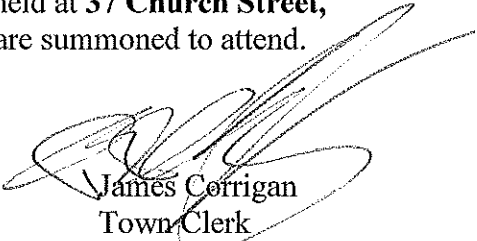




Seaford Town Council

To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 11th February 2016** at **7.00 pm** which you are summoned to attend.



James Corrigan
Town Clerk
4 February 2016

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable 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 Standing Order 3 and Seaford Town Council Policy.

4. Finance Report

To consider report 136/15 to inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 December 2015 (pages 3 to 10).

5. Concessions and Tenders

To consider report 137/15 to seek delegated authority for the selection of successful bids for concession licenses (pages 11 to 12).

6. Projects and Facilities Manager - Update Report

To consider report 139/15 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 13 to 19).

7. Seaford Tree Wardens – Appointments and Proposed Projects

To consider report 138/15 to notify members of new appointments to the Seaford Tree Wardens; and to seek approval for the proposed street tree planting planned for (pages 20 to 23).

For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation:

Committee: Councillors C Campbell (Chair), A McLean (Vice Chair), D Argent, P Boorman, R Chambers, L Freeman, R Hayder, O Honeyman, I Murray and D Silvey-Adam.

For information: Councillors S Adeniji, M Brown, D Burchett, B Burfield, R Honeyman, M Lambert, A Latham, P Lower, L Wallraven and L Worcester.



Seaford Town Council

Report 136/15

Agenda Item No: 4
Committee: Community Services
Date: 11 February 2016
Title: Finance Report
By: Ben King, Projects & Facilities Manager
Purpose of Report: To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 December 2015.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2015 to 31 December 2015 compared to the projected annual budget.
- 1.2 Overall, except where noted, the % of budget shown for the period is broadly in line with the projected annual budgets; projections have also now been made within the budgeted process; however variances not previously covered may be explained as:
 - (a) Sports Pitch Income: Currently no income is being shown in the Sports Pitch Hire Cost Codes; this is due to reimbursement still outstanding from Lewes District Council. The method in which the income is transferred to Seaford Town Council is yet to be confirmed and a list of queries will be addressed in order to bring the account up to date before the end of the financial year.

It is anticipated that income will not meet the amount budgeted for the year, this is due to historical and incomplete accounts histories being provided prior to setting budgets back in November 2014.

- 1.3 Non Contract Grounds Maintenance and Building Maintenance: There are some outstanding invoices coming through following the significant repair works needed due to the fallen tree at Crouch Gardens; this is anticipated to affect the Non

Contract Grounds Maintenance and Building Maintenance budgets; any overspends will be met by underspends in other Cost Centres.

- 1.4 It is expected that the Building Maintenance cost code will be impacted further due to required works at The Old Town Hall and Martello Tower, both of which are works required by the landlord (STC).

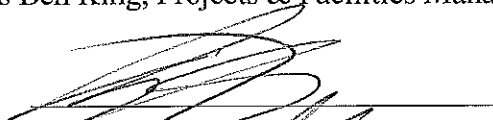
2. Financial Appraisal


The financial implications in this report are outlined in Section 1 of this report.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager





Town Clerk

03/02/2016

Seaford Town Council 2015/2016

12:06

Detailed Income & Expenditure by Budget Heading 31/12/2016

Page No 1

Month No : 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Community Services</u>								
<u>105 Salts Recreation Ground</u>								
4051	Rates	0	240	601	361	361	39.9 %	
4052	Water & Sewerage	1,323	1,262	3,025	1,763	1,763	41.7 %	
4055	Electricity	25	132	361	229	229	36.6 %	
4115	Insurance	0	3,592	3,000	-592	-592	119.7 %	
4199	Other Expenditure	0	-22	0	22	22	0.0 %	
4250	Public Seating	40	265	0	-265	-265	0.0 %	
4251	Dog Bin Emptying	297	1,187	1,619	432	432	73.3 %	
4260	Grounds Maintenance Contract	13,123	58,840	70,997	12,157	12,157	82.9 %	
4261	Grounds Maint non contract	0	2,329	5,000	2,671	2,671	46.6 %	
4275	Building Maintenance	0	247	0	-247	-247	0.0 %	
	Salts Recreation Ground :- Expenditure	14,808	68,072	84,603	16,532	0	16,532	80.5 %
1050	Income Rent	140	945	2,928	-1,983		32.3 %	
1051	Income Insurance Recharge	0	1,287	1,285	2		100.1 %	
1054	Income Other	134	1,968	0	1,968		0.0 %	
1055	Income Seating	0	180	0	180		0.0 %	
1058	Income Water Recharge	0	896	1,755	-859		51.1 %	
1066	Income Concession	0	16,800	16,800	0		100.0 %	
1071	Income Base Rent	0	17	1,100	-1,083		1.6 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
1093	Income Rate Refund	0	240	0	240		0.0 %	
	Salts Recreation Ground :- Income	274	22,333	32,868	-10,535		67.9 %	
	Net Expenditure over Income	14,534	45,739	51,735	5,997			
<u>106 Crouch Recreation Ground</u>								
4052	Water & Sewerage	636	631	2,183	1,552	1,552	28.9 %	
4055	Electricity	0	212	298	86	86	71.1 %	
4115	Insurance	0	1,784	1,787	3	3	99.8 %	
4251	Dog Bin Emptying	212	848	1,349	501	501	62.8 %	
4260	Grounds Maintenance Contract	0	28,071	40,494	12,423	12,423	69.3 %	
4261	Grounds Maint non contract	695	989	3,500	2,511	2,511	28.3 %	
4275	Building Maintenance	0	60	0	-60	-60	0.0 %	
	Crouch Recreation Ground :- Expenditure	1,542	32,594	49,611	17,017	0	17,017	65.7 %
1050	Income Rent	406	1,837	2,475	-638		74.2 %	
1051	Income Insurance Recharge	0	741	745	-4		99.5 %	
1057	Income Electricity Recharge	0	96	149	-53		64.3 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
	Crouch Recreation Ground :- Income	406	2,674	12,369	-9,695		21.6 %	
	Net Expenditure over Income	1,136	29,920	37,242	7,322			

Continued on Page No 2

Month No : 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
107 Martello Fields							
4251 Dog Bin Emptying	170	678	1,079	401		401	62.8 %
4260 Grounds Maintenance Contract	0	10,320	14,648	4,328		4,328	70.5 %
4261 Grounds Maint non contract	0	1,201	2,000	799		799	60.0 %
Martello Fields :- Expenditure	170	12,199	17,727	5,528	0	5,528	68.8 %
1050 Income Rent	0	4,114	3,750	364			109.7 %
Martello Fields :- Income	0	4,114	3,750	364			109.7 %
Net Expenditure over Income	170	8,085	13,977	5,892			
108 Other Open Spaces							
4051 Rates	0	66	624	558		558	10.6 %
4052 Water & Sewerage	16	114	73	-41		-41	156.0 %
4155 Professional Fees	0	100	0	-100		-100	0.0 %
4250 Public Seating	0	780	0	-780		-780	0.0 %
4251 Dog Bin Emptying	339	1,356	1,620	264		264	83.7 %
4260 Grounds Maintenance Contract	0	19,741	28,779	9,038		9,038	68.6 %
4261 Grounds Maint non contract	65	2,142	3,500	1,358		1,358	61.2 %
4270 Vehicles & Equipment Maint	0	21	0	-21		-21	0.0 %
Other Open Spaces :- Expenditure	420	24,319	34,596	10,276	0	10,276	70.3 %
1054 Income Other	0	10	0	10			0.0 %
1055 Income Seating	0	795	0	795			0.0 %
1066 Income Concession	0	2,085	0	2,085			0.0 %
1093 Income Rate Refund	0	2,427	0	2,427			0.0 %
Other Open Spaces :- Income	0	5,317	0	5,317			
Net Expenditure over Income	420	19,002	34,596	15,593			
113 Crypt							
4051 Rates	557	5,011	5,573	562		562	89.9 %
4052 Water & Sewerage	45	107	206	99		99	51.8 %
4055 Electricity	0	490	902	412		412	54.4 %
4056 Gas	0	637	2,280	1,643		1,643	27.9 %
4105 Postage	0	0	10	10		10	0.0 %
4106 Stationery	0	0	100	100		100	0.0 %
4110 Advertising & Publicity	0	326	1,000	674		674	32.6 %
4115 Insurance	0	769	1,225	456		456	62.8 %
4199 Other Expenditure	0	14	50	36		36	28.6 %
4201 Cleaning & Hygiene	6	114	650	536		536	17.5 %
4261 Grounds Maint non contract	50	50	0	-50		-50	0.0 %

Month No : 9

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4275	Building Maintenance	0	213	0	-213		-213	0.0 %
	Crypt :- Expenditure	658	7,730	11,996	4,266	0	4,266	64.4 %
1050	Income Rent	0	7,182	6,250	932			114.9 %
	Crypt :- Income	0	7,182	6,250	932			114.9 %
	Net Expenditure over Income	658	549	5,746	5,197			
<u>115</u>	<u>Martello Tower</u>							
4115	Insurance	0	2,207	2,207	0		0	100.0 %
	Martello Tower :- Expenditure	0	2,207	2,207	0	0	0	100.0 %
	Net Expenditure over Income	0	2,207	2,207	0			
<u>116</u>	<u>Seaford Head Estate</u>							
4052	Water & Sewerage	71	71	0	-71		-71	0.0 %
4115	Insurance	0	1,236	1,236	0		0	100.0 %
4155	Professional Fees	0	660	0	-660		-660	0.0 %
4250	Public Seating	0	2,151	0	-2,151		-2,151	0.0 %
4251	Dog Bin Emptying	170	678	1,080	402		402	62.8 %
4260	Grounds Maintenance Contract	0	1,063	2,299	1,236		1,236	46.2 %
4261	Grounds Maint non contract	0	-1,470	2,000	3,470		3,470	-73.5 %
4275	Building Maintenance	210	235	0	-235		-235	0.0 %
4500	Nature Reserve Expenses	2,798	16,643	10,500	-6,143		-6,143	158.5 %
	Seaford Head Estate :- Expenditure	3,249	21,266	17,115	-4,151	0	-4,151	124.3 %
1050	Income Rent	0	10,000	10,000	0			100.0 %
1053	Income Grants	0	2,168	3,350	-1,182			64.7 %
1055	Income Seating	0	1,798	0	1,798			0.0 %
1066	Income Concession	0	2,085	4,170	-2,085			50.0 %
1200	Income Nature Reserve	200	15,033	2,500	12,533			601.3 %
	Seaford Head Estate :- Income	200	31,084	20,020	11,064			155.3 %
	Net Expenditure over Income	3,049	-9,818	-2,905	6,913			
<u>117</u>	<u>Seafont</u>							
4052	Water & Sewerage	0	0	175	175		175	0.0 %
4055	Electricity	0	1,942	2,266	324		324	85.7 %
4115	Insurance	0	509	518	9		9	98.3 %
4154	Land Registry Fees	0	78	0	-78		-78	0.0 %
4250	Public Seating	0	137	0	-137		-137	0.0 %
4253	Shelters	120	1,110	1,690	580		580	65.7 %

Month No : 9

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4260	Grounds Maintenance Contract	0	0	335	335		335	0.0 %
4261	Grounds Maint non contract	0	2,916	2,500	-416		-416	116.6 %
	Seafront :- Expenditure	120	6,692	7,484	792	0	792	89.4 %
1055	Income Seating	0	935	0	935			0.0 %
1057	Income Electricity Recharge	0	1,040	2,266	-1,226			45.9 %
1058	Income Water Recharge	0	63	80	-17			78.4 %
1066	Income Concession	0	42,825	42,825	0			100.0 %
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710			0.0 %
	Seafront :- Income	0	46,573	45,171	1,402			103.1 %
	Net Expenditure over Income	120	-39,881	-37,687	2,193			
<u>118</u>	<u>Beach Huts</u>							
4051	Rates	288	2,626	3,171	545		545	82.8 %
4115	Insurance	0	1,084	1,085	1		1	100.0 %
4275	Building Maintenance	0	145	0	-145		-145	0.0 %
	Beach Huts :- Expenditure	288	3,856	4,256	400	0	400	90.6 %
1054	Income Other	0	112	0	112			0.0 %
1060	Beach Huts Site Licence	0	15,376	15,326	50			100.3 %
1061	Beach Hut Annual Rent	0	12,042	12,042	0			100.0 %
	Beach Huts :- Income	0	27,531	27,368	163			100.6 %
	Net Expenditure over Income	288	-23,675	-23,112	563			
<u>119</u>	<u>Old Town Hall</u>							
4115	Insurance	0	190	190	0		0	100.0 %
	Old Town Hall :- Expenditure	0	190	190	0	0	0	100.0 %
1050	Income Rent	106	1,009	1,275	-266			79.2 %
1051	Income Insurance Recharge	0	0	190	-190			0.0 %
	Old Town Hall :- Income	106	1,009	1,465	-456			68.9 %
	Net Expenditure over Income	-106	-819	-1,275	-456			
<u>125</u>	<u>Allotments</u>							
4199	Other Expenditure	0	550	996	446		446	55.2 %
	Allotments :- Expenditure	0	550	996	446	0	446	55.2 %
1050	Income Rent	0	863	855	8			101.0 %
1054	Income Other	-77	545	996	-451			54.7 %
	Allotments :- Income	-77	1,408	1,851	-443			76.1 %
	Net Expenditure over Income	77	-858	-855	3			

Month No : 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
130 Other Recreation							
4410 Swimming Pool	0	806	10,000	9,194		9,194	8.1 %
Other Recreation :- Expenditure	0	806	10,000	9,194	0	9,194	8.1 %
Net Expenditure over Income	0	806	10,000	9,194			
134 CCTV							
4055 Electricity	0	728	1,706	978		978	42.7 %
4115 Insurance	0	926	926	0		0	100.0 %
4276 CCTV	7,366	9,015	8,153	-862		-862	110.6 %
CCTV :- Expenditure	7,366	10,669	10,785	116	0	116	98.9 %
Net Expenditure over Income	7,366	10,669	10,785	116			
135 Community Service Other							
4115 Insurance	0	193	194	1		1	99.7 %
4195 Community Services Events Exp	0	2,755	200	-2,555		-2,555	1377.3
4262 Tree Warden Expenses	98	1,353	2,310	957		957	58.6 %
4273 Christmas Lights	3,786	7,314	13,000	5,686		5,686	56.3 %
4275 Building Maintenance	0	-500	0	500		500	0.0 %
4281 Christmas Event Expenses	3,790	8,007	0	-8,007		-8,007	0.0 %
4290 Physical Activity Proj Expenses	0	1,290	8,000	6,710		6,710	16.1 %
Community Service Other :- Expenditure	7,675	20,412	23,704	3,292	0	3,292	86.1 %
1065 Income Xmas Lights	0	0	500	-500			0.0 %
1070 Income Community Serv Events	0	2,134	0	2,134			0.0 %
1072 Income Tree Wardens	655	705	400	305			176.3 %
1075 Income Christmas Event	960	8,330	0	8,330			0.0 %
Community Service Other :- Income	1,615	11,169	900	10,269			1241.0
Net Expenditure over Income	6,060	9,243	22,804	13,561			
220 Building Maintenance Pool							
4275 Building Maintenance	543	5,844	6,000	156		156	97.4 %
Building Maintenance Pool :- Expenditure	543	5,844	6,000	156	0	156	97.4 %
Net Expenditure over Income	543	5,844	6,000	156			
225 Projects Pool							
4274 Projects Expenditure	0	6,084	45,000	38,916		38,916	13.5 %
Projects Pool :- Expenditure	0	6,084	45,000	38,916	0	38,916	13.5 %

Month No : 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053 Income Grants	0	204,898	0	204,898			0.0 %
Projects Pool :- Income	<u>0</u>	<u>204,898</u>	<u>0</u>	<u>204,898</u>			
Net Expenditure over Income	<u>0</u>	<u>-198,814</u>	<u>45,000</u>	<u>243,814</u>			
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	18	182	750	568		568	24.3 %
Planning & Highways :- Expenditure	<u>18</u>	<u>182</u>	<u>750</u>	<u>568</u>	<u>0</u>	<u>568</u>	<u>24.3 %</u>
Net Expenditure over Income	<u>18</u>	<u>182</u>	<u>750</u>	<u>568</u>			
Community Services :- Expenditure	<u>36,856</u>	<u>223,673</u>	<u>327,021</u>	<u>103,348</u>	<u>0</u>	<u>103,348</u>	<u>68.4 %</u>
Income	<u>2,524</u>	<u>365,292</u>	<u>152,012</u>	<u>213,280</u>			<u>240.3 %</u>
Net Expenditure over Income	<u>34,332</u>	<u>-141,619</u>	<u>175,009</u>	<u>316,628</u>			



Seaford Town Council

Report 137/15

Agenda Item No:	5
Committee:	Community Services
Date:	11 February 2016
Title:	Concession Tenders
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To seek delegated authority for the selection of successful tenders for concession licenses.

Recommendations

You are recommended:

- 1. To delegate authority to the Town Clerk in consultation with the Chairman of this Committee and the Mayor, to award the successful tenders for concession licenses following the selection process.**
-

1. Information

- 1.1** The trading concessions let by this Council on the seafront, South Hill Barn and High and Over, are currently out for tender applications. Advertisement has been placed in the South Coast Leader and Argus as well as on their web pages, applications have been sent to a number of previous applicants held on a database as well as existing traders; and a number of new applicants interested in the sites on offer.
- 1.2** Information has also been released on the Town Council's website as well as social media and notices have been placed at a number of the sites as well as on community notice boards.
- 1.3** Following a review of the licenses there have been some small variations to the proposed agreements; primarily the applications have been reformatted so that they are easier to read and complete. The terms and conditions have remained broadly the same however more conditions have been included relating to quality of service and performance standards that will be expected of the operators.
- 1.4** In addition the applications are being made a little more open to proposals and variations, by offering the opportunity for informal discussions before submission; it was clear the nature of previous tendering stages may have been viewed as being a little restrictive for any potential traders with different ideas; this may have affected the potential responses to the opportunities.

- 1.5 Particularly with High and Over and South Hill Barn locations in mind, these locations may require more flexibility in the operating terms to enable traders to work to their strengths and cater for the relevant demand, most likely benefitting from trading in goods other than solely Ice Cream which has previously been the permitted trade.
- 1.6 The selection process will of course be focussed on financial aspects of the bids as well as taking into consideration any proposed extensions or improvement to operating times.
- 1.7 So far discussions with applicants have emphasised the importance of the financial aspects to ensure that they demonstrate that their bid is competitive; however as we have detailed in the application forms the selection process will also take into consideration any proposals that demonstrate the visitor experience will be improved and/or providing enhancements to the trading areas.
- 1.8 Due to the continued development of project options for The Salts Café applications have not been invited for this particular trading concession; the existing licence will be extended for a further year to 31st March 2017 with the existing operator.
- 1.9 Due to the closing date for receipt of applications being after the date of the Community Services Committee meeting it is recommended that authority is delegated to the Town Clerk in consultation with the Chairman of this Committee and the Mayor to conduct the selection process and award the successful tenders.

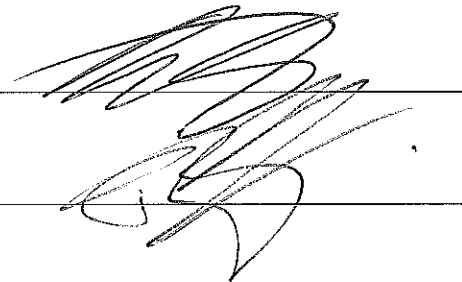
2. Financial Appraisal

There are no financial implications as a result of this report; subject to award of licenses the income will be accounted for in the Community Services annual budgets.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager



Handwritten signature of Ben King, Projects & Facilities Manager, written over a horizontal line.

Town Clerk



Seaford Town Council

Report 139/15

Agenda Item No:	6
Committee:	Community Services
Date:	11 February 2016
Title:	Projects & Facilities Manager - update report
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To inform members on progress and actions relating to Seaford Town Council assets and services.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
-

1. Projects and Facilities Information

1.1 The Salts

A meeting was held with the play area contractor at the end of December. Faults and rectifications were discussed in detail and a list of rectifications was agreed. The works are planned to commence very soon whereby the play space will be closed to the public in order to undertake the works and sections will also need to be cordoned off to allow new landscaping works to settle and take on.

It is expected that the rectifications will conclude the long and frustrating period of inactivity and negotiation; in addition plans will soon be underway to implement new planting works around the play space with the hope of finalising all of the key aspects of the project.

Concessions Tendering

Following a review of the concessions the tendering for the operating licenses was opened at the end of January. The closing date is Friday 12th February with invitations being sent out for the four seafront concessions as well as South Hill Barn and High and Over.

A number of interested parties have been in contact and the process is open to enquiries and proposals; the basis of the tendering process follows guidelines around 1 or 3 season agreements but proposals will also be accepted for consideration alongside the submissions.

More information about the terms and conditions, as well as the tendering and selection process is included in Report 137/15 on this agenda.

Insurance Renewal

Invitations to tender for the Town Council insurance policies were released at the beginning of February, the closing date is 23rd February 2016. The tenders will be presented to F&GP Committee however the review process has taken into account all areas of the Town Council's operations including all Community Services areas of responsibility.

Seaford Head Estate

The Archaeological Dig planned for 'Cap Badge Quarry' on the Seaford Head Nature Reserve is back in process with the view of undertaking the community dig in June. The project was briefly noted to this committee in March 2015 but it is hoped that preliminary test digs can soon be undertaken, planned for early March this year; with the community dig and study taking place in June.

Provisional approval has been given subject to the final approval from Natural England who regulates any activities taking place within the SSSI areas, which cover the majority of the Nature Reserve. A copy of the project report and method statement can be provided by email should members wish to view these aspects in more detail.

Rotary Clock

Service and Maintenance works were booked for the Rotary Clock on Broad Street for the middle of last year which was initially delayed to the end of the year; now following the initial delay the manufacturer has suggested that a change in their risk management procedures now prohibits them from accessing the clock from a ladder so the matter is currently being negotiated.

The Clock was relocated in 2014 under advice from the Clock manufacturer, in order to make servicing and maintenance easier by accessing by ladder thus negating the need of costly access equipment. Considering the considerable expense in relocating the clock which cost in excess of £3,500, the Projects & Facilities Manager has asked for further explanation from the manufacturer; particularly as a considerable proportion of that sum will have been spent on unnecessary works, as well as the future maintenance remaining a costly exercise.

Seaford Town Guide

The 2016 Seaford Town Guide will soon be delivered to residences in Seaford; a batch of guides has been delivered to the Town Council offices which will be distributed in a number of locations around the town.

Winter Sports - Football

With recent prolonged wet weather there has been considerable pressure experienced by winter sports clubs and in turn this Council and the grounds maintenance teams.

One of the greatest pressures is currently faced by the Football Clubs, Seaford Town Football Club (who consolidated with Seaford Wasps in 2015) and Premier Soccer. The considerable number of young people playing the sport combined with the closure of the Newlands site, resulting in Premier Soccer losing its home in 2014 meant that there is limited availability during these prolonged weather conditions.

Improvement options are already under development for The Salts however this may only address a small proportion of the demand; it is clear that all weather options or a greater number of pitches within Seaford, will need to be considered more thoroughly in order to manage the demand during the wetter months of the year.

The same pressures apply for Rugby however the most pressing need to address for Rugby teams is availability of training space in order to relieve wear and tear on pitches in wet conditions, quality of playing surface in some areas as well as the fact that there is only one site in Seaford providing Rugby; the same also applies to the Cricket Club at The Salts with overuse in winter potentially having a residual effect on their pitches.

With this in mind and due to the only dedicated Seaford football teams residing within two of the Council's sites The Salts and Crouch Gardens, the need to prioritise football has become more urgent.

Development Plans for Open Spaces

Seaford Seafront Development Plan:

The results of the funding applications for 'Coastal Revival Fund' were announced in December; sadly this Council was not awarded either of the bids, one of which was for the seafront performance area and the other to pay for a consultant to produce a Seafront Masterplan.

There were 222 applications and 77 were successful, with each being awarded a share of the £3million fund; the reason given was due to the successful bids being stronger in meeting the criteria. Further funding applications are now underway for the priority project of the development of a seafront performance area and refurbishment of the Martello Toilets. Work will now also resume on the Seafront Development Plan.

Crouch Gardens Development Plan:

With changes soon to take place in the projects team and with a busy winter period the Crouch Gardens Development Plan work has been postponed until later in the year.

Work with the Community Liaison Officer for G Burleys is therefore likely to focus on the next projects at The Salts. Then once the Seafront Development Plan has progressed further and a clearer picture has been gained of the success of projects at The Salts, the Crouch Development Plan will resume.

1.2 Events

Seaford Christmas Magic 2015

Seaford Christmas Magic proved very successful with positive feedback in most areas, it is clear that there are a number of elements where resources are a little short or improvements can be made to the process in order to simplify the organisation of the event. There is also feedback that will be taken into account from survey results as well as feedback on the day.

It is clear that overall the format works well and that group members are becoming more familiar with their role as well as the improvements, adjustments that can be made for their aspects of the event. A number of supporting groups / organisations

have also come away with positive experiences with the intention of returning for 2016.

Thanks again to the Seaford Christmas Magic Team for all of their hard work in organising the event and on the day; Sam Adeniji, Carol Edwards, Kristina Veasey, Dominic Smith, Greg Anderson and Daeron McGee who have all accepted a variety of the necessary duties in organising the event; as well as Chamber of Commerce members Neal Richardson, Dave Argent and Jonathan Chappell who all give significant time in developing a valuable Seaford event.

Thanks also to the Councillors that helped out the day, as well as Len Fisher for stepping up and filling in for some absence

2016 EVENTS

<u>Rotary Boot Fairs</u>	Commencing 24 th April Ending 2 nd October
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<u>Scouts Boot Fairs</u>	Commencing 10 th April Ending 9 th October
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<u>French and Italian Markets</u>	Details TBC Sutton Road
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APRIL

7 th – 10 th April	Thurs-Sun	William Cole's Funfair
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MAY

2 nd May	Monday (BH)	<i>(Provisional)</i> Kids Carnival Seaford Community Events Committee
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8 th May	Sunday	NPS Lions Half Marathon
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28 th May	Saturday	Waifs & Strays Family Funday & Dog Show
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JUNE

2 nd – 5 th June	Thurs-Sun	Jay Millers Circus
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12 th June	Sunday	Sussex Day (<i>Martello Tower</i>)
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12 th June	“	Martello Rotary (<i>The Salts Provisional</i>)
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18 & 19 th June	Sat/Sun	Triathlon
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25 th June	Saturday	Seahaven Veterans and Armed Forces Day
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26 th June	Sunday	Seaford Motor Fest 2016
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JULY

(TBC) July	Saturday	Family Funday
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AUGUST

20th August Saturday Waifs & Strays Family Funday & Dog Show

28th August Sunday Donkey Derby

OCTOBER

22nd October Saturday Seaford Bonfire Night

DECEMBER

3rd December Saturday Seaford Christmas Magic

1.3 Projects & Facilities - Team Priorities:

On Friday 5th February Rachel Beard will be working her last day with the Town Council. Following her valuable work with the Council and having undertaken and completed her apprenticeship and NVQ in Business Administration with us, Rachel is moving onto an administration role with another company. Thank you to Rachel for her work while with the Town Council, she has come a long way since joining us at the end of 2013.

With the permanent appointment for the Project Officer Len Fisher, and with a new member joining the team a review of the team priorities and the method of monitoring and prioritising work will take place. Some changes will be made in the project office following the recent redecoration works and the roles will be revised and clearly defined in order to establish a smooth induction for the new person in post.

Project work, In process:

- The Salts Development Plan – Including all project elements
- Coastal Communities Team Project Work – formed of funding bids and development of events and tourism strategies.
- Signage Project – incorporating signage to Tourism locations and to TIC
- Memorial Schemes
- Seafront Performance Area
- Old Town Hall repairs
- Martello Tower repairs
- Seaford Town Council Insurance Renewal (BK + LC) (Selection to be made)
- Concessions Tendering (BK) (Selection to be made)
- The Salts Play Area – Rectifications
- The Salts – Planting Scheme Funding bids relevant to Town Council projects.
- Seafront Development Plan
- Seahaven Veterans and Armed Forces Day
- Seaford Christmas Magic and Christmas Lights
- Seaford Town Guide / Seaford Tourism Guide

Projects Pending

- Martello Tower – Projects Review (Museum Bridge – Seafront Performance Area – External repairs and Maintenance)
- Community Group Leases (Community Garden – Old Town Hall)
- Arts@theCrypt (Handover projects)
- Street Trading
- Supporting Seaford Football Clubs in developing playing pitch strategy/needs assessment.
- Physical Activity Projects for 2016 - *There will be a review of the Physical Activity Projects for 2016. This will take into account previous work but will set priorities to ensure that the quality of service and benefit to the community are maximised.*
- Crouch Gardens Development Plan

Recently Completed

- Redecoration and Renovation of 37 Church Street - STC offices, Chamber and storage areas. (LF)
- Crouch Gardens property repairs following fallen tree (LF)
- Seaford Town Guide
- Appraisals
- Seaford Christmas Magic (STC, Councillors, Chamber of Commerce)
- Review of Insurances
- Review of Trading Licenses

2. Projects & Facilities Manager - Priorities going forward

Project Management

Consolidating all projects into a portfolio to ensure clear direction for the Projects & Facilities team members, and to enable update and review stages for each project.

Target Date: November to support budgeting

Status: In use as a working document, refined and updated regularly

The Salts Development Plan

Children's Play Space

Target Date: Complete in September

Status: defects to be rectified in February/March

Tennis Courts

Target Date: Develop in September - commence project early 2016

Status: Awaiting support aiming to commence development of design options shortly.

Skate Park, Cycling and MUGA

Target Date: Commence Spring 2016

Status: initial request for S106 funding made to LDC (to be utilised as proportionate funding).

Café

Target Date: Introduce new system of tenancy early 2016.

Status: Further development required in the submitted proposal; existing operating licence extended to 31st March 2016.

Football Cricket and Rugby

Target Date: Develop over winter with target to implement works post winter season.

Status: All clubs now consulted, options discussed and a plan to be produced (with support).

Seafront Development Plan

Continue to progress the first stages of the Seafront Development Plan consulting first with agencies and authorities.

Target Date: October for consultation with authorities and drafting through winter for early 2016 approval.

Status: Delayed resume in December. Results of Coastal Revival Fund bids were not received until mid-December. Now resuming this work early March.

Crouch Gardens Development Plan

Develop the first public consultation, inviting other key stakeholders to support where relevant.

Target Date: Summer/Autumn 2016 for first consultation.

Status: Postponed provisionally to Summer/Autumn

Signage Project

Review signage project, submit applications for brown signing and confirm the final cost of the project.

Target Date: Will be guided by ESCC, target for manufacturing signs through winter

Status: Resuming project development in December, aiming for manufacturing February 2016. Further delay has been experienced – this may only realistically start nearer to April/May.

3. Financial Appraisal

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

4. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk





Seaford Town Council

Report 138/15

Agenda Item No:	7
Committee:	Community Services
Date:	11 February 2016
Title:	Seaford Tree Wardens – Appointed members and proposed projects
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To notify members of new appointments to the Seaford Tree Wardens; and to seek approval for the proposed street tree planting planned for early March.

Recommendations

You are recommended:

- 1. To note the new appointments to the Seaford Tree Wardens listed in 1.2.**
 - 2. To give thanks to the former members Jenny and Walter Tillyard and Jill Allen for their dedicated work and valuable contribution to tree planting projects around Seaford.**
 - 3. To approve the proposed street tree planting in Millberg Road and Fairways as detailed in Appendix B, subject to East Sussex County Council (ESCC) approving the final scheme and taking ownership of the trees after 5 years.**
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1. Information

- 1.1** As Seaford Tree Wardens is an appointed Town Council voluntary group, it is important to maintain records of their members for operational purposes but also for insurance reasons.
- 1.2** Following a recent update of the appointed members it was confirmed that members Jenny Tillyard, Walter Tillyard and Jill Allen have stepped down from the group. New appointments since the last notification to this committee have been confirmed as Laura Clapham, Shirley Duda and Trudy Brennan, all from Seaford.
- 1.3** Existing members remaining with the group are Keith Blackburn, Margery Diamond, Patrick McCausland, Peter Tatham and Cedric Trenfield.
- 1.4** Attached at Appendices A and B, is an update report from Margery Diamand of Seaford Tree Wardens and project information for Tree Planting, planned for March 2016. The next project being planned by the group is the planting of additional trees in Millberg Road and Fairways.
- 1.5** The tree wardens are also planning to plant a number of shrubs and trees on a green space by Hurdis Way, in Bishopstone. The land is owned by Lewes District Council, and is kept by them as an amenity area.

1.6 A comprehensive risk assessment has been completed by Margery Diamand, Appendix. B shows a summary part of that assessment.

1.7 It is recommended that thanks being given to the volunteers who have stepped down, after their dedicated work with the group.

2. Financial Appraisal

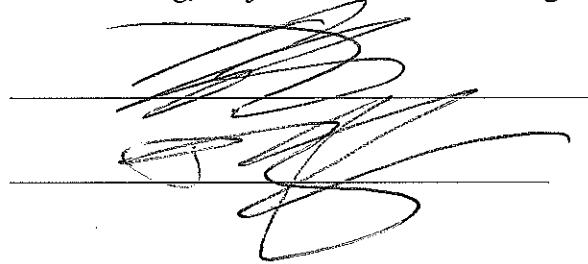
The estimated project cost is yet to be confirmed however it will utilise available Tree Wardens budget as well as additional contributions from residents.

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk

The image shows two handwritten signatures in black ink. The top signature is written over a horizontal line and appears to be 'Ben King'. The bottom signature is also written over a horizontal line and is more stylized. The signatures are positioned to the right of the text labels 'Projects & Facilities Manager' and 'Town Clerk'.

Seaford Tree Wardens: Tree Planting update

Action Required: The Community Services Committee is invited to note and approve the plans for further street planting in Spring 2016.

Background

1. Following the very successful planting of 42 street trees in November 2015 (Sutton Avenue, Westdown Road, A259 and Crouch Gardens), Seaford Tree Wardens are proposing to plant some additional trees in Milberg Road and Fairways (continuation of Chyngton Road) (A number of trees were planted in these locations in 2014 and residents have requested more).

In addition, the Tree Wardens are planning to plant a number of trees in an amenity area off Hurdis Road, Bishopstone. This land is owned by Lewes District Council, and the Tree Wardens have been working with LDC officers on this project. (covering planting design, numbers of trees and saplings). We are optimistic that residents will fully cover the costs of this project. Seaford Town Council is asked to note this planting. Plans are being finalised to check underground service plans, use the Cable Avoidance Tool and to do a risk assessment prior to planting.

Maintenance of trees

Residents agree to water trees planted outside their homes for two or three years. This is vital and, if the work were done by contractors, it would cost hundreds of pounds per tree. Other initial maintenance, such as formative pruning and replacement of mulch mats is done by Tree Wardens: over the past year formative pruning has been done on all the trees planted by the Tree Wardens. County Highways have agreed that after five years they will have responsibility for maintenance of trees planted by Tree Wardens on ESCC-owned land.

Funding

Funding for the trees comes from Seaford Town Council and voluntary contributions by residents (for example, £715 was donated by residents for the trees planted in November 2015 out of a total cost of £1281). Furthermore, some of the funds for Millberg will be drawn from the £750 donated after the windup of the North Chyngton Residents Association.

Future tree planting

The Tree Wardens are liaising with residents in the North Chyngton area, and looking for suitable planting locations. We are hoping to plant a number of trees in Bodiam Close in the autumn. We continue to receive requests from residents asking for trees to be planted in their road, and have a number of projects in the pipeline!

More information on the Tree Wardens' work, including an interactive map of trees planted in Seaford, can be found at: seafordtreewardens.wordpress.com.



Seaford Town Council



Seaford Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	February 2016
Street / area name:	Millberg Road and Fairways (continuation of Chyngton Road) We are planning a number of additional trees – having planted trees in these roads in 2014, residents have requested some more.
In conversations with residents, were any particular issues raised?	No. Residents have requested the new trees.
Approximate number of trees to be planted:	10/12
Tree species to be planted:	To be agreed with ESCC Tree Officer, taking into account the conditions of each location: Whitebeam: Sorbus aria or intermedia; Rowan: Sorbus aucuparia Hawthorne: Crataegus Chanticleer Pear (Pyrus calleryana 'Chanticleer') Tamarisk
Approximate value of donations from residents (if known):	Part of £750 donation from North Chyngton Residents' Association to be used to pay for the trees in Millberg.
Proposed date of tree planting:	March 19 th /20 th 2016
In initial conversations with ESCC, were any issues raised?	No
In utilities information received, were any issues discovered?	Plans for underground services were scrutinised and surveys made during the original plantings in 2014. In addition, each planting location will be surveyed before the trees are planted.
Description of pavements and verges: Verges are the standard configuration, that is, road, verge, pavement. All verges are at least 36" wide (ie, as per agreed in the verge width policy July 13).	
Administrative use only (following approval by CSC):	
Following meeting, has confirmation of approval been sent to ESCC?	
Has licence been received from ESCC?	
Has risk assessment been sent to STC?	
Has volunteer list been sent to STC?	
Has detailed planting list been sent to STC?	