



## 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 26 September 2013** at **7.00 pm** which you are summoned to attend.

S J Shippen  
Town Clerk  
20 September 2013

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 25 July 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**

**a) Income/Expenditure**

To consider report 76/13 detailing Committee income and expenditure for the period 1 April 2013 to 31 August 2013 (pages 3 to 9).

**b) Items to be Considered for Inclusion in the Committee Budget for 2014-15**

To consider proposals from Members for inclusion in the budget for 2014-15 (page 11).

**6. The Salts Recreation Ground - Consultation Results and Project Development**

To consider report 78/13 concerning the recent consultation (pages 13 to 24).

**7. Grounds Maintenance Contract - Update**

To consider report 81/13 concerning an update on the current position of the grounds maintenance contract (pages 25 to 26).

**8. Seaford Public Toilets**

To consider report 83/13 concerning the LDC contract for public toilets (pages 27 to 28).

**9. Seaford in Bloom**

To consider report 79/13 concerning Seaford in Bloom (pages 29 to 30).

**10. Frankies Beach Café - Visitor noticeboard**

To consider report 77/13 concerning a request for permission for a noticeboard (pages 31 to 32).

**11. Seafront Performance Area**

To consider report 80/13 concerning plans from Seaford Theme Group (pages 33 to 37).

**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 76/13

<b>Agenda Item No:</b>	<b>5 a)</b>
<b>Committee:</b>	<b>Community Services Committee</b>
<b>Date:</b>	<b>26 September 2013</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Louise Stephens, Support Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To inform members of the Community Services Committee of Income and Expenditure for the period 1 April 2013 to 31 August 2013</b>

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#### Recommendations

You are recommended:

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

- 1.1** The statements detailing income and expenditure for the period 1 April 2013 to 31 August 2013 compared to the budget for that period, is attached as Appendix A.
- 1.2** There is an over spend on insurance across the department as previously reported.
- 1.3** Salts Recreation Ground – 4252 – Litter & Dog Bin Purchase Maintenance – Overspend due to purchase of new bins, locks & hooks.
- 1.4** Crypt – 4199 – Other Expenditure – overspend due to purchase of Gallery Hooks due to be refunded by Friends of the Crypt.
- 1.5** Crypt – 4100 – Telephone No budget applied as this phone line has now been cancelled. This will require adjustment at budget review.

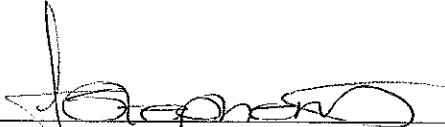
#### 2. Financial Appraisal

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

**3. Contact Officer**

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

Support Services Manager



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Town Clerk



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20/09/2013

## Seaford Town Council 2013/14

11:10

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2013

Page No 1

Month No : 5

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b><u>Community Services</u></b>							
<u>105 Salts Recreation Ground</u>							
4051	Rates	288	578	291	291	49.7 %	
4052	Water & Sewerage	271	3,236	2,965	2,965	8.4 %	
4055	Electricity	87	275	188	188	31.8 %	
4115	Insurance	2,823	2,795	-28	-28	101.0 %	
4201	Cleaning	0	1,850	1,850	1,850	0.0 %	
4251	Dog Bin Emptying	381	1,830	1,449	1,449	20.8 %	
4252	Litter & Dog Bin Pch & Maint	438	250	-188	-188	175.4 %	
4260	Grounds Maintenance Contract	29,849	89,549	59,700	59,700	33.3 %	
4261	Grounds Maint non contract	803	5,000	4,197	4,197	16.1 %	
4274	Projects Expenditure	1,786	0	-1,786	-1,786	0.0 %	
	Salts Recreation Ground :- Expenditure	<b>36,727</b>	<b>105,363</b>	<b>68,636</b>	<b>0</b>	<b>68,636</b>	<b>34.9 %</b>
1050	Income Rent	916	1,043	-127		87.8 %	
1051	Income Insurance Recharge	0	1,208	-1,208		0.0 %	
1058	Income Water Recharge	0	2,115	-2,115		0.0 %	
1066	Concession Income	14,800	14,800	0		100.0 %	
	Salts Recreation Ground :- Income	<b>15,716</b>	<b>19,166</b>	<b>-3,450</b>		<b>82.0 %</b>	
	<b>Net Expenditure over Income</b>	<b>21,011</b>	<b>86,197</b>	<b>65,186</b>			
<u>106 Crouch Recreation Ground</u>							
4052	Water & Sewerage	-79	2,509	2,588	2,588	-3.1 %	
4055	Electricity	97	341	244	244	28.3 %	
4115	Insurance	1,621	1,598	-23	-23	101.4 %	
4251	Dog Bin Emptying	318	1,045	727	727	30.4 %	
4252	Litter & Dog Bin Pch & Maint	227	400	173	173	56.8 %	
4260	Grounds Maintenance Contract	16,090	44,066	27,976	27,976	36.5 %	
4261	Grounds Maint non contract	405	3,500	3,095	3,095	11.6 %	
4274	Projects Expenditure	5,372	0	-5,372	-5,372	0.0 %	
4275	Building Maintenance	25	0	-25	-25	0.0 %	
	Crouch Recreation Ground :- Expenditure	<b>24,075</b>	<b>53,459</b>	<b>29,384</b>	<b>0</b>	<b>29,384</b>	<b>45.0 %</b>
1050	Income Rent	1,495	2,425	-930		61.6 %	
1051	Income Insurance Recharge	0	705	-705		0.0 %	
1057	Income Electricity Recharge	0	170	-170		0.0 %	
	Crouch Recreation Ground :- Income	<b>1,495</b>	<b>3,300</b>	<b>-1,805</b>		<b>45.3 %</b>	
	<b>Net Expenditure over Income</b>	<b>22,580</b>	<b>50,159</b>	<b>27,579</b>			

Month No : 5

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	254	1,047	793		793	24.3 %
4260	Grounds Maintenance Contract	1,932	5,797	3,865		3,865	33.3 %
4261	Grounds Maint non contract	130	2,000	1,870		1,870	6.5 %
	Martello Fields :- Expenditure	<u>2,316</u>	<u>8,844</u>	<u>6,528</u>	<u>0</u>	<u>6,528</u>	<u>26.2 %</u>
1050	Income Rent	1,072	3,250	-2,178			33.0 %
	Martello Fields :- Income	<u>1,072</u>	<u>3,250</u>	<u>-2,178</u>			<u>33.0 %</u>
	<b>Net Expenditure over Income</b>	<u>1,244</u>	<u>5,594</u>	<u>4,350</u>			
<u>108</u>	<u>Other Open Spaces</u>						
4051	Rates	301	601	300		300	50.0 %
4052	Water & Sewerage	11	134	124		124	7.8 %
4251	Dog Bin Emptying	381	1,827	1,446		1,446	20.9 %
4252	Litter & Dog Bin Pch & Maint	-283	250	533		533	-113.2
4260	Grounds Maintenance Contract	6,925	20,777	13,852		13,852	33.3 %
4261	Grounds Maint non contract	-73	3,500	3,573		3,573	-2.1 %
	Other Open Spaces :- Expenditure	<u>7,263</u>	<u>27,089</u>	<u>19,826</u>	<u>0</u>	<u>19,826</u>	<u>26.8 %</u>
	<b>Net Expenditure over Income</b>	<u>7,263</u>	<u>27,089</u>	<u>19,826</u>			
<u>113</u>	<u>Crypt</u>						
4051	Rates	2,679	5,356	2,677		2,677	50.0 %
4052	Water & Sewerage	62	154	92		92	40.1 %
4055	Electricity	201	1,287	1,086		1,086	15.6 %
4056	Gas	598	2,255	1,657		1,657	26.5 %
4100	Telecommunications	77	0	-77		-77	0.0 %
4105	Postage	0	50	50		50	0.0 %
4106	Stationery	0	100	100		100	0.0 %
4110	Advertising & Publicity	30	193	163		163	15.5 %
4115	Insurance	728	1,174	446		446	62.0 %
4199	Other Expenditure	240	50	-190		-190	480.0 %
4201	Cleaning	122	500	378		378	24.3 %
4275	Building Maintenance	115	0	-115		-115	0.0 %
	Crypt :- Expenditure	<u>4,852</u>	<u>11,119</u>	<u>6,267</u>	<u>0</u>	<u>6,267</u>	<u>43.6 %</u>
1050	Income Rent	4,930	4,750	180			103.8 %
	Crypt :- Income	<u>4,930</u>	<u>4,750</u>	<u>180</u>			<u>103.8 %</u>
	<b>Net Expenditure over Income</b>	<u>-78</u>	<u>6,369</u>	<u>6,447</u>			

Month No : 5

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>115 Martello Tower</b>						
4115 Insurance	2,081	2,073	-8		-8	100.4 %
4274 Projects Expenditure	31	0	-31		-31	0.0 %
Martello Tower :- Expenditure	<b>2,112</b>	<b>2,073</b>	<b>-39</b>	<b>0</b>	<b>-39</b>	<b>101.9 %</b>
1050 Income Rent	66	0	66			0.0 %
Martello Tower :- Income	<b>66</b>	<b>0</b>	<b>66</b>			
<b>Net Expenditure over Income</b>	<b>2,046</b>	<b>2,073</b>	<b>27</b>			
<b>116 Seaford Head Estate</b>						
4115 Insurance	1,165	1,160	-5		-5	100.4 %
4251 Dog Bin Emptying	509	1,044	535		535	48.7 %
4261 Grounds Maint non contract	0	250	250		250	0.0 %
Seaford Head Estate :- Expenditure	<b>1,673</b>	<b>2,454</b>	<b>781</b>	<b>0</b>	<b>781</b>	<b>68.2 %</b>
1050 Income Rent	1,875	3,750	-1,875			50.0 %
1053 Income Grants	0	7,638	-7,638			0.0 %
1066 Concession Income	3,970	3,970	0			100.0 %
Seaford Head Estate :- Income	<b>5,845</b>	<b>15,358</b>	<b>-9,513</b>			<b>38.1 %</b>
<b>Net Expenditure over Income</b>	<b>-4,172</b>	<b>-12,904</b>	<b>-8,732</b>			
<b>117 Seafront</b>						
4052 Water & Sewerage	54	170	116		116	31.7 %
4055 Electricity	628	2,875	2,247		2,247	21.9 %
4115 Insurance	498	506	8		8	98.4 %
4201 Cleaning	0	150	150		150	0.0 %
4251 Dog Bin Emptying	694	0	-694		-694	0.0 %
4252 Litter & Dog Bin Pch & Maint	0	250	250		250	0.0 %
4253 Shelters	730	1,848	1,118		1,118	39.5 %
4261 Grounds Maint non contract	758	2,500	1,743		1,743	30.3 %
4274 Projects Expenditure	970	0	-970		-970	0.0 %
4275 Building Maintenance	20	0	-20		-20	0.0 %
Seafront :- Expenditure	<b>4,352</b>	<b>8,299</b>	<b>3,947</b>	<b>0</b>	<b>3,947</b>	<b>52.4 %</b>
1055 Income Seating	368	0	368			0.0 %
1057 Income Electricity Recharge	0	2,875	-2,875			0.0 %
1058 Income Water Recharge	0	46	-46			0.0 %
1066 Concession Income	38,215	38,215	0			100.0 %
Seafront :- Income	<b>38,583</b>	<b>41,136</b>	<b>-2,553</b>			<b>93.8 %</b>
<b>Net Expenditure over Income</b>	<b>-34,231</b>	<b>-32,837</b>	<b>1,394</b>			

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	1,042	2,120	1,078		1,078	49.2 %
4115	Insurance	1,041	1,009	-32		-32	103.2 %
	Beach Huts :- Expenditure	<b>2,083</b>	<b>3,129</b>	<b>1,046</b>	<b>0</b>	<b>1,046</b>	<b>66.6 %</b>
1054	Income Other	25	0	25			0.0 %
1060	Beach Huts Site Licence	13,797	14,400	-603			95.8 %
1061	Beach Hut Annual Rent	12,821	10,860	1,961			118.1 %
	Beach Huts :- Income	<b>26,643</b>	<b>25,260</b>	<b>1,383</b>			<b>105.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-24,559</b>	<b>-22,131</b>	<b>2,428</b>			
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	179	179	0		0	100.1 %
	Old Town Hall :- Expenditure	<b>179</b>	<b>179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.1 %</b>
1050	Income Rent	638	1,310	-673			48.7 %
1051	Income Insurance Recharge	0	179	-179			0.0 %
	Old Town Hall :- Income	<b>638</b>	<b>1,489</b>	<b>-852</b>			<b>42.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-458</b>	<b>-1,310</b>	<b>-852</b>			
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	314	967	653		653	32.4 %
4260	Grounds Maintenance Contract	467	1,402	935		935	33.3 %
	Allotments :- Expenditure	<b>781</b>	<b>2,369</b>	<b>1,588</b>	<b>0</b>	<b>1,588</b>	<b>33.0 %</b>
1050	Income Rent	0	750	-750			0.0 %
1054	Income Other	0	967	-967			0.0 %
	Allotments :- Income	<b>0</b>	<b>1,717</b>	<b>-1,717</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>781</b>	<b>652</b>	<b>-129</b>			
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	10,000	10,000		10,000	0.0 %
	Other Recreation :- Expenditure	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			
<u>134</u>	<u>CCTV</u>						
4055	Electricity	0	2,277	2,277		2,277	0.0 %
4115	Insurance	889	861	-28		-28	103.2 %



Month No : 5

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4270 Vehicles & Equipment Maint	0	1,000	1,000		1,000	0.0 %
4276 CCTV	7,750	11,732	3,982		3,982	66.1 %
<b>CCTV :- Expenditure</b>	<b>8,638</b>	<b>15,870</b>	<b>7,232</b>	<b>0</b>	<b>7,232</b>	<b>54.4 %</b>
<b>Net Expenditure over Income</b>	<b>8,638</b>	<b>15,870</b>	<b>7,232</b>			
<u>135 Community Service Other</u>						
4115 Insurance	137	132	-5		-5	103.6 %
4187 Young Mayors Awards	-635	0	635		635	0.0 %
4195 Community Services Events Exp	149	200	52		52	74.3 %
4262 Tree Warden Expenses	694	2,310	1,616		1,616	30.0 %
4273 Christmas Lights	2,151	12,600	10,449		10,449	17.1 %
4290 Physical Activity Proj Expenses	2,349	1,569	-780		-780	149.7 %
<b>Community Service Other :- Expenditure</b>	<b>4,844</b>	<b>16,811</b>	<b>11,967</b>	<b>0</b>	<b>11,967</b>	<b>28.8 %</b>
1065 Income Xmas Lights	0	900	-900			0.0 %
1070 Community Services Events	926	0	926			0.0 %
<b>Community Service Other :- Income</b>	<b>926</b>	<b>900</b>	<b>26</b>			<b>102.8 %</b>
<b>Net Expenditure over Income</b>	<b>3,918</b>	<b>15,911</b>	<b>11,993</b>			
<u>140 C S Major Projects</u>						
4274 Projects Expenditure	0	35,000	35,000		35,000	0.0 %
<b>C S Major Projects :- Expenditure</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>			
<u>145 C S Building Maintenance</u>						
4275 Building Maintenance	0	6,000	6,000		6,000	0.0 %
<b>C S Building Maintenance :- Expenditure</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>			
<b>Community Services :- Expenditure</b>	<b>99,896</b>	<b>308,058</b>	<b>208,162</b>	<b>0</b>	<b>208,162</b>	<b>32.4 %</b>
<b>Income</b>	<b>95,912</b>	<b>116,326</b>	<b>-20,414</b>			<b>82.5 %</b>
<b>Net Expenditure over Income</b>	<b>3,983</b>	<b>191,732</b>	<b>187,749</b>			

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## Seaford Town Council

### Report 84/13

**Agenda Item No:** 5 b)  
**Committee:** Community Services  
**Date:** 26 September 2013  
**Title:** Budget – Members suggestions for inclusion in Budget for 2014/15  
**By:** Louise Stephens, Support Services Manager  
**Wards Affected:** All Seaford wards  
**Purpose of Report:** To consider suggestions made by Councillors for inclusion in the draft budget for 2014/15.

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#### Recommendations

You are recommended:

1. To consider suggestions made by Councillors for inclusion in the draft budget for 2014/15
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#### 1. Information

- 1.1 As part of the preparation process Members are invited to put forward suggestions for items to be included in the budget which can be considered by the Committee.
- 1.2 The draft budget for 2014-15 will be considered by this Committee on 28 November 2013, for submission to the Finance & General Purposes Committee.

#### 2. Financial Appraisal

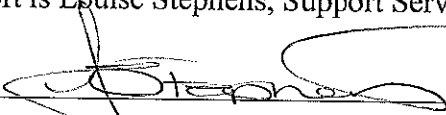

The financial implications will depend on what, if any suggestions the Committee agrees should be included in the budget for 2014-15. It will not however have any implications for the current financial year.

#### 3. Contact Officer

The Contact Officer for this report is Louise Stephens, Support Services Manager.

Support Services Manager

Town Clerk

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## Seaford Town Council

Report 78/13

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>25 September 2013</b>
<b>Title:</b>	<b>The Salts – Public Consultation and Project Development</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 notify Members of the results of the first stage of public consultation held at The Salts Recreation Ground and to seek the formation of a working group.</b>

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### Recommendations

**You are recommended:**

- 1. To consider any comment on the first stage of The Salts Recreation Ground public consultation results.**
  - 2. To consider budget recommendations to be included in 2014/15 budget.**
  - 3. To appoint three Councillors to a working group to assist officers in developing the project to the next stage as set out in 1.6 to 1.9; identifying further funding opportunities and inviting support from businesses, voluntary, community and sports groups.**
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### 1. Information

- 1.1** The first stage of The Salts public consultation is now complete. Over the two days of consultation held on Wednesday 7<sup>th</sup> August and Saturday 10<sup>th</sup> August, 300 questionnaires were completed by adults and children consisting of residents, play area users, skaters, sports enthusiasts and other visitors. Further questionnaires that were taken away for completion have been received since the event.
- 1.2** The consultation days focussed particularly on the childrens play area but also covered other areas that require urgent attention such as basketball, tennis, football and skating. Wider consultation has been taking place on physical activity through the year and was also included on the consultation days in an attempt to identify how people use their open spaces and recreation areas and what they expect to see not only in The Salts but also Seaford as a whole, be it access to free physical activity or simply more availability.

- 1.3** The results show an urgent need to replace the childrens play area, particular emphasis is placed on removing the existing bark safety surfacing and instead using rubberised materials in selected locations, also a broader age range being catered for and a better separation of age focussed equipment. Many other user groups were also well represented with requests being made for repairs, higher maintenance standards and new equipment; furthermore many answers highlighted the poor condition and quality of the facilities in The Salts overall, some are being accepted on good grounds and others are considered to be personal perception.
- 1.4** The Projects & Facilities Manager now has a clearer view of how to redevelop the play area and how the layout of the various facilities in The Salts could be arranged to find the most inclusive balance for all users; it is quite clear that there are some user groups or sports that could become or feel excluded if decisions are made without first considering the impact they have on everyone.
- 1.5** A full overview of the results and the initial summary and analysis is detailed in Appendix A. The analysis expands to review all of the comments, suggestions and discussions in the consultation, comments on Facebook, comments leading up to and following the consultations. All of which came from the general public, councillors, play manufacturers and similar industry professionals as well as sports clubs and maintenance personnel. All of the compiled results are available to view in the members room along with copies of the questionnaires used for the consultation.
- 1.6** There is still much work to do and I consider the most productive step will be to appoint a working group on a task and finish basis, to facilitate discussion that cannot easily be managed through the committee process. The deadline will be the next Community Services Committee and the task will be to assist the Projects & Facilities Manager in developing the proposal with a needs assessment, preliminary layouts/designs, accurately estimated costs for the proposed project elements, along with a provisional funding strategy. Furthermore a consideration needs to be given as to who Seaford Town Council should work with.
- 1.7** There are a number of different options for the design and construction of play spaces and sports facilities; if we aim to implement one large project for The Salts, an independent designer or landscape architect could be asked to assess and design the entire scheme (this will attract additional professional fees, potentially as much as 30%); or a shortlist of suitably qualified and experienced play manufacturers could be invited to develop design concepts for the play space and selected sports areas, with STC retaining some simpler design and procurement in house and working with independent contractors.
- 1.8** Alternatively the work could be phased over a number of years with similar options as to who to work with; if phased over a number of years smaller project elements may also be more achievable in house however some facilities in need of attention may deteriorate further and could then detract from other positive improvements.
- 1.9** With all of the options it is considered important to explore working with voluntary and community groups to consult further and potentially implement some project elements and reduction of project cost.

## 2. Financial Appraisal

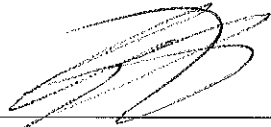
- 2.1 It is suggested that funding should first be prioritised for play space, next should be existing high demand facilities (subject to a needs assessment), followed by new facilities (again subject to needs assessment).
- 2.2 Members should note that a clear majority of respondents voted in favour of increasing tax to fund such projects, many did however emphasise 'small' increase or posing the query 'depending on how much'.
- 2.3 If the full range of new and additional facilities that would cater for the views of the public were to be introduced, then significant alterations will need to be considered and budgeted for accordingly. With a well-balanced and inclusive design across the whole space then a potential budget in excess of £350,000 could be required. Broadly this would consist of project elements that draw focus from the survey results, as well as projects for existing facilities that already have an on-going maintenance requirement such as dedicated sports pitches and landscaping maintenance; each one of those elements will have to be prioritised and developed in further consultation with the public and relevant user groups.

## 3. Contact Officer


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

Projects & Facilities Manager

Town Clerk



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## Seaford Town Council

## The Salts Recreation Ground Consultation

On Wednesday 7<sup>th</sup> August and Saturday 10<sup>th</sup> August 2013 consultations were held seeking public views about The Salts. Conducted by officers and councillors the public were asked what they would like to see for the future of The Salts Recreation Ground in relation to play, physical activity, sport and other recreation. This document gives an overview of all questionnaires completed on the consultation days. Further forms have been submitted, completed on different occasions, the results of which will be fed into the assessment process.

### 1. RESULTS

Category	Total
Adults	83
Children	45
Children's Picture based	67
Skate	42
Physical Activity tick sheet	52
Physical Activity written	11
<b>Total</b>	<b>300</b>

### 2. OVERVIEW

#### Adult results

- 2.1 A total of 83 'play area' specific questionnaires were completed by adults over the two consultation dates, this comprised 63 parent/guardians and the remaining number made up of grandparents, child carers and 8 were answered as 'Other' or unanswered.

68 of those completing the questionnaires were from Seaford (82%) with 7 unanswered and the remaining 8 spread between Eastbourne, Brighton, Peacehaven, Newhaven, Friston and Lewes.

The highest 'attendance frequency' answered was weekly, with a total of 61 being either weekly or more frequent visitors (73%). A total of 20 answered that they visit either monthly or on several occasions per year.

- 2.2 When asked what they 'Liked' about The Salts there was a significant number that stated – space with 36 answers; the feeling of safety and security; visibility around the recreation ground and the grass and green spaces with 13 combined. Other popular answered areas were the café 11, the play area 9, the parks proximity to the beach and town 11 combined; and the outdoor gym 7.

There is a middle group of answers averaging 3 and 4, these picked up on a range of other benefits at The Salts such as the skate park, the availability of scooter and cycling space, swings and slides, dog walking and tennis.

Answers in the lower range (but also being raised by visitors in discussions) included football, keeping kids occupied, sea breeze, mini golf, close to home, events / concerts by The Base, views, accessible, central location, there were also responses that recognised the age range catered for across the whole park; also toilets, ice cream and the social atmosphere were among the answers given.

- 2.3 When asked what they 'Did Not Like' about The Salts, there were high numbers requesting that the chipped bark be removed from the play area, also that there is not enough play equipment overall, not enough for each age range and not covering a broad enough age range, the age of the equipment, particularly play equipment and the standard of maintenance were also high on the list furthered by broken and unsafe equipment being highlighted in other answers.

Café and toilet quality were quite high on the list with many recalling how the café was presented and operated by the previous licensee, the age and standard of buildings / facilities partnered this dislike, this was also covered in great detail in discussions with the public.

Exposure to weather was a common dislike, and this area was also discussed at length.

- 2.4 Many of the results from the question 'What would encourage you to visit more' mirrored the dislikes. Most asked for more equipment especially play, more for all age groups, better quality facilities and equipment and in turn higher standards of maintenance as well as better surfacing options being used in place of chipped bark.

Nicer café and food, also better, cleaner toilets, as well as toilets closer to the play area were high on the list.

Shelter from the elements, both shade from the sun and shelter from the rain were quite high answers, but more noticeably these were big discussion points covered frequently with the visitors on the day.

Water play was high on the list, some specified spray equipment and centre pieces similar to that found in Princes Park in Eastbourne, some simply referred to 'Water', paddling pools came up in numerous 'any other comments' and a small number referred to a boating pond.

Generally highlighted across the three written questions was; a better 'range' of activities being catered for, better skate ramps/facilities, better quality tennis facilities and access to free tennis, cycling and running as well as improvements in provision for football being highlight by many.

- 2.5 It is important to note the 'Likes, Dislikes and What would encourage you to visit more?' were written answers therefore conscious decisions were being made to specify their answers to these categories.
- 2.6 Equipment choices for play, when averaged by the number of answers within an equipment type or type of play resulted in swings and climbing being particularly sought after as well as play for older children and teenagers, comments from previous questions reflected this as well. Slides and springing equipment were low on the list, but spinning was also surprisingly low on people's preferences.

In contrast 'Multi Person Spinner' saw 40 (48%) answers which placed it in the top 10 out of 31 possible equipment types. Trampolines were number 3 with 50 answers (60%), water (59%) and sand pit (57%). Four 'climbing' categories were in the top

ten totalling 178 answers. The top two both were swinging categories for toddlers and teens totalling 102 answers.

This area of questioning will be useful in the design process and for identifying a suitable equipment range for a new play space, however professional advice will be required to ensure that play value is maintained across the whole space. From comments and general discussion as well as personal experience spinning and rocking equipment is highly regarded by children in play so it will be important to consider this even though some of the results were seemingly low.

- 2.7 When asked what do the visitors use play spaces for, the answers for physical activity (82%) and social (76%) were noticeably higher than that of 'wellbeing' (58%) and educational only (31%).
- 2.8 When asked if residents would accept a small increase in council tax to part fund such projects
- |    |                      |
|----|----------------------|
| 36 | Answered 'YES' (44%) |
| 21 | Answered 'NO' (25%)  |
| 26 | Did not answer (31%) |

58% of those who did not answer were non Seaford residents. A number of those that answered YES specified, 'small', 'Depends on what projects', two stated possibly, one in fact suggested an entry fee of £1 might be adopted for The Salts.

- 2.9 In 'Any other comments' at the end of the questionnaire, many made reference to the importance of The Salts and its overall significance and community value. Many elaborated on the ranges of equipment that should be included and offering examples of other areas that offer the facilities that many look for in parks like The Salts. Water play was highlighted as detailed above, and many gave positive support for the potential schemes. Signage was mentioned, as were park keepers. Princes Park Eastbourne, Hampden Park, Peter Pans in Brighton, Brighton Level, Hove Park and Hove Lagoon were all mentioned on a number of questionnaires.

### Children's Results

- 2.10 A total of 46 children's questionnaires were completed over the two days, comprising 18 boys and 28 girls. 34 were from Seaford with the remaining from Eastbourne, Peacehaven, Hailsham and Lewes, 2 visitors were from Brecon and Richmond.
- A majority, 34 answered that they attend monthly or more frequently, with the remaining visiting several times per year and 2 are understood to be visiting for the first time.
- 2.11 Things they 'Liked'. The zip wire/cable runway came out highest with the outdoor gym and 'space' being the next highest answers. fun, skate park, swings and climbing were next in line, with playing, friends, bushes, space for football and slides also being on the list.
- 2.12 As with the adult's answers, bark was the most 'Disliked' element of The Salts/play area, old and broken equipment was next with not enough equipment and not enough for older users again featuring highly. Numerous comments were made on quality and age of equipment and not enough variety or 'enough to do'. Teens in the skate park and younger users feeling intimidated was also highlighted.

- 2.13 In equipment selections, bouncing, trampolines, climbing and swinging were again all hugely popular, equipment involving heights, hanging and air riders also made up a high percentage of the answers, and hiding and sliding were 5<sup>th</sup> and 6<sup>th</sup> respectively out of 15 possible types of play.

In 'other favourites' tunnels and dens, water, scooter/riding space and sand pits scored highly, hills and mounds were next with grass, digging/searching games, puzzle games and logs scoring relatively low in comparison.

- 2.14 Other comments for preferred play equipment included - more climbing, and climbing rocks, pirate ships, rollercoasters, air riders, waterparks and swimming pool, football provisions, trees and a log trail.
- 2.15 When asked why do they like using outdoor play areas, most answered 'to have fun' with generally small numbers answering to make friends, to get exercise and to learn things.
- 2.16 Further equipment results were obtained from picture based questionnaires/tick sheets, that allowed some of the younger visitors to get involved, 67 of these were completed and where the children's ages were answered these ranged from 20 months up to 9 years of age.

Pirate ships were highly liked; trampolines, swings, climbing, grass and mounds and embankment slides were also well liked. These results will be taken into consideration in the design process.

### **Skating Results**

- 2.17 42 skating questionnaires were completed; some were completed for multiple visitors as many attended in groups, most were from Seaford with a small number from Hailsham, 2 from London and 2 from Weston Super-Mare.

The highest ranking 'rides' were scooters with 25 answers, then BMX with mountain bike, skateboard; and rollerblades for ramp and street skating all being other common riding forms; freestyle and slalom skaters were not as high in numbers. Aggressive, street and freestyle were the most common riding styles.

The majority of users visit at least weekly and most visit specifically for the skate park; other activities that were covered by skaters were the play area, use of footpaths for riding and longboarding, football, tennis and outdoor gym.

When asked what they 'Liked' about the skate park, many did not answer, the highest number answered that it is local, next highest was the quarterpipes and 'All the ramps', 6 people answered 'Nothing' and Not Much – Needs improving. Others answered, complimenting the quality of ramps and that they are concrete, also that it's fun and creative.

In 'Dislikes' the most common responses were that of the existing ramps, many were too small and did not expand on the skating range enough for accomplished skaters, also that the skate park itself is too small and the surfacing needs to be completed. One notable concern was regarding behaviour, swearing, older children being intimidating and stopping younger ones from getting in, many commented that the shelter draws the attention of non-skaters and those that wish to cause trouble, smoke or do drugs, many in 'Other comments' specifically asked for the shelter to be removed.

83% of completed forms, answered 'YES' to more dedicated skate space, more ramps and that they would visit more if there were more ramps. 3 out of 4 people that answered 'NO' were in fact answering the questionnaire in connection with Tennis.

The most frequent comments in 'Which ramps would you like to see' were practice space / space for beginners, the need for a jump box, street section, bowls, halfpipes; a number of designs were also noted which will aid the initial design and costing process if a scheme is to be taken forward.

### **Physical Activity Results**

- 2.18 54 questionnaires were completed in connection with 'Physical Activity'. The most sought after categories were play equipment for older children and teenagers (61%), cycle route (52%), table tennis (52%), more play equipment (48%) and trim trail & agility equipment (41%). Miniature golf scored slightly higher than multi use games area which was followed by basketball, more cricket and more rugby were the lowest (9%) and (6%) respectively.
- 2.19 Most supported a number of different activities reflecting the opinion in numerous other comments across the consultation that The Salts caters for a broad range of activities; it has become clear that The Salts is desirable as an outdoor sports facility as much as a recreation ground and play space.
- 2.20 Unfortunately tennis had not been included in the tick sheet forms that were released on the consultation days but this was well supported in the other questionnaires and many visitors discussed the importance of retaining tennis at The Salts; furthermore requests for free tennis are often received, especially in support of children being able to access the sport. Tennis is also an important part of The Salts heritage having been one of the first sports to be catered for. Maintenance costs are also generally lower than other sports so the relative cost to provision the sport is considered low when taking into account the number of users.

### **3. SUMMARY & ANALYSIS**

This analysis takes into account not only the answers found within the questionnaires but also the discussions on consultation days, comments received made via social media; meetings held with play manufacturers and specialists as well as other authorities. Many of the user trends and visitor habits that are known and understood by officers at both Town and District Councils are also used as a reference in this analysis.

- 3.1 Play: Results in connection with play space have been covered in much detail above, there is a clear requirement to provide 1. More equipment 2. Cater for a wider age range including for teens that do not skate but enjoy challenging physical activity 3. Improve visibility and options that cater for the various degrees of parental supervision for ages ranging from toddler to teens.

There does not seem to be an overwhelming demand for big, bold, outstanding or radical play areas specifically, but a commitment to providing the same broad scope and family value that is found in other seaside destinations and also specifically 'Destination or District Parks'. Hove Park, Hove Lagoon, Princes Park in Eastbourne, Peter Pans in Brighton all came highly regarded; St Johns Park in Burgess Hill, Victoria Park in Haywards Heath, all have expanded, maintained consistently or renovated their playspaces in recent years and this was recognised in comments from childminder groups leading up to the consultation.

Surfacing: The consultation results show that the majority are in favour of the bark safety surfacing being removed. Although this is broadly one of the most effective safety surfaces, over such a vast area it is both hard to manage and therefore very costly, it is also viewed as unhygienic and messy for play during wetter weather. Annual grounds maintenance contract costs of around £15,000 are also spent each year to manage this particular element in the play space, such a cost could be put to much greater use on maintenance of equipment and replacement costs in future.

3.2 Other facilities: Although the range of equipment, facilities and services that The Salts provides is liked and valued, the age, condition and standard of maintenance of all facilities was not as well regarded. Many feel that maintenance standards need to be improved and that the age of the buildings is starting to show. The tennis, basketball and five a side courts were all identified as requiring urgent attention especially in discussions. Football was highlighted in a number of questionnaires; some visitors were in fact looking for sports industry standards from the facilities such as competition size basketball courts and hoop heights, comments in connection with football were generally looking for more flat, grassed areas and/or dedicated space for football but artificial synthetic surface for football was also requested.

3.3 Skating: Suggested designs in relation to skating were well supported; it is a common concern that the age range found in the existing skate facility at The Salts can often be dangerous, intimidating for younger skaters and frustrating or obstructive for accomplished/older skaters. There were some contesting comments found in other questionnaires, those against spending more money on skating when play is now a higher priority; but with results for scootering and cycling space also being high in the recorded results, as the junior skate space concept design received much support from parents on the day there is a case for a review of skate provision, furthermore the results of the skating questionnaires saw a large percentage requesting more or better skate facilities, and a similarly high percentage, especially accomplished skaters that visit other towns because they provide better facilities, would remain in Seaford if more equipment or higher standard facilities were available.

Tennis: Tennis users were looking for better quality, in renovations to the surfacing and fencing; and as officers have found with enquiries from the general public in the past many feel that the use of the courts should be free. There were some points raised through the skating questionnaires that highlighted the disturbance caused to play, by the use of the skate park close by. Also the importance of retaining tennis courts due to their popularity and their comparatively low cost in comparison to other sports.

Physical Activity: Many other areas of Physical Activity were covered, with surveys completed proposing options for 'new' or more provision. Flat space for the extension of skating and riding was sought after, reflected in skate questionnaires and comments through a number of other forms. Other sought activities outside of 'play' focussed recreation, were table tennis and cycle routes, trim trail / agility and running. With miniature golf scoring higher than multi use games area (MUGA), this raised some interesting points for consideration, especially alongside a number of queries about the low demand for pitch and putt. MUGA's generally cater for basketball and with 'more basketball' being quite sought after the two combined gained 30 responses which would place the combined activities in 2<sup>nd</sup> place in the totals.

Results have not been recorded this way in the totals, for consistency each activity is being recorded by the number of answers received; however many activities could work comfortably together if being installed at the same time, agility and trim trail

equipment can in fact deliver play value and physical/challenging activity for older children and teenagers and depending on design there are some equipment types that provide a range of climbing, hanging, swinging and sliding functions in one 'trail' type format. And some also include elements that would incorporate play for younger users, which overall would deliver play value for the broadest range of ages. A cycle route for example could also cater for running, and in other parks exercise equipment (often static equipment) is placed along a route to provide a circuit training type facility.

Further physical activity surveys generally from sports club members are being analysed, information relevant to The Salts will be fed into the project development process.

Buildings: The Café is a particular focus, people clearly visit The Salts because the catering is available but in comparison to other parks the standards are apparently lower than visitors expect; this is reflected in the high number of likes for the café, but similarly the high number of dislikes for the quality of the building and the quality of service and cleanliness. Although many comments may be speculative and some clearly have higher standards than others, there were considerable numbers of comments found in the questionnaires and especially comments made in discussions. Building improvements will also be key in achieving positive results in this area.

Toilets: Similarly the toilets featured in the likes twice but were also among the highest dislikes. Proximity of the toilets is clearly another issue that people are concerned about, the quality and accessibility of the toilets in the café also do not aid this, there is much evidence that visitors often expect to be allowed to use the toilet facilities when not actually purchasing from the café, this can often put pressure on the operator and in turn this seems to reflect badly on their approach to the visiting public overall.

Maintenance: Many maintenance related issues were raised in connection with buildings, equipment and fencing; and a large number of discussions once again highlighted the concern regarding the control of animals and particularly dogs mess, numerous problems are experienced in connection with dogs mess, litter was also raised as a concern in some questionnaires but overall the grounds maintenance was not generally a focus; with this in mind however landscaping and a generally uninspiring outlook was picked up (particularly in discussions) and many would like to see more trees for shade/shelter and visual amenity as well as a higher standard of natural landscaping.

Security: 'Safety and Security' featured broadly through all of the questionnaires, there were many related points that allow an insight as to how people view The Salts. Security gates and lighting was noted, comments regarding improvements in standards potentially leading to a reduction in vandalism, comments in connection with younger children feeling intimidated when trying to use the skate facilities, residents of Beach Close also stating numerous concerns about the sports courts and the potential for new skate facilities too close to their homes, encouraging activities that would disturb their peace; also skaters requesting the removal or relocation of the youth shelter, site supervision also came up and this also raised the point of park keepers being a desirable role for The Salts.

#### **4. WORKING GROUP and RECOMMENDATIONS**

Recommendations are not being made at this stage, further analysis and assessment is needed and a number of surveys in connection with physical activity still need to

be analysed. Costs in relation grounds maintenance will also require further scrutiny to consider how best to approach some of the desires or needs.

The appointed working group along with the Projects & Facilities Manager will take the above information, assess the requirements and form recommendations for the next stage.

Further consultation will be needed with dedicated user groups such as play area users and their families, skaters, sports clubs and other activity based groups, for example Cycle Seahaven, Seaford Striders.

Focus will be on what The Salts provides best and what can realistically be achieved in future, for example cycling is a positive prospect due the limitations found on the seafront and the safety and security away from traffic for families, however there will certainly be limits as to how cycling is permitted or restricted in some areas within the recreation ground.

Identification of partnership working should also be a key function of the group, there are a number of organisations in Seaford that would be able to support the projects and provide expertise, furthermore some elements may benefit the local community by taking ownership. Seaford Youth Forum have a connection with the recreation ground already with their outdoor gym project being so successful, they have offered to support further work in connection with the gym but also The Salts in general, it is important that they be involved in the process. Seaford Tree Wardens may wish to be involved with potential tree planting or landscaping projects, Cycle Seahaven may wish to be involved if cycling is to be explored further. Various other businesses or groups may wish to be involved if approached with relevant proposals, if not for financial support then voluntary labour, advice or development of services may be available.

## **5. FUNDING**

Funding options will need to be prioritised. S106 has been identified for outdoor playspace, projects budget currently holds approximately £9,000 for the children's play area. Future projects budgets have been forecasted to include a number of related improvements therefore reprioritisation of project budgets might be explored.

Future Community Infrastructure Levy may be an option for the future, Sport England, Big Lottery and similar funders may also be approached, a more developed project will need to be costed and most likely consulted on further, for larger funders to support such a project.

Further funding options could be explored by writing to local supporters and sponsors, businesses and community groups. Where inclusive play and improved surfacing is becoming a focus and with physical activity and health being one of the leading objectives for the overall scheme, related funders can be explored.





## Seaford Town Council

### Report 81/13

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 September 2013</b>
<b>Title:</b>	<b>Grounds Maintenance Contract - 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 advise members of the current position in the Grounds Maintenance Contract procurement process and seek endorsement for officers' actions</b>

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#### Recommendations

**You are recommended:**

- 1. To endorse officers' actions in agreeing that Seaford Town Council be included in the Grounds Maintenance Contract for a further year until 28<sup>th</sup> February 2015, working with the existing contractor operating under the current specification.**
- 

#### 1. Information

- 1.1** Lewes District Council wrote to the Town Clerk in August to provide a more detailed update of the current contract arrangements for 2014. The existing contract is due to end on 28th February 2014.
- 1.2** LDC has proposed that the most suitable approach to maintain services without disruption is to negotiate a new contract with the existing contractor. The contract will run for a further year from 1<sup>st</sup> March 2014 until the end of February 2015 and the services will be carried out to the same specification.
- 1.3** Concerns have been raised by STC officers about performance standards in comparison to the standards set within the specification, requesting that the standards be maintained at the level expected in the specification. Furthermore STC officers have highlighted that considering a new contract term will be commencing, the new term should run until the end of the financial year, to 31<sup>st</sup> March 2015 instead of the end of February as LDC has proposed.
- 1.4** LDC required an urgent decision in advance of the Community Services meeting; therefore officers have confirmed that Seaford Town Council should be included.

Officers therefore seek endorsement of action in line with previous decisions of this committee.

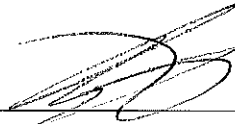
**2. Financial Appraisal**

Accurate costs cannot be confirmed at this time however LDC has suggest that the contract rates will increase by the annual indexation figure, currently estimated at 1.79%.


**3. Contact Officer**

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

Projects & Facilities Manager



Town Clerk





## Seaford Town Council

### Report 83/13

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 September 2013</b>
<b>Title:</b>	<b>Seaford public toilets – cleaning contract</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 advise Members of adjustments and improvements to public toilet cleaning contract and the approaching contract renewal.</b>

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#### Recommendations

**You are recommended:**

- 1. To endorse officers' actions in agreeing adjustments to the existing public toilet cleaning contract and continuing discussions in relation to the contract renewal in 2014.**
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#### 1. Information

- 1.1** The Town Clerk and the Projects & Facilities Manager recently met with officers at Lewes District Council to discuss a number of issues relating to public toilets in the area. With numerous visitor complaints being received regarding cleanliness of public toilets in Seaford, the District Council are undertaking a full review of all of their toilet cleaning services across the District. This review coincides with the current contract coming to an end in March 2014.
- 1.2** The opening times have been reviewed for each of the facilities as well as the frequency of cleaning in conjunction with those opening times. The opening times will remain very much the same for the existing contract with the frequency of cleaning, inspection and methods of controlling each cleaning stage being enforced and managed more accurately for the remainder of the term. For the new contract the opening times will be very similar other than South Street, but the frequency of cleaning during peak seasons is being increased to facilitate user trends and the cleaning stages will be more evenly spread across the opening times; furthermore toilets will be closed during cleaning.
- 1.3** Adjustments to the new contract will also make the system more efficient with standards for uniforms, identification and controls regarding break times and conduct. Furthermore it makes the contractor more responsible for the management

of the service, telephone numbers for the cleaners will be on display and available on Lewes District Councils website, so it will be in their interest to ensure that duties are being performed to the required standards.

- 1.4 A peak period has also been recognised and highlighted in the new contract for Martello Toilets; this will include an additional clean each day for July and August to cater for the additional footfall that the facility experiences during these times.
- 1.5 Another more significant adjustment is the proposed closure of South Street toilets over the winter period which runs 1<sup>st</sup> October to 31<sup>st</sup> March, this is in light of Place Lane toilets being in such close proximity and demand generally being lower through the winter period.

## 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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## Seaford Town Council

### Report 79/13

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 September 2013</b>
<b>Title:</b>	<b>Seaford in Bloom</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of the cessation of the Seaford in Bloom Committee and the implications thereof.</b>

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#### Recommendations

**You are recommended:**

- 1. To approve the Town Council negotiate an agreement to take responsibility for the town centre planting previously undertaken by Seaford in Bloom, including ownership of various planters, subject to an agreement including financial arrangements being signed by both parties.**
  - 2. To delegate responsibility to the Town Clerk to negotiate and sign a suitable agreement on behalf of the Council.**
  - 3. To agree that the Town Clerk work with interested parties with the aim of re-establishing a voluntary committee to enable other aspects of Seaford in Bloom to continue in the future.**
- 

#### 1. Information

- 1.1** After 24 years of service to the town, the Seaford in Bloom Committee (SiB) has made the decision to fold. The decision was influenced by the illness of the Chairman Isabel Stephenson which was announced at the SiB Annual Awards in August.
- 1.2** The Committee has requested that the Town Council take ownership and responsibility for their many planters, tiered baskets, hanging baskets and boat and undertake to plant the town centre floral displays in the future, at least until their financial contribution is exhausted. This would be via formal agreement and all funds of the SiB would be transferred to the Council in a protected earmarked reserve for the purpose.
- 1.3** They have also requested that the current contractor is retained whilst their finance is available. The Town Council would continue to meet the costs of watering,

which are currently met via an annual grant, whereas SiB meet the costs of planting.

- 1.4 Following the announcement of the decision in the local press, a few members of the public have indicated an interest in getting involved, so it may be possible to restart a volunteer committee. A Councillor has also expressed an interest, which the Town Clerk is due to discuss prior to the meeting. A verbal update will be given at the committee.
- 1.5 The aim would be to establish a new voluntary committee to take on other aspects of the Seaford in Bloom in the future. The Town Clerk has previous experience of working with such groups, approval is therefore sought to allow the Town Clerk to assist and hopefully re-establish a group in Seaford.


## 2. Financial Appraisal

- 2.1 Subject to approval, the balance of funds from SiB could be transferred to STC. These would meet approximately three years of planting costs.
- 2.2 The Town Council would need to make an adjustment to the current grant budget and transfer that budget to the Community Services Committee from F&GP. This would have no effect on the budget bottom line.

## 3. Contact Officer

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

Town Clerk



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## Seaford Town Council

Report 77/13

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>26 September 2013</b>
<b>Title:</b>	<b>Visitor Noticeboard and leaflet holders – Frankies Beach Cafe</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 installation of a new printed visitor notice and map on an existing noticeboard attached to Frankies Beach Café.</b>

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### Recommendations

You are recommended:

1. To approve that Dominic Smith of Frankies Beach Café be permitted to install a new printed vinyl sign, on the existing noticeboard on the West View Kiosk to replace the existing damaged visitor noticeboard.
  2. To approve that leaflet holders be supplied to Frankies Beach Café and retained for future vendors operating the kiosk to display appropriate leaflets as suggested 1.5.
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### 1. Information

- 1.1 A request has been made by Dominic Smith, the operator of Frankies Beach Café, for permission to install a replacement visitor notice on the existing damaged notice board that is fixed to the kiosk.
- 1.2 The existing notice board was produced by a company called UK Media and it is believed to have been approved by Seaford Town Council in a partnership arrangement with East Sussex County Council. The company went into administration and the notice board is no longer maintained.
- 1.3 Designed by Inklusion Print, a draft of the display and map is available in the Members Room for information.
- 1.4 Inklusion Print is a community based enterprise at St John's School and College which provides new training opportunities for learners as a preparation for employment and supported employment.

- 1.5 Alongside this new display it is recommended that a number of leaflet holders be provided to Dominic Smith to be placed on display when the kiosk is open to enable visitors to take copies. It is suggested that leaflets be provided for relevant attractions close by and it is recommended that these should be Arts@theCrypt, Seaford Exercise Path, Seaford Heritage Trail, Seaford Museum, Seaford Head Nature Reserve and a Beach Safety leaflet that could be supplied by Lewes District Council, this would be subject to the relevant organisations agreeing to supply the leaflets.
- 1.6 The leaflet holders that are attached to the existing Exercise Path and Heritage Trail lecterns along the seafront can be used for this purpose. As the holders are not water or wind proof the existing arrangement where they are simply left open to all weathers, means that they often get wet and become blocked rendering them inaccessible.
- 1.7 Further leaflet holders could also be provided to the Kiosk operator at Martello Kiosk in future, for the same purpose.
- 1.8 Mr Smith proceeded with the installation of the noticeboard ahead of this Committee meeting so he has been asked to remove it until such time as a decision can be made. The terms of Mr Smith's operating licence prohibit the display of any advertisements on the building that do not have the approval of 'the Council'.

## 2. Financial Appraisal

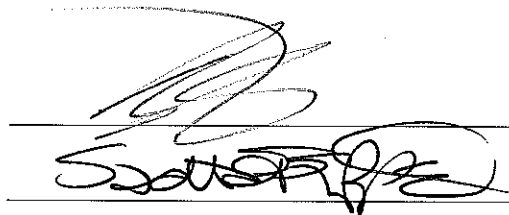
There are no financial implications to this report, the cost is to be met by Dominic Smith and supporting sponsors.

## 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



The image shows two handwritten signatures. The top signature is in black ink and appears to be 'Ben King'. The bottom signature is in blue ink and appears to be 'S. D. King'. Both signatures are written over a horizontal line.





## Seaford Town Council

Report 80/13

<b>Agenda Item No:</b>	11
<b>Committee:</b>	Community Services
<b>Date:</b>	26 September 2013
<b>Title:</b>	Seafront Performance Area – Seaford Community Partnership, Seafront Theme Group proposal.
<b>By:</b>	Ben King – Projects & Facilities Manager
<b>Wards Affected:</b>	All Seaford wards
<b>Purpose of Report:</b>	To seek agreement in principle and officer support for the proposed improvements at Martello Tower in the creation of a space to facilitate small performing arts performances.

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### Recommendations

You are recommended:

1. To agree in principle the proposed scheme presented by Seaford Community Partnerships, Seafront Theme Group.
  2. To approve that further seafront memorial bench applications be permitted for the purposes of this scheme, subject to final designs and proposed total quantities being submitted to this committee for approval at a future meeting.
  3. To approve that a maximum of 6 hours of the Projects & Facilities Manager's time be used in an advisory capacity to support the Seaford Community Partnerships Seafront Theme Group in developing the project, subject to the Theme Group taking ownership of the project development in consultation with the Projects & Facilities Manager.
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### 1. Information

- 1.1 The Seaford Community Partnerships Seaford Seafront Theme Group (SSTG), have requested that consideration be given to making improvements around the Martello Tower that would facilitate regular musical or performing arts performances on the Seafront.
- 1.2 In recent years as far back as 1982, performances have been held on the raised deck of the Martello Tower, which runs between the promenade on either side of the Tower. These performances have generally been musical but in 2012 the Armed Forces Day was also held there.
- 1.3 The summary proposal from SSTG is attached at Appendix A this is a review of the full proposal that was sent to Councillors in 2012, a copy of the full proposal will be available to view in the Members Room and can also be sent to Councillors by

email on request. The summary highlights the support that the scheme has received and memorial bench options have also gained positive support previously. Photos attached in Appendix B are also representative of the atmosphere and enjoyment that crowds have experienced there.

- 1.4 Many coastal towns have seafront bandstands and performances areas, but it is openly recognised by SSTG that high cost or significant structures are not realistic options, instead the proposals seeks to 'facilitate the events' rather than developing structures or creating a venue to house them.
- 1.5 With Seafront memorial applications being on hold with a waiting list that currently remains unchanged since 2009, the installation of memorial benches to the outer 'sea defence' parapet wall of the Tower, is both a realistic and practical option and for some members of the public a welcome one. The Projects & Facilities Manager has some preliminary designs for bench options which can be presented to this committee along with the final project costings, these designs have received positive feedback from potential bench applicants when the early ideas were being developed.

## 2. Financial Appraisal


- 2.1 SSTG proposes that the Projects & Facilities Manager assist in the development of the scheme, it is recommended that this be on a support and advisory capacity and should be for a maximum of 6 hours.
- 2.2 SSTG has also proposed that the forecasted 'small' project costs be considered in the 2014/15 budget process. Seaford Community Partnership however currently holds grant money from STC for seafront improvements, officers suggest that this is more appropriate means of funding this project.
- 2.3 The cost of benches would be covered by donations from individual applicants.
- 2.4 Subject to any approvals, there would be costs in connection with performing rights licensing, this has been highlighted as requiring research. Many of Seaford Town Councils premises are believed to also require licensing for certain activities, so research time from officers is necessary for this and other premises, regardless of this proposal. Many of these costs would also be managed by the charging of administrative and/or hire fees.

## 3. Contact Officer

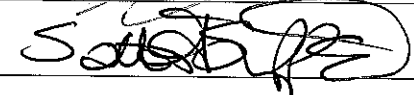
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk

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### Seaford Seafront Open-Air Public-Entertainment Area

The Seaford Seafront Theme Group, comprising: Town and District Councillors, Seaford Community Partnership, former Councillors and other interested Members of the Public would like to recommend to Seaford Town Council that it might consider:

1. Approving in principle the following proposed development for Seaford Seafront.
2. Recommending its inclusion in their 2014 – 2015 estimates.

*" The scheme was amongst those considered by the 700+ members of the public commenting in the public Seafront Consultation held in 2012, where 52% of respondents considered the suggestion "Provision of events such as .....Concerts" to be 'Very Important' or 'Important', compared to 'not important (14%)' or 'not answered (34%)".*

#### Proposed Development for Seaford Seafront

- The establishment of an area, on the STC-owned apron or deck of the Martello Tower, designated for the facilitation of Live and Recorded Musical, Dramatic and Dance performances.
- The provision of seating, paid for by individuals' donations and / or commercial sponsorship, attached to the low curtain wall around the apron. *This would be self-funding except for administration.\**
- The provision of a lockable power-supply, outdoor or 'camping style', metered from the Museum's supply. *This would require funding.\**
- Licensing the area with a Premises Licence specifically for the types of entertainment suggested (2003 Licensing Act: "regulated entertainment" required for
  - a performance of a play;
  - a performance of live music;
  - any playing of recorded music;
  - a performance of dance;
  - entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.)

## Options and Benefits

- **Charging users a deposit and small usage / administration fee / performing rights payment for music, collected by e.g. TiC, to regulate bookings and making the operation *self funding*.**
- **Seaford Museum also currently agrees the feasibility of the project.**
- **This would establish a very-low-cost semi- permanent (fair- weather!) attraction where visitors and residents could *grow to expect* to find regular entertainment.**
- **This would exclude genres considered unsuitable for the location such as wrestling or alcohol sales.**
- **A facility for Seaford and other local performing artists and groups.**
- **Potential additional income for museum and catering outlets.**
- **Is sited in one of the least intrusive or disruptive areas of the seafront. It would not inhibit free-passage along the seafront via beach or pavement, or the apron when not in use.**

Appendix B.

