



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 22 January 2015** at **7.00 pm** which you are summoned to attend.

James Corrigan
Interim Town Clerk
16 January 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 193/14 to inform members of the Community Services Committee of Income and Expenditure for the period of 1 April 2014 to 31 December 2014 (pages 3 to 10).

5. Projects and Facilities Manager – Update Report

To consider report 197/14 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 11 to 15).

6. We're Watching You Dog Fouling Campaign

To consider report 195/14 to consider joining the Keep Britain Tidy Campaign to combat Dog Fouling (pages 16 to 18).

7. Share With Care -Trial Scheme to be Made Perminant

To consider report 198/14 to advise of the successful conclusion to the shared use cycle path trial on Seaford promenade between Edinburgh Road and Martello Tower (pages 19 to 20).

8. Eric Slater Trail- Notice Board at South Hill Barn

To consider report 196/14 to seek permission for the installation of a second Eric Slater Trail notice board, to be installed in a suitable location at South Hill Barn (pages 21 to 23)

9. Seaford Tree Wardens-Street Planting and Update

To consider report 194/14 to seek approval for the proposed street tree planting planned for February 2015 and to update members on progress made and successful projects by Seaford Tree Wardens (pages 24 to 28).

10. Old Town Hall Lease – St James Trust Lease

To Consider report 199/14 to notify members of the expiry of the Old Town Hall Lease and St James Trust opting not to renew(Pages 29 to 30).

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

Circulation:

Committee: Councillor B M Warren (Chairman), Councillor S Dunn (Vice-Chairman), Councillors, G Cork, T Goodman, A Hayder, P Heseltine, L Lord, S McStravick, L Wallraven, A White.

For information: Councillors S Adeniji, B Burfield, S J Gauntlett, B Groves, R Needham and Ian White, P Franklin, M Brown, R Allen, A Latham.



Seaford Town Council

Report 193/14

Agenda Item No:	4
Committee:	Community Services Committee
Date:	22 January 2015
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2014 to 31 December 2014.

Recommendations

You are recommended:

- 1. To approve 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 2014 to 31st December 2014 compared to the projected annual budget.
- 1.2** The overall budget % for the period is showing an underspend compared to the original budget and this trend is predicted to continue to the year end.
- 1.3** Variances may be explained as:
 - (a)** Salts Electricity – the overspend relates to a higher than predicted costs for the Base but is offset by the higher than predicted income.
 - (b)** Grounds Maintenance Contract – once all LDC invoices have been received, the overall costs will be an approximate underspend of £20K. This is due to the budget figure being based on the previous LDC contract which was considerably higher than the actual 2014/15 contract figure.
 - (c)** Crypt Advertising & Publicity – as previously reported, this is currently showing a negative figure which relates to an accrual from 2013/14. The actual cost of the leaflets was lower leaving a credit showing. The actual amount spent for the year 2014/15 is £42.50 with further costs planned before the end of the financial year.

- (d) Swimming Pool – it is anticipated that there will be an underspend of approx. £4K at the end of the financial year.
- (e) Seaford Head Income Grants – the budgeted amount of £6,534 may not be met due to the DEFRA grant being under review. However, we have now received an amount of £1,104 from Rural Payments Agency.
- (f) Seafront Grounds Maintenance Non-Contract – as previously reported, the significant overspend relates to works for Splash Point. £8,670 is offset by the income from LDC and £8,670 will be met from General Reserves as per Council resolution. This still leaves an overspend of £819 due to a seafront shelter refurbishment.
- (g) Projects Pool – it is anticipated that there will be an underspend of £25K at the end of the financial year and that it will be recommended to Full Council that remaining figure be put into an earmarked reserve for Projects.
- (h) Seafront Income Water Recharge – as previously reported, this amount is showing higher than actually paid out due to backdated recharges to 2012.
- (i) Community Services Events Exp – the overspend is offset by the income code.
- (j) Building Maintenance Pool – the overspend is offset by the income code.

2. Financial Appraisal

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

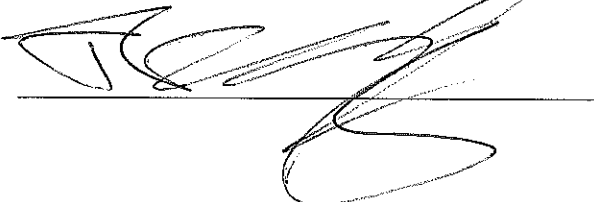
3. Contact Officer

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

Support Services Manager



Town Clerk



Month No : 9

Committee Report

	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	530	593	63	63	89.3 %	
4052	Water & Sewerage	2,112	2,937	825	825	71.9 %	
4055	Electricity	659	350	-309	-309	188.3 %	
4115	Insurance	2,913	2,879	-34	-34	101.2 %	
4201	Cleaning	0	1,476	1,476	1,476	0.0 %	
4251	Dog Bin Emptying	1,483	1,572	89	89	94.4 %	
4260	Grounds Maintenance Contract	54,813	94,026	39,213	39,213	58.3 %	
4261	Grounds Maint non contract	5,351	6,500	1,149	1,149	82.3 %	
	Salts Recreation Ground :- Expenditure	67,861	110,333	42,472	0	42,472	61.5 %
1050	Income Rent	1,891	1,043	848		181.3 %	
1051	Income Insurance Recharge	1,249	1,237	12		101.0 %	
1054	Income Other	460	0	460		0.0 %	
1058	Income Water Recharge	1,612	1,971	-359		81.8 %	
1066	Income Concession	15,800	15,800	0		100.0 %	
1071	Income Base Rent	1,334	300	1,034		444.7 %	
	Salts Recreation Ground :- Income	22,346	20,351	1,995		109.8 %	
	Net Expenditure over Income	45,514	89,982	44,468			
<u>106</u>	<u>Crouch Recreation Ground</u>						
4052	Water & Sewerage	908	2,119	1,211	1,211	42.8 %	
4055	Electricity	194	289	95	95	67.2 %	
4115	Insurance	1,735	1,654	-81	-81	104.9 %	
4251	Dog Bin Emptying	1,060	1,310	251	251	80.9 %	
4260	Grounds Maintenance Contract	30,565	50,684	20,119	20,119	60.3 %	
4261	Grounds Maint non contract	1,424	3,500	2,076	2,076	40.7 %	
	Crouch Recreation Ground :- Expenditure	35,886	59,556	23,670	0	23,670	60.3 %
1050	Income Rent	1,600	2,425	-825		66.0 %	
1051	Income Insurance Recharge	723	719	4		100.5 %	
1054	Income Other	40	0	40		0.0 %	
1057	Income Electricity Recharge	132	145	-13		91.1 %	
	Crouch Recreation Ground :- Income	2,495	3,289	-794		75.9 %	
	Net Expenditure over Income	33,391	56,267	22,876			

Month No : 9

Committee Report

		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	848	1,047	199		199	81.0 %
4260	Grounds Maintenance Contract	6,214	6,087	-127		-127	102.1 %
4261	Grounds Maint non contract	1,603	2,000	397		397	80.1 %
	Martello Fields :- Expenditure	<u>8,664</u>	<u>9,134</u>	<u>470</u>	<u>0</u>	<u>470</u>	<u>94.9 %</u>
1050	Income Rent	5,040	3,400	1,640			148.2 %
1054	Income Other	168	0	168			0.0 %
	Martello Fields :- Income	<u>5,208</u>	<u>3,400</u>	<u>1,808</u>			<u>153.2 %</u>
	Net Expenditure over Income	<u>3,456</u>	<u>5,734</u>	<u>2,278</u>			
<u>108</u>	<u>Other Open Spaces</u>						
4051	Rates	551	617	66		66	89.4 %
4052	Water & Sewerage	29	71	42		42	40.7 %
4251	Dog Bin Emptying	1,695	1,572	-123		-123	107.8 %
4260	Grounds Maintenance Contract	16,136	20,065	3,928		3,928	80.4 %
4261	Grounds Maint non contract	2,091	3,500	1,409		1,409	59.7 %
4274	Projects Expenditure	245	0	-245		-245	0.0 %
	Other Open Spaces :- Expenditure	<u>20,748</u>	<u>25,825</u>	<u>5,077</u>	<u>0</u>	<u>5,077</u>	<u>80.3 %</u>
	Net Expenditure over Income	<u>20,748</u>	<u>25,825</u>	<u>5,077</u>			
<u>113</u>	<u>Crypt</u>						
4051	Rates	4,917	5,498	581		581	89.4 %
4052	Water & Sewerage	47	200	153		153	23.7 %
4055	Electricity	503	876	373		373	57.4 %
4056	Gas	986	2,214	1,228		1,228	44.5 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	-3	300	303		303	-0.8 %
4115	Insurance	746	1,204	458		458	62.0 %
4199	Other Expenditure	9	50	41		41	18.7 %
4201	Cleaning	53	500	447		447	10.6 %
4270	Vehicles & Equipment Maint	45	0	-45		-45	0.0 %
	Crypt :- Expenditure	<u>7,303</u>	<u>10,952</u>	<u>3,649</u>	<u>0</u>	<u>3,649</u>	<u>66.7 %</u>
1050	Income Rent	4,623	5,250	-627			88.1 %
	Crypt :- Income	<u>4,623</u>	<u>5,250</u>	<u>-627</u>			<u>88.1 %</u>
	Net Expenditure over Income	<u>2,680</u>	<u>5,702</u>	<u>3,022</u>			

Month No : 9

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	2,143	2,123	-20		-20	100.9 %
	Martello Tower :- Expenditure	<u>2,143</u>	<u>2,123</u>	<u>-20</u>	<u>0</u>	<u>-20</u>	<u>100.9 %</u>
	Net Expenditure over Income	<u>2,143</u>	<u>2,123</u>	<u>-20</u>			
<u>116</u>	<u>Seaford Head Estate</u>						
4115	Insurance	1,200	1,188	-12		-12	101.0 %
4251	Dog Bin Emptying	848	1,048	200		200	80.9 %
4260	Grounds Maintenance Contract	1,607	1,750	143		143	91.8 %
4261	Grounds Maint non contract	1,449	2,250	801		801	64.4 %
4500	Nature Reserve Expenses	8,483	10,500	2,017		2,017	80.8 %
	Seaford Head Estate :- Expenditure	<u>13,586</u>	<u>16,736</u>	<u>3,150</u>	<u>0</u>	<u>3,150</u>	<u>81.2 %</u>
1050	Income Rent	3,750	3,750	0			100.0 %
1053	Income Grants	1,104	6,534	-5,430			16.9 %
1054	Income Other	10	0	10			0.0 %
1066	Income Concession	4,070	4,070	0			100.0 %
1200	Income Nature Reserve	4,779	2,000	2,779			239.0 %
	Seaford Head Estate :- Income	<u>13,713</u>	<u>16,354</u>	<u>-2,641</u>			<u>83.9 %</u>
	Net Expenditure over Income	<u>-127</u>	<u>382</u>	<u>509</u>			
<u>117</u>	<u>Seafont</u>						
4052	Water & Sewerage	159	170	11		11	93.5 %
4055	Electricity	2,051	2,200	149		149	93.2 %
4115	Insurance	503	508	5		5	99.1 %
4201	Cleaning	0	50	50		50	0.0 %
4253	Shelters	1,060	1,848	788		788	57.4 %
4261	Grounds Maint non contract	20,699	2,500	-18,199		-18,199	828.0 %
	Seafont :- Expenditure	<u>24,473</u>	<u>7,276</u>	<u>-17,197</u>	<u>0</u>	<u>-17,197</u>	<u>336.3 %</u>
1057	Income Electricity Recharge	1,804	2,200	-396			82.0 %
1058	Income Water Recharge	185	70	115			264.3 %
1066	Income Concession	41,555	39,555	2,000			105.1 %
1092	Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
	Seafont :- Income	<u>52,214</u>	<u>41,825</u>	<u>10,389</u>			<u>124.8 %</u>
	Net Expenditure over Income	<u>-27,742</u>	<u>-34,549</u>	<u>-6,807</u>			

Month No : 9

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	2,235	2,417	182		182	92.5 %
4115	Insurance	1,053	1,062	9		9	99.1 %
4199	Other Expenditure	18	0	-18		-18	0.0 %
4261	Grounds Maint non contract	12	0	-12		-12	0.0 %
	Beach Huts :- Expenditure	<u>3,317</u>	<u>3,479</u>	<u>162</u>	<u>0</u>	<u>162</u>	<u>95.4 %</u>
1054	Income Other	30	0	30			0.0 %
1060	Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061	Beach Hut Annual Rent	11,430	11,430	0			100.0 %
	Beach Huts :- Income	<u>26,365</u>	<u>26,310</u>	<u>55</u>			<u>100.2 %</u>
	Net Expenditure over Income	<u>-23,048</u>	<u>-22,831</u>	<u>217</u>			
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	184	183	-1		-1	100.8 %
	Old Town Hall :- Expenditure	<u>184</u>	<u>183</u>	<u>-1</u>	<u>0</u>	<u>-1</u>	<u>100.8 %</u>
1050	Income Rent	1,222	1,275	-53			95.8 %
1051	Income Insurance Recharge	184	183	1			100.8 %
	Old Town Hall :- Income	<u>1,406</u>	<u>1,458</u>	<u>-52</u>			<u>96.5 %</u>
	Net Expenditure over Income	<u>-1,222</u>	<u>-1,275</u>	<u>-53</u>			
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	627	967	340		340	64.8 %
	Allotments :- Expenditure	<u>627</u>	<u>967</u>	<u>340</u>	<u>0</u>	<u>340</u>	<u>64.8 %</u>
1050	Income Rent	940	861	79			109.2 %
1054	Income Other	702	967	-265			72.6 %
	Allotments :- Income	<u>1,642</u>	<u>1,828</u>	<u>-186</u>			<u>89.8 %</u>
	Net Expenditure over Income	<u>-1,015</u>	<u>-861</u>	<u>154</u>			
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>10,000</u>	<u>10,000</u>			

Month No : 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>134</u> <u>CCTV</u>						
4055 Electricity	686	1,656	970		970	41.4 %
4115 Insurance	899	907	8		8	99.1 %
4270 Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %
4276 CCTV	8,466	9,285	819		819	91.2 %
CCTV :- Expenditure	<u>10,050</u>	<u>12,848</u>	<u>2,798</u>	<u>0</u>	<u>2,798</u>	<u>78.2 %</u>
Net Expenditure over Income	<u>10,050</u>	<u>12,848</u>	<u>2,798</u>			
<u>135</u> <u>Community Service Other</u>						
4115 Insurance	188	140	-48		-48	134.2 %
4195 Community Services Events Exp	1,263	200	-1,063		-1,063	631.5 %
4261 Grounds Maint non contract	336	0	-336		-336	0.0 %
4262 Tree Warden Expenses	855	2,310	1,455		1,455	37.0 %
4273 Christmas Lights	6,783	13,000	6,217		6,217	52.2 %
4281 Christmas Event Expenses	2,846	0	-2,846		-2,846	0.0 %
4290 Physical Activity Proj Expenses	3,820	8,000	4,180		4,180	47.8 %
Community Service Other :- Expenditure	<u>16,090</u>	<u>23,650</u>	<u>7,560</u>	<u>0</u>	<u>7,560</u>	<u>68.0 %</u>
1065 Income Xmas Lights	620	500	120			124.0 %
1070 Income Community Serv Events	1,595	0	1,595			0.0 %
1072 Income Tree Wardens	315	0	315			0.0 %
1075 Income Christmas Event	4,107	400	3,707			1026.7 %
1090 Income Physical Activity Proj	1,309	0	1,309			0.0 %
Community Service Other :- Income	<u>7,945</u>	<u>900</u>	<u>7,045</u>			<u>882.8 %</u>
Net Expenditure over Income	<u>8,145</u>	<u>22,750</u>	<u>14,605</u>			
<u>220</u> <u>Building Maintenance Pool</u>						
4275 Building Maintenance	10,804	6,000	-4,804		-4,804	180.1 %
Building Maintenance Pool :- Expenditure	<u>10,804</u>	<u>6,000</u>	<u>-4,804</u>	<u>0</u>	<u>-4,804</u>	<u>180.1 %</u>
1091 Income Building Maintenance	5,472	0	5,472			0.0 %
Building Maintenance Pool :- Income	<u>5,472</u>	<u>0</u>	<u>5,472</u>			
Net Expenditure over Income	<u>5,332</u>	<u>6,000</u>	<u>668</u>			
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	1	35,000	34,999		34,999	0.0 %
Projects Pool :- Expenditure	<u>1</u>	<u>35,000</u>	<u>34,999</u>	<u>0</u>	<u>34,999</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>1</u>	<u>35,000</u>	<u>34,999</u>			

Month No : 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>301</u> <u>Planning & Highways</u>						
4199 Other Expenditure	-1	400	401		401	-0.1 %
4263 Bus Shelter Maintenance/Clean	162	750	588		588	21.6 %
Planning & Highways :- Expenditure	<u>161</u>	<u>1,150</u>	<u>989</u>	<u>0</u>	<u>989</u>	<u>14.0 %</u>
Net Expenditure over Income	<u>161</u>	<u>1,150</u>	<u>989</u>			
Community Services :- Expenditure	221,899	335,212	113,313	0	113,313	66.2 %
Income	143,431	120,965	22,466			118.6 %
Net Expenditure over Income	<u>78,468</u>	<u>214,247</u>	<u>135,779</u>			



Seaford Town Council

Report 197/14

Agenda Item No:	5
Committee:	Community Services
Date:	22 January 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.**
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1. Information

1.1 The Salts

The Salts Development Plan is progressing well; two project budgets have been identified for children's play space and these will be fixed prior to releasing tender invitations to play manufacturers, the budgets cannot yet be fixed, as officers are still awaiting confirmation from LDC about the eligibility of many S106 contributions.

Other outside funding options are also being shortlisted to maximise the proposed budget for play space, but also to enable a shortlist of eligible funding for the other phases of the development plan. Independent advice is also being utilised to maximise the results.

A project programme is being prepared but many of the milestones cannot be set due to the uncertainty around the eligibility of S106; once this is clearly known, then achievable milestones can be set, giving the project the much needed focus.

Tender documents have been prepared for the children's play space, whereby designs will be submitted for inclusion in a consultation and selection process, the tender invitations will be released very shortly with the consultation date around the end of February or early March.

Crouch Gardens

The roof of the Football Clubhouse has undergone two leak repairs over the winter period, unfortunately due to the age of the roof; the only sustainable option is to replace the roof covering and in some places the roof board. The work will come at a significant cost to Seaford Town Football Club who is currently obtaining

quotations. Considering the age of the facilities at Crouch Gardens and with the resident clubs having their own aspirations for the future, it will be important to maintain the priority for a Crouch Gardens Development Plan.

Seaford Head Estate

Following an inspection of South Hill Barn toward the end of 2014, a number of roof repairs were identified at South Hill Barn, as well as a replacement support beam. The cost of the project is approximately £8,500 and work is hoped to start toward the end of January or early February.

There was another incident of damage to grass areas around the car park at South Hill Barn where posts regularly get broken out and vehicles access the grass area purely for fun; the recent offence was found in December. Some minor repairs are needed representing low cost, however the damage to the guard posts is more costly and an unnecessary burden. Long term improvements will be considered when reviewing the method of security for other sites.

Scrub clearance works have been approved for a WW2 Pillbox, on the Seaford Head Estate. The work is being carried out by South Downs National Park ranger, Fay Pattinson with volunteers and is taking place in order to safe guard the condition and stability of the structure. Being surrounded by thick bramble, hawthorn, blackthorn and elder scrub, this will start to undermine the structure and clearance is the most suitable approach; Natural England have given formal consent for the works which is confined to the area immediately surrounding the Pillbox.

Seafront

Members may be aware of the criminal damage caused to the shelters on the seafront. Records suggest that the incidents occurred over four separate occasions across the Christmas break and in total 23 panes of glass were smashed. When reports were received by Council staff, the clear up work was responded to promptly. Police are investigating leads from one of the incidents and I am awaiting further information.

The cost of these offences will be in excess of £1,500 but could exceed £2,000 and considering that the damage is often experienced annually (albeit not quite at this scale) I am now giving further thought on alternative materials in these shelters. Options for alternatives are however limited when considering cost, strength, reliability and safety; and it may be that the only sustainable solution requires a capital project to be developed.

Other open spaces

Leaks have been experienced at South Street Toilets in recent months, suggesting that the roof may be failing; minor repairs have been undertaken by Lewes District Council's contractors, however these have proved unsuccessful and the suggestion is that the whole roof needs to be re-covered; felt, batten and tile. With one quotation already submitted by LDC's contractor further inspections will be arranged as well as comparative quotations. The estimated cost is approximately £6,500.

Tree works planned at Normansal Park in 2014 have been postponed temporarily. After further assessment when preparing to start work just before Christmas, it was advised to consider instead, removing one tree in question; due to the considerable

work that needs to be undertaken to the tree this is likely to have a negative impact, creating excessive levels of maintenance in future. Further approval will be sought from Lewes District Council's tree officer before proceeding.

The Seaford Library seating project is progressing well, the artist/designer has been selected and project development is in progress. Material specifications are being researched, taking into consideration all of the possible conditions that may be experienced. Community engagement will take place enabling the public to view examples of the designs and discuss the project in more detail and a web platform is being developed which will be announced when completed; the web based information will also be linked to other websites including the Seaford Library and the Towner websites and will enable the public to view aspects of the design and development processes online.

1.2 Events

Seaford Christmas Magic 2014: experienced a fantastic turn out with the whole community enjoying the festivities. The event was busy for the majority of the day and many of the new features were well received.

A particular feature of the new format was the production of the event website, which was set up by Neal Richardson and Jonathan Chappell and continues to be managed primarily by Jonathan Chappell.

Feedback on the event seems to be mixed, some of the voiced concerns were anticipated due to so many new features being included, along with it being the first daytime Christmas event; in most cases there are solutions to those concerns but the feedback is very valuable. A survey has been opened on Survey Monkey and the results will be taken into consideration by the organising Committee along with verbal accounts and any other enquiries received.

On the whole, from feedback already received the indication is that the event will continue as a daytime event, but improvements or additions will be carefully considered to ensure the most enjoyable and rewarding experience for all those involved. Once more, new partnerships were formed and many of the needs and possibilities are evident with improvements already being listed for further consideration.

The 2015 event diary is being compiled, it is expected to consist of many of the usual attractions, Funfair, Half Marathon, Up the Tempo Funday, Jay Millers Circus, Sussex Day, Seahaven Armed Forces Day, UK Triathlon, Family Fun Day, Seaford Motor fest, Donkey Derby, Seaford Bonfire Night, Seaford Christmas Magic; also Rotary Boot Fairs; and French markets.

1.3 Other Matters

Town Guide: The 2015 Seaford Town Guide has now been released, being delivered to a majority of residences in Seaford and around 1500 copies also available for general release by the Town Council. A great deal of work is to be credited to Kevin Gordon who provided original text and many photographs of the Seaford area; I then worked with Georgia to review and conclude the final draft with further detail and some alternative images. A review is already underway with the 2016 guide in mind; any feedback from members would also be welcome.

Christmas Lights: The Seaford Christmas lights have reached the last year of the current contract. The installation unfortunately experienced a number of infrastructure problems and potential faults within the scheme this year; I am currently awaiting reports of the condition of the 'product' and the infrastructure to enable priority work to be clearly identified, before proceeding with inviting new schemes.

Offices: The Town Council offices have now been reconfigured and the Projects office is starting to take shape. This provides not only much needed space for the Projects & Facilities workload, but also provides the opportunity for refining many of the procedures in managing the Town Council's assets and services. Staff development will also be more consistent with the demands of the department.

Partners and Supporters: Toward the end of 2014 it became clear that a considerable number of partnerships had been capitalised upon throughout the year, as well as new partnerships being formed with volunteers, businesses, charities and community groups as well as support being given to a wide range of the community. A record of partners, supporters and volunteers is being compiled in order to demonstrate the valuable relationships that have been formed through Town Council's work over many years.

Seafront Webcam: The seafront webcam project that was approved in 2013, started development early in 2014; a number of options were explored however most areas proved to be limiting to the functionality of the project. In many of the potential locations it was found that a suitable combination of sight lines and broadband connection speeds could not be found without it resulting in more prohibitive costs. The businessman that proposed the project found that he could not proceed at this stage with so many uncertain risks and without first having a more suitable infrastructure in place.

2. Priorities going forward

The Salts Development Plan

Set a deadline for consultation on children's play space. Release a brief to selected manufacturers inviting proposals to be submitted for presentation at the consultation. Pursue funding options further, primarily S106. *This phase 30% Complete*

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

Capital Wish list

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

Crouch Gardens Water Main

Produce specification for new water main and water meters at Crouch Gardens. Invite tenders and appoint a contractor. *10% Complete*

Signage Project

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

Martello and Splash Point

Review incidents of access by travellers and increase security against unauthorised encampments; include review of complaints and enquiries relating to parking contraventions and overnight sleeping from holiday makers. 30% Complete

Grounds Maintenance Contract and Sports Pitches

Prepare for the start of the new grounds maintenance contract and sports pitch arrangements, including bookings fees and maintenance requirements to include additional football at The Salts and/or other identified sites.

Christmas Lights

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

Buildings

Conclude the variety of issues associated with Town Council buildings, working with tenants where relevant.

High and Over Concession

Produce a concession licence compatible with High and Over site and prepare for tender, in readiness for a licence to start in April 2015. To be commenced

Physical Activity Projects

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

Training

Attend training courses relevant to the existing Council targets. Ongoing

Beach Huts

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

3. Financial Appraisal

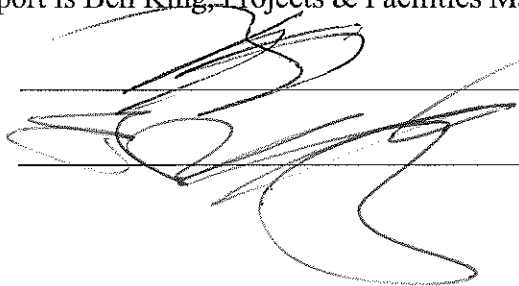
There are no financial implications as a result of this report.

4. Contact Officer

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

Projects & Facilities Manager

Town Clerk





Seaford Town Council

Report 195/14

Agenda Item No:	6
Committee:	Community Services
Date:	22 January 2015
Title:	We're Watching You – Dog Fouling National Campaign
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To consider joining the Keep Britain Tidy Campaign to combat Dog Fouling.

Recommendations

You are recommended:

- 1. To consider if the Council should join the Keep Britain Tidy, dog fouling campaign 'We're Watching You' aimed at reducing dog fouling incidents in Seaford's open spaces.**
-

1. Information

- 1.1** Officers have been requested to research a national campaign being led by keep Britain Tidy, the campaign is designed to help local authorities reduce cases of dog fouling in open spaces. Keep Britain Tidy is an organisation whose aims are to, eliminate litter, improve local places, educate the next generation making the public aware of actively caring for the environment.
- 1.2** The campaign called 'We're Watching You' was launched nationally on 24 November 2014. The main feature of the campaign is delivered using a unique poster design which glows in the dark, but is supported with a number of other delivery methods. It is directly aimed at irresponsible dog owners, and is based upon evidence that dog owners are more likely to pick up the waste, if they perceive they are being watched; and due to their special design the posters are particularly relevant to the darker evening hours.
- 1.3** The campaign comes with full support from Keep Britain Tidy, including template press release, quotes and PR support to promote success as well as inclusion in any PR that goes out to the trade press; guidance documents for running the initiative successfully, including practical advice and learnings from the social experiment. It also includes monitoring guidance, data collection forms and associated support; and 40 - A3 glow in the dark correx posters, with a choice of one of the four designs.

- 1.4 The poster options are shown in Appendix A., each has a slight variation in its message depending on the manner in which the authority wishes to display the message to its target audience; the posters can also be customised to include our own Town Council crest and other preferred branding.
- 1.5 Areas that would benefit most from a campaign of this nature would be The Salts, Crouch Gardens, Seafront and Seaford Head Estate, each of these areas have a history of dog fouling problems and complaints and would therefore provide an accurate reflection of the effectiveness of the posters and user behaviour.
- 1.6 Having contacted other Councils, there has been mixed feedback received; however with the campaign only launched in November 2014 the results may not be entirely conclusive at this stage, in addition the feedback so far, has been cost related.
- 1.7 If members wish to proceed with the campaign, further research will be required as not all of the information is available at this time; the success of the campaign should also be reviewed over the coming weeks, with officers reporting back to this committee when more accurate detail is available. Members may also wish to consider inviting support from Lewes District Council in delivering the campaign locally; considering that two other sites with a history of dog fouling problems, Walmer Road and Chalvington Field, belong to Lewes District Council.

2. Financial Appraisal

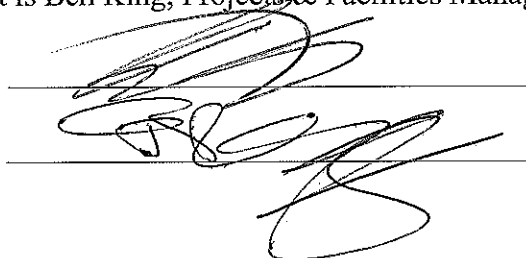
- 2.1 With a mixed range of costs being seen, ranging from £650 to £2,500, again it is recommended that more detail is sought before considering budgets. There is currently no budget allocated to meet the cost of the campaign, however with support from Lewes District Council this could reduce the total required from Seaford Town Council budgets.
- 2.2 It is also clear that if Seaford Town Council were to join the Keep Britain Tidy network, that there are cost savings associated with the membership, further information on the cost of joining the network and the possible savings is also awaited and may be available for the date of the meeting.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



A handwritten signature in black ink, appearing to be 'Ben King', is written over two horizontal lines. The signature is fluid and cursive, with the first line ending in a long horizontal stroke that extends under the second line.



Thoughtless dog owners
We're watching you!



Poster 1 "eyes only"



Thoughtless dog owners
We're watching you!

Walk your dog away
from a fine of up to £80



Poster 2
"enforcement"



Thoughtless dog owners
Here watching you!

9 out of 10 dog owners clean
up after their dog, are you the
one who doesn't?



Poster 3 "positive
reinforcement"



Thoughtless dog owners
We're watching you!

Report those who don't clean
up after their dog to the council



Poster 4 "peer
influence"



Seaford Town Council

Report 198/14

Agenda Item No:	7
Committee:	Community Services
Date:	22 January 2015
Title:	Share with Care – Seafront Cycle Route
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To advise of the successful conclusion to the shared use cycle path trial on Seaford promenade between Edinburgh Road and Martello Tower.

Recommendations

You are recommended:

- 1. To note the conclusion of the trial scheme and the recommendations being taken into consideration by ESCC in the process of making the order permanent.**
-

1. Information

- 1.1** At its meeting of 28 November 2013, this Committee approved (CS37) the introduction of a new traffic order, in order to trial the shared use of Seaford promenade by cyclists and pedestrians between Edinburgh and Martello Tower. The approval was subject to speed restriction being considered, a form of warning and indication that cyclists should leave the promenade West of Edinburgh Road where the designated cycle lane starts.
- 1.2** Following the removal of the footpath order and the introduction of a cycle path including shared use for pedestrians, a launch event took place in April 2014, to promote and raise awareness of the scheme. The response to the launch was in the majority positive, and introduced the consultation to the general public.
- 1.3** The period of the consultation ran from 11 April 2014 to 17 October 2014 and provided the public with the opportunity to give their views through an online questionnaire which was also made available at the TIC and Seaford Library in printed form; the consultation period also brought in secondary on site user surveys to determine any variations in user behaviour following the implementation of the trial.
- 1.4** In December 2014 following completion of the trial and consultation, a report was submitted to East Sussex County Council's Lead Member for Transport and

Environment; in response to the recommendations approval was given for the order to be made permanent.

1.5 The approval of the scheme supported the recommendations and the proposed actions, which are to install more suitable permanent signage including the code of conduct information as well as lining in appropriate places; the actions will also attempt to address the problem of cyclists continuing onto footpaths at the eastern and western ends of the shared route and Martello Tower and Edinburgh Road, with clearer indication of permitted and prohibited sections of the promenade.

1.6 The Cabinet report providing a full summary of the trial, including all survey results, impact assessments, summary of temporary signage as well as the recommendations can be viewed via this link:
<http://www.eastsussex.gov.uk/yourcouncil/about/committees/meetingpapers/cabinettransport/2014/15december.htm>.

2. Financial Appraisal

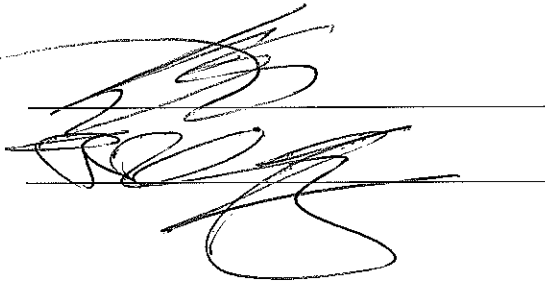
There are no financial implications as a result of this report.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk





Seaford Town Council

Report 196/14

Agenda Item No: 8
Committee: Community Services
Date: 22 January 2015
Title: Eric Slater Trail – Notice board
By: Ben King – Projects & Facilities Manager
Purpose of Report: To seek permission for the installation of a second Eric Slater Trail notice board, to be installed in a suitable location at South Hill Barn.

Recommendations

You are recommended:

1. To approve the installation of a notice board displaying the Eric Slater Trail, to be fitted to in a suitable location outside South Hill Barn, subject to no maintenance commitments being accepted by Seaford Town Council.
 2. To delegate authority to the Projects & Facilities Manager to approve the final location.
-

1. Information

- 1.1 A request has been received from local author, resident and enthusiast, James Trollope, for permission to install a second noticeboard depicting the Slater Trail, this time outside South Hill Barn. Approval has previously been granted by this committee, for a board outside Martello Toilets; and due to the suitability of the location at South Hill, Mr Trollope has requested permission for a second board.
- 1.2 The final design of the board is shown in Appendix A, the main feature of the board is the five views that are featured in the trail leaflet, as well as a brief map and QR Code providing access to the website, www.eric Slater.co.uk.
- 1.3 The notice board will be the same design as the board being installed at Martello and will be framed with a hardwood material which is consistent with other materials used in these locations. Depending on the final location this will govern the final size of the board which is expected to be A2 or A1 size.
- 1.4 The condition of the noticeboard will be monitored with any damage or faults reported to the applicant; as with the previous agreement under these circumstances Seaford Town Council would not take any responsibility for maintenance or replacement of the board and it has also been confirmed that should any future works be planned for South Hill Barn the board may need to be relocated.

2. Financial Appraisal

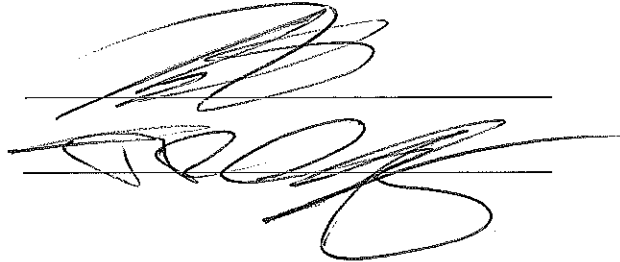
There are no financial implications to this report.

3. Contact Officer

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

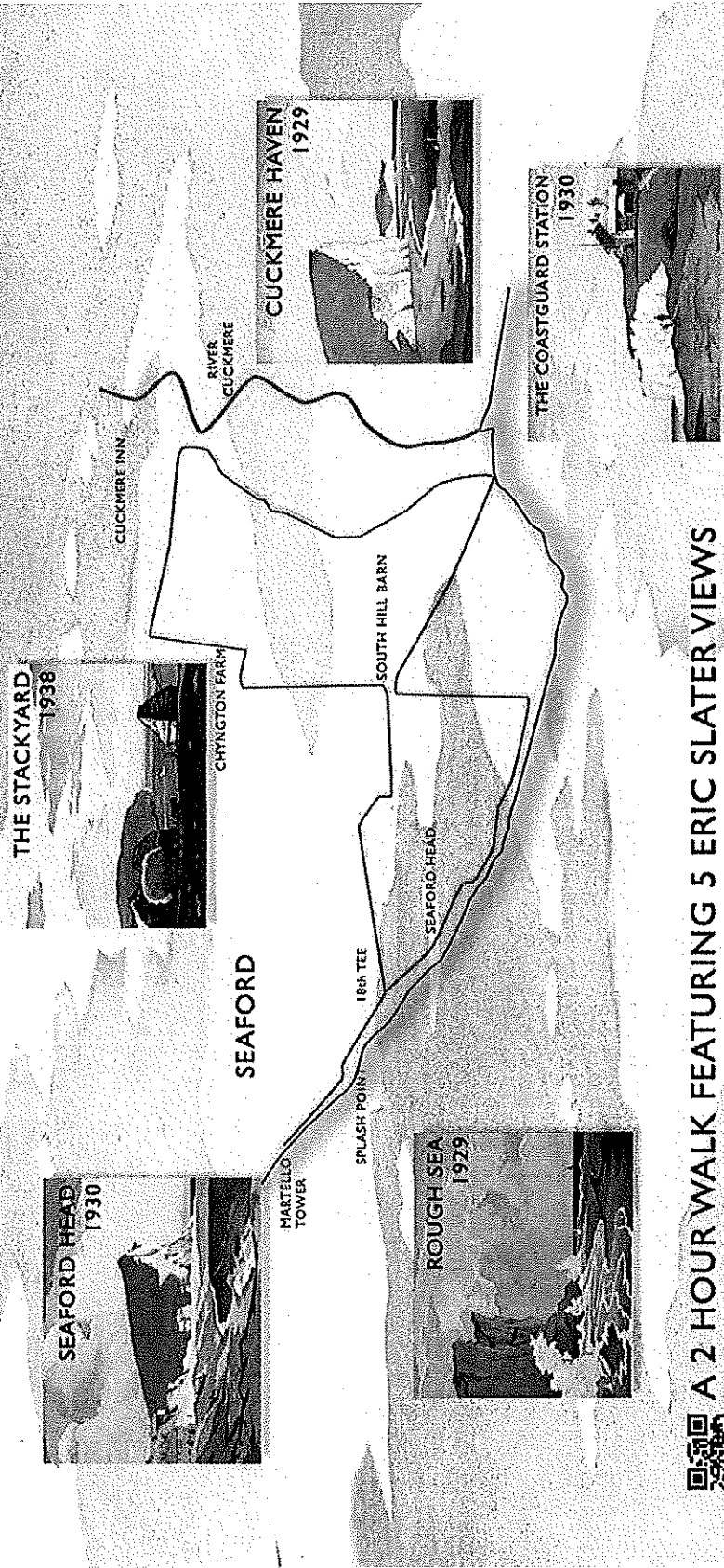
Projects & Facilities Manager

Town Clerk

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THE SLATER TRAIL

ERIC SLATER (1896-1963), who lived in Seaford, used Japanese techniques to make colour woodcuts of the landscape around his home. He had international success in the 1930s but died in complete obscurity.



A 2 HOUR WALK FEATURING 5 ERIC SLATER VIEWS

www.ericlater.co.uk





Seaford Town Council

Report 194/14

Agenda Item No:	9
Committee:	Community Services
Date:	22 January 2015
Title:	Seaford Tree Wardens – Street Tree Planting and Update
By:	Ben King – Projects & Facilities Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval for the proposed street tree planting planned for February 2015 and to update members on progress made and successful projects by Seaford Tree Wardens.

Recommendations

You are recommended:

- 1. To approve the proposed street tree planting in Downs View Road and Rother Road as detailed in Appendix B, subject to East Sussex County Council (ESCC) approving the proposed locations and taking ownership of the trees after 5 years, suitable searches, protective measures and risk assessments being completed.**
-

1. Information

- 1.1** Attached at Appendix A. is a report from Keith Blackburn of Seaford Tree Wardens updating members on the group's recent progress and detailing the proposed street tree planting in Downs View Road and Rother Road.
- 1.2** The proposed street tree planting, submitted for approval will see planting in Downs View Road and Rother Road. Residents have again been consulted with a number of them contributing to the planting; some have also pledged their support by watering the new planting.
- 1.3** With a standard process now established for street tree planting in Seaford, along with the support and guidance from James Newmarch at East Sussex County Council, there is a positive future for increasing the number of trees in Seaford and capitalising on the amenity value of street trees.
- 1.4** Attached at Appendix B. is the summary section of the project risk assessment, detailing the quantities and tree species, members should note that Elm, Lime and Norway Maple have been specified in this case, these species are consistent with the locations and were proposed by the highways tree officer, James Newmarch.

1.5 Members may wish to make comment on the progress made by the group and their continued efforts in providing new trees for Seaford's open spaces.

2. Financial Appraisal

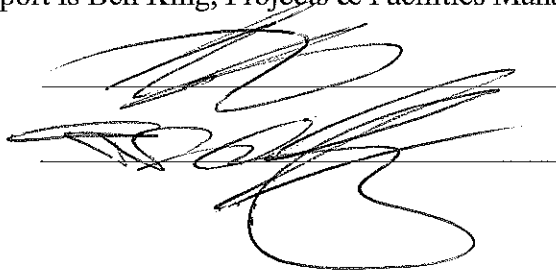
The estimated project cost after materials is approximately £1,750 and will utilise available Tree Wardens budget as well as additional contributions from residents in the region of £350.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

Two handwritten signatures are present, each written over a horizontal line. The top signature is for Ben King, Projects & Facilities Manager, and the bottom signature is for the Town Clerk.

Tree Planting update

Background

1. Following the very successful planting of 1000 saplings in Chalvington Fields on 29th November, the Tree Wardens are now finalising their plans to plant about 35 street trees in Downs View Road and Rother Road. The excellent community effort, including many Councillors, in planting 1,000 saplings in three hours was much appreciated by the Tree Wardens. As a result of a request from the community, the Tree Wardens are also replacing a memorial tree on Princess Drive.
2. The street tree planting is in response to requests from residents and is planned for Saturday 14th February (Rother Road) and Sunday 15th February. It is hoped that residents will turn out in force at 9.30a.m. each day to assist the Tree Wardens.
3. Much help is being given by James Newmarch, County Highways Tree Officer, who has scrutinised carefully the plans of underground services and accompanied the Tree Wardens using the CAT (Cable Avoidance Tool) to scan verges for underground pipes and wires so that precise planting sites can be identified. Residents are being given some choice in the species to be planted but a balance needs to be struck in designing a “street scene” which enhances the overall appearance of the streets. The Tree Wardens are being encouraged by County Highways to plant rather larger trees than we have planted to date – see also paragraph 7 below. Considerable academic research shows that tree lined streets enhances residential property values by over 10%.
4. Discussions are being finalised with residents and many of them will be making a contribution to the cost of trees, some of them are prepared to cover the full cost of £40/50 per tree.

Downs View Road – approximately 18 trees

5. Residents currently benefit from some beautiful mature Elms and Limes as well as some Whitebeams planted a couple of years ago. Unfortunately, some Elms have recently been cut down due to Dutch Elm Disease. Disease-resistant elms, small-leaved limes (tidier and less prone to dropping sap than existing large-leaved elms), and whitebeams will be planted.

Rother Road- approximately 17 trees

6. Over the years many trees have been lost and residents are keen to plant more trees. There are currently some Elms and Norway Maples (adjacent Links Road) in place and it is planned to plant disease-resistant elms, Norway maple and the smaller whitebeam where there is a need to avoid overhead cables.

Princess Drive- one memorial tree

A tree planted in memory of a still-born child who sadly died a few years ago. There have been repeated requests to have the tree replaced, but this could not be done until now because it hadn't been possible to identify neighbours to water a new tree to ensure it survives. The Wardens will be planting a larger-sized silver birch, and residents have agreed to water it. The Town Council has agreed to remove the dead tree.

Maintenance of trees

7. Residents are agreeing to water trees planted outside their homes for two or three years. This is vital and, if the work were done by contractors, it would cost hundreds of pounds per tree. Other maintenance in the first few years is easy, such as formative pruning, and will be done by Tree Wardens. County Highways have agreed that after five years they will have responsibility for maintenance of trees planted by Tree Wardens. In practice, much of the maintenance of such trees will be relatively easy and can be done by Tree Wardens "without their feet leaving the ground". A genuine partnership is taking place.

Funding

8. Although the initial cost will be funded by STC, contributions will be made by residents, and the Big Tree Plant. Figures have not yet been finalised but a further grant of over £4,000 is likely thanks to the planting of 1000 trees in Chalvington Fields.

Future tree planting

9. Tree Wardens have many outstanding requests for trees to be planted in verges (for example, Hillside Avenue and Westdown Road) but the pace of planting has to be determined by the funds available and the capacity of the Tree Wardens to organise and do the planting. We plan to plant more trees in autumn 2015. Further reports to the Committee will, obviously, be submitted in due course.

Appendix B.

Seaford Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	22 nd January 2015
Street / area name:	Rother Road and Downs View Road
In conversations with residents, were any particular issues raised?	No. - Residents are keen to have more trees planted especially following the cutting down of diseased Elms
Approximate number of trees to be planted:	Rother Road: 17 trees approximately Downsview Road: 18 trees approximately
Tree species to be planted:	Disease-resistant Elm, small leaved Lime, Norway Maple and Whitebeam
Approximate value of donations from residents (if known):	Approximately: £350 To be confirmed upon collection.
Proposed date of tree planting:	14 th February Rother, 15 th February Downs View Road
In initial conversations with ESCC, were any issues raised?	No
In utilities information received, were any issues discovered?	Plans for underground services and overhead telephone have been scrutinised by ESCC Highways Tree Officer and Tree Wardens. All potential planting sites have been examined using a Cable Avoidance Tool (Cat Scanner) and precise planting sites identified.
<p>Description of pavements and verges: Verges are the standard configuration, that is, road, verge, pavement. Verges vary slightly but all are between three and four feet wide- some tarmac and some paving.</p>	
Administrative use only (following approval by CSC):	
Following meeting, has confirmation of approval been sent to ESCC?	
Has licence been received from ESCC?	
Has risk assessment been sent to STC?	
Has volunteer list been sent to STC?	
Has detailed planting list been sent to STC?	



Seaford Town Council

Report 199/14

Agenda Item No:	10
Committee:	Community Services
Date:	22 January 2015
Title:	Old Town Hall – St James Trust Lease
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To notify members of the expiry of the Old Town Hall Lease, and St James Trust opting not to renew.

Recommendations

You are recommended:

- 1. To note the expiry of the Old Town Hall Lease and the tenant St James Trust opting not to renew.**
 - 2. To approve that officers now advertise the building's availability and invite expressions of interest from potential tenants.**
-

1. Information

- 1.1** The current lease for the Old Town Hall comes to an end on 31st March 2015 after a 5 year term. The lease is held with St James Trust whose Trustees have opted not to renew the agreement.
- 1.2** A letter confirming the decision was received on the 15th January. In order to concentrate on their building in Blatchington Road, making improvements and expanding the services to the people of Seaford, they intend on closing their drop in service at the Old Town Hall at the end of February.
- 1.3** It is recommended that the building be advertised locally for expressions of interest and at this stage use free advertisement methods to achieve this. Considering the buildings practical limitations but also its unique appearance and history, it is not easy to determine what the future uses might be and what organisations might show an interest. It is clear however that there has been a demand for community facilities in recent years with a number of local organisations having previously been on the search as there is limited supply to meet demand.
- 1.4** In addition to advertising for new tenants, officers will proceed with the necessary arrangements during the remaining 10 weeks of the lease, for return of the building. Details of any interest received along with proposed options for a new tenant will be returned to the next meeting of this Committee.

2. Financial Appraisal

The annual rent for the building, budgeted for the 2015/16 financial year is £1,275; if a tenant cannot be found in time to commence a new lease for 1st April 2015, then this may have an effect on the proposed budget for the year. In addition, upon receiving interest from potential tenants the rent may also vary depending on the proposed use.

3. Contact Officer

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

Projects & Facilities Manager