



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 14th April 2016** at **7.00 pm** which you are summoned to attend.

James Corrigan
Town Clerk
7th April 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 167/15 to inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 29 February 2016 (pages 2 to 9).

5. Projects and Facilities Manager - Update Report

To consider report 168/15 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 10 to 16).

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 167/15

Agenda Item No:	4
Committee:	Community Services
Date:	14th April 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 29 February 2016.

Recommendations

You are recommended:

- 1. To approve that a recommendation be made to Full Council for transfer to ear marked reserve for Tree Wardens as detailed in 1.4 (b).**
 - 2. To approve that a recommendation be made to Full Council for Projects Pool underspend to be transferred to an Ear Marked Reserve, subject to funds being available after all year end accounts are completed.**
 - 3. To approve the remainder of the report.**
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1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2015 to 29 February 2019 compared to the annual budget.
- 1.2** The Committee income shows a considerable surplus, which is due primarily to the developer contribution that was received from Lewes District Council totalling £204,898. Any remaining surplus from this contribution will be transferred to an ear marked reserve for The Salts Play Area. This funding must be spent on The Salts.
- 1.3** Additional income is currently shown in Beach Huts rental income, this is due to rental payments being received for the next rental year. A journal into next year's accounts will be made for this income when completing the year end accounts at which point the year end will show the correct income for the year
- 1.4** The overall expenditure for the period shows an underspend compared to the original budget and this trend is predicted to continue to the year-end with some exceptions.
- 1.5** Variances not previously explained and those anticipated for the year-end are listed below.

- (a) Swimming Pool – Further invoices for contributions to the project work at Seaford Head Swimming Pool are expected and these will bring the expenditure more in line with the ‘projected outturn’ that was detailed in the budget process for the Swimming Pool.
- (b) Tree Warden Expenses – an underspend is shown which has resulted primarily from the considerable number of contributions from residents to fund their street tree planting projects. Any surplus at year end is recommended to be transferred to the Ear Marked Reserve for Tree Wardens, a total of £854 would therefore be transferred to EMR.
- (c) Projects Pool – There is an underspend shown within Projects Pool due to projects being funded from other sources, any underspend is recommended to be transferred to an ear marked reserve subject to all other overspends being concluded in the year end accounts.
- (d) Sports Pitch Income - Is yet to be finalised with Lewes District Council for the year-end. The projected outturn that was detailed in the budget process was a more accurate reflection of the income for the year however the final accounts will be settled following a response to outstanding queries with LDC.
- (e) Public Seating - An overspend is shown in Public Seating for Seaford Head Estate, this will be offset by additional income due before year end and the income is anticipated to exceed expenditure.
- (f) Building Maintenance - The year-end expenditure for Building Maintenance will show a greater over spend than is currently shown due to outstanding works at The Old Town Hall which have been postponed due to weather conditions.

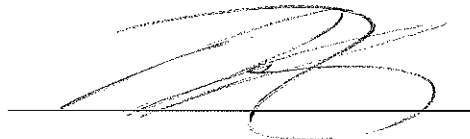
2. Financial Appraisal

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



05/04/2016

Seaford Town Council 2015/2016

11:28

Detailed Income & Expenditure by Budget Heading 29/02/2016

Page No 1

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Community Services</u>						
<u>105 Salts Recreation Ground</u>						
4051	Rates	0	240	601	361	361
4052	Water & Sewerage	0	1,262	3,025	1,763	1,763
4055	Electricity	0	132	361	229	229
4115	Insurance	0	3,592	3,000	-592	-592
4199	Other Expenditure	0	-22	0	22	22
4250	Public Seating	0	265	0	-265	-265
4251	Dog Bin Emptying	148	1,483	1,619	136	136
4260	Grounds Maintenance Contract	5,705	71,050	70,997	-52	-52
4261	Grounds Maint non contract	30	2,573	5,000	2,427	2,427
4275	Building Maintenance	0	257	0	-257	-257
	Salts Recreation Ground :- Expenditure	5,883	80,832	84,603	3,772	0
1050	Income Rent	0	945	2,928	-1,983	0
1051	Income Insurance Recharge	0	1,287	1,285	2	0
1054	Income Other	67	2,102	0	2,102	0
1055	Income Seating	0	180	0	180	0
1058	Income Water Recharge	0	2,135	1,755	380	0
1066	Income Concession	0	16,800	16,800	0	0
1071	Income Base Rent	0	17	1,100	-1,083	0
1073	Sports Pitch Hire	0	2,735	9,000	-6,265	0
1093	Income Rate Refund	0	240	0	240	0
	Salts Recreation Ground :- Income	67	26,441	32,868	-6,427	
	Net Expenditure over Income	5,816	54,391	51,735	-2,655	
<u>106 Crouch Recreation Ground</u>						
4052	Water & Sewerage	0	683	2,183	1,500	1,500
4055	Electricity	0	285	298	13	13
4115	Insurance	0	1,784	1,787	3	3
4251	Dog Bin Emptying	106	1,060	1,349	290	290
4260	Grounds Maintenance Contract	3,509	35,089	40,494	5,406	5,406
4261	Grounds Maint non contract	0	3,454	3,500	46	46
4275	Building Maintenance	0	113	0	-113	-113
	Crouch Recreation Ground :- Expenditure	3,615	42,468	49,611	7,143	0
1050	Income Rent	0	1,837	2,475	-638	0
1051	Income Insurance Recharge	0	741	745	-4	0
1057	Income Electricity Recharge	0	166	149	17	0
1073	Sports Pitch Hire	0	1,106	9,000	-7,894	0
	Crouch Recreation Ground :- Income	0	3,850	12,369	-8,519	
	Net Expenditure over Income	3,615	38,618	37,242	-1,376	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>107</u> <u>Martello Fields</u>						
4251 Dog Bin Emptying	85	848	1,079	231		231
4260 Grounds Maintenance Contract	1,290	12,900	14,648	1,748		1,748
4261 Grounds Maint non contract	20	1,602	2,000	398		398
Martello Fields :- Expenditure	<u>1,395</u>	<u>15,350</u>	<u>17,727</u>	<u>2,378</u>	<u>0</u>	<u>2,378</u>
1050 Income Rent	0	4,114	3,750	364		0
Martello Fields :- Income	<u>0</u>	<u>4,114</u>	<u>3,750</u>	<u>364</u>		
Net Expenditure over Income	<u>1,395</u>	<u>11,236</u>	<u>13,977</u>	<u>2,742</u>		
<u>108</u> <u>Other Open Spaces</u>						
4051 Rates	0	66	624	558		558
4052 Water & Sewerage	0	186	73	-113		-113
4155 Professional Fees	0	100	0	-100		-100
4250 Public Seating	0	780	0	-780		-780
4251 Dog Bin Emptying	170	1,695	1,620	-75		-75
4260 Grounds Maintenance Contract	2,468	24,676	28,779	4,103		4,103
4261 Grounds Maint non contract	0	2,172	3,500	1,328		1,328
4270 Vehicles & Equipment Maint	0	21	0	-21		-21
Other Open Spaces :- Expenditure	<u>2,637</u>	<u>29,696</u>	<u>34,596</u>	<u>4,900</u>	<u>0</u>	<u>4,900</u>
1054 Income Other	0	10	0	10		0
1055 Income Seating	0	795	0	795		0
1066 Income Concession	0	2,085	0	2,085		0
1093 Income Rate Refund	0	2,427	0	2,427		0
Other Open Spaces :- Income	<u>0</u>	<u>5,317</u>	<u>0</u>	<u>5,317</u>		
Net Expenditure over Income	<u>2,637</u>	<u>24,379</u>	<u>34,596</u>	<u>10,217</u>		
<u>113</u> <u>Crypt</u>						
4051 Rates	0	5,568	5,573	5		5
4052 Water & Sewerage	0	171	206	35		35
4055 Electricity	168	659	902	243		243
4056 Gas	0	894	2,280	1,386		1,386
4105 Postage	0	0	10	10		10
4106 Stationery	0	2	100	98		98
4110 Advertising & Publicity	0	326	1,000	674		674
4115 Insurance	0	769	1,225	456		456
4199 Other Expenditure	0	50	50	0		0
4201 Cleaning & Hygiene	0	240	650	410		410
4261 Grounds Maint non contract	0	50	0	-50		-50

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4275	Building Maintenance	0	213	0	-213		-213
	Crypt :- Expenditure	168	8,941	11,996	3,055	0	3,055
1050	Income Rent	635	7,817	6,250	1,567		0
	Crypt :- Income	635	7,817	6,250	1,567		
	Net Expenditure over Income	-467	1,124	5,746	4,622		
<u>115 Martello Tower</u>							
4115	Insurance	0	2,207	2,207	0		0
	Martello Tower :- Expenditure	0	2,207	2,207	0	0	0
	Net Expenditure over Income	0	2,207	2,207	0		
<u>116 Seaford Head Estate</u>							
4052	Water & Sewerage	0	71	0	-71		-71
4055	Electricity	691	691	0	-691		-691
4115	Insurance	0	1,236	1,236	0		0
4155	Professional Fees	926	1,586	0	-1,586		-1,586
4250	Public Seating	1,926	4,142	0	-4,142		-4,142
4251	Dog Bin Emptying	85	848	1,080	232		232
4260	Grounds Maintenance Contract	152	1,367	2,299	932		932
4261	Grounds Maint non contract	60	-1,410	2,000	3,410		3,410
4275	Building Maintenance	0	235	0	-235		-235
4500	Nature Reserve Expenses	0	16,643	10,500	-6,143		-6,143
	Seaford Head Estate :- Expenditure	3,840	25,408	17,115	-8,293	0	-8,293
1050	Income Rent	5,000	15,000	10,000	5,000		0
1053	Income Grants	0	3,793	3,350	443		0
1055	Income Seating	0	1,798	0	1,798		0
1066	Income Concession	0	2,085	4,170	-2,085		0
1200	Income Nature Reserve	1,800	19,883	2,500	17,383		0
	Seaford Head Estate :- Income	6,800	42,559	20,020	22,539		
	Net Expenditure over Income	-2,960	-17,151	-2,905	14,246		
<u>117 Seaford</u>							
4052	Water & Sewerage	0	0	175	175		175
4055	Electricity	0	2,037	2,266	229		229
4115	Insurance	0	509	518	9		9
4154	Land Registry Fees	0	78	0	-78		-78
4250	Public Seating	0	242	0	-242		-242

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4253	Shelters	0	1,200	1,690	490		490
4260	Grounds Maintenance Contract	0	0	335	335		335
4261	Grounds Maint non contract	0	2,961	2,500	-461		-461
	Seafront :- Expenditure	0	7,027	7,484	457	0	457
1055	Income Seating	0	1,085	0	1,085		0
1057	Income Electricity Recharge	0	1,879	2,266	-387		0
1058	Income Water Recharge	0	133	80	53		0
1066	Income Concession	0	42,825	42,825	0		0
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710		0
	Seafront :- Income	0	47,632	45,171	2,461		
	Net Expenditure over Income	0	-40,605	-37,687	2,918		
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	0	2,914	3,171	257		257
4115	Insurance	0	1,084	1,085	1		1
4275	Building Maintenance	0	145	0	-145		-145
	Beach Huts :- Expenditure	0	4,144	4,256	112	0	112
1054	Income Other	0	112	0	112		0
1060	Beach Huts Site Licence	15,786	31,163	15,326	15,837		0
1061	Beach Hut Annual Rent	11,609	23,651	12,042	11,609		0
	Beach Huts :- Income	27,395	54,926	27,368	27,558		
	Net Expenditure over Income	-27,395	-50,782	-23,112	27,670		
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	0	190	190	0		0
	Old Town Hall :- Expenditure	0	190	190	0	0	0
1050	Income Rent	106	1,222	1,275	-53		0
1051	Income Insurance Recharge	0	0	190	-190		0
	Old Town Hall :- Income	106	1,222	1,465	-243		
	Net Expenditure over Income	-106	-1,032	-1,275	-243		
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	80	709	996	287		287
	Allotments :- Expenditure	80	709	996	287	0	287
1050	Income Rent	0	863	855	8		0
1054	Income Other	0	622	996	-374		0
	Allotments :- Income	0	1,485	1,851	-366		
	Net Expenditure over Income	80	-776	-855	-79		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>130</u> <u>Other Recreation</u>						
4410 Swimming Pool	0	806	10,000	9,194		9,194
Other Recreation :- Expenditure	0	806	10,000	9,194	0	9,194
Net Expenditure over Income	0	806	10,000	9,194		
<u>134</u> <u>CCTV</u>						
4055 Electricity	0	728	1,706	978		978
4115 Insurance	0	926	926	0		0
4276 CCTV	366	9,382	8,153	-1,229		-1,229
CCTV :- Expenditure	366	11,036	10,785	-251	0	-251
Net Expenditure over Income	366	11,036	10,785	-251		
<u>135</u> <u>Community Service Other</u>						
4115 Insurance	0	193	194	1		1
4195 Community Services Events Exp	0	2,755	200	-2,555		-2,555
4262 Tree Warden Expenses	103	1,456	2,310	854		854
4273 Christmas Lights	4,587	14,694	13,000	-1,694		-1,694
4275 Building Maintenance	0	-500	0	500		500
4281 Christmas Event Expenses	0	8,221	0	-8,221		-8,221
4290 Physical Activity Proj Expenses	0	1,290	8,000	6,710		6,710
Community Service Other :- Expenditure	4,690	28,108	23,704	-4,404	0	-4,404
1065 Income Xmas Lights	0	0	500	-500		0
1070 Income Community Serv Events	0	2,134	0	2,134		0
1072 Income Tree Wardens	0	1,345	400	945		0
1075 Income Christmas Event	-150	8,880	0	8,880		0
Community Service Other :- Income	-150	12,359	900	11,459		
Net Expenditure over Income	4,840	15,749	22,804	7,055		
<u>220</u> <u>Building Maintenance Pool</u>						
4274 Projects Expenditure	1,000	1,000	0	-1,000		-1,000
4275 Building Maintenance	868	6,831	6,000	-831		-831
Building Maintenance Pool :- Expenditure	1,868	7,831	6,000	-1,831	0	-1,831
1091 Income Building Maintenance	0	300	0	300		0
Building Maintenance Pool :- Income	0	300	0	300		
Net Expenditure over Income	1,868	7,531	6,000	-1,531		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	1,016	7,100	45,000	37,900		37,900
Projects Pool :- Expenditure	<u>1,016</u>	<u>7,100</u>	<u>45,000</u>	<u>37,900</u>	<u>0</u>	<u>37,900</u>
1053 Income Grants	0	204,898	0	204,898		0
Projects Pool :- Income	<u>0</u>	<u>204,898</u>	<u>0</u>	<u>204,898</u>		
Net Expenditure over Income	<u>1,016</u>	<u>-197,798</u>	<u>45,000</u>	<u>242,798</u>		
<u>301</u> <u>Planning & Highways</u>						
4263 Bus Shelter Maintenance/Clean	0	200	750	550		550
Planning & Highways :- Expenditure	<u>0</u>	<u>200</u>	<u>750</u>	<u>550</u>	<u>0</u>	<u>550</u>
Net Expenditure over Income	<u>0</u>	<u>200</u>	<u>750</u>	<u>550</u>		
Community Services :- Expenditure	25,558	272,052	327,021	54,968	0	54,968
Income	34,854	412,920	152,012	260,908		
Net Expenditure over Income	<u>-9,295</u>	<u>-140,868</u>	<u>175,009</u>	<u>315,877</u>		



Seaford Town Council

Report 168/15

Agenda Item No:	5
Committee:	Community Services
Date:	14 April 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.**
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1. Projects and Facilities Information

1.1 The Salts

Work has now started at The Salts and although it has been an inconvenient time for the works to take place it was decided to proceed as soon as practicable in order to complete the work with enough time to establish the new works and allow them to settle in well before the peak season sets in.

There are some small compromises that have been made but only where normal wear and tear can be attributed or where the work is not related to the original contract, however the agreement is to provide an end result far closer to what can be expected of a contract of this value.

There are also additional works that are being negotiated with the view of enhancing the play space further.

The work is anticipated to take approximately 4 weeks, currently negotiations are taking place in relation to safety surfacing at which time an end date can be set for handover. In order to establish new turf or soil and seed this may require certain parts of the space to remain fenced off for a suitable period following the completion of the works.

Concessions Tendering

The tendering phase for the Refreshment concessions saw a very positive response. Over three times the number of tenders were received in comparison to the 2013 tendering phase and there is a great deal of interest from other traders within the district as well as some further afield.

Some interesting proposals were received with competitive tender amounts however the operators that were awarded the licenses for the Seafront Concessions were in fact the existing operators.

Two very appealing tenders were received for South Hill Barn and the licence was awarded to the highest tenderer who had submitted an innovative proposal with some unique flavours. Unfortunately the tenderer withdrew their offer following complications in relation to Street Trading Licensing and planning advice that they had received from Lewes District Council. Therefore negotiations are now taking place with the second tenderer to establish an agreement for the coming year.

No tenders were received for High and Over which suggests that options may have been exhausted for the site, officers are considering possible short term operating licenses and the site will continue to be offered to any suitable traders who enquire in future.

The total income of £60,300 generated from the licenses awarded is a little below the budget for the year of £64,625; however additional income may be received subject to any agreement for trading at South Hill Barn and also subject to potential winter trading extensions for the Martello Kiosk as this licence only allows trade between April and October.

The licence agreements have been revised, terms and conditions have been clarified and brought up to date and new conditions have been added that specifically address the required Service and Quality standards as well as Permitted uses and locations. The new conditions include the retention of a minimum 4 star Food Hygiene Rating, cleaning of 'the site' and clearance of litter from the areas affected by trade.

Insurance Renewal

Insurance tenders were received on 12th March and following an interesting tendering process only one tender was submitted. Other competing insurers were not able to provide the same comprehensive package as the one provider that submitted their tender.

The contract therefore was awarded to Zurich Municipal who was the previous insurance provider for this Council.

Due to alterations to some levels of cover the premium cost for the 2016/17 year is £16,430.05 and represents a saving of £10,071.95 for this financial year.

Rotary Clock

Written clarification has been received from the Clock maintenance company in relation to the Rotary Clock; unfortunately there now seems to be very few options available other than making local arrangements for access equipment at this Council's expense.

The company are persistent in that they have not given advice on the siting of the clock and also that in the early stages of identifying the location they were informed of the suitability of a roof for standing upon and that this has since been found to be inaccurate. The works will be booked for the earliest opportunity and where additional costs are anticipated these will be kept to a minimum wherever possible.

Seaford Town Guide

The 2016 Seaford Town Guide has now been released; although the guide is 8 pages shorter than was originally planned this edition is nearing the intended style and format for future years. It was not possible to include all of the aspects that were originally planned as it was drafted as a 64 page however there was only enough advertising sold to meet the cost of a 48 Page guide. An additional fee of just over £1,000 was agreed to be met by Seaford Town Council in order to increase the size to a 56 page guide however the revision work to remove 8 pages remained a difficult undertaking.

The Guide will now be reviewed for the 2017 edition with all relevant feedback taken into consideration throughout the development. The review will also consider ways to include the organisations that could not be included in this years. Consideration will also be given to the way in which the publication is produced, the reduction in the available pages was an unforeseen and also time consuming difficulty, one that will be important to avoid with future editions.

The Projects Team will also be assessing options for a 'Tourism Guide' that may enable the size of the Town Guide to remain similar in size with a Tourism Guide focusing more specifically on Tourism aspects and attractions in and around Seaford.

Seaford Library Seating Project

The Seaford Library Seating Project is almost complete with the Art piece/Sculpture now installed. In November 2013, this committee agreed in principle to take ownership of the seat in future years, subject to durability and maintenance aspects being taken into consideration in the design process.

As the piece would constitute the acquisition of a new asset and with potential additional budget implications the matter will be reported to Full Council for consideration along with more information relating to insurance and maintenance costs.

Seaford Head Estate

Cliff Safety became a higher priority in March following the report of an imminent cliff fall where a large crack was seen in a section of cliff leading up to Seaford Head. An assessment was made of the potential fall and actions to inform and divert walkers were put in place when the hazard was reported.

A further assessment will soon be taking place to consider more permanent solutions along the section of cliff top that has been affected. Further Signage and Way marking will also be introduced in both directions along the route to ensure clear information and guidance is provided for visitors to the area.

South Hill Barn

Recent additions have been made at South Hill Barn, with the installation of memorial seats and a Picnic Bench on the North East corner of the Car Park area. The works are part of a range of enhancements proposed for the area around the Barn, in order to provide some further enjoyment and some seating options for visitors to the area.

The benches are the same style as many of the memorial seats in Seaford. This style is considered to be the most robust taking into consideration the weather conditions

experienced on Seaford Head as well as possible mistreatment. Minimal ground works were used when installing the seating due to the nature of the location.

The seating area incorporates 4 seats and 1 Picnic Table which will offer more options for those wishing to enjoy the area and its views, particularly assisting those with limited mobility.

Additional work has been undertaken adjacent to the seating in order to control some of the scrub land in the area. The work has created clearer views of the surrounding landscape but primarily this to enable the clearance of a large amount of litter and tipped waste including a small amount of bonded asbestos. Care was taken to ensure the work was not putting any wildlife or sensitive habits at risk but instead might rejuvenate.

Further plans include the installation of another area similar in size to the seating installed, as well as enhancements around the barn and improvements that will assist the catering concession in providing more comfortable space for visitors.

Seahaven Flood Fair

The Projects and Facilities Manager will be attending the Seahaven Flood Fair to assist on the day and to be available for any enquiries relating to Seaford Town Council's role in flood incidents as well as supporting the other organisations in advising the public. Councillors are invited to come along support and help with enquiries on the day. If you would like to join us then please contact the office to confirm your availability.

The open event is taking place on Saturday 23rd April 2016 between 10am and 4pm at Seaford Head Lower School. East Sussex County Council is funding the presence of the National Flood Forum at the fair to provide important advice to residents at risk of flooding and to exhibit flood protection equipment.

It is also intended to reach out to a wider audience of communities who live in flood risk areas in East Sussex to maximise the opportunity that the event will present.

Development Plans for Open Spaces

A Project Schedule has now been produced; this document will be used to list progress stages for each of the Development Plans. Any significant progress stages or updates will continue to be addressed within the main part of these update reports and Councillors can also contact the relevant officer responsible for any of the individual projects or aspects within a particular development plan.

1.2 Events

Events will now be listed in Appendices where relevant and updates on Town Council events will be added with the main part of these update reports.

Following a number of alterations to event dates that have recently been uncovered the variations are currently being reviewed. Appendix B shows the most up to date list of outdoor Events and Bookings that are being processed by the office, changes will be made if any further inaccuracies are found.

Emily Piper will be responsible for the for Seaford Town Council events namely Seahaven Veterans and Armed Forces Day and Seaford Christmas Magic Events, and working with Lyn Collins on relevant aspects of each event.

1.3 Projects & Facilities – Progress and Team Priorities:

The new Projects & Facilities Team is in place, Len Fisher is now in post permanently and both Lyn Collins and Emily Piper are settling in to the early stages of their work with the Council. They have both made a great start and are already actively engaged in the strategic work and project priorities within the office.

The teams priorities have now been set following the creation of the draft strategic objectives for the Town Council which is being presented to Full Council at the next meeting. The Strategic Objectives have guided the Project Schedule, an excerpt of which is shown in Appendix A. Each of the projects has been allocated a project lead to ensure that the work is targeted. The working document used by officers also includes sections detailing Project Purpose, Working Partners, Milestones (to enable stage reviews), Status (at the point of review) and other relevant project notes. Each of the targets set for the projects in the list follow the draft strategic objectives that were discussed at the recent visioning event.

Similar to the Events list, the Project Schedule will now be included as an Appendix to this report, the Schedule will be updated regularly, in most cases on a monthly basis. Currently the Schedule shows the core information then in future reports the update column will be added to display progress details for each project.

Len Fisher is now the primary point of contact for funding applications and his work will be targeted to apply for funding that enables the delivery of the priority projects and in turn the strategic objectives of the Council.

A log of all funding applications is also being maintained by Len Fisher, listing the applications submitted; results pending or those that have been awarded and also includes deadlines and target dates for submission as well as dates for the announcement of results. It is hoped that this funding list might also be added to future reports.

In future if a project does not meet the strategic objectives, does not feature in the project list or does not form part of a development plan then the project would need to be assessed independently before any project work is undertaken.


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



Projects & Facilities Department

Project / Area	Responsible officer	Purpose / Benefit	Target
The Salts Development Plan			
	Ben King	Detailing requirements and targets for future enhancement	Completion - Dec-17
Play Area	B King	Important refurbishment to restore the facility and increase user value.	May-16
Planting Project	B King	Enhancement of areas around play space	Nov-16
Skate Park	B King	Important refurbishment to restore the facility and increase user value.	Jun-17
Tennis Courts	B King	Important refurbishment to restore the facility and increase user value.	Jun-17
Café	J Corrigan / B King	Building renovation/improving quality and service to the community.	TBC
Cycling / Jogging path	B King	Introduce new access routes for health, recreation, families and those with disabilities or limited mobility.	
Iconic	J Corrigan	Introduce a viable commercial interest benefitting the seafront views, licensed catering	TBC
Dog Controls - Public Notices	B King	Improving inclusion/raising awareness/improving safety	Jul-16
Seafront Development Plan			
	Ben King	Detailing requirements and targets for future enhancement	Adopted - Dec 2016
Seafront Performance Area	L Fisher	Improving visitor enjoyment / potential generation of income or fundraising	Dec-16
Marlello Toilets	B King	Restoration of a dilapidated facility / improve visitor enjoyment	Dec-16
Cycling and Cycle Parking	ESCC - Ben King	Improve Cycling and Cycle Parking options on Seafront	
Street Trading	J Corrigan	Establish Street Trading controls managed by Seaford Town Council	Jul-16
Beach Huts	B King	Develop Beach Hut project and review rental options	Dec-17
Marlello Field Development Plan	B King	Linking to Seafront Development Plan and establishing another valuable open space	Dec-17
Crouch Development Plan			
	Ben King	Detailing requirements and targets for future enhancement	Adopted - Dec 2017
Crouch Water Main	B King	Cost saving for the Council	Dec-16
Seaford Community Garden Lease	L Fisher	Formalising existing arrangements	Aug-16
Crouch - Buildings	Tenants	Redevelopment of Pavilion Buildings	TBC
Seaford Head Estate			
South Hill Barn	J Corrigan	Development of long term options for South Hill Barn	TBC
Sussex Wildlife Trust - Nature Reserve Management	J Corrigan	Long Term Lease and Nature Reserve Management proposals	TBC
South Hill Barn Concession	B King	Commit to agreement with new operator for South Hill Barn trading location	May-16
Cliff Safety and Information Signage and Way Marking	B King	Improve public information and Way Marking to improve safety and awareness	Jun-16
Tourism, Commerce and PR			
Signage Project	B King	Improve directions for visitors and exposure for main attractions and services in Seaford	Dec-16
Promotion of TIC	L Collins		Dec-16
Website and PR Pack	L Collins	Improve quality and presentation of public information	Dec-16
Town Guide / Tourism Guide 2017	L Collins	Valuable public information and recognition of important Town activities and service providers	Nov-16
Coastal Communities Team	L Fisher	Project work associated with Coastal Revival - income generation and funding applications	Aug-16
Christmas Lights	E Piper	Continue providing a high quality scheme - enhancing where possible	Dec-16
Concessions - Review and Enhancements	B King	Establish a range of options for short term and small trading locations	Dec-16
Other Assets			
Open Spaces Strategy	B King	Establish a Portfolio of Open Spaces identifying their primary functions and establishing SWOT related aspects for each site	Dec-17
Playing Pitch Strategy	B King	Undertake a local assessment of sport pitches and related activity areas to inform development plans and other strategic documents	Dec-16
Nomination of Community Assets	L Fisher	Protecting assets of specific importance to the local community	
Old Town Hall Lease	L Fisher	Confirm lease arrangements for longer term lease of the Old Town Hall	
South Street Toilets	B King	Refurbishment / Replacement of roof tiling	Dec-16
Arts@theCrypl - Handover and Capital	J Corrigan / B King	Independence for Management Committee + reducing public spending	TBC
Tree Planting Projects	L Collins		
Seaford In Bloom			
Other Projects			
Physical Activity Projects	B King	Improving access to sports and physical activities, improving health and well being	
Flood Fair - Flood Procedures	B King	Public Awareness / Community Engagement	Apr-16
Community Noticeboards	B King	Public Information - also providing designated space for Town Council notices	Jul-16
Events			
Seahaven Veterans and Armed Forces Day	E Piper	Recognising Armed Forces personnel - Fundraising for Armed Forces Charities	Jun-16
Sussex Day	L Collins / L Fisher		Jun-16
Seaford Christmas Magic	E Piper	Engages the local community with their local retailers and supporting businesses	Dec-16
Events Programme - Whats On	E Piper	Improvement of Events Information to reach a wider audience to increase football	June 16 - Ongoing
Support of new and Existing Community Events	E Piper	Supporting local event organisers with new and existing events to enhance events where required	Apr-17
Governance			
Policy Review	B King	Rationalising and improving existing policies	Apr-17
Procedures Review	E Piper / L Collins	Rationalising and improving existing procedures	Apr-17
Filing System and Server Review	E Piper / L Collins		Apr-17
Funding			
Funding Applications and Income	L Fisher	Provides support funds for all Town Council activities	Ongoing

2016 SEAFORD EVENTS

DATE	DAY/S	LOCATION	EVENT / ORGANISER
APRIL			
7th – 10th April	Thurs-Sun	Martello	William Cole's Funfair
10th April	Sunday	Martello (West Field)	Scouts Boot Fair
24th April	Sunday	Martello	Rotary Boot Fair
MAY			
8th May	Sunday	Seafront (The Salts)	NPS Lions Half Marathon
8th May	Sunday	Martello	Scouts Boot Fair
22nd May	Sunday	Martello	Rotary Boot Fair
28th May	Saturday	Martello	Waifs & Strays Family Funday & Dog Show
JUNE			
2nd – 5th June	Thurs-Sun	Martello	Jay Millers Circus
11th June	Saturday	Crouch	Rude Mechanical Theatre
12th June	Sunday	Martello	Rotary Boot Fair
12th June	Sunday	Martello (Tower/Kiosk)	Sussex Day (Martello Tower)
12th June	Sunday	Seafront (The Salts)	Triple Challenge (Martello Rotary)
25th June	Saturday	Martello	Seahaven Veterans and Armed Forces Day
26th June	Sunday	Martello	Seaford Motor Fest 2016
JULY			
3rd July	Sunday	Martello	Rotary Boot Fair
July	Saturday	Downs Leisure Centre	Family Funday
9th / 10th July	Sat/Sun	Martello / Seafront	UK Triathlon
9th / 10th July	Sat/Sun	Crouch Gardens	Synergy Theatre
17th July	Sunday	Martello	Scouts Boot Fair
17th July	Sunday	Seafront	Dash of Colour / Charity Run Blind Veterans UK
AUGUST			
7th August	Sunday	Martello	Car Boot Fairs
20th August	Saturday	Martello	Waifs & Strays Family Funday & Dog Show
28th August	Sunday	Martello	Donkey Derby
SEPTEMBER			
4th September	Sunday	Martello	Cancer Research Sponsored Walk / Martello Rotary
4th September	Sunday	Martello	Rotary Boot Fair
10th September	Saturday	Martello	Scouts Boot Fair
OCTOBER			
2nd October	Sunday	Martello	Rotary Boot Fair
22nd October	Saturday	Town Centre / Martello	Seaford Bonfire Night
NOVEMBER			
13th November	Sunday	War Memorial	Remembrance Day
DECEMBER			
3rd December	Saturday	Town Centre	Seaford Christmas Magic