



Seaford Town Council

To the Members of the Community Services Committee

meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 11 June 2015** at **7.00 pm** which you are summoned to attend.

James Corrigan
Town Clerk
4 June 2015

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 1 and Seaford Town Council Policy.

4. Finance Report

To consider report (pages 3 to 16).

5. Projects and Facilities Manager – Update Report

To consider report 22/15 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 17 to 25).

6. Share With Care - Code of Conduct Signage

To consider report 25/15 to consolidate feedback, to be provided to East Sussex County Council relating to shared cycle route on Seaford seafront (pages 26 to 29).

7. Registration of Nature Reserve Land for HLS Grant Funding

To consider report 26/15 to seek approval to register a parcel of land within the Nature Reserve with Rural Payments Agency so the land is eligible for funding under the HLS Grant Scheme (pages 30 to 31)

8. Arts@theCrypt Management Committee Report

To consider report 24/15 to update members on the progress made by the Arts@theCrypt Management Committee (pages 32 to 34)

9. Seaford Head Nature Reserve Minutes

As per RESOLUTION of Committee Meeting 24 July 2014 please NOTE the minutes of Seaford Head Nature Reserve meetings. (pages 35 to 44)

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: Councillor C Campbell (Chair), A McLean (Vice Chair), D Argent, R Chambers, L Freeman, R Hayder, O Honeyman, and D Silvey-Adam.

For information: Councillors S Adeniji, G Bedford, P Lower, R Honeyman, M Brown, D Burchett, M Lambert, and L Wallraven.



Seaford Town Council

Report 27/15

Agenda Item No:	4
Committee:	Community Services Committee
Date:	11 June 2015
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2014 to 31 March 2015

Recommendations

You are recommended:

- 1. To approve the report.**
 - 2. To approve the transfer of surplus Tree Warden Income to the Tree Warden Ear Marked Reserve.**
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1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2014 to 31 March 2015 compared to the projected annual budget.
- 1.2** The actual outturn for the year 2014-15 showing an underspend of £54,890 was very much in line with original underspend projections of £55,727 when setting the budget for 2015-16.
- 1.3** Variances may be explained as:
 - (a)** Salts Cleaning – The budget related to the cleaning of the Salts toilets, however it was confirmed in November that toilet cleaning would be included within the ground maintenance unlike previous years. Therefore LDC would not be invoicing for this amount allowing a 100% saving within this budget.
 - (b)** Grounds Maintenance Contract – the final costs resulted in an underspend of £8,601 compared to the overall budget of £172,613. This is due to the budget figure being based on the previous LDC contract which was considerably higher than the actual 2014/15 contract figure

- (c) Martello Fields - Grounds Maintenance Non Contract - the actual year to date is higher than the projected annual budget as the amount includes £1,566 for necessary security posts that could not wait until the new financial year.
- (d) Dog Bin Emptying – the overall expenditure exceeds the budgeted amount due to the original budget being based on an inflation rate of 3% but the actual costs were slightly higher.
- (e) Seaford Head Estate – Grounds Maintenance Non Contract – the significant overspend relates to works to the stair rail at Hope Gap. This expense was passed onto LDC via a sales invoice so is offset by the ‘income other’ code.
- (f) Electricity – Seaford – The overspend is due to higher costs than were budgeted for. However, this should be offset by the income code.
- (g) Grounds Maintenance Non Contract – Seaford – the significant overspend relates to works at splash point costing. Half these costs were met by LDC which so is offset by the income code and the remaining costs were met by general reserves.
- (h) Income Electricity Recharge - Seaford – the income is slightly lower than the expenditure which will be investigated and any errors rectified in the new financial year.
- (i) Swimming Pool Other - Recreation – the expenditure is below budget due to the projects undertaken within the year not reaching the amount budgeted.
- (j) Community Services Event Expenditure – the significant overspend is offset by the income code.
- (k) Christmas Event Expenses – the significant overspend is offset by the income code.
- (l) Tree Warden Expenses – the overspend will be met by the income code.
- (m) Income Tree Wardens – the income amount relates to residents contributions and will offset the overspend on the expense code. The surplus of £4,845 should be transferred to the EMR for Tree Wardens.
- (n) Income Physical Activity Project – This income relates to a £500 grant from ESCC and other income relating to the Tour of Britain.
- (o) Building Maintenance Pool – The significant overspend relates insurance works to the Crouch Bowling roof and the Football club windows. These costs were reimbursed by the insurance company and are offset by the income code. The overspend also relates to the costs to remove the Hurdis House Clock and roof works at South Hill Barn. Both these costs were to be taken out of general reserves as per council resolution.

1.4 Attached at Appendix B are the statements detailing income and expenditure for the period 1 April 2015 to 30 April 2015 compared to the projected annual budget.

1.5 Overall, except noted below, the budget % for the period is broadly in line with the projected annual budget.

1.6 Variances may be explained as:

- (a) Where minus figures are showing in the actual year to date column, these relate to accruals for 2014/15. These amounts were accounted for in the previous financial year but invoices were not received in time for the year end close. As a result of this, they have been transferred to this financial year shown as negative amounts. They will revert to a zero balance once the invoices have been received.
- (b) Concession Income – during previous years, the total amount was invoiced at the beginning of the year (showing 100% complete on reports) even though the payments were spread on various payment plans. This year the separate invoices will be raised for each instalment hence why the income is not at 100% at the beginning of the period.

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 Lucy Clark, Support Services Manager. As it is not intended that I attend the meeting, please contact me prior to the meeting, if you have any questions regarding this report.

Support Services Manager



Town Clerk



04/06/2015

Seaford Town Council YEAR END 2014/15

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Detailed Income & Expenditure by Budget Heading 31/03/2015

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Month No : 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Community Services							
105 Salts Recreation Ground							
4051	Rates	589	593	4	4	99.3 %	
4052	Water & Sewerage	3,492	2,937	-555	-555	118.9 %	
4055	Electricity	752	350	-402	-402	214.9 %	
4115	Insurance	2,913	2,879	-34	-34	101.2 %	
4199	Other Expenditure	22	0	-22	-22	0.0 %	
4201	Cleaning	0	1,476	1,476	1,476	0.0 %	
4251	Dog Bin Emptying	1,928	1,572	-356	-356	122.7 %	
4260	Grounds Maintenance Contract	82,891	94,026	11,135	11,135	88.2 %	
4261	Grounds Maint non contract	6,343	6,500	157	157	97.6 %	
	Salts Recreation Ground :- Expenditure	98,930	110,333	11,403	0	11,403	89.7 %
1050	Income Rent	2,620	1,043	1,577		251.2 %	
1051	Income Insurance Recharge	1,249	1,237	12		101.0 %	
1054	Income Other	210	0	210		0.0 %	
1058	Income Water Recharge	1,612	1,971	-359		81.8 %	
1066	Income Concession	15,800	15,800	0		100.0 %	
1071	Income Base Rent	1,972	300	1,672		657.4 %	
	Salts Recreation Ground :- Income	23,464	20,351	3,113		115.3 %	
	Net Expenditure over Income	75,466	89,982	14,516			
106 Crouch Recreation Ground							
4052	Water & Sewerage	1,477	2,119	642	642	69.7 %	
4055	Electricity	310	289	-21	-21	107.1 %	
4115	Insurance	1,735	1,654	-81	-81	104.9 %	
4251	Dog Bin Emptying	1,377	1,310	-67	-67	105.1 %	
4260	Grounds Maintenance Contract	45,299	50,684	5,385	5,385	89.4 %	
4261	Grounds Maint non contract	3,644	3,500	-144	-144	104.1 %	
	Crouch Recreation Ground :- Expenditure	53,843	59,556	5,713	0	5,713	90.4 %
1050	Income Rent	1,628	2,425	-797		67.1 %	
1051	Income Insurance Recharge	723	719	4		100.5 %	
1054	Income Other	40	0	40		0.0 %	
1057	Income Electricity Recharge	167	145	22		115.0 %	
	Crouch Recreation Ground :- Income	2,558	3,289	-731		77.8 %	
	Net Expenditure over Income	51,285	56,267	4,982			

Month No : 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
107	Martello Fields						
4251	Dog Bin Emptying	1,102	1,047	-55		-55	105.2 %
4260	Grounds Maintenance Contract	9,190	6,087	-3,103		-3,103	151.0 %
4261	Grounds Maint non contract	3,549	2,000	-1,549		-1,549	177.5 %
	Martello Fields :- Expenditure	13,841	9,134	-4,707	0	-4,707	151.5 %
1050	Income Rent	5,071	3,400	1,671			149.1 %
1054	Income Other	168	0	168			0.0 %
	Martello Fields :- Income	5,239	3,400	1,839			154.1 %
	Net Expenditure over Income	8,602	5,734	-2,868			
108	Other Open Spaces						
4051	Rates	612	617	5		5	99.2 %
4052	Water & Sewerage	55	71	16		16	78.0 %
4251	Dog Bin Emptying	2,204	1,572	-632		-632	140.2 %
4260	Grounds Maintenance Contract	24,258	20,065	-4,193		-4,193	120.9 %
4261	Grounds Maint non contract	2,241	3,500	1,259		1,259	64.0 %
4274	Projects Expenditure	245	0	-245		-245	0.0 %
	Other Open Spaces :- Expenditure	29,615	25,825	-3,790	0	-3,790	114.7 %
	Net Expenditure over Income	29,615	25,825	-3,790			
113	Crypt						
4051	Rates	5,464	5,498	34		34	99.4 %
4052	Water & Sewerage	87	200	113		113	43.7 %
4055	Electricity	766	876	110		110	87.5 %
4056	Gas	1,756	2,214	458		458	79.3 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	148	300	153		153	49.2 %
4115	Insurance	746	1,204	458		458	62.0 %
4199	Other Expenditure	38	50	12		12	75.2 %
4201	Cleaning	223	500	277		277	44.6 %
	Crypt :- Expenditure	9,228	10,952	1,724	0	1,724	84.3 %
1050	Income Rent	4,112	5,250	-1,138			78.3 %
	Crypt :- Income	4,112	5,250	-1,138			78.3 %
	Net Expenditure over Income	5,116	5,702	586			

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
115	<u>Martello Tower</u>						
4115	Insurance	2,143	2,123	-20		-20	100.9 %
	Martello Tower :- Expenditure	2,143	2,123	-20	0	-20	100.9 %
	Net Expenditure over Income	2,143	2,123	-20			
116	<u>Seaford Head Estate</u>						
4115	Insurance	1,200	1,188	-12		-12	101.0 %
4251	Dog Bin Emptying	1,102	1,048	-54		-54	105.1 %
4260	Grounds Maintenance Contract	2,374	1,750	-623		-623	135.6 %
4261	Grounds Maint non contract	7,378	2,250	-5,128		-5,128	327.9 %
4500	Nature Reserve Expenses	9,303	10,500	1,197		1,197	88.6 %
	Seaford Head Estate :- Expenditure	21,356	16,736	-4,620	0	-4,620	127.6 %
1050	Income Rent	3,750	3,750	0			100.0 %
1053	Income Grants	1,104	6,534	-5,430			16.9 %
1054	Income Other	5,451	0	5,451			0.0 %
1066	Income Concession	4,070	4,070	0			100.0 %
1200	Income Nature Reserve	8,946	2,000	6,946			447.3 %
	Seaford Head Estate :- Income	23,321	16,354	6,967			142.6 %
	Net Expenditure over Income	-1,965	382	2,347			
117	<u>Seafront</u>						
4052	Water & Sewerage	159	170	11		11	93.5 %
4055	Electricity	3,275	2,200	-1,075		-1,075	148.8 %
4115	Insurance	503	508	5		5	99.1 %
4201	Cleaning	0	50	50		50	0.0 %
4253	Shelters	1,230	1,848	618		618	66.6 %
4261	Grounds Maint non contract	22,866	2,500	-20,366		-20,366	914.6 %
	Seafront :- Expenditure	28,033	7,276	-20,757	0	-20,757	385.3 %
1054	Income Other	258	0	258			0.0 %
1057	Income Electricity Recharge	2,539	2,200	339			115.4 %
1058	Income Water Recharge	185	70	115			264.3 %
1066	Income Concession	41,555	39,555	2,000			105.1 %
1076	Income Insurance Claim	135	0	135			0.0 %
1092	Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
	Seafront :- Income	53,343	41,825	11,518			127.5 %
	Net Expenditure over Income	-25,310	-34,549	-9,239			

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
118	Beach Huts						
4051	Rates	2,487	2,417	-70		-70	102.9 %
4115	Insurance	1,053	1,062	9		9	99.1 %
4199	Other Expenditure	27	0	-27		-27	0.0 %
	Beach Huts :- Expenditure	<u>3,566</u>	<u>3,479</u>	<u>-87</u>	<u>0</u>	<u>-87</u>	<u>102.5 %</u>
1054	Income Other	30	0	30			0.0 %
1060	Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061	Beach Hut Annual Rent	11,430	11,430	0			100.0 %
	Beach Huts :- Income	<u>26,365</u>	<u>26,310</u>	<u>55</u>			<u>100.2 %</u>
	Net Expenditure over Income	<u>-22,799</u>	<u>-22,831</u>	<u>-32</u>			
119	Old Town Hall						
4115	Insurance	184	183	-1		-1	100.8 %
	Old Town Hall :- Expenditure	<u>184</u>	<u>183</u>	<u>-1</u>	<u>0</u>	<u>-1</u>	<u>100.8 %</u>
1050	Income Rent	1,275	1,275	0			100.0 %
1051	Income Insurance Recharge	184	183	1			100.8 %
	Old Town Hall :- Income	<u>1,459</u>	<u>1,458</u>	<u>1</u>			<u>100.1 %</u>
	Net Expenditure over Income	<u>-1,275</u>	<u>-1,275</u>	<u>0</u>			
125	Allotments						
4199	Other Expenditure	938	967	29		29	97.0 %
	Allotments :- Expenditure	<u>938</u>	<u>967</u>	<u>29</u>	<u>0</u>	<u>29</u>	<u>97.0 %</u>
1050	Income Rent	855	861	-6			99.3 %
1054	Income Other	1,018	967	51			105.2 %
	Allotments :- Income	<u>1,872</u>	<u>1,828</u>	<u>44</u>			<u>102.4 %</u>
	Net Expenditure over Income	<u>-934</u>	<u>-861</u>	<u>73</u>			
130	Other Recreation						
4410	Swimming Pool	4,495	10,000	5,505		5,505	44.9 %
	Other Recreation :- Expenditure	<u>4,495</u>	<u>10,000</u>	<u>5,505</u>	<u>0</u>	<u>5,505</u>	<u>44.9 %</u>
	Net Expenditure over Income	<u>4,495</u>	<u>10,000</u>	<u>5,505</u>			
134	CCTV						
4055	Electricity	1,414	1,656	242		242	85.4 %
4115	Insurance	899	907	8		8	99.1 %

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4270	Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %
4276	CCTV	8,466	9,285	819		819	91.2 %
	CCTV :- Expenditure	10,779	12,848	2,069	0	2,069	83.9 %
	Net Expenditure over Income	10,779	12,848	2,069			
135	Community Service Other						
4115	Insurance	188	140	-48		-48	134.2 %
4195	Community Services Events Exp	1,431	200	-1,231		-1,231	715.5 %
4262	Tree Warden Expenses	2,762	2,310	-452		-452	119.6 %
4273	Christmas Lights	8,776	13,000	4,224		4,224	67.5 %
4275	Building Maintenance	500	0	-500		-500	0.0 %
4281	Christmas Event Expenses	3,908	0	-3,908		-3,908	0.0 %
4290	Physical Activity Proj Expenses	4,044	8,000	3,956		3,956	50.6 %
	Community Service Other :- Expenditure	21,609	23,650	2,041	0	2,041	91.4 %
1065	Income Xmas Lights	620	500	120			124.0 %
1070	Income Community Serv Events	2,095	0	2,095			0.0 %
1072	Income Tree Wardens	5,297	0	5,297			0.0 %
1075	Income Christmas Event	4,152	400	3,752			1037.9 %
1090	Income Physical Activity Proj	1,509	0	1,509			0.0 %
	Community Service Other :- Income	13,672	900	12,772			1519.1 %
	Net Expenditure over Income	7,937	22,750	14,813			
220	Building Maintenance Pool						
4275	Building Maintenance	21,316	6,000	-15,316		-15,316	355.3 %
	Building Maintenance Pool :- Expenditure	21,316	6,000	-15,316	0	-15,316	355.3 %
1091	Income Building Maintenance	5,472	0	5,472			0.0 %
	Building Maintenance Pool :- Income	5,472	0	5,472			
	Net Expenditure over Income	15,844	6,000	-9,844			
225	Projects Pool						
4274	Projects Expenditure	143	35,000	34,857		34,857	0.4 %
	Projects Pool :- Expenditure	143	35,000	34,857	0	34,857	0.4 %
	Net Expenditure over Income	143	35,000	34,857			

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Planning & Highways						
4199 Other Expenditure	-1	400	401		401	-0.1 %
4263 Bus Shelter Maintenance/Clean	216	750	534		534	28.8 %
Planning & Highways :- Expenditure	<u>215</u>	<u>1,150</u>	<u>935</u>	<u>0</u>	<u>935</u>	<u>18.7 %</u>
Net Expenditure over Income	<u>215</u>	<u>1,150</u>	<u>935</u>			
Community Services :- Expenditure	<u>320,235</u>	<u>335,212</u>	<u>14,977</u>	<u>0</u>	<u>14,977</u>	<u>95.5 %</u>
Income	<u>160,878</u>	<u>120,965</u>	<u>39,913</u>			<u>133.0 %</u>
Net Expenditure over Income	<u>159,357</u>	<u>214,247</u>	<u>54,890</u>			

04/06/2015

Seaford Town Council 2015/2016

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Detailed Income & Expenditure by Budget Heading 30/04/2015

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Month No : 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Community Services</u>							
105	<u>Salts Recreation Ground</u>						
4051	Rates	60	601	541		541	10.0 %
4052	Water & Sewerage	-1,380	3,025	4,405		4,405	-45.6 %
4055	Electricity	0	361	361		361	0.0 %
4115	Insurance	0	3,000	3,000		3,000	0.0 %
4199	Other Expenditure	-22	0	22		22	0.0 %
4251	Dog Bin Emptying	0	1,619	1,619		1,619	0.0 %
4260	Grounds Maintenance Contract	0	70,997	70,997		70,997	0.0 %
4261	Grounds Maint non contract	0	5,000	5,000		5,000	0.0 %
	Salts Recreation Ground :- Expenditure	-1,342	84,603	85,945	0	85,945	-1.6 %
1050	Income Rent	444	2,928	-2,484			15.2 %
1051	Income Insurance Recharge	0	1,285	-1,285			0.0 %
1054	Income Other	200	0	200			0.0 %
1058	Income Water Recharge	0	1,755	-1,755			0.0 %
1066	Income Concession	4,200	16,800	-12,600			25.0 %
1071	Income Base Rent	17	1,100	-1,083			1.6 %
1073	Sports Pitch Hire	0	9,000	-9,000			0.0 %
	Salts Recreation Ground :- Income	4,861	32,868	-28,007			14.8 %
	Net Expenditure over Income	-6,203	51,735	57,938			
106	<u>Crouch Recreation Ground</u>						
4052	Water & Sewerage	-502	2,183	2,685		2,685	-23.0 %
4055	Electricity	-46	298	344		344	-15.4 %
4115	Insurance	0	1,787	1,787		1,787	0.0 %
4251	Dog Bin Emptying	0	1,349	1,349		1,349	0.0 %
4260	Grounds Maintenance Contract	0	40,494	40,494		40,494	0.0 %
4261	Grounds Maint non contract	34	3,500	3,466		3,466	1.0 %
	Crouch Recreation Ground :- Expenditure	-514	49,611	50,125	0	50,125	-1.0 %
1050	Income Rent	378	2,475	-2,097			15.3 %
1051	Income Insurance Recharge	0	745	-745			0.0 %
1057	Income Electricity Recharge	0	149	-149			0.0 %
1073	Sports Pitch Hire	0	9,000	-9,000			0.0 %
	Crouch Recreation Ground :- Income	378	12,369	-11,991			3.1 %
	Net Expenditure over Income	-892	37,242	38,134			

Month No : 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
107	Martello Fields						
4251	Dog Bin Emptying	0	1,079	1,079		1,079	0.0 %
4260	Grounds Maintenance Contract	0	14,648	14,648		14,648	0.0 %
4261	Grounds Maint non contract	329	2,000	1,671		1,671	16.4 %
	Martello Fields :- Expenditure	<u>329</u>	<u>17,727</u>	<u>17,399</u>	<u>0</u>	<u>17,399</u>	<u>1.9 %</u>
1050	Income Rent	114	3,750	-3,636			3.0 %
	Martello Fields :- Income	<u>114</u>	<u>3,750</u>	<u>-3,636</u>			<u>3.0 %</u>
	Net Expenditure over Income	<u>215</u>	<u>13,977</u>	<u>13,763</u>			
108	Other Open Spaces						
4051	Rates	-2,361	624	2,985		2,985	-378.3
4052	Water & Sewerage	0	73	73		73	0.0 %
4251	Dog Bin Emptying	0	1,620	1,620		1,620	0.0 %
4260	Grounds Maintenance Contract	0	28,779	28,779		28,779	0.0 %
4261	Grounds Maint non contract	0	3,500	3,500		3,500	0.0 %
	Other Open Spaces :- Expenditure	<u>-2,361</u>	<u>34,596</u>	<u>36,957</u>	<u>0</u>	<u>36,957</u>	<u>-6.8 %</u>
1054	Income Other	10	0	10			0.0 %
1066	Income Concession	2,085	0	2,085			0.0 %
	Other Open Spaces :- Income	<u>2,095</u>	<u>0</u>	<u>2,095</u>			
	Net Expenditure over Income	<u>-4,456</u>	<u>34,596</u>	<u>39,052</u>			
113	Crypt						
4051	Rates	555	5,573	5,018		5,018	10.0 %
4052	Water & Sewerage	-40	206	246		246	-19.4 %
4055	Electricity	-105	902	1,007		1,007	-11.6 %
4056	Gas	0	2,280	2,280		2,280	0.0 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	0	1,000	1,000		1,000	0.0 %
4115	Insurance	0	1,225	1,225		1,225	0.0 %
4199	Other Expenditure	0	50	50		50	0.0 %
4201	Cleaning	6	650	644		644	0.9 %
4275	Building Maintenance	63	0	-63		-63	0.0 %
	Crypt :- Expenditure	<u>479</u>	<u>11,996</u>	<u>11,518</u>	<u>0</u>	<u>11,518</u>	<u>4.0 %</u>
1050	Income Rent	1,536	6,250	-4,714			24.6 %
	Crypt :- Income	<u>1,536</u>	<u>6,250</u>	<u>-4,714</u>			<u>24.6 %</u>
	Net Expenditure over Income	<u>-1,058</u>	<u>5,746</u>	<u>6,804</u>			

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
115 Martello Tower						
4115 Insurance	0	2,207	2,207		2,207	0.0 %
Martello Tower :- Expenditure	<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>0</u>	<u>2,207</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>2,207</u>	<u>2,207</u>			
116 Seaford Head Estate						
4115 Insurance	0	1,236	1,236		1,236	0.0 %
4155 Professional Fees	375	0	-375		-375	0.0 %
4251 Dog Bin Emptying	0	1,080	1,080		1,080	0.0 %
4260 Grounds Maintenance Contract	0	2,299	2,299		2,299	0.0 %
4261 Grounds Maint non contract	-1,928	2,000	3,928		3,928	-96.4 %
4500 Nature Reserve Expenses	0	10,500	10,500		10,500	0.0 %
Seaford Head Estate :- Expenditure	<u>-1,553</u>	<u>17,115</u>	<u>18,668</u>	<u>0</u>	<u>18,668</u>	<u>-9.1 %</u>
1050 Income Rent	5,000	10,000	-5,000			50.0 %
1053 Income Grants	0	3,350	-3,350			0.0 %
1066 Income Concession	0	4,170	-4,170			0.0 %
1200 Income Nature Reserve	1,142	2,500	-1,358			45.7 %
Seaford Head Estate :- Income	<u>6,142</u>	<u>20,020</u>	<u>-13,878</u>			<u>30.7 %</u>
Net Expenditure over Income	<u>-7,695</u>	<u>-2,905</u>	<u>4,790</u>			
117 Seafont						
4052 Water & Sewerage	0	175	175		175	0.0 %
4055 Electricity	-489	2,266	2,755		2,755	-21.6 %
4115 Insurance	0	518	518		518	0.0 %
4253 Shelters	120	1,690	1,570		1,570	7.1 %
4260 Grounds Maintenance Contract	0	335	335		335	0.0 %
4261 Grounds Maint non contract	0	2,500	2,500		2,500	0.0 %
Seafont :- Expenditure	<u>-369</u>	<u>7,484</u>	<u>7,853</u>	<u>0</u>	<u>7,853</u>	<u>-4.9 %</u>
1057 Income Electricity Recharge	0	2,266	-2,266			0.0 %
1058 Income Water Recharge	0	80	-80			0.0 %
1066 Income Concession	23,070	42,825	-19,755			53.9 %
Seafont :- Income	<u>23,070</u>	<u>45,171</u>	<u>-22,101</u>			<u>51.1 %</u>
Net Expenditure over Income	<u>-23,439</u>	<u>-37,687</u>	<u>-14,248</u>			
118 Beach Huts						
4051 Rates	322	3,171	2,849		2,849	10.2 %

Month No : 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4115	Insurance	0	1,085	1,085		1,085	0.0 %
	Beach Huts :- Expenditure	<u>322</u>	<u>4,256</u>	<u>3,934</u>	<u>0</u>	<u>3,934</u>	<u>7.6 %</u>
1054	Income Other	62	0	62			0.0 %
1060	Beach Huts Site Licence	15,326	15,326	0			100.0 %
1061	Beach Hut Annual Rent	11,039	12,042	-1,004			91.7 %
	Beach Huts :- Income	<u>26,427</u>	<u>27,368</u>	<u>-941</u>			<u>96.6 %</u>
	Net Expenditure over Income	<u>-26,105</u>	<u>-23,112</u>	<u>2,993</u>			
119	Old Town Hall						
4115	Insurance	0	190	190		190	0.0 %
	Old Town Hall :- Expenditure	<u>0</u>	<u>190</u>	<u>190</u>	<u>0</u>	<u>190</u>	<u>0.0 %</u>
1050	Income Rent	0	1,275	-1,275			0.0 %
1051	Income Insurance Recharge	0	190	-190			0.0 %
	Old Town Hall :- Income	<u>0</u>	<u>1,465</u>	<u>-1,465</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>-1,275</u>	<u>-1,275</u>			
125	Allotments						
4199	Other Expenditure	0	996	996		996	0.0 %
	Allotments :- Expenditure	<u>0</u>	<u>996</u>	<u>996</u>	<u>0</u>	<u>996</u>	<u>0.0 %</u>
1050	Income Rent	1,026	855	171			120.0 %
1054	Income Other	72	996	-924			7.2 %
	Allotments :- Income	<u>1,098</u>	<u>1,851</u>	<u>-753</u>			<u>59.3 %</u>
	Net Expenditure over Income	<u>-1,098</u>	<u>-855</u>	<u>243</u>			
130	Other Recreation						
4410	Swimming Pool	0	10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
134	CCTV						
4055	Electricity	0	1,706	1,706		1,706	0.0 %
4115	Insurance	0	926	926		926	0.0 %
4276	CCTV	0	8,153	8,153		8,153	0.0 %
	CCTV :- Expenditure	<u>0</u>	<u>10,785</u>	<u>10,785</u>	<u>0</u>	<u>10,785</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>10,785</u>	<u>10,785</u>			

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
135 Community Service Other						
4115 Insurance	0	194	194		194	0.0 %
4195 Community Services Events Exp	0	200	200		200	0.0 %
4262 Tree Warden Expenses	0	2,310	2,310		2,310	0.0 %
4273 Christmas Lights	0	13,000	13,000		13,000	0.0 %
4275 Building Maintenance	-500	0	500		500	0.0 %
4290 Physical Activity Proj Expenses	0	8,000	8,000		8,000	0.0 %
Community Service Other :- Expenditure	<u>-500</u>	<u>23,704</u>	<u>24,204</u>	<u>0</u>	<u>24,204</u>	<u>-2.1 %</u>
1065 Income Xmas Lights	0	500	-500			0.0 %
1070 Income Community Serv Events	110	0	110			0.0 %
1072 Income Tree Wardens	0	400	-400			0.0 %
Community Service Other :- Income	<u>110</u>	<u>900</u>	<u>-790</u>			<u>12.2 %</u>
Net Expenditure over Income	<u>-610</u>	<u>22,804</u>	<u>23,414</u>			
220 Building Maintenance Pool						
4275 Building Maintenance	-171	6,000	6,171		6,171	-2.8 %
Building Maintenance Pool :- Expenditure	<u>-171</u>	<u>6,000</u>	<u>6,171</u>	<u>0</u>	<u>6,171</u>	<u>-2.8 %</u>
Net Expenditure over Income	<u>-171</u>	<u>6,000</u>	<u>6,171</u>			
225 Projects Pool						
4274 Projects Expenditure	0	45,000	45,000		45,000	0.0 %
Projects Pool :- Expenditure	<u>0</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>45,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>45,000</u>	<u>45,000</u>			
301 Planning & Highways						
4263 Bus Shelter Maintenance/Clean	38	750	712		712	5.1 %
Planning & Highways :- Expenditure	<u>38</u>	<u>750</u>	<u>712</u>	<u>0</u>	<u>712</u>	<u>5.1 %</u>
Net Expenditure over Income	<u>38</u>	<u>750</u>	<u>712</u>			
Community Services :- Expenditure	<u>-5,642</u>	<u>327,021</u>	<u>332,663</u>	<u>0</u>	<u>332,663</u>	<u>-1.7 %</u>
Income	<u>65,831</u>	<u>152,012</u>	<u>-86,181</u>			<u>43.3 %</u>
Net Expenditure over Income	<u>-71,473</u>	<u>175,009</u>	<u>246,481</u>			



Seaford Town Council

Report 22/15

Agenda Item No:	5
Committee:	Community Services
Date:	11 June 2015
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 Grounds Maintenance Contract

The new grounds maintenance contract has now started as of 1st April 2015. The contractor is G Burley and Sons who held the previous 13 month contract so the process has been very much a continuation with some variations to the specification to take into account a variety of requests from Seaford Town Council (STC) officer's, as well as accounting for the longer term that this contract runs for.

Over the period March 2014 to March 2015, G Burley's had demonstrated a marked improvement in quality when compared to the original 10 year contract, with a number of positive comments from users about the quality.

Performance of some smaller routine tasks may require some attention; such as litter picking and the timing and monitoring of visits. This is hoped to be addressed in some detail with the implementation of an online recording system that logs the completion of tasks, site visits and also inspections.

The Salts

The first project in The Salts Development Plan is underway. With the successful award of the contract for the construction of the new play area; the manufacturer Kompan is now onsite preparing the area for the new surfacing, with equipment arriving by the middle of June.

The public consultation/selection process was positive with more than 300 responses; opinion was mixed with the nautical themes being well supported, but the winning design was well equipped and includes an eye catching rope net

climber with rope bridges and a slide. Other equipment in the scheme provides a great deal of play value; caters for as wide a range of ages and user groups as possible and is also of a nature that can be easily managed and repaired in future years.

This first stage will also provide a Launchpad for the other projects, including Tennis Courts refurbishment with some leads already in place; also Skate Park and MUGA for which outside funding has been identified and an application can be prepared for submission in August.

Improvements to The Salts Café are also being priced to enable a budget to be identified; these will include an access ramp into the back of the building to allow play area users to enter the building independently from the play space; and the conversion of the customer toilet to allow an 'accessible' toilet with Baby Change. It is believed that this may attract other outside funding as well potentially utilising a small amount from the 2015/16 Projects Budget.

A fitness group, Forces Fit, are now using The Salts to run regular exercise classes, this provides further income which will be reviewed at the end of October to ensure that the fees are consistent in relation to other users of the site.

Development Plans for Open Spaces

Early drafts of the next development plans are being produced; both the Seafront and Crouch Gardens are being produced at similar rates for a number of reasons.

First, in response to demand / urgency but also taking into consideration the need to develop a more strategic approach to the management of open spaces; and particularly considering that generation of income will become an increasing priority over the coming years.

Furthermore with the goal for sports clubs and other voluntary organisations to achieve greater independence in providing their community services, the development plans will provide the necessary support and direction to those groups, especially with funding in mind.

Capital Wishlist / Capital Projects

The Capital Wish list as adopted by Council in 2014, will be reviewed to take into account a number of the recent progress stages for projects, where funding can be clearly identified from outside sources this will be included in the revision and will provide more options for the other projects that cannot be funded by outside sources.

This review will start to shape a more accurate capital programme that in turn will be more predictable and may be budgeted more accurately.

Arts@theCrypt

The Arts@theCrypt Committee continue to make a great deal of progress on developing the gallery venue and generating new ideas to build the business, the margins in the income and expenditure are reaching a point that may, with support, enable the Committee to become independent in the not too distant future. Considering the rates alone for the venue, total £5,573 this potential saving when rate relief is granted to voluntary/community groups and charities will result in

significant saving on expenditure, this would eventually eliminate the current cost to the taxpayer.

Seaford Head Estate

New Cliff Safety and Warning Signage has been installed on the Seaford Head Estate with additional coastal path marker posts; combined with new fencing at Hope Gap and re-directed fencing just east of Splash point, this has established a better visual guide and provides clearer public information to visitors to the area.

Further marker posts will be installed along the coastal path with the aim of directing walkers and other visitors along safer routes. Following research from the rights of way team at East Sussex County Council, advice was given that due to the loss of the official right of way from coastal erosion, the route for the 'Vanguard Way' can be revised slightly where required to accommodate changes in the coastal landscape; this will be established to suit the requirements for public safety.

Seafront

Seafront Bins have all been serviced to ensure they operate effectively through the Spring / Summer season.

Beach Hut locks have all been serviced and replacement locks for the rented Huts have been ordered for fitting where required.

Refurbishment of the memorial benches along the seafront is nearing completion, with nearly 160 benches being re-stained along the seafront and with the Exercise Path and Heritage Trail boards to be included.

A list of 'project' areas are now being developed for the seafront as well as other areas, in an attempt to manage the existing waiting list for seafront memorials; also in order to establish an ongoing process for accepting memorial donations. These will also feature in the relevant parts of the seafront development plan/s once completed.

The seafront shelters are under review with the aim of establishing a new process of cleaning both the glass and the seating areas; with reports of misuse and unpleasant odours cleaning will include the seat and ground surface areas with the aim of maintaining quality.

Roof repairs have been quoted for Martello Toilets and work is proposed to start within the next 6-8 weeks, due to the significant weather conditions the building has to endure the south facing roof section will be re-tiled. Use of ear marked reserve will account for this expenditure and the internal improvements are being quoted for next.

Signage Project

The signage project has been reviewed by the responsible ESCC Officer; it has been confirmed that this project is now included in the ESCC team's capital programme for 2015/16; ratification is now being sought to confirm that the existing funding is sufficient and whether the scheme is eligible for additional support funding.

This project was created around 2011 but met delays; it originated out of the need to provide direction signage for the TIC from the seafront, the project evolved when it was apparent that there were also no primary highway/road signs directing visitors

to the seafront from the A259, therefore the project incorporated other priorities to address a number of other deficiencies.

The signs on the A259 will direct traffic to the seafront, The Salts, Martello, Seaford Head, Town Centre and Downs Leisure Centre; also theatres and parking, as well as directing through traffic to other local areas of interest including, Alfriston and Cuckmere. Then signs on the seafront and within the town will direct traffic to TIC and some of the primary attractions.

Share with Care (Cycling on Seafront)

The final revision stages are being completed to ensure that the permanent scheme is rolled out effectively by way of signage and user information. Funding is also being reviewed to confirm that sufficient ESCC budget is available for the signage and line marking requirements; in addition there was the hope that some Cycle Parking areas could be included to compliment the scheme and provide further awareness of the termination points on the shared route.

Final drafts of the Code of Conduct signage have been submitted to a number of stakeholders and are presented to this Committee in report 25/15 for consideration; these signs cater for a number of different areas and not just Seaford; as the Shared Use system is currently under review in the Eastbourne as well.

High and Over Concession

The vacant trading space at High and Over has been allocated to an existing licensee, they felt that their existing location at South Hill Barn was not providing enough business and therefore requested a switch to the High and Over location for the same fee.

This was approved which has resulted with a vacancy at South Hill Barn which will now be advertised to prospective operators. Projected income for this cost code in Community Services currently remains the same for the year.

Cuthbert Bromley Memorial Stone

The Memorial stone is ready and the final design of the sign plate/plaque has been confirmed. Plans are all in place for the event date and once the plinth for the sign plate is sourced, an installation date will be confirmed.

Memorial Benches

The waiting list and maintenance requirements are now reaching a controlled state, however work is still required to establish a system that may cater for the demand in future, but one that also sets clear limits on the availability of memorial options.

The Memorial Policy now incorporates a 'projects' section so that emerging projects can be allocated for memorial donations and advertised, or distributed to existing waiting list applicants. The projects will include items such as Picnic Benches and Seating/Meeting places; also planters, trees where suitable, Shade Sail shelters for seating space, items of play equipment; and development is ongoing to research the cost of items such as way markings/meeting posts and other small way points as well as landscaped space.

This process along with any allocated locations in other open spaces will provide a clear list of what is available and if these are not taken up by the applicant the memorial would then not be eligible.

Seafront Performance Area

The seafront performance area continues to be developed slowly, the booking and performance procedures are being finalised and this requires confirmation of some outstanding enquiries relating to licensing.

With elevating costs associated with the proposed power supply and a new approach being required, priority has been given to establishing procedures and the memorial seating projects first.

Then once progress is made in these areas the power supply option will be reviewed, hopefully in cooperation with Seaford Museum.

We're Watching You

The 'We're Watching You' campaign was rolled out in March after Lewes District Council joined the Keep Britain Tidy campaign in February. Rachel Beard, former Cllr Sylvia Dunn and a Lewes District Council Dog Warden installed the signage in March whilst recording source data for monitoring and the response will continue to be monitored by LDC; Rachel Beard will report any progress updates when these are made available.

Old Town Hall

The Old Town Hall continues to operate its services and a review will take place in July to consider longer term arrangement with the voluntary group running the service.

Renovation work is required to the rear of the building, the one remaining exposed flint wall is weathered to a state where re-pointing will be required, considering the appearance of the majority of buildings in the area, a quotation is being requested for two options, one for re-pointing and the second for rendering the wall to match the rest of the Old Town Hall and neighbouring buildings.

1.2 Events

Below I have listed some primary events for the year and have also highlighted their respective organisers; a full list of outdoor events on Seaford Town Council land (as well as some other sites) is listed on the Seaford Town Council website on the 'Whats On' page.

Sussex Day: Sunday 14 June 2015

(This is a Seaford Town Council event with assistance from Seaford Lifeguards and including Seaford Town Crier)

This is a small event with a small gathering of dignitaries and open to the public, the Sussex Flag is raised with 'Sussex By The Sea' being sung by all.

Seahaven Veterans and Armed Forces Day: Saturday 27 June 2015

(This is a Seaford Town Council Event, in partnership with The Royal Society of St George).

The event organisation is reaching the implementation stages and publicity will be increased gradually as the event approaches. Social Media will be used to increase awareness and generate support for the day.

The event will follow a similar format to 2014, with stalls, charity fundraising, military vehicles, funfair and arena displays.

An event programme is being printed to further promote the event and to generate more funds for charities through sponsorship. Proceeds from this year's event will be going to the three local Seahaven Cadet groups.

South Coast Triathlon: Saturday/Sunday 4/5 July 2015
(This is a UK Triathlon Event)

UK Triathlon have been coming to Seaford for over 10 years with the South Coast round being a repeat fixture on their annual event calendar and a valuable fixture for Seaford.

Family Funday 2015: Sunday 19 July 2015
(This is a Wave event in partnership with Seaford Town Council).

Family Funday is to be run on a similar format as previous years with stalls being organised by Seaford Town Council and the other elements are organised by Wave with STC support.

Seaford Motorfest 2015: Sunday 23 August 2015
(This is a Seaford Community Events Committee Event).

Seaford Motorfest is a revival event for this year, being organised by Seaford Community Events Committee. The original event was organised by Seaford Town Council and ran for three years from 2009 to 2011 with a popular following (2010 sadly was a wash out but the last event in 2011 ended on a high note with fair weather and plenty of support.

Seaford Bonfire Night: Saturday 17 October 2015
(This is a Seaford Bonfire Society Event).

Seaford Bonfire Society starts setting up the site mid-week in preparation for a full shut down of the field as well as some seafront areas on the Saturday morning; during set up across the Wednesday, Thursday and Friday they restrict access to sections of the Martello Fields for safety and logistical reasons.

Seaford Christmas Magic 2015: Saturday 5 December 2015
(This is a Seaford Town Council event in partnership with Seaford Chamber of Commerce and utilising local volunteers on the organising committee).

Meetings continue and the format is being refined, with many improved elements currently being researched. The main event time currently remains as 10am – 7pm which will allow more time for some important event features such as the Lantern Parade, Switch On and School Choirs.

Lanterns are being planned to include more elaborate designs and styles and will generally be improved upon for 2015 with earlier planning and some elements being constructed prior to the event day.

Sponsorship is a primary concern to ensure that the event income is achieved in order to provide more attractions and activities.

Young People have been consulted through the hard work of Kristina Veasey, also working with Seaford Youth Forum.

The approach to market stalls, trading times, layout and location are all being revised through the development process.

Thanks must be given to the active volunteers on the committee, 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 and Dave Argent who all give significant time in developing a valuable Seaford event.

Other Events:

Other events include; Waifs and Strays Dog Show, Lions Donkey Derby, Lions Half Marathon; for 2015 there is the Dash of Colour for Blind Veterans. Outdoor theatre performances are also held at Crouch Gardens.

Funfair, Triathlon and Circus are the commercial events organisers; in nearly all other cases the organisations are Community/Voluntary or Charities.

Unfortunately the two Funfair visits arranged for this year have been cancelled, one was due in May and one in September, this has an impact on annual income but the affect is hoped to be reduced by arranging another Funfair, potentially one at The Salts as well as one at Martello.

Work is ongoing to identify future additional sources of income from both commercial organisers; but also in supporting community groups to expand their offering and generate their own additional income that may then in turn provide a greater income prospect for this Council.

1.3 Other Matters

Projects & Facilities Team:

A project schedule is in place and a timeline is being developed that will allow larger projects to be forecasted with targets dates; this has started with a timeline for The Salts Development Plan projects, these are being programmed to respond to funding availability and urgency; a similar approach will be used with the project timeline which in future can be fed directly by the Capital Wish list.

For day to day facilities matters, procedures are being refined as well as establishing better communication channels with contractors and other authorities.

Christmas Lights and Seaford Christmas Magic:

Following the appointment of Councillors to outside bodies and working groups, it became clear that the Seaford Christmas Magic Committee was not included in the Liaison Committees list, however the Christmas Lights Committee was.

I will be recommending to Full Council that this be revised so that appointment is instead made for Councillors onto the Seaford Christmas Magic Committee and that the Christmas Lights arrangements are merged in some way into the Christmas Magic process.

2. Priorities going forward

Project Management

Consolidate all active projects into a portfolio to ensure clear direction for the Projects & Facilities team members, and to enable update and review stages for each project. 25% Complete.

The Salts Development Plan

Set a deadline for consultation on children's play space. Release a brief to selected manufacturers inviting proposals to be submitted for presentation at the consultation. Pursue funding options further, primarily S106. *This phase is completed and now under construction.*

Produce a programme and establish milestones for children's play space and the remaining project elements develop the next in priority order to a level of detail that is eligible for funding. 40% Complete

Oversee the construction of the play space going forward - Commenced

Priority levels have all been increased in order of priority for Tennis, Cricket, Football, Skating and Multi sports.

Other Salts related projects are immersing, including Café and Iconic Facilities proposal which is being presented to Full Council later this month.

Web based presence will be improved to include regular updates on relevant activities and events associated with the project work.

Capital Wish list

Review Capital Wish list to take into account recent developments, including The Salts Development Plan, Crouch proposals, anticipated costs for building repairs, security breaches and criminal damage. 25% Complete

Crouch Gardens Water Main

Produce specification for new water main and water meters at Crouch Gardens. Invite tenders and appoint a contractor. 50% Complete – Projects Budget to be reviewed for suitability.

Signage Project

Review signage project, submit applications for brown signing and confirm the final cost of the project. Commenced - ESCC have allocated to their project team for 2015/16, Len continuing to progress.

Martello and Splash Point

Review incidents of access by travellers and increase security against unauthorised encampments; include review of complaints and enquiries relating to parking contraventions and overnight sleeping from holiday makers. 60% Complete – Gateway Bollards installed, additional security measures being reviewed and suitability of budget to be refined.

Grounds Maintenance Contract and Sports Pitches

New contract underway, refining procedures with LDC and contractors and pitch hire arrangements are being reviewed to consider special arrangements with sports clubs. 25% Complete – Contact to be made with clubs to review options.

Christmas Lights

Complete a full inspection of existing infrastructure for Christmas Lights and commence the review of the scheme for the new contract. Review contract length, design and product replacement requirements. 25% Complete

Buildings

Conclude the variety of issues associated with Town Council buildings, working with tenants where relevant. 25% Complete – Quotations in place for Martello and South Street Toilets, further work required for Martello Toilets interior and Martello Tower.

High and Over Concession

Produce a concession licence compatible with High and Over site and prepare for tender, in readiness for a licence to start in April 2015. Updated above, High and Over was transferred leaving South Hill Barn to be advertised for the Summer season.

Physical Activity Projects

Commence work on the 2015 Physical Activity projects including the Summer Holiday Programme working with Wave Leisure. To be Reviewed

Training

Attend training courses relevant to the existing Council targets. Ongoing – courses completed in Marketing Assets, Business Planning and Writing Funding Bids, Unfortunately Attracting and Recruiting Volunteers training course was cancelled. Approaching Training: Motivating and Retaining Volunteers (3VA)

Beach Huts

Release guidance document to Beach Hut owners to clarify responsibilities, site licence conditions and maintenance requirements. Review/inspect Beach Hut condition and undertake servicing where required. Produce a cost analysis of the production of Moulds for replacement panels and parts for Beach Huts. Commenced – To be carried forward in 2015.

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 25/15

Agenda Item No:	6
Committee:	Community Services
Date:	11 June 2015
Title:	Share with Care – Code of Conduct Signage
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To consolidate feedback, to be provided to East Sussex County Council relating to shared cycle route on Seaford seafront.

Recommendations

You are recommended:

- 1. To provide feedback to East Sussex County Council in relation to the proposed 'Code of Conduct' signs for the seafront 'Share with Care' pedestrian/cycle route.**
-

1. Information

- 1.1** In December 2014 following completion of the trial and consultation for the Share with Care cycle scheme, a report was submitted to East Sussex County Council's (ESCC) Lead Member for Transport and environment; in response to the recommendations in that report, approval was given for the order to be made permanent.
- 1.2** The Share with Care scheme was trialled with the support of this Council and at the Community Services Committee meeting on 22nd January 2015 feedback was also provided for ESCC following the completion of the trial.
- 1.3** The final arrangements are being made by ESCC to roll the scheme out permanently; the main features of the scheme will include; more suitable permanent signage to identify the presence of a 'shared' route; Code of Conduct signage as shown in Appendix A., No Cycling Signage and other visual aids to raise awareness of the start and finish of the shared route as well as line marking in key locations.
- 1.4** Other highways improvements that have been suggested by this Council to ESCC including some concerns relating to highway safety, have been taken on board and will be reviewed by ESCC alongside the implementation of the permanent scheme.
- 1.5** Other feedback/suggestions so far in relation to the Code of Conduct signage have included improvements to visibility, using a different combination of

text/background colours, particularly for those with visual impairments. Also suggestion of, 'on a short lead' in place of 'on a lead' and a query as to whether 'Please use your brakes' is necessary.

- 1.6** Members are requested to consolidate their views in order to provide feedback on the proposed signage shown in Appendix A. Colour versions are viewable in the pdf version of the agenda.

2. Financial Appraisal

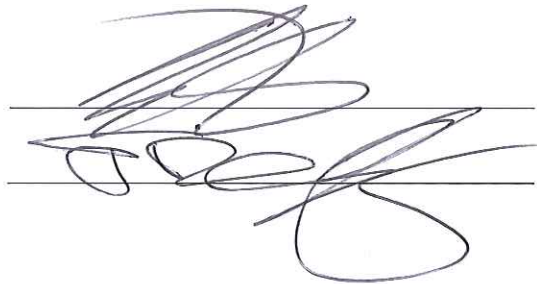
There are no financial implications as a result of this report.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

A handwritten signature in blue ink, appearing to read 'Ben King', is written over two horizontal lines. The signature is stylized and cursive.



White on Pink



White on Red



White on Orange



White on Mustard



White on Green



White on Teal



White on Blue



White on Purple

Share with Care

**Please be
aware of
people
with hearing
impairments**



White on Green



Seaford Town Council

Report 26/15

Agenda Item No: 7
Committee: Community Services
Date: 11 June 2015
Title: Registration of Nature Reserve Land for HLS Grant Funding
By: James Corrigan – Town Clerk
Purpose of Report: To seek approval to register a parcel of land within the Nature Reserve with the Rural Payments Agency so the land is eligible for funding under the HLS Grant Scheme.

Recommendations

You are recommended:

1. To approve the registration of the parcel of land within the Nature Reserve with the Rural Payments Agency.
-

1. Information

- 1.1 The Council currently has one parcel of land within the Seaford Head Local Nature Reserve registered with the Rural Payments Agency and receives funding from the HLS Grant Scheme towards the management of this land.
- 1.2 There is a second parcel of land on the reserve, highlighted in green on the map attached at Appendix A, that will be eligible for funding under the scheme once it has been registered with the Rural Payments Agency.
- 1.3 For the parcel of land currently registered, STC receives £3,250.00 annually for the next ten years towards the maintenance of the woodlands and restoration of the species-rich, semi-natural grassland.
- 1.4 It is not yet known what funding would be available for the second parcel of land, however Officers need to progress with registering the land and then approaching Natural England with an HLS grant application.

The parcel is largely made up of woodland and grassland that would be eligible for funding towards its maintenance and restoration.

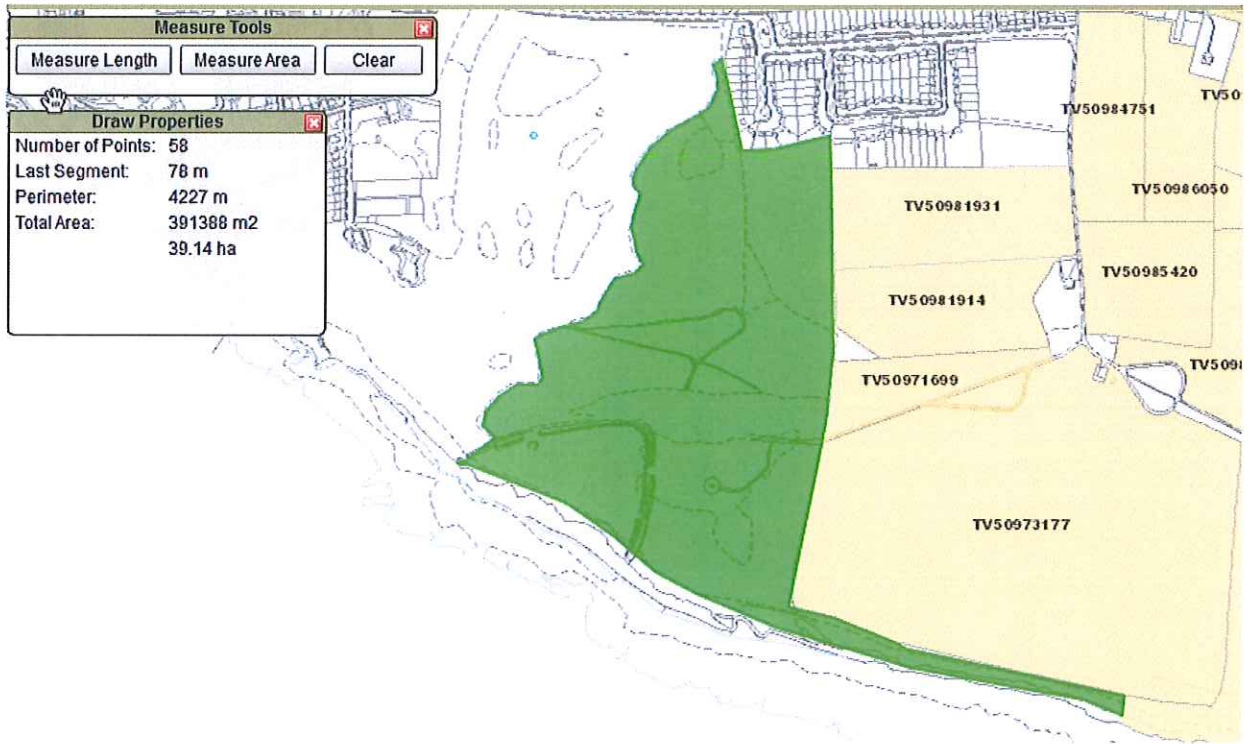
2. Financial Appraisal

There are no costs associated with this report. The financial implications are the possibility of the funding towards management of the second parcel of land, a figure that is not yet known.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk





Seaford Town Council

Report 24/15

Agenda Item No: 8
Committee: Community Services
Date: 11 June 2015
Title: Arts@theCrypt – Management Committee Report
By: Ben King – Projects & Facilities Manager
Purpose of Report: To update members on the progress made by the Arts@theCrypt Management Committee.

Recommendations

You are recommended:

There are no officer recommendations for this report.

1. Information

- 1.1 Attached at Appendix A is the Arts@theCrypt Management Committee report, which details their work since November 2014.
- 1.2 The report is provided by the Chairman of the Arts@theCrypt Management Committee Phil Duncan. In addition to the volunteer members, three Town Councillors have now appointed to the Arts@theCrypt Management Committee; they are Cllr's Campbell, Freeman and Silvey-Adam.
- 1.3 Members may wish to make comment on the report provided by the Chair of Arts@theCrypt Management Committee.

2. Financial Appraisal

There are no financial implications to this report.

3. Contact Officer

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

Projects & Facilities Manager

Arts@theCrypt Management Committee

Chair's report for the year November 2014 to Present.

The Arts@theCrypt is the gallery and ancient undercroft complex in Church Street formerly known as The Crypt Gallery run by LDC.

The Arts@theCrypt Management Committee currently consists of six members from the community: Nicky Auster, Andrew Parkinson, Bill Bovington, my self Phil Duncan and former councillors Sarah McStravick and Ben Warren and three Seaford Town Council representatives, Councillor's Campbell, Freeman and Silvey-Adam. I was re-elected as Chair of the Arts@theCrypt management committee at the AGM October 2014.

The Management Committee over the past year has assumed a clearer role in the day to day running of the galleries and the ancient Undercroft which includes: overseeing the booking and hiring of the facilities in liaison with Rachel Beard at STC; dealing with hirers prior, during and after bookings; target setting, strategies and future projects; in collaboration with Ben King of STC identify and initiate maintenance work in accordance with long term plans as well as problems that need immediately addressing; marketing, advertising, website, YouTube page and online communications. The committee has developed a greater appreciation from the hire's' perspective and developed a clearer business approach to the running of the galleries affairs.

The Management Committee runs in tandem with the Friends of the Crypt Committee. The committee members are: Nicky Auster (Chair), Pauline Harrison (Treasurer), Phil Duncan, Brian Millar, Robin and Mike Shell.

The Friends committee fulfil the gallery's remit to work with community and have organised some terrifically well attended events amongst them musical performances by Emily Pailthorpe (in collaboration with Rathfinny Festival); Maeve Jenkinson (Seaford in Harmony); talks on Eric Ravillious given by James Russell, an illuminating presentation by painter Patrick Goff showing the artist process and former punk icon Jordan. The Friends also organise: Museums at Night (illustrated talk by local historian Kevin Gordon) and the annual Big Draw event in collaboration with Film Spot. This year the Friends presented a career defining retrospective of the work by the local artist Seymour Jennings.

The Friends Committee raise valuable funds for Arts@theCrypt: by charging admission to their events and by offering to the community an opportunity to become a Friend of the Crypt. Friends pay an annual subscription of a minimum £5. Current membership is just over 110 members; it will peak at 130-140 by the end of the year.

We set ourselves an ambitious target for income last year, £6250 increased from £5250, and although falling well short our strategies to promote the galleries in the last twelve months has meant we have greatly increased this year. We have managed to bring into the gallery 5 new hirers as well as bring back stalwarts and returning bookings. Our estimated income from bookings in 2015 to 2016 is

currently £5460.69; an increase on last year's total income of £1348.69. This means we are getting ever closer to our overriding goal to narrow the variance between our subsidy from STC and our income. This is a key factor, in the Committee's view, as to whether we are capable of becoming a standalone entity. Increased marketing and advertising budget this year will hopefully enable us to narrow that gap further this year.

The team have set clear short and long term targets which we believe will ensure the future of Arts@theCrypt. However, we have struggled with man power and willing partners willing to lend a hand in achieving these goals. This will be a key in our future success.

Phil Duncan (Chair Arts@theCrypt)

SEAFORD HEAD NATURE RESERVE MANAGEMENT COMMITTEE



Minutes of a Meeting of Seaford Head Local Nature Reserve Management Committee held in the Council Chamber, 37 Church Street, Seaford on Tuesday 17th February 2015 at 2.30pm.

Present:

Chris Lowmass, Sussex Ornithological Society – Chairman
Cllr Paul Franklin, Lewes District Council – Vice Chairman
Sarah Quantrill, Sussex Wildlife Trust Ranger
Steve Tillman, Sussex Wildlife Trust
Patrick McCausland, Sussex Wildlife Trust
Fay Pattinson, South Downs National Park Authority
Dave Morgan, National Trust
Tony Thorpe, South Downs Society
Anne Fletcher, Seaford Natural History Society
Carolyn McCourt, Coastguard Cottages
Michael Ann, Friends of Cuckmere
Peter Amies, Environment Agency
Cllr Tony Nicholson, Lewes District Council
Cllr Linda Lord, Seaford Town Council
Cllr Stephen Gauntlett, Seaford Town Council
Georgia Raeburn, Seaford Town Council (minutes)

1. Apologies

Apologies were received from James Corrigan (Seaford Town Council, Town Clerk).

Not in attendance were Elaine Webster (Natural England) and Cllr Frank Carstairs (East Sussex County Council).

2. Minutes

The minutes of the meeting on 11th November 2014 were approved with the following changes:

- 4 Inclusion of Seaford Natural History Society – Anne Fletcher
- 5 3a ‘during the month of October,...’
- 7f invasive species

MA noted that the campaign is now officially registered as Cuckmere Haven SOS (save our shore).

3. Matters Arising

a. HLS Grant:

STC are yet to meet with Elaine Webster to discuss this but hope to do so in the near future. STC is to check if it is too late to include the other parcel of land in the claim meaning a new claim would need to be submitted. GR

b. STC Grounds Maintenance Contract/Hope Gap Fencing:

It was confirmed that none of work on the Reserve is included in the Grounds Maintenance Contract.

The administration of the Grounds Maintenance Contract has recently changed; in the past Lewes District Council have paid for a contract to cover all special expenses (works to open spaces)

across the whole of the District. Towns and parishes then pay a proportion of this amount. This year the system was changed so that towns are now only responsible for the special expenses that relate to their area, a much fairer system.

The contract for Grounds Maintenance has recently been re-awarded to Burleys.

It was confirmed that the cost of the fencing work at Hope Gap has been taken from the funds held by LDC; a fund held as part of the agreement when the area was originally transferred to STC.

c. Additional Work Costs:

SQ will look in to getting costs for the invasive species chemical treatment and new signage (covered in more detail later in the meeting).

d. Dragonfly Surveyor:

The results from the survey carried out by John Luck will be circulated once received.

4. Committee Membership

The Committee thanked Peter Amies for attending the meeting and agreed that rather than the Environment Agency having a permanent representative on the Committee, that an invite be sent as and when his attendance is felt needed.

5. Ranger's Report

Work is continuing with the autumn/winter programme as this is the main time for clearance work to be carried out. They have created more scallops on ride C (the golf course side) and have made good progress widening ride D.

The cattle were moved in December. They hope that others will be able to return later this year but under a different regime.

The sheep are grazing well. They were originally on the scrubby side near the golf course but were moved to the main area for a few weeks as this area hasn't been grazed in the past and would benefit from it. Grazing in this area will continue; definitely with sheep and possible with more cattle. There have been a few complaints but mostly by dog walkers who feel inconvenienced.

Graham Lyons visited the site on Friday and was very pleased with how much has been done by SQ and the volunteers.

SQ has approached STC regarding funding materials to replace the steps at the far end of the 6th tee, with volunteers carrying out the work.

There are some issues with the shingle clearance work that took place recently, mainly in that it destroyed part of the saltmarsh. There was no consultation with SWT prior to the work being carried out and they feel as though it could have been done slightly differently to preserve more of the rare habitat.

SQ will be publicising the next guided walks soon and will send the information to GR to help publicise. SQ / GR

SQ confirmed that SWT had cleared more of the path along the back of the tank wall.

The Committee thanked Sarah for her input and commitment in her role as Ranger on the reserve; her passion for the area and her job are commendable.

6. Management Plan Review

It was felt that being half way through the period the Management Plan covers, it would be a good time to review progress against the plan; considering time, people and money implications, and what is not able to have been done and why.

SQ confirmed that Graham Lyons was very happy with the physical work on the site during their site visit. She could however use more volunteer help at the Thursday group. The main obstacle is

finance and covering the costs of the works in the plan. It was also noted that a lot of costs are attributed to monitoring and surveying, as well as physical work.

It was requested that SQ create a list of the works done and the works outstanding, including the costs of those outstanding. SQ

This can be brought back to the Committee at their next meeting to consider and reprioritise, as there may be some tasks that were in the original plan that are no longer realistic to achieve or not necessarily. This would then need to be signed off by Natural England.

FP gave the Committee details on an offer of some money from the SDNPA for a specific habitat management project regarding the Potter Flower Bee that would need to be jointly funded.

SDNPA would contribute £1,500.00 but would require a contribution from STC. Given that the only money budgeted for expenditure on the Reserve is allocated to cover the Ranger Service, this would need to be taken from the Reserve's ear-marked reserve. The EMR currently stands at £1,720, so the Committee would need to consider what else may be required of this money and any risks posed by reducing their EMR.

FP needs a decision before the end of the financial year, as SDNPA do not allow a rollover of funds.

It was agreed that FP would find out a figure from SDNPA for the joint funding and that this would be allocated from the Reserve's EMR. Once this figure is known, STC will follow the necessary process to authorise spending from the EMR and complete the agreement letter that FP requires. FP / STC

It was requested if a review of the interpretation on the ground could be carried out. This actually forms part of the Management Plan action plan so will be included on the list of works being drawn up by SQ, as will works to stop the spread of Cotoneaster.

In order to look in to the idea of working with the local schools to run a 'design a board' competition for the Reserve, possibly even having it made in house by the School's woodworking department, a volunteer would be needed to champion the project.

7. Meeting Timetable

It was agreed to change the date of the next meeting to Tuesday 26th May at 2.30pm.

8. Shingle Clearance at Cuckmere River Mouth

PA apologised that SWT had not been consulted with regards to the clearance works. The EA are continuing to work with Natural England to make space for the shingle to be moved to, to try and keep the river mouth clear and stop the shingle circulating round. They were briefed to try to put more in the lagoon, sticking within the footprint from the storms to try to allow for a natural transfer of the habitat.

PA confirmed that the EA may be looking at doing more shingle clearance works before April; possibly the last two weeks in March. They will be carrying out work on Seaford beach for the coming three weeks. PA will speak with SWT and Natural England, possibly with a walk around the site to discuss the next round of clearance works.

SWT confirmed that where the shingle had been put has covered a bank which housed sea rock lavender and saltmarsh beetles.

PA stated that the tank traps are listed and there may be a provision to get these covered/protected.

9. Finance Report and Budget 2015/16

It was confirmed that under code 4500, the instalment left to pay is the variance to budget (£1,197) for the remainder of the Ranger service this financial year.

It was confirmed that on the financial report, only three lines relate specifically to the Reserve; Nature Reserve Expenses (4500), Income Grants (1053) and Income Nature Reserve i.e. filming (1200).

GR will look in to the extra £100 for Income Grants in the coming 2015/16 Budget (HLS grant is £3,250 yet £3,350 is budgeted). **GR**

James Power, SWT, and James Corrigan, STC, are currently in talks regarding a long term lease for the management of the Reserve.

CM provided an update on the filming, which has been going well. The BBC has contacted her with regards to a drama they are hoping to shoot on the Reserve; this will potentially bring two or three days revenue at £250 per day.

GR will look in to why the budgeted income for filming is less than has already been made this financial year to date. **GR**

CL will enter in to discussions with James Corrigan as to the possibilities of the income from filming being utilised on the Reserve, as used to be the case in the past, and other ways for the Committee to look to resolve its current funding issues.

MA informed the Committee that the infamous cottage/cliff photo was shown four times during the recent American Superbowl, as part of a Jeep advert, with 112 million viewers tuned in.

It was confirmed that there is nothing the Committee can really do retrospectively where images taken whilst on the Reserve have not sought prior permission to do so.

SQ and CM are yet to meet regarding the potential impact that filming may have on the Reserve, especially given that it is a SSSI site, and how SQ can be kept informed of filming activities.

SQ / CM

10. Any Other Business from Members

East Sussex County Council:

GR was requested to contact ESCC on the Committee's behalf to see if they would consider amending their chosen representative to a Ranger from the Country Park or someone who has some knowledge of the land in the Reserve under their ownership, is able to provide the Committee with an update on the land and has a vested interest in the site. **GR**

Lewes District Council:

It was noted that historically LDC only had two representatives on the Committee due to being land owners on the Reserve and that more recently the Committee numbers have grown vastly, now with 16 elected members.

GR was requested to contact LDC on the Committee's behalf to request that they only have one representative assigned to the Committee going forwards. **GR**

Coastguard Cottages:

MA updated on the emergency work that has taken place down by the cottages.

The application for Cuckmere Haven SOS is currently with the Charity Commissioner. They received good letters of support from local organisations and authorities to submit with their application.

The aim of the campaign is to save and maintain the west beach and cliffs from erosion. Informative plaques will be put up by the cottages, cable hut and pill box to inform visitors of what is going on.

Professor Moore of Sussex University has confirmed that he wants to use the campaign as a project for his senior students.

Once the campaign plan has been drawn out in more detail, this will be put out to quote and presented to the eight different agencies that it effects.

CM informed the meeting that she was not taking a primary role in the Cuckmere Haven SOS campaign; partly due to beginning plans to hold a follow up Celebrate Cuckmere Event next year, five years on since the first, which was a huge success and exceeded all expectations.

Friends of Cuckmere:

They now have over 130 members and are still focussing on raising funds for the toxicity test in the meanders.

Drones:

TN spoke with the legal officers at LDC who confirmed that there are no bye-laws in place directly prohibiting the use of model airplanes or drones. If felt necessary, a bye-law could be created to incorporate the above.

DM confirmed that the National Trust have a blanket ban on model airplanes and drones in their land. Operators of equipment like this must be regulated by the Civil Aviation Authority in order to have the necessary insurance in place.

DM is to forward GR a set of their guidelines for circulating to the Committee (if sharing of this document is allowed). **DM / GR**

FP will check in to the SDNPA view on this. **FP**

Unauthorised Vehicles:

SQ asked members to keep an eye out for unauthorised vehicles on the Reserve. Recently fencing materials have been going missing from near Hope Gap, with an unmarked white Mitsubishi truck being seen on site. If anyone sees anything out of the ordinary, please report this to Ben King at STC.

Seaford Natural History Society:

AF will forward GR their summer programme for circulating to the Committee. **GR**

11. Dates of Next Meetings & Site Visits

Tuesday 26th May 2015 at 2.30pm.

Tuesday 13th October 2015 at 2.30pm (AGM).

Site visit on Thursday 16th April 2015 at 2.00pm, meeting at South Hill Barn.

SEAFORD HEAD NATURE RESERVE MANAGEMENT COMMITTEE



Minutes of a Meeting of Seaford Head Local Nature Reserve Management Committee held in the Council Chamber, 37 Church Street, Seaford on Tuesday 26th May 2015 at 2.30pm.

Present:

Chris Lowmass, Sussex Ornithological Society – Chairman
Sarah Quantrill, Sussex Wildlife Trust Ranger
Tony Thorpe, South Downs Society
Patrick McCausland, Sussex Wildlife Trust
Fay Pattinson, South Downs National Park Authority
Michael Ann, Friends of Cuckmere
Carolyn McCourt, Coastguard Cottages
Colin Whiteman, Seaford Natural History Society
Anne Fletcher, Seaford Natural History Society
Cllr Olivia Honeyman, Seaford Town Council
Georgia Raeburn, Seaford Town Council (minutes)

Anne Fletcher was thanked for the hard work and commitment she has shown whilst on the Committee and during her period as Vice-Chairman. Colin Whiteman from Seaford Natural History Society will be taking her place on the Committee going forwards.

1. Apologies

Apologies were received from Elaine Webster (Natural England), Adrian Harrison (National Trust), Councillor Paul Franklin (Lewes District Council), Councillor Mac McLean (Seaford Town Council) and James Corrigan (Seaford Town Council, Town Clerk). Councillor Frank Carstairs (East Sussex County Council) submitted his apologies after the meeting.

CL confirmed a few changes in elected representatives further to the District and Town Council elections:

Lewes District Council; Councillors Paul Franklin and Bill Bovington.

Seaford Town Council: Councillors Olivia Honeyman and Mac McLean.

2. Minutes

The minutes of the meeting on 17th February 2015 were approved with the following changes:

1. The meeting was incorrectly minuted as an Annual meeting when it was not
2. Item 9, Finance Report – code 4500 had a variance of £1,197 not £2,129
3. Item 9, Finance Report – the BBC filming was £750 per day not £250
4. Item 9, Finance Report – ‘the famous cottage/cliff photo’

3. Matters Arising

a. HLS Grant:

The registration form has been completed; a report will need to be taken to STC’s Community Services Committee on 11th June for their approval to register the parcel of land. **GR**

b. Potter Bee Habitat Joint Funding with SDNPA:

SWT have received the funding from SDNPA. This will be used towards creating a new ride/glades on the eastern side of Hope Gap. There may be a possibility to reinstate glades that were made here previously. Graham Lyons from SWT will be deciding on the best location for the ride/glades to be located.

Thanks was extended to FP for bringing this funding opportunity to the Committee's attention and helping to secure it in the short timeframe.

c. Income Grants; additional £100 budgeted for 2015/16?

The additional £100 budgeted above the previous year's grant income is believed to have been for a final instalment of a grant that has rolled over in to the 2015/16 financial year.

d. Income Filming Budget less than made in 2014/15?

When going through the budgeting process, STC budget realistically and not relying on the uncertain 'big wins'.

e. ESCC Representative:

Enquiries have been made with ESCC with regards to the possibility of having a park ranger representative on the Committee. An update will be given once a decision has been reached. **GR**

f. LDC Representative:

LDC has decided to continue with two representatives on the Committee. Councillor Tony Nicholson is no longer a Committee member; Councillor Paul Franklin will continue and Councillor Bill Bovington will be joining.

g. Lease for Management of the Reserve:

GR and SQ are to speak with James Corrigan and James Power to find out the status of the lease for the management of the site; confirming that a further year's management agreement has been entered in to and any progress with the longer term arrangement. **GR / SQ**

4. Ranger's Report

a. Work Programme:

Scrub clearance has stopped for the start of nesting season. Path clearance has been carried out and has received positive comments from passersby. Cutting has also been carried out on some low brambles.

Due to limitations on funding it has not been possible to replace the steps to the western side of Lullington Close. There is also some question as to whether or not these are within the boundary of the Reserve or not.

b. New Ride:

Graham Lyons will be advising on the size and location for the new ride/glades. Work will be carried out in line with the funding available and will be done so it can be expanded on in the future, possibly by making the ride longer or have volunteers join up the glades. SWT will be getting quotes soon for the work but expect that this will be quite expensive. Work needs to begin soon before the path down to Hope Gap gets too muddy.

c. Invasive Species Control:

Residents of South Way have cut back vegetation on their properties and the reserve, with STC's permission, however SQ has advised that in the future permission should be given for this to take place outside of the nesting season. There is some Russian Vine or Wild Clematis that will need removing in the area.

SQ estimates that the chemical treatment for the Cotoneaster on the golf course side will cost in the region of £750-£1,000.

SQ will be looking for past records on whether this area has been treated in the past and in general at the management of the site, treatments used, works carried out etc as this will be useful information in her role.

AF has some paperwork that SQ may wish to look at. STC hold all the agendas and minutes since the Committee was formed.

Consideration will need to be given to dog walkers and users of the site when carrying out spraying of the Cotoneaster. SQ is hoping to cut back the Cotoneaster this year to reduce the size of the plants and then carry out the spraying next year. The spray will not destroy the seeds, acting as a method of control rather than eradication.

SQ has identified a Japanese Knotweed adjacent to the Cable Hut; this will be injected in due course.

d. Filming on the Reserve:

SQ and CM have met to discuss filming on site, how things are conducted and to ensure people are using the site in the correct way and complying with regulations.

e. Use of Drones:

Drones get used on the site in two ways; during filming and then by members of the public.

Use during filming is more controlled however public use is increasing and does pose the risk of impacting on the nesting birds. CM has witnessed five different public users of drones in just one month.

SQ has requested that STC look at putting signage up regarding a restriction on the use of drones on the site. GR will talk to Ben King about the possibility of signs going up; whether this is something that would need to go through the Community Services Committee on 11th June, exactly what guidelines/restrictions would be included and to check on whether the Byelaws of the Reserve include anything with the use of drones. GR will also talk to JC to find out whether SWT can put up a temporary sign in the meantime in the car park at South Hill Barn.

Consideration will need to be made to the SSSI regulations. STC will also look in to claims that the Civil Aviation Authority's website states that the nature reserve is free flying land. **GR**

It would be important that there was not a blanket ban on the use of drones, as drones are used during filming at times and they are also a very effective method for SWT to carry out surveys in the future when funding allows it.

f. Shingle Clearance:

Unfortunately a meeting did not take place before the Environment Agency carried out the second phase of shingle clearance; some shingle has been put in to the salt marsh area. A meeting is being held on 2nd June, which Graham Lyons will be attending from SWT, to talk about longer term plans for the area; there was talk about the possibility of infilling the salt marsh area in October and burying the tank traps.

SQ will forward the details of the meeting to GR and FP so STC and SDNPA can attend should they wish to. SQ will report back to the Committee after the meeting has taken place in case anything is raised that the Committee would wish to comment on. **SQ**

g. Archaeological Dig:

The community dig was planned for the trench area on the western side of the reserve. The organisers were informed that they could not carry out cutting of the scrub during March; SQ will coordinate with them to have this carried out at the end of September instead.

h. Guided Walks:

SQ has a few dates for guided walks in June and July. These are on the web and posters around the site.

Management Plan Progress Review:

Pages 10 to 13 are a summary of the actions according to the 2013-2017 Management Plan. Green has been or is being done; orange is due this year; fawn is due but not yet completed; white is due later on towards the end of the plan but is mostly dependent on funding available.

Pages 14 and 15 are the 'on the ground' work required in addition to the physical habitat management that has to take place.

The Invertebrate Assemblage Survey (1.ii) will be carried out by Graham Lyons saving the £5-10,000 cost that was predicted.

The botanical/habitat resource monitoring (2.i) has not been carried out as it was not felt to be the highest priority. Graham Lyons is regularly visiting and monitoring the site. The NVC survey will also help monitor this.

Matt Eade is an avid bird watcher and updates his blog regularly; he will be carrying out the Common Bird Census (3.vii/viii) annually. Graham Lyons is of the view that SWT cannot affect what the migrant birds do with their habitat management, especially given the limited resources at their disposal.

The action to install temporary fencing to leave an ungrazed strip (4.i) is a potential issue as this involves the tenant farmers land and would bear a cost to carry out, which will be hard to justify.

The Anthophora Retusa survey (3.iv) will require funding as SWT will ask Mike Edwards to carry this out again.

SWT may be able to ask Neil Fletcher to help with interpretation boards to keep them in keeping with other SWT sites. This is however dependent on future plans for the management of the reserve.

SQ was asked if there were any concerns from her point of view on anything that is not being done on site that should be:

With the extent of grazing being planned there may be an issue in terms of funding for fencing.

Funds will also need to be found for the invasive species treatment.

The Committee requested that if possible the Town Clerk be in attendance at the October Annual Meeting on 13th October, as this will be the meeting at which the Committee can discuss requests to STC for financial considerations during the budget setting process.

The Committee will begin work on a Wishlist for works needing done on site; details of the work, the associated costs and timeframe for when it needs to be undertaken. This will be pulled together ready for the October meeting when the Committee can prioritise the works before putting the document to the Council for consideration in the budget setting.

All committee members should forward any ideas to SQ who will collate the information, liaising with Steve Tillman and Graham Lyons, then produce a draft document. **ALL**

It is key that the management of the site be prioritised, ensuring the SSSI requirements are met, and then interpretation.

AF noted that on Natural England's website, the reserve is not yet classed as 'favourable', so while there has been a huge amount of work and improvements with the site there is still a way to go.

GR will check which version of the Management Plan is being worked to and update the references on the action plan and works schedule accordingly. **GR**

5. Seaford Head Nature Reserve Web Page

GR will forward committee members a link to the STC website's Nature Reserve page; members should then submit any feedback for alterations or additions to GR. **GR / ALL**

GR will add a link to Sussex Wildlife Trust's website. **GR**

GR will contact Mick Barrett about shutting down the Seaford-Sussex site, thanking both him and Bob Brown for facilitating and managing the site on behalf of the Committee. **GR**

GR will speak with Impact Seaford to see if the Seaford phone app they are creating could feature the reserve as a vital tourist attraction for our town due to the volume of visitors. This would need to be multilingual if possible. **GR**

6. Seaford Head Nature Reserve 50th Anniversary Celebrations

The Committee discussed the possibility of holding a 'History of the Reserve' exhibition in the courtyard of South Hill Barn, to coincide with the Celebrate Cuckmere event being organised by MA and CM in June 2016.

An event like this will require someone to lead the project, someone to pull together the history of the reserve and create the exhibit, volunteers to assist and permission from STC to use the barn as a venue.

As a first step, SQ will speak with the SWT volunteers and MA with Friends of Cuckmere to gauge how much interest there would be in assisting with such an event. SQ / MA

AF will speak with Seaford Natural History Society's members at their meeting on 6th October so see if any members would volunteer to help research the history of the reserve. AF

If it is confirmed that there are adequate resources to pull together the information and run the event, then permission can be sought from STC as to using the barn as a venue. This request can be discussed in more detail at the meeting on 13th October.

It may be necessary at that time to set up a sub-group to work on the event due to the infrequency at which the Committee meets.

Celebrate Cuckmere will be held over 10 days in June 2016 with the aim to raise awareness of the beauty of Cuckmere and give an opportunity to artists to show work that has been inspired by Cuckmere. The festival will include theatrical performances, poetry readings, musical performances, evening performances and open houses.

7. Report from Members/Any Other Business:

Friends of Cuckmere:

MA will inform Friends of Cuckmere that OH had wanted to attend their recent AGM but had struggled finding details of the meeting.

FoC are still trying to source a grant to have silt taken out of the meanders for toxicity tests to ascertain whether or not it can be used to create islands on the west side of the beach. This is looking to cost in the region of £20k.

Cuckmere Haven SOS is now a registered charity, which has been set up by residents of the cottages for the purpose of ensuring new sea defences are in place to protect the cottages. The charity's website will be launched within the next month. This will include details on the story of Cuckmere Haven, the cottages, smuggling in the area, the Cable Hut and the WWII Pillbox.

Funds raised by the charity will be initially going towards the costs of having a professional marine contractor in the planning stages. The next step will be going out to tender for the works to be carried out.

GR is to speak to STC about MA having permission to put up small signs (attached to current fencing or posts, not requiring new posts) showing where the cottages are, the Cable Hut and Pillbox and explaining a little of the history. This will help with the experience of visitors to the site and the Cuckmere Haven SOS campaign.

8. Dates of Next Meetings & Site Visits

Tuesday 13th October 2015 at 2.30pm (AGM)

At this meeting dates will be set for future meetings. It was requested that the Committee look at having a more equal gap between meetings.

Site visit dates will also be set at the October meeting.