



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

James Corrigan
Interim Town Clerk
19 September 2014

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

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

4. Finance Report

To consider report 125/14 to inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2014 to 31 August 2014 (pages 3 to 10).

5. Tour of Britain

To consider report 118/14 to feedback to members following the successful completion of the Tour of Britain events (pages 11 to 12).

6. Beach Hut – Review of Licences

To consider report 119/14 to notify members of discrepancies in licence records for Beach Huts (pages 13 to 14).

7. Street Trading Licence

To consider report 120/14 to seek approval to apply for a street trading license for Seaford seafront including adjoining street and open spaces (pages 15 to 16).

8. Projects and Facilities – Update Report

To consider report 121/14 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 17 to 19).

9. Seaford Tree Wardens

To consider report 122/14 to update members on progress made and successful projects by Seaford Tree Wardens (pages 20 to 21).

10. Opting to Tax- Seaford Head Golf Club House

To consider report 124/14 to seek approval to confirm previous intention to opt to tax and to record the option to tax in the Council minutes (pages 22 to 23).

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 125/14

Agenda Item No:	4
Committee:	Community Services Committee
Date:	25 September 2014
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2014 to 31 August 2014.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2013 to 31st August 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 Other variances not previously reported may be explained as:
 - (a) Salts Electricity – the overspend showing is mainly due to a higher usage than predicted at The Base.
 - (b) Crouch Income other – this income relates to a payment from two youths involved with damages to the roof.
 - (c) Martello Income other – this income relates to a new charge of an admin fee for all groups where a grant in kind is given to use the fields.
 - (d) Projects Expenditure – the overspend relates to additional costs from Wybone for two returned seafront bins being damaged.
 - (e) Income Nature Reserve – the income is significantly higher than originally predicted mainly due to the recent filming of ‘Mr Holmes’ starring Sir Ian McKellen

- (f) Beach Huts Other Expenditure & Income – the overspend relates to keys being cut for the water stand pipe which is then offset by the income code.
- (g) Allotments Grounds Maintenance Contract – the underspend of £117 relates to an accrual from 2013-14 which may need adjusting.
- (h) CCTV Electricity – the underspend of £48 relates to an accrual from 2013-2014 that will need adjusting.
- (i) Community Services Events Exp – the overspend is offset against the income code which leaves a current balance of £77 and well within the budget.
- (j) Income Building Maintenance – the income of £1,833 received relates to a payment from Seaford Town Football Club for their window.
- (k) Projects Pool Expenditure – the reason only £1 is showing as an expense is due to an accrual of £13,804 from 2013/14.

2. Financial Appraisal

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

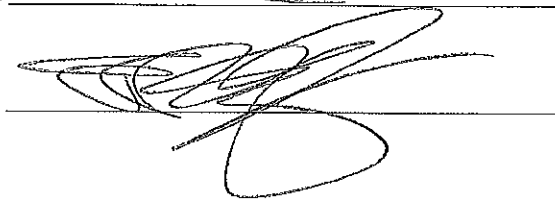
3. Contact Officer

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



Interim Town Clerk



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community Services						
<u>105</u>	<u>Salts Recreation Ground</u>					
4051	Rates	294	593	299	299	49.5 %
4052	Water & Sewerage	510	2,937	2,427	2,427	17.4 %
4055	Electricity	504	350	-154	-154	144.0 %
4115	Insurance	2,913	2,879	-34	-34	101.2 %
4201	Cleaning	0	1,476	1,476	1,476	0.0 %
4251	Dog Bin Emptying	742	1,572	830	830	47.2 %
4260	Grounds Maintenance Contract	20,216	94,026	73,810	73,810	21.5 %
4261	Grounds Maint non contract	3,956	6,500	2,544	2,544	60.9 %
4272	Equipment Purchase	852	0	-852	-852	0.0 %
	Salts Recreation Ground :- Expenditure	29,986	110,333	80,347	0	27.2 %
1050	Income Rent	1,078	1,043	35		103.4 %
1051	Income Insurance Recharge	967	1,237	-270		78.1 %
1058	Income Water Recharge	819	1,971	-1,152		41.5 %
1066	Income Concession	15,800	15,800	0		100.0 %
1071	Income Base Rent	612	300	312		204.0 %
	Salts Recreation Ground :- Income	19,276	20,351	-1,075		94.7 %
	Net Expenditure over Income	10,710	89,982	79,272		
<u>106</u>	<u>Crouch Recreation Ground</u>					
4052	Water & Sewerage	28	2,119	2,091	2,091	1.3 %
4055	Electricity	126	289	163	163	43.5 %
4115	Insurance	1,735	1,654	-81	-81	104.9 %
4251	Dog Bin Emptying	530	1,310	780	780	40.4 %
4260	Grounds Maintenance Contract	12,147	50,684	38,537	38,537	24.0 %
4261	Grounds Maint non contract	949	3,500	2,551	2,551	27.1 %
	Crouch Recreation Ground :- Expenditure	15,515	59,556	44,041	0	26.1 %
1050	Income Rent	1,194	2,425	-1,231		49.2 %
1051	Income Insurance Recharge	1,006	719	287		139.9 %
1054	Income Other	40	0	40		0.0 %
1057	Income Electricity Recharge	98	145	-47		67.5 %
	Crouch Recreation Ground :- Income	2,337	3,289	-952		71.1 %
	Net Expenditure over Income	13,178	56,267	43,089		

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	424	1,047	623		623	40.5 %
4260	Grounds Maintenance Contract	2,493	6,087	3,594		3,594	41.0 %
4261	Grounds Maint non contract	1,290	2,000	710		710	64.5 %
	Martello Fields :- Expenditure	<u>4,207</u>	<u>9,134</u>	<u>4,927</u>	<u>0</u>	<u>4,927</u>	<u>46.1 %</u>
1050	Income Rent	3,033	3,400	-367			89.2 %
1054	Income Other	155	0	155			0.0 %
	Martello Fields :- Income	<u>3,188</u>	<u>3,400</u>	<u>-212</u>			<u>93.8 %</u>
	Net Expenditure over Income	<u>1,019</u>	<u>5,734</u>	<u>4,715</u>			
<u>108</u>	<u>Other Open Spaces</u>						
4051	Rates	307	617	310		310	49.8 %
4052	Water & Sewerage	7	71	64		64	10.3 %
4251	Dog Bin Emptying	848	1,572	724		724	53.9 %
4260	Grounds Maintenance Contract	6,210	20,065	13,855		13,855	30.9 %
4261	Grounds Maint non contract	1,709	3,500	1,791		1,791	48.8 %
4274	Projects Expenditure	245	0	-245		-245	0.0 %
	Other Open Spaces :- Expenditure	<u>9,326</u>	<u>25,825</u>	<u>16,499</u>	<u>0</u>	<u>16,499</u>	<u>36.1 %</u>
	Net Expenditure over Income	<u>9,326</u>	<u>25,825</u>	<u>16,499</u>			
<u>113</u>	<u>Crypt</u>						
4051	Rates	2,729	5,498	2,769		2,769	49.6 %
4052	Water & Sewerage	5	200	195		195	2.6 %
4055	Electricity	204	876	672		672	23.3 %
4056	Gas	489	2,214	1,725		1,725	22.1 %
4105	Postage	0	10	10		10	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	-3	300	303		303	-0.8 %
4115	Insurance	746	1,204	458		458	62.0 %
4199	Other Expenditure	6	50	44		44	11.7 %
4201	Cleaning	24	500	476		476	4.8 %
	Crypt :- Expenditure	<u>4,201</u>	<u>10,952</u>	<u>6,751</u>	<u>0</u>	<u>6,751</u>	<u>38.4 %</u>
1050	Income Rent	2,745	5,250	-2,505			52.3 %
	Crypt :- Income	<u>2,745</u>	<u>5,250</u>	<u>-2,505</u>			<u>52.3 %</u>
	Net Expenditure over Income	<u>1,456</u>	<u>5,702</u>	<u>4,246</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
115 Martello Tower						
4115 Insurance	2,143	2,123	-20		-20	100.9 %
Martello Tower :- Expenditure	2,143	2,123	-20	0	-20	100.9 %
Net Expenditure over Income	2,143	2,123	-20			
116 Seaford Head Estate						
4115 Insurance	1,200	1,188	-12		-12	101.0 %
4251 Dog Bin Emptying	424	1,048	624		624	40.4 %
4260 Grounds Maintenance Contract	766	1,750	984		984	43.8 %
4261 Grounds Maint non contract	152	2,250	2,098		2,098	6.8 %
4500 Nature Reserve Expenses	8,371	10,500	2,129		2,129	79.7 %
Seaford Head Estate :- Expenditure	10,913	16,736	5,823	0	5,823	65.2 %
1050 Income Rent	3,750	3,750	0			100.0 %
1053 Income Grants	0	6,534	-6,534			0.0 %
1066 Income Concession	4,070	4,070	0			100.0 %
1200 Income Nature Reserve	3,417	2,000	1,417			170.8 %
Seaford Head Estate :- Income	11,237	16,354	-5,117			68.7 %
Net Expenditure over Income	-324	382	706			
117 Seafront						
4052 Water & Sewerage	68	170	102		102	39.8 %
4055 Electricity	1,318	2,200	882		882	59.9 %
4115 Insurance	503	508	5		5	99.1 %
4201 Cleaning	0	50	50		50	0.0 %
4253 Shelters	480	1,848	1,368		1,368	26.0 %
4261 Grounds Maint non contract	3,062	2,500	-562		-562	122.5 %
Seafront :- Expenditure	5,431	7,276	1,845	0	1,845	74.6 %
1050 Income Rent	266	0	266			0.0 %
1057 Income Electricity Recharge	1,071	2,200	-1,129			48.7 %
1058 Income Water Recharge	133	70	63			189.8 %
1066 Income Concession	39,555	39,555	0			100.0 %
Seafront :- Income	41,025	41,825	-800			98.1 %
Net Expenditure over Income	-35,594	-34,549	1,045			
118 Beach Huts						
4051 Rates	1,227	2,417	1,190		1,190	50.8 %

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4115	Insurance	1,053	1,062	9		9	99.1 %
4199	Other Expenditure	18	0	-18		-18	0.0 %
	Beach Huts :- Expenditure	<u>2,297</u>	<u>3,479</u>	<u>1,182</u>	<u>0</u>	<u>1,182</u>	<u>66.0 %</u>
1054	Income Other	30	0	30			0.0 %
1060	Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061	Beach Hut Annual Rent	11,430	11,430	0			100.0 %
	Beach Huts :- Income	<u>26,365</u>	<u>26,310</u>	<u>55</u>			<u>100.2 %</u>
	Net Expenditure over Income	<u>-24,068</u>	<u>-22,831</u>	<u>1,237</u>			
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	184	183	-1		-1	100.8 %
	Old Town Hall :- Expenditure	<u>184</u>	<u>183</u>	<u>-1</u>	<u>0</u>	<u>-1</u>	<u>100.8 %</u>
1050	Income Rent	903	1,275	-372			70.8 %
1051	Income Insurance Recharge	184	183	1			100.8 %
	Old Town Hall :- Income	<u>1,088</u>	<u>1,458</u>	<u>-370</u>			<u>74.6 %</u>
	Net Expenditure over Income	<u>-903</u>	<u>-1,275</u>	<u>-372</u>			
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	314	967	653		653	32.4 %
4260	Grounds Maintenance Contract	-117	0	117		117	0.0 %
	Allotments :- Expenditure	<u>197</u>	<u>967</u>	<u>770</u>	<u>0</u>	<u>770</u>	<u>20.3 %</u>
1050	Income Rent	855	861	-6			99.3 %
1054	Income Other	465	967	-502			48.1 %
	Allotments :- Income	<u>1,320</u>	<u>1,828</u>	<u>-508</u>			<u>72.2 %</u>
	Net Expenditure over Income	<u>-1,123</u>	<u>-861</u>	<u>262</u>			
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
<u>134</u>	<u>CCTV</u>						
4055	Electricity	-48	1,656	1,704		1,704	-2.9 %
4115	Insurance	899	907	8		8	99.1 %
4270	Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4276 CCTV	7,736	9,285	1,549		1,549	83.3 %
CCTV :- Expenditure	8,586	12,848	4,262	0	4,262	66.8 %
Net Expenditure over Income	8,586	12,848	4,262			
<u>135 Community Service Other</u>						
4115 Insurance	188	140	-48		-48	134.2 %
4195 Community Services Events Exp.	1,172	200	-972		-972	586.1 %
4262 Tree Warden Expenses	0	2,310	2,310		2,310	0.0 %
4273 Christmas Lights	1,624	13,000	11,376		11,376	12.5 %
4281 Christmas Event Expenses	130	0	-130		-130	0.0 %
4290 Physical Activity Proj Expenses	900	8,000	7,100		7,100	11.3 %
Community Service Other :- Expenditure	4,014	23,650	19,636	0	19,636	17.0 %
1065 Income Xmas Lights	0	500	-500			0.0 %
1070 Income Community Serv Events	1,095	0	1,095			0.0 %
1072 Income Tree Wardens	315	0	315			0.0 %
1075 Income Christmas Event	0	400	-400			0.0 %
Community Service Other :- Income	1,410	900	510			156.7 %
Net Expenditure over Income	2,604	22,750	20,146			
<u>220 Building Maintenance Pool</u>						
4275 Building Maintenance	3,073	6,000	2,927		2,927	51.2 %
Building Maintenance Pool :- Expenditure	3,073	6,000	2,927	0	2,927	51.2 %
1091 Income Building Maintenance	1,833	0	1,833			0.0 %
Building Maintenance Pool :- Income	1,833	0	1,833			
Net Expenditure over Income	1,240	6,000	4,760			
<u>225 Projects Pool</u>						
4274 Projects Expenditure	1	35,000	34,999		34,999	0.0 %
4275 Building Maintenance	10	0	-10		-10	0.0 %
Projects Pool :- Expenditure	11	35,000	34,989	0	34,989	0.0 %
Net Expenditure over Income	11	35,000	34,989			
<u>301 Planning & Highways</u>						
4199 Other Expenditure	-1	400	401		401	-0.1 %
4263 Bus Shelter Maintenance/Clean	72	750	678		678	9.6 %
Planning & Highways :- Expenditure	71	1,150	1,079	0	1,079	6.2 %
Net Expenditure over Income	71	1,150	1,079			

18/09/2014

Seaford Town Council 2014/2015

20:05

Detailed Income & Expenditure by Budget Heading 31/08/2014

Page No 6

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community Services :- Expenditure	100,155	335,212	235,057	0	235,057	29.9 %
Income	111,823	120,965	-9,142			92.4 %
Net Expenditure over Income	-11,668	214,247	225,915			



Seaford Town Council

Report 118/14

Agenda Item No:	5
Committee:	Community Services
Date:	25 September 2014
Title:	Tour of Britain
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To feedback to members following the successful completion of the Tour of Britain events.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
-

1. Information

- 1.1** Following the completion of the Tour of Britain event the results have been very positive. Following a quiet morning, numbers grew as the day progressed with large numbers of spectators attending the road race itself, a similar level of support was felt at The Salts Recreation Ground from late morning and throughout the afternoon.
- 1.2** Promotional and informational video was organised with 'How to' videos, bike reviews, ride route reviews and a number of feature videos provided by Sustrans, the live broadcast of the Tour was well attended and the event overall saw a positive response from the Seaford community and visitors from further afield.
- 1.3** Most notable is the number of volunteers and organisations that gave their time and significant effort to support the event. Sustrans organised their smoothie bike, cycle train rides with the volunteer cycle train team, Cycle Seahaven provided Dr Bike tune ups, servicing advice and demos as well as cycle skills, Seaford Community Cinema ran the evening movie; and Seaford Rotary provided significant cover for spectator parking and for stewarding of the road route. Seaford Lifeguards again provided First Aid cover for the event and a number of new volunteers wanting to be involved in the occasion gave their time to assist. Several Councillors were also among the valuable support for the day and the stewarding for the race. Wave Leisure also provided taster sessions for spin classes.
- 1.4** The evening movie, The LEGO Movie, was a resounding success and sold out; Seaford Community Cinema were able to explore an opportunity that they have,

been considering for some time and the occasion provided something entirely new for the Seaford Community, as well as demonstrating future possibilities for outdoor events.

- 1.5 Considering there were some many parking spaces still available local to the race route, suggests that many race spectators as well as visitors to the event at The Salts had travelled on foot, by public transport or by bike, which is a welcome result considering a primary focus of the event was to promote healthy lifestyles as well as providing entertainment for the community.
- 1.6 Overall the event brought something entirely new to the town; it delivered on a number of aspirations for The Salts, created new partnerships, raised awareness and generated interest in Seaford.

2. Financial Appraisal

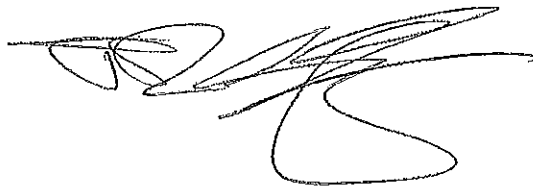
- 2.1 Costs were minimised with the sale of tickets for the evening movie, delivered by the Seaford Community Cinema, as well as income from the Funfair and generous sponsorship from Brooklyn Hyundai and Wave Leisure. Morrisons also supported the event by providing fruit for the smoothie bike and drinks to give out on the day.
- 2.2 Total expenditure for the event was £2,880; total income, subject to final ticket sales, was approximately £1,600. The Physical Activity Projects budget will be utilised to meet the variance.

3. Contact Officer

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

Projects & Facilities Manager







Seaford Town Council

Report 119/14

Agenda Item No:	6
Committee:	Community Services
Date:	25 September 2014
Title:	Beach Hut – Review of Licenses
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To notify members of discrepancies in licence records for Beach Huts.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
-

1. Information

- 1.1** Following a review of Beach Huts licenses resulting from a change of tenants earlier this year as well as amendments to the terms and conditions for privately owned huts; it was found that a number of tenant / owner records were incomplete. Some entries did not contain signed copies of agreements, some have signed declarations but no clear record of the relevant terms and conditions; and some were not easily referenced or containing consistent contact details for correspondence, affecting efficiency.
- 1.2** Some of the incomplete records are historical and were not set up correctly when the Beach Huts were first sold; some are a result of ownership changes that have not been recorded consistently between both the server database and hard copies on file, many are also due to inconsistent communication from agents selling privately owned huts.
- 1.3** As a result, the licenses are now under full review whereby a benchmark has been set for all records associated with both owned and rented Beach Huts. Furthermore a system will be introduced with the aim of improving the transfer of information through sales agents and one that clearly presents terms and conditions alongside the accompanying declarations for signing.
- 1.4** Where any records are missing, these will be obtained from the relevant owner or tenant and the files brought up to date to ensure a consistent presentation across all licenses.

1.5 Care and Maintenance guidelines have now also been produced which had not been produced when the huts were first completed, this will set some standards for cleaning, presentation and general maintenance as well as clarifying the restrictions on alteration.


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 120/14

Agenda Item No:	7
Committee:	Community Services
Date:	25 September 2014
Title:	Seaford - Street Trading Licence
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To seek approval to apply for a street trading license for Seaford seafront including adjoining street and open spaces.

Recommendations

You are recommended:

- 1. To approve that officers enter into negotiations with Lewes District Council to secure a single street trading agreement for Seaford seafront and adjoining open spaces.**
-

1. Information

- 1.1 New street trading regulations have recently been introduced by Lewes District Council which has resulted in all publicly accessible areas within the district now being designated as consent streets for the purposes of street trading.
- 1.2 The new regulations bring a number of benefits affording more options for the control of opportunistic trading in all towns within the District. Anyone wishing to trade must now apply to Lewes District Council for a street trading license, the criteria covers a majority of areas that are accessible to the public and for anything that cannot be rated or classified as a 'permitted' structure such as kiosks.
- 1.3 Currently a process of soft enforcement is underway whereby enforcement officers are approaching traders and informing them of the new regulations; traders are being provided with applications and guidance to assist them in applying for the new licenses.
- 1.4 This Council currently lets a number of concession licences; these concessions are often under threat to opportunistic traders setting up without permission, especially along the seafront. One advantage of the new licensing regulations will be the control of this opportunistic trading, so that passing traders cannot simply set up without first obtaining a valid licence.

- 1.5 The disadvantage however, is that existing concessions licensed by this council, will also be required to apply for street trading licenses as they are effectively street trading themselves.
- 1.6 The existing concessions provide a valuable income to this Council, however once the new licensing system is in full operation, these may be at risk, first of all due to the additional licence fees which may affect the achievable income for this council, but in addition with the apparent 'availability' of street trading licenses, trading may be more prominent and accessible for new traders.
- 1.7 Although there are some assurances that new licenses will not simply be issued without consultation with this Council, there is no certainty as to how many applications might be made and in turn how each application will be assessed by LDC if they are submitted. Street Trading is also deemed as including trading that takes place as part of outdoor events, which again presents further risks.
- 1.8 Considering the significant financial interest the Council has in the existing concessions and the importance of providing long term security for the kiosks as well as trading vans, it is recommended that officers discuss options with LDC to agree a form of exclusive license for the whole seafront and areas inland for approximately 100m.
- 1.9 If such an agreement can be made, the aim would be for Seaford Town Council to be issued with a single licence for all of the relevant areas; this would benefit STC in giving greater control of its financial interests and capitalising on opportunities for generating income for the town; in addition LDC would only have to regulate or audit one licence holder, simplifying their administration process.

2. Financial Appraisal

- 2.1 It is considered imperative that a single street trading licence is negotiated with LDC as a matter of urgency; due to the potentially significant loss, in relation to income that is currently being generated through existing concession licenses.
- 2.2 It is not clear at this stage how much an exclusive licence would cost through LDC; under the circumstances the cost could be offset to some degree through concession income, especially when considering new concessions.

3. Contact Officer

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

Projects & Facilities Manager

Interim Town Clerk





Seaford Town Council

Report 121/14

Agenda Item No:	8
Committee:	Community Services
Date:	25 September 2014
Title:	Projects & Facilities Manager update report
By:	Ben King – Projects & Facilities Manager
Purpose of Report:	To inform members on progress and actions relating to Seaford Town Council assets and services.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
-

1. Information

1.1 Seafront

Splashpoint Repair works were completed in August allowing the area to be reopened to the public before the end of the summer holidays. Following the pre-start meeting, additional signage and handrails were included in the final works.

Mixed waste bins The replacement mixed waste bins have now been installed and the new correct size is notably larger than the previous bins, it is unclear at this time whether this has reduced litter problems but reports have decreased in recent weeks; it is also yet to be seen if the weather has played a role in this decrease so the service will be monitored going forward.

1.2 The Salts

Basketball Hoops The new basketball boards and hoops have now been installed restoring full provision for Basketball at The Salts.

Litter Bins Additional bin emptying was booked for The Salts on Saturdays and Sundays to help manage the increase in demand at the site throughout the summer holidays. The cost of the emptying will be met from savings in the grounds maintenance contract.

A litter bin that was installed in the Skate Park to also help reduce litter problems, was unfortunately vandalised within approximately 2 weeks of it being installed

and had to be removed. An existing stock item was used for the installation; if a replacement bin is purchased this will most likely be a concrete type.

Football Premier Mini Soccer now trains regularly at The Salts Recreation Ground; in addition work is now taking place to identify additional pitches so that more football matches can also be played at The Salts, efforts are needed to ensure the existing sports are not affected to their detriment. Considering the overall demand further sites will need to be considered however The Salts will soon see many more visitors for football.

1.3 Martello Field

Floods Although events have continued at Martello Field the site has experienced a number of complications this year, not least the sea waters flooding the fields in February; conditions this year has resulted in a number of floods, and more recently those which have caused sewer water to contaminate areas of the field. The site has been cleared following the most recent incident and a process is in place for reporting of incidents to Southern Water.

Unauthorised Encampments Two occurrences of unauthorised encampments were experienced in August and September, within approximately 12 days of each other; the first was primarily tents and clearly a holiday visit for the relevant families. The second was a clear breach of security and an 'encampment' however the case was again primarily a holiday visit and cleared within a few days.

With these incidents in mind, security is being reviewed as a matter of urgency; and management of flood risk will be considered in future, finding ways to reduce the impact of floods on the site, especially sewer water. In addition parking and camping incidents will be reviewed to consider ways of eliminating certain trends.

1.4 Signage Project

With additional funding now pledged from Lewes District Council the signage project developed in 2011 can be moved forward and with the assistance of East Sussex County Council is hoped to be rolled out in plenty of time for 2015.

Due to the project being restored, signage within open spaces was on hold for a short period to ensure that there is consistency in the content and presentation. Open spaces signage will be installed ahead of highways signage due to the development lead times associated with highways signage.

1.5 Capital Wishlist

The capital wish list adopted by Council in August in the majority features 'community services' related assets. The projects listed, range from £250 – £200,000 and include projects that will improve children's play space, sports equipment, quality and condition of facilities, accessibility and inclusion, health and wellbeing, events management, health and safety and more.

The projects were given a level of priority which in turn is now leading my efforts in prioritising workload. An overriding requirement for supporting this wish list will be the production of development plans for other primary Seaford Town Council assets. With The Salts Development Plan currently being prepared for submission to Council the result will be that any proposals for improvements within The Salts can then be implemented rapidly, provided that it fits within the scope of the development plan.

The same process will benefit progress in the other primary sites increasing the potential to capitalise on opportunities.

2. Priorities going forward

- Final revision of The Salts Development Plan for submission to Council.
- Conclude all matters associated with available and potential S106 with Lewes District Council, first and foremost securing the allocation of funding to the priority projects at The Salts.
- Negotiate Street Trading Licence for Scaford seafront.
- Review and submit final applications for Signage Project with East Sussex County Council.
- Conclude restoration works by ESCC at Crouch Gardens to the partially restored access road from the Mercread project.
- Review and develop new concession licence at High and Over for advertisement.
- Complete inspection and maintenance schedules and establish a more autonomous maintenance and inspection regime.
- Working with Interim Town Clerk, produce a traveller policy, as well as policies for parking and camping on Town Council sites.
- Complete reviews of Beach Hut agreements and Memorial Benches waiting lists.

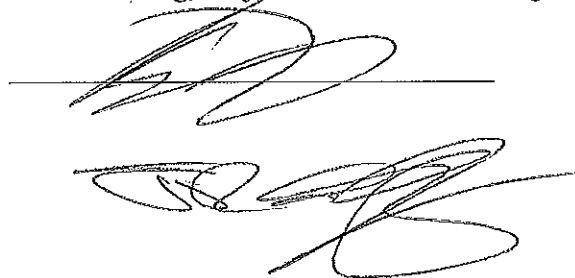
3. Financial Appraisal

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

4. Contact Officer

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

Projects & Facilities Manager





Seaford Town Council

Report 122/14

Agenda Item No:	9
Committee:	Community Services
Date:	25 September 2014
Title:	Seaford Tree Wardens – Update and Projects
By:	Ben King – Projects & Facilities Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To update members on progress made and successful projects by Seaford Tree Wardens.

Recommendations

You are recommended:

1. To note the contents of the report.
-

1. Information

- 1.1 Attached at Appendix A. is a report from Keith Blackburn of Seaford Tree Wardens updating members on the group's progress in 2013/14.
- 1.2 Where training has been completed by members of the Tree Wardens team, these will be kept on record on the Council's system as well as providing the necessary identification to the volunteer.
- 1.2 Members may wish to make comment on the progress made by the group and their continued efforts in providing new trees for Seaford's open spaces.

2. Financial Appraisal

Any related project costs will continue to utilise available Tree Wardens budget as well as utilising additional contributions from residents.

3. Contact Officer

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

Projects & Facilities Manager

Seaford Tree Wardens Report - September 2014

Seaford Tree Wardens assisted by residents planted 39 street trees at the turn of the 2013/14 Financial Year. These were planted in Chyngton Way, Southway, Chyngton Road, Saltwood Road and Milberg Road.

The planting was implemented under licence from East Sussex County Council with much assistance from the Highways Tree Officer. The Tree Wardens will maintain the trees for five years before responsibility is transferred to the County Council.

A further grant of £1,000 has been received by Seaford Town Council from the Big Tree Plant.

Training has now been completed by two members of the Seaford Tree Wardens, enabling them to now work near the highways with a suitable level of qualification. Signage and protective equipment has been purchase to achieve safer working practices, especially when working on street tree projects.

In the current Financial Year the group are currently planning to plant; several hundred saplings in Chalvington Fields extending the planting project that was led by LDC several years ago and involving local residents.

Discussions have been held with LDC Open Spaces staff and contact made with residents who are being asked (In a Seaford Scene article and by letter) for their views on tree species and the design of the planting. Numbers will then be decided in the light of residents' views. Unpaid Workers have agreed to help with the planting which is planned for November.

About forty street trees are planned to be planted in late January/early February 2015. Assisted by East Sussex County Highways, the Tree Wardens are investigating underground services for several streets where residents have requested that trees be planted. In addition to STC budget, funding will be provided by residents and the Big Tree Plant.

Residents and the Community Services Committee will be fully consulted as work progresses.

Keith Blackburn
16 September 2014



Seaford Town Council

Report 124/14

Agenda Item No:	10
Committee:	Community Services
Date:	25 September 2014
Title:	Opting to tax – Seaford Head Golf Club House
By:	James Corrigan – Interim Town Clerk
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval to confirm previous intention to opt to tax and to record the option to tax in the Council minutes.

Recommendations

You are recommended:

- 1. To formally opt to tax on the new gold clubhouse.**
 - 2. To note that it has always been the Councils intention to opt to tax on the building and that the failure to submit the necessary paperwork was an administrative error.**
-

1. Information

- 1.1** During the planning of the build of the new club house at Seaford Golf Course various discussions took place regarding the reclaiming of the construction VAT and the desire to undertake the necessary action to enable the Council to reclaim all of the VAT on the construction costs, approximately £340,000.
- 1.2** The former RFO and accountant advised of the need to do this to enable all the VAT to be reclaimed. Whilst there was a clear intention to do this it was not minuted in a formal Council meeting and the necessary application form was not submitted to Inland Revenue. The Council is therefore appealing to Inland Revenue to allow it to “opt to tax” on the new Club House from the commencement of the construction. This would enable the full amount of VAT expended on the build to be reclaimed.
- 1.3** Following recent advice it has become apparent that it would be wise to register that the Town Council has always wished to reclaim all the construction VAT and to in turn charge VAT for hire of the facility. It is also advisable to register that the Council wishes to opt to tax on the building formally.

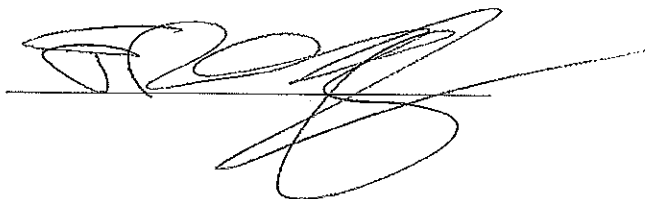
2. Financial Appraisal

- 2.1** The financial consequences of opting to tax are that the Council will be able to reclaim all of the VAT on the construction of the building, approximately £340,000. However in turn 20% of any takings for room hire will have to be paid to Inland Revenue as these hirings will in turn be subject to VAT. However over a 20 year period the amount of VAT paid on the hirings will be significantly less than the above figure.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Interim Town Clerk.

Interim Town Clerk

A handwritten signature in black ink, appearing to read 'J. Corrigan', written over a horizontal line. The signature is stylized and somewhat cursive.

