



Seaford Town Council

Seaford Town Council Community Services Agenda – 14th July 2021

To the Members of the Community Services Committee

Councillors O Honeyman (Chair), L Wallraven (Vice Chair), N Adil, J Cash, S Dunn, J Edson, M Everden, MA Hayder, R Hayder, J Meek and B Webb.

A meeting of the **Community Services Committee** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 14th July 2021** at **7.00pm**, which you are summoned to attend.

Adam Chugg, Town Clerk

8th July 2021

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 14 people.**
- **The meeting will also be livestreamed and recorded to the Town Council's YouTube channel to enable to public to watch this remotely.**
- **See the end of the agenda for further details of public access and participation.**
- **Unless you have a valid medical exemption, all participants must wear a mask when at the meeting – failure to do so may result in you being asked to leave.**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

Public participation will be invited in three ways; via Zoom, physically in person at the meeting or via written statements submitted in advance and read aloud by an officer.

4. [Projects & Facilities Manager Update Report](#)

To consider report 45/21 informing the Committee on progress and actions relating to Seaford Town Council's assets and services (pages 8 to 14).

5. [Community Services Finance Report 2020 – 2021 Year End](#)

To consider report 46/21 presenting the 2020 – 2021 year end financial position for the Community Services Committee (pages 15 to 27).

6. [Martello Toilets and Café Update](#)

To consider report 50/21 informing the Committee on progress and actions relating to the Martello Toilet and Café project (pages 28 to 30).

7. [Street Market Proposal – Church Street](#)

To consider report 49/21 informing the Committee on a proposal from a local resident to hold a fortnightly or monthly street market in Seaford (pages 31 to 36).

8. [Staycation 2021-Community Services Projects](#)

To consider report 47/21 informing Committee on progress and actions relating to projects highlighted in the 'Staycation' – Plans for Spring/Summer 2021 report 156/20 presented to Full Council on 18th March 2021 (pages 37 to 39).

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 *(please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with)*

Circulation:

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Watching the livestream of the meeting on the [Town Council's YouTube channel](#)

OR

2. Attend the meeting in person.

Due to Covid-19 restrictions, the number of public in attendance will be limited to 14. The Town Council therefore asks that you contact

georgia.raeburn@sefordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

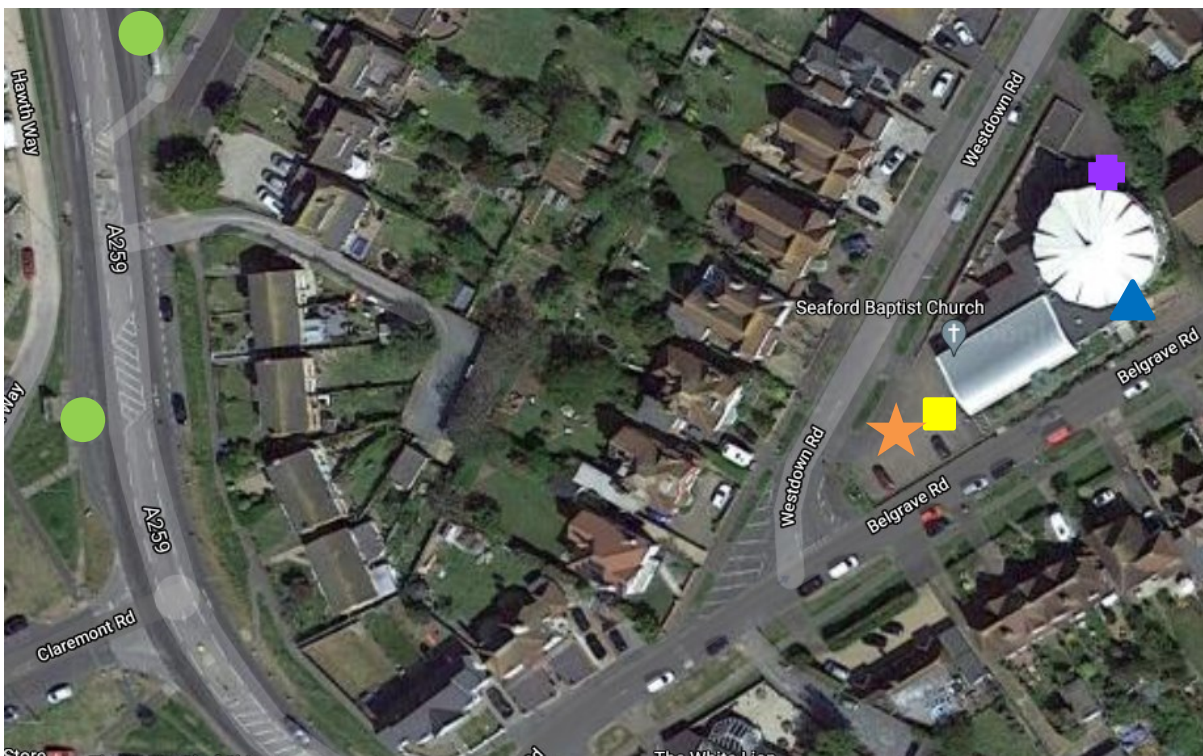
Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Access to the meeting by all participants is as set out below:



Picture key:

Green circle – main bus route stops, a 2 to 3 minute walk from venue.

Yellow square – bike racks available onsite.

Orange star – onsite car parking, limited number of spaces – alternative car parking on street.

Blue triangle – main entry point to be used, requires use of stairs OR

Purple cross - disabled access and pathway to Belgrave Road or Westdown Road.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting may do so in three ways:

1. Submit a written statement using the above contact details, which will be read out by a Council Officer during the public participation section of the meeting, or;
2. Join a virtual Zoom meeting that will be visible to the meeting participants and will allow you to make your statement verbally to those present in the meeting, or;
3. If attending the meeting in person, by making a verbal statement at the meeting during the public participation section of the meeting.

Your statement should be regarding business on the agenda for that meeting.

A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.

Written Statement:

1. Please ensure that any written statement is submitted to georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting.
2. Submissions can be submitted by post but you must be mindful that this is received 24 hours before the meeting still; the Town Council cannot take responsibility for post that is not received in time.
3. While every effort will be made to include all submissions possible, those received later than the above may not be guaranteed to be read aloud.
4. Submissions should be no longer than 4 minutes in length to read (this is roughly 1 – 2 pages of A4).
5. If there are any concerns about the nature of your submissions, officers will raise this with you in advance of the meeting where possible but the right is reserved to not read aloud all of submissions where there is a justified reason for this – officers will inform you where this is the case.

Verbal Statements:

Further details regarding the specifics of attending the Zoom meeting or in person are further below, but these are key points for any form of verbal participation in the meeting:

1. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is (if via Zoom, the technical host will also prompt you if needed).
2. You do not have to state your name if you don't want to.
3. This point is usually included on the meeting agenda as 'Public Participation' although in Planning & Highways Committee meetings members of the public are also invited to speak immediately before each planning application, if they wish to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. If attending via Zoom and you have no video feed and only audio, you will have to unmute yourself and state your wish to speak or indicate this using the 'chat function' within Zoom.
7. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
8. Members of the public should not speak at other points of the meeting.

Participation via Zoom meeting:

If you are looking to join the Zoom meeting you will need to join the meeting for 7.00pm.

Please use the meeting details below.

It is important to note that at this Zoom meeting you will only be able to see yourself and other public participants, not the physical meeting. If you would like to watch the meeting proceedings, you will need to have both the livestream and Zoom operating (which can be done on the one device/screen); [instructions to do this are available for download from the Town Council's website.](#)

Zoom Details:

Zoom Meeting Link:

<https://zoom.us/j/97606297374?pwd=NElnMGoxNy9XQWZ5cTlvdXdCYjhmZz09>

Zoom Meeting ID: 976 0629 7374

Zoom Meeting Passcode: please email georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting to request the passcode

Joining the Zoom Meeting:

1. When you join the meeting, you will enter the virtual waiting room and a Town Council officer (the 'technical host') will let you in to the meeting at the appropriate time.
2. We advise residents to change their Zoom names to 'Resident' as names will be visible to those in the meeting and possibly on the livestream of the meeting to YouTube.
3. With Zoom, you will have the option to choose whether or not you want your video feed on.
4. We ask that all members of the public remain muted during the meeting.
5. If joining part way through the meeting, you may have a short period in the waiting room if the host has to wait for a suitable point to allow you to enter.
6. The Zoom meeting will remain live for all of the meeting (save for where an exclusion of the press and public is required) but participation will be limited to the public participation section of the meeting.

Covid-safety Measures:

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings.

In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source [NHS website](#)); or if there is any reason to believe you have been in contact with someone with Covid-19.
2. Unless you have a valid medical exemption, you will be required to wear a mask when in the venue. Failure to do so could result in your being removed from the meeting.
3. The Town Council would encourage anyone attending the meeting in person to have carried out a rapid lateral flow coronavirus test before attending. These are tests taken at home, giving you an instant result, and ordered for free from the [Gov.uk website](#) or by calling 119 (open 7am to 11pm, calls are free).

4. If you test positive, do not attend the meeting; you will need to self-isolate immediately and follow the advice on the [NHS website](#).
5. Touch as few shared surfaces as possible when at the meeting and bring your own supplies (reusable water bottles, pens, tissues, copies of agendas etc).



Seaford Town Council

Report No:	45/21
Agenda Item No:	4
Committee:	Community Services
Date:	14th July 2021
Title:	Projects & Facilities Manager Update Report
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on progress and actions relating to Seaford Town Council's assets and services.

Recommendations
The Community Services Committee is recommended:
1.To note the contents of the report.

1. Projects and Facilities Information

1.1 The Salts Recreation Ground

Tennis Courts

Total project costs are estimated at £191,050. Officers have secured £106,050 of external funding towards the project, the Town Council is also making a £20,000 contribution.

At its meeting on the 18th March 2021, Full Council approved giving delegated power to the Town Clerk and Responsible Finance Officer (RFO) to apply for borrowing approval of up to £65,000 from the Secretary of State.

Application forms were sent in March, frustratingly officers have yet to receive a response.

If successful, officers will be able to apply for a 10-year, interest free loan from the Lawn Tennis Association, which will cover all the remaining project costs.

Tenders for the works (tennis courts and flood lighting) were received last year before the outbreak of the pandemic. Preferred contractors have been chosen, but officers will not be able to award contracts until all funding is in place.

It is still hoped to have the project completed later this year.

Phase 2 CCTV - On Hold

Approximately 60% of the project was completed in 2019 with the second part of the project on hold until 2022.

Playground

Although the playground equipment remains in very good condition, some of the paths and surrounding areas have become quite worn. Officers are obtaining quotes to re-landscape these areas. Once quotes are in place, officers will be applying to the National Lottery Awards For All scheme in the hope of obtaining grant funding for all, or at least part, of the work.

Frustratingly, it has been very difficult for officers to get contractors to commit to meeting on site and quoting for these works.

1.2 Seafront

Seasonal Beach Huts

Weekly bookings have been very strong for the beach huts. They are almost fully booked for the duration of the summer holidays.

Additional cleans have been arranged for the portable toilets.

Bönningstedt Wall

Full Council approved the allocation of £50,000 to build the wall to the front of the Bönningstedt Huts at the Full Council meeting in January 2021.

It was hoped to have this in place for summer 2021, but due to time constraints this has not been possible.

Tenders will now go out in out in July with the construction work to happen around September/October, prior to the Environment Agency's shingle recycling works.

1.3 The Crouch

Unfortunately, the Seaford Town Football Clubhouse suffered a serious roof leak when there was heavy rain in May. Due to its age, the roof will need fully replacing. The club have applied for a grant and Full Council has also agreed a contribution towards these works.

1.4 Seaford War Memorial

Renovation works were carried out, which included fully washing the memorial and repainting the inscriptions. Thank you to Councillors who worked hard to raise funds and organise quotes from various specialist contractors. Our thanks also to the Seaford Rotary Club and Seaford & Bishopstone Neighbourhood Watch Association for their contributions towards the project.

1.5 Projects Overview List

Please see the list at Appendix A. This is a working document and is subject to change; for example, if additional funding is received or projects are reprioritised. The document includes a new project regarding repairs to the promenade.

1.6 External Grants

The Town Council's Grants Administrator continues to investigate funding streams for projects. Recently, these have included the Martello Toilets and Sutton Road War Memorial projects.

Current Year's Grant Applications

Purpose	Grant Organisation	Amount	Status
Salts Tennis Courts	CIL 1 st Bid	£20,000	Successful
Salts Tennis Courts	Sports England	£40,000	Successful
Salts Tennis Courts	CIL 2 nd Bid	£40,000	Successful
Salts Tennis Courts	LTA contribution	£7,000	Successful
Martello Toilets and Cafe	Community Lottery Fund		To be resubmitted

1.7 Filming and Photography

From the beginning of the financial year there have been lots of enquiries for filming in Seaford. There have been several fashion campaigns, a music video, a car advert, and a feature film.

The Town Councils Film & Liaison Officer (FLO) has been working hard with all enquiries to ensure they become bookings. The FLO is committed to making sure all productions are Covid-19 safe. All crews do a Covid test 24 hours before the shoot, there is a medic on site taking everyone's temperature at the beginning of each day and handing out PPE.

The FLO had the annual meeting with Sussex Wild Trust to discuss filming on Seaford Head Nature Reserve and to update the Film Policy. All crews using Seaford Head Nature Reserve SSSI sign the Film Policy and work within the guideline set by the Town Council, Sussex Wildlife Trust and Natural England to ensure safety to the wildlife and public onsite. Currently there is a drone ban on Seaford Head Nature Reserve until 31st July, due to nesting birds.

The FLO continues to promote Seaford sites including Seaford Head Nature Reserve, South Hill Barn, High & Over and Seaford prom.

1.8 Events

Sussex Day was marked on Wednesday 16th June by raising the Sussex Day flag at the Martello Kiosk and also Seaford's War Memorial, with The Mayor of Seaford and Pete Gwilliam from Seaford Lifeguards. Peter White, Seaford Town Crier, also attended and delivered two proclamations.

Armed Forces Day was marked on Saturday 26th June, whereby a display of forces flags were placed on the Martello Fields. The Armed Forces Day flag was also flown at the War Memorial. The Town Crier raised awareness and support for the armed forces throughout Seaford town during the day and six independent shops supported the day and dressed their windows for the weekend.

Other Events 2021; Given the Covid restrictions being extended for a further four weeks, a number of events which were due to take place had to be rescheduled. Officers have worked with the event holders to discuss options with availability and further support with risk assessments to still be able to hold these events where we can.

Future events for Seaford's green spaces, sees the 'A Greener Seaford; Community Climate & Eco Fair' at The Salts on Sunday 1st August. Three exhibitions have been booked to be held at South Hill Barn during the months of August and September. A festival booking for Martello Fields (East), 'All Things Pride' on Sunday 29th August. 'Save Our Charities' event with the Martello Rotary on Sunday 5th September, on the Martello Fields.

1.9 Concessions

Skipper Water Sports are up and running and proving to be popular.

Since the last Committee meeting, two new concessions have started trading. A seasonal tea, coffee and refreshments horse box at Bönningstedt

and a tea, coffee and refreshment trader at High & Over, who also offer a bicycle repair service.

The West View Concession Huts are all reporting good trade and have received lots of positive feedback.

1.10 Leases

The 50 year Seaford Rugby Clubhouse lease has been completed.

Officers are now working on a 50 year lease of the football clubhouse at the Crouch with Seaford Town Football Club.

1.11 Staff

Unfortunately, Emily Piper (Projects Support Officer-Projects) will be leaving the Town Council. She is taking on a new challenging and exciting post which I've not doubt she will be every bit as good at, as she was in the projects and facilities team.

She will be sorely missed and I'd like to take this opportunity to thank her for all her hard work and dedication.



I'm sure you will share my sentiments in wishing Emily all the very best for the future.

2. Financial Appraisal

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

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

STC Projects Overview July 2021

Project	Description	Total Cost	STC Contribution	CIL/Grant 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.	£50,000.00	£50,000.00	No	Tenders to go out in July. Works to hopefully happen over Sept/Oct prior to shingle recycling works.	HIGH
Martello Toilets and Café	Demolish existing Martello toilets. New build to house toilets, changing places room and two concessions.	£400,000.00	Unknown	Yes, could be partly funded	See report elsewhere on agenda	HIGH
Water Refill Stations	Installation of four water refill stations along the seafront.	£5,972.00	£3,000.00	Partly	Works almost completed bar some snagging items.	HIGH
Electric Point to Bonningstedt Concession	Install electric point and meter for the Ice Cream Concession at Bonningstedt	£2,000.00	£2,000.00	No	On hold until later in the year. Further investigative works on how the cable can be run along the prom required.	MED
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. Project put back to 22/23.	MED
Martello Fields Fence	Fence replacement	£30,000.00	£30,000.00	Possibly	Fencing in bad state of repair, work can happen gradually over a few years to spread the cost. Officers to look into funding opportunities.	MED
South Hill Barn Repairs	To carry out works to the Barn to make it more suitable for a broader range of uses and therefore provide the opportunity to generate further income and make use of this unique asset.	£5,000.00	£5,000.00	No	Work planned for 21/22	MED
Salts Tennis Courts	Refurbishment of three tennis courts to include electronic booking system and floodlighting.	£194,000.00	£20,000.00	Mainly grant and loan funded	Project to hopefully go ahead Summer 2021, subject to agreement of Lawn Tennis Association loan.	MED
Salts Playground	General renovation works to include improved pathways and general ground covering.	?	?	Possibly		MED
NEW PROJECT Seafront Promenade	Patch repairs to concrete	?	?	Possibly	There are a lot of uneven areas, gaps and holes in the prom. Officers will look in to a programme for yearly repairs, putting funds aside each year.	MED
Seafront Bins	Replace bins (normal and recycled waste) the whole length of the prom.	£25,000.00	£25,000.00	Possibly	Existing bins old, many are broken but still useable. Currently no provisions for recycling of waste. Project put back to 22/23.	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	No	Project agreed with Council earlier in the year. Project put back to 22/23	LOW
Old Town Hall	Works highlighted in condition survey.	£20,000.00	£5,000.00	Possibly	Will look at various funding options.	LOW
Seafront Sandpits	Install two sandpits along the seafront-part of Seafront Improvement Plan.	£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
Various sites	Plant 1,000 whip trees	£2,000.00	£0.00	No	Costs covered by Tree Wardens EMR. Need to identify site.	LOW



Seaford Town Council

Report No:	46/21
Agenda Item No:	5
Committee:	Community Services
Date:	14th July 2021
Title:	Community Services 2020 – 2021 Year End Financial Report
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the 2020 – 2021 year end financial position for the Community Services Committee

Recommendations
The Community Services Committee is recommended:
1. To note the contents of the report.

1. Summary

- 1.1 The Covid-19 pandemic over the last financial year (2020 - 2021) had a huge impact on the Community Services budget.
- 1.2 The amount of income received was lower than expected mainly due to no income being received from events, concessions and rental beach huts.
- 1.3 However, savings were made by putting projects on hold, furloughing staff and only carrying out the most essential maintenance works.
- 1.4 The Community Services Committee set a budget to spend £338,559 more than it would receive in income. Due to the events mentioned above, the Committee actually received £142,930 more than they spent. This was a significant saving of £481,489 and was the biggest contributor to the good financial position that the Town Council was in at the year end, 31st March 2021.

2. Information

- 2.1** Attached as Appendix 1 is the income and expenditure report for this Committee showing the final year end (2020 - 2021) figures. Significant variances are reported on below.

105 Salts Recreation Ground

1066-Concession Income was very low due to a new trader pulling out of the contract at the café. Officers managed to organise a new trader but they only managed to work for part of the year due to restrictions.

1073-Sports Pitch income was also a lot lower than budgeted for due to games not taking place.

Officers managed to make savings on 4621-Grounds Maintenance Non-Contract, but there was an overspend on 4275-Building Maintenance mainly due the boiler having to be replaced at the café, £4,150 of this overspend was met from the Capital Receipts Earmarked Reserve (EMR) and £2,840 was met from an insurance claim for the Rugby Club skylight

106 Crouch Recreation Ground

As with The Salts, 1073-Sports Pitch income was lower than budgeted.

107 Martello Fields

1050-Income Rent was low due to a lack of bookings; however savings were made on 4621-Grounds Maintenance Non-Contract.

115 Martello Tower

4275-Building Maintenance expenditure very low as surveying works budgeted for were not carried out.

116 Seaford Head Estate

Even with the lockdown and restrictions, there was still a fair amount of filming and photography bookings which meant the 1011-Income Filming budget finished at nearly £37,000 more than expected.

117 Seafont

1066-Income Concession was low due to the pandemic.

1078-Income Entertainment Area shows a £5,600 income, this relates to memorial plaques around the Martello Tower seating. These have been very popular now The Shoal bench plaques have sold out. The net income over expenditure has been transferred to an EMR.

118 Beach Huts

Overall income was low mainly due to not having the rental huts available. However, some savings were made on 4258-Seasonal Beach Hut Revenue Expenditure as there were no install and dismantle costs.

There was an overspend (£2,842) on 4275-Building Maintenance due to works following vandalism and break ins to the Martello beach huts, but £2,030 was met from EMR.

121 Seaford in Bloom

Savings were made by reducing the specification of the summer planting and not having any winter planting.

135 Community Services Other

As Armed Forces Day and Seaford Christmas Magic were cancelled, there was not any income or expenditure for either apart from a spend of £903 to 4281-Christmas Event Expenses, which was for the shop window star trail. This cost was covered by a grant shown in 103-Income Grants.

225 Projects Pool

This cost centre was the most affected by the Covid-19 pandemic and the Town Council's decision to put all projects on hold.

1014-CIL (£17,747) and S106 Receipts were more than expected mainly due to successful CIL grant applications.

1016-Beach Hut Sales income (£274,083) also much higher than budgeted due to the selling all but one of the remaining Bönningstedt beach huts.

Expenditure on this cost centre was mainly met by EMRs.

3. Earmarked Reserves

- 3.1** Attached as Appendix 2 is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building

maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this Committee's use.

- 3.2** At the year end, unspent balances on the following budgets (see table below) were transferred to EMR. It is anticipated that these EMRs will be built up year on year from current year underspends. If contingency sums are available in EMRs to meet potential liabilities then the Town Council can reduce budgets accordingly and keep increases in future precepts to a minimum.



EMR Code	Reserve Detail	Sum Transferred	Notes
321	Building Maintenance	£13,165	Contingency to meet unexpected liability on all buildings.
326	Grounds Maintenance	£17,240	Contingency to meet unexpected liability on all grounds and open spaces.
340	Vehicles & Equipment	£12,622	Contingency to meet unexpected liability for vehicles and equipment. Reserve built up to fund replacements.
345	Memorial Bench Maintenance	£2,032	Contingency to meet maintenance needs of memorial benches.
362	Seafront Projects	£4,835	Sum earmarked from profits made on sale of memorials at the Martello Entertainment's Area.
	Total EMR Transfers	£49,894	

4. Financial Appraisal

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

5. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>							
<u>105 Salts Recreation Ground</u>							
1050 Income Rent	1,849	2,152	303			85.9%	
1051 Income Insurance Recharge	1,436	1,436	0			100.0%	
1055 Income Memorial Bench	1,300	1,500	200			86.7%	
1058 Income Water Recharge	4,036	4,579	543			88.1%	
1066 Income Concession	6,125	18,825	12,700			32.5%	
1073 Sports Pitch Hire & Green Fees	1,878	3,636	1,758			51.7%	
1076 Income Insurance Claim	2,840	0	(2,840)			0.0%	
Salts Recreation Ground :- Income	19,465	32,128	12,663			60.6%	0
4018 Water Refill Maint	207	0	(207)		(207)	0.0%	
4052 Water & Sewerage	5,965	8,000	2,035		2,035	74.6%	
4055 Electricity	284	284	(0)		(0)	100.1%	
4056 Gas	87	0	(87)		(87)	0.0%	
4100 Telecommunications	230	200	(30)		(30)	115.0%	
4115 Insurance	3,582	3,411	(171)		(171)	105.0%	
4155 Professional Fees	853	0	(853)		(853)	0.0%	
4250 Memorial Bench	722	1,000	278		278	72.2%	
4251 Dog Bin Emptying	1,875	1,922	47		47	97.5%	
4252 Additional Litter Pick	0	723	723		723	0.0%	
4260 Grounds Maintenance Contract	69,975	71,750	1,775		1,775	97.5%	
4261 Grounds Maint non contract	3,183	6,000	2,817		2,817	53.1%	
4275 Building Maintenance	12,473	4,000	(8,473)		(8,473)	311.8%	4,150
Salts Recreation Ground :- Indirect Expenditure	99,437	97,290	(2,147)	0	(2,147)	102.2%	4,150
Net Income over Expenditure	(79,972)	(65,162)	14,810				
6000 plus Transfer from EMR	4,150						
Movement to/(from) Gen Reserve	(75,822)						
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	1,625	1,625	0			100.0%	
1051 Income Insurance Recharge	617	628	11			98.2%	
1055 Income Memorial Bench	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	2,000	1,500	(500)			133.3%	
1073 Sports Pitch Hire & Green Fees	5,081	10,000	4,919			50.8%	
1076 Income Insurance Claim	1,170	0	(1,170)			0.0%	
Crouch Recreation Ground :- Income	11,778	13,753	1,975			85.6%	0

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	4,230	6,700	2,470		2,470	63.1%	
4115 Insurance	854	843	(11)		(11)	101.3%	
4155 Professional Fees	1,256	0	(1,256)		(1,256)	0.0%	
4250 Memorial Bench	639	0	(639)		(639)	0.0%	
4251 Dog Bin Emptying	1,339	1,372	33		33	97.6%	
4260 Grounds Maintenance Contract	43,086	44,029	943		943	97.9%	
4261 Grounds Maint non contract	4,817	4,120	(697)		(697)	116.9%	
4275 Building Maintenance	1,270	1,000	(270)		(270)	127.0%	
Crouch Recreation Ground :- Indirect Expenditure	57,491	58,064	573	0	573	99.0%	0
Net Income over Expenditure	(45,713)	(44,311)	1,402				
<u>107 Martello Fields</u>							
1050 Income Rent	3,170	7,500	4,330			42.3%	
Martello Fields :- Income	3,170	7,500	4,330			42.3%	0
4115 Insurance	7	0	(7)		(7)	0.0%	
4251 Dog Bin Emptying	1,071	1,098	27		27	97.6%	
4260 Grounds Maintenance Contract	15,741	16,148	407		407	97.5%	
4261 Grounds Maint non contract	653	4,244	3,591		3,591	15.4%	
Martello Fields :- Indirect Expenditure	17,472	21,490	4,018	0	4,018	81.3%	0
Net Income over Expenditure	(14,302)	(13,990)	312				
<u>108 Other Open Spaces</u>							
1050 Income Rent	90	90	0			100.0%	
1066 Income Concession	300	0	(300)			0.0%	
1072 Income Trees for Seaford	1,819	0	(1,819)			0.0%	1,819
Other Open Spaces :- Income	2,209	90	(2,119)			2454.1%	1,819
4052 Water & Sewerage	136	331	195		195	41.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	2,143	2,197	54		54	97.5%	
4260 Grounds Maintenance Contract	30,105	30,887	782		782	97.5%	
4261 Grounds Maint non contract	1,515	7,000	5,485		5,485	21.6%	
4262 Trees for Seaford	3,701	0	(3,701)		(3,701)	0.0%	3,701
Other Open Spaces :- Indirect Expenditure	37,599	40,475	2,876	0	2,876	92.9%	3,701
Net Income over Expenditure	(35,390)	(40,385)	(4,995)				
6000 plus Transfer from EMR	3,701						
6001 less Transfer to EMR	1,819						
Movement to/(from) Gen Reserve	(33,508)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>113</u> <u>Crypt</u>							
1051 Income Insurance Recharge	369	366	(3)			100.9%	
Crypt :- Income	<u>369</u>	<u>366</u>	<u>(3)</u>			<u>100.9%</u>	<u>0</u>
4115 Insurance	369	366	(3)		(3)	100.9%	
4275 Building Maintenance	486	500	14		14	97.1%	
Crypt :- Indirect Expenditure	<u>855</u>	<u>866</u>	<u>11</u>	<u>0</u>	<u>11</u>	<u>98.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(486)</u>	<u>(500)</u>	<u>(14)</u>				
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	585	1,030	445		445	56.8%	
South Street :- Indirect Expenditure	<u>585</u>	<u>1,030</u>	<u>445</u>	<u>0</u>	<u>445</u>	<u>56.8%</u>	<u>0</u>
Net Expenditure	<u>(585)</u>	<u>(1,030)</u>	<u>(445)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	1,695	1,695	(0)		(0)	100.0%	
4275 Building Maintenance	525	8,000	7,475		7,475	6.6%	
Martello Tower :- Indirect Expenditure	<u>2,220</u>	<u>9,695</u>	<u>7,475</u>	<u>0</u>	<u>7,475</u>	<u>22.9%</u>	<u>0</u>
Net Expenditure	<u>(2,220)</u>	<u>(9,695)</u>	<u>(7,475)</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	51,992	15,000	(36,992)			346.6%	
1019 Rechargeable Income	125	0	(125)			0.0%	
1050 Income Rent	10,155	10,000	(155)			101.5%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	0	100	100			0.0%	
1055 Income Memorial Bench	3,335	2,000	(1,335)			166.8%	
1066 Income Concession	1,200	1,800	600			66.7%	
1200 Income Nature Reserve	608	750	142			81.1%	
Seaford Head Estate :- Income	<u>70,665</u>	<u>32,900</u>	<u>(37,765)</u>			<u>214.8%</u>	<u>0</u>
4019 Rechargeable Expenditure	125	0	(125)		(125)	0.0%	
4110 Advertising & Publicity	0	2,884	2,884		2,884	0.0%	
4115 Insurance	851	851	0		0	100.0%	
4199 Other Expenditure	0	1,300	1,300		1,300	0.0%	
4250 Memorial Bench	2,071	2,000	(71)		(71)	103.5%	
4251 Dog Bin Emptying	1,071	1,098	27		27	97.6%	
4260 Grounds Maintenance Contract	1,858	1,901	43		43	97.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	3,373	3,090	(283)		(283)	109.2%	
4275 Building Maintenance	429	4,000	3,571		3,571	10.7%	
4500 Nature Reserve Expenses	15,577	14,500	(1,077)		(1,077)	107.4%	
4501 Filming Expenses	10,398	3,000	(7,398)		(7,398)	346.6%	
Seaford Head Estate :- Indirect Expenditure	35,754	34,624	(1,130)	0	(1,130)	103.3%	0
Net Income over Expenditure	34,911	(1,724)	(36,635)				
<u>117 Seaford</u>							
1011 Income Filming	1,890	0	(1,890)			0.0%	
1019 Rechargeable Income	221	0	(221)			0.0%	
1055 Income Memorial Bench	690	0	(690)			0.0%	
1057 Income Electricity Recharge	2,629	4,310	1,681			61.0%	
1058 Income Water Recharge	146	99	(47)			147.1%	
1066 Income Concession	28,133	48,175	20,042			58.4%	
1078 Income Entertainment Area	5,600	0	(5,600)			0.0%	
1084 Income Promenade	0	300	300			0.0%	
Seaford :- Income	39,309	52,884	13,575			74.3%	0
4018 Water Refill Maint	45	0	(45)		(45)	0.0%	
4019 Rechargeable Expenditure	221	0	(221)		(221)	0.0%	
4052 Water & Sewerage	79	500	421		421	15.8%	
4055 Electricity	2,629	4,310	1,681		1,681	61.0%	
4115 Insurance	925	875	(50)		(50)	105.8%	
4154 Land Registry Fees	3	0	(3)		(3)	0.0%	
4250 Memorial Bench	568	0	(568)		(568)	0.0%	
4253 Shelters	2,052	2,000	(52)		(52)	102.6%	
4254 Martello Entertainments Area	765	0	(765)		(765)	0.0%	
4261 Grounds Maint non contract	4,453	6,000	1,547		1,547	74.2%	
4270 Vehicles & Equipment Maint	22	100	78		78	21.6%	
4275 Building Maintenance	3,074	3,000	(74)		(74)	102.5%	
4501 Filming Expenses	378	0	(378)		(378)	0.0%	
Seaford :- Indirect Expenditure	15,213	16,785	1,572	0	1,572	90.6%	0
Net Income over Expenditure	24,096	36,099	12,003				
<u>118 Beach Huts</u>							
1019 Rechargeable Income	3,335	0	(3,335)			0.0%	
1054 Income Other	539	0	(539)			0.0%	
1057 Income Electricity Recharge	110	0	(110)			0.0%	
1060 Beach Huts Site Licence	23,301	22,690	(611)			102.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1061 Beach Hut Annual Rent	11,971	23,636	11,665			50.6%	
1066 Income Concession	2,950	6,000	3,050			49.2%	
1094 Income Seasonal Beach Huts	0	15,000	15,000			0.0%	
Beach Huts :- Income	42,207	67,326	25,119			62.7%	0
4019 Rechargeable Expenditure	3,210	0	(3,210)		(3,210)	0.0%	
4021 Electricity Top Up Cards	40	0	(40)		(40)	0.0%	
4051 Rates	4,151	3,659	(492)		(492)	113.4%	
4055 Electricity	129	0	(129)		(129)	0.0%	
4110 Advertising & Publicity	0	2,000	2,000		2,000	0.0%	
4115 Insurance	1,179	1,617	438		438	72.9%	
4258 Seasonal Beach Hut Revenue Exp	2,699	10,000	7,301		7,301	27.0%	
4275 Building Maintenance	3,903	1,061	(2,842)		(2,842)	367.9%	2,030
Beach Huts :- Indirect Expenditure	15,311	18,337	3,026	0	3,026	83.5%	2,030
Net Income over Expenditure	26,896	48,989	22,093				
6000 plus Transfer from EMR	2,030						
Movement to/(from) Gen Reserve	28,926						
<u>119 Old Town Hall</u>							
1050 Income Rent	1,275	1,275	0			100.0%	
1051 Income Insurance Recharge	191	191	0			100.0%	
Old Town Hall :- Income	1,466	1,466	0			100.0%	0
4115 Insurance	191	191	0		0	100.0%	
4275 Building Maintenance	990	3,000	2,010		2,010	33.0%	
Old Town Hall :- Indirect Expenditure	1,181	3,191	2,010	0	2,010	37.0%	0
Net Income over Expenditure	285	(1,725)	(2,010)				
<u>121 Seaford in Bloom</u>							
1054 Income Other	417	417	0			99.9%	
Seaford in Bloom :- Income	417	417	0			99.9%	0
4402 Seaford in Bloom	7,226	9,396	2,170		2,170	76.9%	
Seaford in Bloom :- Indirect Expenditure	7,226	9,396	2,170	0	2,170	76.9%	0
Net Income over Expenditure	(6,810)	(8,979)	(2,169)				
<u>125 Allotments</u>							
1050 Income Rent	1,012	1,016	4			99.6%	
Allotments :- Income	1,012	1,016	4			99.6%	0

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,012	516	(496)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	7,248	10,000	2,752		2,752	72.5%	
Other Recreation :- Indirect Expenditure	7,248	10,000	2,752	0	2,752	72.5%	0
Net Expenditure	(7,248)	(10,000)	(2,752)				
<u>134 CCTV</u>							
4055 Electricity	2,442	2,554	112		112	95.6%	
4115 Insurance	386	350	(36)		(36)	110.2%	
4276 CCTV	8,165	9,000	835		835	90.7%	
CCTV :- Indirect Expenditure	10,993	11,904	911	0	911	92.3%	0
Net Expenditure	(10,993)	(11,904)	(911)				
<u>135 Community Service Other</u>							
1053 Income Grants	903	0	(903)			0.0%	
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	7,000	7,000			0.0%	
Community Service Other :- Income	903	9,000	8,097			10.0%	0
4115 Insurance	59	54	(5)		(5)	109.9%	
4195 Events Expenditure	194	3,090	2,896		2,896	6.3%	
4273 Christmas Lights	9,887	15,000	5,113		5,113	65.9%	
4281 Christmas Event Expenses	903	10,300	9,397		9,397	8.8%	
4282 Armed Forces Day Expenditure	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	11,044	30,444	19,400	0	19,400	36.3%	0
Net Income over Expenditure	(10,141)	(21,444)	(11,303)				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	17,747	9,500	(8,247)			186.8%	17,747
1016 Beach Hut Sales	274,083	167,000	(107,083)			164.1%	274,083
1053 Income Grants	0	320,000	320,000			0.0%	
Projects Pool :- Income	291,830	496,500	204,670			58.8%	291,830
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4257 Seafront Improvement Plan	7,337	88,000	80,663		80,663	8.3%	7,337
4274 Projects Expenditure	10,000	39,500	29,500		29,500	25.3%	10,000
4301 Public Works Loan Payment	0	5,000	5,000		5,000	0.0%	
4420 Bonn BH Capital Expenditure	4,733	167,000	162,268		162,268	2.8%	4,733
4421 Martello Toilets Capital Costs	0	320,000	320,000		320,000	0.0%	
4422 Skate Park in Salts	(190)	5,284	5,474		5,474	(3.6%)	
4423 Salts Development Plan	0	35,000	35,000		35,000	0.0%	
4424 South Hill Barn Development	0	25,000	25,000		25,000	0.0%	
Projects Pool :- Indirect Expenditure	21,880	685,784	663,904	0	663,904	3.2%	22,070
Net Income over Expenditure	269,950	(189,284)	(459,234)				
6000 plus Transfer from EMR	22,070						
6001 less Transfer to EMR	291,830						
Movement to/(from) Gen Reserve	190						
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	360	1,030	670		670	35.0%	
4451 Twitten Naming	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	360	4,030	3,670	0	3,670	8.9%	0
Net Expenditure	(360)	(4,030)	(3,670)				
Community Services :- Income	484,799	715,346	230,547			67.8%	
Expenditure	341,869	1,053,905	712,036	0	712,036	32.4%	
Net Income over Expenditure	142,930	(338,559)	(481,489)				
plus Transfer from EMR	31,951						
less Transfer to EMR	293,649						
Movement to/(from) Gen Reserve	(118,769)						
Grand Totals:- Income	484,799	715,346	230,547			67.8%	
Expenditure	341,869	1,053,905	712,036	0	712,036	32.4%	
Net Income over Expenditure	142,930	(338,559)	(481,489)				
plus Transfer from EMR	31,951						
less Transfer to EMR	293,649						
Movement to/(from) Gen Reserve	(118,769)						

A/C Code	Reserve Details	Opening Balance 01/04/2020	Income/ Transfers from Other Reserves	Transfers to Other Reserves	Used To Fund Expenditure	Closing Balance 31/03/2021	Committed	Balance	Notes
321	Building Maintenance	£0.00	£13,165.00			£13,165.00		£13,165.00	Contingency to meet unexpected liability on all buildings
323	Crypt Professional Fees	£1,075.00				£1,075.00		£1,075.00	Expenditure to be used for Building Works at the Crypt.
326	Grounds Maintenance	£0.00	£17,240.00			£17,240.00		£17,240.00	Contingency to meet unexpected liability on all grounds and open spaces
329	The Salts Landscaping	£844.55				£844.55		£844.55	Pitch repairs may be required due to wet weather over winter.
334	Seaford Head Nature Reserve	£538.57		£538.57		£0.00		£0.00	Council-20/08/20 to transfer back to General Reserve
340	Vehicles & Equipment	£0.00	£12,622.00			£12,622.00		£12,622.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements
342	Tree Planting *	£12,627.65	£1,818.66		£3,700.94	£10,745.37		£10,745.37	Income received from Resident Donations. Restricted to spend only on Trees
345	Memorial Bench Maintenance	£0.00	£2,032.00			£2,032.00		£2,032.00	Contingency to meet maintenance needs of Memorial Benches
355	The Seaford App.	£1,206.00		£1,206.00		£0.00		£0.00	Council-20/08/20 to transfer back to General Reserve
358	Community Projects	£1,487.67			£17.92	£1,469.75		£1,469.75	Income received from donations for Beach Access Platform to be used for maintenance & repairs.
361	CIL Receipts *	£12,653.34	£17,747.07		£17,319.50	£13,080.91	£13,080.91	£0.00	Income received from CIL monies - Restricted use 2021/22 up to £20,000 for tennis courts- include 2020/21 CIL receipts
362	Seafront Projects	£0.00	£4,835.00			£4,835.00		£4,835.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area
363	Capital Receipts *	£7,132.68	£274,083.33		£119,317.24	£161,898.77	£72,000.00	£89,898.77	Can only be used for Capital Expenditure. 20/8/20 FC- balances on the Capital Receipts Reserve is used to fund any capital expenditure in the year. £40,000 committed for new pump house. 2021/22 £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts £22,000 for martello toilets
366	Seafront Development Plan	£60,912.08			£2,030.00	£58,882.08		£58,882.08	For expenditure on SDP
	TOTAL EMR	£98,477.54	£343,543.06	£1,744.57	£142,385.60	£297,890.43	£85,080.91	£212,809.52	



Seaford Town Council

Report No:	50/21
Agenda Item No:	6
Committee:	Community Services
Date:	14th July 2021
Title:	Martello Toilet and Café Update
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on progress and actions relating to the Martello Toilet and Café project

Recommendations
The Community Services Committee is recommended:
1. To note the contents of the report.

1. Information

- 1.1 Following an advert for a new architect to take on the project, the Town Council were approach by 11 companies.
- 1.2 Through interviews with the Projects & Facilities (P&F) Manager and in consultation with the Town Clerk, the Chair of Community Services and town councillor Jim Lord (utilising his professional expertise and previous experience with building projects of this nature), ABIR Architects will take on the project. They are an excellent company and have carried out many other projects in coastal locations such as the Volts Electric Railway Station at Brighton, Beach Huts (The Seagull and The Windbreak) for people with disabilities in Bournemouth and The Beachside House, which is a four-bedroom family home on the beach at Shoreham.
- 1.3 The Town Clerk and P&F Manager have had an initial meeting with Giles Ings from ABIR and have put together a timeline to take the project up to the submission of a planning application and the first stage of the National Community Lottery Fund (NCLF) grant application. This is as follows:

Date	Task
06/07/21	Initial meeting with Town Clerk, P&F Manager and ABIR
By 13/07/21	Supply outline project brief to ABIR
19/07/21	ABIR and STC site meeting
27/07/21	Client design team meeting
25/08/21	ABIR to present drawings at the Full Council meeting for comments and feedback
By 01/09/21	Review drawings taking into account feedback from Councillors
03/09/21	Submit planning application
03/09/21	Submit stage 1 grant application



- 1.4** With regard to the building design, as part of the outline project brief to ABIR, officers will be discussing making best use of space within the existing footprint, which may mean proposing only one concession as opposed to two. The reason for this being that nearly all the architects consulted felt the seated area was too cramped.
- 1.5** Other design features to be looked into will be sustainable features such as passive ventilation, air source heat pumps that can recycle warm air, and increased insulation which will lessen the need for heating in the winter and cooling in the summer.
- 1.6** Officers will also look into materials used for the build using local, recycled and sustainable materials where possible.
- 1.7** To confirm, a full report will be presented to Full Council at its August meeting alongside the revised drawings and setting out details of the next steps of the process.

2. Financial Appraisal

- 2.1** Architect fees to take the project up to issuing tenders will be approximately £8,800.
- 2.2** These professional fees will be covered from EMR 366 – Seafront Improvement Plan (currently holding £58,882).

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	



Seaford Town Council

Report No:	49/21
Agenda Item No:	7
Committee:	Community Services
Date:	14th July 2021
Title:	Street Market Proposal – Church Street
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on a proposal from a local resident to hold a fortnightly or monthly street market in Seaford.

Recommendations
The Community Services Committee is recommended:
<p>1. To approve the trial of a street market in Seaford for up to three months subject to overall approval and support from adjacent businesses and residents.</p> <p>2. To delegate power to Officers and the Town Clerk in consultation with the Chair of Community Services to grant a yearly licence, subject to a successful trial period.</p>

1. Information

- 1.1 Officers have been approached by Miranda Bearns-Lowles with regards to holding a street market in Church Street, Seaford, either monthly or fortnightly.
- 1.2 The location would be from Church Street just outside of the council offices toward the Crypt Gallery, to cause the least disruption and inconvenience to local businesses and traffic passing through the town.
- 1.3 If approved the street market would consist of approximately 15 local food, craft and artisan stall holders.



- 1.4 Each stall would apply to attend by email to Mrs Bearn-Lowles, sending a description of what they make, sell etc. Each stall should sell different produce and should not affect the sales of businesses within the town or seafront traders. Traders will be selected by appropriate stalls and a waiting list can be created if many applications are received.
- 1.5 If the Committee agree to provisionally support the market, Mrs Bearn-Lowles will contact adjacent residents and businesses and ask for their views on the market.
- 1.6 Information gathered will be shared with officers, the Town Clerk and the Chair of Community Services. If there is an overall support residents and businesses a licence will be granted for a trial period of up to three months.
- 1.7 Throughout the trial period, officers will monitor the market through spot checks, feedback received and keeping in contact with Mrs Bearn-Lowles.
- 1.8 A further year long licence will be offered if the trial period proves successful and is well received by the public, local residents and businesses.
- 1.9 Officers have reviewed documentation from the previous street market in 2017. This was located in Sutton Road and was poorly received by both nearby businesses and residents. The main issues seem to have been lack of consultation as well as disruption to what is a very busy road. It is hoped to avoid a repeat of this by following the measures laid out in this report.
- 1.10 Please see Appendix A for more information on the market proposal being presented.

2. Financial Appraisal

- 2.1 The street market would trade under Seaford Town Council's delegation agreement from Lewes District Council for the management of regulated street trading in designated streets within Seaford, for special events/markets, whereby the Town Council can consider a single application and issue a single consent, which covers all traders. The consent holder will then be responsible for ensuring that conditions are met by all traders.
- 2.2 This would be invoiced as Market Operators, with an annual fee of £430, plus application fee of £25, totalling £455 per year, income to the Town Council.

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Report 49-21 Appendix A

Proposition for a market to be held in Church Street Seaford, East Sussex.

Hello my name is Miranda, i have a small business called M B H Tye Dye and I've attended many events in Seaford selling Tye Dye, I was trader at East Dean village market for five years and now I am the manager of East Dean Village market. I moved to Seaford with my parents when i was 13 and have been a resident here for 34 years, I married into the family of the highly regarded golf pros and i have brought up three children.

I would like to open and run a monthly or fortnightly food, craft and artisan market in Seaford. I have studied maps of the town centre to check which road would be the easiest to use causing the least inconvenience to businesses, residents and traffic flow.

I believe church street from just outside the council offices down toward the crypt gallery would fit this criteria. The Market would be able to work along with the crypt to promote and support each other especially with special events.

I would in visage the markets operating hours to be 10-3pm with all market vehicles off site from 9.30, this would then become a safe pedestrianised area. The vehicles would be parked either in the carpark or along the prom.

I would be on site from 7am to erect road closure signs and direct site traffic.

I would communicate with any residents with plenty of notice asking for them not to park their vehicles on the street or to have them removed by 7am, I am happy to place signs on posts too.

The road beside the post office and council offices will still be a through road, meaning any weddings, funerals, church events, post office traffic and car park traffic still has full access to drive in and out.

I am going to speak to the shop, cafe and business owners along church street to take on their concerns and answer any questions, my intention is to enhance Seaford shopping and visiting experience, to benefit our local shops and cafes not to create stress or create issues or difficulties in their working or living day.

I will be inviting a variety of stalls approximately 15 depending on current spacing guidelines plus each stall needs to have enough space for their customers to look, try and buy.

Artisan goods, baked goods, clothing, hand crafted jewellery, homemade soaps, plants, wooden garden planters and decor to name a few.

Each stall would apply to attend by email, sending a description of what they make, sell etc, each stall would pay a non-refundable deposit of 50% 2 weeks before the market and then pay the remainder on the day. Each stall should sell different produce and should not affect the sales of business within the town or seaford traders. Traders will be selected by appropriate stalls and a waiting list can be created if we receive many applications. The same traders would attend until they no longer require their stall or they're asked to leave.

Trade will not go ahead in terrible weather conditions, wind above 20mph with gusts, torrential rain etc.

The safety of stall holders, customers, cars and properties must come first. We will trade with fair and reasonable weather.

With media and advertising, a face book page specifically for the Seaford Town market will be created plus instagram and twitter, flyers and posters. Local papers and radio stations will also be asked to promote the Market, obviously positive word of mouth is always the best press and advertising within the local community. Flyer distribution at hotel, B&B's and at the craft and car boot sales plus other local events, shops and cafes.

The pavement will remain clear in front of the shops giving plenty of space and daylight for customers to look, browse and pop inside.

All rubbish will be taken home by each stall holder and their space must be left as clean and tidy as it was when they arrived. I will assess this at the end of each market and put any additional guidelines in place for the stall holders. Bin liners, dust pan and brushes will be available for them to use.

I do encourage the wearing of masks even though it is not a legal requirement to wear them outside; I would provide sanitising stations spaced out throughout the market for everyone to use and ask all the stall holders to have sanitiser on their stalls for their customers and themselves to use.

I would like to invite a local charity to each market enabling them to raise vital funds and promote themselves.

Each stall holder will provide their own gazebo, gazebo weights, tables, table clothes and Public Liability Insurance and be fully responsible for the up keep and self risk assess before each market. I would check these stalls before trading.

A full risk assessment will be written before commencement of the market and will be revised as an ongoing document and adapted when needed.

All stewards will wear high vis vests and be easily seen.

I would do my best to make the market Dementia and specific need friendly by keeping the layout easy to read and locations the same, easy to read labelling and signage, good access into and out of each stall area.

I took on the responsibility of East Dean Village Market on 25/3/2020, just as covid lock down began, we adjusted the stalls to food only, I worked alongside the hall trustees and their guidelines, plus the Parish council where very strict with their guidelines. I liaise with the hall manager, hall Trustees, Wealdon council, The parish council and the residents association to ensure the market runs and adheres to relevant guidelines and their requests.

At East Dean Village market, we usually open with inside and outside stalls plus a cafe, we have had to close the cafe temporarily but we use that space to create safe spacing for the stall holders and customers, using a one way system and we count all customers in and out insuring the head count including stall holders never goes above the stated amount, the hall has a QR code for track and track and all customers are asked to sanitise on entry and exit, plus each stall has sanitiser too.

We are currently open outside only and trade on the Wealdon carpark, the hall carpark and front of the hall plus the garden. On the 14th April we welcomed back some of our craft stalls to join the essentials and food stalls that had remained open though out the entire of lock down. We have

queue systems for the busiest stalls and limits of how many people can be in any one area at any one time. We have created in and out queue systems for the fruit and veg, fish meat and breads.

We received certificates of appreciation from the resident's association for supporting their community through such difficult times, we very much appreciated this.

On May 19th we aim if restrictions allow, to reopen the halls inside as well as the stalls outside and the cafe will reopen in July restrictions and guidelines permitting.

East Dean Village market ensures all stall holders hold their own PLI plus food standards and hygiene ratings, all food stalls have to show their allergen matrix and ingredients, plus all prices must be easily seen. I ask for copies of all certificates and hold all of these on email file or hard copies within a metal box.

I also hold market organiser PLI plus i have my own traders insurance too.

The market is part of the Kent Farmers Market Association and although we are not a farmers market we are allowed to join under the heading of craft market. I would apply for Seaford market to join too.

Thank you for taking the time to read this proposition.

Miranda Bearns-Lowles April 2021



Seaford Town Council

Report No:	47/21
Agenda Item No:	8
Committee:	Community Services
Date:	14th July 2021
Title:	Staycation 2021-Community Services Projects
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on progress and actions relating to projects highlighted in the 'Staycation' – Plans for Spring/Summer 2021 report 156/20 presented to Full Council on 18th March 2021

Recommendations
The Community Services Committee is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 Report 156/20 'Staycation' – Plans for Spring/Summer 2021 was presented at the Full Council meeting on 18th March 2021. The report noted that 2021 will almost certainly see an increase in visitors.
- 1.2 The report detailed plans to prepare for this as well as capitalising on the additional income this could bring in for both the Town Council and local traders.
- 1.3 This report will update members on the various projects that were delegated to the Community Services officers.

2. South Hill Barn Car Park

- 2.1 Due to many people no longer using cash, officers were asked to look at an electronic donation app for voluntary parking fee donations at South Hill Barn car park to complement the existing cash donation box.

- 2.2 Officers have progressed this project and a report will be presented to the Finance & General Purposes Committee meeting on 21st July 2021 regarding

3. Additional Concessions

- 3.1 Officers are very conscious of striking the right balance between increased concession income and maintaining the look and feel of the seafront while also not impacting other businesses negatively.
- 3.2 With this in mind, two additional concessions have been added along the promenade at Bönningstedt this summer.
- 3.3 These will be an outdoor sauna 'Hot on the Beach', which will hopefully open towards the end of summer, and a drinks and snacks kiosk.

4. Martello Fields Parking

- 4.1 This enabled the east Martello field to be used for parking during busy periods on the seafront. This is to be in partnership with local charities, where they manage the fields on particular days and reap the financial benefits from this.
- 4.2 Officers have received six emails of interest following a press release and through directly contacting local groups regarding the parking scheme.
- 4.3 Officers followed up on all six enquiries. One charity, The Youth Counselling Project, has completed the booking process and is currently discussing dates of hire.
- 4.4 The other five charities have been contacted for feedback and they have advised that they did not have enough volunteers or would still be closed.

5. Entertainment at The Salts


- 5.1 Officers are in discussions with an inflatable company with regards to use of some land near the basketball courts to erect some inflatables during the summer holiday months at the weekends.
- 5.2 Officers are also in discussions with a skate company to erect a gazebo over the summer holiday weekends, where they could sell goods such as skateboards, longboards, scooters, parts for all, VW pop up camper tents, body boards, kites, sunglasses, T-shirt's, bags and stickers. They may also look to run competitions and offer coaching.

6. Financial Appraisal

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

7. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	