



## Seaford Town Council

### To the Members of the Community Services Committee

A meeting of the **Community Services Committee** will be held via **Zoom\*** on **Thursday 30<sup>th</sup> July 2020** at **7.00pm** which you are summoned to attend.

Isabelle Mouland  
Assistant Town Clerk  
22<sup>nd</sup> July 2020

### Agenda

1. **Apologies for Absence and Declaration of Substitute Members**
2. **Disclosure of Interests**  
To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
3. **Public Participation**  
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
4. **[Projects & Facilities Manager - Update Report](#)**  
To consider report 26/20 updating members of the Community Services Committee on progress and actions relating to Seaford Town Council assets, services and projects (pages 7 to 11).
5. **[Community Services Finance Report to 30<sup>th</sup> June 2020](#)**  
To consider report 27/20 informing members of the Community Services Committee income and expenditure to 30<sup>th</sup> June 2020 (pages 12 to 19).
6. **[Christmas Magic 2020](#)**  
To consider report 28/20 presenting different options for Christmas Magic 2020 to support Government's COVID-19 guidance and restrictions to the Town Council budget (pages 20 to 22).
7. **[Priority of Council Projects](#)**  
To consider report 30/20 presenting the review and recommended prioritisation of the Council's ongoing projects (pages 23 to 26).
8. **[Repairs Works to Splash Point](#)**  
To consider report 31/20 informing members of proposals for medium-term repair works to Splash Point (pages 27 to 28 & Exempt Appendix).
9. **[Installation of Water Refill Stations](#)**  
To consider report 33/20 informing members of the proposal for the installation of three water refill stations along Seaford promenade (page 29).
10. **[The Selling of Alcohol in Specific Locations](#)**  
To consider report 29/20 regarding allowing any of the businesses to apply for a permit to sell alcohol (a) on the seafront and (b) at The Salts café (pages 30 to 34 & Exempt Appendices A-D).

[\(click here to return to Agenda front sheet when viewing electronically\)](#)

**For further information about items appearing on this Agenda please contact Isabelle Mouland, Assistant Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:** Committee members (as below) and all registered email recipients of agendas.

**Committee:** Councillors N Adil, P Boorman, J Cash, S Dunn (Chair), J Edson, M Everden, M Hayder, R Hayder, J Meek, L Wallraven (Vice-Chair) and B Webb.

**For information:** Councillors D Argent, L Boorman, M Brown, O Honeyman, R Honeyman, J Lord, R Morland, R Reed and G Rutland.

### **\*Zoom Meeting:**

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://us02web.zoom.us/j/84400859607?pwd=Sm5lZE41bk5UQ0xsS2J6eWxsRjdwZz09>

Meeting ID: 844 0085 9607

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0203 901 7895 (you will be prompted to enter the meeting ID and password before joining the meeting)

### **Taking Part in a Zoom Meeting**

*Please note that the following instructions are for joining a meeting using a laptop, computer or tablet device. Accessing with a smartphone may differ.*

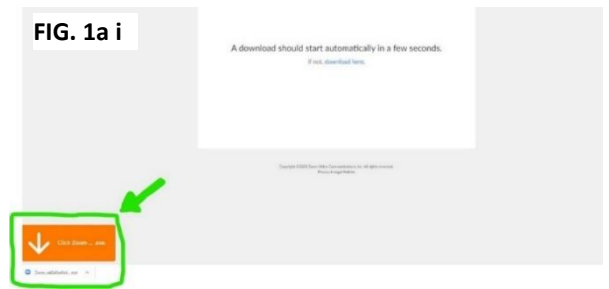
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## 1 – Joining

Follow the link provided by email/on the agenda.

**1a – If this your first time**, i. you will probably see the screen to the right. Click the Zoom icon at the bottom to open the desktop app.



ii. Then you will be prompted to enter the meeting id and your name (note, this will be visible by all meeting participants). The meeting id can be found on the agenda, Council’s website or circulated email.

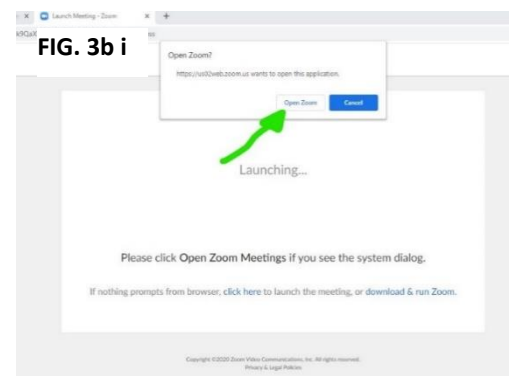
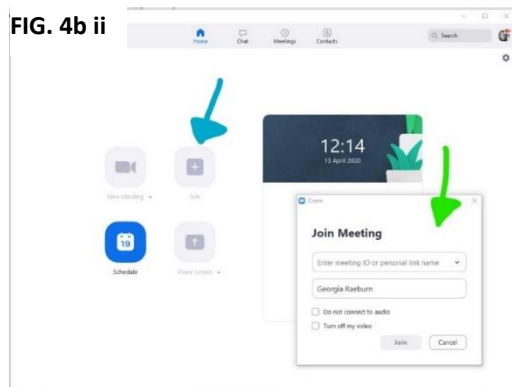
- For councillors, please do not choose to not connect your audio or turn off your video with the tick boxes.
- Members of the public will need audio as a minimum and whilst video is preferred, it is optional.

You will then be prompted to enter the meeting password, on the agenda, Council’s website or circulated email. Enter this and click to ‘join meeting’ (skip 1b and go to 2).

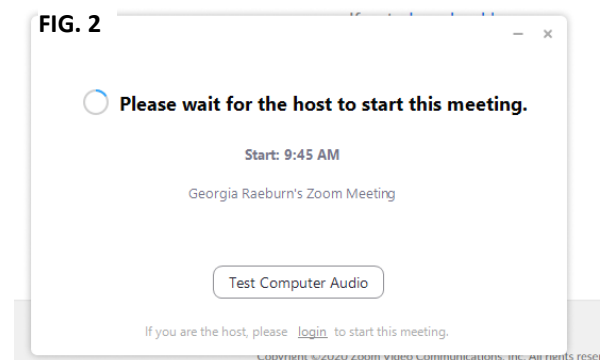


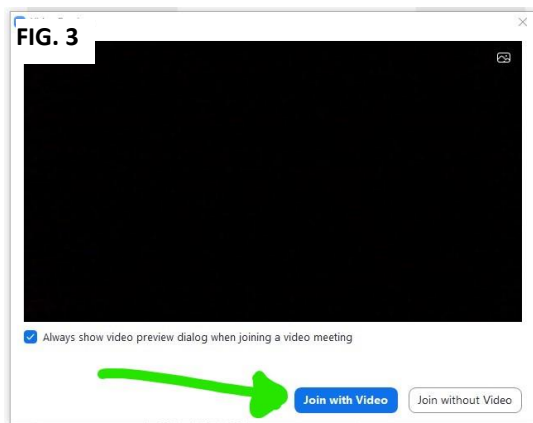
**1b - If you have already downloaded the Zoom app**, you can either:

- Follow the link and you should see the screen to the right. Click the button to ‘open Zoom’ (go to 2)
- Open the Zoom desktop app and click ‘join’ (blue arrow) and then enter the meeting details (green arrow) (go to 2)



**2 –** Once in the desktop app, if the meeting has not yet started, you may see this below. If you wait, the host of the meeting just needs to start the meeting.

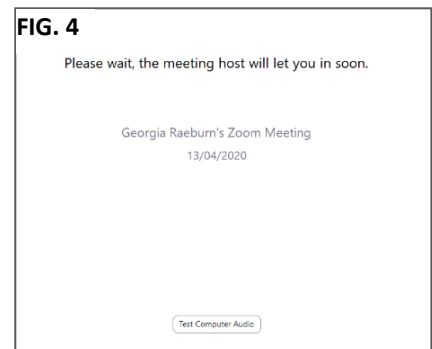




**3** – Once the host starts the meeting, you will see the pop up below in your desktop app. Click the button to ‘join with video’.

**4** – You will then join the ‘waiting room’ and the host will have to approve you entering. Your screen will probably show the below.

**5** – Once admitted entry by the host, you will see the screen below. Click to ‘join with computer audio’.



## 6 – Settings

### 6a - Screen View

Once in, you will see all participants in the meeting so far. More participants may join and the screens will get smaller/move around to accommodate this. If you can just see one big person and the rest are fitted around, you are on ‘speaker view’ change in the top right hand corner of the screen; try out ‘gallery view’ and see which you prefer!

### 6b - Mute / Unmute

Check to see if you are muted (shows on bottom left of screen):

- If it says ‘unmute’ with a red line this means you are muted and can’t be heard
- If it says ‘mute’ you can be heard

It will be best to remain muted until you want to speak – this prevents too much background noise and will make it easier for everyone to hear the speaker.

### 6c - Technical Run Through – Chat Function

We will go through the meeting at the start to make sure everyone can hear and see and be heard and seen. If you have any problems with the audio and can’t hear/be heard, we can use the ‘chat’ function to try to resolve this.

Click on ‘chat’ at the bottom of the screen. Type your issue in the text box and hit ‘enter’ – your message will go to the host only who will respond to try and help.

7 – Once everyone is up and running, the Chair will conduct the meeting in the usual manner; going through the agenda. The Host (an officer) will monitor the IT/technical side of the meeting.

## 8 – Participation

Please remember to keep yourself on mute unless you are speaking (save for the Chair and host, who will need to be able to speak freely). It is imperative that all participants are able to clearly hear the speakers without lots of background noise.

### 8a – Public Participation

- i. The Chair will introduce public participation and invite any members of the public wishing to speak to raise their hands clearly in the video.
- ii. The host will note down those wishing to speak (using the name/id shown by the person's screen).
- iii. The host will inform the Chair in turn who is next to participate.
- iv. Once at the end of the list, the Chair will check if any other members of the public were wishing to speak.
- v. The Chair, or an officer and other councillor if invited to do so, will respond where relevant to the member of public.
- vi. The public statement and any response will be recorded for the minutes in the usual manner.
- vii. If a member of public does not have video feed, when the Chair is asking who would like to participate, the member of public should unmute themselves and state their name and that they wish to speak. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

### 8b – Councillor Discussion/Participation

To try and prevent councillors from speaking over each other, it is encouraged that councillors keep their video/audio 'muted' until invited to speak by the Chair.

- i. Councillors wishing to speak should raise their hand clearly in the video (as above) and a note will be made of the hands raised. All hands then go down, when prompted.
- ii. The Chair will invite the relevant councillors to speak.
- iii. The councillor speaking first should 'unmute' themselves and make their statement; then 'mute' their video/audio again.
- iv. The Chair will either respond or ask an officer to reply, where necessary.
- v. The Chair will then ask if any other councillors are wishing to respond to the councillor's statement by show of hands. The host will note the hands raised and prompt the Chair as to who to invite to speak.
- vi. Then follow the above steps ii-iv and work through the list of councillors wishing to respond.
- vii. Then return to the list of councillors who had originally wanted to speak and follow the above steps again.
- viii. If councillors do not have video feed, when the Chair is asking which councillors would like to speak or respond to another councillor's statement, the councillor should unmute themselves and state their name. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

This may feel over the top but is trying to ensure that all councillors have a fair chance to partake in discussions. Hopefully when we are all more accustomed to this way of 'meeting', this will all become more second nature.

### 8c – Voting

The Chair/an officer will clearly read out what it is that is being voted on, in the usual manner.

Votes will either be taken by show of hands, where achievable and it is clear to determine individual's votes. If it is not however or the vote is close, the host will then read through councillor's names asking for their vote, whether 'for', 'against' or 'abstain'. This is to ensure that votes are marked down correctly and remove any error of doubt.

The host will confirm verbally whether or not the resolution was carried.

Please note, this does not mean they are recorded votes and individual votes will not be shown in the minutes; a councillor would still have to specifically request a recorded vote if one was wanted.

## **9 – Leaving the Meeting**

To leave the meeting, you can click on the 'leave meeting' in red text at the bottom right hand of the screen. You will be prompted to confirm you want to leave.

If you leave by accident, please follow the above steps in section 2 to re-join the meeting.

### **9a – Exclusion of Press & Public**

Where an exclusion of press & public is resolved, all members of press and public will need to leave the meeting. They can do this themselves or the host does also have the ability to remove them.

The host will then 'lock' the meeting so no new attendees can join and interrupt the confidential session.

### **9b – Declaration of Interest**

If a councillor has declared an interest in an item on the agenda and it is deemed best that they 'leave the meeting' for that item. They should leave following the meeting in the usual manner but keep their Zoom desktop app open. The host will then 'invite' them to return once the item has concluded.

When invited to return, a pop up will appear that the councillor should then 'accept' and they will re-join the meeting.



<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Projects &amp; Facilities Manager Update Report</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To inform the Committee on progress and actions relating to Seaford Town Council's assets and services.</b>

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## Recommendations

You are recommended:

1. To note the contents of the report.
- 

Please note this is the first Community Services report since the outbreak of COVID- 19. Most projects are on hold, events cancelled and only the most essential maintenance work is being carried out.

## 1. Projects and Facilities Information

### 1.1 The Salts

#### Tennis Courts - On Hold

Total project costs are estimated at £194,050.

So far, the Council has £87,000 of funding towards the project, which includes a commitment of £20,000 from the Town Council itself, leaving £107,050 funding still to be sourced.

Unfortunately, the Council was unsuccessful in its bid for £40,000 from Veolia.

The project plan includes an interest free loan from the Lawn Tennis Association (LTA) for £77,050. This would be paid back over 10 years from income generated from the courts.

This leaves the Council with a shortfall of £30,000 for which officers will continue to seek through either grant funding or sponsorship.

Tenders for the works have now been received, but awarding the contract is on hold due to the pandemic.

#### CCTV - On Hold

Approximately 60% of the project is completed with cameras to the skatepark, playgrounds, café and cricket pavilion. The second part of the project for cameras to the rugby club and scout hut is on hold.

## **Salts Improvement Plan Proposal - On Hold**

A presentation was given to Councillors in December regarding the proposal and a report taken to the Full Council meeting on 23<sup>rd</sup> January.

The report recommended approving a specialist grant management and landscaping services organisation, Groundwork South, to work with the Council on developing the plan and providing support with large grant funding applications.

This was approved and will be progressed when funding is available.

### **Salts Café**

Unfortunately, the successful tenderers pulled out of running the café so we approached the trader who came in a very close second and they have agreed to take on the licence. They have fully refurbished the inside of the café, and is now open again for business. Customer feedback has so far been excellent.

### **1.2 Martello Toilets and Café**

Officers received an update from the Community Lottery Fund regarding the Council's bid in April. The Council's case is still being considered, however organisations who have been severely affected by COVID-19 are taking priority for the time being.

### **1.3 Bönningstedt Beach Huts**

Since the last meeting the Council has sold one hut and is receiving regular enquiries. Two huts are currently hired out for the year. Electricity has also been installed to some huts.

### **1.4 Sea Defence Wall - Bönningstedt Promenade - On Hold**

The flood risk permit application has now been approved by the Environment Agency. The tender for the works is ready to send out once funds are available.

### **1.5 Seafront Improvement Plan**

#### **Seasonal, short-term rent beach huts/concession huts/temporary toilets**

The West View beach huts and toilets will not be installed this year due to the pandemic.

The four concession huts have been up and running since restrictions were eased and non-essential shops were allowed to open. Two of the huts have been moved further along the promenade so that customers can maintain social distancing to the side of a hut when queueing.

An application has been submitted for planning permission for all the huts and toilets, which is hoped to be in place for next year.

#### **Water Bottle Refill Stations**

See separate report at item 9 on the agenda.

#### **Safety Signage Replacement**

The new safety signs are now all in place. The Council has received lots of positive feedback.

### **1.6 Martello Tower-Condition Survey - On Hold**

The provisional building and structural surveys have been carried out however a further, more thorough survey is needed. This is on hold for the time being.

### **1.7 Splash Point**

See separate report at item 8 on the agenda.



## 1.8 Grants

This is a difficult time to apply for grants as less funds are available due to the crisis, and funding being sought by organisations that have been directly affected by COVID-19.

### Current Grant Applications

Purpose	Grant Organisation	Amount	Status
Salts Tennis Courts	CIL	£20,000	Successful
Salts Tennis Courts	Sports England	£40,000	Successful
Salts Tennis Courts	Veolia	£40,000	Unsuccessful
Salts Tennis Courts	LTA contribution	£7,000	Successful
Martello Toilets and Cafe	Community Lottery Fund	£280,000	Pending
Water Refill Station	CIL	£2,972.22	Successful

## 1.9 2020-2021 Projects List

See separate report at item 7 of the agenda.

## 1.10 Filming and Photography

There were several enquiries for filming on Seaford Head Nature Reserve and photo shoots at Seaford Beach and Hope Gap, earlier in the year. However, due to the lockdown, some shoots were not able to take place. Post-lockdown there have been three fashion shoots for Hugo Boss, George (ASDA) and Matalan.

Officers have been working with all filming enquiries to make sure they are COVID-19 safe and looking over all risk assessments to be satisfied with the systems they have all had in place. All crew wore PPE and a medic was on site taking everyone's temperatures at the beginning of each day.

Officers have continued to manage enquires for bookings at all Town Council locations. As expected, spring has been quieter than normal, however enquires are picking up as outdoor locations are more desirable within this current pandemic.

## 1.11 Events

This summer, officers worked together to deliver a series of virtual events as due to COVID-19, the Council could not host any physical events. In addition to this, all events on Council land have been cancelled or rearranged to a later date.

The first virtual event was VE Day on 8<sup>th</sup> May. Officers worked with Seaford-based artist, Onneke, to create a unique poster that could be coloured in, with many people displaying these in their windows around the town.

Sussex Day was celebrated, virtually, on the 16<sup>th</sup> June. The Sussex flag was raised and whilst the flag raising could not be a public event due to social distancing regulations, photos were shared via social media. Officers worked with Seaford Contemporary Illustrators and Print Makers (SCIP) to create artist tutorials with Jane Robbins, a collage artist, which evolved into a collage competition. Art Wave promoted the tutorial and there was a large engagement from the public, with two winners receiving prizes.

Armed Forces Day was also celebrated virtually, with money being raised for the charity Combat Stress. On Saturday 27<sup>th</sup> June, the Royal Society of St George, together with the Town Council, held a small commemorative service at the Seaford War Memorial. Everyone who attended kept to social distancing requirements. SCIP created a poster for the public to colour in and display in their windows. The Armed Forces Day Committee

were pleased to have created a virtual event as Seaford seemed to be one of the only towns still celebrating Armed Forces Day during the pandemic.

### **1.12 Concessions**

Due to the lockdown, concessions ceased trading from 24<sup>th</sup> March. The food and drink concessions were able to restart from 23<sup>rd</sup> May and non-food from 15<sup>th</sup> June. Officers have worked hard to support traders through this difficult time, both financially (as reported to Council on 18<sup>th</sup> June) and with reopening.

#### **West View Concession Huts**

All four traders are now up and running. As previously mentioned, the huts have been moved into pairs so customers can queue either side of the huts.

#### **Promenade**

Fixed concessions, the Martello Kiosk (with new traders) and Frankie's Beach Café, have reported great trade since reopening.

Holy Cow have had a new hut installed and are now connected to electricity, so no generator required.

Crepes de la Crème will also have a wooden hut; it is hoped they will be trading soon.

Unfortunately, PWW Ice Creams surrendered their licence as they are no longer trading. Fortunately, officers managed to rent out the concession plot for the rest of the year to another concession, Carnival Ice Cream Supplies, meaning the Council still retain some income. The concession opportunity will be retendered next year.

Skipper Water Sports will not be trading this year mainly due to there not being a lifeguard service in place for the summer season.

Officers are hopeful to have a fresh fish concession in place at Bönningstedt Promenade for this summer.

#### **South Hill Barn**

Cotton's Coffee Bar has also continued trading since May and has very much benefitted from the increase of visitors.

#### **High and Over**

It is hoped there will be a trader in place for the summer selling teas, coffees and cakes.

### **1.13 COVID-19**

Since restrictions were eased Seaford has seen an unprecedented amount of visitors to the seafront. This has caused far more disruption than the Council could have ever anticipated, such as: increased litter, illegal camping, fires and human waste in our open spaces.

As further restrictions have been eased this anti-social behaviour has reduced and it is hoped the seafront will return to 'business as usual' this summer. Officers will continue to monitor the situation however.

### **1.14 Projects & Facilities – Team Update**

The Project Support Officer (Projects) continues to be furloughed while most projects are on hold.

## 2. Financial Appraisal

The committee is not being asked to make any financial decisions as a result of this report.

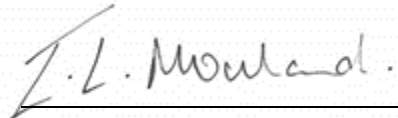
## 3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager

  
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Assistant Town Clerk

  
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<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Community Services Finance Report to 30<sup>th</sup> June 2020</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To inform members of the Community Services Committee of Income and Expenditure up to 30<sup>th</sup> June 2020.</b>

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## Recommendations

You are recommended:

### 1. To note the contents of the report.

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#### 1. Information

- 1.1** [Appendix A](#) is attached which shows a breakdown of income and expenditure for Community Services up to 30<sup>th</sup> June 2020.
- 1.2** Many projects and non-essential works are on hold to contribute towards overall savings for the Council required because of the COVID-19 pandemic.
- 1.3** **105 The Salts**  
4275 (Building Maint) is high due to spend on The Salts Café bringing it to a standard ready to be taken on by a new licence holder.
- 1.4** **106 The Crouch**  
4261 (Grounds Maint non-contract) will rise over the next month due to essential tree works to be carried out.
- 1.5** **107 Martello Fields**  
1050 (Income Rent) is at zero due to the Council not being able to hire out the field. However now restrictions have been eased officers are working hard to secure bookings for the fields, but only if safe to do so. It is hoped events such as car boot sales and Bill Coles Fun Fair will soon resume.
- 1.7** **116 Seaford Head Estate**  
Despite filming not being allowed for much of the year, account code 1011 (Income Filming) has already had an income of £12,600, mainly from two major shoots. It is hoped a steady income will continue. 1066 (Income Concession) is low due to the concession not being able to trade until May 2020.
- 1.8** **118 Beach Huts**  
1066 (Income Concession) is low as concession huts were unable to trade until June. 1094 (Income Seasonal Beach Huts) will remain at zero as the short-term rental beach huts will not be installed this year. However, this means 4258 (Seasonal Beach Hut Revenue Exp) will remain low. Unfortunately, there is already some spend on this due to the toilet huts being installed prior to the pandemic.

**1.9 121 Seaford in Bloom**

The amount of planting was slightly reduced this year which meant the Council were about to make a £2,000 saving on the predicted budget 4402 (Seaford in Bloom).

**1.10 225 Projects Pool**

There has been no expenditure on new projects this year so far as all are on hold.

4422 (Skate Park in Salts)- the retention fee for the main contractor of £5,284 is due and this was accounted for in the 2019/20 accounts, hence the negative balance on this account.

**2. Financial Appraisal**

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

**3. Appendices**

[Appendix A – Income & Expenditure Report to 30<sup>th</sup> June 2020](#)

**4. Contact Officer**

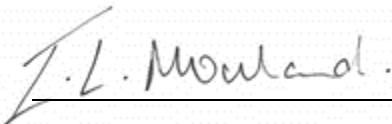
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



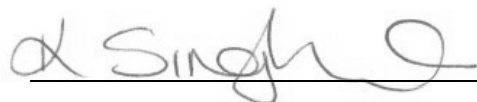
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Assistant Town Clerk



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Responsible Financial Officer



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07/07/2020

**Seaford Town Council 2020/21 Current Year**

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**Detailed Income & Expenditure by Budget Heading 30/06/2020**

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>105 Salts Recreation Ground</u>								
1050 Income Rent	150	1,349	2,152	803			62.7%	
1051 Income Insurance Recharge	1,436	1,436	1,436	0			100.0%	
1055 Income Memorial Bench	0	0	1,500	1,500			0.0%	
1058 Income Water Recharge	0	0	4,579	4,579			0.0%	
1066 Income Concession	600	600	18,825	18,225			3.2%	
1073 Sports Pitch Hire & Green Fees	0	0	3,636	3,636			0.0%	
Salts Recreation Ground :- Income	<b>2,186</b>	<b>3,385</b>	<b>32,128</b>	<b>28,743</b>			<b>10.5%</b>	<b>0</b>
4052 Water & Sewerage	0	0	8,000	8,000	8,000		0.0%	
4055 Electricity	0	89	284	195	195		31.4%	
4100 Telecommunications	18	54	200	146	146		27.2%	
4115 Insurance	0	3,582	3,411	(171)	(171)		105.0%	
4250 Public Seating	0	0	1,000	1,000	1,000		0.0%	
4251 Dog Bin Emptying	156	469	1,922	1,453	1,453		24.4%	
4252 Litter & Dog Bin Pch & Maint	0	0	723	723	723		0.0%	
4260 Grounds Maintenance Contract	18,401	18,401	71,750	53,349	53,349		25.6%	
4261 Grounds Maint non contract	75	75	6,000	5,925	5,925		1.3%	
4275 Building Maintenance	1,372	1,912	4,000	2,088	2,088		47.8%	
Salts Recreation Ground :- Indirect Expenditure	<b>20,023</b>	<b>24,583</b>	<b>97,290</b>	<b>72,707</b>	<b>0</b>	<b>72,707</b>	<b>25.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,837)</b>	<b>(21,198)</b>	<b>(65,162)</b>	<b>(43,964)</b>				
<u>106 Crouch Recreation Ground</u>								
1050 Income Rent	319	725	1,625	900			44.6%	
1051 Income Insurance Recharge	617	617	628	11			98.2%	
1055 Income Memorial Bench	1,285	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	0	0	1,500	1,500			0.0%	
1073 Sports Pitch Hire & Green Fees	0	0	10,000	10,000			0.0%	
Crouch Recreation Ground :- Income	<b>2,221</b>	<b>2,627</b>	<b>13,753</b>	<b>11,126</b>			<b>19.1%</b>	<b>0</b>
4052 Water & Sewerage	0	0	6,700	6,700	6,700		0.0%	
4115 Insurance	0	854	843	(11)	(11)		101.3%	
4251 Dog Bin Emptying	112	335	1,372	1,037	1,037		24.4%	
4260 Grounds Maintenance Contract	11,319	11,319	44,029	32,710	32,710		25.7%	
4261 Grounds Maint non contract	0	0	4,120	4,120	4,120		0.0%	
4275 Building Maintenance	0	0	1,000	1,000	1,000		0.0%	
Crouch Recreation Ground :- Indirect Expenditure	<b>11,431</b>	<b>12,509</b>	<b>58,064</b>	<b>45,555</b>	<b>0</b>	<b>45,555</b>	<b>21.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,210)</b>	<b>(9,882)</b>	<b>(44,311)</b>	<b>(34,429)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 Martello Fields</b>								
1050 Income Rent	0	0	7,500	7,500			0.0%	
Martello Fields :- Income	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>			<b>0.0%</b>	<b>0</b>
4115 Insurance	0	7	0	(7)		(7)	0.0%	
4251 Dog Bin Emptying	89	268	1,098	830		830	24.4%	
4260 Grounds Maintenance Contract	4,161	4,161	16,148	11,987		11,987	25.8%	
4261 Grounds Maint non contract	75	75	4,244	4,169		4,169	1.8%	
Martello Fields :- Indirect Expenditure	<b>4,325</b>	<b>4,511</b>	<b>21,490</b>	<b>16,979</b>	<b>0</b>	<b>16,979</b>	<b>21.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,325)</b>	<b>(4,511)</b>	<b>(13,990)</b>	<b>(9,479)</b>				
<b>108 Other Open Spaces</b>								
1050 Income Rent	90	90	90	0			100.0%	
Other Open Spaces :- Income	<b>90</b>	<b>90</b>	<b>90</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4052 Water & Sewerage	0	0	331	331		331	0.0%	
4154 Land Registry Fees	0	0	60	60		60	0.0%	
4251 Dog Bin Emptying	179	536	2,197	1,661		1,661	24.4%	
4260 Grounds Maintenance Contract	7,958	7,958	30,887	22,929		22,929	25.8%	
4261 Grounds Maint non contract	550	555	7,000	6,445		6,445	7.9%	
4262 Tree Warden Expenses	321	329	0	(329)		(329)	0.0%	329
Other Open Spaces :- Indirect Expenditure	<b>9,008</b>	<b>9,378</b>	<b>40,475</b>	<b>31,097</b>	<b>0</b>	<b>31,097</b>	<b>23.2%</b>	<b>329</b>
<b>Net Income over Expenditure</b>	<b>(8,918)</b>	<b>(9,288)</b>	<b>(40,385)</b>	<b>(31,097)</b>				
6000 plus Transfer from EMR	321	329						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,597)</b>	<b>(8,959)</b>						
<b>113 Crypt</b>								
1051 Income Insurance Recharge	369	369	366	(3)			100.9%	
Crypt :- Income	<b>369</b>	<b>369</b>	<b>366</b>	<b>(3)</b>			<b>100.9%</b>	<b>0</b>
4115 Insurance	0	369	366	(3)		(3)	100.9%	
4275 Building Maintenance	0	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	<b>0</b>	<b>369</b>	<b>866</b>	<b>497</b>	<b>0</b>	<b>497</b>	<b>42.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>369</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>				
<b>114 South Street</b>								
4275 Building Maintenance	0	0	1,030	1,030		1,030	0.0%	
South Street :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,030</b>	<b>1,030</b>	<b>0</b>	<b>1,030</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,030)</b>	<b>(1,030)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>115 Martello Tower</b>								
4115 Insurance	0	1,695	1,695	(0)		(0)	100.0%	
4275 Building Maintenance	0	525	8,000	7,475		7,475	6.6%	
Martello Tower :- Indirect Expenditure	<b>0</b>	<b>2,220</b>	<b>9,695</b>	<b>7,475</b>	<b>0</b>	<b>7,475</b>	<b>22.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,220)</b>	<b>(9,695)</b>	<b>(7,475)</b>				
<b>116 Seaford Head Estate</b>								
1011 Income Filming	12,600	12,600	15,000	2,400			84.0%	
1050 Income Rent	0	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	0	3,250	3,250			0.0%	
1054 Income Other	0	0	100	100			0.0%	
1055 Income Memorial Bench	0	0	2,000	2,000			0.0%	
1066 Income Concession	150	300	1,800	1,500			16.7%	
1200 Income Nature Reserve	124	124	750	626			16.5%	
Seaford Head Estate :- Income	<b>12,874</b>	<b>18,024</b>	<b>32,900</b>	<b>14,876</b>			<b>54.8%</b>	<b>0</b>
4110 Advertising & Publicity	0	0	2,884	2,884		2,884	0.0%	
4115 Insurance	0	851	851	0		0	100.0%	
4199 Other Expenditure	0	0	1,300	1,300		1,300	0.0%	
4250 Public Seating	0	0	2,000	2,000		2,000	0.0%	
4251 Dog Bin Emptying	89	268	1,098	830		830	24.4%	
4260 Grounds Maintenance Contract	491	491	1,901	1,410		1,410	25.8%	
4261 Grounds Maint non contract	0	0	3,090	3,090		3,090	0.0%	
4275 Building Maintenance	0	150	4,000	3,850		3,850	3.8%	
4500 Nature Reserve Expenses	4,555	3,306	14,500	11,194		11,194	22.8%	
4501 Filming Expenses	440	440	3,000	2,560		2,560	14.7%	
Seaford Head Estate :- Indirect Expenditure	<b>5,576</b>	<b>5,505</b>	<b>34,624</b>	<b>29,119</b>	<b>0</b>	<b>29,119</b>	<b>15.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,298</b>	<b>12,519</b>	<b>(1,724)</b>	<b>(14,243)</b>				
<b>117 Seafont</b>								
1011 Income Filming	1,000	1,000	0	(1,000)			0.0%	
1057 Income Electricity Recharge	59	623	4,310	3,687			14.5%	
1058 Income Water Recharge	0	67	99	32			67.5%	
1066 Income Concession	8,858	8,858	48,175	39,317			18.4%	
1078 Income Entertainment Area	800	800	0	(800)			0.0%	
1084 Income Promenade	(43)	0	300	300			0.0%	
Seafont :- Income	<b>10,674</b>	<b>11,348</b>	<b>52,884</b>	<b>41,536</b>			<b>21.5%</b>	<b>0</b>
4052 Water & Sewerage	0	0	500	500		500	0.0%	
4055 Electricity	59	623	4,310	3,687		3,687	14.5%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	925	875	(50)		(50)	105.8%	
4253 Shelters	0	240	2,000	1,760		1,760	12.0%	
4261 Grounds Maint non contract	1,039	2,277	6,000	3,723		3,723	38.0%	
4270 Vehicles & Equipment Maint	0	0	100	100		100	0.0%	
4275 Building Maintenance	271	510	3,000	2,490		2,490	17.0%	
Seafront :- Indirect Expenditure	<b>1,369</b>	<b>4,576</b>	<b>16,785</b>	<b>12,209</b>	<b>0</b>	<b>12,209</b>	<b>27.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,305</b>	<b>6,772</b>	<b>36,099</b>	<b>29,327</b>				
<b>118 Beach Huts</b>								
1054 Income Other	0	180	0	(180)			0.0%	
1060 Beach Huts Site Licence	0	22,669	22,690	21			99.9%	
1061 Beach Hut Annual Rent	4,245	13,355	23,636	10,281			56.5%	
1066 Income Concession	800	800	6,000	5,200			13.3%	
1094 Income Seasonal Beach Huts	0	0	15,000	15,000			0.0%	
Beach Huts :- Income	<b>5,045</b>	<b>37,004</b>	<b>67,326</b>	<b>30,322</b>			<b>55.0%</b>	<b>0</b>
4051 Rates	420	1,211	3,659	2,449		2,449	33.1%	
4110 Advertising & Publicity	0	0	2,000	2,000		2,000	0.0%	
4115 Insurance	0	1,179	1,617	438		438	72.9%	
4258 Seasonal Beach Hut Revenue Exp	820	820	10,000	9,180		9,180	8.2%	
4275 Building Maintenance	0	75	1,061	986		986	7.1%	
Beach Huts :- Indirect Expenditure	<b>1,240</b>	<b>3,285</b>	<b>18,337</b>	<b>15,052</b>	<b>0</b>	<b>15,052</b>	<b>17.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,805</b>	<b>33,719</b>	<b>48,989</b>	<b>15,270</b>				
<b>119 Old Town Hall</b>								
1050 Income Rent	106	425	1,275	850			33.3%	
1051 Income Insurance Recharge	191	191	191	0			100.0%	
Old Town Hall :- Income	<b>297</b>	<b>616</b>	<b>1,466</b>	<b>850</b>			<b>42.0%</b>	<b>0</b>
4115 Insurance	0	191	191	0		0	100.0%	
4275 Building Maintenance	150	650	3,000	2,350		2,350	21.7%	
Old Town Hall :- Indirect Expenditure	<b>150</b>	<b>841</b>	<b>3,191</b>	<b>2,350</b>	<b>0</b>	<b>2,350</b>	<b>26.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>147</b>	<b>(225)</b>	<b>(1,725)</b>	<b>(1,500)</b>				
<b>121 Seaford in Bloom</b>								
1054 Income Other	0	417	417	0			99.9%	
Seaford in Bloom :- Income	<b>0</b>	<b>417</b>	<b>417</b>	<b>0</b>			<b>99.9%</b>	<b>0</b>
4402 Seaford in Bloom	0	7,226	9,396	2,170		2,170	76.9%	
Seaford in Bloom :- Indirect Expenditure	<b>0</b>	<b>7,226</b>	<b>9,396</b>	<b>2,170</b>	<b>0</b>	<b>2,170</b>	<b>76.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(6,810)</b>	<b>(8,979)</b>	<b>(2,169)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>125 Allotments</b>								
1050 Income Rent	0	1,012	1,016	4			99.6%	
Allotments :- Income	<b>0</b>	<b>1,012</b>	<b>1,016</b>	<b>4</b>			<b>99.6%</b>	<b>0</b>
4261 Grounds Maint non contract	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,012</b>	<b>516</b>	<b>(496)</b>				
<b>130 Other Recreation</b>								
4410 Swimming Pool	0	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				
<b>134 CCTV</b>								
4055 Electricity	0	(31)	2,554	2,585		2,585	(1.2%)	
4115 Insurance	0	386	350	(36)		(36)	110.2%	
4276 CCTV	0	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	<b>0</b>	<b>355</b>	<b>11,904</b>	<b>11,549</b>	<b>0</b>	<b>11,549</b>	<b>3.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(355)</b>	<b>(11,904)</b>	<b>(11,549)</b>				
<b>135 Community Service Other</b>								
1070 Armed Forces Day Income	0	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	0	7,000	7,000			0.0%	
Community Service Other :- Income	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>			<b>0.0%</b>	<b>0</b>
4115 Insurance	0	59	54	(5)		(5)	109.9%	
4195 Events Expenditure	0	0	3,090	3,090		3,090	0.0%	
4273 Christmas Lights	0	6,445	15,000	8,555		8,555	43.0%	
4281 Christmas Event Expenses	0	151	10,300	10,149		10,149	1.5%	
4282 Armed Forces Day Expenditure	0	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	<b>0</b>	<b>6,656</b>	<b>30,444</b>	<b>23,788</b>	<b>0</b>	<b>23,788</b>	<b>21.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(6,656)</b>	<b>(21,444)</b>	<b>(14,788)</b>				
<b>225 Projects Pool</b>								
1014 CIL & S106 Receipts	0	10,950	9,500	(1,450)			115.3%	10,950
1016 Beach Hut Sales	0	33,333	167,000	133,667			20.0%	33,333
1053 Income Grants	0	0	320,000	320,000			0.0%	
Projects Pool :- Income	<b>0</b>	<b>44,284</b>	<b>496,500</b>	<b>452,216</b>			<b>8.9%</b>	<b>44,284</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4257 Seafront Improvement Plan	0	0	88,000	88,000		88,000	0.0%	
4274 Projects Expenditure	0	0	39,500	39,500		39,500	0.0%	
4275 Building Maintenance	6	6	0	(6)		(6)	0.0%	
4301 Public Works Loan Payment	0	0	5,000	5,000		5,000	0.0%	
4420 Bonn BH Capital Expenditure	0	0	167,000	167,000		167,000	0.0%	
4421 Martello Toilets Capital Costs	0	0	320,000	320,000		320,000	0.0%	
4422 Skate Park in Salts	0	(5,284)	5,284	10,568		10,568	(100.0%)	
4423 Salts Development Plan	0	0	35,000	35,000		35,000	0.0%	
4424 South Hill Barn Development	0	0	25,000	25,000		25,000	0.0%	
<b>Projects Pool :- Indirect Expenditure</b>	<b>6</b>	<b>(5,278)</b>	<b>685,784</b>	<b>691,062</b>	<b>0</b>	<b>691,062</b>	<b>(0.8%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6)</b>	<b>49,561</b>	<b>(189,284)</b>	<b>(238,845)</b>				
6001 less Transfer to EMR	0	44,284						
<b>Movement to/(from) Gen Reserve</b>	<b>(6)</b>	<b>5,278</b>						
<b>301 Planning &amp; Highways</b>								
4263 Bus Shelter Maintenance/Clean	0	60	1,030	970		970	5.8%	
4451 Twitten Naming	0	0	3,000	3,000		3,000	0.0%	
<b>Planning &amp; Highways :- Indirect Expenditure</b>	<b>0</b>	<b>60</b>	<b>4,030</b>	<b>3,970</b>	<b>0</b>	<b>3,970</b>	<b>1.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(60)</b>	<b>(4,030)</b>	<b>(3,970)</b>				
<b>Community Services :- Income</b>	<b>33,755</b>	<b>119,176</b>	<b>715,346</b>	<b>596,170</b>			<b>16.7%</b>	
<b>Expenditure</b>	<b>53,128</b>	<b>76,795</b>	<b>1,053,905</b>	<b>977,110</b>	<b>0</b>	<b>977,110</b>	<b>7.3%</b>	
<b>Net Income over Expenditure</b>	<b>(19,373)</b>	<b>42,380</b>	<b>(338,559)</b>	<b>(380,939)</b>				
plus Transfer from EMR	321	329						
less Transfer to EMR	0	44,284						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,052)</b>	<b>(1,575)</b>						
<b>Grand Totals:- Income</b>	<b>33,755</b>	<b>119,176</b>	<b>715,346</b>	<b>596,170</b>			<b>16.7%</b>	
<b>Expenditure</b>	<b>53,128</b>	<b>76,795</b>	<b>1,053,905</b>	<b>977,110</b>	<b>0</b>	<b>977,110</b>	<b>7.3%</b>	
<b>Net Income over Expenditure</b>	<b>(19,373)</b>	<b>42,380</b>	<b>(338,559)</b>	<b>(380,939)</b>				
plus Transfer from EMR	321	329						
less Transfer to EMR	0	44,284						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,052)</b>	<b>(1,575)</b>						



<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Christmas Magic 2020</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present different options for Christmas Magic 2020 to support Government's COVID-19 guidance and restrictions to the Town Council budget.</b>

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## Recommendations

You are recommended to:

- 1. Note the contents of the report.**
  - 2. To consider the options presented and instruct the Projects & Facilities team accordingly.**
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## 1. Information

- 1.1** Due to COVID-19 the Projects & Facilities Team and the Christmas Magic Committee have been looking at options for this year's Christmas Magic event in order to support Government's COVID-19 guidance and to help the Town Council to reduce outgoing costs.
- 1.2** Christmas Magic is an extremely popular annual event that, in the past, has attracted 7,000 to 10,000 people to the town throughout the day.
- 1.3** There is a Christmas Magic Committee comprised of four core members which include STC's Project Support Officer (Facilities). The others are volunteers who are local Seaford residents that are actively involved in the community. Meetings start in June and roles in the lead up to Christmas Magic include event management, gaining sponsorship, marketing, organising & scheduling the entertainment and organising stalls.
- 1.4** Officers and the Committee work with both local and visiting businesses to trade at the event. The event also helps to support local businesses who trade from their homes to have a market stall.

## 2. Options

- 2.1 Option 1:** Leave the Christmas Magic event as it would normally be delivered (not considered to be a viable option).
- 2.2 Option 2:** A 'scaled back' approach to Christmas Magic
  - (a) To be held in Broad Street & High Street, outside only (no hall activities);
  - (b) Stall holders to bring own gazebos/stall setups (no Town Council provided marquees);

- (c) No main stage for entertainment;
- (d) No ‘official’ light switch on to reduce crowd gatherings;
- (e) Work with other local organisations where possible to deliver activities such as outside craft activities for children.

Pros:

- Reduced outlay costs without having an entertainment stage, set up of marquees, no overnight security costs for stage build;
- Income from stalls can support event management costs;
- Still an ‘event’ be it smaller than usual for the community;
- Supporting local traders in the community to still have an influx of Christmas trade;
- Estimated budget of up to £1,000 required, however officers would work towards making the event cost neutral;

Cons:

- Event will have to be cancelled if there is another lockdown;
- Less visitors to town (however this could be a positive if still having to observe social distancing rules)

**2.3 Option 3:** To cancel the Christmas Magic outdoor event and aim to have a virtual event (as with Sussex Day and Armed Forces Day)

- (a) Work with and promote local business through virtual event i.e. through the Council’s website and social media;
- (b) Work with relevant authorities to still have free parking for two weekends in December;

Pros:

- No cost to the Town Council (beyond officer time);
- Supporting COVID-19 recovery by limiting social gatherings

Cons:

- Less visitors to the town;
- Less trade for local businesses;
- Public disappointed to not have some sort of event after successful previous years.
- May still take up a considerable amount of officer time.

**2.4** Seaford Town Council Officers and the Christmas Magic Committee feel Option 1 is unworkable in the current circumstances. It will involve a huge amount of officer time, when resources are already stretched, and put pressure on an already strained budget. Social distancing, if still in place, will also be very difficult to achieve with this scale of event.

**2.5** Officers and the Committee recommend Option 2. This would help to support traders through this difficult year by hopefully boosting trade within the town and for local businesses. Even though a budget of up to £1,000 needs to be set aside for this option, officers will aim to make the event cost neutral whilst giving the community something to look forward to, following a disappointing year.

### 3. Financial Appraisal

- 3.1 Option 1, based on previous years will require a budget of £3,000. This is also subject to achieving event sponsorship.
- 3.2 Option 2, will require a budget of approximately £1,000, but officers will try to achieve the event at nil cost to the Council through a sponsorship and grants.
- 3.3 Option 3, no cost (beyond officer time).

### 3. Contact Officer

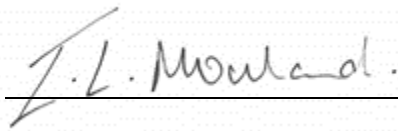
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



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Assistant Town Clerk



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<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Priority of Council Projects</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To review the Council's ongoing projects, many of which are on hold due to the COVID-19 pandemic.</b>

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## Recommendations

You are recommended to:

- 1. Note the contents of the report and the Seaford Town Council Projects Priority List as at 30/7/2020.**
  - 2. Note that going forwards officers will present a report to the Community Services Committee prior to starting any projects, setting out the project details including the funding source (including those projects to be funded by CIL money), as exemplified with reports 31/20 & 33/20 later on in this agenda.**
  - 3. To recommend to Full Council that it delegates power to the Community Services Committee to approve the allocation and spend of CIL balances.**
- 

## 1. Information

- 1.1** As previously reported at both the Council and Finance & General Purposes Committee meetings, the COVID-19 outbreak has had a significant effect on the Town Council's finances, which has meant projects due to start this year are on hold.
- 1.2** [Appendix A](#) shows a list of current projects setting out; the total project cost, contribution required by the Town Council, possibility of Community Infrastructure Levy (CIL) funds being used, a commentary on the project status and finally, assigning them a priority (high, medium or low) based on importance of project at this point in time.
- 1.3** The Committee is being asked to note the projects list at Appendix A as things stand at the date of the meeting, 30<sup>th</sup> July 2020.
- 1.4** The Finance & General Purposes Committee has made a recommendation to Council that 'all projects are ceased for the year 2020/2021 unless funding can be sourced'.
- 1.5** In light of this recommendation and the projects listed in the appendix, it is therefore the intention of officers that none of the projects will be started until the funding has been sourced and guaranteed, and a full report has been presented back to this Committee seeking approval.

- 1.6** This is exemplified by reports 31/20 and 33/20 presented elsewhere on this agenda, seeking permission to proceed with two projects based on utilising CIL funds.
- 1.7** Looking forwards, the final recommendation is that Full Council be recommended to delegate power to the Community Services Committee to approve the allocation and spend of CIL balances. This is being recommended to enable the Committee to be able to approve projects going ahead when funding is available (as set out in 1.5 & 1.6 above) and not be duplicating/over-complicating the approval process by having the Committee first consider the project but the Committee's decision being subject to Council approval. This recommendation will empower the Community Services Committee where Council projects are concerned, whilst ensuring councillors remain ultimately responsible for the decision-making process on projects.

## **2. Financial Appraisal**

There are no direct financial implications as a result of this report as officers are intending to present individual reports to the Committee to seek approval for progressing projects and the necessary funding.


## **3. Appendices**

[Appendix A – Council Projects as at 30/7/2020](#)

## **4. Contact Officer**

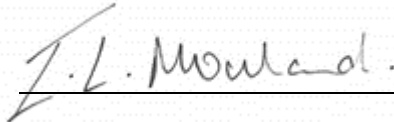
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



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Assistant Town Clerk



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Responsible Financial Officer



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Project	Description	Total Cost	STC Contribution	CIL Funded	Notes	Priority
Bonningstedt Wall	Low level wall to go in front of the Bonningstedt beach huts to give protection from shingle and debris washed up in the winter.	£40,000.00	£40,000.00	No	A high priority due to owners being told the wall would be built as part of the project. Funds from hut sales were to go towards this.	HIGH
Seafront	Demolish existing Martello toilets. New build to house toilets, changing places room and two concessions	£330,000.00	£0.00	Yes, could be partly funded	At present this project is completely dependant on funding from the Community Lottery Fund. The Council has been told its application is still being considered, but is delayed due to the funding of other causes directly affected by COVID-19.	HIGH
Splash Point	Medium term repairs that will enable public access	£35,420.00	£10,000.00	Yes, could be partly funded	Works will need to be completed before winter 2020. Subject to agreement, the project will be part funded by Lewes District Council.	HIGH
Seafront	Installation of three water refill stations along the seafront.	£5,972.00	£3,000.00	Yes	Total cost £5,972. £2,972 funded through a CIL grant. STC to contribute £3,000 which could come out of 361 EMR-CIL Receipts	HIGH
Salts CCTV	Complete CCTV install to the Salts Recreation Ground.	£5,000.00	£4,500.00	Possibly	To install cameras in areas not covered within the 19/20 project. Costs include £500 contribution from Rugby Club.	MED
Martello Fields	Fence replacement	£36,000.00	£36,000.00	Yes	Fencing in bad state of repair, work can happen gradually over a few years to spread the cost.	MED
Salts Tennis Courts	Refurbishment of three tennis courts to include electronic booking system and floodlighting.	£194,000.00	£20,000.00	Yes, could be partly funded	Although much of the funding is in place, officer time still needs to be spent on identifying further funding opportunities.	MED

Seafront Bins	Replace bins (normal and recycled waste) the whole length of the prom.	£20,000.00	£20,000.00	Possibly	Existing bins old, many are broken but still usable. Currently no provisions for recycling of waste	MED
Salts Development Plan- Feasibility Works	STC officers to work with specialist grant management and landscaping services organisation, Groundwork South, to developed the plan and support us with large grant funding applications.	£15,000.00	£15,000.00	Possibly	Project agreed with Council earlier in the year.	LOW
Old Town Hall	Works highlighted in recent condition survey.	£20,000.00	£5,000.00	Possibly	Will look at various funding options.	LOW
Seafront Sandpits	Install two sandpits along the seafront.	£5,000.00	£5,000.00	Yes	Will look at various funding options.	LOW
Seafront Trees	To plant trees along the seafront-part of the Seafront Improvement Plan.	£10,000.00	£10,000.00	Possibly	Many believe the project is impractical due to the harsh environment, suggest relooking at project when Seafront Improvement Plan is reviewed	LOW
South Hill Barn Development Plan	Professional costs to further develop plan.	£5,000.00	£5,000.00	No		LOW
South Hill Barn	Building works recommended by structural report.	£20,000.00	£20,000.00	No	Most high priority remedial works have already been carried out.	LOW
Martello Tower Survey	Professional fees to carry out condition survey.	£3,000.00	£3,000.00	No	Provisional survey has already been carried, a further, more thorough survey is required.	LOW
The View	New Pro Shop and Spike bar	£200,000.00	£200,000.00	No	No available funds at present. £40k from project pot has been allocated to the Pump House project.	LOW
Various sites	Plant 1,000 whip trees	£2,000.00	£0.00	No	Costs covered by Tree Wardens EMR. Need to identify site.	LOW
Total		£946,392.00	£396,500.00			



<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Repair Works to Splash Point</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To inform members of proposals for medium-term repair works to Splash Point.</b>

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### **Recommendations**

**You are recommended to:**

- 1. Note the contents of the report.**
- 2. Consider recommending that Full Council allocate up to £10,000 from Earmarked Reserve 361-CIL Receipts to contribute towards repair works at Splash Point.**

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**Due to commercial sensitivity, appendix A is exempt however discussion will be conducted in open session.**

#### **1. Information**

- 1.1** Following storm damage in February 2020 Splash Point had to be closed off and is no longer accessible past The Shoal groyne.
- 1.2** Please see attached at Appendix A the exempt draft discussion paper from Lewes District Council's Specialist Adviser on Coastal and Flood Risk Management regarding medium-term repairs to Splash Point.
- 1.3** The paper comprises of the adviser's observations and initial thoughts and should not be considered as Lewes District Council's (LDC) policy on Splash Point. If works are undertaken later this summer, the adviser has made it clear that this does not indicate that LDC are accepting responsibility for Splash Point.
- 1.4** There are three main areas (2, 3 and 4) of most concern. To reopen the area safely, works to Areas 2 and 4 have to be completed at an anticipated cost of £35,500.
- 1.5** Please note as Area 3 poses a risk to the nearby pumping station, the costs of these works (£9,000) would be paid for by the Environment Agency, subject to confirmation.
- 1.6** LDC may be able to fund much of the work to Areas 2 and 3 however a contribution of approximately £10,000 from Seaford Town Council would be expected.
- 1.7** There is a risk that if this work is not carried this year, even more damage will occur and repair costs will increase.

**1.8** Please note, this is a medium-term solution and far more funds will be required for a long-term, sustainable solution. However, carrying out this work does allow time for the relevant local authorities, organisations and community groups to investigate further funding options.

**1.9** It is also worth noting that there will still be some costs for the ‘do nothing’ option, as the area would need to be decommissioned. At present these costs are unknown.

## **2. Financial Appraisal**

Should members resolve to recommend to Full Council that Seaford Town Council contribute up to £10,000, this will need to come from Earmarked Reserve 361-CIL Receipts leaving a balance of approximately £13,000. There are no other sources of funds available for this at this current time.

## **3. Appendices**

Appendix A – Draft Discussion Paper on Splash Point EXEMPT

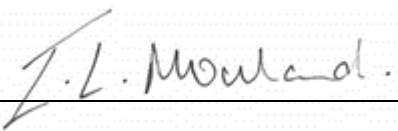
## **4. Contact Officer**

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager

  
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Assistant Town Clerk

  
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Responsible Financial Officer

  
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**Agenda Item No:** 9  
**Committee:** Community Services  
**Date:** 30<sup>th</sup> July 2020  
**Title:** Installation of Water Refill Stations  
**By:** Tony Jackson, Projects & Facilities Manager  
**Purpose of Report:** To present the water refill station project for consideration.

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### Recommendations

You are recommended to:

1. Note the contents of the report.
  2. Consider recommending that Full Council allocate approximately £3,000 from Earmarked Reserve 361-CIL Receipts towards the installation of three water refill stations along Seaford promenade.
- 

### 1. Information

- 1.1 Prior to the COVID-19 outbreak, three water refill stations were to be installed along the seafront at Bonningstedt Promenade, Frankie's Beach Café and the Martello Kiosk, as part of the Seafront Improvement Plan Phase Two.
- 1.2 The project is supported by Refill Seaford and Newhaven, and Plastic Free Seaford. It is seen as being vital to help reduce the amount of single use plastic used from disposable water bottles.
- 1.3 Officers therefore suggest that this project is implemented and that the Committee recommends Full Council to make funds available as detailed below.

### 2. Financial Appraisal

Should members resolve to recommend that Full Council contribute the £3,000, this will need to come from Earmarked Reserve 361-CIL Receipts leaving a balance of approximately £20,000. There are no other sources of funds available for this at this current time

### 3. Contact Officer

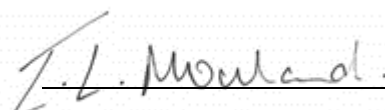
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



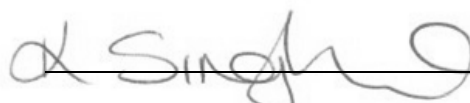
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Assistant Town Clerk



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Responsible Financial Officer



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<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>30<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>The Selling of Alcohol in Specific Locations</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present details for the Committee to consider whether to allow traders to apply for a permit to sell alcohol on the seafront promenade and at The Salts Café.</b>

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## **Recommendations**

**You are recommended to:**

- 1. Note the contents and consider whether to allow any of the businesses to apply for a permit to sell alcohol (a) on the seafront, and (b) at The Salts café.**
  - 2. Recommend that Full Council adopt the Events Policy with the amendment detailed in this report at its next ordinary meeting.**
- 

*Due to commercial sensitivity, appendices A-D are exempt however discussion will be conducted in open session.*

### **1. Information**

- 1.1** In order to sell alcohol, all the businesses mentioned within this report would have to apply to Lewes District Council for a permit. Before being able to apply for a permit however, the business must seek the permission of the Town Council as landowner.

#### **(a) The Salts Cafe**

- 1.2** The café has been recently taken on and refurbished by a new trader, Nicola Papanicolaou. Officers have received excellent feedback regarding the new look of the café and the service received.
- 1.3** Nicola approached officers regarding whether the café could offer alcohol with food (Appendix A - Exempt).

#### **(b) Seafront Concessions**

- 1.4** This year officers were approached by three separate businesses wanting to set up bar type concessions selling alcoholic and soft drinks on Seaford seafront promenade.

- 1.5 These were ABYSS Brewing (Appendix B - Exempt), Off the Wagon (Appendix C - Exempt) and Harley House (Appendix D - Exempt).
- 1.6 Off the Wagon and Harley House will look to contain customers within the footprint of their trading area. ABYSS Brewery are looking to provide a takeaway service but would also consider having a seated area for customers.
- 1.7 If granted, these permissions would be specific to their concession licence (i.e. not automatic permission for any future concession licence holders) and run for the term of the licence, with the Council reserving the right to remove permission if it felt necessary to do so.

## 2. Alcohol Sales at Events on Council Land

- 2.1 Unfortunately, the organisers of the drive-in cinema that had hoped to be held at the Martello Fields in July/August were forced to cancel the event. This was largely due to Council officers not feeling able to allow the sale of alcohol at the event; a decision made having consulted with the Council's management team, Committee Chair and local Police representatives.
- 2.2 Going forward, it would be beneficial to have a formal process allowing officers to deal with such requests; the most logical place for this being within the Council's Events Policy.
- 2.3 Attached at [Appendix E](#) is the Council's Events Policy with a recommended inclusion at 2d to address the point above. The Committee is therefore asked to consider this and recommend that Full Council adopt the Events Policy with this amendment at its next ordinary meeting.

## 3. Financial Appraisal

- 3.1 There are no financial implications with allowing The Salts Café to sell alcohol.
- 3.2 Allowing alcohol sales on the promenade will bring in further income from these concessions.
- 3.3 There are no direct financial implications as a result of recommending the policy be changed.

## 4. Appendices

Appendix A – The Salts Café Proposal EXEMPT

Appendix B – ABYSS Brewery Proposal EXEMPT

Appendix C – Off The Wagon Proposal EXEMPT

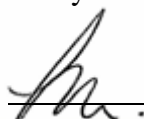
Appendix D – Harley House Proposal EXEMPT

[Appendix E – Events Policy \(with tracked amendment\)](#)

## 5. Contact Officer

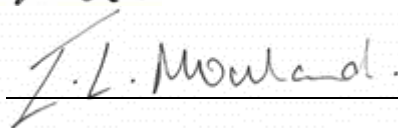
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



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Assistant Town Clerk



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Seaford Town Council

## **Events Policy**

### **1. Introduction**

Seaford Town Council will permit, in principle and subject to the conditions of this policy, organised events to be held in open spaces owned by the Council, organised by other organisations or Seaford Town Council. The Council fully recognises that regular outdoor events provide a valuable amenity function, improving community well-being and visitor enjoyment. Seaford Town Council organises four Council run events a year – Sussex Day, Armed Forces Day, Remembrance Day and Seaford Christmas Magic. This policy outlines the responsibility of the Council in organising and managing these events.

This policy ensures that the management and regulation of events organised and held in open spaces is for the mutual benefit of all.

### **2. General bookings and use of Seaford's Open Green Spaces**

- a) All applications for events in open spaces must be made on the Council's application form to ensure the request can be recorded and monitored in line with Council Health and Safety Procedures.
- b) All event requests will be considered with approval subject to open space availability and the event delivery supporting the Council's strategic objectives.
- c) It is the applicants' responsibility to provide the Council with Risk Assessments, a draft programme of event and a plan/layout of the event a minimum of 10 working days before the event start date.
- d) Where the applicant is looking to seek permission for alcohol sales at an event, they must inform the Council of this on the application form and set out the necessary risk and impact assessments specific to an event with alcohol on sale. Upon reviewing the assessment documentation, Council Officers may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process and timescales and fees involved.
- e) It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- f) It is the applicants' responsibility to arrange licenses as required in order to ensure the event complies with the most up to date legislation.
- g) It remains the responsibility of the applicant to notify the Council in writing of any change of address or contact details. If required for whatever reason the Council will only make contact with the applicant via the last address supplied by him/her.
- h) A non-refundable deposit of 25% of the full amount is required on application, with payment in full provided 10 working days prior to the event start date.
- i) Cancellation fees will apply to all green space bookings. Cancellations within 28 days of event booking will be charged a 25% of the total booking. Within 10 days of an event booking 50% of the total booking fee will be charged and 48 hours of the event 100% of the total booking fee will be charged.
- j) Cancellation of an event due to weather conditions: The Council rates reflect outdoor events, if an event is cancelled due to bad weather conditions the Town Council is unable to offer a refund, however, can look at re-arranging the event on an alternative date in the calendar year for the existing price charged.
- k) Refundable security deposits can be requested should the event place the open space at risk of damage, refundable within 2 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS or cheque.
- l) The Council will assist with marketing the event where possible on the Council website, social media, notice boards and staff email banners, once the application forms and deposit has been received and hire provisionally agreed.
- m) The Council reserves the right to cancel a scheduled event and will notify the applicant in this circumstance.



- n) Bookings for Seaford green spaces are accepted from January each year for the following calendar year to be reviewed and accepted by the Projects and Facilities team.

### **3. Sussex Day**

- a) Sussex Day is arranged by the Town Councils, Projects and Facilities events team.
- b) Sussex Day is held on the closest Saturday to 16<sup>th</sup> June each year at 12noon.
- c) The Council arrange for the Town Crier to be the master of ceremonies and deliver the Sussex charter at 12noon.
- d) The Council arrange for the Mayor to raise the blue Sussex flag at either the Martello Kiosk or Martello Tower location
- e) The Council arrange for Sussex by the sea to be sang and hand out printed copies of the song for all to join in the singing.
- f) The Council invite Freeman of the Town and Town Councillors to join the event.
- g) The Council arranges event support, entertainment, marketing materials, and funding in line with a pre-agreed budget set by Officers and agreed by Full Council.

### **4. Armed Forces Day**

- a) Armed Forces Day is arranged with a standalone non-Town Council committee including Seaford Town Council Officers, Seaford Town Councillors, the Royal British Legion and Royal Society of St. George as well as others approved by the committee.
- b) Armed Forces Day is held on the last Saturday in June unless otherwise specified and agreed by the Armed Forces Day committee.
- c) The committee agree which military charity funds from the Armed Forces Day are raised for on an annual basis. Along with the programme of events, approves marketing materials used, and assists with fund raising activities.
- d) The Council arranges Road Closure application to allow a military parade to be held between the hours of 12noon and 1pm on the day as agreed by the committee.
- e) The Council arranges event support, entertainment, marketing materials, and funding in line with a pre-agreed budget set by Officers and agreed by Full Council.

### **5. Remembrance Day**

- a) The Council supports the annual Remembrance Day celebration/commemoration activities with the Royal British Legion.
- b) The Council arranges installation of the wreath frame, event management and road closure for the Remembrance Day parade, with a pre-agreed budget set by Officers and agreed by Full Council.
- c) The Council arranges Road Closure application to allow the wreath laying and parade to be held between the hours of 10.30 and 11.30 on the day as agreed by the committee. Along with arranging a LANTRA to close the main A259.
- d) The Mayor's Secretary orders wreaths as appropriate for the Mayor as per the Mayor's Secretary Guide.

### **6. Seaford Christmas Magic**

- a) Seaford Christmas Magic is arranged with a standalone non-Town Council committee including Seaford Town Council Officer, local traders and other volunteers as approved by the committee.
- b) With the support of the committee, the Council arranges an annual festive celebration for residents, visitors and traders on the first Saturday of December.
- c) The Council arranges road closure applications for the day before the event, between the hours of 4pm – 12 midnight, to allow for set-up of structures and also the day of Seaford Christmas Magic event from 6am – 10pm.
- d) The Council arranges Road Closures, event support, entertainment, marketing materials, and funding in line with a pre-agreed budget drafted by Officers and agreed by Full Council.
- e) The Council will advise and work with residents living within the Town Centre, traders and other organisation who need to have access during the road closures, for smooth running during the event.

- f) Seaford Bonfire Society work with the Town Council to man the Road Closures during the Seaford Christmas Magic event.
- g) The Council works with the event management company to look at the layout of the event on the closed roads, to include health and safety factors, access points and flow of large numbers of visitors to the event. Also booking first aid support to be available throughout the day.
- h) The Council provides a full risk assessment for the event.
- i) The Council will advertise for local stall holders and arrange bookings and payments from traders in the run up to the event. This will include various enquiries from stall holders regarding the event and also set-up information to be produced by the Council for access, set-up and close down for the event.
- j) The Council will work with the Christmas Magic committee to arrange sponsorship of the event. This includes contacting local businesses and asking they would like to support and sponsor the Christmas Magic event. Processing forms and also any advertising agreed.
- k) The Council provides a free lantern making activity for the children, where lanterns and products to decorate will be sourced and packs made to provide to each child. This includes organisation of the hall and volunteers on the day of the event.
- l) The Council works with the Christmas Magic committee to arrange for a stage and entertainment to be provided throughout the day, with a list of the entertainment provided to the community through advertising.
- m) The Council works with a local community group to provide a Christmas grotto, with Father Christmas and presents for each child. This also includes sourcing and decorating the grotto.
- n) The Council works with Christmas Lights contractor, The Mayor and The Rotary to organise a countdown and switching on of the Christmas Lights.
- o) The Council and Christmas Magic Committee look at and provide contingency plans for all aspects of the event.
- p) The Council run the event with the help of the Christmas Magic Committee and other voluntary groups. Briefing sessions are required on the build up to the event and also on the day of event and the Council provide a work rota for all volunteers.
- q) The Council work with The Chamber of Commerce in judging the 'Best Dressed Window' competition, which the Mayor of Seaford announces before the Christmas lights are turned on.
- r) The Council, Projects and Facilities team will write press releases on the build up to the event and distribute to the Council's contacts list. Along with updating the Council website and social media applications with this information. A press release is also completed after the Christmas Magic event and distributed in the same way.
- s) The Council also look at various grant options which may be available to help support the event for the community. Applications are written and submitted by the Projects and Facilities team.
- t) The Council, Projects and Facilities team provide a feedback questionnaire to all traders and residents regarding the Christmas Magic event to analyse after each year to see where the event can be improved on each year for all.

Adopted: March 2019

Review: March 2023