



## Seaford Town Council

### To Members of the Seaford Town Council

A meeting of the **Seaford Town Council** will be held at the **Council Chamber, 37 Church Street Seaford**, on **Thursday, 18 October 2012** at **7.00 pm**, which you are summoned to attend.

S J Shippen  
Town Clerk  
11 October 2012.

### AGENDA

1. **Apologies for Absence.**
2. **Minutes.**

To approve the minutes of the meetings held on 16 August 2012.
3. **Disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.**
4. **Public Participation.**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.
5. **Mayor's Appointments and Communications.**
  - a) To receive any communications, as the Mayor may desire, to put before the Council and to note the Mayor's past and future engagements, report 92/12 (pages 3 to 5).
  - b) To receive the Young Mayor's report 93/12 (pages 7 to 9).
6. **Police Report.**

To receive a verbal report from Police Sergeant Chris Wright on policing in Seaford.
7. **External Audit**

To consider report 89/12 regarding the completion of the external audit for 2011-12 (pages 11 to 12).
8. **Visioning Working Group**

To consider report 95/12 concerning the establishment of a Visioning Working Group (pages 13 to 14).

**9. Seaford to Brighton Community Rail Partnership**

To consider report 91/12 concerning the appointment of a representative to the Brighton to Seaford Community Rail Partnership (pages 15 to 16).

**10. East Sussex Fire Authority Consultation**

To consider report 90/12 concerning a consultation document from East Sussex Fire Authority (pages 17 to 38).

**11. Application of Seal**

To consider report 87/12 concerning approval to apply the Council Seal to the CCTV system agreement with Sussex Police (pages 39 to 49).

**12. World War 1 Event on Martello Fields**

To consider report 94/12 concerning a request for the Council to be involved in an event to commemorate the start of World War 1 (pages 51 to 52).

**13. Appointment of Sergeant-at-Mace**

To consider report 88/12 concerning a request to appoint a Sergeant-at-Mace (pages 53 to 54).

**14. Seaford Head Golf Clubhouse Update**

To consider report 96/12 concerning an update on progress of the detailed design stage of the Seaford Head Golf Clubhouse project (pages 55 to 56).

**For further information about items appearing on this agenda, please contact Mrs. S. Shippen, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG. Telephone 01323 894870, fax 01323 872976.**



## Seaford Town Council

Report 92/12

**Agenda Item No:** 5a  
**Date:** 18 October 2012  
**Committee:** Council  
**Title:** Mayor's Engagements  
**By:** Paula Woolven, Mayor's Secretary  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To report the Mayor's engagements.

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### Recommendations

#### You are recommended:

1. To note the report.
- 

1. **Information**

The Mayor, Deputy Mayor or Leader, has either attended, or is due to attend 90 functions as a representative of this Council at the time of the production of this report. A schedule of engagements not previously reported is attached as Appendix A.

2. **Financial Appraisal**

There are no financial implications in this report.

3. **Contact Officer**

The Contact Officer for this report is Paula Woolven, Mayor's Secretary.

Mayor's Secretary

Town Clerk

List of Mayors Previously Unreported Engagements  
Appendix A

| <b>Mayor Wallraven 2012 - 2013</b> |             |             |                                      |   |                                       |
|------------------------------------|-------------|-------------|--------------------------------------|---|---------------------------------------|
| <b>Day</b>                         | <b>Date</b> | <b>Time</b> | <b>Organisation</b>                  | <b>Event</b>                            | <b>Venue</b>                          |
| Tuesday                            | 14/08/2012  | 18:30       | Seaford In Bloom                     | Awards Evening                          | Deans Place Hotel                     |
| Wednesday                          | 15/08/2012  | 14:30       | Seaford Evening Flower Club          | Summer Fayre                            | St Lukes Church                       |
| Friday                             | 24/08/2012  | 18:00       | Stafford Road Artists                | Open House                              | Stafford Road                         |
| Sunday                             | 02/09/2012  | 09:40       | RNLI                                 | Fundraising Trip                        | Newhaven Lifeboat Station             |
| Sunday                             | 09/09/2012  | 13:00       | Sunnyside Caravan Park               | Fete                                    | Sunnyside Caravan Park                |
| Sunday                             | 09/09/2012  | 17:30       | Geoff Stonebanks (Driftwood Gardens) | Charity Presentation                    | Driftwood Gardens, Seaford            |
| Sunday                             | 09/09/2012  | 18:30       | The Base Management Committee        | Concert                                 | The Base, The Salts Recreation Ground |
| Tuesday                            | 11/09/2012  | 18:30       | Beyond The Torch Run Art Project     | Gallery Opening                         | 23 Church Street                      |
| Wednesday                          | 12/09/2012  | 19:15       | Seaford Musical Theatre              | We Built This City Show Opening         | The Barn Theatre, Saxon Lane          |
| Friday                             | 21/09/2012  | 19:00       | Seaford Community Cinema             | Official Opening                        | The Barn Theatre, Saxon Lane          |
| Saturday                           | 22/09/2012  | 19:00       | Royal Society of St George           | Battle of Britain Dinner                | Seaford Head Golf Club                |
| Monday                             | 24/09/2012  | 13:30       | Think School Travel                  | Launch of Scheme                        | Chyngton Primary School               |
| Saturday                           | 29/09/2012  | 10:45       | MacMillan Cancer Support             | Coffee Morning                          | Con Club, Seaford                     |
| Sunday                             | 30/09/2012  | 14:30       | Seaford Town Council                 | Freeman of the Town of Seaford Ceremony | St Leonards Church                    |
| Saturday                           | 06/10/2012  | 10:00       | St Peters Church                     | Explore the Church on the Hill          | St Peters Church                      |
| Saturday                           | 13/10/2012  | 10:30       | Peacehaven Town Council              | Dedication of War Memorial              | Meridian Park, Peacehaven             |
| Saturday                           | 13/10/2012  | 14:00       | Ghurkas Charitable Trust             | Fundraising                             | Broad Street, Seaford                 |
| Saturday                           | 13/10/2012  | 14:45       | Cross Way                            | Re-opening of Clinton Centre            | Clinton Centre, Broad Street North    |
| Saturday                           | 13/10/2012  | 15:30       | Exchange Project                     | 5th Anniversary Party                   | Exchange Project Community Gardens    |
| Saturday                           | 13/10/2012  | 19:30       | Seaford Martello Rotary Club         | Annual Proms Concert                    | Seaford Head College (Arundel site)   |
| Thursday                           | 18/10/2012  | 18:00       | Seaford Head Community College       | Annual Awards Evening                   | Seaford Head College                  |
| Friday                             | 19/10/2012  | 19:00       | Seaford Music Society                | Conductors Great and Small Concert      | New Annecy Hall                       |
| Saturday                           | 20/10/2012  | 19:30       | Seaford Bonfire Society              | Bonfire Celebrations                    | War Memorial to the Martello Fields   |
| Sunday                             | 21/10/2012  | 19:00       | Royal Society of St                  | Trafalgar Dinner                        | Deans Place                           |

List of Mayors Previously Unreported Engagements  
Appendix A

| <b>Mayor Wallraven 2012 - 2013</b> |             |             |                             |  |                                |
|------------------------------------|-------------|-------------|-----------------------------|--|--------------------------------|
| <b>Day</b>                         | <b>Date</b> | <b>Time</b> | <b>Organisation</b>         | <b>Event</b>                               | <b>Venue</b>                   |
|                                    |             |             | George                      |  | Hotel, Alfriston               |
| Friday                             | 26/10/2012  | 19:00       | Cuckmere Community Bus      | Social Gathering                           | Arlington Village Hall         |
| Sunday                             | 28/10/2012  | 12:30       | NPS Lions                   | 43rd Charter Lunch                         | The Star, Alfriston            |
| Saturday                           | 03/11/2012  | 10:00       | Mothers Union               | Coffee Morning                             | St Peters Church               |
| Friday                             | 09/11/2012  | TBC         | Arts@theCrypt               | Open Event                                 | 23 Church Street, Seaford      |
| Sunday                             | 11/11/2012  | 10:30       | Royal British Legion        | Remembrance Parade                         | War Memorial, Seaford          |
| Tuesday                            | 13/11/2012  | 10:40       | Royal British Legion        | Remembrance Service (Canadian West Indian) | Alfriston Road Cemetary        |
| Saturday                           | 17/11/2012  | 08:00       | High Sheriff of East Sussex | Prayer Breakfast                           | National Golf Resort, Uckfield |
| Saturday                           | 01/12/2012  | 19:30       | Seaford Choral Society      | December Concert                           | St Leonards Church             |
| Wednesday                          | 05/12/2012  | 19:00       | Seaford Town Council        | Mayors Civic Carol Service                 | St Leonards Church             |
| Sunday                             | 09/12/2012  | 15:00       | Church of St Thomas More    | Christmas Concert                          | Church of St Thomas More       |
| Monday                             | 10/12/2012  | TBC         | Seaford Quakers Association | Two Million Candle Vigil                   | Peace Garden, Crouch Gardens   |

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## Seaford Town Council

Report 93/12

**Agenda Item No:** 5b  
**Date:** 18 October 2012  
**Committee:** Council  
**Title:** Young Mayors Report  
**By:** Paula Woolven, Mayor's Secretary  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To receive a report from the Young Mayor.

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### Recommendations

**You are recommended:**

1. To note the report.
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1. **Information**

The Young Mayor, Amy Gough, has submitted a report attached as Appendix A to this report.

2. **Financial Appraisal**

There are no financial implications in this report.

3. **Contact Officer**

The Contact Officer for this report is Paula Woolven, Mayor's Secretary.

Mayor's Secretary

Town Clerk

## Young Mayors Report

I have thoroughly enjoyed my time as Young Mayor so far; from the Diamond Jubilee to the Donkey Derby it's been one fantastic summer! This year's Young Mayor's Awards in March were yet again a brilliant event, which really reflected the amount of inspirational young people we have in Seaford. We have so many young people that enjoy representing the town and take an active role in community events, such as the Armed Forces Day and the Leisure Centre Family Fun Day. As Young Mayor I think it's important that we draw attention to all the young talent in the town, throughout the year and not just at the Young Mayor's Awards, so I plan to organise a number of events to do just this.

Throughout this summer, I have had the pleasure of attending a wide range of events. For example, one of the first events of the summer was the Young Mayor's Award Winners' trip to Drusilla's Park. This was a really fun day out which offered the opportunity for some particularly amazing young people to get up close to some of the zoo's funniest animals, as well as being treated to a delicious buffet lunch by Drusilla's.

In addition, I really enjoyed the Diamond Jubilee and the range of events linked to this celebration which took place in Seaford. From being at the front of the Jubilee Procession to helping prepare cream teas, it certainly was a fantastic few days! One of my favourite moments was probably the Laser Light Show display on the Martello Tower, which I think made the whole event truly memorable. Other events I have really enjoyed were bowling at the Crouch Gardens in the annual Bowling Club vs Town Council competition, Armed Forces Day, the Downs Leisure Centre Family Fun Day and the Donkey Derby.

As part of my role as Young Mayor, I have been working on The Base Committee. The Base is a building situated on the Salts, which we are hoping to turn into a focal point for young people who are interested in the Performing Arts. The Base Open Air Event, which was held recently, really helped to raise awareness of how important it is to regenerate the building and its facilities. I spoke to some young people who attended the event and they all agreed how excellent it was and how they look forward to using The Base in the future.

The most recent event that I attended was the Freedom of the Town being awarded to Laurie Holland and Don Mabey. I really enjoyed this event as I found both their stories very moving.

I am working on staging an Art exhibition in October where young people, aged from 4 to 11, have the chance to show their work at the Crypt Gallery. In the New Year, I am also trying to organise a night at the Barn Theatre to show-case some of the young talent we have here in Seaford. I am really enthusiastic about the Performing Arts so I am thoroughly looking forward to coordinating the event.

As part of the Young Mayor's Awards last year, I became aware of a local Cystic Fibrosis sufferer- she is just 15 and has to deal with the condition's many symptoms on a daily basis. I was very moved by her story and felt like I would like to do something about it. Therefore, I am also keen to organise a sponsored walk in aid of the Cystic Fibrosis Trust UK.



The next Young Mayor's Awards ceremony in 2013 is already shaping up to be a fantastic event. I am really looking forward to reading about and meeting all the phenomenal young people we have here in Seaford. The event is fast approaching with the nomination forms going out within the next couple of months- I can't wait!

Unfortunately I cannot stay Young Mayor forever, so soon we will have to begin the hunt for a new Deputy Young Mayor. This year I am hoping that Georgia (the current Deputy Young Mayor) and I will really encourage the young people of Seaford to take part in this brilliant scheme. We will be starting the campaign soon!

Amy Gough,  
Young Mayor of Seaford.

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## Seaford Town Council

**Report 89/12**

**Agenda Item No:** 7  
**Committee:** Council  
**Date:** 18 October 2012  
**Title:** External Audit  
**By:** Simon Cooper, Corporate Services Manager  
**Wards Affected:** All Seaford Wards  
**Purpose of Report:** To inform Council of the satisfactory completion of the Audit for 2011-12.

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### Recommendations

**You are recommended:**

1. To note the content of this report.
- 

### 1. Information

- 1.1 Mazars LLP have completed their audit of the Annual return of the Council for 2011-12.
- 1.2 The certificate has been signed by Mazars LLP, there are no issues raised. A copy of the Auditors Certificate and Opinion is attached at Appendix A.


### 2. Financial Appraisal

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

### 3. Contact Officer

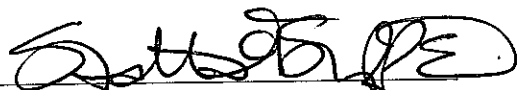
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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Town Clerk



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## Section 3 – External auditor's certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

SEARDA Town Council

### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor's report

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the council:

The Council must ensure it takes appropriate action to address the matters raised by the internal auditor in his detailed report.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Southampton, SO15 2BE

Date:

21 AUGUST 2012

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



## Seaford Town Council

Report 95/12

|                           |  |
|---------------------------|--|
| <b>Agenda Item No:</b>    | <b>8</b>   |
| <b>Committee:</b>         | <b>Council</b>   |
| <b>Date:</b>              | <b>18 October 2012</b>   |
| <b>Title:</b>             | <b>Visioning Working Group</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 suggest the establishment of a Visioning Working Group</b> |

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### Recommendations

**You are recommended:**

- 1. To agree to establish a task and finish Visioning Working Group to take forward the Town Council Visioning Exercise.**
  - 2. Subject to approval of 1, to agree the membership of the Visioning Working Group and Terms of Reference.**
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### 1. Information

- 1.1** The Council has been taking forward a visioning exercise which started with councillor training some months back but has been thwarted by unsuccessful attempts to get a reasonable number of attendees together to make the exercise worthwhile.
- 1.2** A number of sessions have been cancelled at the last minute, including the most recent on September 25 when only nine councillors had firmly confirmed their attendance.
- 1.3** Following this cancellation, the Town Clerk has sought the opinion of the Leader and Deputy Leader of the Council and now suggests that a "task and finish" Visioning Working Group made up of those councillors willing and able to take forward the exercise, be established with the intention of producing a draft vision for presentation to Council.
- 1.4** It is suggested that the Working Group be given a wide remit to include short, medium and long term vision strategies suitable for the town which are prioritised and presented in a manner which is suitable for full public consultation once approved by Council.

- 1.5 It is further suggested that this exercise be concluded within the current municipal year.
- 1.6 The suggestions above and any others decided by Council could form the terms of reference of the group.
- 1.7 It is likely that the Working Group will meet on an evening and be facilitated by SALC and or AIRS, the group will be supported by officers of the Council as necessary.
- 1.8 The date of the first meeting could be 6, 7, 12, 21, 26 or 27 November, an early date choice would be welcomed,

## 2. Financial Appraisal

As previously, the financial costs of facilitation will be met from the Members Training budget.

## 3. Contact Officer

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

Town Clerk



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## Seaford Town Council

### Report 91/12

|                           |   |
|---------------------------|---|
| <b>Agenda Item No:</b>    | <b>9</b>  |
| <b>Committee:</b>         | <b>Council</b>  |
| <b>Date:</b>              | <b>18 October 2012</b>  |
| <b>Title:</b>             | <b>Seaford to Brighton Community Rail Partnership.</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 nominate a representative to the Seaford to Brighton Community Rail Partnership</b> |

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#### Recommendations

**You are recommended:**

1. To nominate a representative to the Seaford to Brighton Community Rail Partnership
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#### 1. Information

- 1.1 Sussex Community Rail Partnership is forming a new Community Rail Partnership (CRP) for the Seaford to Brighton rail line and they feel that it is important to have the Councils along the route including Seaford Town Council represented.
- 1.2 CRPs which exist across Great Britain are designed to reconnect the community with its railway, to assist in the process of achieving the best possible services for the community and encouraging the use of existing services.
- 1.3 Through CRPs communities become engaged in improving their local stations, in ways over and above that which are the responsibility of the Train Operators. The CRP also works to gain better access to stations by public transport, community bus, walking and cycling.
- 1.4 Sussex CRP runs community line partnerships across east and West Sussex and into Kent and Surrey.


#### 2. Financial Appraisal

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

**3. Contact Officer**


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

Corporate Services Manager



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Town Clerk



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## Seaford Town Council

### Report 90/12

|                           |  |
|---------------------------|--|
| <b>Agenda Item No:</b>    | <b>10</b>  |
| <b>Committee:</b>         | <b>Council</b>   |
| <b>Date:</b>              | <b>18 October 2012</b>   |
| <b>Title:</b>             | <b>East Sussex Fire Authority Consultation</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 inform Council of a Consultation Document received from East Sussex Fire Authority</b> |

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#### Recommendations

**You are recommended:**

- 1. To consider a response to the questions on pages 17 and 18 of the consultation document attached at Appendix A**
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#### 1. Information

- 1.1** We have received a consultation document from East Sussex Fire Authority, in the form of a Medium Term Plan 2013/14 to 2017/18. A copy is attached at Appendix A.
- 1.2** The plan sets out the current level of resources available to communities and aims to show what the Authority intends to do in the future.
- 1.3** The Authority is keen to hear views on the direction they are taking. The document includes a series of questions on pages 17 and 18 of the document to which Members should consider a response.

#### 2. Financial Appraisal

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

**3. Contact Officer**

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

Corporate Services Manager



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Town Clerk



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# Medium Term Plan

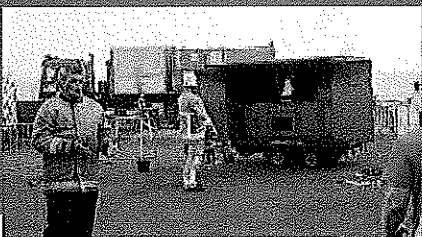
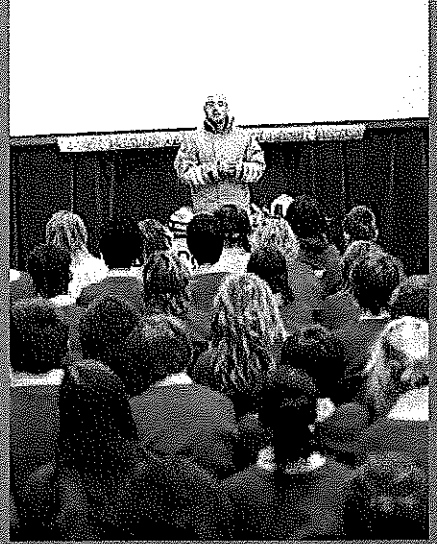
2013/14 – 2017/18

*(including IRMP 2013/14 - 2015/16)*

Public Consultation Document

*East Sussex Fire Authority*





# Welcome



Councillor John Livings  
Chairman of the Fire Authority

Des Prichard  
Chief Fire Officer & Chief Executive

## Welcome to East Sussex Fire Authority's latest Medium Term Plan public consultation document

Since becoming a separate organisation in 1997, the Fire Authority has continued to invest in East Sussex Fire & Rescue Service to make sure it has the right resources to make a real difference in saving lives, reducing injuries, protecting properties and contributing wherever it can to supporting all our local communities.

But there is a lot less to spend in public services these days and there will be even less in the future. As a Service, we have found ways to do more with less, saving over £5m in efficiency savings over the past few years.

Despite the Budget pressures, we will continue to focus on our Vision and Aims. In accordance with our statutory duties and the Government's Framework Document, we will continue to provide cost effective prevention, protection and emergency response services, as we strive to deliver the best impact in terms of making

our communities safer. We will continue to look for ways to reduce all other costs so that our overall performance standards can be sustained. East Sussex Fire Authority is committed to providing a quality emergency service supporting those in greatest need to be safer in their homes, but at a price local council taxpayers can afford.

We commit to setting the right priorities and making the right decisions to meet our Vision, Values and Aims which are set out overleaf.

This Plan sets out our current level of available resources and aims to show you what we propose to do in the future. Through this Plan we are asking if you agree with that direction. We know we need to continue our focus on our aim to deliver the best service we are able to, and we are seeking your support to help us to achieve this aim.

# Our Vision, our Values and our Aims

## Our Vision

### *Achieving safer and more sustainable communities*

- We say 'safer' because safety is our primary driver, within our organisation and within our wider communities.
- We say 'sustainable' because we are working towards safeguarding future generations and their communities, both in our prevention work and in how we deliver our services.
- We say 'communities' to represent everyone we serve, including those who live in East Sussex and the City of Brighton & Hove, and those who visit our local area.

## Our Values

- Respect and dignity for all – by treating members of our community and each other in a way that values their individuality and by challenging discrimination and unsuitable behaviour.
- Trust, integrity, initiative and innovation – by being open, honest and encouraging creativity.
- Serving our whole community – by providing a good, cost effective service.
- We are proud of our Service and enjoy working in a positive environment – by continually improving our services and our organisation.

## Our Aims

### Aim 1:

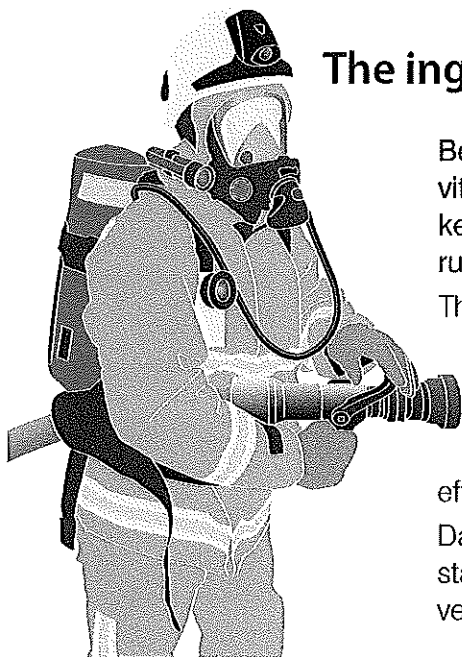
#### *To deliver quality services within available resources*

- Prevent loss of life and injuries in our communities
- Protect our communities against economic, property or heritage loss
- Respond effectively and safely to incidents with appropriate planned resources.
- Deliver cost effective services which focus on community risk and customer needs at a price the local community can afford and within available resources.

### Aim 2:

#### *To ensure a competent, diverse, safe and valued workforce.*

- Embed and embrace equality and diversity principles in all that we do.
- Attract and retain high calibre and committed staff, and help them develop professional skills and competence to meet our business needs.
- Maintain and improve the standards of health, safety and welfare of our staff and provide a safe and secure workplace.



## The ingredients that go into making one Firefighter...

Behind every single firefighter is a vital support team – people who keep our day-to-day operations running smoothly.

The contribution made by the staff who work behind the scenes may be unnoticed, but it is hugely important and helps to ensure the smooth and efficient running of our organisation.

Daily operations such as ordering stationery, training staff, purchasing vehicles, procuring or testing

safety equipment and uniforms, providing computer systems and maintaining vehicles and buildings all enable firefighters to do their jobs effectively.

This page is just an overview of the collective effort by all of our staff, regardless of where they work, who actively contribute to keeping our communities safer in supporting our response, prevention and protection work to all our communities...

### Learning & Development

- Training
- Coaching
- Developing

### Equality & Diversity

- Fostering good relations
- Minimising disadvantages
- Making everybody count

### Health & Safety

- Advising
- Enabling
- Reviewing

### Finance & Procurement

- Making payments
- Budget setting & monitoring
- Purchasing goods & services

### Mobilising & Communications

- Taking 999 calls
- Mobilise fire engines and other resources
- Arrange incident support

### Human Resources

- People management
- Advice & support
- Recruitment & Selection

### Community Safety

- Home Safety Visits
- Other community safety activities

### Information Management

- IT Management
- Supporting the business
- Energy management

### Engineering Services

- Vehicle maintenance
- Asset management
- Purchase & maintain operational equipment

### Estates

- Property Management
- Maximising value
- Energy management

### Communications Team

- Media Information and Relations
- Publications

### Occupational Health

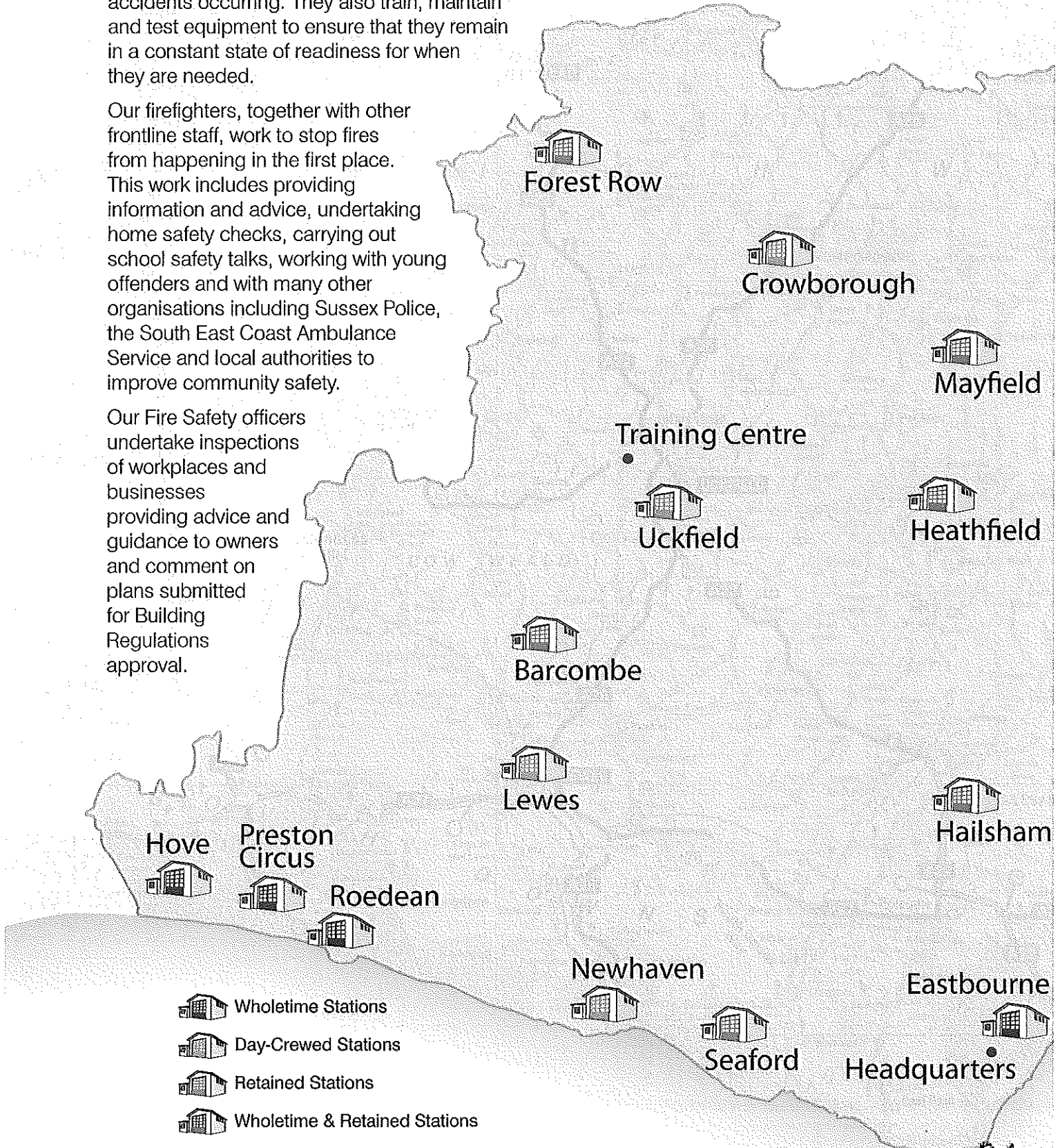
- Employee health
- Employee fitness

# How we serve...

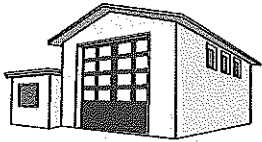
Our firefighters put out fires, rescue people from emergency situations, deal with major flooding and chemical hazards and respond to many other operational emergencies; they also undertake community based work to prevent fires and accidents occurring. They also train, maintain and test equipment to ensure that they remain in a constant state of readiness for when they are needed.

Our firefighters, together with other frontline staff, work to stop fires from happening in the first place. This work includes providing information and advice, undertaking home safety checks, carrying out school safety talks, working with young offenders and with many other organisations including Sussex Police, the South East Coast Ambulance Service and local authorities to improve community safety.

Our Fire Safety officers undertake inspections of workplaces and businesses providing advice and guidance to owners and comment on plans submitted for Building Regulations approval.



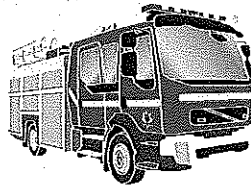




- 24 Community Fire Stations
- One Headquarters
- One Service Training Centre
- 4 Vehicle Workshops



- 938 staff including part time workers, which is 856 full time equivalents
- 552 Operational firefighters on stations (full time equivalents)
- Approximately 60 Community Volunteers



- 35 Frontline Fire Engines
- 3 Aerial Appliances
- 21 Specialist Vehicles

*Figures correct as at 1 April 2012.*



Wadhurst



Burwash



Broad Oak



Rye



Battle



Herstmonceux

The Ridge

Hastings

Bexhill

Pevensey

**The Service provides its operational response service from:**

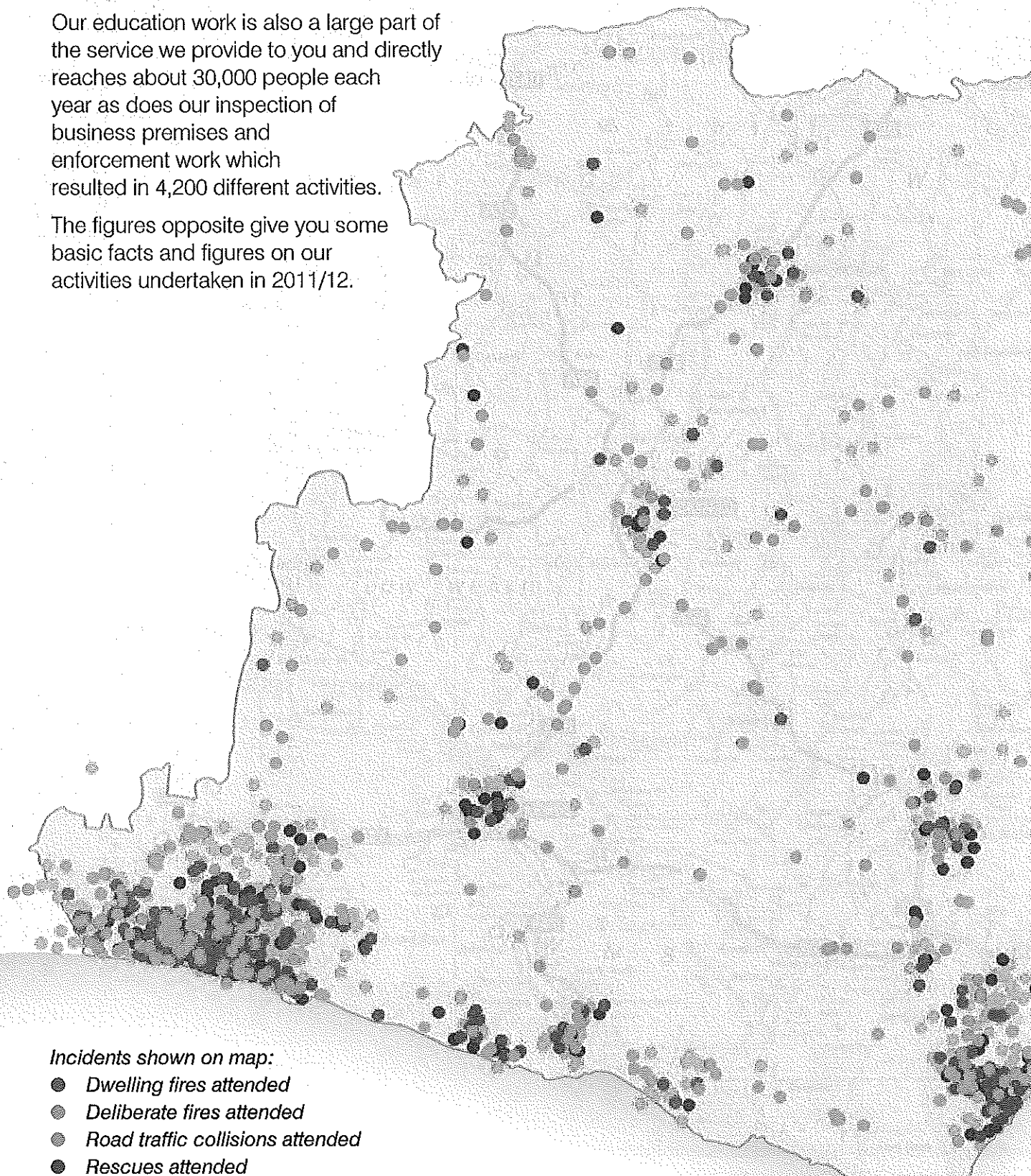
- Six shift fire stations – crewed 24-hours a day by wholtime firefighters plus one retained appliance at The Ridge Fire Station
- Six day-crewed stations – crewed by wholtime firefighters during the day time. Day-crewed firefighters are also on call outside of their core work hours. Day-crewed stations have a complement of retained duty system firefighters who respond to calls when alerted by a paging unit.
- 12 retained stations – crewed by retained duty system firefighters who provide 24-hour cover on call and who are alerted to an incident via a paging unit.

# What we do for you...

On average, our firefighters attended 10,500 incidents each year, ranging from large fires to rescuing people stuck in lifts.

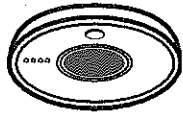
Our education work is also a large part of the service we provide to you and directly reaches about 30,000 people each year as does our inspection of business premises and enforcement work which resulted in 4,200 different activities.

The figures opposite give you some basic facts and figures on our activities undertaken in 2011/12.

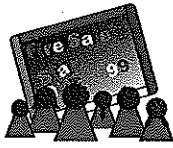


*Incidents shown on map:*

- *Dwelling fires attended*
- *Deliberate fires attended*
- *Road traffic collisions attended*
- *Rescues attended*



**10,000** Home Safety Visits delivered annually



**17,500** School children educated to the dangers of fire



**920** Rescues attended



**1,174** Deliberate fires attended



**584** Dwelling fires attended



**454** Road traffic collisions attended



**777** Fire Safety inspections delivered

# Our futures...

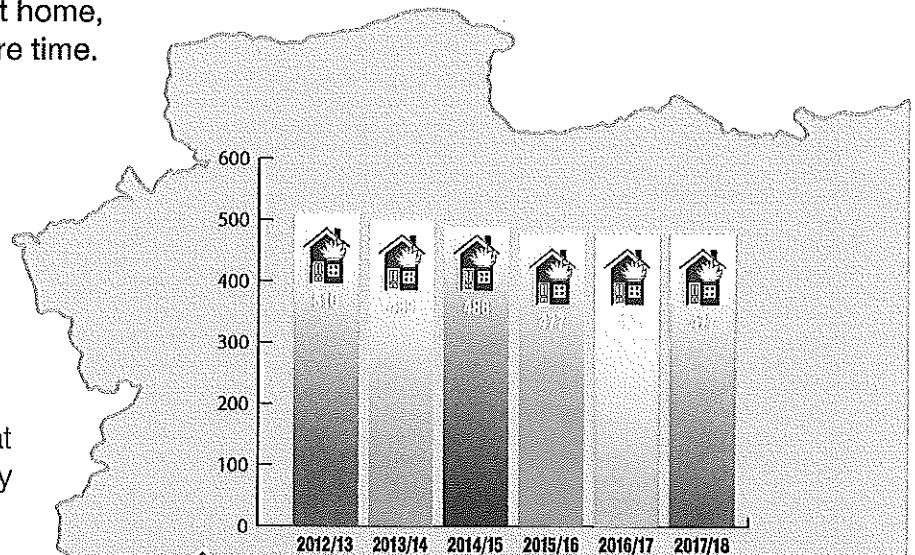
## Where we want to be in the future

We want you to be safe at work, at home, when you travel, and in your leisure time.

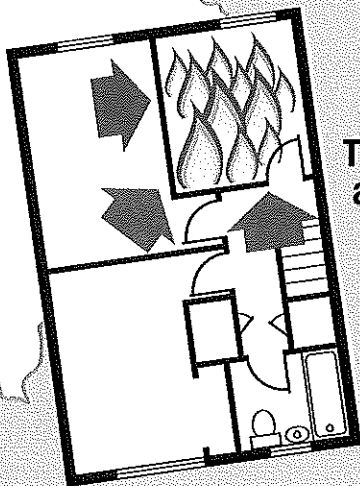
We want to help ensure you know how to keep safe and what to do when things go wrong.

We want everyone locally to be safe from the danger of fires, road traffic accidents and other emergencies.

This means we want to reduce the number of emergency incidents that occur and continue our home safety visit, education programmes and community based safety initiatives.

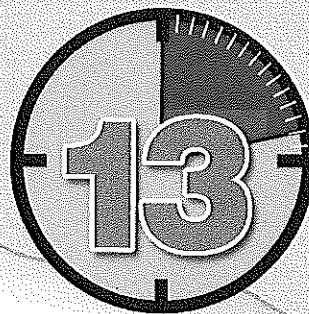


The number of calls to accidental fires in homes to which we need to respond to be reduced by a further 15% by 2015/16



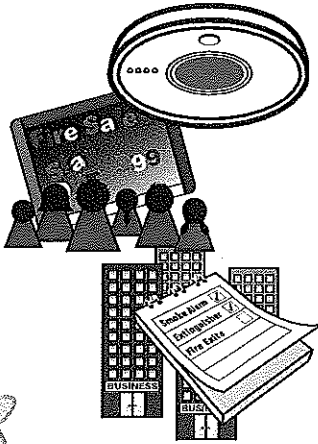
The number of accidental fires in homes that are confined to the room where the fire started by the effectiveness of our response services to stay at:

**94%**



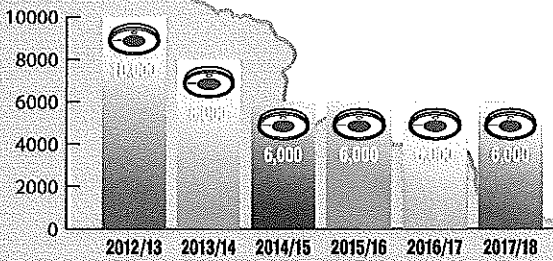
**90%**

Percentage of life threatening incidents attended within 13 minutes with a minimum of 8 firefighters ( and 60% within 8 minutes)

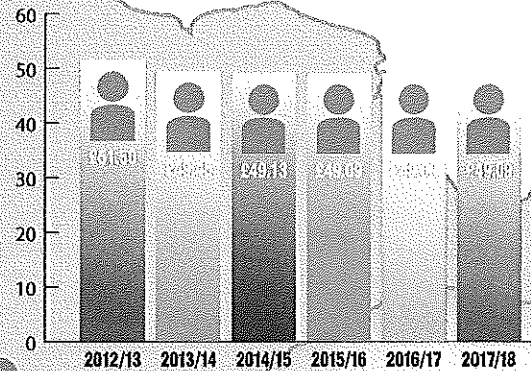


## Sustaining past improvements in our performance

- By seeking to continue our programme of Home Safety Visits delivered.
- By seeking to continue our programme to educate School children of the dangers of fire.
- By seeking to achieve and maintain the same performance in terms of our attendance times to incidents.
- Achieving reductions in dwelling fires.



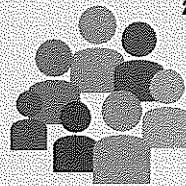
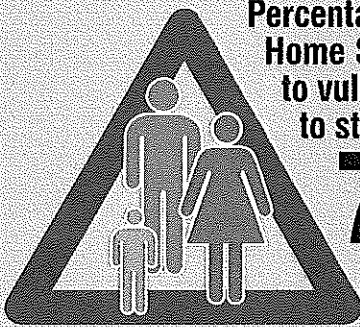
The minimum number of Home Safety Visits undertaken



Expenditure per head of population

Percentage of Home Safety visits to vulnerable people to stay at

**70%**



## Stopping unnecessary operational call outs so we can be immediately available for real emergencies by:

- Continuing to reduce all false alarm calls.
- Sustaining a 20% reduction in attending automatic fire alarm calls.
- Continuing to reduce deliberate fires.
- Helping to reduce road traffic collisions.



# The Challenges

The whole country is facing challenging times, with concerns over the prolonged lack of real economic growth, which has had a number of consequences including funding reductions to East Sussex Fire Authority.

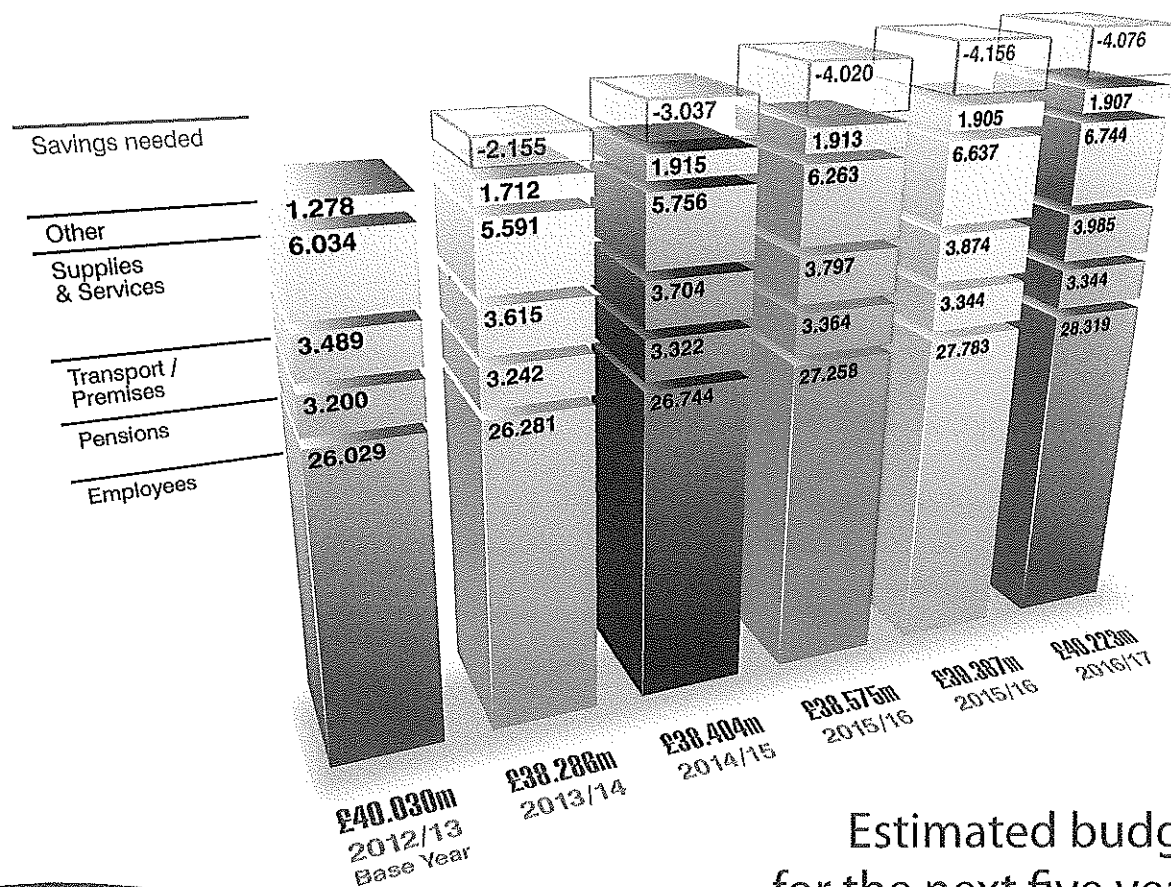
For East Sussex Fire Authority, we have already seen our government grant reduce from £14.673m in 2010/11 to an expected level of £11.738m by 2014/15 – a decrease of 20%. A further decrease of around 15% may also be imposed from 2015/16 and 2016/17, although we are waiting for further Government advice on this.

We have managed to make efficiency savings of £3.2m on our total budget from 2010/11 to 2012/13, and we are making another £1.6m savings for implementation

from 2013/14 onwards. But even with these savings, a funding gap still remains which has to be closed.

This page shows you the expected money available to us for the next five years, what our pattern of spending is and the size of the gap we have to close. More details on how we are going to do this are set out later in this Plan for you to comment upon.

We know that we will have to do things differently than we may have in the past. This will mean working as hard as we can to make these further savings without them affecting our overall service standards to our local communities. But it is absolutely clear that our Service going forward will be different from what it is today. That is our Challenge for the next five years.



Estimated budget for the next five years

# Summary of our main service standards

## Prevention Service

Our primary aim is to reduce risks in the first place. We provide free home safety visits, targeted to those in greatest need and also install free smoke alarms where they are needed and aim to do these visits within eight weeks of receipt of the request. We work with other public bodies including other emergency services, as well as various voluntary and commercial organisations to make our local communities much safer.

## Protection Service

The majority of what we do to protect our local communities is set out in the Regulatory Reform (Fire Safety) Order 2005, which applies to all non-domestic premises, for example local business and properties rather than people's homes. A set of guides explain to the responsible person what has to be done to comply with fire safety law, to help carry out a fire risk assessment and to identify the general fire precautions, which need to be in place.

Further information is available on our website. We also have a legal duty to enforce effectively and efficiently all fire safety legislation for which East Sussex Fire & Rescue Service has responsibility. Our Fire Safety Inspectors will provide information that is consistent, appropriate, transparent, timely and the inspection of premises in regard to commerce and industry will be prioritised by risk.

## Responding to your emergency call

Whenever you call us in an emergency, your call comes in to our communications centre, which then mobilises the nearest or most appropriate fire appliance, along with any other specialist vehicles and senior officers depending upon the problem.

In responding to your emergency call we aim to:

- Answer emergency calls within 5 seconds.
- Mobilise a fire engine within 60 seconds or less.
- Arrive at all life threatening incidents (road traffic collisions, when a person is trapped, or fires in domestic properties) with a minimum of eight firefighters' within 13 minutes (90% of incidents), and 8 minutes (60% of incidents).
- Arrive at incidents in our boundary within 20 minutes at a minimum of 95% of calls.
- Seek to stop a fire spreading from the room in the house in which it started.
- Provide every householder whose home has been damaged by fire or flood with a copy of the leaflet 'After a Fire or Flood' in order to help them to overcome the experience.

## Other standards you can expect from us

There are also standards we aim to achieve in the way in which we deal with you on a day-to-day basis:

- When visiting your home or premises keep arranged appointments. (But unavoidable cancellations may occur if crews are needed to attend an emergency incident.)
- Wear name badges (except when responding to operational incidents).
- Be polite and helpful at all times.
- Be informative and efficient in all our dealings with you.
- Provide additional aids and services, such as sign language, translation and interpreting wherever possible.
- Pay 100% of invoices for commercial goods and services within 30 days of being received and try to pay even earlier for our local businesses.
- Publish an Annual Plan showing how we intend to continue improving our service.

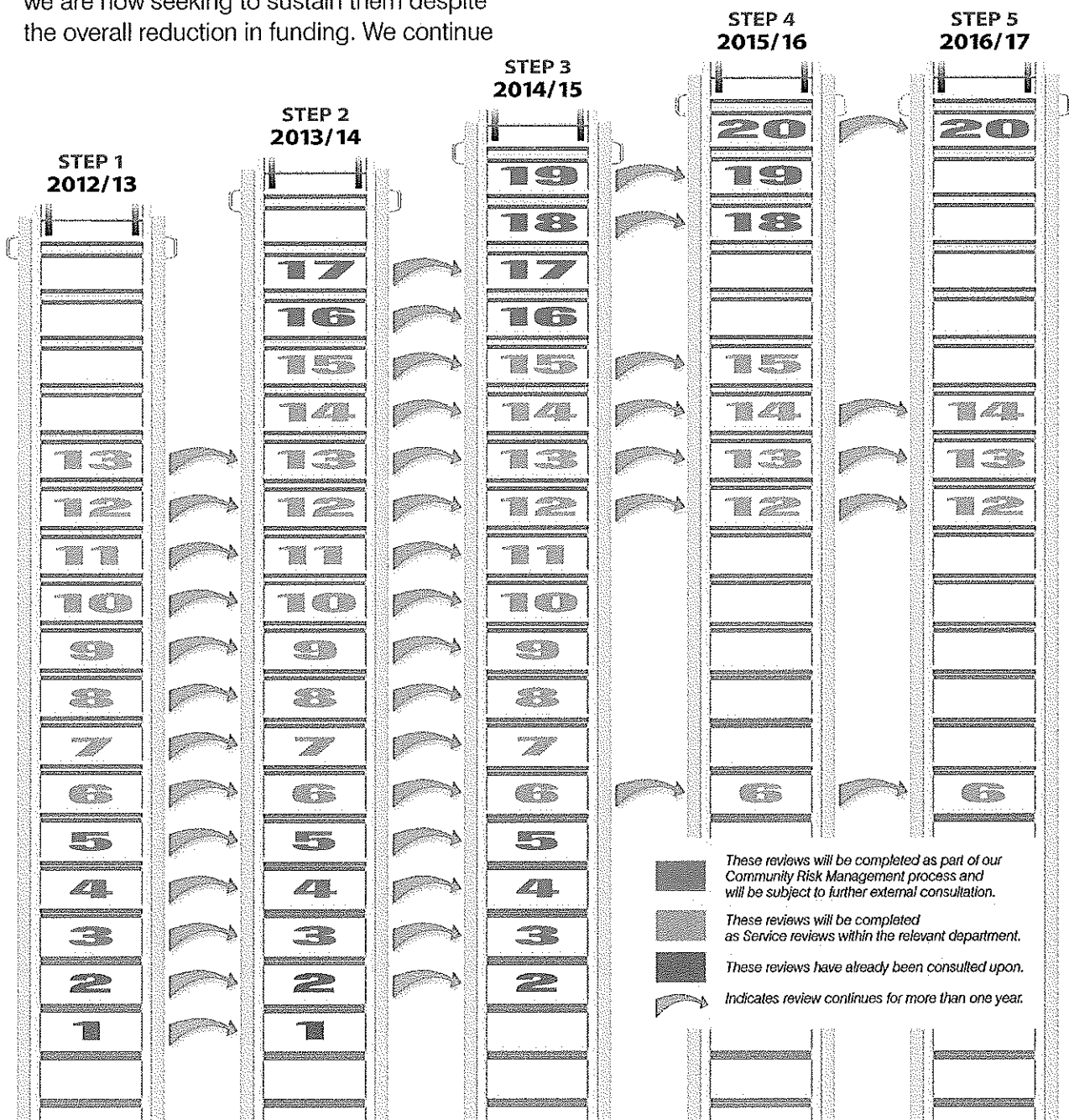
# Our Plans...

## The steps we will be taking

We are completing the implementation of a number of projects and outcomes from previous reviews which have been taking place to help us to improve our future effectiveness and make further savings. We are now planning a further range of reviews and projects to achieve similar goals. We will be prioritising our resources to sustain key services we provide to all our local communities covering response, prevention and protection. After years of progressive improvement in the service standards we offer, we are now seeking to sustain them despite the overall reduction in funding. We continue

to look at how we can make a difference to our local communities and how we can use our resources and facilities for a wider public benefit.

But you can help too. When money is scarce for all of us, we will be looking at how we can educate and encourage our communities to help themselves and keep themselves safer, by buying and installing their own life-saving smoke alarms, or driving more carefully, and being more safety conscious in the home. Could this be you?





## **A**

### Previously Agreed Medium Term Projects and Reviews

|           |   |
|-----------|---|
| <b>1</b>  | Complete agreed outcomes from previous IRMP reviews 2009/10 – 2011/12   |
| <b>2</b>  | Complete implementation of the Aerial Rescue Pump provision for Eastbourne Borough  |
| <b>3</b>  | Complete review of the benefit of a smaller more specialist vehicle in the City of Brighton & Hove and implement findings. (Local consultation)   |
| <b>4</b>  | Complete review on charging for Automatic Fire Alarm Signals once legislation issues resolved and implement as required. (Business, commercial and public sector consultation)          |
| <b>5</b>  | Consult on findings of Service provision in Hastings Borough and implement final outcomes once agreed. (Local consultation)   |
| <b>6</b>  | Sustain our status of 'Achievement of Excellence' under the Equality Framework for Local Government   |
| <b>7</b>  | Complete Implementation of Firewatch system for Personnel, Learning and Development and other related functions   |
| <b>8</b>  | Complete Implementation of Optevia system for Fire Safety functions   |
| <b>9</b>  | Complete the Sussex Control Centre project  |
| <b>10</b> | Implement the £1.6m savings arising from Service prioritisation/Facing the Challenge work.  |
| <b>11</b> | Complete HMG Security Policy progression for initial Stages   |
| <b>12</b> | Develop future Information Management Services in the context of emerging Local Public Services Network across East Sussex and the City in partnership with the other agencies involved |
| <b>13</b> | Continue to explore options for increased collaboration with other public sector partners   |
| <b>14</b> | Introduce new Services under a Community Interest Company where profits can be ploughed back for wider community safety and wellbeing benefit   |
| <b>15</b> | Migrate to a new Finance platform, if required  |

## **B**

### Proposed Medium Term Projects and Reviews for Consultation

|           |   |
|-----------|---|
| <b>16</b> | 2013/14 Review how Prevention, Protection and Response Service activities are provided to maintain the Authority's statutory duty and stated aims (general consultation, if required) |
| <b>17</b> | 2013/14 Review the co-existence of the Integrated Personal Development System against the Authority's Integrated Risk Management Plan (internal consultation only)                    |
| <b>18</b> | 2014/15 Review of the Retained Duty System in light of Review 16 (area specific consultation, if required)  |
| <b>19</b> | 2014/15 Review of Aerial Provision across East Sussex considering cross border arrangements (area specific consultation, if required)   |
| <b>20</b> | 2015/16 Review of the Day Crewed Duty System in light of the outcomes of Review 16 (area specific consultation, if required)  |

# Have your say...

## Get involved!

We want to know what you think so we can shape our services to suit you.

**Anyone can get involved. If you have received one of our services, are interested in using one of our services or if you just want to express an opinion about us then let us know what you think.**

There are many ways you can get involved in helping us to shape our services:

### Attending meetings

Fire Authority and Panel meetings are open to the public and press. Anyone can come along and listen to the debates, or submit questions in writing before the meetings. Sometimes confidential information is being discussed at the end of the meetings and the public and press will be asked to leave. Papers for the meetings are available on our website before the meetings - [www.esfrs.org/fa/faMeetings](http://www.esfrs.org/fa/faMeetings).

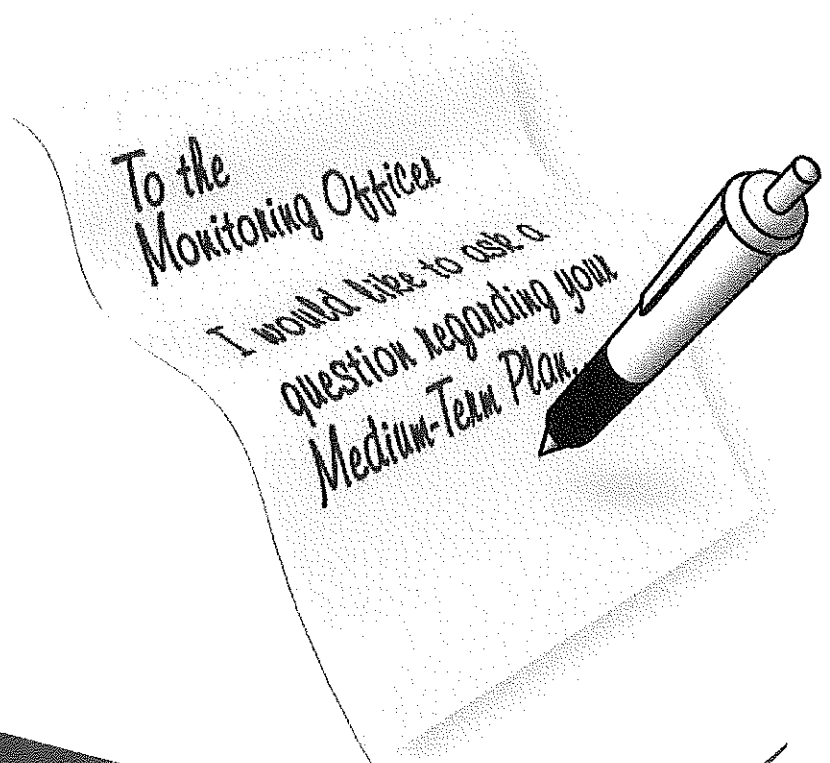
### Public question time

Public question sessions are held at Fire Authority and Panel meetings and people who live or work in East Sussex or the City of Brighton & Hove can ask a question. You need to send your question in writing to the Monitoring Officer at least five clear working days before the meeting. Fifteen minutes is set aside at meetings for public questions to be dealt with.

To find out how to submit a question, please contact the Clerk to the Fire Authority on 01323 462062/66/70.

### Focus Groups

We regularly ask local people to join us to talk about ideas, and to help to plan new ways of working. Please fill in your details on the following pages if you would be interested in being part of a focus group in the future.



# The future direction of your Fire & Rescue Service

Your views are extremely important to us.

Please take the time to fill in this questionnaire and post it, free of charge, back to us at the address overleaf. Alternatively, download an electronic version at: [www.esfrs.org](http://www.esfrs.org)

## To what extent do you agree with the following statements...

(Please tick as appropriate)

### Consulting You

- 1) You like to be consulted on our future plans.
- 2) This Plan was easy to understand.
- 3) You feel well informed about the standards of services you should expect from us.
- 4) We are working hard to make our communities safer.

### Targeting our Services to those who need them

- 5) You agree with our Vision, Values and Aims as set out on page 4 of this Plan?
- 6) We should continue to prioritise our services more closely to local people most in need or at risk, but still continuing to meet our agreed service standards for responding to emergency incidents.  
*(A key service target is to attend all life risk incidents with a minimum of eight firefighters within 13 minutes on 90% of occasions and within 8 minutes on 60% of occasions )*

### Developing our Services for the Future

- 7) We should prioritise our response, prevention and protection to achieve the best community safety outcomes that we can afford within available resources?
- 8) We should continue to seek ways of working with partners and sharing support services where it is most cost effective to do so?
- 9) We should create opportunities to increase income on some services to plough back for general community good.

|  | Strongly agree           | Tend to agree            | Neither agree nor disagree | Tend to disagree         | Strongly disagree        |
|--|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| 1) You like to be consulted on our future plans.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) This Plan was easy to understand.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) You feel well informed about the standards of services you should expect from us.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) We are working hard to make our communities safer.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) You agree with our Vision, Values and Aims as set out on page 4 of this Plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) We should continue to prioritise our services more closely to local people most in need or at risk, but still continuing to meet our agreed service standards for responding to emergency incidents.<br><i>(A key service target is to attend all life risk incidents with a minimum of eight firefighters within 13 minutes on 90% of occasions and within 8 minutes on 60% of occasions )</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) We should prioritise our response, prevention and protection to achieve the best community safety outcomes that we can afford within available resources?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) We should continue to seek ways of working with partners and sharing support services where it is most cost effective to do so?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) We should create opportunities to increase income on some services to plough back for general community good.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

Continues over the page...



## Paying for our Services

10) We should charge for false alarm calls when it is made possible by a change in the law?

| Strongly agree           | Tend to agree            | Neither agree nor disagree | Tend to disagree         | Strongly disagree        |
|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

11) Our 2012/13 Council Tax bill of £81.86 per year (Band D property) to pay for the Service is reasonable. *(Still the same as in 2010/11)*

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

12) This cost represents good value for money to you.

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

13) The Government has said they will set maximum council tax increases with effect from 1.4.2013. Assuming any increases are kept within these Government limits which will be fixed to those for a Band D property, would you agree that we should continue to invest in our services which might result in:

a) a Council Tax increase of approximately £3 per year per household or slightly more (equivalent to 3.7% increase on the current Council tax for a Band D property) rather than making further savings to ensure future Council Tax increases remain below £3 OR

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

b) a Council Tax increase of between £2 and £3 per year per household (equivalent to between 2.4% to 3.7%) rather than making further savings to ensure future Council Tax increases remain below £2 OR

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

c) a Council Tax increase of no more than £2 per year per household, even after three years of no increases in Council Tax.

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

## Help to improve community safety

14) What would you be willing to do to help us improve community safety? *(Please tick as appropriate)*

Fitting /testing smoke alarms in your own home and, if requested, the home of a vulnerable or elderly neighbour.

Attending a road safety session arranged at your local station/community hall.

Referring a vulnerable or elderly person to us for a free home safety check.

Report abandoned cars or rubbish to your local council to prevent them from becoming a future fire.

15) I would like to:  Be a Community Volunteer  Take part in a focus group

Please fill in contact details below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

Please return all completed questionnaires to:

Consultation Response  
 FREEPOST RLYU-ETXZ-RJCK  
 East Sussex Fire & Rescue Service HQ  
 20 Upperton Road, Eastbourne  
 East Sussex BN21 1EU

# Alternative formats and translation

|            |   |
|------------|---|
| Albanian   | Me kërkesë, një përmbledhje e këtij dokumenti gjendet edhe në gjuhën shqipe.                          |
| Arabic     | ملخص لهذه الوثيقة متاحا أيضا باللغة العربية عند الطلب.  |
| Bengali    | এই ডকুমেন্টের সারাংশও অনুরোধে বাংলায় পাওয়া যায়।  |
| Cantonese  | 本文件的摘要也可應要求製作成中文(繁體字)版本。  |
| Farsi      | خلاصه شده این مدرک هم در صورت درخواست به فارسی موجود است.   |
| Russian    | Краткое содержание настоящего документа по отдельному запросу предоставляется также на русском языке. |
| Gujarati   | આ દસ્તાવેજનો ટૂંકસાર વિનંતી કરવાથી ગુજરાતીમાં પણ મળી રહેશે.   |
| Kurdish    | کورتەیهکی ئەم بەلگەپە هەرودها بە یێی داواکاری بە زمانی کوردی دەس دەکەوێت                              |
| Portuguese | Encontra-se também disponível um sumário deste documento em Português, a pedido.                      |
| Polish     | Dokument ten jest na życzenie udostępniany w języku polskim.  |



**0303 999 1000**

The following formats are available on request:

## Large print

(reformatted and increased to 18 point sans serif font)

CD ROM in plain text format to enable computer 'reader' systems to access and translate the information. Audio tape, audio CD and braille. Pictorial format suitable for people with learning difficulties ('easy read').

For translations of this document, please contact the Publicity and Media Officer.

**Tel:** 0303 999 1000

**Fax:** 01323 725574

**Minicom:** 01323 462003



We listen to our communities and want you to help us improve the services we provide.

If you want to get involved, or would like more information about our services, please get in touch and have your say.

Phone: **0303 999 1000**

E-mail: **[enquiries@esfrs.org](mailto:enquiries@esfrs.org)**

Write to: **Diana Williams**

Assistant Chief Officer  
East Sussex Fire & Rescue Service  
Service Headquarters  
20 Upperton Road  
Eastbourne  
East Sussex, BN21 1EU

East Sussex Fire Authority is responsible for the preparation of this consultation version of our next Medium Term plan and for the information and assessments set out within it, as well as the assumptions and estimates on which they are based. The Authority is also responsible for setting in place appropriate performance management and data quality control systems for which the information and assessments in the performance plan have been derived. The Authority is satisfied that the information included in the plan is, in all material aspects, accurate and complete and that the Plan is realistic and achievable, subject to the outcomes of our public consultations.



INVESTORS  
IN PEOPLE





## Seaford Town Council

**Report 87/12**

|                           |  |
|---------------------------|--|
| <b>Agenda Item No:</b>    | <b>11</b>  |
| <b>Committee:</b>         | <b>Council</b>   |
| <b>Date:</b>              | <b>18 October 2012</b>   |
| <b>Title:</b>             | <b>Application of Seal to CCTV System Agreement</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 request that the Town Clerk be authorised to apply the Council seal to the CCTV system agreement with the Sussex Police Authority.</b> |

---

### Recommendations

**You are recommended:**

- 1. To authorise the Town Clerk to apply the Council seal to the new CCTV system agreement with Sussex Police Authority, in accordance with Standing Order 14.**
- 

### 1. Information

- 1.1** The final draft of the new CCTV systems agreement with Sussex Police is attached at Appendix A. This is a standard agreement which is in place with all participants in Sussex.
- 1.2** The agreement is for five years but the Council can give notice to end participation in the agreement subject to payment of outstanding amounts and the reasonable costs incurred by the Authority to effect the withdrawal.
- 1.3** Should Council withdraw from the agreements it would also have to cover the cost of removing and disposing of the equipment and making good the highway.
- 1.4** To complete the execution of the agreement will require the application of the Council Seal.
- 1.5** Under Standing Order 14 the Town Clerk has authority to apply the Council seal to documents in the presence of two Councillors once authorised by a resolution of the Council.

**2. Financial Appraisal**

The costs associated with this agreement are included in the CCTV budget within the Community Services Committee budget

**3. Contact Officer**

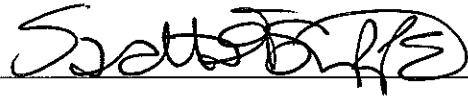
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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Town Clerk



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**CCTV SYSTEM AGREEMENT Dated**

**2012**

**1. Particulars**

**1.1 Parties**

**1.1.1 Authority - SUSSEX POLICE AUTHORITY** of County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1SW

**1.1.2 Council - SEAFORD TOWN COUNCIL** of 37 Church Street, Seaford, East Sussex, BN25 1HG

|       |                                    |  |
|-------|------------------------------------|--|
| 1.2.1 | the Area                           | Seaford  |
| 1.2.2 | Agreement Period                   | the five years from 2012   |
| 1.2.3 | the Authority's part of the System | all that equipment listed in the First Schedule under the heading "Sussex Police Authority".                                       |
| 1.2.4 | the Contracts                      | the agreements entered into by the Authority for the maintenance of the System in the Area.  |
| 1.2.5 | the Cameras                        | the CCTV cameras installed or to be installed in the Area being part of System.  |
| 1.2.6 | the Equipment                      | the closed circuit television apparatus which together with the Authority's part of the System comprises the System.               |
| 1.2.7 | the Monitoring Centre              | the Authority Monitoring Centre for the Area   |
| 1.2.8 | the System                         | The CCTV surveillance system from time to time in the Area including the Cameras, the Transmission link and the Monitoring Centre. |
| 1.2.9 | the Transmission Link              | any and all fibre optic links between the Cameras in the Area to the Monitoring Centre.  |

**2. THIS AGREEMENT BY DEED is made BETWEEN the Parties**

**WHEREAS:**

- 2.1 The Authority is the police authority for the combined areas of the counties of East and West Sussex for the purposes of the Police Act 1964.
- 2.2 The Council is the town council for the Area for the purposes of the Local Government Act 1972.
- 2.3 The Council and the Authority are respectively a local authority and a public body for the purposes of the Local Authorities (Goods and Services) Act 1970 and in accordance with the powers contained in that Act and all other enabling powers wish to enter into arrangements for the maintenance and use of a closed circuit television surveillance system for the Area together with transmission facilities.

**NOW IT IS HEREBY AGREED as follows:-**

3. In this Agreement unless the context otherwise requires:
- 3.1 the singular includes the plural and vice versa.
- 3.2 Headings and use of bold type face shall be ignored.
- 3.3 References to the word "include" or "including" are to be construed without limitation.
4. **Ownership**  
The ownership of the Equipment will be as set out in the First Schedule.
5. **Duration**
- 5.1 This Agreement shall continue for the Agreement Period unless earlier ended under Clause 5.2.
- 5.2 If either party breaks a term of this Agreement and does not put right the breach within a reasonable time of receiving notice of such breach the other party may end this Agreement by 6months' prior written notice.

5.3 Either party may six months before the end of this Agreement request the other party to enter negotiations with it for the purpose of extending the Agreement Period or replacing this Agreement with a further agreement relating to the System and upon such request being made both parties shall use all reasonable endeavours to conclude such negotiations before the end of the Agreement Period.

## **6. Liability**

A party to this Agreement shall not be liable to the other for any claim loss damage injury death expenses or proceedings arising from the operation of this Agreement unless caused by the negligence of the party first mentioned in this clause.

## **7. Monitoring**

7.1 The Authority will endeavour to ensure, subject to any operational emergency or any equipment or other breakdown, that the images from the Cameras in the streets of the Area are recorded on a digital medium at a rate which will allow such pictures to be subsequently viewed at not less than one image from the same camera every 2 seconds or better.

7.2 The Authority will provide access to the images referred to in Clause 7.1. at all reasonable times upon production of satisfactory identification to lay visitors who are members of any committee set up by the Council in connection with the Equipment should such a Committee be established.

7.3 The monitoring procedures of both parties will be subject to review to ensure the best use of the system and taking into account any changing crime patterns.

7.4 The Authority shall be entitled if it considers it necessary to take primacy of control over any camera forming part of the System in the Area even if usually under the Council's control to enable the monitoring of any incident.

7.5 The Authority will endeavour subject to any operational emergency to provide or procure the provision of operators at the Monitoring Centre for 24 hours every day during the Agreement Period to control the Cameras forming part of the System in the Area

## 8. Premises

The parties hereby agree that each shall allow the other, its members employees and contractors access at all times during normal operating hours and at such other times as may be agreed to each other's premises so far as necessary for complying with its obligations under this Agreement

## 9. Maintenance

- 9.1 The initial annual cost of maintenance and rental of the Transmission Link provided by British Telecommunications plc is as set out in the Second Schedule hereto and is subject to annual review following proper consultation, the result of which is to be notified in writing by the Authority to the Council within one month of being determined.
- 9.2 The annual cost of the maintenance of the Equipment in the Area and the rental of the transmissions links shall be divided as set out in the Second Schedule
- 9.3 The annual cost of the maintenance of the Authority's part of the System shall be the responsibility of the Authority.
- 9.4 The Council will within fourteen days of the date of receipt of a written demand from the Authority pay or reimburse (as the case may be) any charges properly paid or to be paid by the Authority under Clause 9.2, 9.5 and the Second Schedule.
- 9.5 In respect of any repair to the Cameras in the street areas of the system arising from damage which is not covered under the Contract the Authority is authorised following proper consultation to spend up to £300.00 on a repair or replacement item up to a cumulative total of £3,000.00 in each year and the Council will reimburse this expenditure to the Authority.
- 9.6 The Council may give written notice to the Authority expressing its wish to end its participation in either or both of the Contracts and on receipt of such notice the Authority shall endeavour to terminate or vary the Contracts to allow the withdrawal of the Council from these as soon as the Authority is able to do so under the provisions of these Contracts subject to the Council paying to the Authority any outstanding

charges properly due to the Authority by the Council and any reasonable costs incurred by the Authority in effecting such withdrawal.

**10. Force Majeure**

Neither party shall be liable to the other in respect of any breach of this Agreement to the extent that and for so long as it is due to any cause beyond its reasonable control

**11. Assignment**

Neither party shall assign this Agreement or pass on any obligation under it without the prior written consent of the other save that the Authority may provide the services referred to in Clause 7.1 and 7.5 through a Contractor without the need for the Council's consent.

**12. Notice**

Notices to be served on either party shall be in writing and addressed and served on 37 Church Street Seaford East Sussex BN25 1HG (in the case of the Council) and on the Solicitor to the Authority County Hall St Anne's Crescent Lewes East Sussex BN7 1SW (in the case of the Authority) by recorded delivery prepaid post or delivered by hand and shall be deemed to have been served on the third working day after the postmark (if posted) or on receipt (if delivered by hand).

**13. Statistical Monitoring**

The Authority shall provide annual statistics in accordance with its Code of Practice on Town Centre CCTV Surveillance to the Council so as to evaluate the effect of the system on crime to enable the Council to make a report as part of its annual CCTV Surveillance report in Autumn each year.

**14. Confidentiality**

14.1 This Agreement is confidential and none of its terms or conditions shall be made public or communicated to third parties without the previous agreement of both parties unless such disclosure is required by law.

14.2 Neither party shall without the prior written consent of the other party, disclose to any person any confidential information of the other party which is given to or obtained by

the party concerned pursuant to this Agreement unless such disclosure is required by law.

**15. Code of Practice**

Both parties shall co-operate in the preparation of and compliance with separate codes of practice reflecting their individual operational requirements so as to regulate the use and management of the Equipment.

**16. Severance of Terms**

If any provision contained in this Agreement is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions contained in this Agreement and the remainder of the provision in question shall not be affected thereby.

**17. Amendments**

Any amendments to this Agreement shall be made in writing and signed by the parties hereto.

**18. Disputes Resolution**

18.1 The parties will use their best endeavours in good faith to resolve by agreement any dispute between them arising out of or relating to this Agreement. This should include negotiation and, if appropriate, conciliation by an independent person to be agreed between the parties, or in the case of failure to agree, by a representative of a professional body appropriate in the circumstances of the case. Such an independent person shall be given all information and assistance by the parties in carrying out his duties, and may be given by agreement between the parties the duty to recommend or approve terms of settlement between the parties.

18.2 If there is any dispute between the parties which cannot be resolved by negotiation or conciliation under this clause the parties shall attempt to settle it by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

19. The amounts referred to in this Agreement are net of VAT (Value Added Tax). The Council is liable for any VAT charged on invoices raised by the Authority. VAT, where applicable, shall be shown separately on all invoices as a strictly net extra charge.

**4920. The Contracts (Right of Third Parties) Act 1999**

The Parties have agreed that the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement

IN WITNESS whereof the parties have executed this document as a Deed on the date above.

**THE COMMON SEAL** of the **AUTHORITY** )  
was hereunto affixed in the presence of:- )

.....  
Authorised Signatory

**THE COMMON SEAL** of the **SEAFORD** )  
**TOWN COUNCIL** was hereunto affixed )  
in the presence of:- )

.....  
Authorised Signatory

**THE FIRST SCHEDULE**  
**Schedule of Equipment Ownership**

**1. Council**

- (a) All CCTV cameras including lenses, housings, pan and tilt units, wash/wipe equipment and telemetry services.
- (b) All mounting brackets and columns.
- (c) All electrical cables from the cameras to the BT equipment.

**2. Sussex Police Authority**

.All equipment in the Monitoring Centre, including cables monitors, keyboards, touch screen controllers, software, matrices and digital image recorders.

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**THE SECOND SCHEDULE  
Maintenance Cost Schedule**

- |    |  |               |                  |               |
|----|--|---------------|------------------|---------------|
| 1. | <b>Division of Transmission link rental:</b>                                       |               |                  |               |
|    | <b>Council</b>   | <b>66.60%</b> | <b>Authority</b> | <b>33.40%</b> |
| 2. | <b>division of maintenance cost of Equipment (other than at Monitoring Centre)</b> |               |                  |               |
|    | <b>Council</b>   | <b>100%</b>   | <b>Authority</b> | <b>0%</b>     |
| 3. | <b>Maintenance Responsibility for Monitoring Centre</b>                            |               |                  |               |
|    | <b>Council</b>   | <b>0%</b>     | <b>Authority</b> | <b>100%</b>   |

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## Seaford Town Council

### Report 94/12

|                           |   |
|---------------------------|---|
| <b>Agenda Item No:</b>    | <b>12</b>   |
| <b>Committee:</b>         | <b>Council</b>  |
| <b>Date:</b>              | <b>18 October 2012</b>  |
| <b>Title:</b>             | <b>World War 1 Event on Martello Fields</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 inform Council of a request from the Seaford Museum and Heritage Society for the Council to become involved in an event to commemorate the start of WW1</b> |

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#### Recommendations

**You are recommended:**

- 1. To agree that Seaford Town Council offer Seaford Museum and Heritage Society Officer Support for the WW1 event in May 2014.**
- 

#### 1. Information

- 1.1** Seaford Museum and Heritage Society wish to organise a major event on the Martello Fields in 2014 to commemorate the start of World War 1. Authorisation will be dealt with under delegation arrangements already in place.
- 1.2** The event will take place between Friday 25 May and Monday 28 May 2014.
- 1.3** They want to book a re-enactment group. If the group are booked they want to camp on the field overnight using period equipment. An application to LDC to vary the bye laws will be required to allow this
- 1.4** Given the significance of this anniversary and the importance of Seaford as a military town at the time they have enquired if the Town Council would wish to make this a joint event.
- 1.5** Officers recommend that the event not be a joint event, but that it be organised by Seaford Museum and Heritage Society with the support of Council Officers.

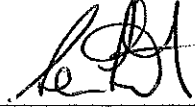
#### 2. Financial Appraisal

There are direct financial implications as a result of this report.

**3. Contact Officer**

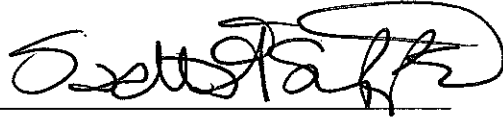
The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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Town Clerk



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## Seaford Town Council

### Report 88/12

|                           |  |
|---------------------------|--|
| <b>Agenda Item No:</b>    | <b>13</b>  |
| <b>Committee:</b>         | <b>Council</b>   |
| <b>Date:</b>              | <b>18 October 2012</b>                                       |
| <b>Title:</b>             | <b>Appointment of Sergeant-at-Mace</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 of a request to appoint a Sergeant-at-Mace.</b> |

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#### Recommendations

- 1. To appoint Peter White to act as Sergeant-at-Mace for Seaford Town Council.**
  - 2. To approve the increase to the Honorarium to £125 to be included in the 2013-14 Council budget.**
- 

#### 1. Information

- 1.1** At the recent Freedom of the Town ceremony the Council Mace was carried by the Town Crier (Peter White) in an unofficial capacity to enhance the dignity and gravitas of the occasion.
- 1.2** In order for him to continue to do so in an "Official" capacity would entail him obtaining Ordinary Membership of the Guild of Macebearers. This should be backdated to 29 September 2012 if possible.
- 1.3** The appointment can be made to the Office of Sergeant-at-Mace or as Macebearer. His preference is Sergeant-at-Mace.
- 1.4** The existing Town Crier uniform is also that worn by Sergeant-at-Mace.
- 1.5** The Town Crier currently receives an Honorarium of £100 per year. This would need to be increased to £125 per annum to cover the annual subscription.

#### 2. Financial Appraisal

Should the recommendation be approved the Town Crier Honorarium will be increased by £25 in 2013-14.

**3. Contact Officer**

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

Corporate Services Manager 

Town Clerk 



## Seaford Town Council

Report 96/12

|                           |   |
|---------------------------|---|
| <b>Agenda Item No:</b>    | <b>14</b>   |
| <b>Committee:</b>         | <b>Council</b>  |
| <b>Date:</b>              | <b>18 October 2012</b>  |
| <b>Title:</b>             | <b>Seaford Head Golf Clubhouse Update</b>   |
| <b>By:</b>                | <b>Sam Shippen, Town Clerk</b>  |
| <b>Wards Affected:</b>    | <b>Seaford South ward</b>   |
| <b>Purpose of Report:</b> | <b>To provide Council with an update on progress of the detailed design stage of the Seaford Head Golf Clubhouse project.</b> |

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### Recommendations

**You are recommended:**

- 1. To consider the verbal update to be provided by the Town Clerk and any resulting action required.**
- 

### 1. Information

- 1.1** Following approval of planning by the South Downs National Park Authority (SDNPA) in June 2012, Council approved the detailed design be undertaken by contractors Cheesmur.
- 1.2** A working party was appointed with the Town Clerk to look at aspects of the detailed design. This process has also involved approval of minor amendments by the SDNPA Planning Committee.
- 1.3** Following meetings with Building Control in the week of 8 October 2012, the contractors are due to meet with the Leader and Deputy Leader of the Council and Vice Chairman of Golf Course Committee, to deliver final design specification and pricing on Monday 15 October 2012.
- 1.4** There will be options presented on some aspects of detail, fine design and finish which will then require negotiation and agreement.
- 1.5** It is the intention of the Town Clerk to give a verbal update at the meeting to Council in order to agree a planned way forward to take the project to the next stage for approval or otherwise.

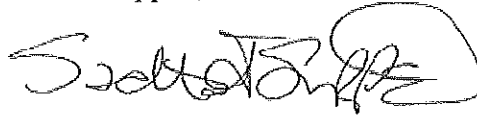
**2. Financial Appraisal**

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

**3. Contact Officer**

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

Town Clerk



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