



## 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 27 September 2012** at **7.00 pm** which you are summoned to attend.

S.J. Shippen  
Town Clerk  
21 September 2012.

### Agenda

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

**2. Minutes.**

To approve the minutes of the meeting held on 26 July 2012.

**3. Disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.**

**4. Public Participation.**

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

**5. Finance Report.**

To consider report 71/12 detailing Committee income and expenditure for the period 1 April 2012 to 31 August 2012 (pages 3 to 15).

**6. Martello Tower Building Maintenance**

To consider report 76/12 concerning maintenance work that may be required on the Martello Tower (pages 17 to 18).

**7. Projects Review and Forecast**

To consider report 72/12 reviewing current projects and suggested future projects (pages 19 to 23).

**8. Martello Kiosk Licence Extension**

To consider report 74/12 concerning a request to extend the Martello Kiosk licence (pages 25 to 26).

## **9. Concession Tenders**

To consider report 73/12 concerning the advertising of tenders for concessions (pages 27 to 28).

## **10. Christmas Lights**

To consider report 80/12 concerning Christmas lighting for 2012-14 (pages 29 to 31).

## **11. Physical Activity Framework**

To consider report 83/12 concerning the Physical Activity Framework (pages 33 to 60).

## **12. Martello Tower Lease Renewal**

To consider report 75/12 concerning the renewal of the Martello Tower lease to the Seaford Museum and Heritage Society (pages 61 to 62).

## **13. Seaford Town Football Club Lease**

To consider report 78/12 concerning a request to extend the covered area at the pavilion (pages 63 to 66).

## **14. Jubilee Gate at the Crouch**

To consider report 77/12 concerning the installation of a gate at the Crouch Gardens to mark the Queen's Diamond Jubilee (pages 67 to 68).

## **15. Tree Planting in the Crouch Gardens**

To consider report 79/12 concerning a proposal to plant trees in the Crouch Gardens (pages 69 to 72).

## **16. Items to be Considered for Inclusion in the Committee Budget for 2013-14**

To consider proposals from Members for inclusion in the budget for 2013-14 (pages 73 to 74)

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

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



## Seaford Town Council

Report 71/12

**Agenda Item No:** 5  
**Committee:** Community Services  
**Date:** 27 September 2012  
**Title:** Finance Report  
**By:** Simon Cooper, Corporate Services Manager  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To inform members of the Community Services Committee of Income & Expenditure for the period 1 April 2012 to 31 August 2012.

---

### Recommendations

You are recommended:

1. To note the contents of this report.
- 

### 1. Information

- 1.1 The statements detailing income and expenditure for the period 1 April 2012 to 31 August 2012 compared to the budget for that period is attached as Appendix A.
- 1.2 Overall except as noted below net committee expenditure for the period is broadly in line with the budget.
- 1.3 A further virement of £253 will be made from the Community Services major projects pool budget to cover the project expenditure incurred. This will exclude Crypt project expenditure which is covered by the LDC funding reserve. A further virement of £176 will be made from the Community Services building maintenance pool budget to cover the net building maintenance expenditure incurred.
- 1.4 There are a few small variances which are explained as:
  - (a) Salts water (a/c 4052) £453 lower than budget due to the heavy rainfall less water has been used, amounts recharged (a/c 1058) are also £97 less than budgeted.
  - (b) Salts insurance (a/c 4115) is £309 higher than budgeted the additional cost relates mainly to the cost of covering the new outdoor gym equipment.
  - (c) Salts Public Seating (a/c 4250) £542 is offset by income received in advance for a memorial bench 9a/c 1055) £763.

- (d) Salts income rent (a/c 1050) is £174 more than budget due a grant in kind for use of the recreation ground for Seahaven Lions Club and the Seaford Cricket Club.
- (e) Salts income insurance recharge (a/c 1051) was not budgeted.
- (f) Crouch water (a/c 4052) is £557 lower than budgeted due to the heavy rainfall.
- (g) Crouch grounds maintenance contract (a/c 4260) is £1,530 higher than budget; it is a result of agreed adjustments to the planting area not being reflected. This has been raised with LDC and they are looking at the matter with the contractor.
- (h) Crouch income rent (a/c 1050) is £251 higher than budgeted comprising mainly £113 for use by theatre groups and £82 grant in kind to the Seaford Town Football Club.
- (i) Martello Field Grounds Maintenance – non contract relates (a/c 4261) £1,358 relates to fencing work. This work was not carried out in the last financial year and the un-spent budget of £2,333 carried forward as a designated reserve which may be used to cover this expenditure.
- (j) Martello Fields projects expenditure was previously reported as £9,261 (a/c 4274) relates to improvements to the entrance and to parking areas around the field and has been covered by the projects pool budget. £7,933 has been re allocated to Seafront as that part of the work related to Seafront parking on the seaward side of the field.
- (k) Crypt insurance (a/c 4115) is £443 less than budget; we are awaiting a recharge from LDC for 23 Church St.
- (l) Crypt projects expenditure (a/c 4274) £1,832 will be covered from the LDC funding reserve.
- (m) Crypt rental income (a/c 1050) is £286 more than budgeted but includes £907 received as deposits for events being held later in the year. It is likely that the income budget for the year will not be achieved. Officers are examining options to reduce expenditure to offset the reduction in income.
- (n) South Street building maintenance (a/c 4275) £2,050 relates to replacement roof skylight replacements and associated works. This is partially offset by an insurance claim for storm damage £790 and £150 received from LDC. The balance has been covered from the building maintenance pool.
- (o) Seaford Head Estate projects expenditure (a/c 4274) £1,168 relates to work carried out on the Splash Point – Seaford Head access path and has been covered from the projects pool budget.
- (p) Seafront electricity overspend £557 (a/c 4055) has been recharged to the Kiosk licensee (a/c 1057) £557

- (q) Seafront shelters expenditure (a/c 4253) includes £94 for repairing damage to a shelter which has been reimbursed to the Council and is included in income other (a/c 1054).
- (r) The Old Town Hall insurance recharge (a/c 1051) £174 was not budgeted.
- (s) Allotments other expenditure (a/c 4199) includes £3,743 for work on the water supply infrastructure. A contribution has been received from SALGS in respect of this expenditure.
- (t) CCTV Expenditure variance £657 (a/c 4276) is a timing difference, we are awaiting an invoice.
- (u) Young Mayors Awards (a/c 4187) £1,650, a grant £1,837 (a/c 1064) has been received from the Keith Baker Trust to cover the Young Mayors Awards project costs.
- (v) Christmas Lights income (a/c 1065) £604 received from Seaford Chamber of Commerce for Christmas Lights 2011. This will used to offset expenditure in 2012.

## 2. Financial Appraisal

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

## 3. Contact Officer

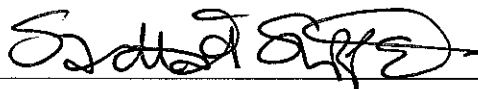
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



---

Town Clerk



---

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2012

Committee Report

Month No : 5

**Community Services**

105 Salts Recreation Ground

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4051 Rates	563	572	10	572		10
4052 Water & Sewerage	1,124	1,577	453	3,154		2,030
4055 Electricity	83	153	70	306		223
4115 Insurance	2,724	2,415	-309	2,415		-309
4201 Cleaning	0	0	0	1,800		1,800
4250 Public Seating	542	0	-542	0		-542
4251 Dog Bin Emptying	753	917	164	1,835		1,082
4252 Litter & Dog Bin Pch & Maint	75	125	50	250		175
4260 Grounds Maintenance Contract	36,462	36,785	323	88,284		51,822
4261 Grounds Maint non contract	1,158	2,000	842	4,000		2,842
4274 Projects Expenditure	219	0	-219	0		-219
4275 Building Maintenance	192	192	0	192		0
	<b>43,895</b>	<b>44,736</b>	<b>841</b>	<b>102,808</b>	<b>0</b>	<b>58,913</b>

Salts Recreation Ground :- Expenditure

1050 Income Rent	660	486	174	972		
1051 Income Insurance Recharge	1,178	0	1,178	0		
1055 Income Seating	763	0	763	0		
1058 Income Water Recharge	934	1,031	-97	2,062		
1066 Concession Income	13,800	13,800	0	13,800		
	<b>17,335</b>	<b>15,317</b>	<b>2,018</b>	<b>16,834</b>		

Salts Recreation Ground :- Income

**Net Expenditure over Income**

	<b>26,560</b>	<b>29,419</b>	<b>2,859</b>	<b>85,974</b>		
--	---------------	---------------	--------------	---------------	--	--

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

## Committee Report

Month No : 5

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>106 Crouch Recreation Ground</u>						
4052 Water & Sewerage	665	1,222	557	2,445		1,780
4055 Electricity	75	77	2	310		235
4115 Insurance	1,557	1,840	283	1,840		283
4251 Dog Bin Emptying	572	655	83	1,310		738
4252 Litter & Dog Bin Pch & Maint	0	125	125	250		250
4260 Grounds Maintenance Contract	19,655	18,125	-1,530	43,500		23,845
4261 Grounds Maint non contract	535	875	340	3,500		2,965
4274 Projects Expenditure	-150	0	150	0		150
4275 Building Maintenance	66	0	-66	0		-66
	<u>22,976</u>	<u>22,919</u>	<u>-57</u>	<u>53,155</u>	<u>0</u>	<u>30,179</u>
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	1,663	1,412	251	2,225		
1051 Income Insurance Recharge	687	832	-145	832		
1057 Income Electricity Recharge	38	77	-39	154		
	<u>2,388</u>	<u>2,321</u>	<u>67</u>	<u>3,211</u>		
Crouch Recreation Ground :- Income						
<b>Net Expenditure over Income</b>	<u>20,589</u>	<u>20,598</u>	<u>9</u>	<u>49,944</u>		
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	509	525	16	1,050		541
4260 Grounds Maintenance Contract	2,360	2,390	30	5,735		3,375
4261 Grounds Maint non contract	1,358	500	-858	2,000		642
4274 Projects Expenditure	1,328	1,328	0	1,328		0
	<u>5,555</u>	<u>4,743</u>	<u>-812</u>	<u>10,113</u>	<u>0</u>	<u>4,558</u>
Martello Fields :- Expenditure						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

## Month No : 5

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	3,572	3,000	572	3,000		
	<b>3,572</b>	<b>3,000</b>	<b>572</b>	<b>3,000</b>		
	<b>1,982</b>	<b>1,743</b>	<b>-239</b>	<b>7,113</b>		
<b>Martello Fields :- Income</b>						
<b>Net Expenditure over Income</b>						
<u>108 Other Open Spaces</u>						
4051 Rates	585	595	10	595		10
4052 Water & Sewerage	10	65	55	130		120
4199 Other Expenditure	5	0	-5	0		-5
4251 Dog Bin Emptying	890	918	28	1,835		945
4252 Litter & Dog Bin Pch & Maint	25	250	225	250		225
4260 Grounds Maintenance Contract	8,460	8,500	40	20,400		11,940
4261 Grounds Maint non contract	612	1,500	888	3,500		2,888
	<b>10,586</b>	<b>11,828</b>	<b>1,242</b>	<b>26,710</b>	<b>0</b>	<b>16,124</b>
1066 Other Open Spaces :- Expenditure	2,875	2,875	0	2,875		
Concession Income						
	<b>2,875</b>	<b>2,875</b>	<b>0</b>	<b>2,875</b>		
<b>Other Open Spaces :- Income</b>						
<b>Net Expenditure over Income</b>						
	<b>7,711</b>	<b>8,953</b>	<b>1,242</b>	<b>23,835</b>		
<u>113 Crypt</u>						
4051 Rates	5,220	5,305	85	5,305		85
4052 Water & Sewerage	49	264	215	528		479
4055 Electricity	263	159	-104	635		372



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

## Committee Report

Month No : 5

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4056 Gas	318	830	512	2,130		1,812
4100 Telecommunications	185	175	-10	350		165
4105 Postage	3	40	37	100		97
4106 Stationery	118	100	-18	250		132
4110 Advertising & Publicity	81	250	169	1,000		919
4115 Insurance	702	1,144	443	1,144		443
4155 Professional Fees	0	250	250	500		500
4199 Other Expenditure	0	25	25	50		50
4201 Cleaning	191	187	-4	450		259
4274 Projects Expenditure	1,832	0	-1,832	0		-1,832
4275 Building Maintenance	186	250	64	1,000		814
	<b>9,149</b>	<b>8,979</b>	<b>-170</b>	<b>13,442</b>	<b>0</b>	<b>4,293</b>
1050 Income Rent	3,186	2,900	286	4,500		
1054 Income Other	5	0	5	0		
	<b>3,191</b>	<b>2,900</b>	<b>291</b>	<b>4,500</b>		
	<b>5,958</b>	<b>6,079</b>	<b>121</b>	<b>8,942</b>		
<b>Net Expenditure over Income</b>						
	<b>2,050</b>	<b>1,110</b>	<b>-940</b>	<b>1,110</b>		<b>-940</b>
<b>114 South Street</b>						
4275 Building Maintenance	2,050	1,110	-940	1,110		-940
	<b>2,050</b>	<b>1,110</b>	<b>-940</b>	<b>1,110</b>	<b>0</b>	<b>-940</b>
1054 Income Other	940	0	940	0		
	<b>940</b>	<b>0</b>	<b>940</b>	<b>0</b>		
	<b>1,110</b>	<b>1,110</b>	<b>0</b>	<b>1,110</b>	<b>0</b>	<b>1,110</b>
<b>Net Expenditure over Income</b>						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

Month No : 5

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>115 Martello Tower</u>						
4115 Insurance	2,020	2,040	20	2,040		20
	<u>2,020</u>	<u>2,040</u>	<u>20</u>	<u>2,040</u>	<u>0</u>	<u>20</u>
Martello Tower :- Expenditure						
<b>Net Expenditure over Income</b>	<u>2,020</u>	<u>2,040</u>	<u>20</u>	<u>2,040</u>	<u>0</u>	<u>20</u>
<u>116 Seaford Head Estate</u>						
4115 Insurance	1,131	1,145	14	1,145		14
4251 Dog Bin Emptying	509	525	16	1,050		541
4252 Litter & Dog Bin Pch & Maint	0	63	63	250		250
4261 Grounds Maint non contract	50	125	75	250		200
4274 Projects Expenditure	1,168	1,168	0	1,168		0
	<u>2,857</u>	<u>3,026</u>	<u>169</u>	<u>3,863</u>	<u>0</u>	<u>1,006</u>
Seaford Head Estate :- Expenditure						
1050 Income Rent	1,875	1,875	0	3,750		
1053 Income Grants	0	0	0	7,638		
1066 Concession Income	3,650	3,650	0	3,650		
	<u>5,525</u>	<u>5,525</u>	<u>0</u>	<u>15,038</u>		
Seaford Head Estate :- Income						
<b>Net Expenditure over Income</b>	<u>-2,668</u>	<u>-2,499</u>	<u>169</u>	<u>-11,175</u>		
<u>117 Seaford</u>						
4052 Water & Sewerage	51	80	29	165		114

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

Month No : 5

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4055 Electricity	1,307	750	-557	1,500		193
4115 Insurance	493	510	17	510		17
4201 Cleaning	0	75	75	150		150
4250 Public Seating	98	0	-98	0		-98
4251 Dog Bin Emptying	1,355	1,965	610	3,930		2,575
4252 Litter & Dog Bin Pch & Maint	134	125	-9	250		116
4253 Shelters	785	750	-35	1,800		1,015
4261 Grounds Maint non contract	385	1,250	865	2,500		2,115
4274 Projects Expenditure	7,933	7,933	0	7,933		0
4275 Building Maintenance	90	0	-90	0		-90
	<b>12,630</b>	<b>13,438</b>	<b>808</b>	<b>18,738</b>	<b>0</b>	<b>6,108</b>
1050 Income Rent	0	0	0	0		
1054 Income Other	238	0	238	0		
1055 Income Seating	130	0	130	0		
1057 Income Electricity Recharge	1,307	750	557	1,500		
1058 Income Water Recharge	14	210	-196	510		
1066 Concession Income	34,400	34,400	0	34,400		
	<b>36,089</b>	<b>35,360</b>	<b>729</b>	<b>36,410</b>		
	<b>-23,459</b>	<b>-21,922</b>	<b>1,537</b>	<b>-17,672</b>		
<b>Net Expenditure over Income</b>						
<u>118 Beach Huts</u>						
4051 Rates	1,797	1,850	53	1,850		53

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

## Committee Report

Month No : 5

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4115 Insurance	983	925	-58	925		-58
4275 Building Maintenance	20	0	-20	0		-20
	<b>2,800</b>	<b>2,775</b>	<b>-25</b>	<b>2,775</b>	<b>0</b>	<b>-25</b>
Beach Huts :- Expenditure						
1054 Income Other	25	0	25	0		
1060 Beach Huts Site Licence	14,000	14,000	0	14,000		
1061 Beach Hut Annual Rent	10,320	10,320	0	10,320		
	<b>24,345</b>	<b>24,320</b>	<b>25</b>	<b>24,320</b>		
Beach Huts :- Income						
	<b>-21,546</b>	<b>-21,545</b>	<b>1</b>	<b>-21,545</b>		
<b>Net Expenditure over Income</b>						
<u>119 Old Town Hall</u>						
4115 Insurance	174	176	2	176		2
	<b>174</b>	<b>176</b>	<b>2</b>	<b>176</b>	<b>0</b>	<b>2</b>
Old Town Hall :- Expenditure						
1050 Income Rent	638	638	-1	1,275		
1051 Income Insurance Recharge	174	0	174	0		
	<b>811</b>	<b>638</b>	<b>173</b>	<b>1,275</b>		
Old Town Hall :- Income						
	<b>-638</b>	<b>-462</b>	<b>176</b>	<b>-1,099</b>		
<b>Net Expenditure over Income</b>						
<u>125 Allotments</u>						
4199 Other Expenditure	3,984	402	-3,582	967		-3,017
4260 Grounds Maintenance Contract	571	580	9	1,390		819

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

Month No : 5

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4272 Equipment Purchase	0	0	0	2,500		2,500
	<u>4,555</u>	<u>982</u>	<u>-3,573</u>	<u>4,857</u>	<u>0</u>	<u>302</u>
1050 Income Rent	0	0	0	730		
1054 Income Other	3,984	402	3,582	967		
	<u>3,984</u>	<u>402</u>	<u>3,582</u>	<u>1,697</u>		
Allotments :- Income						
<b>Net Expenditure over Income</b>	<u>571</u>	<u>580</u>	<u>9</u>	<u>3,160</u>		
	0	0	0	10,000		10,000
<u>130 Other Recreation</u>						
4410 Swimming Pool						
Other Recreation :- Expenditure						
	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		
<u>134 CCTV</u>						
4055 Electricity	450	517	67	2,070		1,620
4115 Insurance	839	757	-82	757		-82
4270 Vehicles & Equipment Maint	0	0	0	2,932		2,932
4276 CCTV	527	1,184	657	9,098		8,571
	<u>1,815</u>	<u>2,458</u>	<u>643</u>	<u>14,857</u>	<u>0</u>	<u>13,042</u>
CCTV :- Expenditure						
<b>Net Expenditure over Income</b>	<u>1,815</u>	<u>2,458</u>	<u>643</u>	<u>14,857</u>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

Month No : 5

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>135 Community Service Projects</u>						
4115 Insurance	129	117	-12	117		-12
4187 Young Mayors Awards	1,650	0	-1,650	0		-1,650
4195 Community Services Events Exp	232	0	-232	0		-232
4262 Tree Warden Expenses	332	1,164	832	2,327		1,995
4273 Christmas Lights	723	2,700	1,977	12,285		11,562
4274 Projects Expenditure	34	0	-34	0		-34
	<b>3,101</b>	<b>3,981</b>	<b>880</b>	<b>14,729</b>	<b>0</b>	<b>11,628</b>
Community Service Projects :- Expenditure						
1064 Income Young Mayor/Personality	1,837	0	1,837	0		
1065 Income Xmas Lights	604	0	604	600		
1070 Community Services Events	16	0	16	0		
	<b>2,457</b>	<b>0</b>	<b>2,457</b>	<b>600</b>		
Community Service Projects :- Income						
<b>Net Expenditure over Income</b>	<b>644</b>	<b>3,981</b>	<b>3,337</b>	<b>14,129</b>		
<u>140 C.S Major Projects Pool</u>						
4274 Projects Expenditure	0	71	71	18,571		18,571
C S Major Projects Pool :- Expenditure	<b>0</b>	<b>71</b>	<b>71</b>	<b>18,571</b>	<b>0</b>	<b>18,571</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>71</b>	<b>71</b>	<b>18,571</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/08/2012

Month No : 5

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>145 C S Building Maintenance Pool</u>						
4275 Building Maintenance	0	0	0	3,698		3,698
C S Building Maintenance Pool :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,698</u>	<u>0</u>	<u>3,698</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,698</u>		
Community Services Expenditure	124,163	123,262	-901	301,642	0	177,479
Income	103,512	92,658	10,854	109,760		
<b>Net Expenditure over Income</b>	<u>20,651</u>	<u>30,604</u>	<u>9,953</u>	<u>191,882</u>		

Blank page





## Seaford Town Council

Report 76/12

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Martello Tower – External maintenance work</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 maintenance work at Martello Tower.</b>

---

### Recommendations

**You are recommended:**

- 1. To approve that a suitably qualified surveyor be appointed to produce a schedule of repair Martello Tower external maintenance.**
- 

### 1. Information

- 1.1** The Martello Tower is in urgent need of repair to many of the external areas. Currently the decorative façade wall on the Esplanade Roadside requires repair, with works ranging from crack repairs, patching and re-rendering of larger sections in some areas.
- 1.2** The Projects & Facilities Manager has received quotations for the work. Budget had been carried forward into this financial year to cater for the required works however after developing a scope of work and subsequently receiving quotations, it is clear that the budget is insufficient for the level of repair required.
- 1.3** The Projects & Facilities Manager had taken note of other external parts of the building requiring works, including general repairs to the specialist render.
- 1.4** Having found that the quotations have exceeded previous estimates the Projects & Facilities Manager recommends a review of the condition of the exterior of the building in full.
- 1.5** At this stage it is recommended that a survey be commissioned using a qualified surveyor with experience of historic buildings. This condition survey will review the exterior of the building in full and propose a schedule of repairs that can be put out to qualified contractors to tender for the works.

1.6 Seaford Town Council, as owners of the building are required to maintain all external parts of the building, Condition 5.3 of Landlords Covenant's states: *At all times during the term to keep the exterior of the demised premises and the roof and main structure thereof and the floor in good tenable repair.* The relevant repairing condition for the Tenants Covenants also specifically excludes the Moat and Deck of the Tower, which is the structural decking and tarmac walkway over the lower levels as well as the external parts of the moat. Confirmation will also be sought, but it is currently believed that the storm wall on the seaward side of the tarmac 'deck' is maintainable by the East Sussex County Council.

## 2. Financial Appraisal

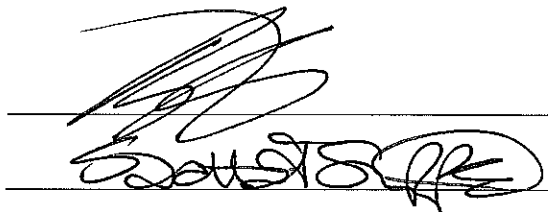
- 2.1 Render repair work to the façade wall will cost a minimum of £7,000, with other costs at an additional sum. Therefore various funding and practical options will be explored before committing to any particular scope.
- 2.2 The cost of a surveyor is yet to be confirmed but considering recent examples of fees for survey work of this nature it is not anticipated to exceed £2,000, and the fee will be met utilising the existing budget of £3,000 that was original set aside for remedial works.
- 2.3 The results of the survey and therefore cost of the subsequent works, may have implications on Projects budgeting, however various funding and budget options will be considered in the process.

## 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 on horizontal lines. The top signature is for Ben King, Projects & Facilities Manager, and the bottom signature is for the Town Clerk. The signatures are written in black ink and are somewhat stylized.



## Seaford Town Council

Report 72/12

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012.</b>
<b>Title:</b>	<b>Projects - Review and forecasting</b>
<b>By:</b>	<b>Ben King – Projects &amp; Facilities Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To update members on the project forecasts for the 2013/14 Budget and progress being made on existing approved projects.</b>

---

### Recommendations

**You are recommended:**

- 1. To agree in principle the proposed budget for the Projects Pool for 2013/14 financial year.**
- 

### 1. Information

- 1.1** Capital projects have been progressing well throughout 2012, within forecasted levels. The expenditure is predicted to be on target at the end of the financial year.
- 1.2** Project forecasts have been reviewed and reprioritised slightly but continued investment will focus specifically on improvements that address health and safety, essential capital investment, but also focussing on public opinion and delivery of services. Budgeting levels will also take into consideration the Town Council's visioning exercise.
- 1.3** Items such as repairs to footpaths will continue, but it may be possible in 2014/15 to start reducing the commitment in locations where a good standard is being achieved. This reduction in budgeting for footpath repairs through Projects Pool is with a view to bring minor footpaths repairs into the Grounds Maintenance Non Contract responsibilities. However where footpaths start to deteriorate in future, the existing budget levels within Grounds Maintenance Non Contract are at risk of being almost entirely expended on just a small series of such repairs. It will be necessary in future to consider increasing the available budget for Non Contract Grounds Maintenance to manage the expenditure on such areas.

- 1.4 The improvements to Martello Toilets have been on hold intentionally throughout the summer. The scheme of improvements will now be developed further and implemented over the winter months.
- 1.5 Community Projects are being reconsidered and the commitment reduced as there is already much opportunity for Community Groups to seek support for their own projects through the grants process. Also Community Payback can only give a commitment to a limited number of projects per year.
- 1.6 Project works to the Salts Changing Rooms is starting shortly.
- 1.7 The Salts Play Area is now in urgent need of investment and there are a number of possible options that can be explored. Many of these options require significant levels of funding and this can only realistically be done by securing large funding bids or making a significant increase in Project Expenditure. In 2010 a Quartet Seesaw was removed and the roundabout will be removed soon. The toddler swing frame is in need of replacement and the Toddler activity frame is also coming to the end of its serviceable life. There is approximately £8,500 available from S106 and in 2-3 years there is hoped to be more available, subject to the completion of developments. There may be alternative funding options and the Projects & Facilities Manager will explore all possible avenues in 2013/14 for replacement equipment.
- 1.8 Seafront bins are currently on hold, as Lewes District Council is not currently prepared to support Seaford Town Council's improvement scheme.
- 1.9 The proposed projects budget for 2013/14 is generally in line with previous forecasts but these have been adjusted where possible in an attempt to bring it more in line with existing budget levels. Reducing the total has also had an effect on the subsequent years of projects budgeting, where the 2013/14 has been amended, adjustments have now been made to 2014/15 and 2015/16 to reduce the extent of the implied increase in precept requirements.


## 2. Financial Appraisal

Amended Projects budget forecasts are set out in Appendix A of this report.

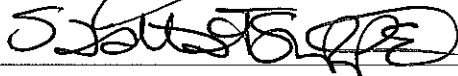
## 3. Contact Officer

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

Projects & Facilities Manager



---



Town Clerk

Appendix B.

Projects Pool – Priority listings and estimates

2013/14

<p><b>Martello Toilets</b></p>	<p>Replacement of Sanitary ware throughout ladies and gents including hand wash units. Anticipated Improved Accessible Toilet facilities, possibly Baby Change facilities Consider replacement/ 'security' doors.</p>	<p>£10,000</p>	<p>2013/14</p>	<p><b>£10,000</b> Work is proposed to continue as planned, this building is an important Community Service and there are regular enquiries as to the condition.</p>
<p><b>Salts Changing Rooms</b></p>	<p>Improvements to Interior - new showers, sinks, toilets, potentially new benches</p>	<p>£5,000</p>	<p>"</p>	<p>Last instalment for the current phase of improvements</p>
<p><b>Salts, Crouch and Martello Footpaths, Access and Hard surfaces</b></p>	<p>Salts- Completion of access improvements at entry points from seafront; surface repairs and handrails to access ramps. Crouch- Completion and connection of footpath routes and improvements Repair footpath at Martello Field/Cricketfield Road and install safer routes for pedestrians around field entries and car park areas.</p>	<p>£9,000</p>	<p>"</p>	<p><b>£3,000 Salts</b> <b>£2,500 Crouch</b> <b>£3,500 Martello</b> This will pay for resurfacing of the footpath that runs next to Cricketfield Road between the two Martello Fields</p>
<p><b>Salts Play Areas</b></p>	<p>First Phase of improvements to play area. Installation of new, replacement equipment.</p>	<p>£10,000</p>	<p>"</p>	<p>Either used to generate matched funding from outside sources to enable a larger scheme to be introduced.  Or Used to replace missing, damaged or faulty pieces of equipment and refurbish existing equipment.</p>
<p><b>Community Projects</b></p>	<p>Community Payback, Youth and Family Group Projects, volunteer landscaping projects.</p>	<p>£1,000</p>	<p>"</p>	<p><b>£1,000</b> This will accommodate one or two improvement projects that will utilise Community Payback labour or possibly engage Young People or Volunteers.</p>
				<p><b>£35,000</b></p>

2014/15

<b>Martello Toilets</b>	Completion of all internal improvements including accessible and baby change facilities. Installation of replacement Security doors	£10,000	2014/15	"
<b>Salts Tennis Courts and Sports surfaces</b>	New fencing to entire perimeter of Tennis courts and possible separation of central area allowing for a new Multi-sports area (for Hire);	£20,000+	"	"
<b>Seaford Head Estate</b>	Fencing access and Parking improvements – areas focussed around South Hill Barn, Splashpoint Seaford Head outside of Seaford Head Nature Reserve. Renovation of various surfaces and footpath routes, repair and replacement of fences, gates and posts.	£5,000	"	"
<b>Fencing and Boundary projects</b>	Replacement and/or repair of fences and boundary walls – particularly in Other Open Spaces	£5,000	"	"
<b>Community</b>	Community Payback, Youth and Family Group Projects, volunteer landscaping projects. Events	£1,000		"
				<b>£41,000+</b>

**2015/16**

<b>Salts Toilets</b>	First phase of improvements to Salts Toilet block, consideration in decorating external rendered walls, new floor finishes, retile and new sanitary ware, replacement roof windows and upgrade of heating/ventilation.	£12,500	<b>2015/16</b>	
<b>Fencing and Boundary projects</b>	Replacement and/or repair of fences and boundary walls – particularly in Crouch Gardens	£5,000+	"	
<b>Salts Walls and Footpaths</b>	Refurbishment of storm walls, retaining walls and Boundary walls at the Salts.  Additional footpath and access ramp repairs.	£5,000+	"	
<b>Sports Pitches games and play areas</b>	New sports equipment: replacement basketball posts, five a side goals; Resurface Tennis Courts and complete surfacing to skate park, further replacement equipment to Children's Play area at the Salts new Junior Skate equipment to replace original equipment, removed on Health & Safety grounds.	£30,000+	"	
				<b>£52,500</b>

**2016/17**

Currently the 2016/17 projects budget will respond to ongoing Project development and investigations in connection with Parking areas, mains supplies for concessions and improvements to Other Open spaces.

The overall Projects Budgeting process will also have responded to the results of visioning stages currently being undertaken.

Blank page





## Seaford Town Council

Report 74/12

**Agenda Item No:** 8

**Committee:** Community Services

**Date:** 27 September 2012.

**Title:** Martello Kiosk – Licence Extension

**By:** Simon Cooper, Corporate Services Manager

**Wards Affected:** All Seaford Wards

**Purpose of Report:** To request delegated authority for the Town Clerk in consultation with the Chairman and Vice Chairman of this Committee to negotiate terms with the licensee for an extension of the licence.

---

### Recommendations

You are recommended:

1. To delegate authority to the Town Clerk in consultation with the Chairman and Vice Chairman of this Committee to negotiate the terms of an extension to the licence.
- 

### 1. Information

- 1.1 On 31 October the licence for Martello Kiosk will reach its expiry date, as the licence holder had not requested to trade over the winter period in their original tender.
- 1.2 An extended term was granted by the Community Services Committee, for this concession for the 2010/11 and 2011/12 winter seasons and the fee for each extension was £2,000.
- 1.3 The licence holder has indicated that he would like to extend the licence again this year.
- 1.4 As a formal offer has not yet been received, this report seeks delegated authority for the Town Clerk in consultation with the Chairman and Vice Chairman of this Committee to negotiate the terms of an extension.

**2. Financial Appraisal**

The budget does not include income for an extension; therefore any income received will be additional to that budget.

**3. Contact Officer**

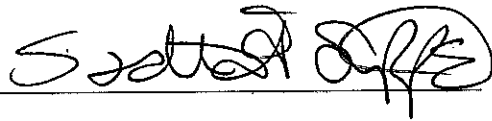
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



---

Town Clerk



---



## Seaford Town Council

Report 73/12

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Concession Tenders</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To advise Members of the Concession Tendering process.</b>

---

### Recommendations

**You are recommended:**

- 1. To delegate authority to the Town Clerk and Corporate Services Manager to conclude the concession tendering process taking into account the comments of this Committee.**
  - 2. To agree a budget of up to £212 to place an advertisement inviting tenders in the Seaford Gazette.**
- 

### Information

- 1.1** A draft advertisement, to be placed in the Seaford Gazette, inviting tenders for various concessions, as attached at Appendix A.
- 1.2** The advertisement in the form of a notice will also be placed on the Council's web site, notice boards and social media.
- 1.3** Details will also be sent to existing licensees and to individuals or organisations that have previously expressed interest in taking a concession.
- 1.4** Officers have considered the possibility of offering additional sites but have not found any that are considered feasible at the current time.
- 1.5** It is intended to present tenders received to this Committee on 29 November for consideration. This will allow adequate time to issue the licences and make any other necessary arrangements before 1 April 2013.
- 1.6** The table below indicates the current annual fee for each concession and an indicative fee for the next year, taking account of inflation.

<b>Concession</b>	<b>Current Fee</b>	<b>Indicative Fee</b>
Standing Kiosk Esplanade/West View	£5,150	£5,315
Site for Mobile Ice Cream Kiosk Esplanade/Bönningsstedt Promenade	£15,200	£15,690
Standing Kiosk Esplanade by Martello Tower	£8,050	£8,310
Site for Mobile Ice Cream Kiosk Esplanade by Splash Point	£6,000	£6,200
Site for Mobile Ice Cream Kiosk High and Over Car Park	£2,875	£2,970
Site for Mobile Ice Cream Kiosk South Hill Barn Car Park	£3,650	£3,770

## 2. Financial Appraisal

We have been quoted advertising rates of £212.00 plus VAT this will be met from the administration budget.

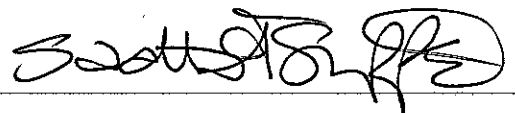
## 3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk





## Seaford Town Council

### Report 80/12

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Christmas Lights</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 of decisions made by Christmas Lights Committee regarding lighting scheme for 2012-14</b>

---

#### Recommendations

**You are recommended:**

- 1. To endorse the decisions made by Christmas Lights Committee regarding Christmas lights for 2012-14.**
- 

#### 1. Information

- 1.1** The Christmas Lights Committee is a joint committee between Seaford Town Council and Seaford Chamber of Commerce whose purpose is to oversee the arrangements for installation of Christmas Lights and the annual switch on event.
- 1.2** In 2009, a new Christmas lighting scheme was introduced utilising LED lights in Broad Street and High Street, In 2010 and 2011 additional lights were added on lampposts on the A259 and Dane Road to enhance the scheme. The lights on the Christmas Tree at the War Memorial were changed to LED in 2010 thanks to a donation from the former Seaford Residents' Association.
- 1.3** Although LED light strings were purchased, motifs were on a three year hire agreement to give the flexibility to refresh the scheme regularly. The original hire agreement was due for renewal in 2012, a range of three schemes were presented by the Town Council lighting contractor, Blachere Illumination.
- 1.4** The Christmas Lights Committee met on 14 August 2012 to consider the schemes and costings. Minutes of the meeting are attached at Appendix A of this report.
- 1.5** The switch on has been confirmed, as traditional, for the first Friday in December.

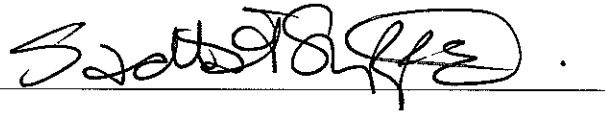
## **2. Financial Appraisal**

- 2.1** As previously purchased lighting was supplied by Blachere Illuminations and motif hire is a replacement to existing, Financial Regulation 14 (a)(iv) was utilised as an extension to an existing contract.
- 2.2** 2012 contract costs will be £7,811.87 including one-off purchase cost of red LED strings, 2013 and 2014 costs will be £7,063.87. All of which will be met from identified budget.

## **3. Contact Officer**

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

Town Clerk

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

**Christmas Lights Committee Meeting Minutes, 11am, Tuesday 14<sup>th</sup> August 2012.**

**Present:** Sam Shippen, Gerri Ori, Dave Argent, Barry Groves, Anthony White, Ian White and Gemma Hamilton.

**Item 1. End of current hire agreement and new lights**

Sam explained to the committee that the hire agreement for the current Christmas lights has now come to an end and presented the committee with some new options to use for the next three years. The committee all agreed that option 2 would be the best option and is within the budget. The committee also agreed that the 'Merry Christmas' sign will stay blue for now and take a view on what it looks like this year and possibly change it to red next year.

The committee also discussed the option of purchasing the lights instead of a 3 year hire agreement, but the overall cost to purchase would be a lot more than hiring the equipment because of storage costs and bulb replacements, labour, and only have a life span of 7 years.

**Item 2. The switch on and road closures**

The Committee agreed that the switch on date for the Christmas lights will be on Friday 7<sup>th</sup> December. The switch on will take place at the top of Broad Street and will be switched on at 5.30pm.

The committee decided that the closure will happen at an earlier time of 2.30pm and will reopen at 10pm.

The committee agreed that notices will need to be put up a few weeks in advance to make the public aware of the road closure.

The committee discussed the option of the stalls placed back to back in the middle of the road and the potential health and safety issues that may occur.

The committee discussed last year's issue of Place Lane and how it was not well lit to attract people down there to Willow Tree Trading. The Committee agreed that it would be a good idea to look at putting some lighting down there to attract people.

**Action List:-**

Barclays Bank Manager, re: electricity	Sam
Generator, speak to Adam	Sam
Get timetable from last year and rebook for this year	Gemma
Road closures and barriers	Dave
Look at place lane lighting	Ben
Send out letters around shops and flyers to give out before the event	Gemma
Check the electrical connection at Hurdis House	Sam/Ben
Move the switch-on box to outside Roy's	Ben
Contact Brad for a few more rides and location of the rides	Sam
Ask May Gurney for some extra cones to borrow for road closure	Dave

Blank page





## Seaford Town Council

Report 83/12

<b>Agenda Item No:</b>	11
<b>Committee:</b>	Community Services
<b>Date:</b>	27 September 2012
<b>Title:</b>	Physical Activity Framework
<b>By:</b>	Sam Shippen, Town Clerk
<b>Wards Affected:</b>	All Seaford wards
<b>Purpose of Report:</b>	To advise of completion of Physical Activity Framework Document and consult upon timescales for Action Plan.

---

### Recommendations

You are recommended:

1. To adopt the Physical Activity Framework and Seaford Action Plan.
  2. To agree that a councillor be identified to work with the Town Clerk as a champion for the Seaford Physical Activity Framework & Action Plan.
  3. To delegate responsibility to the Town Clerk to agree suitable timescale for implementation of the action plan and report to the next meeting of this Committee.
  4. To consider inclusion in the budget for 2013/14 a Physical Activity Fund of £8,000.
- 

### 1. Information

- 1.1 On 22 December 2012, the Finance & General Purposes Committee agreed a contribution of £2,000 towards a Health and Wellbeing Framework to be prepared by Wave Leisure Trust. During the process of compilation, the title was changed by the district wide steering group to Physical Activity Framework (PAF).
- 1.2 The Physical Activity Framework document is now completed and is attached at Appendix A of this report. This will be a living document which is regularly reviewed and to which additional actions may be added in future.
- 1.3 The Town Clerk has been identified as the person to oversee and champion the Seaford Action Plan on behalf of the partners, it would be a positive move if a councillor was also identified to undertake a role alongside the Town Clerk.
- 1.4 It is the role of the Town Council to work with other partners to agree a timescale for achievement of the identified actions. Most of the actions should be achievable within 12 months of the plan. The district wide partners will hold a six monthly review of progress. It is suggested that this be delegated to the Town Clerk.

- 1.5** In order to assist in the implementation of the PAF it is suggested that the Town Council make budget allocation within Community Services Committee to enable the actions identified and also to provide some additional activities to stimulate increased physical activity amongst residents. It is anticipated that part of this funding allocation would be utilised to provide activities for children & young people, especially during school holidays. It could also be used to assist local groups and organisations, in delivering or supporting delivery of a range of physical activities.

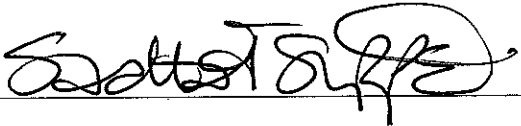
## **2. Financial Appraisal**

There are no direct financial implications as a result of this report. However it is suggested that a provision in the budget for 2013/14 a Physical Activity Fund of £8,000.

## **3. Contact Officer**

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

Town Clerk



A handwritten signature in black ink, appearing to read 'Sam Shippen', is written over a horizontal line.

# Physical Activity Framework

Lewes | Peacehaven | Seaford | Telscombe

Written by Donna Imrie-Browne | Active Solutions

Commissioned by Wave Leisure Trust Ltd

Funded by Lewes, Peacehaven, Seaford and Telscombe Town Councils

## **Background & Acknowledgements**

As a result of discussions at the Lewes District Local Strategic Partnership, the Local Health Improvement Partnership meetings and work in recent years on physical activity in Newhaven, a decision was taken to develop physical activity frameworks for the towns within Lewes District.

To ensure the progressions of this project, Wave Leisure Trust approached the local town councils for funding, local partners for support, and commissioned Active Solutions to develop the frameworks.

A range of organisations have been involved in the development of the framework and associated action plans. Partner organisations have been listed in appendix 4.

## **Introduction**

Physical activity is often referred to as 'the best buy in public health' – the 'magic bullet' proven to prevent disease, improve health and promote independence and quality of life.

However, despite the widely reported benefits of physical activity, the majority of adults and many children across the district do not meet the recommended levels of physical activity and physical inactivity remains a major public health challenge.

Physical activity as part of our daily lives has been in overall decline. As a result of changes in technology, urbanisation, increasingly sedentary work environments and car-focused community design, much of the routine physical activity has been engineered out of our daily life.

The negative impact of physical inactivity on health and the wider economy has meant the promotion of physical activity has become a crosscutting theme on many government agendas.

## **Purpose of the Framework**

The purpose of this framework is to enhance communication, consistency and unity between local organisations, specifically:

- To provide a reference point for all relevant organisations and community groups to draw upon and to inform their strategic and operational planning to increase physical activity
- To encourage a co-ordinated approach that will maximise the impact of current investment, funding and resources available for physical activity
- To provide agreed local action plans for the towns of Seaford, Lewes, Peacehaven and Telscombe that will highlight local priorities. *(Please note that Newhaven already has a plan in place.)*

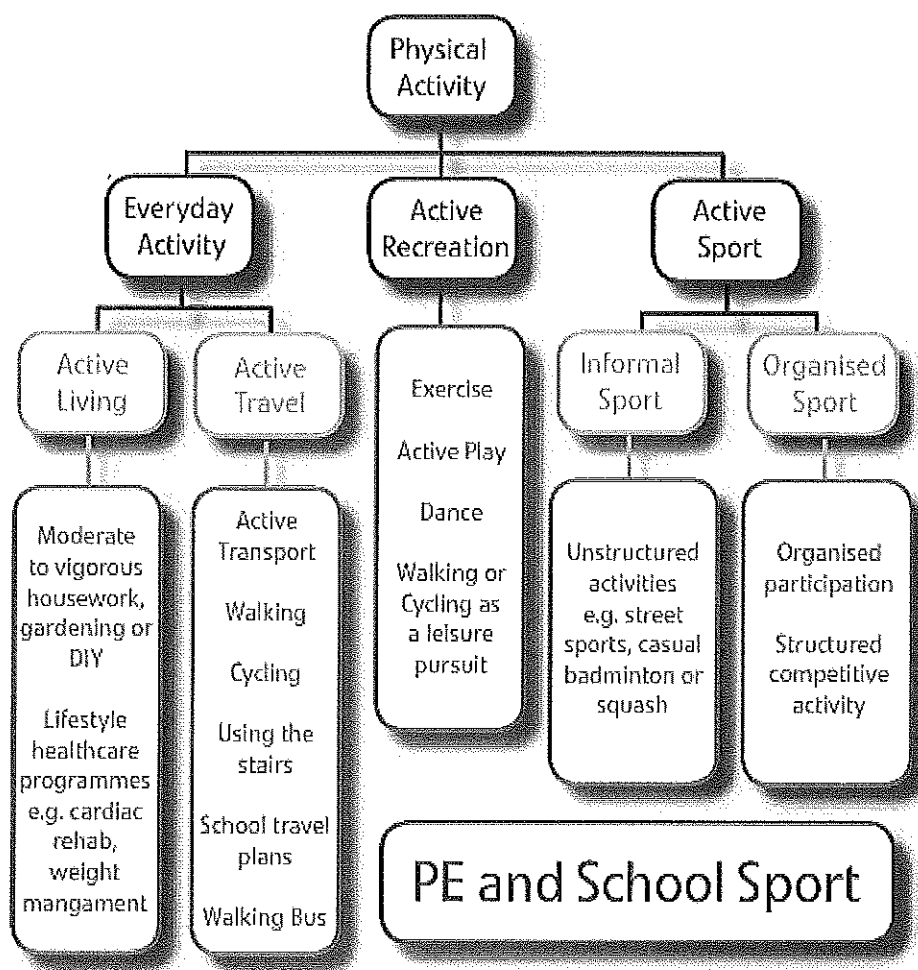
This is an evidenced based framework that aims to inform local, district and county partners of the local needs and priorities as well as energise and strengthen local partnerships and communities.

## What is Physical Activity?

This framework refers to physical activity in its widest sense, including gardening, and walking for transport purposes as well as sport or other forms of deliberate 'exercise'.

Physical activity is defined as any bodily movement produced by skeletal muscles that require energy expenditure. It includes all forms of activity, such as everyday walking or cycling to get from A to B, active play, work-related activity, active recreation (such as working out in a gym), dancing, gardening or playing active games, as well as organised and competitive sport.

Below is a diagram that highlights the different types of physical activity.



(Source: Sussex on the Move, Active Sussex, 2010)

## Physical Activity Recommendations

New guidelines were published by the four Chief Medical Officers (CMOs) of England, Scotland, Wales and Northern Ireland in a document called Start Active, Stay Active in 2011.

They draw on global evidence showing the health benefits people can achieve by taking regular physical activity throughout their lives.

Start Active, Stay Active, sets out guidelines for how active we should be at the different stages of our lives.

Below is a summary of the guidelines adapted from Start Active, Stay Active:

Early Years (Under 5)	
Infants who cannot yet walk unaided	Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.
Pre-school children who can walk unaided	Children of pre-school age who are capable of walking unaided should be physically active daily for at least 180 minutes (3 hours), spread throughout the day.
All those aged under 5	All under 5s should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

Children and young people (5-18)	
All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day.	
Vigorous intensity activities, including those that strengthen muscle and bone, should be incorporated at least three days a week.	
All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.	

### Adults

Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2.5 hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous intensity activity.

Adults should also undertake physical activity to improve muscle strength on at least two days a week.

All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

### Older Adults (65+)

Older adults who participate in any amount of physical activity gain some health benefits, including maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2.5 hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.

Older adults should also undertake physical activity to improve muscle strength on at least two days a week.

Older adults at risk of falls should incorporate physical activity to improve balance and coordination on at least two days a week.

All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.



## Importance of Physical Activity

Physical inactivity has been identified as the fourth leading risk factor for global mortality causing an estimated 3.2 million deaths globally, and accounting for 6% of deaths globally. This follows high blood pressure (13%), tobacco use (9%) and high blood glucose (6%).

In addition, physical activity also impacts on a number of other areas, the table below highlights the linkages and impact it has.

Area of Impact	Type of Impact	Level of Impact
Cardiovascular disease (heart disease, stroke and kidney disease.)	Reduces risk factor	High
Type 2 diabetes	Primary prevention	High
Mental Health	Improves well-being	High
Cancer	Protective	Medium
Obesity	Burns calories	Medium
Sport	Supports stronger infrastructure for sport	Medium
Social care	Supports greater independent living for older people	Medium
Environment	Reduction in CO2 through active travel	Medium
Transport	More cycling and walking and fewer car journeys reduces congestion	Medium
Economy	Generates cost savings and helps promote healthier workplace and hence improved productivity	Medium
Children and young people	Through PE and Sport for Young People, Healthy Schools and Healthy Further Education, enable children and young people to achieve their full potential	Medium
Business	Encourages healthy workplace and therefore high productivity	Medium/Low

(Source: Be Active, Be Healthy, Department of Health, 2009)

As well as the areas mentioned above there is also further evidence to show that physical activity has a positive impact on the following health outcomes:

- All-Cause Mortality
- Energy balance
- Some Cancers
- Cardiorespiratory Health
- Musculoskeletal Health
- Mental Health
- Metabolic Health
- Functional Health

(Source: Start Active, Stay Active – A report on physical activity for health from the four home countries' Chief Medical Officers)

Evidence from the Department of Health (DoH) shows that there is a clear causal relationship between the amount of physical activity people do and all-cause mortality. They highlight that while increasing the activity levels of all adults who are not meeting the recommendations is important, targeting those adults who are significantly inactive will produce the greatest reduction in chronic disease.

In addition, some individuals, for example people with a disability or some women may face disproportionate barriers in terms of access or culture that may affect the ability of those individuals to take part in physical activity.

## Cost of Physical Inactivity

In 2009, the Department of Health estimated the annual costs to the NHS as a result of physical inactivity was between £1billion and £1.8billion. In addition to this the cost of lost productivity to the wider economy has been estimated at around £5.5billion from sickness absence and £1billion from premature death of people of working age. When added together these costs total approximately £8.3billion every year.

Start Active Stay Active has also provided estimates of the primary and secondary care costs attributable to physical inactivity for Primary Care Trusts (PCTs) and strategic health authorities in England. This showed an average healthcare cost of physical inactivity for each PCT of £5million per year.

The cost to East Sussex Downs and Weald PCT, that covers the Lewes district are shown below.

Whole PCT cost (£Million)	Total cost/ 100,000 population
------------------------------	-----------------------------------

East Sussex Downs and Wealds PCT	6,480,120	1,989,818
----------------------------------	-----------	-----------

(Source: Department of Health, 2009)

## Current Situation – Facilities

Facilities such as leisure centres and community venues provide important locations for sport and other physical activity opportunities. A review of local consultation revealed that a number of local residents make good use of the facilities however more could be done. Ensuring maximum use of current facilities and service, their potential to provide more and also identifying what activities local residents want to participate in will be a role for all those involved in delivering this framework.

Open and green spaces can often be under-valued as resources where people can be active and lead healthier lifestyles. These spaces can offer opportunities to walk, cycle and connect with the surrounding countryside, including the national park.

The South Downs National Park Authority (SDNPA) are keen to see that the assets of the National Park are used to improve the health and well being of the communities in and outside of the area. The SDNPA Eastern area team supports the Health and Wellbeing Framework for Lewes, Peacehaven, Seaford and Telscombe and are committed to assisting with the delivery of health initiatives in the National Park adjacent to these towns.

## Current Situation – Life course

Starting and staying active can bring about major health benefits. Recent evidence indicates that the benefits of physical activity and health continues throughout people's lives (or life course) and the gains that can be achieved if more people become more active from early years (under 5's) to older adults (65+ years). The benefits of different types of physical activity are also different at key life stages.

In contrast to this, the evidence we have locally suggested that people's activity levels fluctuate significantly throughout their lives, with many people reducing their activity levels as they get older or after an injury or illness.

As the evidence for continued activity is overwhelming, a key role for the partners involved in delivering the framework has to be encouraging appropriate physical activity for all ages and stages of the lives of the residents.

## Current Situation - Activity Levels

Local authorities, primary care trusts, and other local organisations work together to promote physical activity and monitor their progress. One set of data that is often used to measure progress is the Active People Survey (APS) data. The APS measures adult (aged 16 years and over) physical activity in England. It is commissioned by Sport England and carried out by Ipsos MORI.

### Active People Survey

Participation	APS1 (Oct 2005-Oct 2006)		APS2 (Oct 2007-Oct 2008)		APS3 & APS4 (Oct 2008-Oct 2010)		APS5 (Oct 2009-Oct 2011)	
	%	Base	%	Base	%	Base	%	Base
Area								
East Sussex	21.1%	5,026	21.3%	2,509	21.9%	5,016	22.9%	4,995
Lewes	24.1%	990	21.1%	499	23.8%	995	24%	989

The Active People survey also measures other indicators such as sports club membership, volunteering in sport, etc. Full details can be found on the Sport England website.

Recent changes in government policy mean that at the moment there is no measurement of children's sport and physical activity at a local level.

We do still have the National Childhood Measurement Programme, although it must be noted the inactivity is by no means the only factor that may lead to the levels of children being overweight or obese.

### **Childhood Measurement Statistics (2010/11)**

<b>Overweight and obesity – Year R (4-5 years)</b>	<b>% Overweight</b>	<b>% Obese</b>
East Sussex	12.6%	7.9%
Lewes	12.4%	6.9%
<b>Overweight and obesity – Year 6 (approx. 11 years)</b>	<b>% Overweight</b>	<b>% Obese</b>
East Sussex	14.2%	17.2%
Lewes	14.9%	14.6%

### **Methodology**

There are a number of national, regional and local strategies and policies, which have influenced this framework and have helped to shape the action plans.

These include:

Policy/Strategy Level	Title
National	Start Active, Stay Active: A report on physical activity from the four home countries' Chief Medical Officers, Department of Health, Physical Activity, Health Improvement and Protection, 11 July 2011
National	Healthy lives, healthy people: Improving outcomes and supporting transparency, Department of Health, Jan 2012
National	Healthy Weight, Healthy Lives: A Cross-Government Strategy for England, HM Government, 2008
National	Before, during and after: making the most of the London 2012 Games, Department of Culture, Media and Sport (DCMS), June 2008
National	National Governing Bodies of Sport (NGB's) Whole Sport Plans
National	NICE Guidance documents
National	Creating a sporting habit for life. A new youth sport strategy, Department of Culture, Media and Sport (DCMS), Jan 2012.
National	Active Travel Strategy, Dept. for Transport/Dept. of Health, 2010
Regional	South East Partnership for the 2012 Games (SEP)
Regional	Triple Gold: new markets, new aspirations, new lifestyles, 2011
Regional	Sustrans South East Regional Plan, 2006 - 2011
County	Sussex on the Move, Active Sussex, 2010
County	Health & Wellbeing in East Sussex, Director of Public Health Annual Report, 2012.
Local	Joint Strategic Needs Assessment, East Sussex County Council.
Local	Pride of Place - The Sustainable Community Strategy for East Sussex
Local	Environment Strategy for East Sussex
Local	Newhaven Physical Activity Framework
Local	Wave Goodbye to Inactivity, Wave Leisure Trust Ltd, 2009-2014

A number of key informants suggested that the development and or updating of the following documents would provide strategic guidance, direction and support to the towns in relation to the physical activity:

- Lewes District Council Open Spaces strategy

- Lewes District Council Leisure/Physical Activity strategy
- Updated play strategy

As well as reviewing policies and strategies, existing local consultation relating to physical activity were reviewed, including Wave Leisure's non-user survey and the Big Park project's consultation. To consolidate this research an additional survey was conducted, identifying current physical activity levels, views and priorities of local residents.

There was also continual consultation with key partners throughout the process of developing the actions plans and several key partners have pledged their commitment to the process and the actions plans.

The resulting action plans for each town have been developed based on a review of local, national and international documents, data from the consultations and the continuous input from the individual steering groups.

Consideration was given to the fact that while there is a need to increase levels of physical activity across the whole population, it is especially true for those who lead sedentary lifestyles.

## Monitoring & Evaluation

The key partners have formed local steering groups to drive this framework, these groups will continue and will meet biannually to monitor, review and where necessary update the plans.

The steering groups will monitor the Active People data and the Childhood Measurement programmes and take note of any changes, while recognising that this data, while important is not the only measure of change.

At a local level all programmes highlighted in the action plans will have individual monitoring and evaluation to measure effectiveness and these will be discussed at the steering group meetings.

Action	Owner	Frequency
Update Active People Data	Active Sussex	Annually
Update Childhood Measurement Data	East Sussex Healthcare NHS Trust (ESHT)	Annually
Review of actions plans	Steering group	Biannually

## Appendix 1 – Lewes Town Physical Activity Action Plan

Lewes is located in the middle of Lewes District north of Newhaven and Seaford. It is located on the A27, which is main route between Brighton and Eastbourne, offering links to the A23 and M23 giving easy access routes to London and Gatwick Airport; and links to the north of the county via the A275 and A26.

The resident population of Lewes, measured in the 2001 Census was 15, 988 comprising 48.1% males and 51.9% females. Of this 49.3% (7, 891) are economically active.

### **Age Breakdown**

- 967 (6.1%) are aged 0-4
- 2015 (12.6% ) are aged 5-14
- 952 (5.9%) are aged 15-19
- 5111 (31.9%) are aged 20-44
- 4047 (25.3%) are aged 45-64
- 2896 (18.2%) are aged 65+

### **Economy, jobs and Prosperity**

- 3470 (21.7%) are economically inactive
- 1610 (10%) are retired
- 521 (3.3%) are students
- 15.8% of children live in poverty\*

There are 7, 000 households in Lewes with 2536 (36.2%) of those being one-person households.

- 1971 (28.1%) households have dependent children
- 2041 (29.1%) households have no car

\*The widely accepted definition of poverty is having an income, which is less than 60% of the national average (excluding the wealthiest members of society).

The Town Clerk has agreed to oversee and champion the Lewes action plan on behalf of the partners.

Themes	Actions	Lead & Partners	Timescale
<b>Capacity Building</b>	<p>Mapping of providers</p> <ul style="list-style-type: none"> <li>• Call to action for all providers of physical activity to make themselves known</li> <li>• Create a database of local providers</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Provide workshops for local providers including information on what support is available, marketing and partnership opportunities, and encourage networking and sharing of best practice.</li> <li>• Encourage partners and organisations to access available resources and opportunities through Active Sussex, East Sussex Health Care NHS Trust, etc.</li> </ul>	Wave Leisure With support from all partners	
<b>Awareness</b>	<p>Promotional Campaign</p> <ul style="list-style-type: none"> <li>• Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples to encourage participation in a range of activities</li> <li>• Include local residents in the promotion, asking residents "How they get active minutes?" and use their local examples</li> </ul>	Wave Leisure ESHT Town Council	
<b>Awareness</b>	<p>Social Media</p> <ul style="list-style-type: none"> <li>• Create a 'Lewes Get Active' twitter account that promotes physical activity opportunities in Lewes. The account will follow relevant providers and retweet local opportunities.</li> <li>• Create a 'Lewes Get Active' Facebook page where people can add their own comments about local walks, cycle</li> </ul>	Town Council & District Council (could work with local students on this project)	



	<p>routes, sports clubs, etc. and can make recommendations to others.</p> <p><b>Walking &amp; Cycle Routes</b></p> <ul style="list-style-type: none"> <li>• Greater promotion of existing walking and cycling routes, including better promotion of accessible routes.</li> <li>• Review existing signage from the Town out to the available routes and produce an action plan to address identified changes</li> <li>• Work with local partners, including the local bike shops to promote and encourage use of safe and family friendly routes</li> </ul>	<p>Town Council &amp; Lewes District Council</p>	
<p><b>Participation</b></p>	<p><b>Outdoor gym</b></p> <ul style="list-style-type: none"> <li>• Secure the funding to purchase and install an outdoor gym in Lewes</li> <li>• Organise taster sessions with qualified instructors to run the sessions</li> <li>• Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc.</li> </ul> <p><b>Beginner/Return 2 Exercise Classes</b></p> <ul style="list-style-type: none"> <li>• Set up exercise classes and gym sessions that are specific to people just starting out, returning to exercise after a break or an injury.</li> <li>• Promote above classes separately from mainstream classes as they are aimed at a different target audience.</li> </ul>	<p>Town Council &amp; Wave Leisure</p> <p>Wave Leisure</p>	

	<p>Lewes Get Active</p> <ul style="list-style-type: none"> <li>• Develop an adult version of a holiday programme. A month long promotion of activities, special offers and incentives to take part in physical activity.</li> <li>• Co-ordinate all activities available during the promotional period, similar to the promotion of the holiday programme.</li> </ul> <p>Teenagers/Young Adults</p> <ul style="list-style-type: none"> <li>• Reduce the age limit on aerobic style classes such as Zumba and Step classes.</li> <li>• Apply for Sportivate funding to run classes and sessions specifically for this age group</li> </ul> <p>Volunteer led Park Run</p> <ul style="list-style-type: none"> <li>• Investigate the possibility of local volunteers setting up a 'Park Run'</li> </ul>	<p>Town Council Wave Leisure</p> <p>Wave Leisure</p> <p>Town Council</p>	
<p><b>Influencing</b></p>	<p>Cycle routes</p> <ul style="list-style-type: none"> <li>• Lobby on behalf of residents for a safe cycle routes.</li> <li>• Work with LDC, ESCC and local cycle groups and networks on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns.</li> </ul>	<p>Town Council</p>	

## Appendix 2 – Seaford Physical Activity Action Plan

Seaford is located on the coast of Lewes District between Newhaven and Eastbourne and south of Lewes. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Seaford, measured in the 2001 Census was 22, 826 comprising 47% male and 53% female. Of this 40.5% (9, 243) are economically active.

### **Age Breakdown**

- 980 (4.4%) are aged 0-4
- 2519 (11.0%) are aged 5-14
- 1141(4.9 %) are aged 15-19
- 5316 (23.3%) are aged 20-44
- 5724 (25.0%) are aged 45-64
- 7146 (31.4%) are aged 65+

### **Economy, jobs and Prosperity**

- 5893 (25.8%) are economically inactive
- 3698 (16.2%) are retired
- 438 (1.9%) are students
- 12.3% of children live in poverty\*

There are 10,394 households in Seaford with 3521 (33.8%) of those being one-person households.

- 2203 (21.1%) households have dependent children
- 2269 (21.8%) households have no car

\* The widely accepted definition of poverty is having an income, which is less than 60% of the national average (excluding the wealthiest members of society).

The Town Clerk from Seaford Town Council has agreed to oversee and champion the Seaford action plan on behalf of the partners.

Themes	Actions	Lead	Timescale
<b>Capacity Building</b>	<p>Mapping of providers</p> <ul style="list-style-type: none"> <li>• Call to action for all providers of physical activity to make themselves known.</li> <li>• Create a database of local providers.</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Provide workshops for local providers including information on what support is available, marketing and partnership opportunities, and encourage networking and sharing of best practice.</li> <li>• Encourage partners and organisations to access available resources and opportunities through Active Sussex, East Sussex Healthcare NHS Trust, etc.</li> </ul> <p>Local Champions</p> <ul style="list-style-type: none"> <li>• Identify local community champions or advocates, including care workers, religious leaders, public facing staff, etc.</li> <li>• Provide training for these champions, covering importance of physical activity, local opportunities, etc. to allow these champions to motivate local people to become more active.</li> </ul>	<p>Wave Leisure With support from all partners</p> <p>Town Council ESHT</p>	

<p><b>Awareness</b></p>	<p>Promotional Campaign</p> <ul style="list-style-type: none"> <li>• Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples</li> <li>• Include local residents in the promotion, asking residents "How they they get active minutes?" and use their local examples</li> </ul>	<p>Wave Leisure ESHT Town Council</p>	
<p><b>Awareness</b></p>	<p>Increase awareness of outdoor gym</p> <ul style="list-style-type: none"> <li>• Create a short video clip of a range of people using the outdoor gym equipment.</li> <li>• Distribute clip for use on plasma screens (Doctor's surgeries, Schools, Council buildings, etc)</li> <li>• Upload video online and promote via social media networks</li> </ul> <p>Increase awareness of exercise path</p> <ul style="list-style-type: none"> <li>• Organise Health Walks on the path</li> <li>• Work with a local charity partner to arrange a sponsored walk on the exercise path</li> </ul>	<p>Town Council &amp; Youth CouncilForum</p> <p>Town Council &amp; Wave Leisure</p>	
<p><b>Participation</b></p>	<p>Outdoor gym</p> <ul style="list-style-type: none"> <li>• Organise taster sessions with qualified instructors to run the sessions</li> <li>• Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc.</li> </ul> <p>Beginner/Return 2 Exercise Classes</p> <ul style="list-style-type: none"> <li>• Set up exercise classes and gym sessions that are specific</li> </ul>	<p>Town Council &amp; Wave Leisure</p>	

	<p>to people just starting out, returning to exercise after a break or an injury.</p> <ul style="list-style-type: none"> <li>Promote classes separately from mainstream classes as they are aimed at a different target audience.</li> </ul> <p>Buddy system</p> <ul style="list-style-type: none"> <li>Investigate the possibility of setting up a buddy system when like-minded people can connect and participate in physical activity together.</li> <li>Consider online options such as Facebook and offline options such as notice boards in key locations, for example the leisure centre, town council, local shops, etc.</li> </ul>	Wave Leisure	
<p><b>Influencing</b></p>	<p>Sustainable Transport</p> <ul style="list-style-type: none"> <li>Lobby on behalf of residents for a safe cycle on the A259</li> <li>Work with LDC, ESCC and local cycle groups and networks on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns and access to hospitals.</li> </ul>	<p>Town Council with support from the Youth Council Forum</p> <p>Town Council and Lewes District Council</p>	
<p><b>Further consultation</b></p>	<p>Parks &amp; Play spaces</p> <ul style="list-style-type: none"> <li>Conduct a review of local parks and play spaces</li> <li>Consult with local residents to capture their views of the current situation and any suggestion improvements</li> </ul>	Town Council	

## Appendix 3 – Peacehaven & Telscombe Physical Activity Action Plan

### Peacehaven

Peacehaven is located on the south coast of Lewes District between Brighton and Newhaven. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Peacehaven, measured in the 2001 Census was 13,217 comprising 47.9% males and 52.1% females. Of this 75% (9983) are economically active.

#### Age Breakdown

- 682 (5.1%) are aged 0-4
- 1546 (11.6%) are aged 5-14
- 689 (5.2 %) are aged 15-19
- 3845 (29%) are aged 20-44
- 3350 (25.3%) are aged 45-64
- 3105 (23.4%) are aged 65+

#### Economy, jobs and Prosperity

- 3234 (24.4%) are economically inactive
- 1689 (12.7%) are retired
- 194 (1.4%) are students
- 18.2% of children live in poverty\*

There are 5829 households in Peacehaven with 1769 (30.3%) of those being one person households.

- 1453 (24.9%) households have dependent children
- 1251 (21.4%) households have no car

The Town Clerk from Peacehaven Town Council has agreed to oversee and champion the Peacehaven & Telscombe action plan in conjunction with The Town Clerk from Telscombe.

### **Telscombe**

Telscombe is located on the south coast of Lewes District between Brighton and Peacehaven. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Telscombe, measured in the 2001 Census was 7133 comprising 47.6% males and 52.4% females. Of this 47.5% (3390) are economically active.

#### **Age Breakdown**

- 394 (5.5%) are aged 0-4
- 828 (11.6%) are aged 5-14
- 390 (5.4%) are aged 15-19
- 2086 (29.2%) are aged 20-44
- 1778 (24.9%) are aged 45-64
- 1657 (23.2%) are aged 65+

#### **Economy, jobs and Prosperity**

- 3390 (47.5%) are economically inactive
- 849 (11.9%) are retired
- 121 (1.6%) are students
- 9.8% of children live in poverty

There are 3110 households in Telscombe with 971 (31%) of those being one person households.

- 847 (27.2%) households have dependent children
- 609 (19.5%) households have no car



The Town Clerk from Telscombe has agreed to oversee and champion the Peacehaven & Telscombe action plan in conjunction with Cllr Sargent from Peacehaven Town Council

Themes	Actions	Lead	Timescale
<p><b>Capacity Building</b></p>	<p>Mapping of providers</p> <ul style="list-style-type: none"> <li>• Call to action for all providers of physical activity to make themselves known</li> <li>• Create a database of local providers</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Provide workshops for local providers including information on what support is available, marketing and partnership opportunities, and encourage networking and sharing of best practice.</li> <li>• Encourage partners and organisations to access available resources and opportunities through Active Sussex, East Sussex Health Care NHS Trust, etc.</li> </ul>	<p>Wave Leisure with support from all partners</p> <p>Town Council ESHT</p>	
<p><b>Awareness</b></p>	<p>Promotional Campaign</p> <ul style="list-style-type: none"> <li>• Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples, including local open spaces, local facilities</li> <li>• Include local residents in the promotion, asking residents "How they get active minutes?" and use their</li> </ul>	<p>Wave Leisure Town Council ESHT</p>	

	<p>examples and experiences.</p> <p>Increase awareness of outdoor gym in Peacehaven</p> <ul style="list-style-type: none"> <li>• Create a short video clip of a range of people using the outdoor gym equipment.</li> <li>• Distribute clip for use on plasma screens (Doctor's surgeries, Schools, Council buildings, etc.)</li> </ul> <p>Increase awareness of Open Spaces</p> <ul style="list-style-type: none"> <li>• Greater promotion of health walks available</li> <li>• Local events to showcase potential uses of local open spaces</li> </ul>	<p>Town Council &amp; Wave Leisure</p> <p>Town Council</p>	
<p><b>Participation</b></p>	<p>Outdoor gym</p> <ul style="list-style-type: none"> <li>• Secure the funding to purchase and install an outdoor gym in Telscombe</li> <li>• Organise taster sessions with qualified instructors to run session in both Peacehaven and Telscombe.</li> <li>• Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc.</li> </ul> <p>Beginner/Return 2 Exercise Classes</p> <ul style="list-style-type: none"> <li>• Set up exercise classes and gym sessions that are specific to people just starting out, returning to exercise after a break or an injury.</li> <li>• Promote classes separately from mainstream classes as they are aimed at a different target audience.</li> </ul> <p>Parks &amp; Open Spaces</p>	<p>Town Council &amp; Wave Leisure</p> <p>Wave Leisure</p> <p>Town Council</p>	

	<ul style="list-style-type: none"> <li>• Ensure parks and open spaces are well maintained and welcoming to users.</li> <li>• Cut back on foliage and bushes to create open spaces where users feel safe.</li> <li>• Promote physical activity opportunities within the local parks and open spaces</li> </ul> <p>Buddy system</p> <ul style="list-style-type: none"> <li>• Investigate the possibility of setting up a buddy system when like-minded people can connect and participate in physical activity together.</li> <li>• Consider online options such as Facebook and offline options such as notice boards in key locations, for example the leisure centre, town council, local shops, etc.</li> </ul>		
<p><b>Influencing</b></p>	<p>Cycle &amp; Walking Routes</p> <ul style="list-style-type: none"> <li>• Lobby on behalf of residents for a safer walking and cycling routes</li> <li>• Work with LDC, ESCC and local cycle groups and networks on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns.</li> </ul>	<p>Town Council &amp; Lewes District Council</p>	

## Appendix 4 – Supporting Partners

❖ Active Sussex	❖ Lewes Town Council	❖ South Downs National Park Authority
❖ East Sussex County Council	❖ Peacehaven Town Council	❖ Telscombe Town Council
❖ East Sussex Healthcare NHS Trust	❖ East Sussex Public Health Directorate	❖ Wave Leisure Trust
❖ Lewes District Council	❖ Seaford Town Council	

The partners listed below were all involved in the production of this document and have pledged their continuing support.



## Seaford Town Council

**Report 75/12**

<b>Agenda Item No:</b>	12
<b>Committee:</b>	Community Services
<b>Date:</b>	27 September 2012.
<b>Title:</b>	Martello Tower – Lease Renewal
<b>By:</b>	Simon Cooper, Corporate Services Manager
<b>Wards Affected:</b>	All Seaford Wards
<b>Purpose of Report:</b>	To request delegated authority for the Town Clerk and Corporate Services Manager in consultation with the Chairman and Vice Chairman of this Committee to negotiate the terms of a new lease for the Martello Tower.

---

### Recommendations

You are recommended:

1. To delegate authority to the Town Clerk and Corporate Services Manager in consultation with the Chairman and Vice Chairman of this Committee to negotiate the terms of a new lease for the Martello Tower, taking account of the comments of this Committee.
  2. Consider any comments to be taken into account when negotiating the lease.
- 

### 1. Information

- 1.1 The current lease for the Martello Tower with the Seaford Museum and Heritage Society ends on 30 June 2013.
- 1.2 The current rent is £1 per year, although this is not collected, the tenant is responsible for the upkeep of the interior of the building, the Council for the exterior of the building and floors. The Council also is responsible for insuring the building, currently costing £2,020 per annum.
- 1.3 Report 76/12 which is being considered separately on this agenda indicates that significant expense may need to be incurred on the outside of the building.
- 1.4 Officers are seeking guidance from Members in respect of the negotiations.

## 2. Financial Appraisal

Barwells have indicated that the cost of drafting a new lease will be between £400 and £500 which I would expect the tenant to pay. It is not expected that the new lease will involve any additional financial obligation on the part of the Council.

## 3. Contact Officer

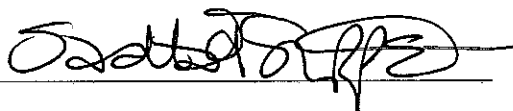
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



---

Town Clerk



---



## Seaford Town Council

### Report 78/12

<b>Agenda Item No:</b>	<b>13.</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Seaford Town Football Club – Replacement covered area for the Clubhouse.</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 extension of a terrace roof, at the front of the Seaford Town Football Clubhouse to include new palisade fencing; and an additional access gate at the rear of the building.</b>

---

#### Recommendations

**You are recommended:**

- 1. To permit Seaford Town Football Club (STFC) to extend the roof area covering the terrace at the front of the clubhouse, extending it by approximately 1.2 metres to cover the entire slabbed area including all related improvements as detailed in 1.4 of this report, subject to the Football Club being responsible for all future maintenance of the works, that the works be referred to in relation to the lease agreement and final approval of materials and build details by the Projects & Facilities Manager.**
- 

#### 1. Information

- 1.1** Seaford Town Football Club, have requested permission to extend the covered area at the front of the Clubhouse. The proposed works include installation of a palisade fence to form a perimeter for the covered space; and an additional gate at the rear of the building to complete the improved access route using materials similar to those used for the previous improvements. Details of these improvements can be seen in Appendix A.
- 1.2** They hope to be able to implement the changes as soon as possible to realise the benefits during the current football season and ensure the stability of their league status. The additional covered space enables them to retain or improve their league status. For STFC, improvements such as these are crucial for their ground grading, when promotion or relegation decisions are being made by the Sussex County League and the county FA. A number of improvements have been approved by Seaford Town Council in the past.

- 1.3 The club have consulted with Lewes District Council Planning and Building Control departments and it has been confirmed in writing that these departments do not require consultation on these works; the Projects & Facilities Manager recommends the chosen materials and build methods are approved by him, before the works proceed. This is due mainly to the fact that although the structure will be included in tenants maintenance responsibilities it is attached to the building and therefore would be considered part of 'the premises'.
- 1.4 The works entail: extension of the existing roof structure including renewal of all support posts, clear glazing, using a polycarbonate or similar material and palisade fencing to formalise the terrace. Any requirement for the replacement of existing roof beams is to be considered by contractors pricing the works and the construction methods will be checked by the Projects & Facilities Manager. Replacement fascia's and rainwater goods are also specified, as well as an additional gate to one of the new fenced access routes at the rear of the building.
- 1.5 There are benefits to the plans, those which support previous access improvements made by STFC, which were approved by this Committee. The fenced terrace area will now formalise the new access routes and storage areas. Maintenance responsibilities will also be addressed.
- 1.6 The Town Council will be able to consider all areas in a review or amendment to the existing lease and other agreements, ensuring a clear division of maintenance responsibilities.

## 2. Financial Appraisal


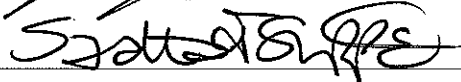
The cost implications of report are in connection with legal fees and these costs should be met by STFC.

## 3. Contact Officer

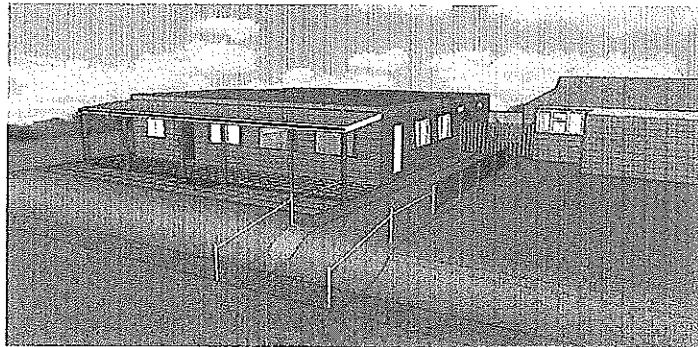
The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

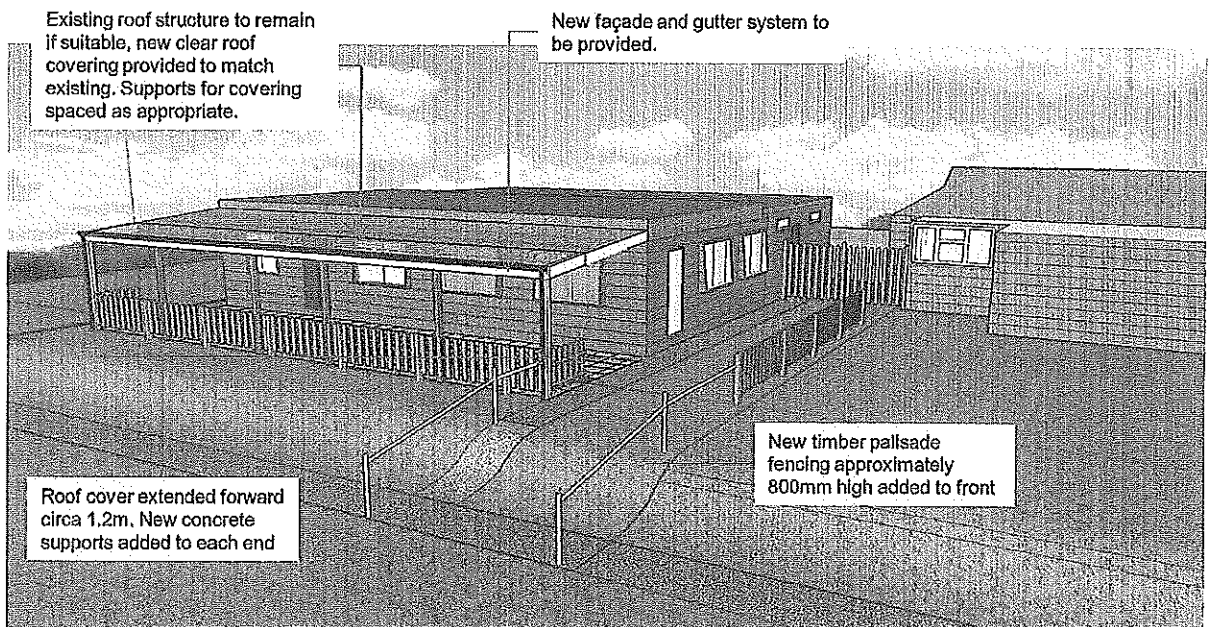
Town Clerk

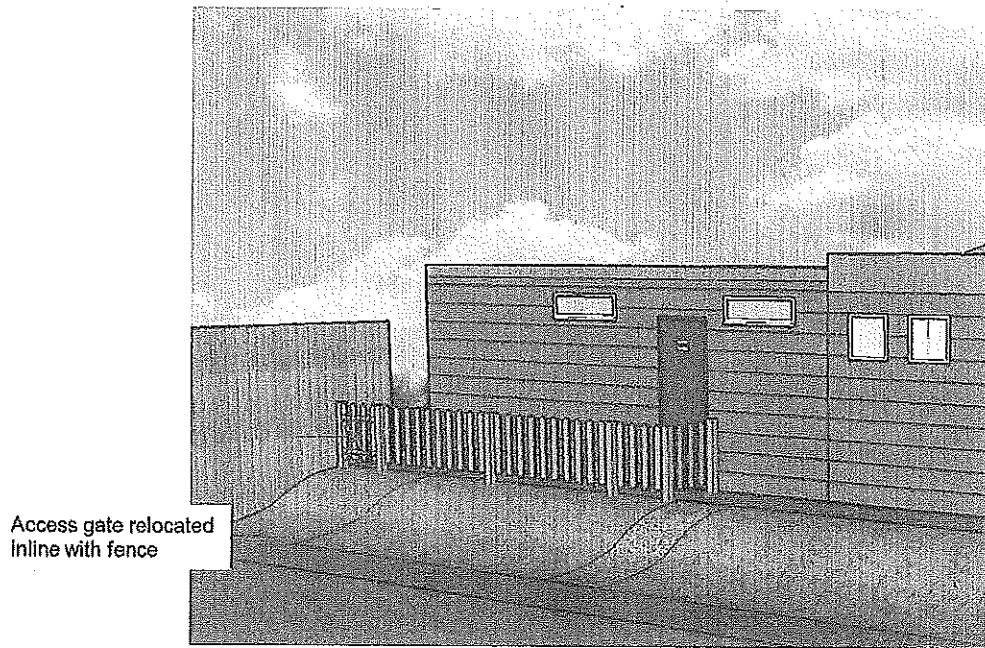




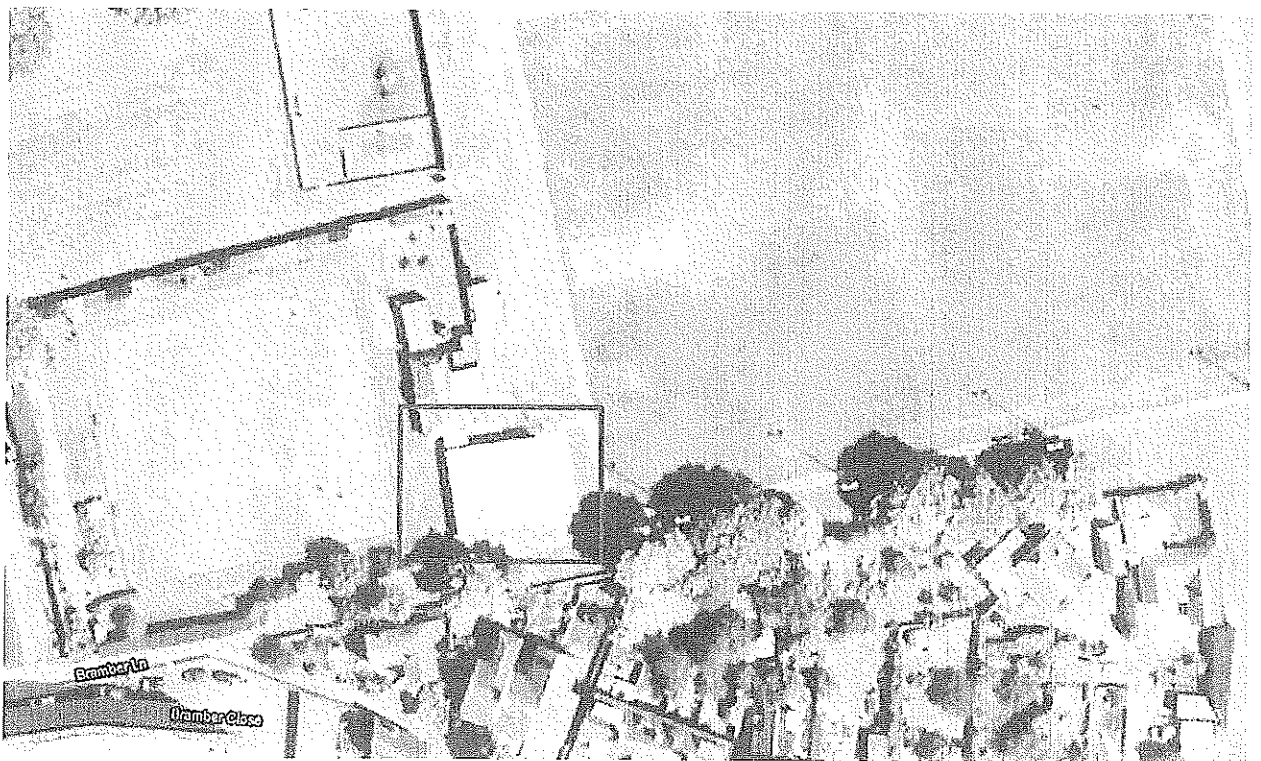
Existing Front Views



Proposed Front View



Proposed Side View



Site Location

22/07/2024



## Seaford Town Council

Report 77/12

<b>Agenda Item No:</b>	<b>14.</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Crouch Gardens – Diamond Jubilee Gate</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 development of a Diamond Jubilee project for a themed entrance gate to replace an existing gate at Crouch Gardens, being designed and produced by a local artist or craftsman.</b>

---

### Recommendations

**You are recommended:**

- 1. To approve that a Diamond Jubilee themed gate project be developed for the Crouch Gardens, to be designed and produced by a local artist or craftsman, working with community groups through the design and selection process, with funding being secured via public subscription.**
- 

### 1. Information

- 1.1** The first stages of a Diamond Jubilee themed project have been started. It aims to replace an existing entry gate to the Crouch Gardens leading from East Street. There are three gated entrances in the flint boundary wall on East Street and two of the gates have previously been dedicated for past royal anniversaries. One of the gates marks the Queen's Coronation in 1953, this was recently repainted and restored by a local historian and the other was installed in 2002 to mark the Golden Jubilee.
- 1.2** The third gate is not a specialist piece or 'designed' in any way and it is felt that it would now be a fitting gesture to replace this gate with one marking the Diamond Jubilee Year; one designed and produced by a local artist, working with local community groups and the Town Council to agree the final design.
- 1.3** Costed proposals to include preliminary designs will be invited from artists based within the county focussing where possible on artists within the Lewes district.

- 1.4 The gate will be made of a similar material to the existing gates and will be suitable for the local conditions. Designs will then be open to selection and will be encouraged to be representative of the Diamond Jubilee and the profile of the anniversary.
- 1.5 For consistency the refurbishment of the 2002 Golden Jubilee Gate will be included in the project to ensure that all three gates are in a condition reflective of the occasion.

## 2. Financial Appraisal


There are no direct financial implications of this report as the funds will be raised by public subscription.

## 3. Contact Officer


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

Projects & Facilities Manager

Town Clerk



---





## Seaford Town Council

### Report 79/12

<b>Agenda Item No:</b>	<b>15.</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>27 September 2012</b>
<b>Title:</b>	<b>Crouch Gardens – Tree planting proposals</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 tree planting in the Crouch Gardens.</b>

---

#### Recommendations

**You are recommended:**

- 1. To approve the planting of trees in the Crouch Gardens, within the areas detailed in Appendix A and B of this report, subject to all costs being met by Seaford Tree Wardens and donations from Seaford Rotary and the relevant local residents; the establishment and care of the trees being managed by Seaford Tree Wardens, supported by local volunteers; and the relevant Risk Assessments being agreed for the work.**
  - 2. To delegate authority to the Projects & Facilities Manager to approve the chosen species and final quantities, working within the limits set out in this report.**
- 

#### 1. Information

- 1.1** In November 2012, Seaford Rotary Club would like to donate and plant a Flowering Cherry Tree in the Crouch Gardens.
- 1.2** This offer is supported by Seaford Tree Wardens and is proposed to be located between the first team football pitch and the children's play area. This location has previously been identified for a planting project, which was considered by this committee earlier in 2012, but never went ahead.
- 1.3** The location is marked on the plan in Appendix A, in addition it is proposed to plant up to 12 whips including Hawthorn, Whitebeam, Rowan and specimen trees, in conjunction with the Big Tree Plant. The planting, establishment and early care will be managed by the Tree Wardens utilising volunteers where necessary, and the area immediately surrounding the trees may also be left to overgrow naturally reducing the over all requirement for regular grounds maintenance. There will be additional care required in future for the trees in their mature state, however this is

considered to be offset by the removal of mature trees in other parts of the Crouch that have reached the end of their natural life.

- 1.4 It is also proposed to plant an avenue of trees leading up the vehicle entrance route from Bramber Road. This scheme is being supported by a number of local residents who will also be involved in the development and care of the scheme. Again the species include Whitebeam, Hawthorn, Rowan and Cherry as well as Holm Oak, planted in 1.75m – 2m sizes and a maximum of 20 trees being planted.
- 1.5 The species of tree that have been proposed do not present any particular long term issues and are commonly used for planting schemes on roadsides and verges. There will be further discussion in connection with the chosen species and location of the trees, along with the confirmation of consultations with residents and local groups, allowing the Projects & Facilities Manager to approve the final quantity and locations of the trees within the area detailed in Appendix B.
- 1.6 Similar to previous proposals, organisation of volunteer labour and/or funding to cover the early maintenance costs will be a condition of the approval of these schemes. Seaford Tree Wardens have been informed of this requirement, to ensure that any scheme that is introduced can be managed independently by them as a group or that funding be provided to cover contractor costs until such a time as the trees can exist independently.

## 2. Financial Appraisal

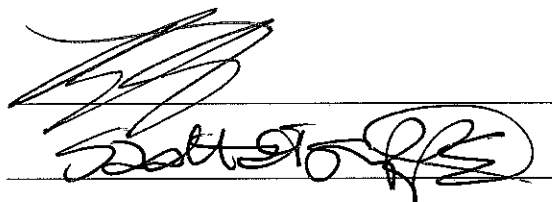
There are no direct financial implications of this report; and the cost of the schemes will be covered by Community Services Tree Warden budget, as well donations from Seaford Rotary Club and local residents.

## 3. Contact Officer

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

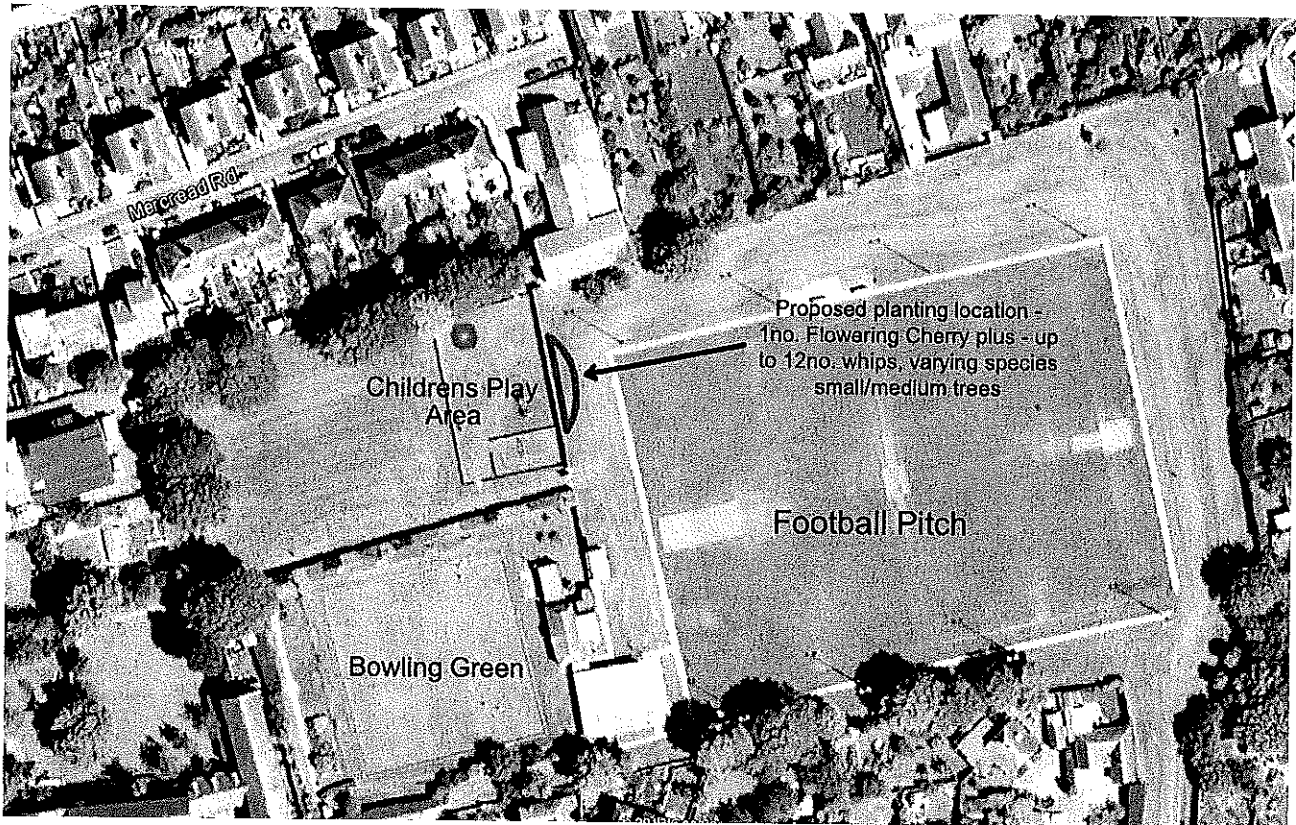
Projects & Facilities Manager

Town Clerk



Two handwritten signatures are present, each on a horizontal line. The top signature is a stylized, cursive signature, likely belonging to Ben King. The bottom signature is also cursive and appears to be a different name, possibly the Town Clerk's signature.

Appendix A.



Appendix B.







## Seaford Town Council

**Report 81/12**

**Agenda Item No:** 16

**Committee:** Community Services

**Date:** 27 September 2012.

**Title:** Budget – Members suggestions for inclusion in Budget

**By:** Simon Cooper, Corporate Services Manager

**Wards Affected:** All Seaford Wards

**Purpose of Report:** To consider suggestions made by Councillors for inclusion in the draft budget to be presented at the next meeting of this Committee.

---

### Recommendations

**You are recommended:**

- 1. To consider suggestions made by Councillors for inclusion in the draft budget.**
- 

### 1. Information

- 1.1** At its meeting held on 23 August the Finance & General Purposes Committee agreed the timetable for the preparation of the budget for 2013-14.
- 1.2** The draft budget for 2013-14 will be considered by this Committee on 29 November 2012, for submission to the Finance & General Purposes Committee.
- 1.3** 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.

### 2. Financial Appraisal

The financial implications will depend on what, if, any suggestions the Committee agrees should be included in the budget for 2013-14. It will not however have any implications for the current financial year.

**3. Contact Officer**

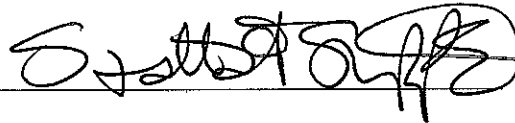
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



---

Town Clerk



---