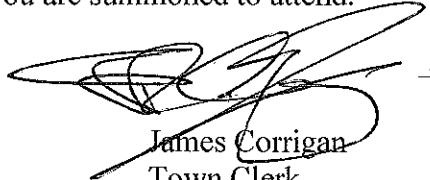




Seaford Town Council

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 17 September 2015** at **7.00 pm** which you are summoned to attend.



James Corrigan
Town Clerk
10 September 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 75/15 to inform members of income and expenditure for the period of 1 April 2015 to 31 August 2015 (pages 2 to 9).

5. Projects and Facilities Manager – Update Report

To consider report 76/15 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 10 to 17).

6. Seaford in Bloom – Town Centre Floral Displays

To consider report 77/15 to seek approval from members on the necessary decisions relating to the Seaford in Bloom, Town Centre Floral Displays (pages 18 to 20).

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 75/15

Agenda Item No:	4
Committee:	Community Services
Date:	17 September 2015
Title:	Finance Report
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2015 to 31 August 2015

Recommendations

You are recommended:

- 1. To approve the report.**
-

1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2015 to 31 August 2015 compared to the projected annual budget.
- 1.2** Variances not previously covered may be explained as:
 - (a) Where minus figures are currently showing in the actual year to date column for expenditure, these relate to accruals from 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.
 - (b) Water and Sewerage – the overall expenditure in water and sewerage shows a negative sum, which is a result of accruals noted above. The expenditure will move more in line with the expected annual budget when the next south east water invoices are received at the end of the year.
 - (c) Grounds Maintenance Non Contract – Seafront – shows overspend already in the year; this is resulting primarily from the work to restore all of the seafront benches earlier in the year. This is however offset by the figure shown in income to seafront following an insurance payment received in relation to replacement shelter glass.

- (d) Electricity – The Salts – currently shows overspend in relation to the annual budget; this will be offset by a credit due from southern electric in relation to the Base.
- (e) Projects Pool Income – The sum of £204,898 is shown in Income Grants under Projects Pool income; this relates to the S106 (Developer Contribution) payment received from Lewes District Council to meet the cost of the new Salts play area.
- (f) Concession Income – There is a variance in Income Concession for Seaford Head Estate. This is offset by the positive sum in the concession code for Other Open Spaces.

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

2. Financial Appraisal

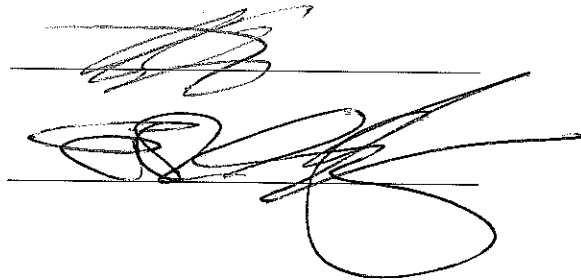
The financial implications in this report are outlined in Section 1 of this report.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



09/09/2015

Seaford Town Council 2015/2016

18:11

Detailed Income & Expenditure by Budget Heading 31/08/2015

Page No 1

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Community Services								
<u>105</u>	<u>Salts Recreation Ground</u>							
4051	Rates	0	240	601	361	361	39.9 %	
4052	Water & Sewerage	0	-61	3,025	3,086	3,086	-2.0 %	
4055	Electricity	0	481	361	-120	-120	133.1 %	
4115	Insurance	0	3,592	3,000	-592	-592	119.7 %	
4199	Other Expenditure	0	-22	0	22	22	0.0 %	
4251	Dog Bin Emptying	148	593	1,619	1,026	1,026	36.6 %	
4260	Grounds Maintenance Contract	11,409	34,308	70,997	36,689	36,689	48.3 %	
4261	Grounds Maint non contract	102	1,903	5,000	3,097	3,097	38.1 %	
4275	Building Maintenance	33	33	0	-33	-33	0.0 %	
	Salts Recreation Ground :- Expenditure	11,693	41,068	84,603	43,536	0	43,536	48.5 %
1050	Income Rent	1,225	2,536	2,928	-392		86.6 %	
1051	Income Insurance Recharge	0	1,287	1,285	2		100.1 %	
1054	Income Other	250	1,250	0	1,250		0.0 %	
1058	Income Water Recharge	896	896	1,755	-859		51.1 %	
1066	Income Concession	0	8,400	16,800	-8,400		50.0 %	
1071	Income Base Rent	0	17	1,100	-1,083		1.6 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
1093	Income Rate Refund	240	240	0	240		0.0 %	
	Salts Recreation Ground :- Income	2,611	14,626	32,868	-18,242		44.5 %	
	Net Expenditure over Income	9,082	26,442	51,735	25,294			
<u>106</u>	<u>Crouch Recreation Ground</u>							
4052	Water & Sewerage	0	-5	2,183	2,188	2,188	-0.2 %	
4055	Electricity	0	146	298	152	152	48.9 %	
4115	Insurance	0	1,784	1,787	3	3	99.8 %	
4251	Dog Bin Emptying	106	424	1,349	925	925	31.4 %	
4260	Grounds Maintenance Contract	7,018	21,053	40,494	19,441	19,441	52.0 %	
4261	Grounds Maint non contract	0	145	3,500	3,355	3,355	4.1 %	
	Crouch Recreation Ground :- Expenditure	7,124	23,546	49,611	26,065	0	26,065	47.5 %
1050	Income Rent	0	1,024	2,475	-1,451		41.4 %	
1051	Income Insurance Recharge	0	741	745	-4		99.5 %	
1057	Income Electricity Recharge	32	96	149	-53		64.3 %	
1073	Sports Pitch Hire	0	0	9,000	-9,000		0.0 %	
	Crouch Recreation Ground :- Income	32	1,862	12,369	-10,507		15.0 %	
	Net Expenditure over Income	7,091	21,685	37,242	15,558			

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>							
4251	Dog Bin Emptying	85	339	1,079	740		740	31.4 %
4260	Grounds Maintenance Contract	2,580	7,740	14,648	6,908		6,908	52.8 %
4261	Grounds Maint non contract	596	1,129	2,000	871		871	56.5 %
	Martello Fields :- Expenditure	3,261	9,208	17,727	8,519	0	8,519	51.9 %
1050	Income Rent	0	3,962	3,750	212			105.7 %
	Martello Fields :- Income	0	3,962	3,750	212			105.7 %
	Net Expenditure over Income	3,261	5,246	13,977	8,731			
<u>108</u>	<u>Other Open Spaces</u>							
4051	Rates	0	66	624	558		558	10.6 %
4052	Water & Sewerage	0	39	73	34		34	52.9 %
4155	Professional Fees	0	100	0	-100		-100	0.0 %
4250	Public Seating	365	780	0	-780		-780	0.0 %
4251	Dog Bin Emptying	170	678	1,620	942		942	41.9 %
4260	Grounds Maintenance Contract	4,935	14,805	28,779	13,973		13,973	51.4 %
4261	Grounds Maint non contract	65	1,970	3,500	1,530		1,530	56.3 %
4270	Vehicles & Equipment Maint	21	21	0	-21		-21	0.0 %
	Other Open Spaces :- Expenditure	5,556	18,459	34,596	16,137	0	16,137	53.4 %
1054	Income Other	0	10	0	10			0.0 %
1055	Income Seating	795	795	0	795			0.0 %
1066	Income Concession	0	2,085	0	2,085			0.0 %
1093	Income Rate Refund	0	2,427	0	2,427			0.0 %
	Other Open Spaces :- Income	795	5,317	0	5,317			
	Net Expenditure over Income	4,761	13,142	34,596	21,454			
<u>113</u>	<u>Crypt</u>							
4051	Rates	557	2,783	5,573	2,790		2,790	49.9 %
4052	Water & Sewerage	0	62	206	144		144	30.1 %
4055	Electricity	0	51	902	851		851	5.6 %
4056	Gas	112	550	2,280	1,730		1,730	24.1 %
4105	Postage	0	0	10	10		10	0.0 %
4106	Stationery	0	0	100	100		100	0.0 %
4110	Advertising & Publicity	0	176	1,000	824		824	17.6 %
4115	Insurance	0	769	1,225	456		456	62.8 %
4199	Other Expenditure	0	14	50	36		36	28.6 %
4201	Cleaning & Hygiene	6	84	650	566		566	12.9 %
4275	Building Maintenance	0	63	0	-63		-63	0.0 %
	Crypt :- Expenditure	675	4,551	11,996	7,445	0	7,445	37.9 %

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1050	Income Rent	-293	4,912	6,250	-1,338			78.6 %
	Crypt :- Income	-293	4,912	6,250	-1,338			78.6 %
	Net Expenditure over Income	967	-361	5,746	6,107			
<u>115</u>	<u>Martello Tower</u>							
4115	Insurance	0	2,207	2,207	0		0	100.0 %
	Martello Tower :- Expenditure	0	2,207	2,207	0	0	0	100.0 %
	Net Expenditure over Income	0	2,207	2,207	0			
<u>116</u>	<u>Seaford Head Estate</u>							
4115	Insurance	0	1,236	1,236	0		0	100.0 %
4155	Professional Fees	0	660	0	-660		-660	0.0 %
4250	Public Seating	190	190	0	-190		-190	0.0 %
4251	Dog Bin Emptying	85	339	1,080	741		741	31.4 %
4260	Grounds Maintenance Contract	152	759	2,299	1,540		1,540	33.0 %
4261	Grounds Maint non contract	152	-1,541	2,000	3,541		3,541	-77.1 %
4500	Nature Reserve Expenses	5,250	7,803	10,500	2,698		2,698	74.3 %
	Seaford Head Estate :- Expenditure	5,829	9,445	17,115	7,670	0	7,670	55.2 %
1050	Income Rent	5,000	10,000	10,000	0			100.0 %
1053	Income Grants	0	0	3,350	-3,350			0.0 %
1055	Income Seating	1,798	1,798	0	1,798			0.0 %
1066	Income Concession	0	2,085	4,170	-2,085			50.0 %
1200	Income Nature Reserve	1,800	11,242	2,500	8,742			449.7 %
	Seaford Head Estate :- Income	8,598	25,124	20,020	5,104			125.5 %
	Net Expenditure over Income	-2,769	-15,679	-2,905	12,774			
<u>117</u>	<u>Seafront</u>							
4052	Water & Sewerage	0	0	175	175		175	0.0 %
4055	Electricity	0	551	2,266	1,715		1,715	24.3 %
4115	Insurance	0	509	518	9		9	98.3 %
4154	Land Registry Fees	78	78	0	-78		-78	0.0 %
4250	Public Seating	20	88	0	-88		-88	0.0 %
4253	Shelters	120	510	1,690	1,180		1,180	30.2 %
4260	Grounds Maintenance Contract	0	0	335	335		335	0.0 %
4261	Grounds Maint non contract	379	2,701	2,500	-201		-201	108.0 %
	Seafront :- Expenditure	597	4,436	7,484	3,048	0	3,048	59.3 %
1055	Income Seating	0	935	0	935			0.0 %

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1057	Income Electricity Recharge	308	1,040	2,266	-1,226			45.9 %
1058	Income Water Recharge	0	63	80	-17			78.4 %
1066	Income Concession	0	40,825	42,825	-2,000			95.3 %
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710			0.0 %
	Seaford :- Income	308	44,573	45,171	-598			98.7 %
	Net Expenditure over Income	289	-40,136	-37,687	2,449			
<u>118</u>	<u>Beach Huts</u>							
4051	Rates	288	1,474	3,171	1,697		1,697	46.5 %
4115	Insurance	0	1,084	1,085	1		1	100.0 %
4275	Building Maintenance	0	20	0	-20		-20	0.0 %
	Beach Huts :- Expenditure	288	2,579	4,256	1,677	0	1,677	60.6 %
1054	Income Other	0	112	0	112			0.0 %
1060	Beach Huts Site Licence	0	15,326	15,326	0			100.0 %
1061	Beach Hut Annual Rent	0	11,039	12,042	-1,004			91.7 %
	Beach Huts :- Income	0	26,477	27,368	-891			96.7 %
	Net Expenditure over Income	288	-23,898	-23,112	786			
<u>119</u>	<u>Old Town Hall</u>							
4115	Insurance	0	190	190	0		0	100.0 %
	Old Town Hall :- Expenditure	0	190	190	0	0	0	100.0 %
1050	Income Rent	106	584	1,275	-691			45.8 %
1051	Income Insurance Recharge	0	0	190	-190			0.0 %
	Old Town Hall :- Income	106	584	1,465	-881			39.9 %
	Net Expenditure over Income	-106	-394	-1,275	-881			
<u>125</u>	<u>Allotments</u>							
4199	Other Expenditure	80	314	996	682		682	31.5 %
	Allotments :- Expenditure	80	314	996	682	0	682	31.5 %
1050	Income Rent	0	863	855	8			101.0 %
1054	Income Other	0	386	996	-611			38.7 %
	Allotments :- Income	0	1,249	1,851	-602			67.5 %
	Net Expenditure over Income	80	-935	-855	80			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>130</u> <u>Other Recreation</u>							
4052 Water & Sewerage	59	59	0	-59		-59	0.0 %
4410 Swimming Pool	0	0	10,000	10,000		10,000	0.0 %
Other Recreation :- Expenditure	<u>59</u>	<u>59</u>	<u>10,000</u>	<u>9,941</u>	<u>0</u>	<u>9,941</u>	<u>0.6 %</u>
Net Expenditure over Income	59	59	10,000	9,941			
<u>134</u> <u>CCTV</u>							
4055 Electricity	0	363	1,706	1,343		1,343	21.3 %
4115 Insurance	0	926	926	0		0	100.0 %
4276 CCTV	0	1,099	8,153	7,054		7,054	13.5 %
CCTV :- Expenditure	<u>0</u>	<u>2,388</u>	<u>10,785</u>	<u>8,397</u>	<u>0</u>	<u>8,397</u>	<u>22.1 %</u>
Net Expenditure over Income	0	2,388	10,785	8,397			
<u>135</u> <u>Community Service Other</u>							
4115 Insurance	0	193	194	1		1	99.7 %
4195 Community Services Events Exp	0	1,256	200	-1,056		-1,056	627.9 %
4262 Tree Warden Expenses	0	0	2,310	2,310		2,310	0.0 %
4273 Christmas Lights	1,624	2,149	13,000	10,851		10,851	16.5 %
4275 Building Maintenance	0	-500	0	500		500	0.0 %
4281 Christmas Event Expenses	0	245	0	-245		-245	0.0 %
4290 Physical Activity Proj Expenses	0	1,290	8,000	6,710		6,710	16.1 %
Community Service Other :- Expenditure	<u>1,624</u>	<u>4,634</u>	<u>23,704</u>	<u>19,070</u>	<u>0</u>	<u>19,070</u>	<u>19.5 %</u>
1065 Income Xmas Lights	0	0	500	-500			0.0 %
1070 Income Community Serv Events	0	2,074	0	2,074			0.0 %
1072 Income Tree Wardens	0	50	400	-350			12.5 %
Community Service Other :- Income	<u>0</u>	<u>2,124</u>	<u>900</u>	<u>1,224</u>			<u>236.0 %</u>
Net Expenditure over Income	1,624	2,510	22,804	20,294			
<u>220</u> <u>Building Maintenance Pool</u>							
4275 Building Maintenance	0	2,893	6,000	3,107		3,107	48.2 %
Building Maintenance Pool :- Expenditure	<u>0</u>	<u>2,893</u>	<u>6,000</u>	<u>3,107</u>	<u>0</u>	<u>3,107</u>	<u>48.2 %</u>
Net Expenditure over Income	0	2,893	6,000	3,107			
<u>225</u> <u>Projects Pool</u>							
4274 Projects Expenditure	0	3,228	45,000	41,773		41,773	7.2 %
Projects Pool :- Expenditure	<u>0</u>	<u>3,228</u>	<u>45,000</u>	<u>41,773</u>	<u>0</u>	<u>41,773</u>	<u>7.2 %</u>

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053 Income Grants	204,898	204,898	0	204,898			0.0 %
Projects Pool :- Income	<u>204,898</u>	<u>204,898</u>	<u>0</u>	<u>204,898</u>			
Net Expenditure over Income	<u>-204,898</u>	<u>-201,671</u>	<u>45,000</u>	<u>246,671</u>			
<u>301</u> <u>Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	18	92	750	658		658	12.3 %
Planning & Highways :- Expenditure	<u>18</u>	<u>92</u>	<u>750</u>	<u>658</u>	<u>0</u>	<u>658</u>	<u>12.3 %</u>
Net Expenditure over Income	<u>18</u>	<u>92</u>	<u>750</u>	<u>658</u>			
Community Services :- Expenditure	<u>36,803</u>	<u>129,297</u>	<u>327,021</u>	<u>197,723</u>	<u>0</u>	<u>197,723</u>	<u>39.5 %</u>
Income	<u>217,056</u>	<u>335,707</u>	<u>152,012</u>	<u>183,695</u>			<u>220.8 %</u>
Net Expenditure over Income	<u>-180,253</u>	<u>-206,410</u>	<u>175,009</u>	<u>381,419</u>			



Seaford Town Council

Report 76/15

Agenda Item No:	5
Committee:	Community Services
Date:	17 September 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 grounds maintenance contract, with G.Burley and Sons, is performing well with a few points being raised by service users over the past 6 months. Pitch maintenance for winter sports was focussed upon more carefully in August, in preparation for the approaching season as there were some concerns raised by the Rugby and Football Clubs about the condition of pitches and quality of some renovations.

Over all the performance in relation to maintenance of summer sport pitches has received much praise and the Cricket and Bowling Clubs are very happy with the quality this year.

Communication channels are now clearer and meetings are being held with the clubs in order to discuss quality and scheduling of maintenance works; this is hoped to address many of the uncertainties relating to the winter sports and enable the clubs themselves to consider improvements to their pitches.

Additional bin emptying was instructed for The Salts over the summer holidays, particularly to deal with the peak demands, this was believed to have been included in the contract but it seems that in the process of finalising the specification for the district wide contract, bin emptying at weekends had been removed. A process will now be put in place whereby weekend emptying will take place during peak periods.

Initial contact has now been made with G.Burley's Community Liaison Officer, James Alison; his post was put in place as part of the contract specification to enable closer relations with the communities involved with the parks and open spaces. This role seems particularly relevant to the sports clubs however it may be useful to work with James when undertaking some of the public consultations in relation to development plans for open spaces.

The Salts

The first project in The Salts Development Plan, The Salts Children's Play Area is now complete and open to the public, there are still a number of snags being handled and there are a number of areas still incomplete.

Performance problems developed during the contract where unnecessary delays seemed to have been experienced and progress was particularly slow through the middle stages of the construction; this put a lot of pressure on everyone to complete the project in time for the official opening and also put this Council in the unenviable position of opening a play space that although safe for the public, was incomplete and over all very poorly presented.

The performance problems and defects were highlighted to the contractors and an explanation of how they intended to rectify the problems was requested; disappointingly at this stage there has been no formal written response from the contractors. Work does however continue but with a range of defects still present, conditions will soon need to be applied whereby deadlines must be met.

The Council has received criticism and many complaints as a result, but it has been made clear in all cases that the contractor is fully responsible for the poor quality and incomplete works. Currently no payment has been made on the grounds that the 'product' that was ordered has not been delivered.

Also trialled this year were the Funfair attractions, which in the majority has received positive support and generated a lot of interest; it also provided an insight into what is achievable and what people valued most about The Salts. Many were grateful to have the option not to have to travel to outside towns for some of these activities, and although there were a number of concerns raised about the cost, the savings that may have been made possible for many of the visitors can also be taken into account.

A number of neighbouring residents in Beach Close complained of visual obstructions, as well as noise and smells from the Diesel generator supplying the funfair, these were taken on board and adjustments were made to improve on these issues; generally this addressed the concerns but there were limitations due to the presence of the construction compound relating to the play area contract, as well as skips and materials next to the attractions.

The operator was happy with this first visit and they have also been able to gauge response and can see what areas they need to address if they were to return next year; different attractions are being considered, ones that cater more for the local demand.

Dogs and Dog Walkers have also been brought to the forefront, with a variety of concerns and requests from dog walkers themselves but also by other users

concerned particularly about dog controls, fouling is also raised as a persistent reported problem.

Next Stages at The Salts:

Skate Park: Potential S106 (Developer Contributions) has been identified for the Skate Park at The Salts this will however need to be combined with other outside funding which has been identified and an application will be made following further consultation and public engagement. The Skate Park will be a concrete type and will incorporate age appropriate areas as well as incorporating landscaping and layouts that will allow for some cycling, as well as training space for both skating and cycling.

Next to the skate park and linked with the space will be a MUGA (Multi Use Games Area), it is however unclear at this stage if sufficient funding will be available to deliver this part of the project at the same time as the skate park.

Tennis Courts: Sport related funding has been identified and the project team will work with partners to finalise the plans for the courts; this part of The Salts Development Plan is also hoped to incorporate future training sessions and Tennis services as part of a package as well as refurbishing the court surface and fencing.

The Salts Café: The building is now a focus for necessary improvements, with the operating licence ending in March 2016, alternative licence or lease arrangements are being considered to enable a more effective, customer focussed service to be delivered to meet with both demand and expectation. Building layout, access and particularly toilets are being reviewed and priorities will be clearly defined within any future invitations for tenders or proposals.

Seafront

In order to address the regular seasonal complaints relating to litter and excess waste along the seafront, Lewes District Council put additional litter collection services in place when high demand was expected over the summer holidays.

In addition, the projects team (Seaford Town Council) introduced some public notices asking for cooperation and recommending that litter to be taken home if the bins were full; the notices seemed to produce results with cases of litter being reduced and working times for the operatives also being reduced.

Lewes District Council are conducting a complete service review of their Waste and Recycling Services, this will take into consideration all aspects of litter and waste management including their approach to recycling. Demands experienced on the seafront will also be taken into consideration in the process.

Although not as frequent or as extensive as previous incidents, glass breakages on the seafront shelters have been experienced over the summer; response times have been improved to ensure safety and cleanliness and stronger glass is being installed where ever possible.

Cycling has raised one or two complaints over the summer, this is however primarily related to cyclists continuing to cycle past the Beach Huts where cycling is still prohibited. The Share with Care code of conduct signs have reached their final draft; these are anticipated to address many of the problems being experienced.

Once the signage is ready the scheme can be re-launched to raise awareness and promote good cycling and pedestrian relations.

In addition further project work is being developed relating to Cycling and will form part of the Seafront Development Plan.

Crouch Gardens

Vandalism and Anti-Social Behaviour continues to be a problem at Crouch Gardens, with some significant damage done to the Peace Garden furniture there are some more significant costs associated with the repair of the information lectern. A new sign panel is being drafted by the Quakers, who originally constructed the Peace Garden, given the opportunity the sign panel will be revised and brought up to date.

Generally it has been a quiet year for Crouch Gardens, the overall standard of grounds maintenance has been good but with persistent reports of anti-social behaviour and vandalism more attention will be needed. Focus will be given to this valuable open space with the start of the first consultation stages being drawn up in order to start the Development Plan process in 2016.

Martello

As many Councillors will be aware, Martello Fields experienced large scale flooding and contaminated water due to overflowing sewer mains in August, some of the worst cases experienced in recent years; the same was also seen in the two College Road sites which are also owned by this Council.

Each of these fields are understood to be used as a form of attenuation for storm/flood water, however with the breach of the main sewer in these locations this altered the level of response required, but also the period of recovery. These incidents have a significant impact on many of the activities now taking place at the fields. There are very few weekends between April and September that the fields are not in use and they also generate a regular income each year but also provide a valued community service to local residents and visitors.

With this in mind and particularly considering the scale of the flooding experienced in August, Lewes District Council are leading a meeting between all key stakeholders, primarily Southern Water, but also including East Sussex County Council as the Highways Authority and the lead local flood authority, I will also be attending on behalf of Seaford Town Council.

The meeting was also put in place in response to the significant impact the floods had on local residents in some of the known flood risk areas; although much was done to manage the incidents, it is clear that the systems currently in place are not fully equipped to deliver full response measures for events of this nature. Primarily emergency flood management plans are in place for responding to coastal flooding; in freak and unpredictable cases such as this, there is not a set plan in place that can provide the same level of response.

The meeting will focus on the primary flood risk areas and the impact; it will review each of the authorities account of the incidents and their responses; and will also discuss any possible means of assessing or remodelling existing flood data and to identify what measures can be put in place in future, especially relating to

communications and reporting; it will also enable the development of working relationships across all agencies.

The Seaford Flood Defence Working Group will also play an important role in future meetings relating to surface water flooding.

Development Plans for Open Spaces

Seaford Seafront Development Plan:

The Seafront Development Plan has taken early steps, in combination with a Coastal Communities funding bid being submitted which is proposed to pay for professional services to support the plan, an early draft of priority areas has been produced and an action plan is being formed to focus and consult on the priorities each in turn and identifying key consultees needed for the process.

The funding application which is being submitted as part of the 'Coastal Communities' range of funding schemes, proposes to pay for the commissioning of an architect or planner to produce a full masterplan, incorporating designs, demographic studies, public consultation stages and detailed analysis.

Crouch Gardens Development Plan:

The Development Plan for Crouch Gardens will also now follow the start of the Seafront development plan; this will start with a public consultation process which will form the structure of the development plan going forward.

Similar to the process taken with The Salts, the consultation will demonstrate some options/suggestions that have been developed as a response to historic and existing trends and feedback gathered over a number of years.

The public will be asked what they feel are the most important aspects to take into account for Crouch Garden's future; all stakeholders will be able to comment on the suggested improvement areas that will be shown in displays as well as the priorities set out in the baseline information relating to the development plan; then all of the feedback and suggestions will be used to produce the full draft of the development plan.

The consultation process will be developed through the winter months in readiness for opening up for public consultation in 2016.

Signage Project

The signage project is progressing well; following a meeting in August the final design stages are being progressed and accurate costs will be established before finalising the order.

Following some feedback from officers including the Town Clerk, additions are hoped to be fed into the scheme to address some peripheral demands such as primary access routes to the Town Centre and directions for westbound A259 road traffic in addition to the already proposed eastbound traffic.

1.2 Events

The Summer season for events has reached a close, with Bonfire Night and Seaford Christmas Magic coming up over the winter.

Seaford Bonfire Night:

Saturday 17 October 2015

(This is a Seaford Bonfire Society Event).

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).

The organising group was originally formed as a type of subcommittee to the Town Council however it will now be classed as a working group with an appointed Councillor and will incorporate the Christmas Lights process as well. This is being proposed at the next Full Council meeting.

EVENT DETAILS:

Event Date: Saturday 5th December
Times: 10am – 7pm Main Event
5pm – 9pm Proposed for Funfair

FEATURES AND ATTRACTIONS:

Markets and Stalls
Street Entertainment
Music and Main Stage
Other entertainment including street performers, Library Book reading
Santas Grotto, Santas Sleigh
Funfair attractions and Laser Tag
Park and Ride
24 Page Programme
Lantern Making and Lantern Parade
Children's Activities run by schools

Thanks 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.

1.3 Other Matters

Projects & Facilities Team:

The projects and facilities team is progressing well and taking positive steps in increasing productivity, trialling new ideas and delivering projects.

Appraisals are taking place for the team members Rachel Beard and Len Fisher, which will set new or refresh previous objectives to guide the prioritisation of their work as well as any necessary training. Shortly after this process is complete I will have my own appraisal with the Town Clerk.

Listed below are a number of projects currently being handled within the department, some are repeated annually and are establishing procedures that enable repeat performance each year, and some are one off capital projects, schemes or events.

- The Salts Development Plan – Including all project elements

- Seaford Development Plan
- Crouch Gardens Development Plan
- Signage Project – incorporating signage to Tourism locations and to TIC
- Redecoration and Renovation of 37 Church Street - STC offices, Chamber and storage areas
- Seaford Town Guide
- Summer Holiday Programme with Wave
- Seaford Performance Area
- Coastal Communities Team Project Work – formed of funding bids and development of events and tourism strategies.
- Memorial Schemes
- Physical Activity Projects – Outdoor Gym sessions
- Share with Care – Supporting ESCC and work with Cycle Seahaven
- Funding bids relevant to Town Council projects.
- Seaford Christmas Magic and Christmas Lights
- Seahaven Veterans and Armed Forces Day
- Sussex Day

In addition to this list there is the day to day operation of facilities that is also handled by the team.

Following the successful award of £10,000 of revenue funding for our ‘Coastal Communities Team’ member, work will begin in planning the 2016 Event Calendar and work on new projects to attract investment, developing and promoting more widely, Seaford’s Tourism offering. This will incorporate many of the project aspects already under development and some already trialled but these will be expanded to provide a more consistent and higher quality service.

2. Priorities going forward

Project Management

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

Target Date: November to support budgeting

The Salts Development Plan

Children’s Play Space

Target Date: Complete in September

Tennis Courts

Target Date: Develop in September - commence project early 2016

Skate Park, Cycling and MUGA

Target Date: Commence Spring 2016

Café

Target Date: Introduce new system of tenancy early 2016

Football Cricket and Rugby

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

Seaford Development Plan

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

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

Crouch Gardens Development Plan

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

Target Date: Spring/Summer 2016 for first consultation.

Seaford Town Guide

First Draft of editorial

Target Date: September

Design and styling

Target Date: Complete by end of September

Final draft and print

Target Date: November

Seaford Christmas magic

Final decisions on event format

Target Date: September

Production of Programme

Target Date: October for print, then release in November

Event

Date: Saturday 5th December

Signage Project

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

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

Concessions

Review all Concessions including The Salts Café and prepare invitations to tender for the next licence period. The Salts Café requires a more in depth review to consider longer term options, the same may apply for the other fixed Kiosks. Assessment of the possible scope for additional concessions will be included in the review process.

Target Date: Advertise early 2016, new tenancies/licenses to commence 1st April 2016

Appraisals

Complete Appraisals

Target Date: Completed in September

3. Financial Appraisal

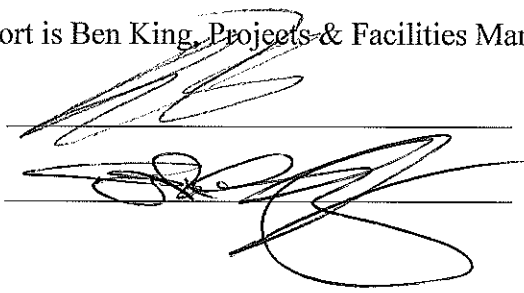
There are no financial implications as a result of this report.

4. Contact Officer

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

Projects & Facilities Manager

Town Clerk





Seaford Town Council

Report 77/15

Agenda Item No:	6
Committee:	Community Services
Date:	17 September 2015
Title:	Seaford in Bloom – Town Centre Floral Displays
By:	Ben King, Projects & Facilities Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval from members on the necessary decisions relating to the Seaford in Bloom, Town Centre Floral Displays.

Recommendations

You are recommended:

- 1. To agree to the continuation of Seaford in Bloom for 2016/17.**
 - 2. To approve that the fund be met either from a reduction in the Community Services budget elsewhere or an increase in Council tax of approximately 1% to be decided when setting the Committee budget.**
 - 3. That a Seaford in Bloom Coordinator Volunteer is appointed to drive forward the Seaford in Bloom project.**
-

1. Information

- 1.1** Members may be aware that most of the floral displays in the town (fountains and planters) up until 2013 were the responsibility of a local voluntary group called Seaford In Bloom (SIB).
- 1.2** The SIB Committee worked tirelessly over the years to raise funds to the provision of the summer and winter displays in the town and the accompanying watering. They raised all of the required funding by holding a number of events in the town such as the Open Gardens competitions, Soup and Spud Lunches, Quiz nights and Charity golf days, they also received considerable local support from Seaford Rotary Club and Rowland Gorrings Estate Agents as well as a number of other local business's.
- 1.3** In 2013 the SIB Committee sadly had to cease after many years of devoted service to the town and at that stage an formal agreement was reached with the Town Council to transfer the residue of their Reserves to the Council to enable the floral displays to continue until either a new committee could be found or sponsorship was forthcoming to ensure the continuation of the floral displays.

- 1.4 At the handover stage a residue sum of £11,874 was formally transferred over to the Council which has subsequently covered the summer bedding 2014 and 2015 and the winter bedding 2014 including watering. The floral displays consist of 22 half planters and 25 pole planters, SIB were NOT responsible for the general bedding at the War Memorial, St Crispians or the beds outside Morrisons and Lloyds bank.
- 1.5 Currently to complete the watering of the displays for the remainder of the year the cost will exceed the available reserves. This will be met by underspends in other Community Services cost centres. In addition a provisional order was needed to Europlants (the current supplier) for next year as plants have to be ordered normally 6 months in advance.
- 1.6 An initial enquiry by officers of the Council with the Seaford Chamber of Commerce as regards future sponsorship of the floral displays has drawn a blank, other than a nominal fee for the boat at St Crispians; the Committee are therefore requested to decide what they want to do as regards future floral arrangements in the town.
- 1.7 Officers will continue to explore various options and methods for generating income to support the cost of the displays; however preparations are needed now in order to decide the preferred course ahead of any further expenditure. Members are also recommended to approve the appointment a Seaford in Bloom volunteer coordinator to establish future continuity for the Seaford in Bloom project; a potential action plan is detailed in Appendix A.

2. Financial Appraisal

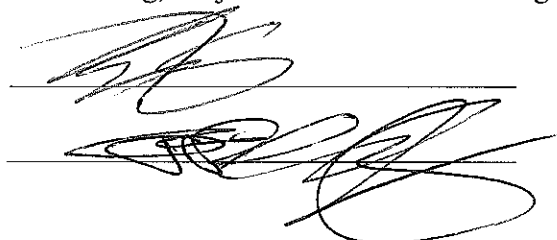
- 2.1 The projected overspend for the 2015/16 years budget is £2657.77, this will be met by underspend in the Projects Pool in order to retain the displays for the remainder of the year.
- 2.2 The annual cost of the planters for summer and winter displays including weekly watering is in the region of £10,000 per annum and at this stage the only option for next year's displays would have to be either met from Council Reserves, which are below the recommended minimum level, or an increase in the Precept.
- 2.3 In order to provide security for the scheme in future it is recommended, in a similar manner as Christmas Lights, that budgets are set in excess of the annual contract amount to allow for repairs and maintenance and for replacement furniture/planters in future years.
- 2.4 An increase in precept to meet the cost of the Floral Displays as detailed in 2.2 and 2.3 above, would be equivalent to a little over £1 per household for a "D" banded property.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



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Seaford in Bloom

Potential action plan

Develop brochure to secure sponsorship from local businesses for all planters and flower beds

Engage with a potential main sponsor of Seaford in Bloom

Work with existing enthusiasts to organise annual fundraising events

Review locations of Flowerbeds and possibly create new ones to generate additional sponsorship in strategic locations

Explore possibility of increased use of wildflower planting on highway verges to increase impact

Develop a new Seaford in Bloom Committee

Potentially look to utilise volunteers to maintain some areas