



## 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 21 March 2013** at **7.00 pm** which you are summoned to attend.

S.J. Shippen  
Town Clerk  
15 March 2013

### Agenda

**1. Apologies for Absence and Declaration of Substitute Members**

**2. Minutes**

To approve the minutes of the meeting held on 24 January 2013.

**3. 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.

**4. 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.

**5. Finance Report**

To consider report 182/12 detailing Committee income and expenditure for the period 1 April 2012 to 31 January 2013 (pages 3 to 10).

**6. Seaford Tree Wardens**

To consider report 183/12 concerning arrangements for the Big Tree Plant Project and a street tree planting policy (pages 11 to 13).

**7. Seaford Rugby Football Club**

To consider report 184/12 concerning the proposed extension to the Clubhouse and extending the lease term (pages 15 to 16).

**8. Seaford Head Estate Advisory Group**

To consider report 185/12 concerning setting up a group to advise this Committee on the management of the Seaford Head Estate (pages 17 to 18).

## **9. Seaford Martello Rotary Club**

To consider report 187/12 concerning a request to install a plaque on a feature plinth on the seafront (pages 19 to 22).

## **10. Arts@theCrypt Management Committee Report**

To consider report 189/12 presenting the Management Committee progress report (pages 23 to 24).

## **11. Seaford Rotary Club**

To consider report 188/12 concerning a request to install a small plaque in the Crouch Gardens (pages 25 to 27).

**For further information about items appearing on this Agenda please contact Mrs S J Shippen, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

### **Circulation:**

**Committee:** Councillor B M Warren (Chairman), Councillor A White (Vice-Chairman), Councillors R E Allen (ex-officio), A Campbell, S Dunn, A Hayder, P Heseltine, A Latham, R Scarfe, L Wallraven (ex-officio), I J White (ex-officio).

**For information:** Councillors S Adeniji, M F Brown, B Burfield, P L Franklin, S J Gauntlett, T Goodman, B Groves, S E McStravick.



## Seaford Town Council

### Report 182/12

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>21 March 2013</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To inform members of Committee Income &amp; Expenditure for the period 1 April 2012 to 31 January 2013</b>

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#### Recommendations

**You are recommended:**

- 1. To note the contents of this report.**
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#### 1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for period 1 April 2012 to 31 January 2013 compared to the projected outturn for the year approved by Council on 17 January 2013. The original budget for the year is also included for reference.
- 1.2** Overall, except as noted below, net expenditure for the period is broadly in line with the projected outturn.
- 1.3** Major variances are explained as:
  - (a)** LDC has not submitted an invoice for the January Grounds Maintenance Contract.
  - (b)** Salts equipment purchase relates to Music Equipment for the Base, this was reflected in Grants in the outturn. A virement has been approved by F&GP Committee to cover this expenditure.
  - (c)** Salts projects expenditure relates to renovation work to the changing rooms. Building maintenance £365 relates to decorating material for the outside of the Café. Labour is provided by the licensee.
  - (d)** Crouch grounds Maintenance Contract: the issue concerning changes to the planting at the Crouch have still to be resolved.

- (e) Crypt income includes some deposits for the next financial year and will be carried into that year as part of the year end process. Income is expected to meet the projected outturn.
- (f) Physical Activity Project Income relates to a Grant from the Hastings & Rother PCT towards the cost of the project.
- (g) Projects and Building Maintenance Budgets are expected to be utilised in the year.

**2. Financial Appraisal**

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

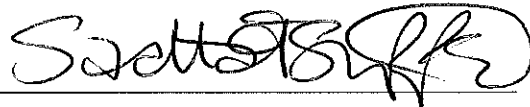
**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk



Account Number	2012-13 Original Budget	2012-13 Actual to 31/01/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
<b>SUMMARY</b>				
<b>Net Expenditure</b>				
Salts Recreation Ground	85,782	71,096	83,710	12,614
The Crouch Recreation Ground	49,944	37,853	48,753	10,900
Martello Fields	5,785	4,710	6,441	1,731
Other Open Spaces	23,835	16,081	23,619	7,538
Crypt	8,942	5,624	8,901	3,277
South Street	0	1,110	1,110	0
Martello Tower	2,040	2,020	2,020	0
Seaford Head Estate	-12,343	-10,772	-11,355	-583
Seafront	-25,605	-21,380	-21,223	157
Beach Huts	-21,545	-21,475	-21,546	-71
Old Town Hall	-1,099	-1,275	-1,275	0
Allotments	3,160	3,528	3,140	-388
Other Recreation	10,000	390	10,000	9,610
CCTV	14,857	10,393	14,939	4,546
Community Service Other	14,129	7,684	13,491	5,807
Community Services Major Project Pool	29,000	0	28,467	28,467
Community Services Building Maint Pool	5,000	0	3,522	3,522
<b>Total Net Expenditure</b>	<b>191,882</b>	<b>105,587</b>	<b>192,714</b>	<b>87,127</b>
<b>Total Committee Expenditure</b>	<b>301,642</b>	<b>228,991</b>	<b>316,816</b>	<b>87,825</b>
<b>Total Committee Income</b>	<b>109,760</b>	<b>123,404</b>	<b>124,102</b>	<b>698</b>
<b>Total Net Expenditure</b>	<b>191,882</b>	<b>105,587</b>	<b>192,714</b>	<b>87,127</b>

Account Number	2012-13 Original Budget	2012-13 Actual to 31/01/2013	2012-13 Projected Outturn	2012-13 Remaining Balance	
<b><u>Salts Recreation Ground</u></b>					
Cost Centre 105					
4051	Rates	572	563	563	0
4052	Water & Sewerage	3,154	2,281	2,908	627
4055	Electricity	306	176	250	74
4115	Insurance	2,415	2,724	2,724	0
4199	Other Expenditure	0	0	0	0
4201	Cleaning	1,800	0	1,800	1,800
4250	Public Seating	0	640	713	73
4251	Dog Bin Emptying	1,835	1,643	1,643	0
4252	Litter & Dog Bin Pch & Maintenance	250	125	250	125
4260	Grounds Maintenance Contract	88,284	65,632	87,510	21,878
4261	Grounds Maintenance Non Contract	4,000	3,755	4,000	245
4272	Equipment Purchase	0	2,376	0	-2,376
4274	Projects Expenditure	0	8,787	219	-8,568
4275	Building Maintenance	0	557	192	-365
<b>Salts Recreation Ground Expenditure</b>		<b>102,616</b>	<b>89,259</b>	<b>102,772</b>	<b>13,513</b>
1050	Income Rent	972	1,488	1,227	-261
1051	Income Insurance Recharge	0	1,178	1,178	0
1055	Income Seating	0	763	763	0
1058	Income Water Recharge	2,062	934	2,094	1,160
1086	Concession Income	13,800	13,800	13,800	0
<b>Salts Recreation Ground Income</b>		<b>16,834</b>	<b>18,163</b>	<b>19,062</b>	<b>899</b>
<b>Net Expenditure over Income</b>		<b>85,782</b>	<b>71,096</b>	<b>83,710</b>	<b>12,614</b>
<b><u>Crouch Recreation Ground</u></b>					
Cost Centre 106					
4052	Water & Sewerage	2,445	1,648	1,976	328
4055	Electricity	310	180	310	130
4115	Insurance	1,840	1,557	1,557	0
4199	Other Expenditure	0	0	0	0
4250	Public Seating	0	0	0	0
4251	Dog Bin Emptying	1,310	1,081	1,081	0
4252	Litter & Dog Bin Pch & Maintenance	250	0	250	250
4260	Grounds Maintenance Contract	43,500	35,379	43,500	8,121
4261	Grounds Maintenance Non Contract	3,500	1,366	3,500	2,134
4270	Vehicles & Equipment Maint.	0	0	0	0
4274	Projects Expenditure	0	-150	-149	1
4275	Building Maintenance	0	66	66	0
<b>Crouch Recreation Ground Expenditure</b>		<b>53,155</b>	<b>41,127</b>	<b>52,091</b>	<b>10,964</b>
1050	Income Rent	2,225	2,497	2,497	0
1051	Income Insurance Recharge	832	687	687	0
1057	Income Electricity Recharge	154	90	154	64
<b>Crouch Recreation Ground Income</b>		<b>3,211</b>	<b>3,274</b>	<b>3,338</b>	<b>64</b>
<b>Net Expenditure over Income</b>		<b>49,944</b>	<b>37,853</b>	<b>48,753</b>	<b>10,900</b>
<b><u>Martello Fields</u></b>					
Cost Centre 107					
4251	Dog Bin Emptying	1,050	1,017	1,020	3
4260	Grounds Maintenance Contract	5,735	4,248	5,665	1,417
4261	Grounds Maintenance Non Contract	2,000	1,689	2,000	311
4274	Projects Expenditure	0	1,328	1,328	0
<b>Martello Fields Expenditure</b>		<b>8,785</b>	<b>8,282</b>	<b>10,013</b>	<b>1,731</b>
1050	Income Rent	3,000	3,572	3,572	0
1054	Other Income	0	0	0	0
<b>Martello Fields Income</b>		<b>3,000</b>	<b>3,572</b>	<b>3,572</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>5,785</b>	<b>4,710</b>	<b>6,441</b>	<b>1,731</b>

Account Number		2012-13 Original Budget	2012-13 Actual to 31/01/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
<b>Other Open Spaces</b>					
Cost Centre 108					
4051	Rates	595	585	585	0
4052	Water & Sewerage	130	24	70	46
4199	Other Expenditure	0	5	5	0
4250	Public Seating	0	0	0	0
4251	Dog Bin Emptying	1,835	1,780	1,780	0
4252	Litter & Dog Bin Pch & Maintenance	250	50	250	200
4260	Grounds Maintenance Contract	20,400	15,228	20,304	5,076
4261	Grounds Maintenance Non Contract	3,500	1,284	3,500	2,216
<b>Other Open Spaces Expenditure</b>		<b>26,710</b>	<b>18,956</b>	<b>26,494</b>	<b>7,538</b>
1055	Income Seating	0	0	0	0
1066	Concession Income	2,875	2,875	2,875	0
<b>Other Open Spaces Income</b>		<b>2,875</b>	<b>2,875</b>	<b>2,875</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>23,835</b>	<b>16,081</b>	<b>23,619</b>	<b>7,538</b>
<b>Crypt</b>					
Cost Centre 113					
4051	Rates	5,305	5,220	5,220	0
4052	Water & Sewerage	528	102	150	48
4055	Electricity	635	576	1,170	594
4056	Gas	2,130	994	2,050	1,056
4100	Telecommunications	350	220	290	70
4105	Postage	100	3	50	47
4106	Stationery	250	118	200	82
4110	Advertising & Publicity	1,000	81	300	219
4115	Insurance	1,144	702	1,144	442
4155	Professional Fees	500	0	0	0
4199	Other Expenditure	50	0	50	50
4201	Cleaning	450	191	460	259
4270	Vehicle & Equipment Maintenance	0	0	0	0
4274	Projects Expenditure	0	1,832	1,832	0
4275	Building Maintenance	1,000	350	500	150
<b>Crypt Expenditure</b>		<b>13,442</b>	<b>10,389</b>	<b>13,406</b>	<b>3,017</b>
1050	Income Rent	4,500	4,760	4,500	-260
1054	Income Other	0	5	5	0
<b>Crypt Income</b>		<b>4,500</b>	<b>4,765</b>	<b>4,505</b>	<b>-260</b>
<b>Net Expenditure over Income</b>		<b>8,942</b>	<b>5,624</b>	<b>8,901</b>	<b>3,277</b>
<b>South Street Tollats</b>					
Cost Centre 114					
4275	Building Maintenance	0	2,050	2,050	0
<b>South Street Expenditure</b>		<b>0</b>	<b>2,050</b>	<b>2,050</b>	<b>0</b>
1054	Income Other	0	940	940	0
<b>South Street Income</b>		<b>0</b>	<b>940</b>	<b>940</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>0</b>	<b>1,110</b>	<b>1,110</b>	<b>0</b>
<b>Martello Tower</b>					
Cost Centre 115					
4115	Insurance	2,040	2,020	2,020	0
<b>Martello Tower Expenditure</b>		<b>2,040</b>	<b>2,020</b>	<b>2,020</b>	<b>0</b>
1050	Income Rent	0	0	0	0
<b>Martello Tower Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>2,040</b>	<b>2,020</b>	<b>2,020</b>	<b>0</b>

Account Number		2012-13 Original Budget	2012-13 Actual to 31/01/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
<b>Seaford Head Estate</b>					
Cost Centre 116					
4115	Insurance	1,145	1,131	1,131	0
4199	Other Expenditure	0	0	0	0
4250	Public Seating	0	498	713	215
4251	Dog Bin Emptying	1,050	1,017	1,017	0
4252	Litter & Dog Bin Pch & Maintenance	250	122	250	128
4261	Grounds Maintenance Non Contract	250	110	250	140
4274	Projects Expenditure	0	1,168	1,168	0
4275	Buildings Maintenance	0	0	0	0
<b>Seaford Head Estate Expenditure</b>		<b>2,695</b>	<b>4,046</b>	<b>4,529</b>	<b>483</b>
1050	Income Rent	3,750	3,750	3,750	0
1053	Income Grants	7,638	6,534	7,638	1,104
1054	Income Other	0	83	83	0
1055	Income Seating	0	801	763	-38
1066	Income Concession	3,650	3,650	3,650	0
<b>Seaford Head Estate Income</b>		<b>15,038</b>	<b>14,818</b>	<b>15,884</b>	<b>1,066</b>
<b>Net Expenditure over Income</b>		<b>-12,343</b>	<b>-10,772</b>	<b>-11,365</b>	<b>-683</b>
<b>Seaford</b>					
Cost Centre 117					
4052	Water & Sewerage	165	124	165	41
4055	Electricity	1,500	2,145	2,614	469
4115	Insurance	510	493	493	0
4201	Cleaning	150	0	50	50
4250	Public Seating	0	120	80	-40
4251	Dog Bin Emptying	3,930	2,817	2,117	-700
4252	Litter & Dog Bin Pch & Maintenance	250	199	250	51
4253	Shelters	1,800	1,669	1,912	243
4261	Grounds Maintenance Non Contract	2,500	1,681	2,500	819
4274	Projects Expenditure	0	8,245	7,933	-312
4275	Building Maintenance	0	90	90	0
<b>Seaford Expenditure</b>		<b>10,805</b>	<b>17,583</b>	<b>18,204</b>	<b>621</b>
1054	Income Other	0	238	238	0
1055	Income Seating	0	130	130	0
1057	Income Electricity Recharge	1,500	2,144	2,614	470
1058	Income Water Recharge	510	51	45	-6
1066	Concession Income	34,400	36,400	36,400	0
<b>Seaford Income</b>		<b>36,410</b>	<b>38,963</b>	<b>39,427</b>	<b>464</b>
<b>Net Expenditure over Income</b>		<b>-26,606</b>	<b>-21,380</b>	<b>-21,223</b>	<b>167</b>
<b>Beach Huts</b>					
Cost Centre 118					
4051	Rates	1,850	1,797	1,796	-1
4115	insurance	925	983	983	0
4199	Other Expenditure	0	0	0	0
4275	Building Maintenance	0	115	20	-95
<b>Beach Huts Expenditure</b>		<b>2,775</b>	<b>2,895</b>	<b>2,799</b>	<b>-96</b>
1054	Income Other	0	50	25	-25
1060	Beach Hut Site Licence	14,000	14,000	14,000	0
1061	Beach Hut Annual Rental	10,320	10,320	10,320	0
<b>Beach Huts Income</b>		<b>24,320</b>	<b>24,370</b>	<b>24,345</b>	<b>-25</b>
<b>Net Expenditure over Income</b>		<b>-21,545</b>	<b>-21,476</b>	<b>-21,546</b>	<b>-71</b>
<b>Old Town Hall</b>					
Cost Centre 119					
4115	Insurance	176	174	174	0
4275	Building Maintenance	0	0	0	0
<b>Old Town Hall Expenditure</b>		<b>176</b>	<b>174</b>	<b>174</b>	<b>0</b>
1050	Income Rent	1,275	1,275	1,275	0
1051	Income Insurance Recharge	0	174	174	0
<b>Old Town Hall Income</b>		<b>1,275</b>	<b>1,449</b>	<b>1,449</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>-1,099</b>	<b>-1,276</b>	<b>-1,276</b>	<b>0</b>



Account Number		2012-13 Original Budget	2012-13 Actual to 31/01/2013	2012-13 Projected Outturn	2012-13 Remaining Balance
<b>Allotments</b>					
Cost Centre 125					
4199	Other Expenditure	967	4,537	4,622	85
4260	Grounds Maintenance Contract	1,390	1,028	1,370	342
4261	Grounds Maintenance Non Contract	0	0	0	0
4272	Equipment Purchase	2,500	2,500	2,500	0
4274	Projects	0	0	0	0
<b>Allotments Expenditure</b>		<b>4,857</b>	<b>8,065</b>	<b>8,492</b>	<b>427</b>
1050	Income Rent	730	0	730	730
1054	Income Other	967	4,537	4,622	85
<b>Allotments Income</b>		<b>1,697</b>	<b>4,537</b>	<b>5,352</b>	<b>815</b>
<b>Net Expenditure over Income</b>		<b>3,160</b>	<b>3,528</b>	<b>3,140</b>	<b>-388</b>
<b>Other Recreation</b>					
Cost Centre 130					
4410	Swimming Pool	10,000	390	10,000	9,610
<b>Other Recreation Expenditure</b>		<b>10,000</b>	<b>390</b>	<b>10,000</b>	<b>9,610</b>
<b>Other Recreation Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>10,000</b>	<b>390</b>	<b>10,000</b>	<b>9,610</b>
<b>CCTV</b>					
Cost Centre 134					
4055	Electricity	2,070	1,157	2,070	913
4115	Insurance	757	839	839	0
4270	Vehicle & Equipment Maintenance	2,932	0	2,932	2,932
4276	CCTV	9,098	8,397	9,098	701
<b>CCTV Expenditure</b>		<b>14,857</b>	<b>10,393</b>	<b>14,939</b>	<b>4,546</b>
<b>CCTV Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>14,857</b>	<b>10,393</b>	<b>14,939</b>	<b>4,546</b>
<b>Community Service Other</b>					
Cost Centre 135					
4115	Insurance	117	129	129	0
4187	Young Mayors Awards Expenditure	0	1,650	1,837	187
4195	Community Service Events Expenditure	0	232	232	0
4262	Tree Warden Expenses	2,327	1,154	2,327	1,173
4273	Christmas Lights	12,285	10,117	12,285	2,168
4274	Projects Expenditure	0	80	34	-46
	Physical Activity Project	0			0
<b>Community Service Other Expenditure</b>		<b>14,729</b>	<b>13,362</b>	<b>16,844</b>	<b>3,482</b>
1052	Income Projects	0	0	0	0
1064	Income Young Mayors Awards	0	1,837	1,837	0
1065	Income Xmas Lights	600	2,256	900	-1,356
1070	Income Community Service Events	0	16	16	0
1075	Christmas Event Income	0	0	600	600
	Physical Activity Project Income	0	1,569	0	-1,569
<b>Community Service Other Income</b>		<b>600</b>	<b>5,678</b>	<b>3,353</b>	<b>-2,325</b>
<b>Net Expenditure over Income</b>		<b>14,129</b>	<b>7,684</b>	<b>13,491</b>	<b>5,807</b>
<b>Community Services Major Project Pool</b>					
Cost Centre 140					
4274	Project Expenditure	29,000	0	28,467	28,467
<b>Projects Pool Expenditure</b>		<b>29,000</b>	<b>0</b>	<b>28,467</b>	<b>28,467</b>
<b>Community Services Building Maint Pool</b>					
Cost Centre 145					
4275	Building Maintenance	5,000	0	3,522	3,522
<b>Building Maintenance Pool Expenditure</b>		<b>5,000</b>	<b>0</b>	<b>3,522</b>	<b>3,522</b>

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## Seaford Town Council

Report 183/12

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>21 March 2013</b>
<b>Title:</b>	<b>Seaford Tree Wardens – appointment, Big Tree Plant, street trees and planting policy</b>
<b>By:</b>	<b>Ben King - Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To update on - Seaford Tree Warden activities; to advise members of proposed planting of street trees and advise on future policy and process.</b>

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### Recommendations

**You are recommended:**

- 1. To agree that no further street tree plantings take place in Seaford Town Council's name.**
  - 2. To approve that the Projects & Facilities Manager work with Seaford Tree Wardens to identify alternative sites within Seaford Town Council or other private ownership.**
  - 3. To approve the appointment of Margery Diamand, Patrick McCausland, Peter Tattam, Walter Tillyard and Cedric Trenfield, as volunteer Seaford Tree Wardens.**
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### 1. Information

- 1.1** Seaford Tree Wardens (STW) is a group of volunteers, six of whom were appointed by Seaford Town Council (STC) in 2007. Up until 2011/12 STW reported to the Planning & Highways Committee on a regular basis and this included recommendations for approval of street tree planting, in particular along verges on the A259 near Beacon Road and Claremont Road.
- 1.2** In 2011 STW submitted a late application to the Forestry Commission for their 'Big Tree Plant' funding, the bid required matched funding from other sources and the application was submitted prior to a Council Committee being able to consider any commitment to the bid. For the 2011/12 financial year, the responsibility for the STW budget was transferred to the Community Services Committee and at that time a budget was approved to match the Big Tree Plant funding. Details of the planting scheme were not submitted for approval other than in outline.
- 1.3** The group have reached year two of their Big Tree Plant project work; however a formal proposal or planting programme has not yet been submitted to this

Committee for approval; subsequently a number of street trees have been planted on verges within Seaford and licensed to STC without approval. The licensing of street trees by East Sussex County Council (ESCC) highways conditions the applicant for the maintenance, responsibility and liability for the trees, in this case the applicant being Seaford Town Council; the Highways Act 1980 s96 states that the council of a parish have the power to plant with consent of the highway authority and that where negligence is identified, compensation can be recovered from the authority or parish council by whom the powers were exercised.

- 1.4 The planting of street trees presents many undesirable risks for the Council which in the opinion of officers should not be accepted. There are long term responsibilities for maintenance and surveys; there are possible neighbour complaints, claims of nuisance and potential claims of liability if accident or injury occurs in connection with the trees; also possible future cost of utility damage, footpath or kerb repairs. Furthermore if STW were to cease volunteering, all maintenance tasks would need to be outsourced to contractors, risking future increases in expenditure. The licensed and proposed planting locations are also not on land owned by STC or even forming part of our everyday operations so taking into consideration the available resources, the long term management of this risk will be inconsistent, with unknown levels of expenditure.
- 1.5 STW's work is valuable and has provided significant savings for tree planting due to the volunteer labour and their fundraising capabilities. The financial benefits of the group planting street trees are realised in the early stages of the trees life, through planting, watering, regular inspection and maintenance of the tree in the first few years, this represents significant cost savings in comparison with ESCC organising the planting. However as the trees mature the process becomes more arduous and costly, especially when considering the possible number of trees being planted.
- 1.6 The group currently follows a process of consultation with residents to establish support and donations for the schemes, as well as consultation with ESCC highways to ensure they work to particular specifications. A limited range of tree species have been used to ensure their size, shape and growth rates are predictable and can be controlled; minimum verge widths were also specified and methods for working near mains services have been considered with care. However, in many cases where street tree planting is being proposed, the Projects & Facilities Manager believes there are options for planting trees in front gardens instead of in verges; this would also be consistent with the support witnessed from residents, often donating to the scheme personally.
- 1.7 In addition with ESCC highway tree management policies being changed in recent years, their current policy does support planting of replacement street trees under particular circumstances. If development works relevant to the circumstances result in the damage or felling of trees then replacement planting will be considered by professional consultation; the cost of planting new or replacement trees will be included in the budget for individual development and improvement schemes, again this would be specified by consultation; furthermore the policy does not specify that new planting will be undertaken, or refused, it simply indicates the capacity to plant. The policy also indicates the provision for planting of new trees in response to applications, subject to conditions and specifically covers new planting by donation. Moving forward, further statements on this policy will be sought from ESCC to enable more accurate interpretation.

- 1.8 Significant quantities of trees have been proposed to be planted over the next two years and arrangements were underway for planting schemes to be undertaken this month; these have been halted by the Town Clerk until the related issues can be considered by this Committee.
- 1.9 The Projects & Facilities Manager is in the process of confirming quantities and locations of trees that are licensed to this Council and have not had approval; and a process will be established for the future care of these trees. The risk management processes will also be reviewed with Keith Blackburn of Seaford Tree Wardens; because the volunteers are working on behalf of Seaford Town Council it is crucial that proper controls are in place for their activities and suitability of planting sites will need to meet particular criteria in future.
- 1.10 An updated list of volunteers was submitted to an Administration Assistant in 2012, however they have not yet been officially appointed by the Town Council; it is recommended that they be appointed and included on the list of volunteers for Seaford Town Council.

## 2 Financial Appraisal

- 2.1 To support the work of Seaford Tree Wardens, an annual budget commitment has been the previous arrangement for the responsible Committee; it is beneficial to continue this arrangement with accurate forecasting for required budgets being submitted for Community Services Committee budget preparations.
- 2.2 Specific costs cannot be quantified at this time however there are cost implications related to inspections/surveys and maintenance in future.

## 3 Contact Officer

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

Projects & Facilities Manager



Town Clerk



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## Seaford Town Council

Report 184/12

<b>Agenda Item No:</b>	7
<b>Committee:</b>	Community Services
<b>Date:</b>	21 March 2013
<b>Title:</b>	Seaford Rugby Football Club – Building and Lease extensions
<b>By:</b>	Ben King – Projects & Facilities Manager
<b>Wards Affected:</b>	All Seaford Wards
<b>Purpose of Report:</b>	To seek agreement in principle for Seaford Rugby Football Club to extend their clubhouse on the north side of the building, renovate their changing rooms and extend their existing lease, allowing them to make a funding application to the RFU.

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### Recommendations

You are recommended:

1. To agree in principle that permission be given to Seaford Rugby Football Club to extend their clubhouse by approximately 5 metres to the north of the building and renovate the changing areas, subject to the submission of final plans to this committee, planning permission being granted and the Rugby Club securing all costs associated with the project.
  2. To approve that Seaford Rugby Football Club's existing lease be extended by a further 10 years, to allow them to apply for funding for this project.
- 

### 1. Information

- 1.1 Seaford Rugby Football Club (SRFC) have requested permission to extend their clubhouse to the north of the building by approximately 5 metres, so that they can increase the size of their existing changing facilities to meet current Sport England recommended dimensions. They have also requested permission to renovate other parts of the building to support the club's future growth. Subject to this Committee's approval, more accurate, site specific plans will be drawn up and presented at a later date.
- 1.2 The existing sanitary and changing facilities are no longer fit for purpose, room sizes are too small and are shared by both junior and senior sides. They do not comply with current regulations for mixed use areas; furthermore cricket clubs also use the changing facilities during the summer months so there are broader

specifications that need to be considered. The clubhouse at the Salts has been listed by the Rugby Football Union's Sussex County and South of England Region as a 'Building in need'; and has therefore been prioritised for their support.

- 1.3 Potential funding has been identified by the Rugby Football Union, in its own 2015 Rugby World Cup Legacy fund; and SRFC need to meet certain criteria to be eligible for this funding, one of which is length of tenancy. The club are therefore seeking this Committee's agreement in principle for the work; and request approval that their lease term be extended by a further 10 years. Without agreement the club will not be eligible for funding, landlords consent is prerequisite and a minimum lease term of 15 years is required; the current lease expires on 31<sup>st</sup> August 2022. It is recommended that SRFC be advised that any legal costs incurred by STC will be required to be covered.
- 1.4 SRFC need to make an initial application to the RFU by the end of March 2013 and will report to a later meeting of this Committee with more accurate details and plans. The Town Clerk has advised SRFC that because Town and Parish Councils receive 50% discounted rates and Seaford Town Council own the building; the planning application can be entered in our name thus saving on the cost of applications for the club.

## 2. Financial Appraisal


There are no cost implications to this report.

## 3. Contact Officer


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

Projects & Facilities Manager

Town Clerk



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## Seaford Town Council

Report 185/12

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>21 March 2013</b>
<b>Title:</b>	<b>Seaford Head Estate Advisory Group</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek approval for the establishment of an Advisory Group to assist with the management of land at Seaford Head outside of the golf course and that leased to the tenant farmer.</b>

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### Recommendations

**You are recommended:**

- 1. To agree the formation of a Seaford Head Estate Advisory Group as detailed in 1.4 – 1.6 of this report.**
  - 2. To confirm delegation of authority to the Town Clerk to consult with the Seaford Head Estate Advisory Group on land management issues and spend within allocated budget and income generated from the estate outside of the golf course and farmed area.**
- 

### 1. Information

- 1.1** Seaford Head Estate was transferred to Seaford Town Council from Lewes District Council in April 2005. The estate is comprised of four elements, the golf course, some farm land leased to a tenant farmer, a small area around the South Hill Barn which is outside of the nature reserve and a substantial area on the east side within the Seaford Head Local Nature Reserve (SHLNR).
- 1.2** Until March 2011, the area within the SHLNR was managed on our behalf by the South Downs Joint Committee via its rangers. With the commencement of the South Downs National Park in April 2011, this arrangement ceased.
- 1.3** The SHLNR Management Committee have undertaken a role which has concentrated on broad management of the STC owned land whilst not having the same role in the management of land within SHLNR owned by the National Trust and East Sussex County Council. This inconsistency alongside the use of STC funds outside of any STC officer supervision has caused concern.

- 1.4 It is therefore proposed that a Seaford Head Estate Advisory Group be established with representation from those with an interest and knowledge of the land management issues of the estate alongside councillors and officers to advise officers and this committee. The reason for recommending this approach is that the officers do not have the breadth of skills and knowledge required to manage the land.
- 1.5 The Advisory group could consist of three councillors and up to five other members, probably from the SHLNR Management Committee. They would be supported by relevant officers from STC. Their role will be to work with the ranger service, which will be in place in April 2013, to implement the management plan, also to develop a funding structure to enable the continuation of ranger service beyond March 2014.
- 1.6 The Advisory Group would report to this Committee and also give update reports to the SHLNR Management Committee. Officers would have delegated authority to consult with the Advisory Group on land management issues and spend within allocated budget and income generated from the estate outside of the golf course and farmed area.
- 1.7 Implementation of this proposal would take some of the matters currently being overseen by the SHLNR Management Committee.

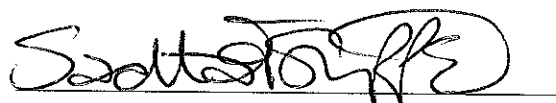
## 2. Financial Appraisal

There will need to be some restating of existing budgets within the committee, although the overall impact will be nil.

## 3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk





## Seaford Town Council

Report 187/12

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>21 March 2013</b>
<b>Title:</b>	<b>Seaford Martello Rotary Club –Plaque on the Seafront</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek approval for supporting Martello Rotary Club in their application to install a directional plaque on a brick plinth on the seafront opposite Ringmer Road.</b>

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### Recommendations

**You are recommended:**

- 1. To approve that the Projects & Facilities Manager assist Seaford Martello Rotary Club in their application to install a granite directional plaque within a brick plinth, on the seafront opposite Ringmer Road, subject to all existing and future responsibilities for safety, condition and maintenance remaining with Seaford Martello Rotary Club.**
  - 2. To delegate authority to the Projects & Facilities Manager to oversee the final scheme with Seaford Martello Rotary Club as necessary, ensuring that their liability obligations are met and that all permissions are place before installation.**
- 

### 1. Information

- 1.1** Seaford Martello Rotary Club wishes to recognise the legacy of deceased member Claire Ivory, President Seaford Martello Rotary Club 2007/2008. They would like to install a granite directional plaque set within a brick built plinth on the seafront opposite Ringmer Road. They have requested permission from the Town Council, although the Council own land in this area consultation with Lewes District and East Sussex County Councils and the Environment Agency will be needed before giving the final approval.
- 1.2** The Environment Agency are responsible for the management of the shingle sea defence and would ultimately be the deciding party on the scheme; a licence application process may need to be followed for this proposal, similar to that of the decking area opposite Martello Kiosk in 2011; and it is recommended that the Projects & Facilities Manager assist Seaford Martello Rotary Club with these arrangements. Lewes District Council may also need to be consulted in connection with street cleaning on the promenade; due to the location not being on the adopted

highway East Sussex County Council may not need to comment however they will be notified of the proposal and invited to raise any queries.

- 1.3 The plaque is proposed to be 600mm x 600mm, produced from granite and will include directions and distances to a number of international locations, lettering and detail is engraved and in-filled in black. The plaque is to be inset to the top of a 900mm high, supporting brick plinth. The plinth top will be slightly larger to accept the plaque and constructed from Stafford Blue and Southwater Red bricks to match the seating shelter close by. The centre of the pillar will be in reinforced concrete for additional strength.
- 1.4 Plans of the proposed construction and plaque design are attached at Appendix A these plans also show an annotated location map; in Appendix B images of the location have also been included.
- 1.5 It is recommended that the Committee approve this proposal subject to approval of Lewes District Council, East Sussex County Council and the Environment Agency, and to Seaford Martello Rotary Club retaining ownership and responsibility for the entire structure. The structure and its location would be monitored as part of regular inspections and as such its condition or any issues of concern will be readily reported.

## 2. Financial Appraisal

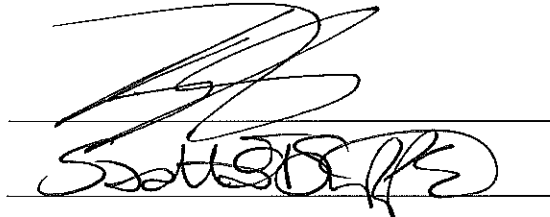
There are no cost implications to this report; however officer time will be required.

## 3. Contact Officer

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

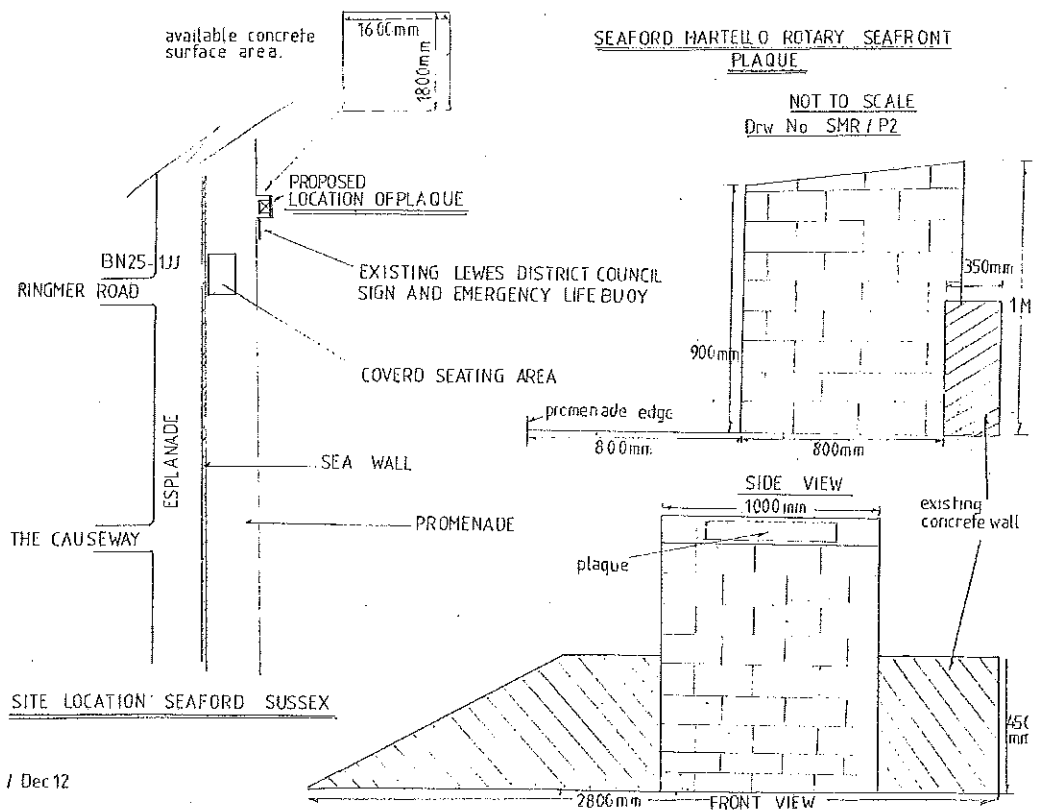
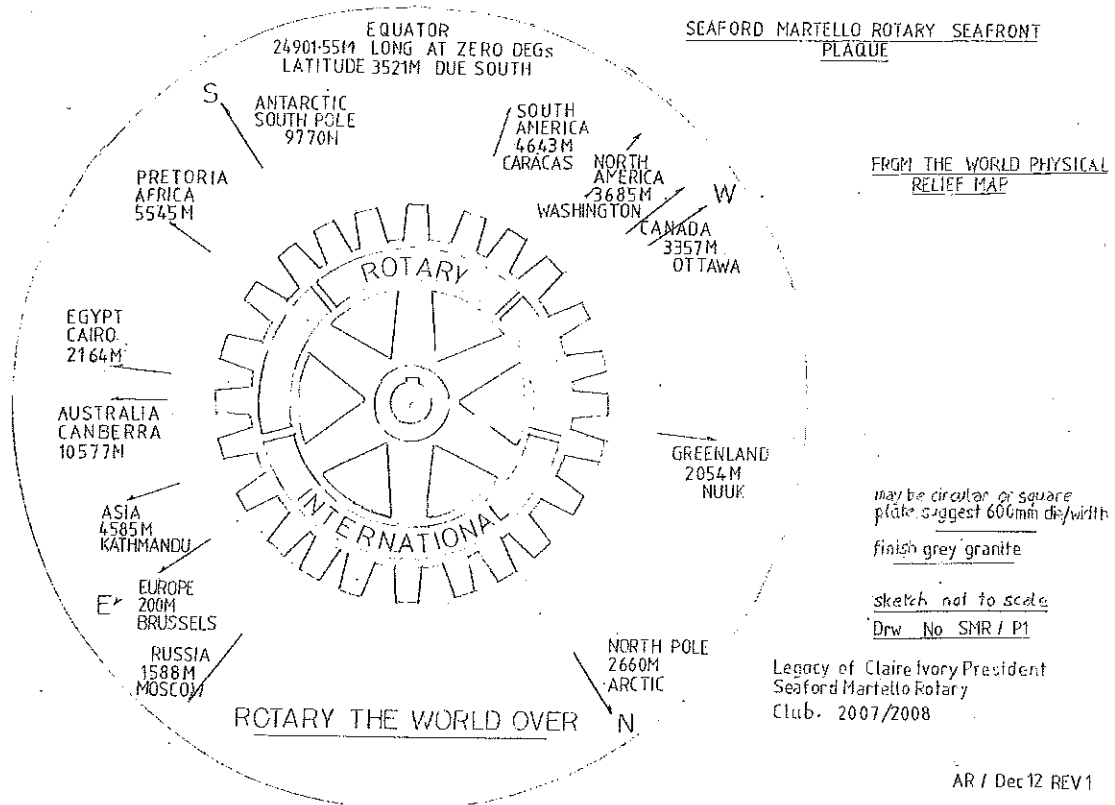
Projects & Facilities Manager

Town Clerk



The image shows two handwritten signatures on horizontal lines. The top signature is for Ben King, Projects & Facilities Manager, and the bottom signature is for Scott, Town Clerk.

**Appendix A.**



**Appendix B.**





## Seaford Town Council

Report 189/12

**Agenda Item No:** 10  
**Committee:** Community Services  
**Date:** 21 March 2013  
**Title:** Arts@theCrypt – Management Committee Report  
**By:** Ben King – Projects & Facilities Manager  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To update members on the progress made by the Arts@theCrypt Management Committee.

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### Recommendations

**You are recommended:**

- 1. To consider any comment on the report from the Chair of Arts@theCrypt Management Committee, in Appendix A.**
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### 1. Information

- 1.1** Attached at Appendix A is the Arts@theCrypt Management Committee report, which details their progress since November 2012.
- 1.2** Much work has been done over the past three months, most notably in the new website going live and improvements to booking information.
- 1.3** Members may wish to make comment on the report provided by the Chair of Arts@theCrypt Management Committee.

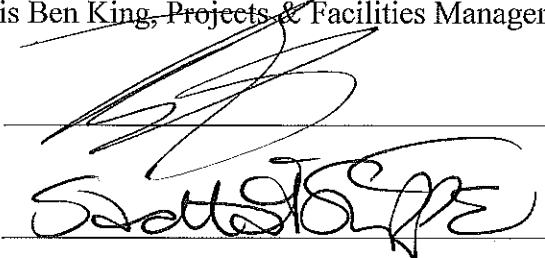
### 2. Financial Appraisal

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



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Town Clerk

## Arts@theCrypt Management Committee

Chair's report for the period - November 2012 to March 2013

I am pleased to report that the committee, since the AGM in November last year, has been going from strength to strength. Both our new members and existing members have been devoted to getting some key issues sorted.

Phil Duncan (new member) has kindly designed a new website that is now live and active. Please do take a look and any comments would be gratefully received, as this is a working progress still ([www.thecryptgallery.com](http://www.thecryptgallery.com)).

It was also identified that the Management Committee should look over the documentation that is sent out to both perspective and booked exhibitors. This was because much of the information had grown organically over time. A working group met separately with the aim of condensing the information, adding extra information and standardising the style of wording.

One member has scoured Seaford by foot and car, to produce a list of where our exhibitors posters can be displayed. They approached many businesses and other organisations like the train station; this list is now given to all our exhibitors to help them promote their event and in turn Arts@theCrypt.

Our long awaited notice board for Church Street is due to be installed this month. The committee are hoping this will help promote events and also promote the fact we are available for hire.

We are fairly certain that we should meet or exceed our budget for 2012/13. **This would give us an increase of at least £1708 or 61%** on 2011/12 actual income of £2792. I am extremely proud of our volunteers for this achievement and congratulate them for their efforts.

The outlook for 2013/14 is good with bookings looking strong. We are welcoming some new groups and clubs this year and plan to keep on with our shared exhibitions.

There are new ideas coming internally and externally, I will update this committee if necessary when more information is available. This leaves me to say that I predict another successful year on the horizon for Arts@theCrypt.

Chair

Cllr Ben Warren





## Seaford Town Council

Report 188/12

<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>21 March 2013</b>
<b>Title:</b>	<b>Seaford Rotary Club – Tree donation plaque</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek approval for Seaford Rotary Club to install a plaque at Crouch Gardens to mark their donation.</b>

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### Recommendations

**You are recommended:**

- 1. To approve that Seaford Rotary Club, be permitted to install a plaque to mark their donation of trees at Crouch Gardens in celebration of their 65<sup>th</sup> Anniversary; subject to their retaining ownership and responsibility for maintenance of the plaque.**
- 

### 1. Information

- 1.1** Seaford Rotary Club donated and planted a group of cherry trees at Crouch Gardens in November 2012 to mark their 65<sup>th</sup> Anniversary; the scheme was organised in partnership with Seaford Tree Wardens and consisted of a 3m cherry tree and 12 whips.
- 1.2** Seaford Rotary Club would like to mark this donation by installing a plaque; the design of the plaque can be seen in Appendix A. It is proposed to be Aluminium, fitted onto an Oak backplate, also with a protective faceplate and will be approximately the illustrated size.
- 1.3** It is proposed to be fitted directly to the fence behind the scheme. Similar to other schemes of this type the ownership of the plaque will remain with the Seaford Rotary Club and they will maintain it as necessary for its serviceable life. The plaque will be included in general inspections of the site to monitor its condition and any issues will be reported back to Seaford Rotary Club as necessary.


**2. Financial Appraisal**

There are no cost implications to this report.

**3. Contact Officer**

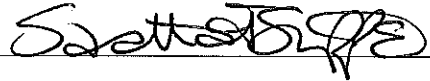
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager



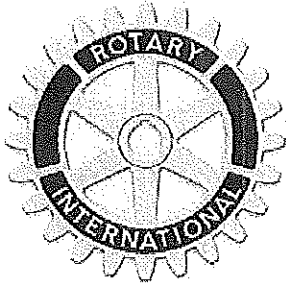
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Town Clerk



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Appendix A.



# The Rotary Club of Seaford

gave these trees to the Town to  
mark 65 years of Rotary in Seaford

1.12.2012

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