NNR will take account of its function in providing and supporting the restoration of ecosystems beyond the site and adaptation to climate change.

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<sup>2</sup> For further information, visit the [Common Standards Monitoring page](#), on JNCC's website.

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## **5. The management of the NNR provides opportunities for public enjoyment, quiet recreation and engagement.**

Provision of public access and enjoyment, both physical and intellectual, can be combined with high standards of nature conservation. Audiences should be able to find out why an NNR is of special significance and have an opportunity to learn about and, wherever possible, directly experience these features. The information people see about a site should help reinforce their positive impressions and understanding of the NNR series. The nature and extent of public engagement will depend on the features at the NNR and the resources available.

- The management plan for the NNR should encourage opportunities to engage with a wide range of visitors consistent with the species and habitat objectives in the management plan.
- Physical access to the site for visitors must be considered where compatible with the nature conservation interest of the site and subject to appropriate assessment of potential impacts.
- Visitor information about the site must be made easily accessible for the public including via a website.
- It must be clear to visitors when they arrive at the main entrances that the site is a National Nature Reserve. The NNR symbol should be used in new signage at main entrances and principal interpretation materials<sup>3</sup>.
- The NNR will demonstrate good practice in conservation and visitor management.

## **6. Research into the natural environment at an NNR is promoted and knowledge is shared.**

NNRs are often highly regarded as locations for research and study, especially in relation to the special features of the site. Information gathered from NNRs, including land management records, can contribute greatly to our understanding of the natural environment and how it is changing. NNR managers themselves rely on good access to data, historic and current, to inform management decisions. Research can be carried out in-house, by contractors, universities, volunteers, amateur experts and others.

- Opportunities and requests for monitoring, research and study into the natural environment should be positively considered.

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<sup>3</sup> Brand guidelines are available from Natural England.

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- The outputs of research must be made available to the wider research community.
- Species records should be well managed and should be made available to the National Biodiversity Network (the NBN).

## **7. Communities and stakeholders are involved in the management of the NNR.**

Public participation in the management of a site, such as through volunteering, can be very effective in building public understanding and support for the natural environment. It is recognised that the extent to which community participation is feasible will depend upon the particular situation of each site. Management of an NNR should have regard to the views of stakeholders, particularly neighbours and local communities.

- Local communities and stakeholders should be given the opportunity to contribute to how the objectives of the management plan are achieved and to the direct management of the NNR.
- Volunteering opportunities of various types relevant to the reserve should be promoted where feasible.

## **8. NNR managers will work collaboratively to promote the NNR series and wider goals.**

The collective contribution of NNRs to fulfil statutory purposes and wider policy goals is far greater than the individual contribution from each site. Sharing good management practice, scientific evidence and other information is beneficial and is encouraged.

- Each NNR must have a named first point of contact for the purpose of liaison with others in the network of NNRs.
- NNR managers will provide information when requested by the NNR Partnership in order to support promotion of the series and to establish whether this standard and the purposes of the NNR are being met.
- NNR managers should implement opportunities for collaboration with other nature reserve managers in order to enhance the visitor experience and the effective management of collective reserves.

## **9. NNRs will support opportunities to demonstrate exemplary conservation management to others**

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Many NNRs provide opportunities for innovating and demonstrating environmental land management techniques that can help build skills and knowledge more widely amongst the sector and other land managers. The sites themselves can also act as 'reference points', providing examples of habitats at or exceeding favourable condition.

- Opportunities and requests for developing and demonstrating land management techniques should be positively considered where compatible with the conservation objectives of the NNR.
- In particular, the effectiveness of management interventions should be assessed and the results communicated.

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## Seaford Town Council

<b>Report No:</b>	<b>84/23</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>East Sussex County Council Parking Consultation September 2023</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To enable Full Council to consider and respond to a parking consultation relevant to Seaford, and raise any other relevant matters</b>

### Recommendations

#### Full Council is recommended:

1. To discuss the current parking consultation, raise points to be submitted in response, and consider any further matters to raise with East Sussex County Council.

## 1. Introduction

**1.1** This item has been put on this meeting agenda for all of the following reasons:

1. This summer has seen a number of parking issues be raised with the Town Council and councillors, which may also be described as ongoing, which have been impacting both residents, and, in some cases, Town Council facilities.
2. It is some time since the Town Council considered parking issues.
3. To enable and strengthen a partnership approach with other relevant stakeholders.
4. To enable the Town Council to respond to a current East Sussex County Council (ESCC) consultation on parking that includes the

seafront and other areas, giving an opportunity to respond directly and also raise any other relevant matters with ESCC.

## **2. Key Parking Issues Raised in Summer 2023**

**2.1** As indicated above, a number of issues, examples and concerns have been raised with the Town Council.

**2.2** Here are some examples of correspondence and images from residents in recent weeks:

1. [there was a...] 'Family who stayed for over a week along the front. They had a BBQ on the verge in front of their vehicle, the father then as you will see in the video had a shower, using products to wash and in intimate places, while his daughter rinse him off with bottles of water onto the verge. They then proceeded to have a fire on the path next to a bench. On asking them to put it out as we had smoke coming in our windows and patio doors, they informed us that they were allowed to as the path was part of the beach and the camping area.'
2. [there should be....] 'Signs directing them to campsites with facilities for grey and black waste disposal would be the most appropriate action.'
3. [here are a...] 'Few photos and a video a neighbour sent of a man emptying waste matter from mobile home into ComPoost toilets, via the help of partner on mobility scooter. Already in full swing today and parking attendants were way too late by then! Parking on pavements, emergency access was a big issue.'
4. 'Today has been one the most horrendous days for residents on the seafront and for seaford Town in general parking on pavements by the salts and much worse surrounding seafront. We have just had to watch a man showering and intimate parts while his children wash him down with water bottles.'
5. [someone was...] 'Disposing of his waste matter, firstly on verge under motorhome where you can see puddle and secondly down the drain in front of our properties. Also pics of overnight stays and verge currently.'



6. 'this [motorhome] has been previously left in the Causeway for some months. This needs to be moved as he lives in it'

**2.3** Images 1 depicts an array of motorhomes and caravans parked by Martello Tower:



**2.4** In addition, concerns have been raised about certain phone apps and websites that highlight Seaford seafront as available for overnight motorhome parking. Some even going so far as to plot the nearby water refill stations, public toilet facilities and describing it as being 'OK if you arrive late and leave early'.

**2.5** Full Council will wish to be mindful of the above in its deliberations.

### **3. The Current Consultation**

**3.1** As the parking authority, ESCC is currently undertaking a consultation for the Lewes District. This can be found online at the following link:

<https://consultation.eastsussex.gov.uk/economy-transport-environment/lewes-parking-review-2023-24-informal-consultation/>

**3.2** Looking at the consultation, there are four proposals relating to streets in Seaford (plans 6, 7, 22 and 23). The relevant plans have been extracted and can be found at Appendix A.

**3.3** An overview of the four Seaford proposals are as follows:

**Plan 6 - Broad Street**

Current: 'no waiting' Monday to Saturday, 8am – 6pm, except taxis

Proposed: loading/unloading only Monday to Saturday, 7am – 7pm, and no waiting Monday to Sunday, 7am- 7pm, except taxis

**Plan 7 - Pelham Road**

Current: 'no stopping' Monday to Saturday, 8am – 6pm, except taxis

Proposed: 'no stopping' at any time, except taxis

**Plan 22 – Esplanade, approximately Martello Road to Dane Road**

Current: limited waiting 12 hours

Proposed: limited waiting 12 hours, no return within 12 hours

**Plan 23 – Marine Parade, approximately Dane Road to Claremont Road**

Current: limited waiting 12 hours

Proposed: limited waiting 12 hours, no return within 12 hours

**3.4** This consultation closes on Friday 13<sup>th</sup> October.

**3.5** ESCC has indicated that it is happy to receive a report from the Town Council rather than the Town Council having to complete the actual questionnaire, designed largely for residents. In addition, it is also happy for the Town Council to submit other matters it wishes to raise and/or have considered in the future.

## **4. Town Council and the Seafront**

**4.1** The Town Council owns two areas of land along the seafront roadways, as follows:

1. The land between the Martello Tower and Splash Point (depicted by the red line in Image 2 below). However, all of the verges here form part of a car park governed by the [East Sussex County Council \(Lewes District\) \(Off-Street Parking Places\) Traffic Regulation Order 2013](#), so there are no actions the Town Council can take without being mindful of this.

Image 2 – Esplanade Car Park boundary

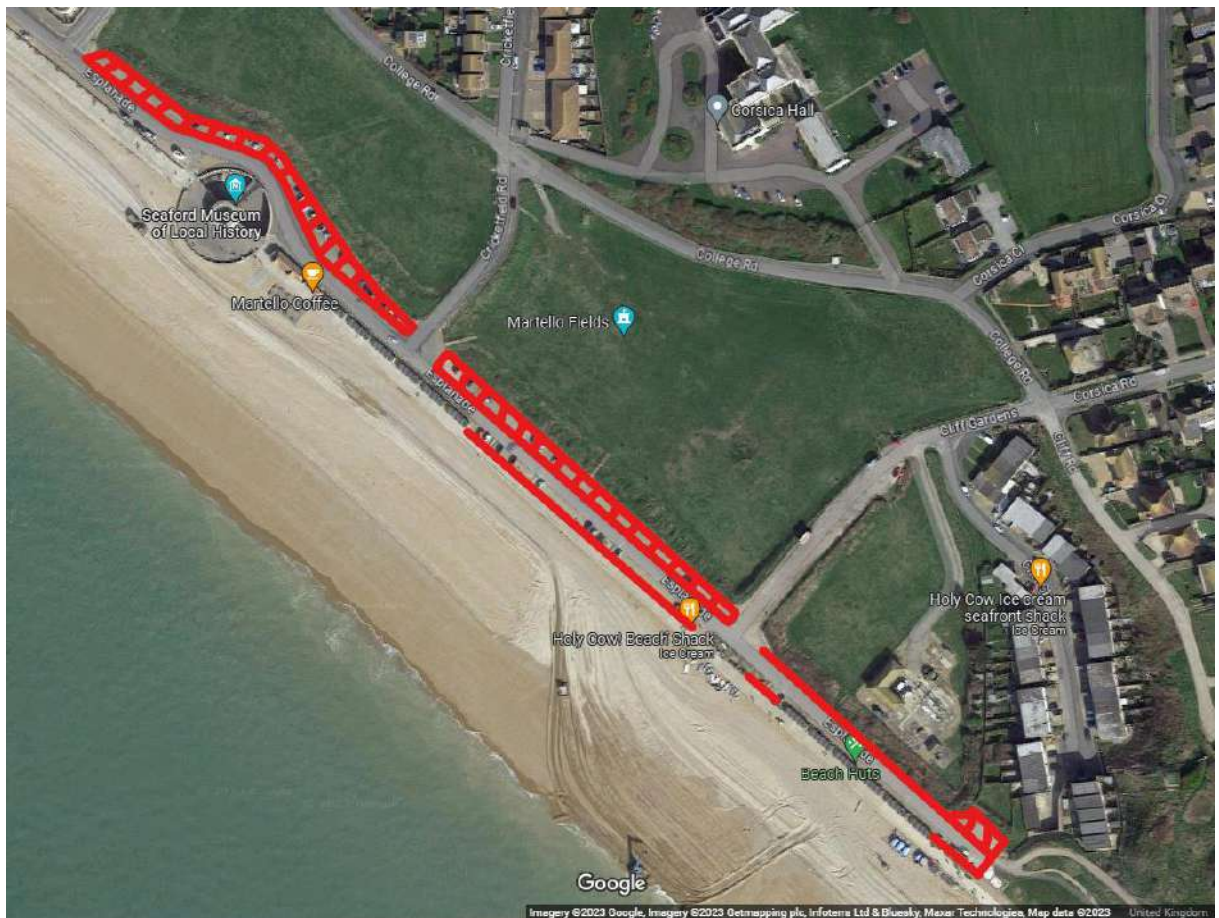


Image 3 – Shingle Verge Adjacent to Martello Tower



2. A shingle strip/verge west of Martello Tower, stretching beyond Martello Road (depicted by the red line in Image 3 above). The Town Council may wish to consider requesting permission for additional signage, or support for more visible enforcement, as it is currently a popular spot for camper vans to park up (as highlighted in image 1 above).
- 4.2 Outside of the areas the Town Council owns, any further measures require action from the landowners/relevant statutory agencies. For example, parking enforcement (both on street and within the Lewes District car parks) lies legally with ESCC.
- 4.3 The following webpage sets out the responsibilities and framework around parking enforcement in East Sussex:  
[www.eastsussex.gov.uk/parking/enforcement/cpe](http://www.eastsussex.gov.uk/parking/enforcement/cpe)
- 4.4 Finally, Full Council should also be aware that the Town Council has been approached with a proposal about creating a chargeable area for camper vans, which would be supported by a Europe-wide scheme. This is being looked into and a report will come to the Community Services Committee about this.

## **5. Conclusion**

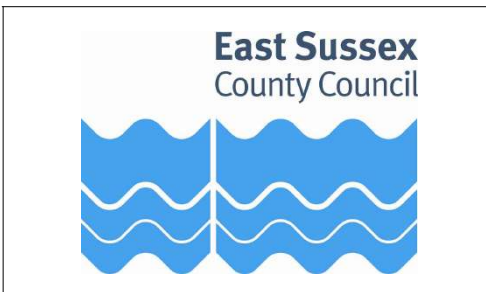
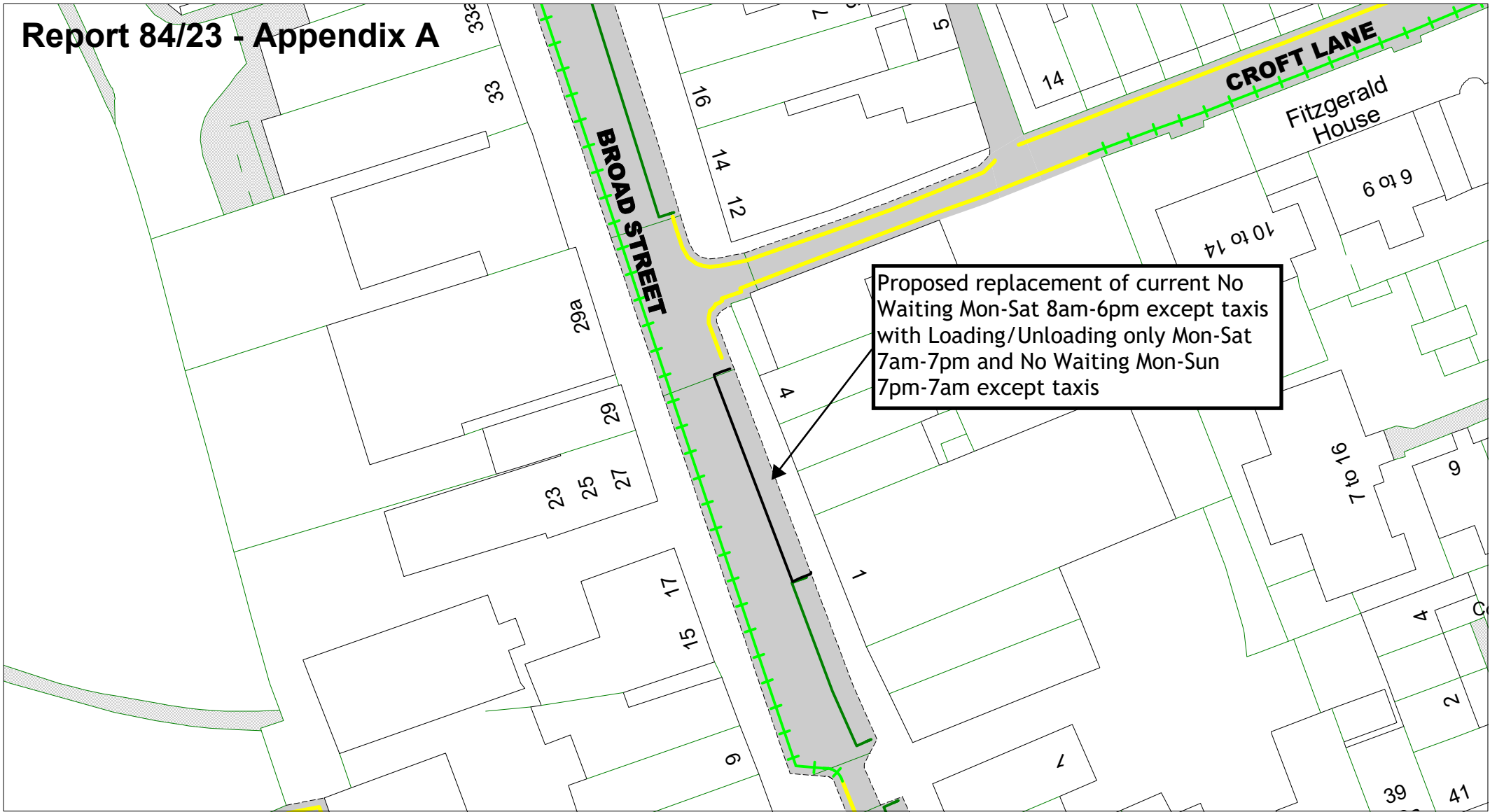
- 5.1 The report above has covered:
  1. Key concerns raised by residents.
  2. The current ESCC parking consultation.
  3. Land owned by Seaford Town Council along the seafront.
- 5.2 Bearing these matters in mind, Full Council is asked to consider the responses to the consultation and any other key matters to raise.

## **6. Financial Appraisal**

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

## **7. Contact Officer**

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

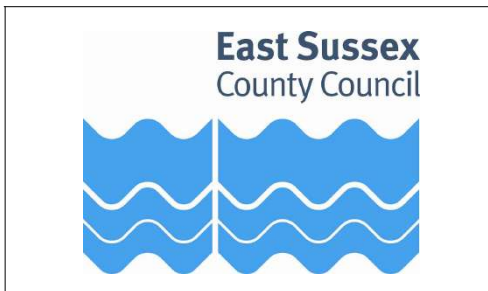
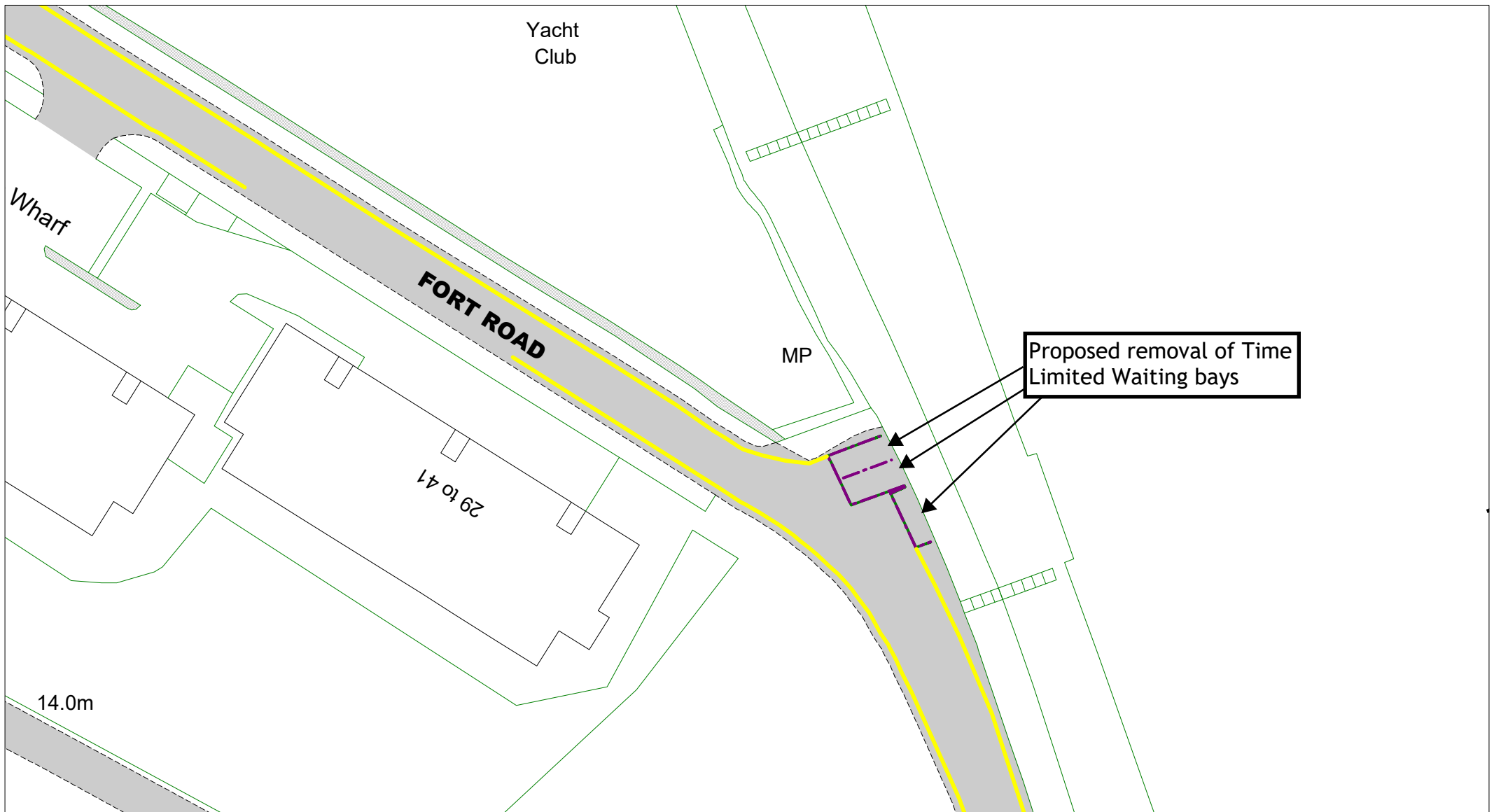


Broad Street, Seaford

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[Link to restrictions key](#)

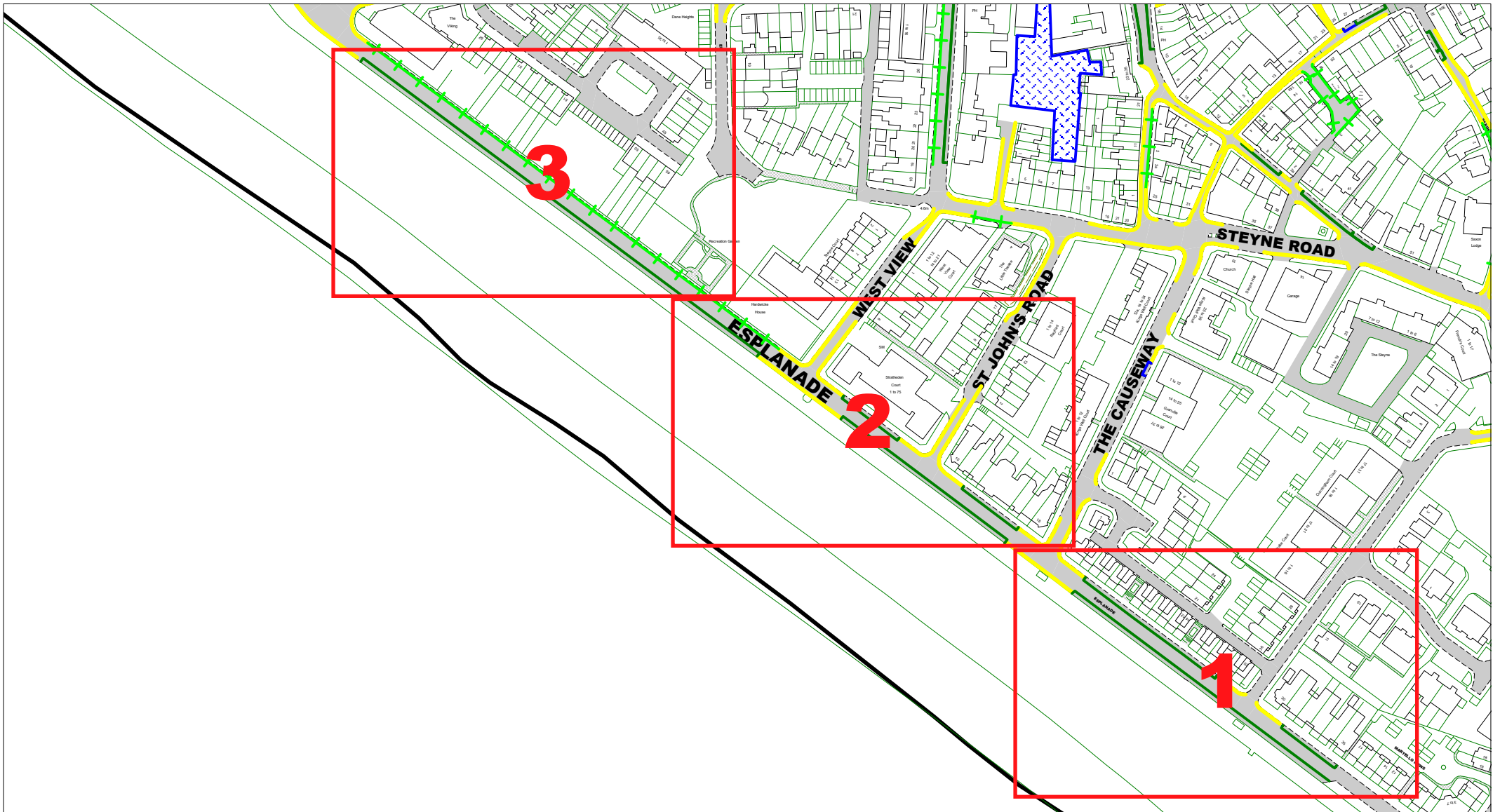
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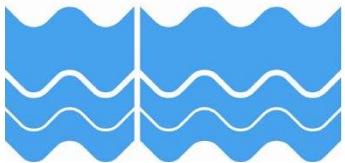
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East Sussex  
County Council



Esplanade, Seaford  
sea side only

Overview plan in relation to LW23 22.1  
LW23 22.2  
LW23 22.3

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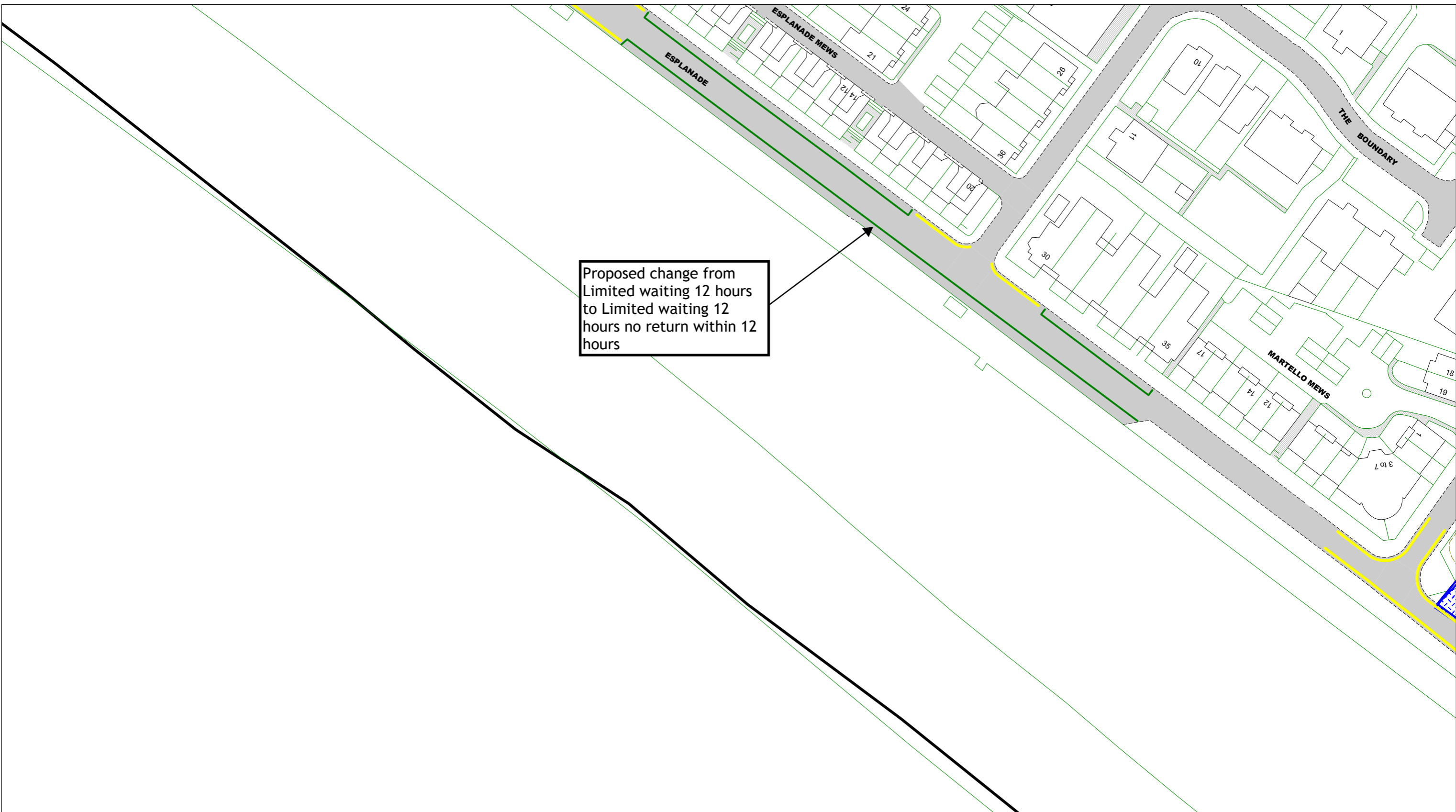
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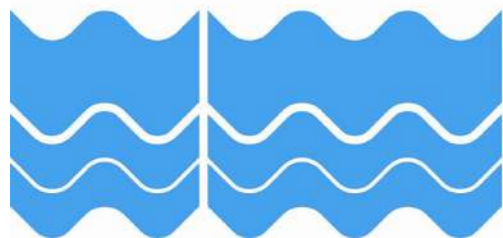
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Proposed change from  
 Limited waiting 12 hours  
 to Limited waiting 12  
 hours no return within 12  
 hours

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 County Council



Esplanade, Seaford  
 sea side only

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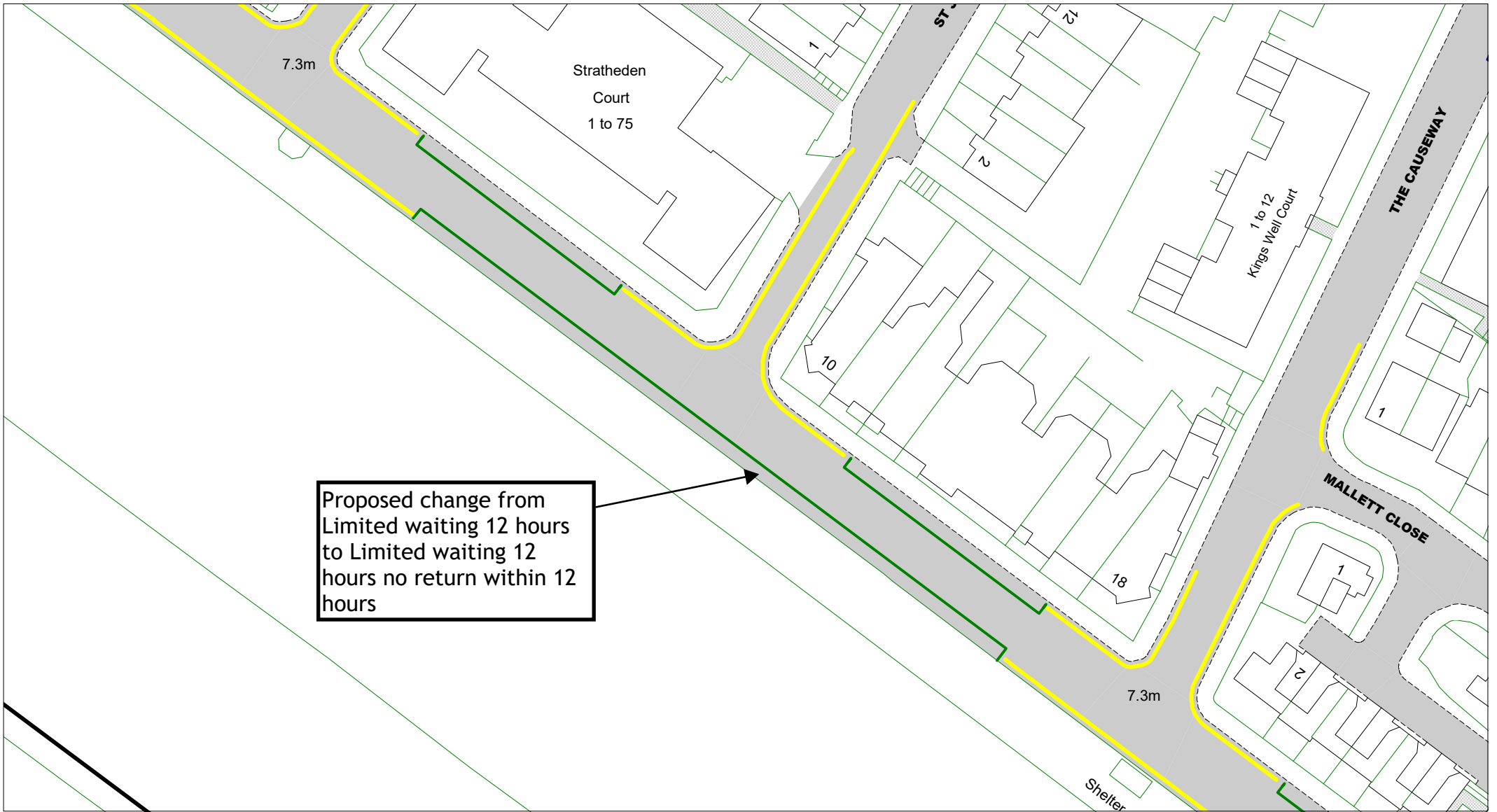
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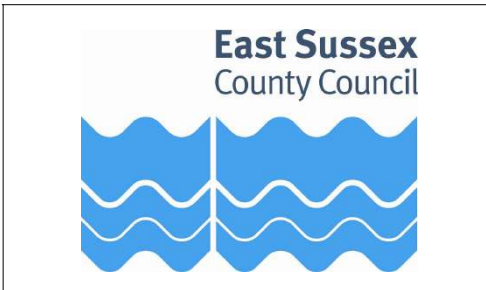
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Proposed change from  
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 to Limited waiting 12  
 hours no return within 12  
 hours



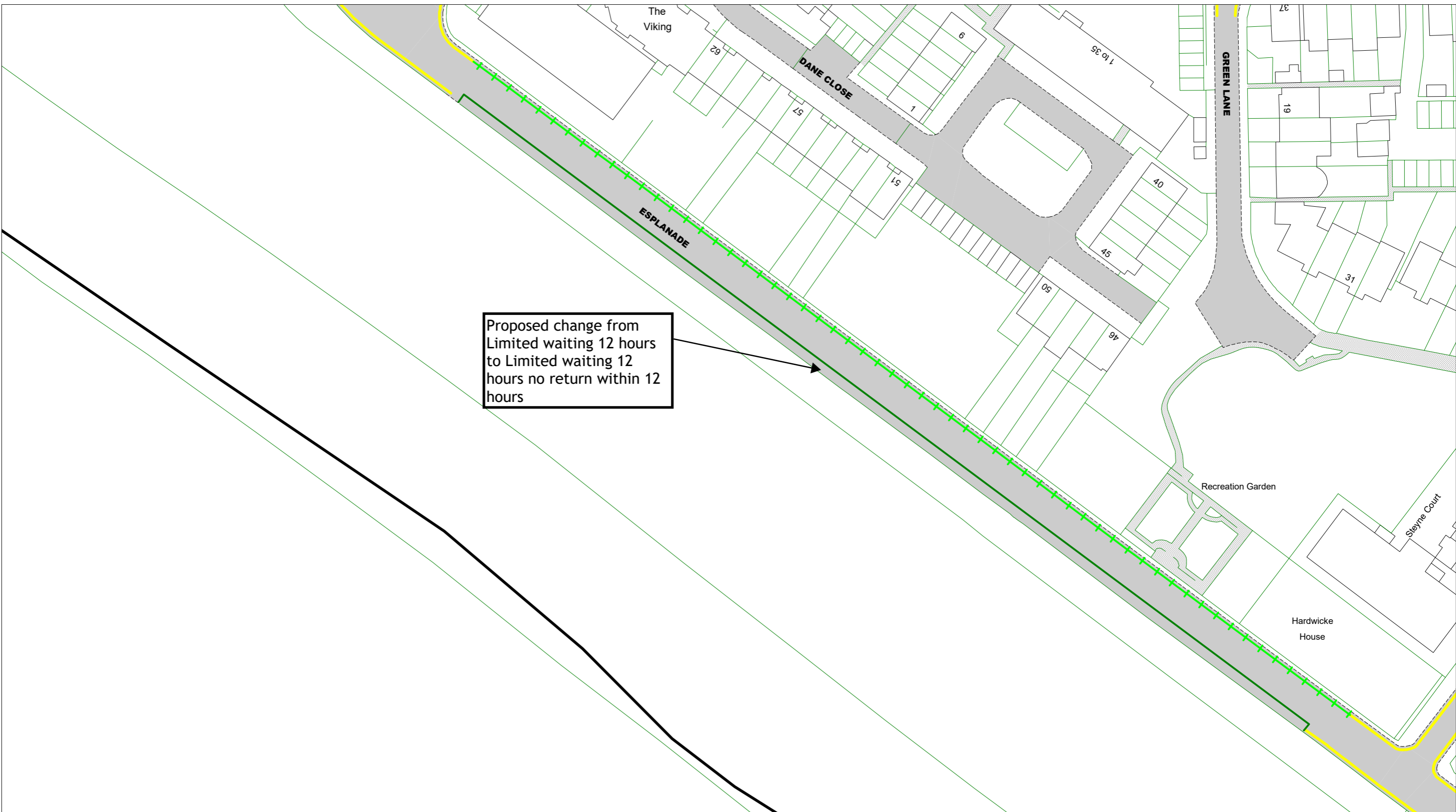
Esplanade, Seaford  
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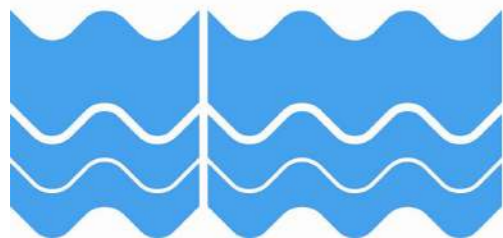
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County Council



Esplanade, Seaford  
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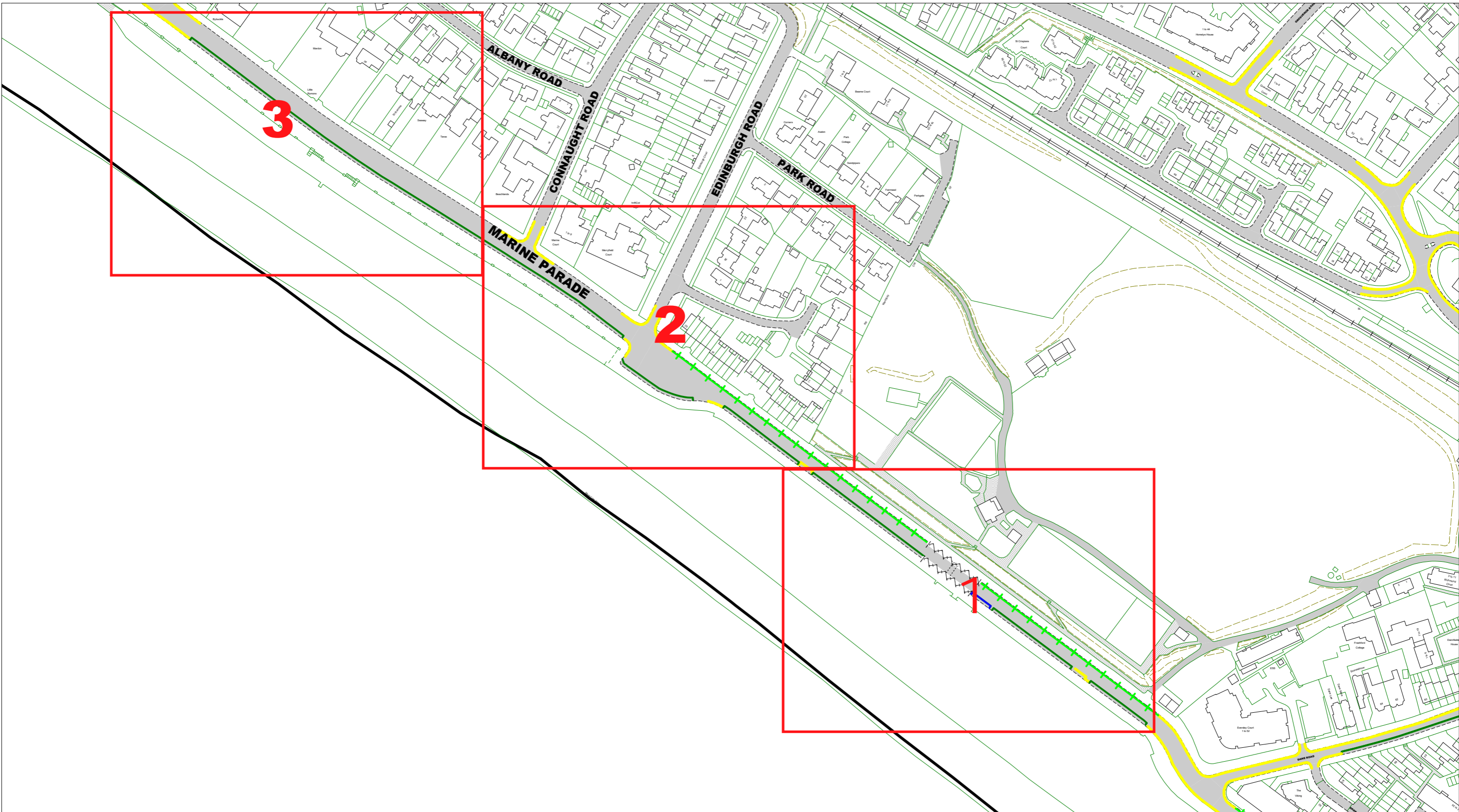
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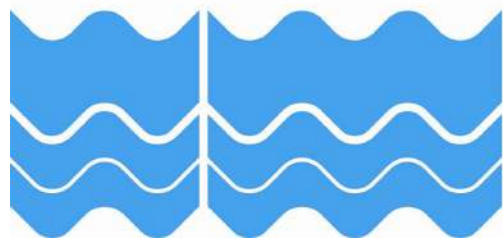
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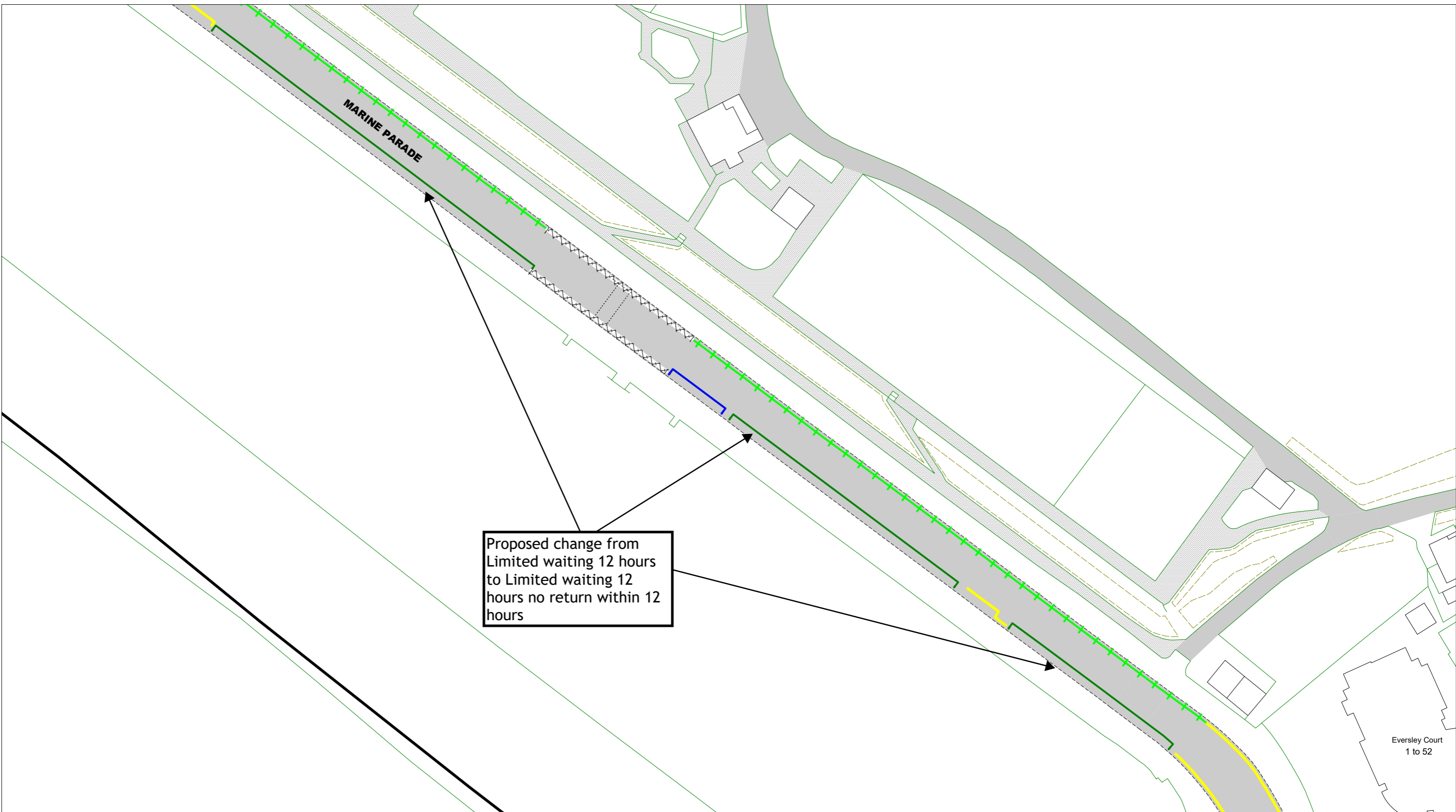
Marine Parade, Seaford  
sea side only  
Overview plan in relation to LW23 23.1  
LW23 23.2  
LW23 23.3

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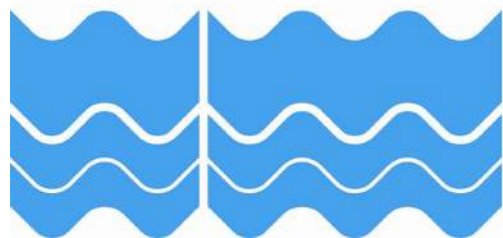
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County Council



Marine Parade, Seaford  
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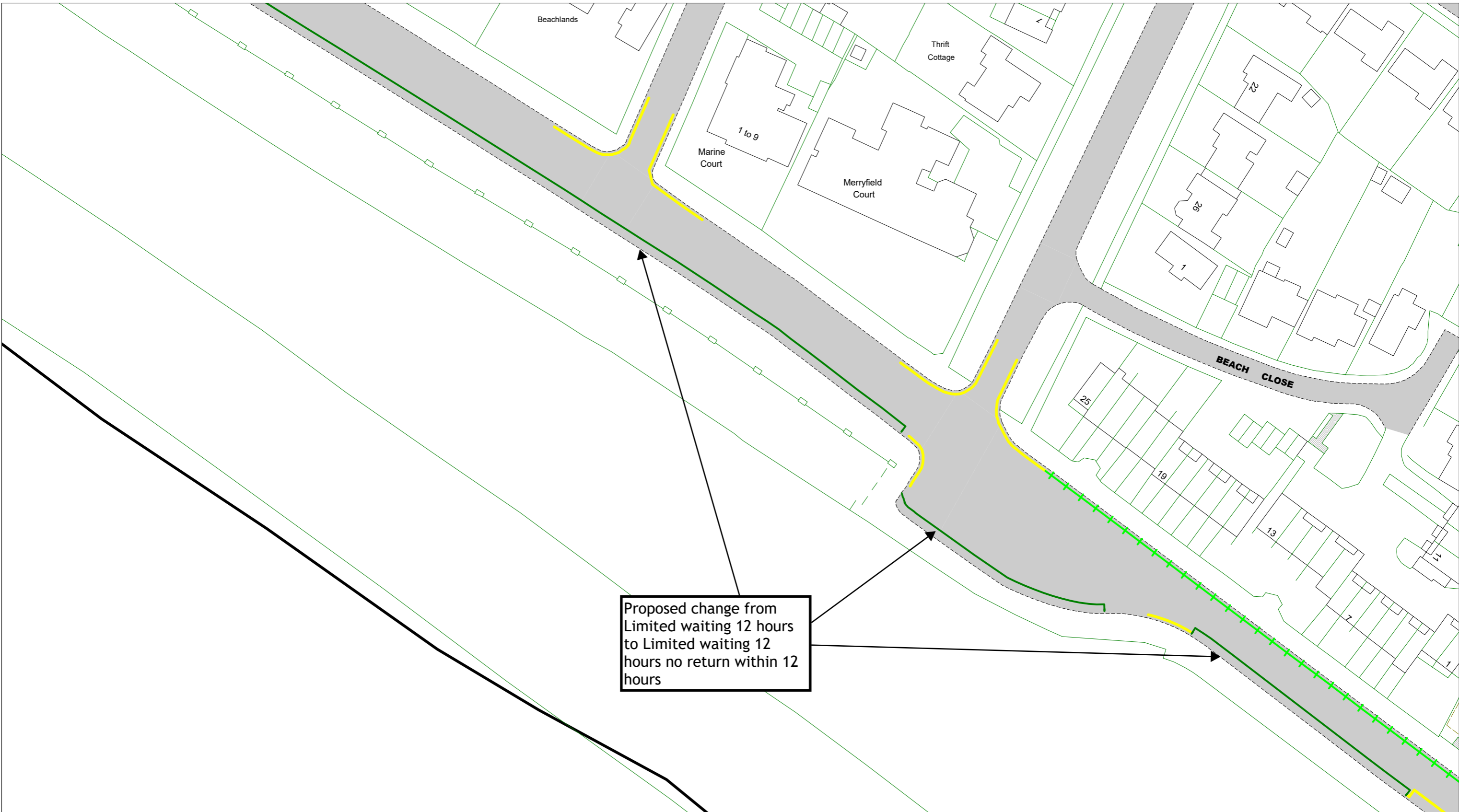
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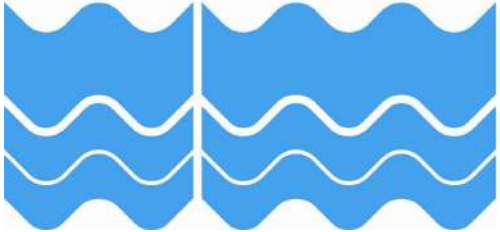
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Proposed change from  
 Limited waiting 12 hours  
 to Limited waiting 12  
 hours no return within 12  
 hours

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 County Council



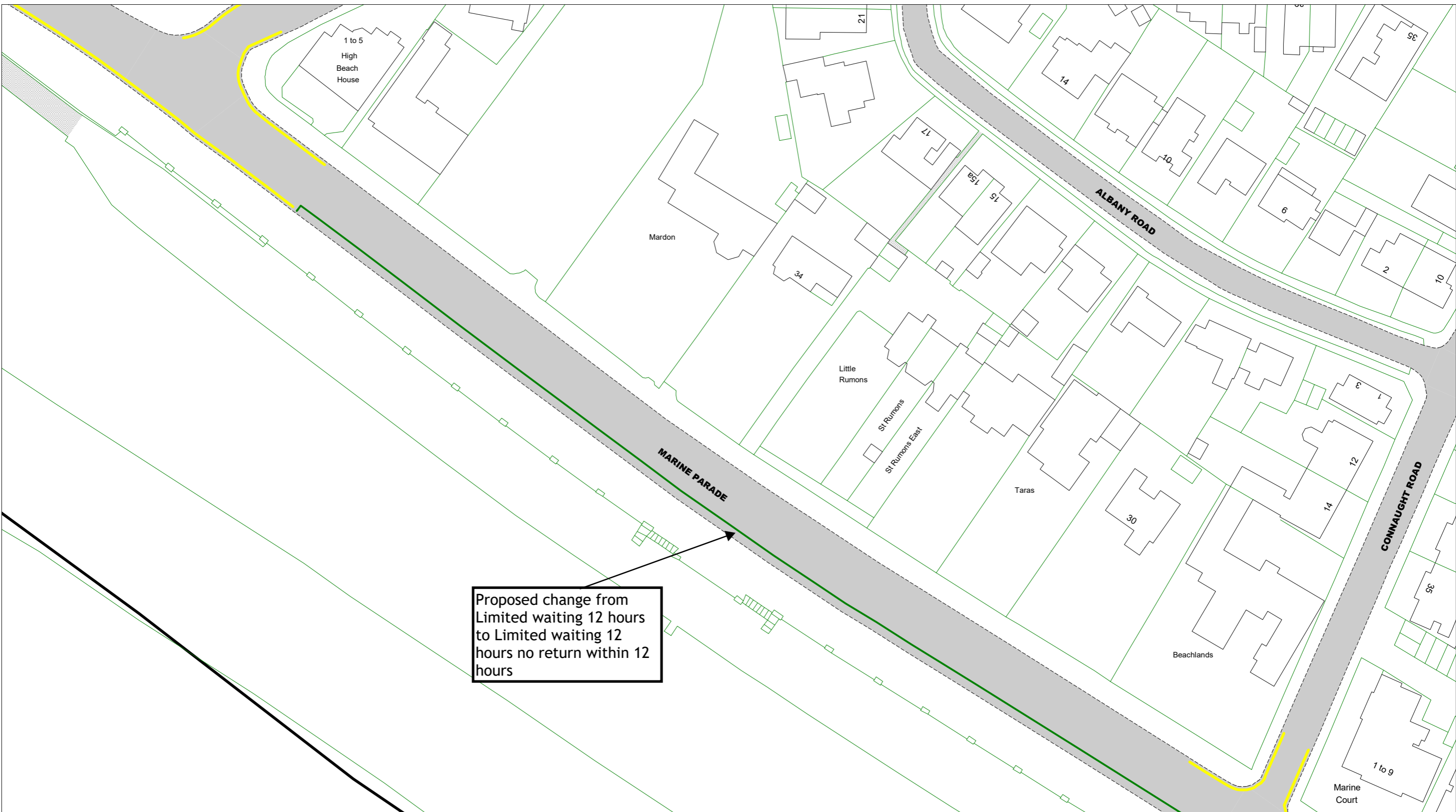
Marine Parade, Seaford  
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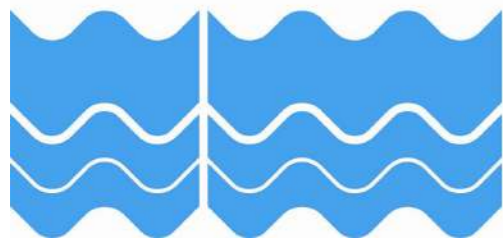
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Proposed change from  
 Limited waiting 12 hours  
 to Limited waiting 12  
 hours no return within 12  
 hours

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 County Council



Marine Parade, Seaford  
 sea side only

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 Advisory Blue Badge Holders Only

 Blue Badge Holders Only

 Ambulances Only At Any Time

 Bus Stop Clearway

 Bus Lanes

 Buses Only

 Doctor Permit Holders Only At Any Time

 Loading / Unloading Only

 Motorcycles Only At Any Time

 No Loading / Unloading

 No Loading / Unloading At Any Time

 No Stopping On Footway / Verge

 No Waiting (single yellow line)

 No Waiting At Any Time (double yellow line)

 Pay and Display

 Pedestrian Crossing


 Permit Holders Only

 Permit Holders or Time Limited


 Permit Holders or Pay and Display

 Police Vehicles Only At Any Time

 School Keep Clear

 Taxis Only

 Time Limited

 No Waiting except Taxis or Loading or Unloading Only (time dependent)



## Key To Restriction Types

### Lewes Parking Review

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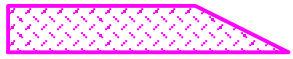
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**Long Stay Public Car Park**



**Medium Stay Public Car Park**



**Short Stay Public Car Park**



**Car Park With Public Disabled Bay**



**Permit Holders Only Car Park**



**Restricted Parking Zone**

Responsibility for car park services is shared with Lewes District Council.

For more information about car parks in Lewes District, including opening times and pricing please visit [lewes-eastbourne.gov.uk/article/1817/Car-parking](https://lewes-eastbourne.gov.uk/article/1817/Car-parking)



## Key To Restriction Types Lewes Parking Review

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## Seaford Town Council

<b>Report No:</b>	<b>86/23</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>Stakeholder Groups for Community Land Use - Terms of Reference</b>
<b>By:</b>	<b>Louise Lawrence, Head of Assets, Projects &amp; Services</b>
<b>Purpose of Report:</b>	<b>To update Full Council on the terms of reference for the Stakeholder Groups for Community Land Use</b>

### Recommendations

#### Full Council is recommended:

1. To note the terms of reference being used for Stakeholder Groups for Community Land Use.

## 1. Introduction

- 1.1** As landlord, custodian and community champion, the Town Council is taking a positive step with regards to facilitating community-led activities and engagement.
- 1.2** Stakeholder groups are being arranged in relation to two of the Town Council's sites: The Crouch and The Salts.
- 1.3** Ultimately, these groups will assist the Town Council in its management of these sites and inform its decision-making, with clear insight into the needs and opinions of the represented stakeholders of the site.

## 2. Logistics of the Stakeholder Groups

- 2.1** The terms of reference at Appendix A provide a clear overview of the following (which will apply to both groups):
  1. Background and purpose

2. Objectives
3. Membership
4. Meetings
5. Role and Responsibilities
6. Decision-Making
7. Reporting and Recommendations
8. Duration
9. Amendment of Terms of Reference
10. Communication
11. Working Together

**2.2** Alongside the introduction of these groups and the associated terms of reference, it is important to highlight:

1. The groups are not taking on any decision-making powers from the Town Council – any discussion points at stakeholder group meetings that require a decision of the Town Council will be presented back to the relevant Committee or Full Council meeting.
2. While the Town Council is facilitating the meetings, the groups do not represent the Town Council. The groups may reach out, or make recommendation, to external parties or other local authorities but not on behalf of the Town Council.

**2.3** Due to the above, it is important that there are clear differentiating factors between the ‘operational’ stakeholder groups and ‘strategic/landowner’ Town Council meetings.

**2.4** The recommended way in which to achieve this separation is by inviting Town Councillors as observing members of groups only and Town Council officers as facilitating members (chairing and note-taking).

**2.5** With regards to public consultation – including consultation with users groups that may not necessarily have a stakeholder, such as parents, dog walkers, hobbyists etc - this remains within the scope and remit of the Town Council as landowner. Business coming out of the groups and being referred to the Town Council for consideration will be loaded into the usual Town Council framework for reporting, consulting and subsequent decision-making.

**2.6** As per the terms of reference, the groups' reports and minutes will be shared with relevant local authorities, community organisations, and the public to promote transparency and information dissemination. The Town Council's website will have a dedicated page for stakeholder groups, as a platform to share this information.

**2.7** The first stakeholder group (The Salts group) is being held on 2<sup>nd</sup> October. Officers will be able to provide a verbal update at the Full Council meeting on the format of the group meeting as set out within the terms of reference.

### **3. Financial Appraisal**

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

### **4. Contact Officer**

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



**Seaford Town Council**

## **Stakeholder Group for Community Land Use: Terms of Reference**

### **1. Introduction and Background:**

The Stakeholder Groups for The Crouch and The Salts are being facilitated by the Town Council - as landlord, custodian and community champion - to foster collaboration and engagement among various stakeholders invested in the development and maintenance of community land.

The purpose of the group is to:

- a) collectively develop a shared vision for the optimal utilisation of community land to enhance public well-being and meet the diverse needs of the public, community sports groups, play park users, and community garden users.
- b) share and discuss operational experiences on and relating to the site, with stakeholders able to work with and support their peers for the enjoyment and safety of all users of the site.
- c) help inform the Town Council's decision-making processes relating to the community land.

These Terms of Reference outline the framework and guidelines for the Stakeholder Group for Community Land Use. All members are expected to adhere to these terms and actively contribute to the group's objectives.

The Stakeholder Group is facilitated by the Town Council but does not represent the Town Council and will not make decisions on behalf of the Town Council. The group represents the collective voice of the stakeholders in a piece of community land.

### **2. Objectives:**

The primary objectives of the Stakeholder Group are as follows:

- To create a collaborative platform for stakeholders to exchange ideas, perspectives, and expertise related to community land use.

- To develop a comprehensive and inclusive shared vision that encompasses the interests and needs of all stakeholder groups.
- To provide recommendations and guidance to relevant authorities for the sustainable development, enhancement, and maintenance of community land.
- To ensure equitable representation and participation of all stakeholder groups in Town Council decision-making processes related to community land use.

### **3. Membership:**

The Stakeholder Group shall consist of representatives from the following stakeholder categories:

- Community sports groups
- Play park users
- Community garden users
- Grounds maintenance groups
- Community groups
- Other Town Council tenants or partners onsite
- Other relevant organisations / groups
- Seaford Town Council officers

Observer Members:

- Councillors

Each stakeholder category shall have an equal voice in the group's discussions and decision-making processes i.e. one vote per stakeholder, regardless of attendee numbers from that particular stakeholder. The membership shall be reviewed periodically to ensure ongoing representation and relevance.

Observer members shall attend in a listening role, with an option to speak to the Chair (outside of the meeting) to request a matter goes to the appropriate Town Council Committee.

#### **4. Meetings:**

The Stakeholder Group shall convene twice a year, with additional meetings scheduled if necessary. Meeting details, including date, time, location, and agenda, will be communicated in advance to all members. Meetings can be conducted in-person or virtually, to accommodate diverse preferences and circumstances.

#### **5. Roles and Responsibilities:**

- **Chairperson (Head of Assets, Projects & Services):** will facilitate meetings, ensure adherence to the agenda, and promote constructive dialogue.
- **Facilitator:** a facilitator may be appointed, if necessary, to lead discussions and encourage active participation from all stakeholders.
- **Minute taker:** Seaford Town Council will appoint a minute taker to document meeting minutes, action items, and decisions, ensuring transparency and accountability.

#### **6. Decision-Making:**

Consensus-based decision-making will be the preferred approach, with the goal of arriving at solutions that reflect the collective interests of all stakeholder groups. In cases where consensus cannot be reached, alternative methods of decision-making may be explored, while ensuring the equitable representation of all stakeholders.

#### **7. Reporting and Recommendations:**

The Stakeholder Group will produce minutes summarising discussions, decisions, and recommendations following each meeting. These reports will be shared with relevant local authorities, community organisations, and the public to promote transparency and information dissemination.

Seaford Town Council will add a page to its website for the Stakeholder meetings.

#### **8. Duration:**

The Stakeholder Group's mandate shall continue until its objectives have been met or until a decision is made by the members to dissolve the group. Regular evaluations will be conducted to assess the group's effectiveness and relevance.

## **9. Amendment of Terms of Reference:**

The Terms of Reference may be amended by a consensus decision of the Stakeholder Group. The Terms of Reference will be revisited every two years and will be integrated if supported by the majority.

## **10. Communication:**

Regular communication among members will take place via email, online platforms, or other agreed-upon channels to foster collaboration and information sharing.

## **11. Working together:**

The Chair will set the meeting culture by adhering to the points below.

- **Respect** every individual within the group. Allow everyone to voice their opinions or ideas, without interrupting or talking over each other. Be honest but considerate.
- **Cooperation** with other group members. Allow and be open to opposing ideas. Take a democratic approach to disagreements. Do not dominate or allow others to dominate.
- **Clear communication**, considering language barriers and other needs. Stop any unnecessary criticism and avoid negativity. Ensure everyone feels 'listened to'. Create a supportive environment that allows and encourages everyone to be comfortable expressing their ideas.
- **Time management** to ensure the meeting starts and finishes on time.



## Seaford Town Council

<b>Report No:</b>	<b>82/23</b>
<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>Freedom of Information Procedure and Publication Scheme Review</b>
<b>By:</b>	<b>Isabelle Mouland, Assistant Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present a revised Freedom of Information Procedure and Publication Scheme for Full Council consideration.</b>

### **Recommendations**

#### **Full Council is recommended:**

1. To adopt the revised Freedom of Information Procedure, as attached in Appendix A.
2. To adopt the revised Publication Scheme, as attached in Appendix B.

### **1. Introduction**

- 1.1** Freedom of information (FOI) legislation provides public access to information held by public authorities, including parish and town councils.
- 1.2** The Town Council has an FOI Procedure setting out how to make a request under FOI legislation, how the Town Council deals with requests, and the appeal process.
- 1.3** In addition, the Town Council has a Publication Scheme – based upon the Information Commissioner’s Office model publication scheme - which sets out how some of the most frequently requested information can be obtained.



- 1.4 Due to the related nature of both policy documents, these have been reviewed at the same time to ensure their correctness and fitness for purpose.

## **2. Freedom of Information Procedure Review**

- 2.1 The FOI Requests Procedure has been used fairly regularly over the last 12 months and as such, officers have been able to identify possible improvements and amendments to the procedure in order to ensure complete clarity around the process and that as a policy document, this is fit for purpose.
- 2.2 The procedure is attached at Appendix A with tracked changes.
- 2.3 The more significant changes are:
1. providing greater clarity around when and why the Town Council would refuse an FOI request – see section 2.2 of the procedure. This includes vexatious requests, repeat requests, requests that would exceed a cost limit to process and specific exemptions identified within the FOIA.
  2. section 3.3 of the procedure being strengthened to better set out the process for appealing an FOI response.
  3. the procedure no longer stipulating a specific officer to handle FOI requests. This task will predominantly sit with the Assistant Town Clerk but may from time to time have to be enacted by other officers.
  4. amending the recording process – section 4 - to remove the requirement for FOIs received to be reported to each Full Council meeting. The recommended changes instead allow for an overview of FOIs received to be reported to Full Council, annually as a minimum.

## **3. Publication Scheme Review**

- 3.1 The Town Publication Scheme has been reviewed and is attached at Appendix B with tracked changes.
- 3.2 The main change to this document relates to the schedule of charges set out within and is clarified in more detail below.
- 3.3 The policy previously referred requesters to the Town Council's budget book for details of printing charges. Printing charges are no longer set out within the budget book and as such, the recommended change to the policy is that charges are not made for one-off requests. However, repeat

requests or requests for multiple documents are charged at the actual printing cost incurred by the Town Council.

- 3.4** There are other minor changes recommended to the policy providing updates to information as required.

#### **4. Financial Appraisal**

- 4.1** There are no direct financial implications as a result of this report. While the recommended amendments to the Publication Scheme do serve to remove an aspect of charging for hard copies, it is a significant number of years since charges of this nature were last made. There is no budget for income of this nature and no expected loss of income as a result of the policy changes.

#### **5. Contact Officer**

- 5.1** The Contact Officer for this report is Isabelle Moulard, Assistant Town Clerk.



Seaford Town Council

Freedom Of Information  
Requests Procedure

<b>Policy Ref.</b>	FI2
<b>Date Last Adopted</b>	<del>October 2018</del> <u>October 2023</u>
<b>Date of Next Review</b>	<del>January 2023</del> <u>2027-2028</u>
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Change in best practice or legislation requiring change in policy</li> </ul>
<b>Previous Adoption Dates</b>	<u>October 2018</u> September 2015
<b>Author</b>	Assistant Town Clerk

# Freedom of Information Requests Procedure

## 1. Introduction

### 1.1 What is Freedom of Information?

Freedom of information provides public access to information held by public authorities under the Freedom of Information Act 2000.

Seaford Town Council (the Town Council) provides this public access in two ways:

- publishing certain information proactively as per the Town Council's Publication Scheme;
- responding to requests for information from members of the public or organisations.

The Act covers any recorded information that is held by the Town Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

### 1.2 What is the difference with Data Protection?

The Freedom of Information Act and the Data Protection Act come under the heading of information rights and are regulated by the Information Commissioner's Office.

Data Protection legislation gives rules for handling information about people. It includes the right for people to access their personal data. When a person makes a request for their own information, this is a Subject Access Request under Data Protection legislation; further details on this and the process for submitting Subject Access Requests are available in the Town Council's Data Protection Policy.

Data Protection legislation exists to protect people's right to privacy, whereas the Freedom of Information Act is about ~~getting rid of unnecessary secrecy~~ transparency.

## 2. Freedom of Information

### 2.1 What can be requested?

The right to ask for information only relates to information held by the Town Council at the time the request is made.

A request under the Freedom of Information Act gives a right to 'information' rather than specific records or documents.

The Town Council publishes a wide range of information on its website and as per its Publication Scheme. Before submitting a request for information, the Town Council would urge individuals to visit the Town Council's website or check its Publication Scheme (available on the website) as the information required may already be published.

### 2.2 Refusal of a Request

In certain circumstances the Town Council may refuse a request for information.

~~Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused. Section 14 of the Freedom Of Information Act 2000 (FOIA) states that public authorities do not have to comply with vexatious requests. A request is considered vexatious if it is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation.~~

~~If the Town Council identifies that a request is vexatious, it is not a finding that a particular individual is vexatious and that any other request from them can automatically be refused - it is about the particular request.~~

~~Section 12 of FOIA allows a public authority to refuse to deal with a request where it estimates that it would exceed the appropriate limit to:~~

- ~~• either comply with the request in its entirety, or;~~
- ~~• confirm or deny whether the requested information is held.~~

~~The appropriate limit is £450 for parish and town councils.~~

~~The Council may refuse to meet a request where the Council estimates that the time to comply with the request would be in excess of 16 hours in such cases a fees notice will be issued requiring a fee to be paid to complete the request.~~

The Town Council may also refuse to accede to a request for information where the information is considered to be exempted under the FOIA.

There are two types of exemption:

- Qualified Exemption where the Town Council will decide whether it is in the public interest to disclose sensitive information or to withhold it; and
- Absolute Exemptions which are set out in Part II of the FOIA and provide an automatic exemption from disclosure.

Similarly, some parts of a request response may be redacted where the release would breach Data Protection legislation.

All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in public interest to do so.

A written explanation for any refusal of a request for information will always be given.

### **3. Process**

#### **3.1 Making a Request**

A request must be made in writing. As much information as possible must be given to enable the Town Council to identify and locate the information being requested.

It is recommended that requests be made in writing ~~to the Town Clerk by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or by post to~~ Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG ~~or by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk).~~

Requests may however also be submitted via social media, the Town Council's website or any other written means of contact; these methods may incur a delay in response.

A request submitted via social media or the website may need to be supplemented with another form of communication, ideally email, in order to provide a full and comprehensive response.

The request does not need to state any particular phrases i.e. that it is a 'request under the Freedom of Information Act', or the reason why the information is being sought, however as much detail of the information needed must be given.

Where an individual is not able to make a request in writing, perhaps as a result of illiteracy, disability or illness, they may ask another person or agency (such as the Citizen's Advice Bureau) to help them or make the request of their behalf.

### 3.2 Response

The request will be dealt with by the ~~Town Clerk or in their absence, the Deputy Town Clerk~~ Town Council officers. ~~The Town Clerk will do so~~ in accordance with this policy and the guidance set by the Information Commissioners Office for dealing with requests.

#### *Timescale*

The Town Council will respond promptly to a request for information and in any event, not later than the 20<sup>th</sup> working day after the request has been received. If for any reason the request is likely to take longer to deal with, the Town Council will inform the requester of this.

#### *Method*

The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Town Council's offices. Where an inspection of documents is required, this will be arranged ~~with the Town Clerk~~ for a mutually convenient date and time.

#### *Charges*

In certain circumstances the Town Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester ~~by the Town Clerk~~ before the request is processed.

The Town Council's Publication Scheme has full details of charges for the provision of hard copies of documents.

~~The Town Clerk~~ Town Council officers may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.

### 3.3 Appeal of a Response

All requesters have a 'right of review'. A review should be focussed on the original request and should identify whether or not the Town Council has dealt incorrectly with the Information Request.

Review requests must be made in writing (or email) within 40 working days of receipt of this response by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or by post to Seaford Town Council, 37 Church Street, BN25 1HG.

If the requester is unhappy with the outcome of their request ~~;~~ usually where a request has been refused or they do not feel that the request has been properly handled ~~;~~ they should first attempt to resolve this directly with the ~~Town Clerk~~Town Council Officers.

If it cannot be resolved in discussion with the ~~Town Clerk~~Officers, then an appeal should be submitted to the Information Commissioner. The contact details for the Information Commissioner's Office can be found online at <https://ico.org.uk/global/contact-us/>

#### **4. Recording**

All requests under the FOIA will be recorded on a central log.

The Town Clerk will report any an overview of requests received ~~as part of the Clerk's Report~~ to ~~each~~ Full Council, annually as a minimum meeting.





## Seaford Town Council

### Publication Scheme

<b>Policy Ref.</b>	FI3
<b>Date Last Adopted</b>	<u>October 2023</u>
<b>Date of Next Review</b>	<u>2023-2024</u> <u>2027-2028</u>
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"><li>• Changes to the Town Council's website</li><li>• Changes in legislation or the model publication scheme</li></ul>
<b>Previous Adoption Dates</b>	May 2016 September 2015 October 2022
<b>Author</b>	Assistant Town Clerk

## Publication Scheme

This publication scheme incorporates regularly requested items publicly available under the Freedom of Information Act. This publication scheme is based upon the Information Commissioner's Office model publication scheme.

Requests for hard copies of documents or for other information should be addressed to the Town Clerk submitted to the Town Council offices as per the contact details at the end of this document.

-If requesting hard copies of documents please take note of the schedule of charges in the current year's Budget Book that will be payable; with the exception of hard copies of those documents in Class 7 below. also at the end of this document.

The Town Council's website contains a wealth of information, so the Town Council would recommend first visiting the website at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

<b>Information</b>	<b>How can it be obtained</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Town Council and its Committees	Hard copy & website
Contact details for Town Council Officers and Town Council members	Hard copy & website
Location of main Town Council office and accessibility details	Hard copy & website
Staffing structure	Hard copy & website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Governance & Accountability Return	Hard copy & website
Auditor's report	Hard copy & website
Finalised budget	Hard copy & website
Precept	Hard copy to every household with Council Tax demand & website
Borrowing Approval letter	Hard copy
Standing Orders and Financial Regulations	Hard copy & website
Grants given and received	Hard copy & website
List of current contracts awarded and value of contract	Hard copy & website
Members' allowances and expenses	Hard copy & website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Strategic Objectives & Development Plans	Hard copy & website
Annual Reports	Hard copy & website
Quality status (Local Council Award Scheme)	Hard copy & website
Seaford Town Neighbourhood Plan	Hard copy & website

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Hard copy & website
Agendas of meetings N.B. agendas referring to meetings of the Disciplinary/Grievance Sub-Committee, after the required notice period of the meeting has been given will be available via hard copy on request only	Hard copy & website
Minutes of meetings N.B. minutes referring to meetings of the Disciplinary/Grievance Sub-Committee will be available via hard copy on request only	Hard copy & website
Reports presented to Full Council and committee meetings N.B. excludes properly regarded exempt reports	Hard copy & website
Responses to consultation papers	Hard copy & website
Responses to planning applications	Hard copy & website
Bye-laws	Hard copy & website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of Town Council business	Hard copy & website
Standing Orders	Hard copy & website
Committee and Sub-Committee Terms of Reference	Hard copy & website
Delegated authority in respect of Officers (Scheme of Delegation)	Hard copy & website
Code of Conduct	Hard copy & website
Policy Statements	Hard copy & website
Policies and procedures for the provision of services and about the employment of staff	Hard copy & website
Internal policies relating to the delivery of services	Hard copy & website
Internal policies relating to personnel	Hard copy & website
Equal Opportunities policy	Hard copy & website
Health & Safety policy	Hard copy & website
Policies and procedures for handling requests for information	Hard copy & website
Complaints procedures	Hard copy & website
Records management policies	Hard copy & website
Data protection policies	Hard copy & website

Schedule of charges (for the publication of information)	Hard copy & website
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)	
Any publicly available register or list N.B. Some information may be available for inspection only	Hard copy
Asset Register	Hard copy & website
Register of members' interests	Hard copy & website
Register of gifts and hospitality	Hard copy & website
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Free of charge hard copy & website
Community centres and village halls	Free of charge hard copy & website
Parks, playing fields and recreational facilities	Free of charge hard copy & website
Seating, litter bins, clocks, memorials and lighting	Free of charge hard copy & website
Bus shelters	Free of charge hard copy & website
Public conveniences	Free of charge hard copy & website
Newsletters and publications	Free of charge hard copy & website
A summary of services for which the Town Council is entitled to recover a fee, together with those fees	Free of charge hard copy & website

**Contact details:**

~~Town Clerk~~, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

Tel: 01323 894870

~~E~~email: admin@seafordtowncouncil.gov.uk

Website: www.seafordtowncouncil.gov.uk

**Schedule of Charges:**

~~The price schedule for photocopying is contained in the Town Council's annual budget and is published on the Town Council's website. Requests for one-off documents will not incur a charge.~~

~~Repeat requests or requests for a number of documents at once (with the exception of those in class 7 of the table above) will incur a printing charge equivalent to the actual cost of printing for the Town Council and, where relevant, the postage cost.~~

~~The requester would be provided with details of any costs before printing is carried out.~~

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## Seaford Town Council

<b>Report No:</b>	<b>83/23</b>
<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>Civic Awards Policy Review</b>
<b>By:</b>	<b>Isabelle Mouland, Assistant Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present a revised Civic Awards Policy for Full Council consideration</b>

### Recommendations

#### Full Council is recommended:

1. To adopt the revised Civic Awards Policy as attached in Appendix A.

## 1. Introduction

- 1.1 The Town Council currently runs three annual awards schemes to recognise members of the public and/or organisations doing outstanding work in the community.
- 1.2 The three current schemes are the:
  - a. Mayor's Awards,
  - b. Young Mayor's awards, and
  - c. Don Mabey Award
- 1.3 The awardees are usually determined by that year's Mayor and Young Mayor, respectively, in consultation with officers to ensure the process is fair and consistent.
- 1.4 Awards are presented annually at the Town Forum, usually in April.
- 1.5 The former administration requested the Civic Awards Policy – which enables the above three award schemes – be reviewed to incorporate a

way of providing recognition mid-year as opposed to the current three schemes that are usually awarded in April.

## **2. Civic Awards Policy Review**

- 2.1** Attached at Appendix A is a reviewed version of the Civic Awards Policy, with the recommended changes tracked.
- 2.2** The majority of amendments are minor. There is however one additional form of recognition recommended – as per the request mentioned at 1.5 above - set out below in more detail.
- 2.3** In recent years, some mayors have chosen to issue Highly Commended Certificates. The aim of the certificates being to allow the mayor to recognise contributions made by an individual or organisation mid-year, rather than waiting until the Annual Town Forum.
- 2.4** As per the policy wording, nominations for certificates can be submitted to the Town Council for consideration. Any nominations are discussed by the Mayor and Town Council officers before being decided upon and where relevant, presented to the recipient. Where appropriate, a social media post may be issued and the Mayor's webpage updated.
- 2.5** It is recommended that the certificates be formalised within the policy, as a method to enable the Mayor/Town Council more versatility to recognise contributions by members of the public or organisations.

## **3. Financial Appraisal**

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

## **4. Contact Officer**

- 4.1** The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.





Seaford Town Council

**Civic Awards Policy**

<b>Policy Ref.</b>	CC1
<b>Date Last Adopted</b>	<del>October 2018</del> <u>October 2023</u>
<b>Date of Next Review</b>	202 <u>7</u> <del>4</del> - 202 <u>8</u> <del>5</del>
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Change in best practice or internal processes that would prompt a change to policy</li> </ul>
<b>Previous Adoption Dates</b>	September 2018
<b>Author</b>	Assistant Town Clerk

# Civic Awards Policy

## 1. Introduction

Seaford Town Council has a scheme for providing civic awards for members of the community who have made their mark on Seaford; whether this be working selflessly for others in the community, bringing credit or positivity to the town, going above and beyond their duties (whether voluntary or paid) or displaying great bravery in the face of adversity.

Civic awards are provided through three channels;

- i. the Mayor's Awards
- ii. the Young Mayor's Awards
- iii. the Don Mabey Award

Individuals will only be able to receive ~~either~~ any of the above awards once.

New award channels or one-off awards outside of the above will be considered and agreed by Full Council.

The Mayor of Seaford may also consider presenting Highly Commended Certificates as appropriate during their mayoral year.

## 2. Mayor's and Young Mayor's Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Town Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Town Council officers will give guidance and support with either approach.

Nominations for awardees must however reflect the Town Council's code of conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their 'group' can be evidenced.

Nominations for Young Mayor's Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will be presented at the Annual Town Forum; usually held in ~~late-May~~April each year.

### **3. The Don Mabey Award**

The Don Mabey Award was introduced in 2014 in memory of Don Mabey MBE, who was a Freeman of the Town and known to many for all the work he did in and around the town and its organisations.

The Don Mabey Award is awarded to individuals who have gone above and beyond with their services to the town and its residents.

The Mayor chooses the recipient for the Don Mabey Award each year and this is awarded at the Annual Town ~~Meeting~~Forum.

### **4. Highly Commended Certificates**

The Mayor may consider the presentation of Highly Commended Certificates at appropriate times during their mayoral year.

The Highly Commended Certificates enable the Mayor to recognise members of the public or organisations after an act of kindness or bravery in a timely manner, rather than waiting until the Annual Town Forum.

A person/organisation receiving a Highly Commended Certificate is ~~also~~ still able to be nominated to receive a Mayor's Award, Young Mayor's Award or Don Mabey Award.

### **4.5. Nominations**

#### **Awards –**

Members of the public can submit a nomination for someone to receive a civic award by email or writing to the Town Council, clearly stating why they think that person should receive an award. Nominations should be submitted by ~~31<sup>st</sup> March~~1<sup>st</sup> March at the latest for consideration for that year's civic awards.

There is no guarantee of an award as a result of a public nomination but due consideration will be given to all nominations received. Nominations will be reviewed by the Mayor in consultation with relevant Town Council officers; the person making the nomination will be

informed of the decision ~~by 30<sup>th</sup> April at the latest.~~ before the date of the Annual Town Forum.

Highly Commended Certificates –

Members of the public can submit a nomination for someone to receive a Highly Commended Certificate by email or writing to the Town Council, clearly stating why they think that person should receive recognition.

The Mayor will consider nominations, and if accepted will make arrangements with relevant Town Council officers to make the presentation.

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## Seaford Town Council

<b>Report No:</b>	<b>87/23</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>5<sup>th</sup> October 2023</b>
<b>Title:</b>	<b>Briefing on Public Toilets</b>
<b>By:</b>	<b>Louise Lawrence, Head of Assets, Projects &amp; Services</b>
<b>Purpose of Report:</b>	<b>To brief Full Council on future papers to committees in relation to public toilets within the town</b>

### Recommendations

#### Full Council is recommended:

1. To note the contents of the report and raise any points that the Town Council may wish to consider as matters proceed.

## 1. Introduction

**1.1** There are several papers coming to committees in 2023, and this is an opportunity to have an open discussion to inform paper content before the papers are considered.

1. Compostable toilets – Climate Change Committee
2. Toilet cleaning tender – Community Service Committee (7<sup>th</sup> December)
3. South Street toilets – Community Service Committee (7<sup>th</sup> December)

**1.2** This paper also includes two updates:

1. Lewes District Council toilet cleaning contract end
2. Closure of Martello toilets to enable refurbishment.

**1.3** Public toilets offer significant benefits, including improved public health, accessibility, and economic advantages. However, these benefits must be weighed against the costs of construction, daily maintenance, disposables, reputation and security and user safety concerns.

## **2. Committee Papers**

### **2.1 Compostable toilets**

**2.2** There was a public consultation held regarding the temporary compostable toilets sited near to the Martello toilets. 34 members of the public responded. A paper will go to the Climate Change Committee summarising the responses.

### **2.3 Toilet cleaning tender**

**2.4** Community Services Committee will be asked to approve a framework for going out to tender with the toilet cleaning contract. The tender will consider increased cleaning during high use periods and locking toilets at night, amongst other areas. The new contract will start 1<sup>st</sup> April 2024.

### **2.5 South Street toilets**

**2.6** The maintenance costs and cleaning costs for South Street toilets are raising steadily. The toilets are also in a poor state of repair. A full refurbishment would be needed to bring the toilets up to a good standard.

**2.7** Given that South Street toilets are located close to Place Lane toilets (owned by Lewes District Council), a report will be tabled to consider options with these toilets.

## **3. Updates**

### **3.1 Lewes District Council (LDC) toilet cleaning contract end**

**3.2** The Lewes District Council (LDC) toilet cleaning contract ended in September 2023. LDC are continuing to supply consumables until March 2024. The Town Council is working with a contractor to keep the toilets clean until the tender award in April 2024. In accordance with Financial Regulations, the current contractor was selected from three bidders.

### **3.3 Closure of Martello toilets to enable refurbishment**

**3.4** The toilets will close at the end of October in preparation for building to start. Temporary toilets, including accessible toilets, will be placed near the toilets for the duration of the refurbishment works.

## **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 Louise Lawrence, Head of Assets, Projects & Services.