



## 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 May 2014** at **7.00 pm** which you are summoned to attend.

James Corrigan  
Interim Town Clerk  
16 May 2014

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 20 March 2014.

**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 22/14 concerning the Finance Report (pages 3 to 10).

**6. Seaford Rugby Football Club – Extension, Changing Rooms and Building Improvements**

To consider report 24/14 concerning the final plans for Seaford Rugby Football Club's new extension, changing rooms and building improvements (pages 11 to 16).

**7. Seaford Town Football Club - CCTV**

To consider report 23/14 concerning Seaford Town Football Club's proposal for the installation of CCTV at Crouch Gardens (pages 17 to 20).

## **8. Seaford Allotment & Leisure Garden Society – Self Management Agreement**

To consider report 26/14 concerning the renewal of the Self – Management Agreement (pages 21 to 22).

## **9. Arts@theCrypt - Management Committee Report**

To consider report 27/14 presenting the Arts@theCrypt Management Committee progress report (pages 23 to 24).

## **10. Tour of Britain - Events**

To consider report 25/14 concerning the Tour of Britain - Stage 7 and possible events. (pages 25 to 27).

**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 R E Allen (ex-officio), M Brown (ex-officio), G Cork, P Franklin (ex-officio), T Goodman, A Hayder, P Heseltine, A Latham (ex-officio), 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.



## Seaford Town Council

Report 22/14

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Community Services Committee</b>
<b>Date:</b>	<b>22 May 2015</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2013 to 31 March 2014.</b>

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### 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 2013 to 31 March 2014 compared to the projected annual budget.
- 1.2** Overall, except noted below, the budget % for the period is broadly in line with the projected annual budget.
- 1.3** Variances not previously reported may be explained as:
  - (a)** Salts Cleaning (4201-105) - shows a credit of £318 due to an end of year journal to correct a historic accrual duplicated in error. The actual amount spent during 2013/14 is £1,433.
  - (b)** Salts Income Water Recharge (1058/105) – the actual amount recharged for 2013/14 is £2,184 but the account is showing a lower amount due to a correction to historical accrual.
  - (c)** Other Open Spaces Water & Sewerage (4052/108) – the actual year to date was higher than originally predicted.
  - (d)** Other Open Spaces Grounds Maint non contract (4261/108) - the actual year to date is higher than the projected annual budget as the amount includes £1,000 for the repairs of a flint wall which was agreed to be carried forward from 2012/13.

- (e) Crypt Water & Sewerage (4052/113) – the actual year to date was higher than originally predicted.
- (f) Income Nature Reserve (1200/116) – the income has exceeded the predicted figure due to a higher amount of filming than expected.
- (g) Seafront Electricity (4055/117) – the expenditure is higher than predicted but is offset by the income code (1057/117).
- (h) Building Maintenance Pool (4275/220) – the expenditure is higher than predicted as this includes amounts agreed to be carried forward from 2012/13.

**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



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Town Clerk



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Month No : 12

Committee Report

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Community Services</u></b>							
105	<u>Salts Recreation Ground</u>						
4051	Rates	578	578	1		1	99.9 %
4052	Water & Sewerage	2,627	2,908	281		281	90.4 %
4055	Electricity	336	350	14		14	96.1 %
4115	Insurance	2,823	2,823	0		0	100.0 %
4201	Cleaning	-318	1,433	1,751		1,751	-22.2 %
4251	Dog Bin Emptying	1,526	1,526	0		0	100.0 %
4252	Litter & Dog Bin Pch & Maint	85	85	0		0	99.9 %
4260	Grounds Maintenance Contract	89,548	89,549	1		1	100.0 %
4261	Grounds Maint non contract	3,463	5,000	1,537		1,537	69.3 %
	Salts Recreation Ground:- Expenditure	<b>100,669</b>	<b>104,252</b>	<b>3,583</b>	<b>0</b>	<b>3,583</b>	<b>96.6 %</b>
1050	Income Rent	1,140	1,043	97			109.3 %
1051	Income Insurance Recharge	1,213	1,213	0			100.0 %
1058	Income Water Recharge	1,144	1,952	-808			58.6 %
1066	Income Concession	14,800	14,800	0			100.0 %
1071	Income Base Rent	197	300	-103			65.7 %
	Salts Recreation Ground :- Income	<b>18,494</b>	<b>19,308</b>	<b>-814</b>			<b>95.8 %</b>
	<b>Net Expenditure over Income</b>	<b>82,175</b>	<b>84,944</b>	<b>2,769</b>			
106	<u>Crouch Recreation Ground</u>						
4052	Water & Sewerage	1,374	2,098	724		724	65.5 %
4055	Electricity	306	280	-26		-26	109.4 %
4115	Insurance	1,621	1,557	-64		-64	104.1 %
4251	Dog Bin Emptying	1,271	1,272	1		1	100.0 %
4252	Litter & Dog Bin Pch & Maint	227	227	0		0	100.0 %
4260	Grounds Maintenance Contract	48,271	48,271	0		0	100.0 %
4261	Grounds Maint non contract	3,427	3,500	73		73	97.9 %
4274	Projects Expenditure	0	4,672	4,672		4,672	0.0 %
	Crouch Recreation Ground:- Expenditure	<b>56,498</b>	<b>61,877</b>	<b>5,379</b>	<b>0</b>	<b>5,379</b>	<b>91.3 %</b>
1050	Income Rent	2,571	2,425	146			106.0 %
1051	Income Insurance Recharge	705	705	0			100.0 %
1052	Income Projects	0	4,672	-4,672			0.0 %
1057	Income Electricity Recharge	138	140	-2			98.7 %
	Crouch Recreation Ground :- Income	<b>3,414</b>	<b>7,942</b>	<b>-4,528</b>			<b>43.0 %</b>
	<b>Net Expenditure over Income</b>	<b>53,084</b>	<b>53,935</b>	<b>851</b>			

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Committee Report

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	1,144	1,016	-128		-128	112.6 %
4260	Grounds Maintenance Contract	5,796	5,797	1		1	100.0 %
4261	Grounds Maint non contract	2,000	2,000	0		0	100.0 %
	Martello Fields:- Expenditure	<u>8,940</u>	<u>8,813</u>	<u>-127</u>	<u>0</u>	<u>-127</u>	<u>101.4 %</u>
1050	Income Rent	4,268	3,650	618			116.9 %
	Martello Fields :- Income	<u>4,268</u>	<u>3,650</u>	<u>618</u>			<u>116.9 %</u>
	<b>Net Expenditure over Income</b>	<u>4,673</u>	<u>5,163</u>	<u>490</u>			
<u>108</u>	<u>Other Open Spaces</u>						
4051	Rates	601	601	0		0	99.9 %
4052	Water & Sewerage	158	70	-88		-88	225.5 %
4251	Dog Bin Emptying	2,034	1,526	-508		-508	133.3 %
4252	Litter & Dog Bin Pch & Maint	71	71	0		0	99.5 %
4260	Grounds Maintenance Contract	20,776	20,777	1		1	100.0 %
4261	Grounds Maint non contract	4,911	3,500	-1,411		-1,411	140.3 %
	Other Open Spaces:- Expenditure	<u>28,551</u>	<u>26,545</u>	<u>-2,006</u>	<u>0</u>	<u>-2,006</u>	<u>107.6 %</u>
	<b>Net Expenditure over Income</b>	<u>28,551</u>	<u>26,545</u>	<u>-2,006</u>			
<u>113</u>	<u>Crypt</u>						
4051	Rates	5,359	5,359	0		0	100.0 %
4052	Water & Sewerage	198	154	-44		-44	128.5 %
4055	Electricity	783	850	67		67	92.1 %
4056	Gas	1,861	2,050	189		189	90.8 %
4100	Telecommunications	77	77	0		0	100.4 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	244	300	56		56	81.5 %
4115	Insurance	-147	1,174	1,321		1,321	-12.5 %
4199	Other Expenditure	0	240	240		240	0.0 %
4201	Cleaning	339	250	-89		-89	135.4 %
4274	Projects Expenditure	-389	0	389		389	0.0 %
	Crypt:- Expenditure	<u>8,325</u>	<u>10,564</u>	<u>2,239</u>	<u>0</u>	<u>2,239</u>	<u>78.8 %</u>
1050	Income Rent	6,471	6,800	-329			95.2 %
1054	Income Other	0	240	-240			0.0 %
1303	Income Crypt Building Repair	23	0	23			0.0 %
	Crypt :- Income	<u>6,493</u>	<u>7,040</u>	<u>-547</u>			<u>92.2 %</u>
	<b>Net Expenditure over Income</b>	<u>1,832</u>	<u>3,524</u>	<u>1,692</u>			

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## Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>115</u> <u>Martello Tower</u>						
4115 Insurance	2,081	2,081	0		0	100.0 %
Martello Tower:- Expenditure	<u>2,081</u>	<u>2,081</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
<b>Net Expenditure over Income</b>	<u>2,081</u>	<u>2,081</u>	<u>0</u>			
<u>116</u> <u>Seaford Head Estate</u>						
4115 Insurance	1,165	1,165	0		0	100.0 %
4251 Dog Bin Emptying	763	1,017	254		254	75.0 %
4261 Grounds Maint non contract	270	250	-20		-20	108.1 %
4500 Nature Reserve Expenses	14,254	11,972	-2,282		-2,282	119.1 %
Seaford Head Estate:- Expenditure	<u>16,452</u>	<u>14,404</u>	<u>-2,048</u>	<u>0</u>	<u>-2,048</u>	<u>114.2 %</u>
1050 Income Rent	3,750	3,750	0			100.0 %
1053 Income Grants	6,534	6,534	0			100.0 %
1054 Income Other	0	0	0			0.0 %
1066 Income Concession	3,970	3,970	0			100.0 %
1200 Income Nature Reserve	3,700	2,300	1,400			160.9 %
Seaford Head Estate :- Income	<u>17,954</u>	<u>16,554</u>	<u>1,400</u>			<u>108.5 %</u>
<b>Net Expenditure over Income</b>	<u>-1,502</u>	<u>-2,150</u>	<u>-648</u>			
<u>117</u> <u>Seafront</u>						
4052 Water & Sewerage	103	170	67		67	60.3 %
4055 Electricity	3,969	2,200	-1,769		-1,769	180.4 %
4115 Insurance	498	498	0		0	100.0 %
4201 Cleaning	0	50	50		50	0.0 %
4250 Public Seating	263	368	105		105	71.5 %
4251 Dog Bin Emptying	694	694	0		0	100.1 %
4252 Litter & Dog Bin Pch & Maint	0	0	0		0	0.0 %
4253 Shelters	1,672	1,848	176		176	90.5 %
4261 Grounds Maint non contract	3,046	2,500	-546		-546	121.9 %
Seafront:- Expenditure	<u>10,245</u>	<u>8,328</u>	<u>-1,917</u>	<u>0</u>	<u>-1,917</u>	<u>123.0 %</u>
1050 Income Rent	-266	0	-266			0.0 %
1055 Income Seating	368	368	0			100.0 %
1057 Income Electricity Recharge	3,634	2,200	1,434			165.2 %
1058 Income Water Recharge	0	70	-70			0.0 %
1066 Income Concession	40,215	38,215	2,000			105.2 %
Seafront :- Income	<u>43,951</u>	<u>40,853</u>	<u>3,098</u>			<u>107.6 %</u>
<b>Net Expenditure over Income</b>	<u>-33,706</u>	<u>-32,525</u>	<u>1,181</u>			

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Committee Report

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	2,122	2,122	0		0	100.0 %
4115	Insurance	1,041	1,041	0		0	100.0 %
4199	Other Expenditure	2	0	-2		-2	0.0 %
	Beach Huts:- Expenditure	<u>3,166</u>	<u>3,163</u>	<u>-3</u>	<u>0</u>	<u>-3</u>	<u>100.1 %</u>
1054	Income Other	54	4	50			1359.5
1060	Beach Huts Site Licence	14,400	14,400	0			100.0 %
1061	Beach Hut Annual Rent	10,239	10,239	0			100.0 %
	Beach Huts :- Income	<u>24,694</u>	<u>24,643</u>	<u>51</u>			<u>100.2 %</u>
	<b>Net Expenditure over Income</b>	<u>-21,528</u>	<u>-21,480</u>	<u>48</u>			
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	179	179	0		0	100.1 %
	Old Town Hall:- Expenditure	<u>179</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.1 %</u>
1050	Income Rent	1,275	1,275	0			100.0 %
1051	Income Insurance Recharge	179	179	0			100.1 %
	Old Town Hall :- Income	<u>1,454</u>	<u>1,454</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>-1,275</u>	<u>-1,275</u>	<u>0</u>			
<u>125</u>	<u>Allotments</u>						
4155	Professional Fees	220	0	-220		-220	0.0 %
4199	Other Expenditure	938	943	5		5	99.5 %
4260	Grounds Maintenance Contract	1,402	1,402	0		0	100.0 %
	Allotments:- Expenditure	<u>2,560</u>	<u>2,345</u>	<u>-215</u>	<u>0</u>	<u>-215</u>	<u>109.2 %</u>
1050	Income Rent	833	846	-13			98.5 %
1054	Income Other	896	943	-47			95.1 %
	Allotments :- Income	<u>1,729</u>	<u>1,789</u>	<u>-60</u>			<u>96.7 %</u>
	<b>Net Expenditure over Income</b>	<u>831</u>	<u>556</u>	<u>-275</u>			
<u>130</u>	<u>Other Recreation</u>						
4199	Other Expenditure	-201	0	201		201	0.0 %
4410	Swimming Pool	3,562	4,000	438		438	89.0 %
	Other Recreation:- Expenditure	<u>3,361</u>	<u>4,000</u>	<u>639</u>	<u>0</u>	<u>639</u>	<u>84.0 %</u>
	<b>Net Expenditure over Income</b>	<u>3,361</u>	<u>4,000</u>	<u>639</u>			



Month No : 12

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>134</u> <u>CCTV</u>						
4055 Electricity	1,534	1,534	0		0	100.0 %
4115 Insurance	889	889	0		0	100.0 %
4270 Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %
4276 CCTV	9,015	9,098	83		83	99.1 %
<b>CCTV:- Expenditure</b>	<b>11,438</b>	<b>12,521</b>	<b>1,083</b>	<b>0</b>	<b>1,083</b>	<b>91.3 %</b>
<b>Net Expenditure over Income</b>	<b>11,438</b>	<b>12,521</b>	<b>1,083</b>			
<u>135</u> <u>Community Service Other</u>						
4115 Insurance	137	137	0		0	99.8 %
4187 Young Mayors Awards	-515	0	515		515	0.0 %
4195 Community Services Events Exp	929	795	-134		-134	116.8 %
4262 Tree Warden Expenses	1,633	2,310	677		677	70.7 %
4273 Christmas Lights	9,667	12,600	2,933		2,933	76.7 %
4290 Physical Activity Proj Expenses	2,444	8,000	5,556		5,556	30.6 %
<b>Community Service Other:- Expenditure</b>	<b>14,295</b>	<b>23,842</b>	<b>9,547</b>	<b>0</b>	<b>9,547</b>	<b>60.0 %</b>
1065 Income Xmas Lights	1,385	500	885			277.0 %
1070 Income Community Serv Events	596	595	1			100.1 %
1072 Income Tree Wardens	1,003	0	1,003			0.0 %
1075 Income Christmas Event	1,335	400	935			333.8 %
1301 CS Events Bin Hire	7	0	7			0.0 %
<b>Community Service Other :- Income</b>	<b>4,326</b>	<b>1,495</b>	<b>2,831</b>			<b>289.3 %</b>
<b>Net Expenditure over Income</b>	<b>9,969</b>	<b>22,347</b>	<b>12,378</b>			
<u>140</u> <u>CS Maj Projects DO NOT USE</u>						
4274 Projects Expenditure	0	0	0		0	0.0 %
<b>CS Maj Projects DO NOT USE:- Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>145</u> <u>CS Bldg Maint DO NOT USE</u>						
4275 Building Maintenance	0	0	0		0	0.0 %
<b>CS Bldg Maint DO NOT USE:- Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>220</u> <u>Building Maintenance Pool</u>						
4275 Building Maintenance	8,293	6,000	-2,293		-2,293	138.2 %
<b>Building Maintenance Pool:- Expenditure</b>	<b>8,293</b>	<b>6,000</b>	<b>-2,293</b>	<b>0</b>	<b>-2,293</b>	<b>138.2 %</b>
<b>Net Expenditure over Income</b>	<b>8,293</b>	<b>6,000</b>	<b>-2,293</b>			

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## Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>225</u> <u>Projects Pool</u>						
4274 Projects Expenditure	29,603	35,000	5,397		5,397	84.6 %
Projects Pool:- Expenditure	<u>29,603</u>	<u>35,000</u>	<u>5,397</u>	<u>0</u>	<u>5,397</u>	<u>84.6 %</u>
<b>Net Expenditure over Income</b>	<u>29,603</u>	<u>35,000</u>	<u>5,397</u>			
<u>301</u> <u>Planning &amp; Highways</u>						
4199 Other Expenditure	0	400	400		400	0.0 %
4263 Bus Shelter Maintenance/Clean	216	750	534		534	28.8 %
4274 Projects Expenditure	0	0	0		0	0.0 %
Planning & Highways:- Expenditure	<u>216</u>	<u>1,150</u>	<u>934</u>	<u>0</u>	<u>934</u>	<u>18.8 %</u>
<b>Net Expenditure over Income</b>	<u>216</u>	<u>1,150</u>	<u>934</u>			
Community Services :- Expenditure	304,872	325,064	20,192	0	20,192	93.8 %
Income	126,776	124,728	2,048			101.6 %
<b>Net Expenditure over Income</b>	<u>178,096</u>	<u>200,336</u>	<u>22,240</u>			



## Seaford Town Council

Report 24/14

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>22 May 2014</b>
<b>Title:</b>	<b>Seaford Rugby Football Club – Extension, changing rooms and Building improvements</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To seek approval of the final plans for Seaford Rugby Football Club's new extension, changing rooms and building improvements.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the final plans as detailed in Appendix A. for the extension of Seaford Rugby Football Club's building and the renovation and modernisation of the buildings frontage and main entrance, subject to all contractual obligations, planning approval and building regulations being met; all costs being met by Seaford Rugby Football Club and a suitable access and waste plan being in place.**
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### 1. Information

- 1.1** In March 2013 this Committee approved in principle that Seaford Rugby Football Club (SRFC) be permitted to extend their building at The Salts Recreation Ground and renovate existing changing room space. The proposal was in its early stages and required further development to enable applications for funding. The approval from this Committee, taking into consideration the approximate size of an extension up to 5 metres to the north of the building, was subject to final plans also being approved by this Committee.
- 1.2** SRFC have developed their project further, now incorporating improvements to the second team changing rooms at the opposite end of the building and improvements to the main entrance, with new ramps and entrance doors, also creating a new look for the building. The existing elevation and plan is attached at Appendix A. and Appendix B. shows the proposed elevation and layout. Due to the level of detail in the plans, larger copies will be left in the Town Council meeting room for closer inspection
- 1.3** SRFC is awaiting the results of a funding application through the Rugby Football Union (RFU) and plan to cover a proportion from their own funds; and a loan is

also being applied for from the RFU. Unfortunately SRFC proceeded with their planning application before submitting the plans to this committee for final approval, there were funding decision deadlines that needed to be met so when applying they had not taken into consideration this Committee's approval within the process.

- 1.4 Seaford Town Council's (STC) Planning & Highways Committee welcomed the proposal at their meeting of 24 April 2014 and the target date for the Lewes District Council planning decision is 28 May 2014. STC's Planning & Highways Committee considers applications only in relation to planning guidelines and their comments are not considered permission from the land owner. This Committee provides the function as landowner and as such the plans have now been submitted for consideration.
- 1.5 The first phase of the project consisting of the extension, new changing rooms, associated external works, and improvements to the existing first team changing room areas is the most likely to be awarded sufficient funding. The two additional phases of the project, the second team changing rooms and the main entrance and ramps, are likely to require further funding applications.
- 1.6 The extension itself will increase the size of the building by 7.3m to the north of the existing structure, with a total increase of internal floor space of 49sqm; a further area is taken up by a footpath serving the side and rear of the building to access the changing areas; and a galvanised steel platform and steps provide access into the new referee changing and first aid rooms.
- 1.7 Subject to this committee's approval and final planning approval from Lewes District Council, it is expected that funds can then be released in June with project works planned to start in July. These dates raise some particular requirements in relation to public access and vehicle movements for any site traffic; restrictions will be required on access days and times to minimise the impact on the public's usual enjoyment. Site compound and the general proximity of the development to areas used by the public also requires careful monitoring and guidelines will be agreed with the club leading up to project start.
- 1.8 For the extension itself the final plans show a total increase in the facilities footprint of just over 8 metres, which is in excess of the original proposal; however the size of the extension allows the club to meet standards in relation to referee changing space, first aid, disabled access and cater for the wide range of ages now competing in the sport at the club.


## **2. Financial Appraisal**

There are no financial implications to this report.

## **3. Contact Officer**

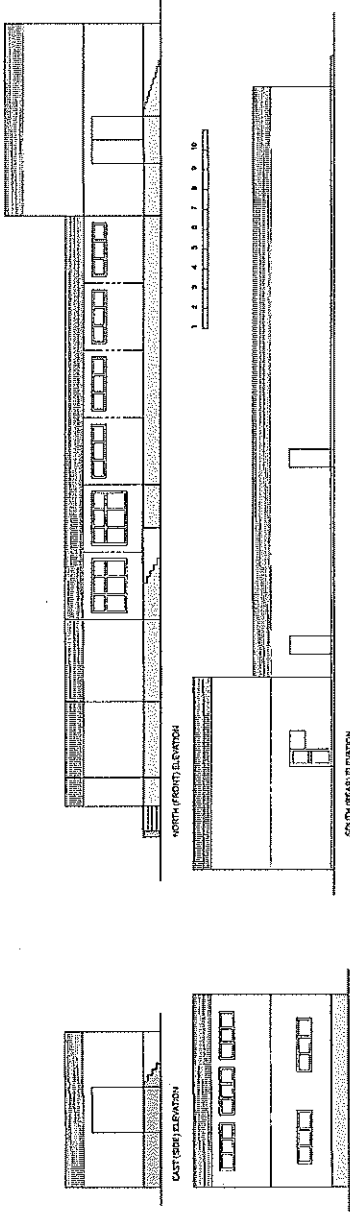
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

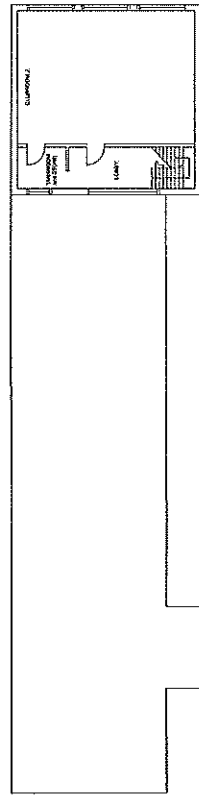


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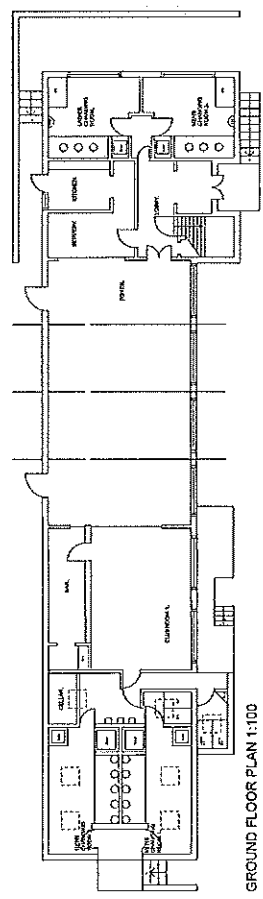
Approved for Planning Purposes Only. This drawing is not to be used for construction. It is the responsibility of the client to ensure that all necessary permissions and approvals are obtained before construction begins. The client is advised that this drawing is not a contract and does not constitute an offer of any services. The client is advised that the architect is not responsible for the accuracy of the information provided by the client or for the results of any construction based on this drawing. The client is advised that the architect is not responsible for the accuracy of the information provided by the client or for the results of any construction based on this drawing.



EXISTING ELEVATIONS 1:100



FIRST FLOOR PLAN 1:100



GROUND FLOOR PLAN 1:100

EXISTING FACILITIES

**PLANNING ONLY**

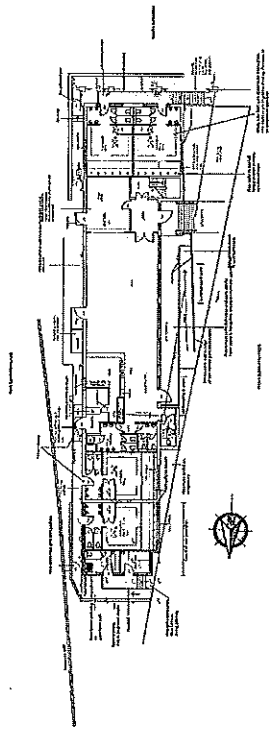
**NEW CHANGING FACILITIES**  
**SEAFOORD RUGBY CLUB.**

**SEAFOORD RUGBY CLUB.**

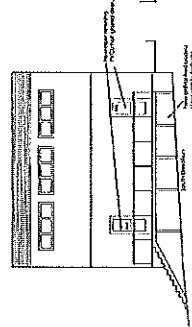
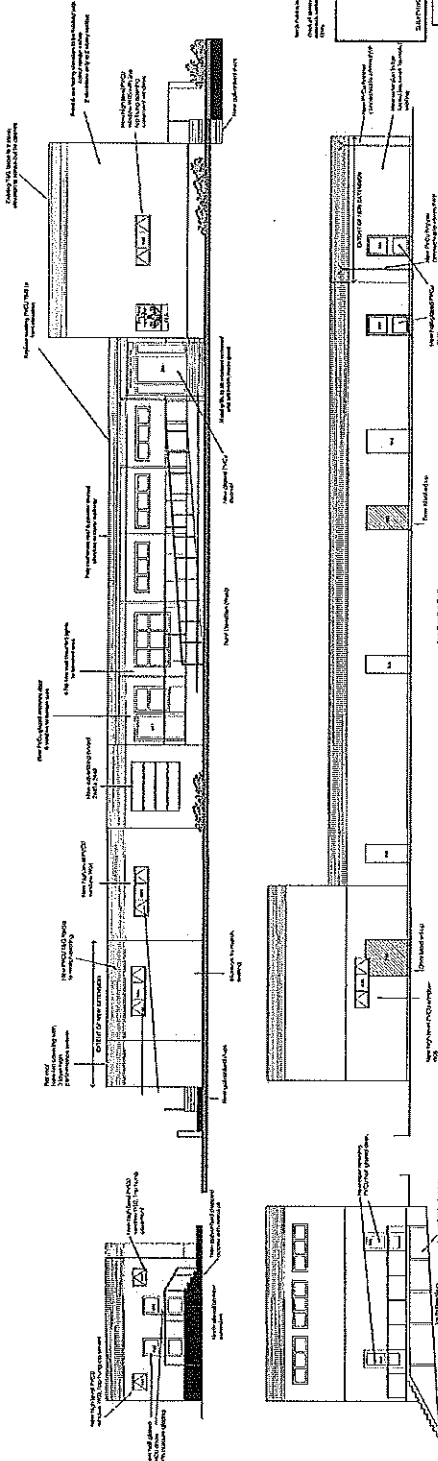
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Planning  
Only



Scale: 1:100  
Date: 10/10/10



Scale: 1:100  
Date: 10/10/10



Project Name:  
New Changes Facilities  
Scaford Rugby Club  
Proposed Elevations

Client:  
Scaford Rugby Club

Drawn By:	Checked By:	Project No.:	Revision No.:
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## Seaford Town Council

Report 23/14

<b>Agenda Item No:</b>	7
<b>Committee:</b>	Community Services
<b>Date:</b>	22 May 2014
<b>Title:</b>	Seaford Town Football Club - CCTV
<b>By:</b>	Ben King – Projects & Facilities Manager
<b>Purpose of Report:</b>	To seek approval of Seaford Town Football Club's proposal for the installation of CCTV at Crouch Gardens.

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### Recommendations

**You are recommended:**

- 1. To approve the installation of CCTV cameras by Seaford Town Football Club, in the areas proposed subject to suitable procedures being introduced, compliance with the 'Surveillance Camera Code of Practice'; and final approval by the Projects & Facilities Manager.**
  - 2. To approve the use of reasonable officer time as necessary, to assist in the completion of suitable operational procedures for the system.**
- 

### 1. Information

- 1.1** Seaford Town Football Club has requested permission to install CCTV cameras around their premises at Crouch Gardens. The request comes after repetitive incidents of anti-social behaviour and vandalism, resulting in criminal damage.
- 1.2** This council has also experienced financial loss as a result of related incidents; all of which have been reported to Sussex Police, unfortunately with no lines of enquiry. Damage has been caused to newly planted trees, a play area gate, the roof of the bowling pavilion and other property damage resulting in an increase in general maintenance and repairs. Offensive Graffiti has also been experienced on a number of occasions.
- 1.3** The activity is having a significant impact on both the football club and the bowling club's enjoyment of the site whilst also having an impact on their finances. The incidents continue with few opportunities to deter the activity or identify the persons responsible. There is regular damage to fencing, repeated access over roofs, anti-social activity and on one occasion a small fire lit next to the clubhouse; much of this activity takes place over night but on some occasions even during the daytime.

- 1.4 Considering the frequency of the incidents and in many cases the severity, it is being proposed to install a CCTV camera system; first with the aim of deterring would be offenders, but also with potential for identifying those committing the crimes hopefully leading to successful prosecution. Sussex Police support the project; they confirmed that they have increased patrols in an attempt to manage the incidents; however they state that CCTV may be one the most effective longer term solutions. This support has also been demonstrated in funding; the cost of the project totals £1,150; and this will be funded primarily by the Police Property Fund (£250) and Joint Action Group (£900); any shortfall will be met by the club.
- 1.6 The most important factors being taken into consideration in relation to this project is the impact and response to the need; the impact directly affecting STFC and Crouch Bowling Club and the need being the safety and security for them both; but also the impact of the scheme itself and the effect it may have on the public, their privacy and security.
- 1.7 With this in mind areas where 'the public' may be in a recordable location, have been reduced to the minimum. Camera directions focus only on areas that are dedicated to the operation of the buildings themselves with the exception of the proposal for a camera to record the bowling green itself, due to previous related incidents; members should note that the cost of maintaining the bowling green is met by Seaford Town Council.
- 1.8 The 'Surveillance Camera Code of Practice' (preceded only in guidelines by the 'CCTV Code of Practice') states 12 Guiding Principles that should be adopted by system operators as well as the requirement for an impact assessment to be conducted. In the Code of Practice, STFC would be the system operators however Seaford Town Council as land owner and landlord are considered senior partners and therefore responsible for conducting the impact assessment and ensuring compliance.
- 1.9 An impact assessment has been completed, setting out the requirements that STFC must meet; using the assessment the final camera positions, recording methods and procedures can be approved by the Projects & Facilities Manager. Proportionate consultation is another requirement; this will take into account the impact of the scheme on the public and other users. Proposed camera positions are detailed in Appendix A. and the 12 Guiding Principles for member's reference are detailed in Appendix B.

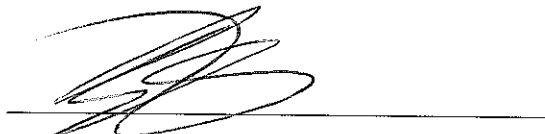
## 2. Financial Appraisal

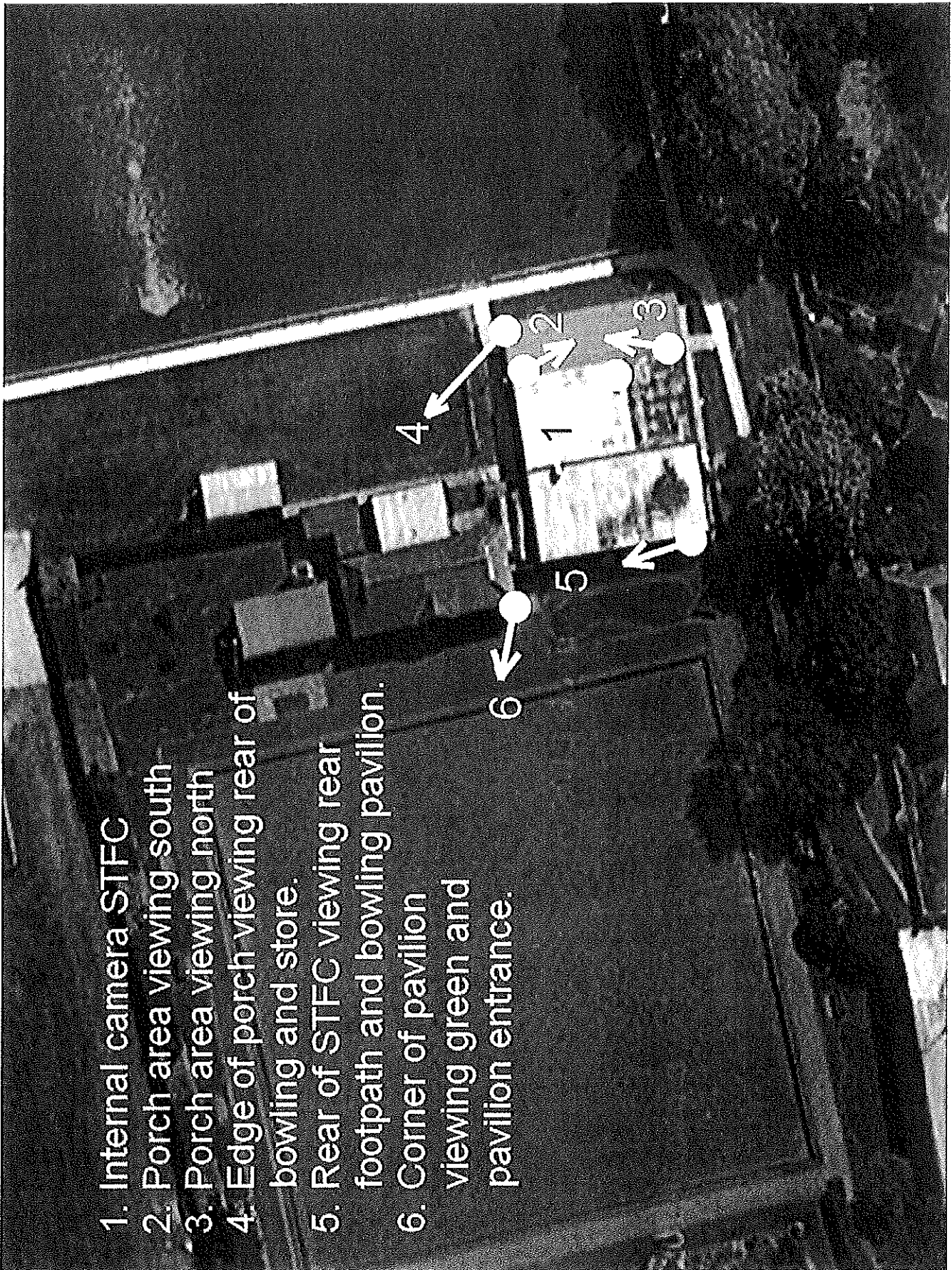
There are no financial implications to this Council as a result of this report.

## 3. Contact Officer

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

Projects & Facilities Manager





1. Internal camera STFC
2. Porch area viewing south
3. Porch area viewing north
4. Edge of porch viewing rear of bowling and store.
5. Rear of STFC viewing rear footpath and bowling pavilion.
6. Corner of pavilion viewing green and pavilion entrance.

The systems operator should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules in who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.



## Seaford Town Council

Report 26/14

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>22 May 2014</b>
<b>Title:</b>	<b>Seaford Allotment and Leisure Garden Society – Self Management Agreement</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To seek approval for renewal of the Self-Management Agreement with Seaford Allotment &amp; Leisure Garden Society.</b>

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### Recommendations

**You are recommended:**

- 1. To approve that Seaford Allotment and Leisure Garden Society be granted a 10 year term for their Self-Management Agreement.**
  - 2. To delegate authority to the Projects & Facilities Manager to agree the final amendments in line with the proposed terms set out in 1.6 And 1.7.**
  - 3. To advise on any particular issues the Committee would like the agreement to address.**
- 

### 1. Information

- 1.1** The Self-Management Agreement with Seaford Allotment & Leisure Garden Society (SALGS) expired in 2010. At its meeting of 18<sup>th</sup> March 2010 this Committee approved the continuation of the management agreement under its original terms.
- 1.2** The approval was given on the basis that Seaford Town Council work with SALGS to resolve a number of matters relating to maintenance and improvements to the site; this was considered an important process before committing to a renewed and longer term agreement because there had been a number of disagreements in relation to the interpretation of the wording contained within the agreement.
- 1.3** The Projects & Facilities Manager has assisted SALGS in addressing some of the maintenance arrangements and long term planning, whereby a number of projects have been completed such as tree works, reducing the significant number of mature sycamores on the site which often prove problematic to their neighbours; water main replacement works to upgrade and improve the performance of the supply across the site; and the installation of a new tool and equipment shed.

- 1.4 Research has also been conducted on the status of the main driveway and car park area at the entrance to the site, this affords right of access to neighbouring residents but they do not have any maintenance obligations. Quotations have therefore been obtained for improvement works that may minimise wear and tear on the driveway, especially additional wear caused by unauthorised vehicles.
- 1.5 A meeting was held in February where a suitable restart point was considered for negotiations; notes were fed back to SALGS following the meeting, and they felt it suitable to consider the notes at their AGM so that the matters could be progressed by the new Committee.
- 1.6 Another meeting was held in April in an attempt to reach a conclusion, notes have been exchanged and the final amendments are under consideration. There are proposed amendments to the wording relating to the inspection and maintenance of the site to ensure there is a fair and cooperative approach to the condition of the site and its maintenance, as well as handling complaints and neighbour enquiries; and the rent review method is to be changed so that it reflects other management agreements and leases.
- 1.7 SALGS also maintain their request of a 10 year term for the agreement, which provides more security for the organisation and potentially increases their opportunities for outside funding. The most important element for SALGS in reaching an agreement is that of strengthening the working relationship between both parties and they have asked for a point of reference in the agreement that records the 'collaborative and co-operative' nature of the relationship.
- 1.8 Subject to approval the Projects & Facilities Manager will be able to approve the final wording of the agreement before being signed by the Town Clerk.


## **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





## Seaford Town Council

Report 27/14

**Agenda Item No:** 9  
**Committee:** Community Services  
**Date:** 22 May 2014  
**Title:** Arts@theCrypt – Management Committee Report  
**By:** Ben King – Projects & Facilities Manager  
**Purpose of Report:** To update members on the progress made by the Arts@theCrypt Management Committee.

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### Recommendations

*There are no officer recommendations for this report.*

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### 1. Information

- 1.1 Attached at Appendix A. is the Arts@theCrypt Management Committee report detailing their progress since October 2013.
- 1.2 Following review of the booking process and insurance arrangements for hirers, progress is being made to improve efficiency in handling enquiries and securing bookings, utilising skills from the most suitable resource.
- 1.3 Members may wish to make comment on the report provided by the Chair of the Arts@theCrypt Management Committee Phil Duncan.

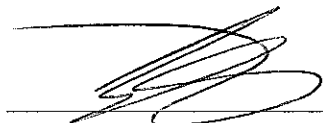
### 2. Financial Appraisal

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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Chairperson's report October 2013 – May 2014

Having served on the committee for two years I was elected as Chairperson at the Annual General Meeting in October 2013. Since then and with thanks to the energy and enthusiasm of the current committee the gallery has continued to progress and develop.

Current committee members are: Nicky Auster, Pauline Harris, Bill Bovington, Linda Wallraven, Alan Latham, Ben Warren and Phil Duncan.

Our thanks are also due to the Friends of the Crypt Committee and the Last Minute Artists group whose activities have helped to keep the gallery open on a more regular basis, building a loyal and supportive group of visitors.

Improvements to the gallery instigated by committee include: New lighting in the Undercroft, new boiler with wireless thermostats, improved loft insulation has improved the energy efficiency further; a newly fitted fire escape door to the car park and minor modification to the gallery layout; the notice boards at the car park end have been removed and has been turned into additional hanging space. A notice board has been installed at the Church Street entrance lobby. Further improvements are planned with regards to the flooring in the Church Street lobby and the studio to solve a problem with maintenance. The gallery has acquired two additional cabinets for 3D work.

Actual income to the end of the year was £6,471 which amply reflects the efforts of the volunteers who have promoted the gallery widely. As we have not spent as much of the projected budget the net expenditure over income is £1,692. The committee intend to relook at how we spend our finances putting emphasis on advertising and publicity and cleaning. We believe this will have net positive effect in the long run.

Bookings for the rest of year may be down slightly on last year: The four 'Shared Exhibitions' their success largely due to the work of former committee members who have been greatly missed in this respect. Many of last year's exhibitors have rebooked; however, some hirers have not due to problems encountered with the booking system and personnel changes at Seaford Town Council. The committee is taking steps to resolve these issues: Pauline Harris has taken on the responsibility for Shared Exhibitions and has already had two bookings for such events; The Committee has agreed to take some responsibility for handling enquiries leading to bookings.

Additional steps to improve the rate of booking have been made by using personal contacts with artists, craftspeople art groups across the county as well as those in the town itself. Artists from the Eastbourne, Lewes, Chiddingly and Brighton Open House have been targeted with an online newsletter because amongst them are practitioners of some note, their experience and innovated approach to exhibiting.

Our long term future continues to look very promising as the gallery starts to gain a reputation. The present committee are very keen to build on previous successes, establish a long term approach and encourage every increasing standard of exhibitor and their exhibitions.

Phil Duncan  
15 May 2014





## Seaford Town Council

Report 25/14

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>22 May 2014</b>
<b>Title:</b>	<b>Tour of Britain – Stage 7</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To notify members of the approaching Tour of Britain, coming to Seaford on 13 September 2014.</b>

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### Recommendations

You are recommended:

- 1. To approve that officer time be granted to facilitate activities relating to the Tour of Britain 2014, subject to working time being recorded.**
- 

### 1. Information

- 1.1** The Tour of Britain will be passing through Seaford and neighbouring towns this year. Forming part of Stage 7 of the Tour the route running from Camberley to Brighton has now been confirmed and work is underway to develop projects around the event.
- 1.2** The profile of the tour could help in widely promoting Seaford as the event is broadcast internationally; due to its nature the ride itself simply passes through the town led by the Tour buses and service vehicles, however there is much activity in the build up to their arrival and with a three year commitment to each of the stage routes, the more promotion generated around this event, could create a recognised 'Stage' nationwide or even further afield.
- 1.3** In addition, with the development of recent projects such as the Physical Activity Framework and Share with Care, cycling on the seafront, the first year of the Tour will provide positive support for the promotion of these initiatives. Sustrans has also been doing a great deal of work with schools to promote safer travel to schools and particularly with cycling being a positive and healthy lifestyle choice.
- 1.4** The tour route follows the A259 through the town and is currently shown as being the longest stage on the route at 220 kms. Initially a request was put out asking for possible sites that would be suitable for activities in relation to the event but particularly if other authorities or groups were interested in arranging activities. The route map is attached at Appendix A.

- 1.5 There is very limited officer time available for organisation of a Seaford Town Council run event, however due to its importance it is considered beneficial to work with partners where ever possible to develop activities, either providing the space or facilities to put on events; to support organisations with advice, management assistance and promotion; and possibly funding subject to suitability and approval. Furthermore liaison with schools will be an important aspect which may be facilitated through Sustrans/ESCC.
- 1.6 It is felt that The Salts will be one of the most suitable sites considering its proximity to the route; this may also provide an opportunity to conduct further consultation on The Salts Development Plan, in particular in relation to cycling.
- 1.7 Member's may wish to suggest a limit to the time spent on work related to the event, or if approving the recommendation above the Projects & Facilities Manager will keep a record of time spent on the arrangements to provide a guide for subsequent years if the activities prove successful. Officer time will be maximised by engaging community groups and other organisations to include activities.

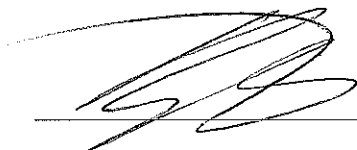
## 2. Financial Appraisal

There are no immediate financial implications to this report, with the exception of officer time as detailed above.

## 3. Contact Officer

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

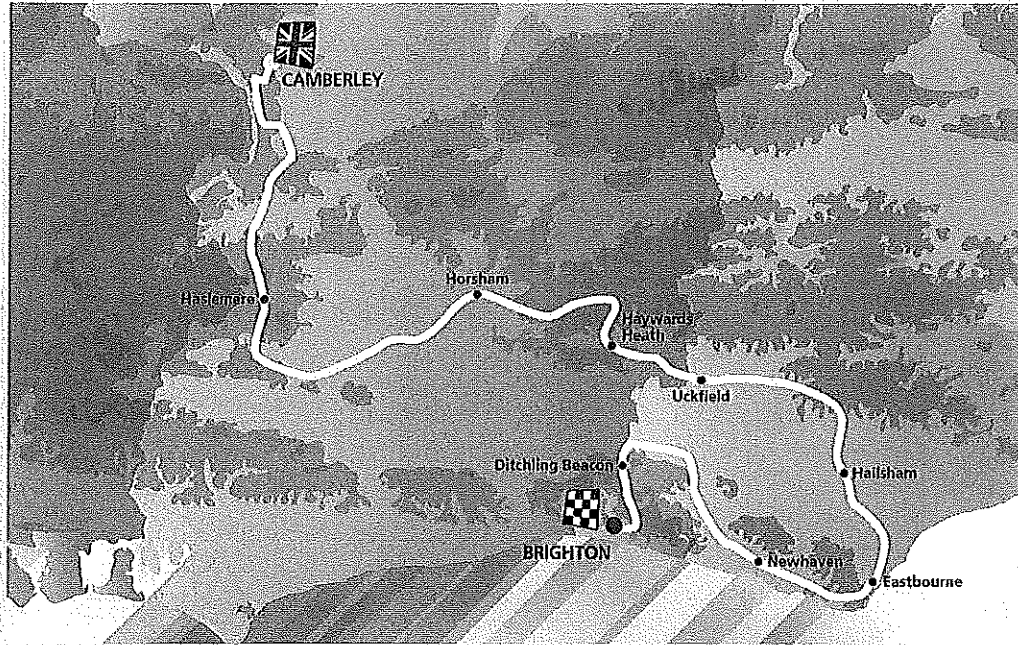
Projects & Facilities Manager



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Saturday 13th September

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