



## 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 25 July 2013** at **7.00 pm** which you are summoned to attend.

S.J. Shippen  
Town Clerk  
18 July 2013

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 23 May 2013.

**3. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**4. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

**5. Finance Report**

To consider report 47/13 detailing Committee income and expenditure for the period 1 April 2013 to 31 May 2013 (pages 3 to 12).

**6. Seaford Tree Wardens – Street Tree Licensing**

To consider report 50/13 concerning street tree planting Seaford Tree Wardens (pages 13 to 21).

**7. Seaford Museum and Heritage Society – Access Project**

To consider report 48/13 concerning an access project proposal from Seaford Museum and Heritage Society (pages 23 to 28).

## **8. Projects Update**

To consider report 51/13 to update Committee on the progress made on capital improvement projects and a forecast of planned works (pages 29 to 30).

## **9. Grounds Maintenance Contract – Procurement Update**

To consider report 53/13 concerning the current position of the grounds maintenance contract procurement process (pages 31 to 32).

## **10. Events and Hire of Premises**

To consider report 49/13 concerning delegation of authority for approval of special arrangements for premises hire applications (pages 33 to 34).

## **11. Arts@theCrypt – CMC Report**

To consider report 52/13 presenting the Arts@theCrypt Management Committee progress report (pages 35 to 36).

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

### **Circulation:**

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

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



## Seaford Town Council

**Report 47/13**

**Agenda Item No:** 5  
**Committee:** Community Services Committee  
**Date:** 25 July 2012  
**Title:** Finance Report  
**By:** Sam Shippen, Town Clerk  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To inform members of the Community Services Committee of Income & Expenditure for the period 1 April 2013 to 31 May 2013.

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### Recommendations

**You are recommended:**

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

- 1.1** The statements detailing income and expenditure for the period 1 April 2013 to 31 May 2013 compared to the budget for that period is attached as Appendix A.
- 1.2** Where negative expenditure amounts on water and non-contract grounds maintenance are shown, this is due to year end accruals which will be accounted for within the first quarter.
- 1.3** An overspend on litter and dog bin purchase and maintenance requires adjustment from year end carry forward.
- 1.4** There is an overall overspend on insurance across the department of £111 which will require adjustment from other cost codes within the overall committee budget

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Detailed Income & Expenditure by Year to Date Budget Heading 31/5/13

Committee Report

Month No : 2

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b><u>Community Services</u></b>						
<u>105 Salts Recreation Ground</u>						
4051 Rates	114	116	3	578		465
4052 Water & Sewerage	-660	0	660	3,236		3,896
4055 Electricity	0	69	69	275		275
4115 Insurance	2,823	2,795	-28	2,795		-28
4201 Cleaning	0	0	0	1,850		1,850
4251 Dog Bin Emptying	0	458	458	1,830		1,830
4252 Litter & Dog Bin Pch & Maint	353	0	-353	250		-103
4260 Grounds Maintenance Contract	7,462	14,925	7,463	89,549		82,087
4261 Grounds Maint non contract	-99	1,000	1,099	5,000		5,099
4274 Projects Expenditure	395	0	-395	0		-395
	<b>10,389</b>	<b>19,363</b>	<b>8,974</b>	<b>105,363</b>	<b>0</b>	<b>94,974</b>
<u>Salts Recreation Ground :- Expenditure</u>						
1050 Income Rent	374	261	113	1,043		
1051 Income Insurance Recharge	0	1,208	-1,208	1,208		
1058 Income Water Recharge	0	0	0	2,115		
1066 Concession Income	14,800	14,800	0	14,800		
	<b>15,174</b>	<b>16,269</b>	<b>-1,095</b>	<b>19,166</b>		
<u>Salts Recreation Ground :- Income</u>						
	<b>-4,786</b>	<b>3,094</b>	<b>7,880</b>	<b>86,197</b>		
<b>Net Expenditure over Income</b>						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>106 Crouch Recreation Ground</u>						
4052 Water & Sewerage	-450	0	450	2,509		2,959
4055 Electricity	30	0	-30	341		311
4115 Insurance	1,621	1,598	-23	1,598		-23
4251 Dog Bin Emptying	0	261	261	1,045		1,045
4252 Litter & Dog Bin Pch & Maint	0	0	0	400		400
4260 Grounds Maintenance Contract	4,023	7,344	3,321	44,066		40,043
4261 Grounds Maint non contract	-135	0	135	3,500		3,635
4274 Projects Expenditure	4,662	0	-4,662	0		-4,662
	<b>9,750</b>	<b>9,203</b>	<b>-547</b>	<b>53,459</b>	<b>0</b>	<b>43,709</b>
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	406	456	-50	2,425		
1051 Income Insurance Recharge	0	705	-705	705		
1057 Income Electricity Recharge	0	43	-43	170		
	<b>406</b>	<b>1,204</b>	<b>-798</b>	<b>3,300</b>		
Crouch Recreation Ground :- Income						
<b>Net Expenditure over Income</b>	<b>9,344</b>	<b>7,999</b>	<b>-1,345</b>	<b>50,159</b>		
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	0	262	262	1,047		1,047
4260 Grounds Maintenance Contract	483	966	483	5,797		5,314
4261 Grounds Maint non contract	0	500	500	2,000		2,000
	<b>483</b>	<b>1,728</b>	<b>1,245</b>	<b>8,844</b>	<b>0</b>	<b>8,361</b>
Martello Fields :- Expenditure						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	1,073	200	873	3,250		
	<u>1,073</u>	<u>200</u>	<u>873</u>	<u>3,250</u>		
	<u>-590</u>	<u>1,528</u>	<u>2,118</u>	<u>5,594</u>		
Martello Fields :- Income						
	121	121	0	601		480
4051 Rates	0	0	0	134		134
4052 Water & Sewerage	0	457	457	1,827		1,827
4251 Dog Bin Emptying	-354	0	354	250		604
4252 Litter & Dog Bin Pch & Maint	1,731	3,463	1,732	20,777		19,046
4260 Grounds Maintenance Contract	-328	600	928	3,500		3,828
4261 Grounds Maint non contract						
	<u>1,171</u>	<u>4,641</u>	<u>3,470</u>	<u>27,089</u>	<u>0</u>	<u>25,918</u>
Other Open Spaces :- Expenditure						
	<u>1,171</u>	<u>4,641</u>	<u>3,470</u>	<u>27,089</u>		
Net Expenditure over Income						
	1,071	1,076	5	5,356		4,285
4051 Rates	-30	0	30	154		184
4052 Water & Sewerage	50	0	-50	1,287		1,237
4055 Electricity	293	375	82	2,255		1,962
4056 Gas	77	0	-77	0		-77
4100 Telecommunications	0	10	10	50		50
4105 Postage	0	0	0	100		100
4106 Stationery						
	<u>1,071</u>	<u>1,076</u>	<u>5</u>	<u>5,356</u>		<u>4,285</u>
	<u>-30</u>	<u>0</u>	<u>30</u>	<u>154</u>		<u>184</u>
	<u>50</u>	<u>0</u>	<u>-50</u>	<u>1,287</u>		<u>1,237</u>
	<u>293</u>	<u>375</u>	<u>82</u>	<u>2,255</u>		<u>1,962</u>
	<u>77</u>	<u>0</u>	<u>-77</u>	<u>0</u>		<u>-77</u>
	<u>0</u>	<u>10</u>	<u>10</u>	<u>50</u>		<u>50</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>		<u>100</u>
Net Expenditure over Income						
	<u>1,071</u>	<u>1,076</u>	<u>5</u>	<u>5,356</u>		<u>4,285</u>
	<u>-30</u>	<u>0</u>	<u>30</u>	<u>154</u>		<u>184</u>
	<u>50</u>	<u>0</u>	<u>-50</u>	<u>1,287</u>		<u>1,237</u>
	<u>293</u>	<u>375</u>	<u>82</u>	<u>2,255</u>		<u>1,962</u>
	<u>77</u>	<u>0</u>	<u>-77</u>	<u>0</u>		<u>-77</u>
	<u>0</u>	<u>10</u>	<u>10</u>	<u>50</u>		<u>50</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>		<u>100</u>

108 Other Open Spaces113 Crypt



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

## Committee Report

Month No : 2

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050	1,875	1,875	0	3,750		
1053	0	0	0	7,638		
1066	3,970	3,970	0	3,970		
	<b>5,845</b>	<b>5,845</b>	<b>0</b>	<b>15,358</b>		
Seaford Head Estate :- Income						
	<b>-4,680</b>	<b>-4,424</b>	<b>256</b>	<b>-12,904</b>		
<b>Net Expenditure over Income</b>						
<b>117 Seafront</b>						
4052	0	0	0	170		170
4055	159	719	560	2,875		2,716
4115	498	506	8	506		8
4201	0	37	37	150		150
4252	0	0	0	250		250
4253	240	308	68	1,848		1,608
4261	68	625	558	2,500		2,433
	<b>965</b>	<b>2,195</b>	<b>1,230</b>	<b>8,299</b>	<b>0</b>	<b>7,334</b>
Seafront :- Expenditure						
1057	0	719	-719	2,875		
1058	0	23	-23	46		
1066	38,215	38,215	0	38,215		
	<b>38,215</b>	<b>38,957</b>	<b>-742</b>	<b>41,136</b>		
Seafront :- Income						
	<b>-37,250</b>	<b>-36,762</b>	<b>488</b>	<b>-32,837</b>		
<b>Net Expenditure over Income</b>						



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>118 Beach Huts</u>						
4051 Rates	394	424	30	2,120		1,726
4115 Insurance	1,041	1,009	-32	1,009		-32
	<u>1,435</u>	<u>1,433</u>	<u>-2</u>	<u>3,129</u>	<u>0</u>	<u>1,694</u>
Beach Huts :- Expenditure						
1054 Income Other	25	0	25	0		
1060 Beach Huts Site Licence	14,400	14,400	0	14,400		
1061 Beach Hut Annual Rent	10,860	10,860	0	10,860		
Beach Huts :- Income	<u>25,285</u>	<u>25,260</u>	<u>25</u>	<u>25,260</u>		
<b>Net Expenditure over Income</b>	<u>-23,850</u>	<u>-23,827</u>	<u>23</u>	<u>-22,131</u>		
<u>119 Old Town Hall</u>						
4115 Insurance	179	179	0	179		0
Old Town Hall :- Expenditure	<u>179</u>	<u>179</u>	<u>0</u>	<u>179</u>	<u>0</u>	<u>0</u>
1050 Income Rent	319	320	-1	1,310		
1051 Income Insurance Recharge	0	0	0	179		
Old Town Hall :- Income	<u>319</u>	<u>320</u>	<u>-1</u>	<u>1,489</u>		
<b>Net Expenditure over Income</b>	<u>-140</u>	<u>-141</u>	<u>-1</u>	<u>-1,310</u>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>125 Allotments</u>						
4199 Other Expenditure	77	161	84	967		890
4260 Grounds Maintenance Contract	117	234	117	1,402		1,285
	<u>194</u>	<u>395</u>	<u>201</u>	<u>2,369</u>	<u>0</u>	<u>2,175</u>
Allotments :- Expenditure						
1050 Income Rent	0	0	0	750		
1054 Income Other	0	161	-161	967		
	<u>0</u>	<u>161</u>	<u>-161</u>	<u>1,717</u>		
Allotments :- Income						
Net Expenditure over Income	<u>194</u>	<u>234</u>	<u>40</u>	<u>652</u>		
<u>130 Other Recreation</u>						
4410 Swimming Pool	0	0	0	10,000		10,000
Other Recreation :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		
<u>134 CCTV</u>						
4055 Electricity	0	0	0	2,277		2,277
4115 Insurance	889	861	-28	861		-28
4270 Vehicles & Equipment Maint	0	0	0	1,000		1,000
4276 CCTV	6,817	608	-6,209	9,335		2,518
CCTV :- Expenditure	<u>7,705</u>	<u>1,469</u>	<u>-6,236</u>	<u>13,473</u>	<u>0</u>	<u>5,768</u>
Net Expenditure over Income	<u>7,705</u>	<u>1,469</u>	<u>-6,236</u>	<u>13,473</u>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>135 Community Service Other</u>						
4115 Insurance	137	132	-5	132		-5
4187 Young Mayors Awards	-635	0	635	0		635
4195 Community Services Events Exp	0	0	0	200		200
4262 Tree Warden Expenses	57	578	521	2,310		2,253
4273 Christmas Lights	1,599	1,625	26	12,600		11,001
4290 Physical Activity Proj Expenses	0	0	0	8,000		8,000
	<u>1,158</u>	<u>2,335</u>	<u>1,177</u>	<u>23,242</u>	<u>0</u>	<u>22,084</u>
Community Service Other :- Expenditure						
1065 Income Xmas Lights	0	0	0	900		
1070 Community Services Events	150	0	150	0		
	<u>150</u>	<u>0</u>	<u>150</u>	<u>900</u>		
Community Service Other :- Income						
<b>Net Expenditure over Income</b>	<u>1,008</u>	<u>2,335</u>	<u>1,327</u>	<u>22,342</u>		
<u>140 C S Major Projects</u>						
4274 Projects Expenditure	0	8,750	8,750	35,000		35,000
	<u>0</u>	<u>8,750</u>	<u>8,750</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>
C S Major Projects :- Expenditure						
<b>Net Expenditure over Income</b>	<u>0</u>	<u>8,750</u>	<u>8,750</u>	<u>35,000</u>		
<u>145 C S Building Maintenance</u>						
4275 Building Maintenance	0	1,500	1,500	6,000		6,000
	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>
C S Building Maintenance :- Expenditure						
<b>Net Expenditure over Income</b>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>6,000</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 31/5/13

Month No : 2

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Community Services Expenditure	39,233	59,390	20,157	312,399	0	273,166
Income	88,194	89,016	-822	116,326		
<b>Net Expenditure over Income</b>	<b>-48,961</b>	<b>-29,626</b>	<b>19,335</b>	<b>196,073</b>		



## Seaford Town Council

Report 50/13

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 July 2013</b>
<b>Title:</b>	<b>Seaford Tree Wardens – street tree planting</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek approval for street tree planting schemes proposed by Seaford Tree Wardens and that selected Tree Warden members be trained for working adjacent to highways.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the proposed street tree planting schemes as detailed in Appendix A, subject to East Sussex County Council (ESCC) approving the proposed locations and taking ownership of the trees after 5 years, suitable searches and protective measures being introduced in relation to mains services and risk assessments being completed.**
  - 2. To approve that two Tree Wardens appointed by Seaford Town Council, attend a training course as detailed in 1.6 and 2.2, to obtain the required NRSWA qualification for working on or adjacent to highways.**
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### 1. Information

- 1.1** Seaford Tree Wardens (STW) met with Councillor Ian White and the Town Clerk to discuss proposals for street tree planting schemes as well as options for planting in Seaford Town Council's open spaces. They have also discussed in detail, issues surrounding risk management, inspections, maintenance and procedural duties required to ensure good practice.
- 1.2** Currently the group are focussing on street tree planting projects, rather than open spaces, some of these projects were halted in March due to the issues raised by Seaford Town Council officers with regard to licensing and risk management.
- 1.3** Recent developments have suggested that East Sussex County Council's position may have changed when considering new tree stock on verges and roadsides. Previously street tree plantings would only be approved where they were to be licensed to another for future responsibility and on-going maintenance; however recent meetings have resulted in positive options for street tree planting schemes whereby ESCC would take ownership of the trees after the first five years of their

whereby ESCC would take ownership of the trees after the first five years of their lives. Trees already licensed to Seaford Town Council have been approved as reverting to ESCC ownership after five years however new plantings are yet to be confirmed.

- 1.4 If approved, this policy would take advantage of all of the possible benefits relating to street tree planting. The planting, project management, care and maintenance can be undertaken with the use of volunteers saving significant costs in officer time and labour; and longer term after the first five years when including the trees in a significant tree stock such as ESCC's, the economies of scale and available resources related to inspection, maintenance and repairs should also result in a lesser burden on the taxpayer than if it was part of Seaford Town Councils tree stock.
- 1.5 The schemes proposed in Appendix A, include planting in Saltwood Road and Millberg Road, Chyngton Way, South Way, Beacon Drive, Chyngton Road and Fairways. A total of 77 trees are proposed for planting in this phase and tree species have been chosen that ESCC have agreed as suitable for roadside conditions.
- 1.6 One of the important issues raised in connection with street tree planting is that certain qualifications are required for work on or near the highway; with this in mind it is recommended that two appointed tree wardens be trained to obtain a NRSWA level of qualification to ensure safe systems of work for such projects.
- 1.7 The Projects & Facilities Manager will continue to develop a Seaford Town Council tree policy and the risk management procedures will be introduced for the new schemes to ensure that the correct systems are established.
- 1.8 STW has surveyed a number of sites to ascertain any issues that may arise in future depending on verge width, tree species and growth, services and proximity to highways. The conclusions of their surveys will be fed into the STC policy and will guide the risk management and the procedures for selection and suitability of future schemes.
- 1.9 Detailed in Appendix B, is information relating to approved species which STW has researched with advice from tree specialists and experienced council officers.

## 2. Financial Appraisal

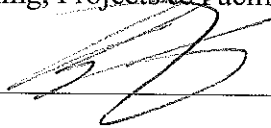
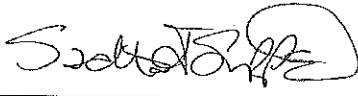
- 2.1 The related project costs will continue to utilise available Tree Wardens budget as well as additional contributions from residents.
- 2.2 The cost of training two tree wardens to obtain their NRSWA qualification will be a total of £566 and will be taken from Tree Wardens budget.

## 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

  
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Appendix A.

Seaford Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	Thursday 25 <sup>th</sup> July 2013
Street / area name:	Saltwood Road / Millburg Road
In conversations with residents, were any particular issues raised?	Residents would like more street trees in town
Maximum number of trees to be planted for this phase:	24
Tree species to be planted:	Cretaegus (White hawthorn) Cretaegus (Paul's Scarlet) hawthorn, Sorbus aria lutescens (Whitebeam), Prunus Chanticleer (ornamental upright pear). Subject to further conversations with residents but all will be from STW approved list.
Approximate value of donations from residents (if known):	£115
Proposed date of tree planting:	October / November 2013
In initial conversations with ESCC, were any issues raised?	No
In utilities information received, were any issues discovered?	Utilities information to be requested following CSC meeting on 25 <sup>th</sup> July.
Description of pavements and verges:	
<p>These trees would replace those planted in verges by the Local Council when this area was a Council Estate. A few of the old trees are still there, but nearing the end of their lives. Verges are about 1m50 wide, counting the kerb, with a hard footpath of 1m80 between verges and front fences. This area was selected because these two streets at right angles form the access to Chyngton Primary School, which wants to be involved in its own time.</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 Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	Thursday 25 <sup>th</sup> July 2013
Street / area name:	Chyngton Way
In conversations with residents, were any particular issues raised?	No
Maximum number of trees to be planted for this phase:	4
Tree species to be planted:	Sorbus aria lutescens (Whitebeam), Sorbus acuparia (Rowan)
Approximate value of donations from residents (if known):	Tbc

Proposed date of tree planting:	October / November 2013
In initial conversations with ESCC, were any issues raised?	None raised
In utilities information received, were any issues discovered?	Utilities information to be requested following CSC meeting on 25 <sup>th</sup> July.
The original request was for nine trees in Chyngton Way, but as some of the verges were on private land, residents have gone ahead and planted the trees themselves.	
The verges are 9 feet wide (adjoining the road) and there is a wide footpath between the verges and the gardens of the houses.	
Administrative use only (following approval by CSC):	
Following meeting, has confirmation of approval been sent to ESCC?	SS to email Tim Guyton confirming that CSC has approved the planting
Has licence been received from ESCC?	Copy sent to SS and KB
Has risk assessment been sent to STC?	
Has volunteer list been sent to STC?	
Has detailed planting list been sent to STC?	

Seaford Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	Thursday 25 <sup>th</sup> July 2013
Street / area name:	South Way
In conversations with residents, were any particular issues raised?	No
Maximum number of trees to be planted for this phase:	9
Tree species to be planted:	Betula pendula (silver birch), Sorbus aria lutescens (Whitebeam), Acer campestre (maple). Subject to further conversations with residents but all will be from STW approved list.
Approximate value of donations from residents (if known):	£170
Proposed date of tree planting:	October / November 2013
In initial conversations with ESCC, were any issues raised?	Moved position of one tree because of sight lines.
In utilities information received, were any issues discovered?	Utilities information to be requested following CSC meeting on 25 <sup>th</sup> July.
Description and plan of pavements and verges (not to scale):	
All the verges in South Way are generous: North-South and for the first part of the East-West stretch the verges adjoin the road and are 74 inches in width. Along the East-West stretch and outside house numbers 19 and 17 (where residents have requested trees) there is a double verge: one of 74 inches and an inside verge of over 5 yards.	
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 Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	Thursday 25 <sup>th</sup> July 2013
Street / area name:	Beacon Drive
In conversations with residents, were any particular issues raised?	No
Maximum number of trees to be planted for this phase:	26
Tree species to be planted:	Betula pendula (silver birch), Prunus (flowering cherry), Pyrus Calleryana Chanticleer (Chanticleer Pear), Sorbus aria lutescens (Whitebeam)
Approximate value of donations from residents (if known):	£500
Proposed date of tree planting:	October / November 2013
In initial conversations with ESCC, were any issues raised?	No
In utilities information received, were any issues discovered?	Utilities information to be requested following CSC meeting on 25 <sup>th</sup> July.
The verge is the usual configuration of road, verge, path on both sides of the road. There are 4 houses where tree have been requested with verges between 38 and 42 inches, 20 houses @43/54 inches and 2 @55/65 inches.	
Administrative use only (following approval by CSC):	
Following meeting, has confirmation of approval been sent to ESCC?	SS to email Tim Guyton confirming that CSC has approved the planting
Has licence been received from ESCC?	Copy sent to SS and KB
Has risk assessment been sent to STC?	
Has volunteer list been sent to STC?	
Has detailed planting list been sent to STC?	

Seaford Tree Wardens	
Street Tree Planting proposal to Community Services Committee	
Date of meeting	Thursday 25 <sup>th</sup> July 2013
Street / area name:	Chyngton Road / Fairways
In conversations with residents, were any particular issues raised?	No
Maximum number of trees to be planted for this phase:	12 [Note plus 2 pear already donated]
Tree species to be planted:	Betula pendula (silver birch), Prunus (flowering cherry), Sorbus aria lutescens (Whitebeam), Acer compestre (field maple)
Approximate value of donations from residents (if known):	£300
Proposed date of tree planting:	October / November 2013
In initial conversations with ESCC, were any issues raised?	No

In utilities information received, were any issues discovered?	Not yet received. Will request after CSC approval
Standard layout of road, verge, path. 2 houses requesting trees have verges under 36 inches (30 inches); 5@36/42", 1@46/54" and 3@ exceeding 66".	
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?	

**SUMMARY OF TREES PLANNED FOR PLANTING**

Species	Common name	Beacon Drive	Chyngton North	Chyngton Rd / Fairways	Chyngton Way	South Way	Totals
Acer campestre	Field maple			1		3	4
Betula pendula	Silver birch	5	1			3	9
Crataegus :	Hawthorn						0
-Plena(White							0
- monogyna			7	1			8
-Pauls scarlet			3				3
- Rosea Flore Pleno			1				1
Prunus	Cherry						0
Pandora(pink)		10	2	5			17
Pyrus Calleryana Chanticleer	Pear	3	6	2			11
Sorbus aria lutescens	Whitebeam	8	4		2	3	17
Sorbus intermedia	Swedish Whitebeam			5			5
Sorbus acuparia	Rowan				2		
<b>Totals</b>		26	24	14	4	9	77

**List of species for street tree planting in Seaford**

**Introduction and background:**

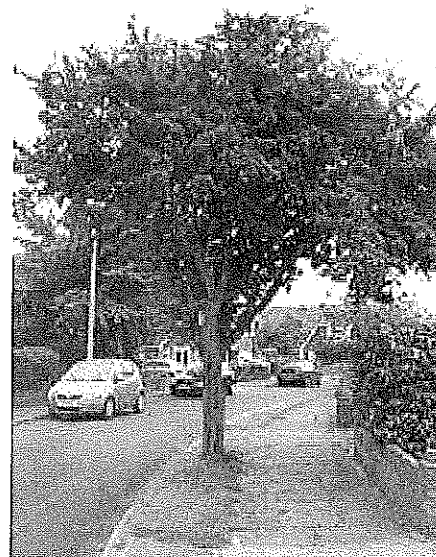
In choosing suitable trees for street tree planting, Seaford Tree Wardens have been informed by ESCC's recent scrutiny of the tree and woodland policy, which recommended a 'right tree, right place' approach. We have consulted with arboriculture officers in East and West Sussex and Eastbourne, with our supplier, English Woodlands and looked at species which have been successfully grown in other areas with a similar climate, as well as looking at trees growing in Seaford and the experience of the Tree Wardens. There are a number of factors to consider when selecting suitable species for street tree planting in an area such as Seaford, which limit the range of species, including:

- The environment in which a street tree grows is much harsher than, for example, a woodland or garden (glare from road and pavements / less water / pollution etc);
- Size and root growth must be suitable;
- Dropping fruit may be disliked by residents;
- Some species have greater wildlife benefits than others;
- Trees need to cope with windy, salty and dry conditions;
- The attractiveness of the species and popularity with residents.

There is a need to plant as wide a variety of species as possible, in order to spread the risk of potential diseases or pests which may attack a particular species. We would hope, therefore, to continue building on the list of trees which will grow well in Seaford's streets.

Please note, that in street tree conditions trees will grow around or below the minimum height and spread given below (figures from English Woodlands & Royal Horticultural Society).

<b>Crataegus (hawthorn)</b>
<b>Key facts:</b> <b>Height &amp; spread:</b> depends on variety but <i>crataegus monogyna</i> is 4 - 8m height and spread.
<b>Description:</b> A number of varieties and cultivars are available. Tough and well suited to street planting, these also have value for wildlife and colourful spring flowers. A number of mature hawthorn trees can be found growing in Seaford's streets.
Example of hawthorn in Cuckmere Road. Height is approximately 6 m



***Betula Pendula (silver birch)***

**Key facts:**

Height: 15 - 20m

Spread: 7 - 10m

**Description:** The silver birch is an attractive, native tree, with significant wildlife value. It is known as a pioneer species as it will grow well in difficult conditions. There are some examples of silver birches grown in Seaford's streets. It would not be recommended for narrower streets and verges.

Example of silver birch in Alfriston Park. Height is approximately 9.5m



***Acer campestre (maple)***

**Key facts:**

Height: 5 - 15m

Spread: 5 - 8m

**Description:** The field maple is native to the UK and there are also a number of cultivars suitable for street tree planting. This tree has been recommended to us by arboriculture officers in East and West Sussex.

Image from [streettree.org](http://streettree.org) - field maples planted in Arnold's Circus, London



***Sorbus aucuparia (rowan)***

**Key facts:**

Height: 10 - 15m

Spread: 4 - 8m

**Description:** The rowan is a well-loved native species, easy to grow and of great wildlife value. It has pretty flowers and berries. It is known in folklore for its magical properties! A number of rowan trees have been planted by Seaford Tree Wardens, although it seems to do better in the South of the town rather than the North.

Example of semi-mature rowan in Linfield Avenue. Height is approximately 4.5m



**Sorbus aria (whitebeam)**

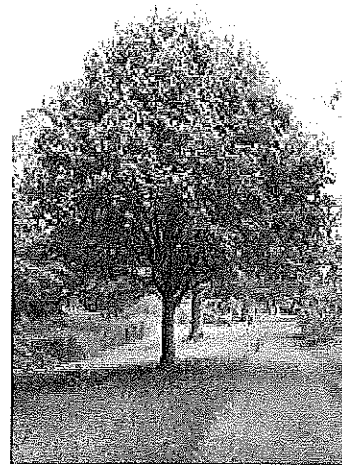
**Key facts:**

Height: 6 - 12 m

Spread: 4 - 8m

**Roots:**

**Description:** The whitebeam is an excellent choice for street trees: it is small, hardy and has attractive leaves, flowers and fruits. It has been planted with great success in Seaford by the Seaford Tree Wardens (for example, on the A259 approach to Newhaven). Several cultivars are also available.



**Pyrus calleryana Chanticleer (chanticleer pear)**

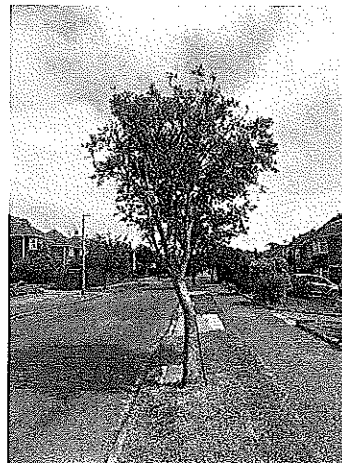
**Key facts:**

Height: 8 - 12m

Spread: 5m

**Description:** This ornamental pear has attractive flowers and autumn colours and low fruit fall. It is a popular street tree and has been planted in Horsham.

Image showing avenue of Chanticleer pears in Weymouth Street, London - two years after planting.



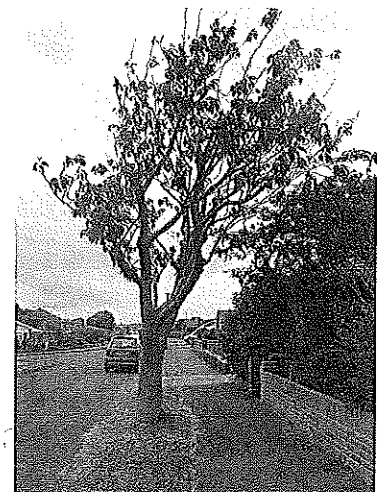
**Prunus sargentii (flowering cherry)**

**Key facts:**

Height and spread: depends on variety and cultivar, but 'Pandora' is 4 - 10 m height and spread; 'Royal Burgundy' is 4 - 10m height and spread.

**Description:** flowering cherry trees have a reputation for root damage, but this only applies to some varieties, and there are many varieties which are suitable for street tree planting. Although the flowering cherry has little wildlife value, it is often requested by residents and is spectacular in flower. There are many examples of mature flowering cherries in Seaford. Because so many varieties and cultivars are available, and this changes year on year, we would select any flowering cherries varieties and cultivars to be planted on an annual basis, in consultation with the supplier, according to criteria of root type and size.

Example of flowering cherry in Chesterton Drive. Height is approximately 4m



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## Seaford Town Council

Report 48/13

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 July 2013</b>
<b>Title:</b>	<b>Seaford Museum – Bridge, Lift and Access Project</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek approval for the Access Project proposed by Seaford Museum and Heritage Society.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the proposed bridge, lift, access improvements and associated project elements, subject to final approval from English Heritage, planning approval from Lewes District Council, Seaford Museum and Heritage Society signing an agreement to take responsibility for regular cleaning, repairs and maintenance of the structure and the cost of insuring the structure.**
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### 1. Information

- 1.1** The Seaford Museum and Heritage Society (SMHS) have been developing a scheme to improve accessibility and the appearance of the Martello Tower. They propose to do this with the installation of a bridge over the moat area, a 6 person lift installed internally near the existing main entrance, as well as repositioning of a corridor and the installation of a new internal walkway with ramps on the lower levels of the building. The overview of their proposal is attached at Appendix A. with design representations at Appendix B.
- 1.2** SMHS is in the final stages of development of the scheme; having successfully completed the pre-application process, they are now ready to submit a full application with English Heritage; the plans are also ready for submission to Lewes District Council's planning department. Before proceeding with the full applications SMHS has asked Seaford Town Council, as landlord, for permission for the scheme to go ahead.
- 1.3** The project development has been funded by the Keith Baker Charitable Trust, with the majority of the project funding, £200,000 coming from the same source. SMHS are in the process of applying for the remaining funding, around £50,000, through the Heritage Lottery Fund.

are in the process of applying for the remaining funding, around £50,000, through the Heritage Lottery Fund.

- 1.4 The proposal will have particular implications on this Council; with Seaford Town Council currently being responsible for all external and structural parts of the building, if approved the bridge would automatically be included as part of that arrangement, leaving the Council responsible for its upkeep, which is what SMHS has requested; SMHS has offered to take responsibility for the routine maintenance of the structure, following a schedule produced by the architect and have suggested negotiation on the approach and cost of inspections but this is with the view of STC having the overall responsibility for the condition of the structure.
- 1.5 It is recommended however that approval should only be granted if SMHS take responsibility for all elements of the scheme and subject to certain conditions being applied in a management agreement as an addendum to the lease. The conditions would include that SMHS be responsible for the routine cleaning and maintenance as well as any repairs or replacement parts; also that SMHS accept the additional cost of Insurance for the structure. Due to the technical nature of the bridge, it is recommended that the agreed maintenance schedule should be included in the agreement and referred to in its conditions.
- 1.6 As part of the project, SMHS have also made a request for permission to use the town crest within the associated signage for the scheme. Although Council would normally be the grantor for the use of the town crest for such purposes, due to SMHS already having permission to use the crest for similar purposes it is felt appropriate for this committee to grant an extension of that permission; however the committee may if it chooses refer this decision to full Council.

## 2. Financial Appraisal

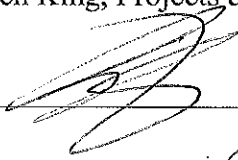
- 2.1 All project costs will be met by funding obtained by The Seaford Museum and Heritage Society (SMHS). Cleaning, maintenance and repair costs will also be met by SMHS.
- 2.2 It is proposed that the cost of additional insurance for the structure would be met by Seaford Museum and Heritage Society.

## 3. Contact Officer

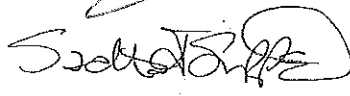
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk



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### Martello Tower – Access Project

The Seaford Museum and Heritage Society has occupied the Martello Tower on the seafront since 1979 and is anxious to improve the accessibility of the Museum to all people including those with limited mobility. Currently the only way of reaching the main display area and archive on the lower floor is to use the curved staircase. Pre-application discussions with English Heritage have led to provisional approval, at this stage, of the proposed changes. The Society is in the process of lodging formal full planning and Scheduled Ancient Monument applications.

The proposed works include the following:

- Installation of a new pedestrian bridge and entrance gate necessitating the removal of a section of the existing parapet wall. The entrance gate has been set level with the rear moat side face of the parapet wall to over sail each side of the parapet wall in order to minimise the risk of unauthorised access. It will be necessary to remove of a section of the existing parapet wall.
- Construction of a new lift shaft within the two brick skins of the Tower.
- Installation of a new 6 person, disabled lift.
- Creation of a new opening on the lower floor adjacent to the new lift to provide access to the rest of the exhibition area and the archive.
- Installation of a new raised timber floor, ramp and landings to provide disabled access to the meeting room, the archive and the rest of the exhibition area.

The cost of the project will be £250,000; £200,000 has already been promised from the Keith Baker Memorial Trust and an application for £50,000 is currently being submitted to the Heritage Lottery Fund who has encouraged the Society to make an application. There is an allowance for contingencies and unforeseen costs within these figures.

The purpose of this scheme is to make the Tower, the Museum and its heritage collections and archives more accessible to local people and visitors, regardless of their personal mobility, by the provision of a redesigned entrance, ramps and a lift. This will help to recreate the Tower's original external appearance by re-opening the historic original main entrance, and the reinstatement of a pedestrian footbridge over the dry moat on the landward elevation.

The desired benefits will be:

- To provide an enhanced and inclusive heritage education opportunity for all children's and adult groups, regardless of their mobility. Currently, some schools and adult groups cannot or will not visit as those with limited mobility have to be excluded or treated differently to those with full mobility.
- To increase the opportunities for intergenerational learning as people of all generations will be able to access the Museum, the archives and its exhibits.
- To provide additional opportunities to enable a wider group of volunteers to play an active part in the life of the Museum and, where appropriate, acquire new skills. The new access will allow Museum volunteers of all ages and abilities to work at the Tower.
- To make an economic contribution to the town by enhancing the Museum's tourism role as a visitor destination venue for individual and family visitors, as well as organised groups from within Seaford and the wider area.
- The external appearance of the Tower, after the works have been completed, will encourage more people to visit as it will add interest and appear more accessible from the outside.

The specification of the main elements will be as follows:

- The main structure of the bridge is to be constructed out of glu-laminated iroko which is a sustainable hardwood that is very durable and sourced from West Africa. As the timber has integral oils that protect it from the weather, the timber elements will be left untreated and will naturally weather to a silver grey colour. The decking will have built in anti-slip rubber strips.
- The foundation block for the taking columns will be a mass concrete foundation at moat level designed to the structural engineer's detail.
- All metal elements on the bridge will be marine grade 316L stainless steel which will also be powdercoated to a marine grade for additional protection.

- The entrance gate will be marine grade galvanised steel which will also be powdercoated to a marine grade for additional protection.
- The new walls to the proposed lift shaft and new opening at moat level will be metal stud construction faced in "blucad" or equivalent panels and rendered. This will be painted to match the existing masonry walls.
- Internal ramps and landings at moat level will be external quality, treated timber construction with proprietary anti-slip decking with built in anti-slip strips.

The guarantees and life expectancies would be as follows:

- TRADA advise that the iroko has a Durability Rating of 2 (1 is the best) and has a life expectancy of 60 years.
- The British Stainless Steel Association advise that, if maintained properly, grade 316L stainless steel can have a life expectancy of 260 years.
- The Galvanising Association advise that a coating of 140um will have a life expectancy of up to 46 years.
- Powder coating has a life expectancy of 15-20 years. An alternative would be a marine paint specification.
- Depending on whether a maintenance agreement is entered into, a standard warranty from a life company can be up to 10 years.

At present the Society is responsible for the inside of the Tower and the Town Council for the outside. When the bridge is erected the Society would expect to be responsible for the routine maintenance of the structure and a maintenance schedule has been obtained from the architects. As the bridge is external, it would expect the Town Council to be responsible for any necessary repairs. However, the structure does come with guarantees and the Society will undertake day to day maintenance. The bridge will have to be inspected from time to time and this could be a matter of negotiation between the Council and the Society as to who undertakes the inspection and how the cost is apportioned.

The values of the new elements for insurance purposes are being obtained from the architects.

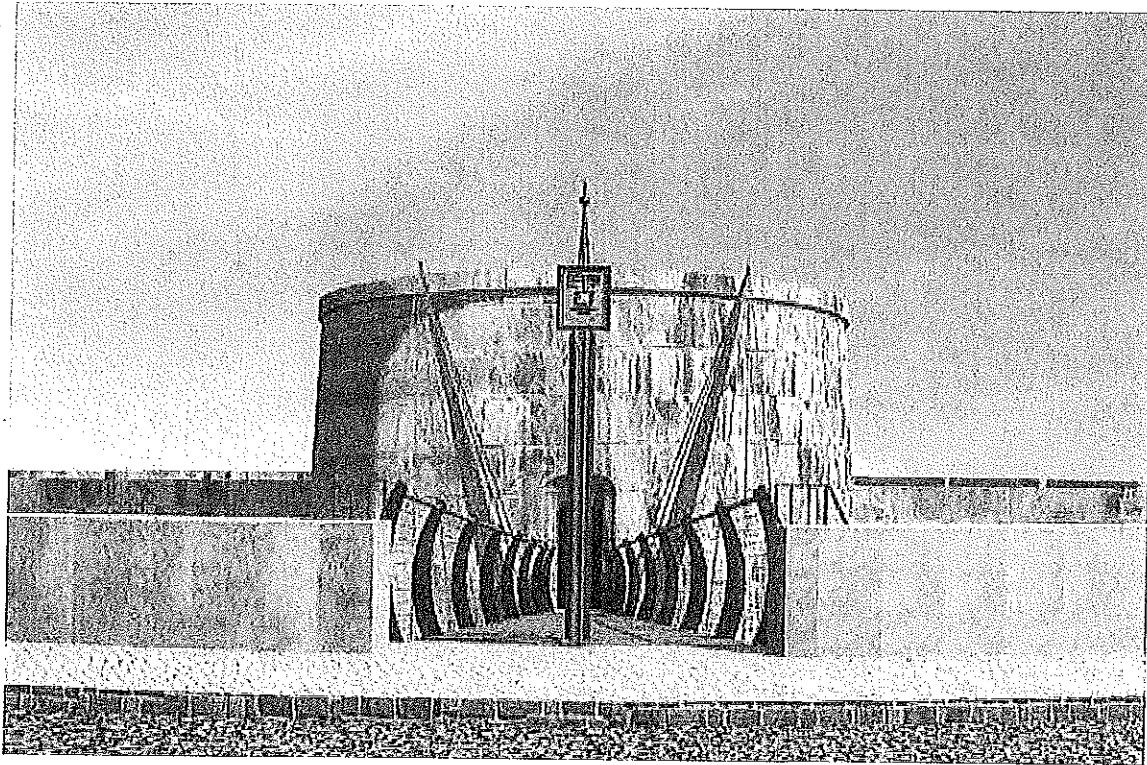
The Town Council is in the process of issuing a new lease, as the old one expired at the end of June, 2013. The proposed works will have to be included in the negotiations but the Society is unable to progress this issue until the terms of the new lease are known.

When the proposed works are completed, the Tower will be a far more attractive venue to the public and it is anticipated that the new appearance and improved access will greatly increase visitor numbers. The Society has, this year, increased the time that the Tower is open and it is hoped that greatly improved opening hours will be possible, especially on summer weekends. It is the long term ambition of the Society that the Tower opens to visitors virtually all day on Saturdays, Sundays and Bank Holidays during the summer but this is dependent upon the number of volunteers. As already indicated, the improved access will encourage more groups to make "out of hours" visits and this will be encouraged. The Museum is staffed solely by volunteers and everything is dependent upon the number of people available. It is anticipated that the improvements will encourage more people to become stewards thereby enabling the Museum to be open more often.

There is a current proposal to incorporate the Seaford coat of arms across the entrance to the bridge. It is thought to be appropriate as the building is owned by the Town Council and it is hoped that the necessary permission will be forthcoming.

Seaford Museum receives many compliments from visitors and also received many complimentary comments on the various social networks. It is a museum that people can relate to, particularly as many of the exhibits are local and domestic. The archive is also a valuable and very well used resource for local historians, family history researchers, military history researchers and those interested in the coastal and environmental changes.

When these works are completed, the appearance of the building will be enhanced as will the eastern end of the seafront. The Tower will be even more distinctive and attractive to visitors and all will be able to see the exhibits regardless of mobility.

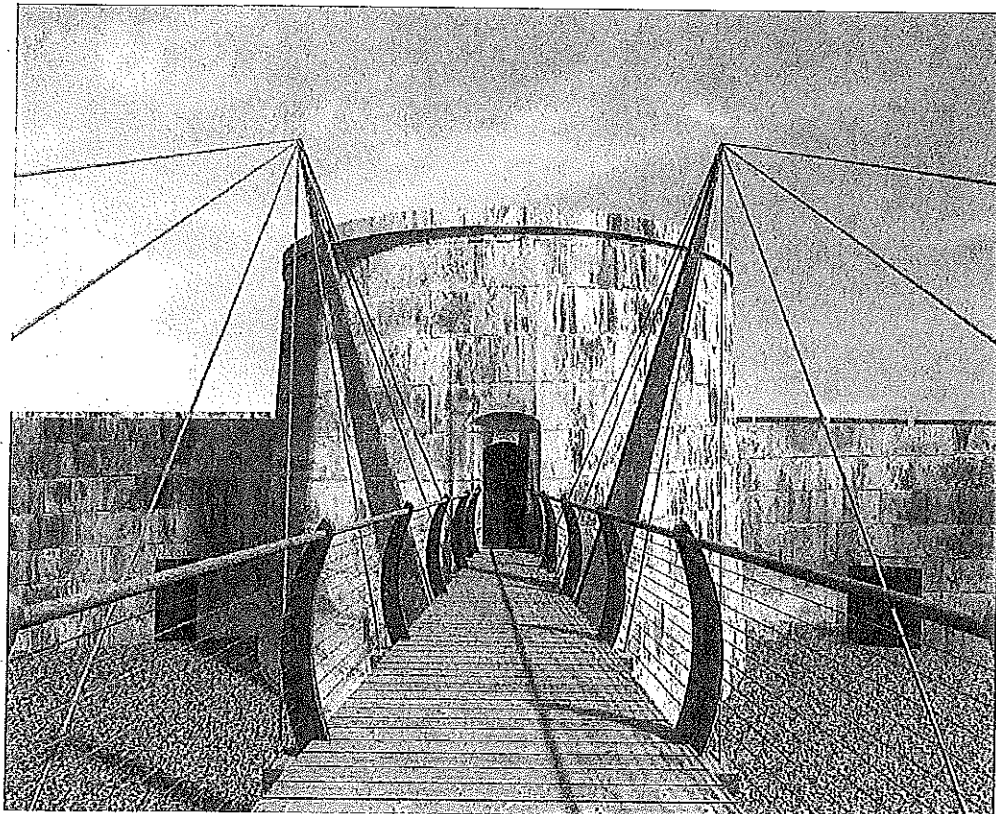


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SEAFORD MUSEUM AND  
HERITAGE SOCIETY

ACCESS BRIDGE AND LIFT AT MARTELLO TOWER, SEAFORD  
ARCHITECTS IMPRESSION - OPTION 2

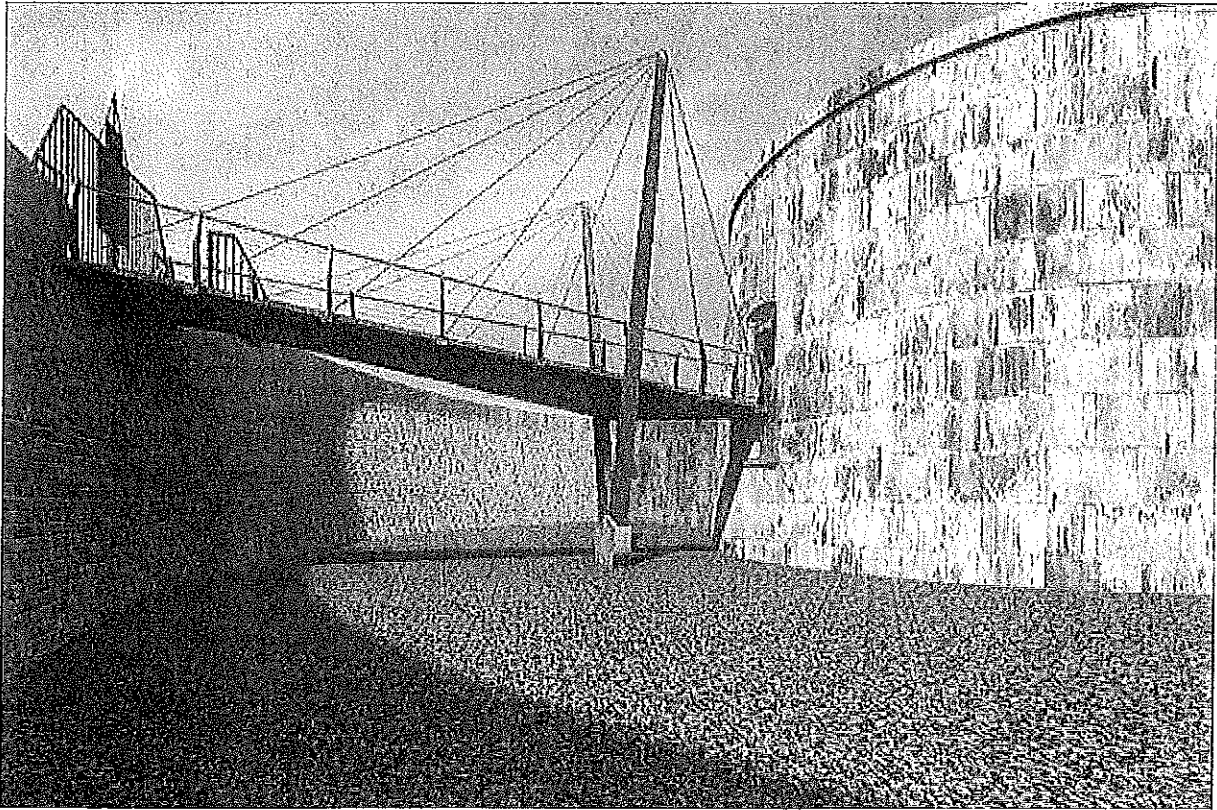


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SEAFORD MUSEUM AND  
HERITAGE SOCIETY

ACCESS BRIDGE AND LIFT AT MARTELLO TOWER, SEAFORD  
ARCHITECTS IMPRESSION - PROPOSED BRIDGE

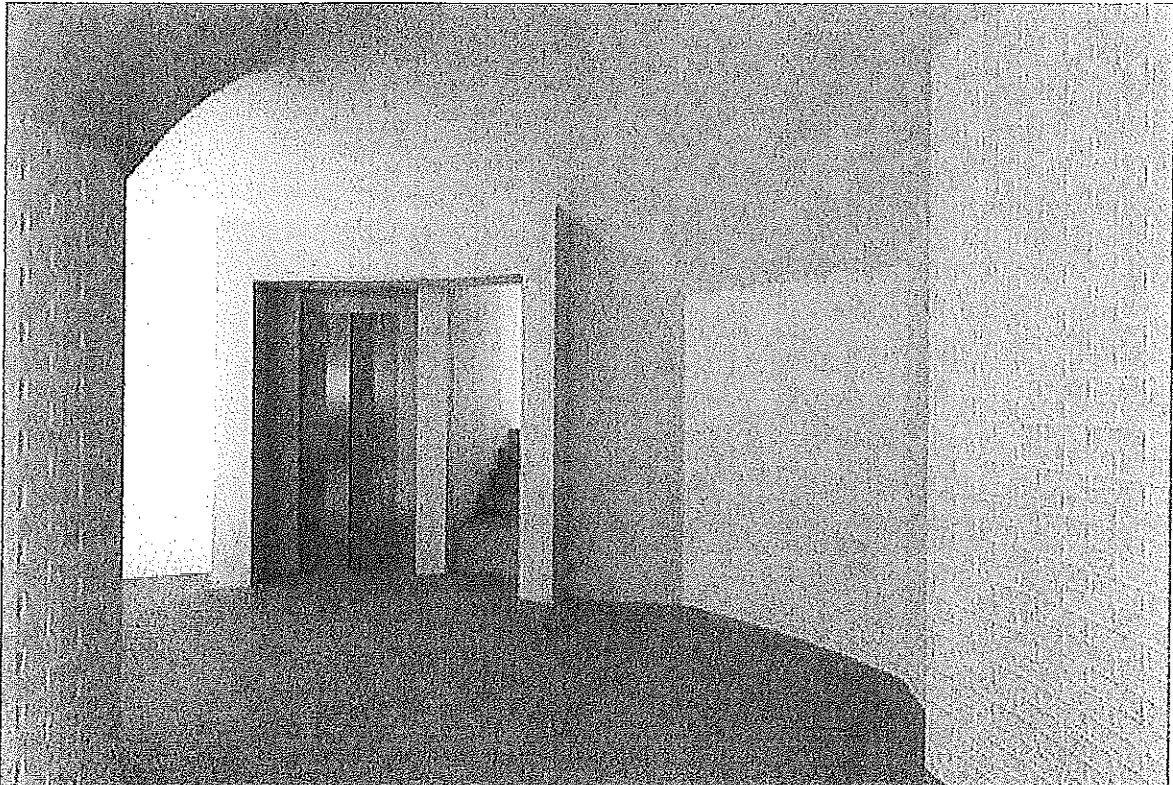


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SEAFORD MUSEUM AND  
HERITAGE SOCIETY

ACCESS BRIDGE AND LIFT AT MARTELLO TOWER, SEAFORD  
ARCHITECTS IMPRESSION - PROPOSED BRIDGE (SIDE VIEW)



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SEAFORD MUSEUM AND  
HERITAGE SOCIETY

ACCESS BRIDGE AND LIFT AT MARTELLO TOWER, SEAFORD  
ARCHITECTS IMPRESSION - PROPOSED LIFT (INTERNAL VIEW)



## Seaford Town Council

### Report 51/13

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 July 2013</b>
<b>Title:</b>	<b>Projects Update</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To update Members on the progress made on capital improvement projects and a forecast of the approaching stages of planned works.</b>

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#### Recommendations

**You are recommended:**

- 1. To consider any comment on progress made to date and the continued course of priorities for capital investment projects.**
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#### 1. Information

- 1.1** The Projects & Facilities Manager is continuing to progress the range of projects that have been forecasted annually for the past three financial years. Most of the projects so far have fallen within predicted spend with some fluctuations within priority categories; for example last year saw an overspend in the predicted budget for footpath works at the Crouch, however an underspend was realised for similar works at the Salts.
- 1.2** A similar approach will need to be taken in this financial year, further unanticipated costs are being identified for footpath repairs at the Crouch, costs that may put pressure on progress of footpath works at the Salts, however suitable adjustments can be made to facilitate these fluctuations.
- 1.3** The Martello Toilet improvements have had to be postponed further due to other projects taking priority leading up to the summer season, for example the replacement Seafront Bins which will be installed within the next few weeks.
- 1.4** The Salts Changing Room building is on target to be completed this year as forecast, some alterations have been made to the specified improvements, in that not all sanitary ware will be replaced however the building is now in a manageable condition with improvements to lighting; and in turn fire safety.

- 1.5 The signage project has been stalled for some time now; this is budgeted outside of 'Projects Pool' but is one of the Projects & Facilities Managers priority projects. Efforts continue to be made to encourage essential assistance from East Sussex County Council in finalising designs and identifying a suitable course forward.
- 1.6 The Salts children's play area has now reached the stage where repairs and maintenance will prove too costly to continue, in some cases even in the short term. A number of pieces of equipment have been removed in recent years due to poor condition and failure and further removals are imminent. This was anticipated at some level whereby £10,000 has been forecasted for investment in either new equipment or that could be used for part funding of a larger redevelopment scheme.
- 1.7 Unfortunately there are a number of limitations with the existing location that mean without significant redevelopment the site may never reach modern standards of play value and in some cases modern safety and quality standards. This has led to the conclusion that a new location for the children's play area should be used.
- 1.8 Specific focus is now being given to public consultation to identify specific needs for children's play space, as well as inviting play manufacturers to develop possible schemes for play space and sports related equipment at The Salts. The associated costs will then facilitate the search for suitable funding and enable this Council to prioritise its own approach to funding an improvement scheme of this scale. S106 has been identified for prioritisation at Lewes District Council and information regarding the available amounts has been requested.
- 1.9 The Projects & Facilities Manager is also developing a plan that will facilitate longer term project forecasting, this may call upon an increase for necessary funding in future however the plan will allow this Council to prioritise more effectively and identify predetermined projects for applications for outside funding.

## 2. Financial Appraisal

- 2.1 It is anticipated that a play area scheme of a suitable scale could cost as much as £150,000 - £200,000 so this would require significant support funding. Outside Funding sources can be researched with the help of an appointed play manufacturer as well as independent representations being undertaken by officers.
- 2.2 A total of £295,608.14 S106 funding has been identified as remaining for Open / Outdoor Playspace, officers are awaiting confirmation of available funds, eligibility and guidance on how to apply.
- 2.3 All remaining project elements referred to in this report are predicted to utilise available project budgets.

## 3. Contact Officer

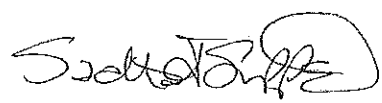
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager



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Town Clerk



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## Seaford Town Council

### Report 53/13

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 July 2013</b>
<b>Title:</b>	<b>Grounds Maintenance Contract – Procurement Update</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To update Members on the grounds maintenance contract procurement process.</b>

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#### Recommendations

**You are recommended:**

- 1. To consider any comment on the stopping of the procurement process for the Lewes District grounds maintenance contract.**
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#### 1. Information

- 1.1** The grounds maintenance procurement process has been developing since the last report to this Committee in January. A number of meetings have been held with officers from Lewes District Council.
- 1.2** Substantial review of the current contract and specification has been undertaken by the Projects & Facilities Manager and detailed notes have been returned to Lewes District Council for consideration and inclusion in the procurement process and for suitable adjustments to be made in comparison to existing provisions.
- 1.3** A letter was received from Lewes District Council on 9<sup>th</sup> July 2013 stating that *“the procurement on the new grounds maintenance contract has been stopped, as Councillors are not satisfied that the evaluation criteria and weightings which we have used fully provide small and/or new businesses with as good an opportunity as larger and/or well-established businesses”*
- 1.4** The letter also states that the process will resume imminently but offers no further details. Members may wish to raise any concerns relating to the associated delays.


#### 2. Financial Appraisal

There are no financial implications to this report.

**3. Contact Officer**


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

Projects & Facilities Manager



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Town Clerk



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## Seaford Town Council

Report 49/13

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 July 2013</b>
<b>Title:</b>	<b>Events &amp; Hire of Premises</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To seek delegation of authority to the Projects &amp; Facilities Manager to make special arrangements for premises hire applications.</b>

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### Recommendations

**You are recommended:**

- 1. To delegate authority to the Projects & Facilities Manager to approve special conditions, adjustments to hire rates or special arrangements appropriate to individual Premises Hire applications.**
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### 1. Information

- 1.1** Premises hire arrangements follow a similar format each year. Increases on hire rates often follow inflation and this is in recognition of the limited 'appeal' for Seaford's open spaces, especially to commercial entertainment providers. Standard terms and conditions are followed and minimum public liability insurance levels are in place.
- 1.2** In 2011 a new range of hire rates were trialled with the aim of making the hire process easier for groups wishing to hire smaller sections of a recreation ground or open space and where only short periods were required; The Salts and Crouch Gardens were also formalised and included with their own hire rates for events which had not previously been in place.
- 1.3** The sectional rates were not effective and ultimately complicated the process further so these are no longer in use; hourly rates have been retained, however there are a number of adjustments and special arrangements that are still required when catering for smaller activities and for smaller commercial bodies; these can prove complicated to administer in a timely manner.
- 1.4** Research has shown that some Councils use significantly lower rates than our own and sometimes have flexible payment arrangements with regular operators. Many

funfairs, circuses and other travelling showmen then look for flexibility, particularly in payment and access arrangements and sometimes having performed in different regions they are put off by the seemingly high rates in Seaford.

- 1.5 Furthermore many of the operators will only bring the equipment that they can afford to run in connection with the anticipated income and this has developed from experience over many years. This trend often results in only a small section of a field being used for their activities which also has a representative loss of value for their money.
- 1.6 The existing approvals process requires consultation between the Town Clerk the Projects & Facilities Manager, the Chairman and Vice Chairman of this Committee to agree to a free use application for voluntary groups or other special arrangements on rates or hire periods. This system can become protracted and it is believed that some applications may have been delayed and potentially been lost due to the uncertainties about the process that should be applied when considering any special arrangements.
- 1.7 Applications with requests for free use by charity or voluntary groups are generally an established process although these could also be handled more efficiently with an alternative process.
- 1.8 It is recommended that arrangements should be made at the point of application and should be approved by the Projects & Facilities Manager. Over time with more direct and prompt approval systems in place, more commercial interest could be generated with the aim of increasing income for the town.
- 1.9 All such bookings will continue to be considered on a case by case basis and where approved will be recorded to take an account of any 'grants in kind' or accurate amended rates, these can then be kept on record for subsequent bookings.

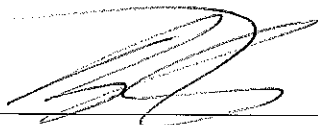
## 2. Financial Appraisal

Relevant adjustments to rates and booking fees may have a representative reduction in 'income' for each booking that sees special arrangements, however with the approval directly from officers the total bookings in any given year would increase.

## 3. Contact Officer

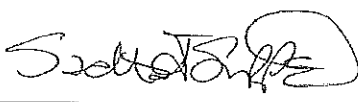
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager



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Town Clerk



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## Seaford Town Council

### Report 52/13

**Agenda Item No:** 11  
**Committee:** Community Services  
**Date:** 25 July 2013  
**Title:** Arts@theCrypt Management Committee Report  
**By:** Ben King – Projects & Facilities Manager  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To update members on the progress made by the Arts@theCrypt Management Committee.

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#### Recommendations

**You are recommended:**

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

- 1.1 Attached at Appendix A is the Arts@theCrypt Management Committee report, which details their progress since the end of March 2013.
- 1.2 Positive progress continues to be made, especially with additional bookings from Last Minute Artists that is providing more regular opening opportunities for the gallery and increasing the income potential for the year.
- 1.3 Members may wish to make comment on the report provided by the Chair of Arts@theCrypt Management Committee.

#### 2. Financial Appraisal

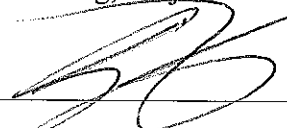
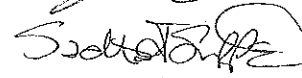
There are no financial implications to this report.

#### 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

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## Arts@theCrypt Management Committee

Chair's report for the period – 1st April 2013 to 31st July 2013.

In my last report I mentioned that our new notice board on Church Street was to be installed that month. This has now been done and the Management Committee is extremely happy with it. Current ideas are being explored to maximise its benefits and I welcome members of this committee putting forward any ideas they may have.

I also reported last time that I was "fairly certain" that we would meet our income budget for the year 2012/13. I am very proud to be able to tell you on behalf of the Management Committee that we did in deed meet our income budget of £4500.

I would like to thank the Community Services Committee and Finance & General Purposes Committee for agreeing carry over part of our marketing budget from last year. This was unspent due to delays in printing of our leaflets.

Now for some really exciting information! The Management Committee has agreed a deal with a local group of artists who have now call themselves "Last Minute Artists".

This idea is that when the venue is not hired out for the week, this group will hire out Arts@theCrypt for the weekend for a pop up exhibition. They then contact artists to fill the space charging a fee to cover the hire costs.

This has the potential of the gallery never being closed on a weekend, which is truly fantastic for Arts@theCrypt, the Council and the community. They are still in the early stages and not filling every weekend yet but they have already held 5 pop up exhibitions since April!

### Finance

Income for 1st April 2013 to 31st July 2013 = £2,405

**Estimated income from current bookings for 2013/14 = £5,133 (2013/14 income budget is £4,750)**

Currently 19 week slots have been booked for this year but December, January, February and March with no bookings at this time. However bookings are expected and the Management Committee is always seeking ways to fill these quieter months.

The above estimated income for 2013/14 does not include potential Last Minute Artist exhibitions as they are booked only 2 weeks prior to exhibition. There are 22 available weekends remaining, so plenty of scope for extra income from Last Minute Artists and other potential hirers.

So as you can see we are already on target to exceed the income budget for 2013/14, partly down to the deal agreed with the Last Minute Artist Group.

Chair  
Cllr Benjamin Warren