



## Seaford Town Council

### To Members of the Seaford Town Council

A special meeting of the Seaford Town Council will be held at the Council Chamber, 37 Church Street Seaford, on Tuesday, 27 November, 2012, at 7.00 pm, which you are summoned to attend.

S J Shippen  
Town Clerk  
21 November, 2012.

### AGENDA

**1. Apologies for Absence.**

To consider apologies for absence.

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

**3. Public Participation.**

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

**4. Proposal from Councillor Latham**

To consider report 120/12 concerning a proposal by Councillor Latham (page 3).

**5. Seaford Head Golf Clubhouse.**

- a) To consider report 118/12 to approve the Business Plan supporting the business case for building a new golf clubhouse at Seaford Head Golf Course (pages 5 to 6).
- b) To consider report 119/12 to approve the funding for the construction of a new golf clubhouse at Seaford Head Golf Club (pages 7 to 9).

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

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## Seaford Town Council

Report 120/12

**Agenda Item No:** 4  
**Committee:** Council  
**Date:** 27 November 2012  
**Title:** Proposal by Councillor A Latham  
**By:** Sam Shippen, Town Clerk  
**Wards Affected:** All Seaford wards  
**Purpose of Report:** To advise of proposal for agenda item by Councillor A Latham.

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### Recommendations

You are recommended:

1. To consider a proposal from Cllr Alan Latham that the decision on whether or not to approve the Golf Course Clubhouse budget, which is the purpose of this meeting, is deferred to enable (i) Councillors to receive reasonable time to review and consult on the final Business Plan; (ii) the Business Plan to be reviewed by an independent expert in the field and (iii) Councillors to be given reasonable time to consider the conclusions of the independent expert.

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### 1. Information

1.1 A written request was received from Councillor A Latham to consider a proposal that the decision on whether or not to approve the Golf Course Clubhouse budget, which is the purpose of this meeting, is deferred to enable (i) Councillors to receive reasonable time to review and consult on the final Business Plan; (ii) the Business Plan to be reviewed by an independent expert in the field and (iii) Councillors to be given reasonable time to consider the conclusions of the independent expert.

1.2 The Town Clerk enquired who Councillor Latham considered to be an "independent expert in the field" and potential costs. Councillor Latham has not put forward any suggestion.

### 2. Financial Appraisal

Any financial implications of this report are unknown at the time of writing.

### 3. Contact Officer

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

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## Seaford Town Council

Report 118/12

<b>Agenda Item No:</b>	<b>5a</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>27 November 2012</b>
<b>Title:</b>	<b>Golf Course Business Plan</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 present business plan for approval.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the Business Plan as circulated in Appendix A of this report as supporting the business case for building a new golf clubhouse at Seaford Head Golf Course.**
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### 1. Information

- 1.1** Following approval of an Options Appraisal regarding the future operation of Seaford Head Golf Course in March 2010 and subsequent approval of draft Business Plans in June 2010 and February 2012, a Business Plan has been developed by the Town Clerk for approval by Council.
- 1.2** The purpose of the business plan is to demonstrate that sufficient income is likely to be generated by Seaford Head Golf Course and associated clubhouse to support the financing of a loan to build a new clubhouse.
- 1.3** Whilst the Business Plan (circulated as a separate confidential Appendix A) is a confidential document to the Council as it contains sensitive business information regarding the possible future operation and income of the course, this report is placed in the public domain.
- 1.4** The business plan examines the Clubhouse build project and design alongside operational aspects relating to the course as a whole. Details of the final design which has now been approved by the South Downs National Park Authority (SDNPA) Planning Committee are in the public domain and form part of the plan.
- 1.5** Business development opportunities as identified in the approved Options Appraisal in March 2010 are examined and quantified alongside a marketing plan.

- 1.6 The operation of the course and clubhouse with associated financial projections are also included.
- 1.7 Council is recommended to approve the Business Plan as circulated as confidential Appendix A of this report as supporting the business case for building a new golf clubhouse at Seaford Head Golf Course.
- 1.8 Should Members wish to have a detailed discussion regarding the confidential aspects of the plan including potential operational aspects of a franchise operation, an exclusion of press and public under the Press and Public (Admissions to Meetings) Act 1960 may be required.

## 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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## Seaford Town Council

Report 119/12

<b>Agenda Item No:</b>	<b>5b</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>27 November 2012</b>
<b>Title:</b>	<b>Seaford Head Golf Clubhouse</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 present cost plan and financing proposals for the construction of the new clubhouse for approval</b>

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### Recommendations

**You are recommended:**

- 1. To agree the Seaford Head Golf Clubhouse build cost as outlined in Appendix A of this report.**
  - 2. Subject to approval of 1, to authorise the Town Clerk apply to the Secretary of State for Communities & Local Government for approval of a loan sanction in the sum of £1,717,000.**
  - 3. Subject to approval of 1 and 2, to agree that once a loan sanction is approved, a loan be negotiated with the Public Works Loan Board as required up to the authorised borrowing level; and delegated authority be given to the Town Clerk to undertake such negotiations as necessary.**
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### 1. Information

- 1.1** Following the grant of planning permission for the proposed new golf clubhouse at Seaford Head Golf Course in June 2012, the Council approved the development of detailed designs in July 2012.
- 1.2** The approved contractor, Cheesmur Building Contractors have worked closely with the Town Clerk and the Golf Clubhouse Working Group whilst liaising on conditions with the South Downs National Park Authority (SDNPA) Planning Officers to discharge the relevant conditions. Work on this continues.
- 1.3** Cheesmur's presented a detailed cost plan in October 2012 to the Golf Clubhouse Working Party which was then subject to further discussion and negotiation, with some scheme amendment to reach a lower cost plan.

- 1.4 The final construction cost, including professional fees previously authorised is £1,717,438.07. This cost may vary slightly in that provisional sums totalling £25,000 have been allocated in respect of utilities which, until construction is confirmed, may be subject to alteration.
- 1.5 Items not included in this construction cost are the recladding of the existing Greenkeepers shed and clubhouse fitout. Both of which it is intended to meet from identified funds in current budgets and earmarked reserves.
- 1.6 A summary of costs is attached at Appendix A for approval.
- 1.7 Once these costs are approved, consideration needs to be given to an application for loan sanction. It is proposed that a loan sanction of £1,717,000 is sought from the Secretary of State for Communities & Local Government. This sanction application is made via the Sussex Association of Local Councils in the required format and would be applied for, after approval by the Town Clerk on behalf of the Council.
- 1.8 It is suggested that once loan sanction is authorised, that a loan be sought from the Public Works Loan Board. Any loan interest rate is that which prevails on the date of application, and therefore cannot be specifically specified at this point in time, although the Town Clerk has been monitoring the rate which has fluctuated between 3.25% and 3.39% (16/10/12 – 21/11/10).
- 1.9 Delegation of authority to negotiate borrowing is recommended to be given to the Town Clerk who would work with the Corporate Services Manager to monitor interest rates. It is suggested that drawdown of borrowing be taken over the period of construction if rates remain similar to current, as repayments fall due 6 months after drawdown. In this way repayments required during the construction period will be limited and full costs not incurred until after construction.

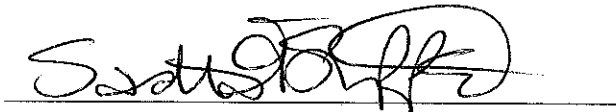
## 2. Financial Appraisal

Indicative annual loan repayment costs included in the business plan were at a rate of 3.27% amounting to £101,064 per annum.

## 3. Contact Officer

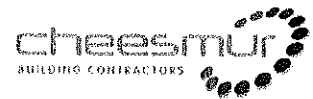
The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk



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**Detailed Price - Revised****Seaford Head Golf Club - Proposed New Clubhouse****Construction Costs****Demolitions and Alterations**

Demolitions and Alterations	9,700.00
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**Substructures & Superstructures**

Lower Ground Floor	85,360.18
Ground Floor	45,725.30
Roof	155,871.42
Stairs	9,111.10
Walls & Partitions	118,912.26
Windows and External Doors	55,859.49
Internal Doors	22,902.82

**Finishes**

Screed/Plaster/Ceilings & Finishes	89,073.50
Floor Finishes	39,450.66

**Fittings, Furnishings & Equipment**

Fittings and Furnishings	91,248.88
Sanitary Appliances	12,000.95

**Services**

Mechanical Installations	155,359.15
Electrical Installations	78,310.65
Lift and Conveyor Installations	16,401.15
BWIC with Services	15,151.50

**External Works**

Site Works	267,084.39
Drainage	23,347.74
Temporary Installations	43,290.00
Mains Services - Provisional Sum	25,000.00

Total	1,359,161.15
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**Preliminaries**

Preliminaries, inc OH & P	219,423.91
<b>Total Construction Cost</b>	<b>1,578,585.07</b>

**Professional Fees**

Professional Fees	138,853.00
<b>Total Construction Cost Including Fees</b>	<b>1,717,438.07</b>

**Works to Greenkeepers Area**

Item 1 - Re-clad existing 'shed'	25,000.00
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<b>Clubhouse Fitout</b>	<b>50,000.00</b>	75,000.00
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<b>Anticipated Total Construction Cost Including Fees</b>	<b>1,792,438.07</b>
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