



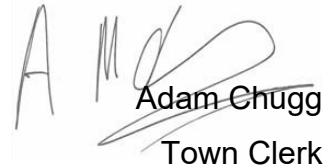
Seaford Town Council

Seaford Town Council Community Services Agenda – 2nd March 2023

To the Members of the Community Services Committee

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

A meeting of the **Community Services Committee** will be held in the **Council Offices, 37 Church Street, Seaford, BN25 1HG** on **Thursday 2nd March 2023** at **7.00pm**, which you are summoned to attend.


Adam Chugg
Town Clerk

24th February 2023

- **Public attendance at this meeting will be limited by the size of the venue, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation.**

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.

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

To consider report 181/22 informing the Committee on progress and actions relating to Seaford Town Council's assets and services (pages 5 to 10).

5. [Community Services Income & Expenditure up to 31st January 2023](#)

To consider report 180/22 providing the Community Services Committee with an update on The Salts Tennis Courts (pages 11 to 23).

6. [Climate Change Sub-Committee Update Report March-23](#)

To consider report 182/22 updating the Community Services Committee following the recent meeting of its Climate Change Sub-Committee (pages 24 to 27).

7. [Skipper Water Sports – Annual Paddle Board Race](#)

To consider report 183/23 presenting the Committee with a proposal from Skipper Water Sports seafront concession to organise and hold a paddle board race (pages 28 to 31).

8. [Seafront Sauna Concession Proposal](#)

To consider report 184/23 seeking the Committee to consider approving allowing a sauna concession on the seafront and making any comments on a proposal received (pages 32 to 41).

9. [‘Superbin’ – Volunteer’s Toolbox Proposal](#)

To consider report 185/23 providing the Community Services Committee with an update on The Salts Tennis Courts (pages 42 to 47).

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

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. Attending the meeting in person.

The Town Council asks that you contact meetings@seafordtowncouncil.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.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm for a 7.00pm start.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

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

2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want 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. 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.
7. 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.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	181/22
Agenda Item No:	4
Committee:	Community Services
Date:	2nd March 2023
Title:	Projects & Facilities Management Update Report
By:	Adam Chugg, Town Clerk
Purpose of Report:	To inform the Committee on progress and actions relating to Seaford Town Council's assets and services

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

1. Projects and Facilities Information

1.1 The Salts Recreation Ground

Tennis Courts Update

Use of the floodlights have been promoted and a 'half-term half-price' campaign was advertised during the February half-term break; further marketing campaigns will be arranged in advance for future school holidays.

The coaching and operation of the courts tenders went out on 24th January, with the deadline date of Friday 3rd March.

The Lawn Tennis Association (LTA) has agreed to a moratorium of the loan repayment for one year, so that the next payment of the loan to the LTA will be due on or around 15th April 2024.

Changes to floodlight and annual pass charges are being looked into.

A full report including finances will be presented at the next Community Services Committee meeting.

Phase 2 CCTV

This project has been completed, bar a few snagging items.

Playground Path Resurfacing

This project received Community Infrastructure Levy (CIL) grant funding of £11,196 from Lewes District Council. Works will start in May 2023.

Further works to resurface the play areas with a soft mulch surface are planned over the next two years.

1.2 The Crouch

Seaford Town Football Club

Seaford Town Football Club is continuing with a trial year to maintain the main football pitch. If the Club wishes to make this a more permanent arrangement, a report would be brought to a future Community Services meeting for consideration later this year.

1.3 The Crypt

Officers have been working on the new lease with Sussex Contemporary Illustrators & Printmakers (SCIP). It is hoped to have the final draft completed soon which will then be presented to Full Council for approval prior to being finalised with the Town Council's solicitors.

In the meantime, SCIP have taken on the running of the Crypt on a rolling licence. This way they have been able to honour bookings made by the previous tenants and encourage new business.

1.4 Seafront

Seasonal Beach Huts

The huts will be installed between April and October in line with planning conditions. Bookings went live earlier in the year and have been very strong.

Bönningstedt Wall

Building of the remodelled wall will happen soon once the shingle recycling works have been completed.

Bin Replacement

This project is now well under way. Many of the new or refurbished blue bins have been installed.

1.5 Seaford Head

South Hill Barn

Essential structural works have been carried out over the winter in time for spring bookings. The flat roof on the small barn is in a very poor state of repair and leaking in several places, this is likely to need replacing in the next couple of years.

1.6 Martello Tower

A Quinquennial Survey was carried out in February 2022, with the final survey submitted to officers recently.

Officers have been reviewing the survey and identifying next steps to be taken.

The building is a Scheduled Monument, which will mean many works undertaken would require formal consent from Historic England and sign off from Lewes District Council.

Officers have been, and will continue to be, in regular communication with Seaford Museum & Heritage Society.

1.7 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.

1.8 External Grants

Current grant applications:

Purpose	Grant Organisation	Amount	Status
Martello Fence Replacement	CIL	£12,165	Successful
Salts CCTV	JAG	£1,840	Successful
Salts Playground	CIL	£11,196	Successful
New Defibrillator outside Police Station	Police Property Act Fund	£1,435	Successful
Christmas Magic Lanterns	Chalk Hill Trust	£3,000	Unsuccessful
Salts Playground Resurfacing	Veolia	£15,000	Unsuccessful

1.9 Filming and Photography

The Town Council's Filming and Liaison Officer is continuing to work on a review of the Town Council's Filming Policy. They are working with Sussex Wildlife Trust officers and ecologists to create a policy which will enable

filming to take place whilst protecting the wildlife and the Site of Special Scientific Interest (SSSI) itself. The policy will be shared with Natural England for comment. The redrafted policy will be presented at the Community Services Committee meeting later this year.

Filming usually quietens down in the winter however, there has still been a steady stream of small shoots.

1.10 Concessions

Officers are currently working on 2023 concessions tender renewals and licences, ready for the season to start in April 2023.

1.11 Events

Christmas Magic – 3rd December 2022

Christmas Magic was held on Saturday 3rd December 2022. There were road closures for part of Broad Street and High Street, where stalls, food trailers, an entertainment stage and three smaller children funfair rides were placed.

Other activities included lantern making within the Mercread Youth Centre, Kids Zone in Life Church and unplugged music and children craft at St. Leonards Church. Seahaven FM broadcast live throughout the event.

The ever popular Children's Lantern Parade took place from Upper High Street through Broad Street to a small podium platform stage where Archway Choir were singing Christmas Carols. The Mayor of Seaford switched on the Christmas lights with the Rotary's Father Christmas. This was Seaford Christmas Magic's first full year back in the town centre following Covid-19 restrictions for events. Residents and shop owners enjoyed the return of the market stalls, having the entertainment amongst them and bringing back the Christmas festival buzz to the event along with visitor footfall.

The events team used a new marquee supplier for the event, which worked well. Officers would like to look at adding further stall spaces and siting these down the middle of Broad Street for this year's event

The team will also be looking at an alternative route for the lantern parade, as this become quite congested in places.

The date for this year's Christmas Magic is Saturday 2nd December 2023.

His Majesty The King's Coronation – Saturday 6th May to Monday 8th May 2023

A report was taken to the Full Council meeting on 23rd February 2023.

Walk the Chalk – September 2023

At the Full Council meeting in January it was agreed, subject to a list of conditions being met, to allow this event to take place in September.

An update report will be brought to the Full Council meeting on 23rd March.

2. Financial Appraisal

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

3. Contact Officer

3.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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STC Projects Overview February 2023

Project	Description	Total Cost	STC Contribution	Grant Funding	Acc Code/ Cost Ctr	Notes
2023-2024						
Salts Playground-Paths	Resurfacing of paths throughout the playground.	£31,042	£13,804	£11,196	4283/105	Project to start May 2023
Seafront Lamp Post Head Replacement	Replace heads to all 13 lamp posts from the Martello Tower to Splash Point	£3,500	£3,500	No	4261/117	Awaiting quote, however it is likely the project will be more than budgeted for as columns will also need replacing.
Martello Fields Water Refill Station	Water station and tap to the east Martello Field	£15,000	£15,000	No	4274/225	Work starting in February 2022.
Rainbow Bench	Installation of a Rainbow Bench to recognise the effort of the NHS and front line workers during the COVID-19 pandemic.	£1,000	£1,000	Possibly	4274/225	Report in options to be brought to a future Community Services meeting.
Electric Point to Bonningstedt Concession	Install electric point and meter for the Ice Cream Concession at Bonningstedt	£20,000	£20,000	No	4274/225	
Finger Posts	Install Finger Post Signage along the seafront directing people to the town.	£10,000	£10,000	No	4274/225	
Seafront Promenade Repair Works Yr. 2	Patch repairs to concrete	£7,000	£7,000	No	4261/117	To come out of Seafront-Grounds Maintenance Non Contract budget
Martello Tower Renovation Works Yr. 2	General renovation as detailed in survey.	£4,000	£4,000	Possibly	4275/115	To be carried out over 3 years
2024-2025						
Martello Fields Fence Yr. 3	Fence replacement	£10,000	£10,000	Possibly		COMPLETED
Salts Development Plan-Feasibility Works	STC officers to work with specialist grant management and landscaping services organisation, Groundwork South, to develop the plan and support us with large grant funding applications.	£15,000	£15,000	Possibly		Project agreed with Council earlier in the year. Project put back to 24/25
Seafront Promenade Repair Works Yr. 3	Patch repairs to concrete	£7,000	£7,000	Possibly		To come out of Seafront-Grounds Maintenance Non Contract budget
Salts Playground Renovation Works Yr. 3	Renovation works to include improve ground covering and equipment.	£15,000	£15,000	Possibly		Work to be carried out over 3 years. May be brought forward if grant funding available.
Martello Tower Renovation Works Yr. 3	General renovation as detailed in survey.	£4,000	£4,000	Possibly		To be carried out over 3 years
2025-2026						
Seafront Promenade Repair Works Yr. 4	Patch repairs to concrete	£7,000	£7,000	Possibly		To come out of Seafront-Grounds Maintenance Non Contract budget
Martello Tower Renovation Works Yr. 4	General renovation as detailed in survey.	£4,000	£4,000	Possibly		To be carried out over 3 years
Projects to Consider						
Various sites	Plant 1,000 whip trees	£2,000	£0	No		Costs covered by Tree Wardens EMR. Need to identify site.
Bonningstedt Memorial		£30,000	£30,000	Possibly		£30,000 spread over 3 years income accounted for 1 year later . Income should cover all costs eventually



Seaford Town Council

Report No:	180/22
Agenda Item No:	5
Committee:	Community Services
Date:	2nd March 2023
Title:	Community Services Income & Expenditure up to 31st January 2023
By:	Adam Chugg, Town Clerk
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st January 2023.

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

1. Information

- 1.1 Appendix 1 shows a breakdown of income and expenditure for the Community Services budget up to 31st January 2023.

105 Salts Recreation Ground

Electricity – the account codes are now split in three. 4055 is for the changing rooms, 4054 for the café and 4053 for the tennis floodlights. The café's proportion of the usage will be recharged to the café (1057/105)..

4261 Grounds Maintenance Non-Contract - this is over budget mainly due to repairs to the playground fence following vandalism, in addition to unexpected repairs to lamp posts. The amount over budget has been taken from The Salts Landscaping Earmarked Reserve (EMR) 329 and Grounds Maintenance/Open space (EMR) 326. Next year's budget has been increased to £5,000.

4283 Playground - this is currently under budget. Any underspend will go into Playground EMR 356. These funds will go towards next year's pathway project.

106 Crouch Recreation Ground

1073 Sports Pitch Hire and Green Fees – this is higher than expected, mainly due to additional booking from the Crouch Bowling Club.

107 Martello Fields

1050 Income Rent - this is lower than budgeted as bookings have been less than expected. However, next year we have two funfairs provisionally booked.

108 Other Open Spaces

4275 Building Maintenance - this is overspent due to repair works to the Rotary Centenary Clock.

116 Seaford Head Estate

1011 Income Filming – another good year for filming with income over twice what was budgeted. The excess will be transferred to EMR 334 Seaford Head/South Hill Barn at the year end.

117 Seafont

4275 Building Maintenance - this is overspent mainly due to repair works carried out on the Martello Toilets following Storm Eunice last year.

4253 Shelters – this is overspent due to works required after vandalism.

118 Beach Huts

1094 Income Seasonal Beach Huts – this is nearly £2,000 above budget thanks to a healthy level of bookings. Lots of bookings have already been taken for summer 2023.

130 Other Recreation

4110 Swimming Pool – the budget for this year as well as last year's underspend, which had been transferred to an EMR, has all been used due to essential maintenance works.

135 Community Services Other

1070 Armed Forces Day Income – this has been lower than expected, mainly due to the event being smaller and there not being many stalls. Also funding to support the event was lower than previous years. However, as the event was smaller there was a significant saving on expenditure.

1075 Income Christmas Magic – income was significantly lower mainly down to the lack of sponsorship compared to previous years and an unsuccessful grant application. With this in mind, the budget has been reduced for next year's event. However, officers will continue to seek funding opportunities leading up to the event.

4281 Christmas Event Expenditure – this also came in under budget mainly down to having a smaller stage. Next year's set up will be similar, so the budget has been reduced to reflect this.

4273 Christmas Lights – this has come in significantly under budget as the lights and infrastructure are all in good condition and have not required much in the way of repairs. However, some crossing wires will need to be replaced next year.

225 Projects Pool

4457 Seafront Improvement Plan - this includes a budget of £20,000 towards the seafront bins. The project should come in significantly under budget (around £9,000) as the Town Council are looking to refurbish, as opposed to renew, most of the bins (see reference to this in the Projects & Facilities Manager report elsewhere on this agenda).

4274 Project Expenditure - £5,000 had been allocated for the completion of The Salts CCTV system. £1,840 was given as a grant from Lewes District Council's Joint Action Group (JAG) towards this in 2021 - 2022, so the total cost to the Town Council is £2,503. This means the project has come in at £2,497 under budget.

£10,000 was allocated for Martello Fields Fence Replacement. This was to be completed over a three-year period. However, officers managed to obtain Community Infrastructure Levy (CIL) grant funding of £12,165 towards this, so the project has been completed this year. Additional

fencing to the Pump Field was also included in the project, which took the project slightly over the £10,000 budgeted, however the underspend from The Salts CCTV has offset this. Please note, the project was incorrectly coded to 4275/225, but has now been corrected to come out of 4274/225.

2. Earmarked Reserves


- 2.1 Attached as Appendix 2 is a table showing the EMR movements in the year. 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.
- 2.2 Like the 2021 - 2022 year end, unspent balances on appropriate budgets will be 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.
- 2.3 327 EMR Salts - shows an opening balance of £1,840. This is grant received from JAG towards The Salts CCTV - this has been spent this year.
- 2.4 336 EMR Swimming pool – all funds have been used towards essential maintenance works.

3. Financial Appraisal

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

4. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	2,149	2,160	11			99.5%	
1051 Income Insurance Recharge	1,731	1,600	(131)			108.2%	
1055 Income Memorial Bench	2,598	0	(2,598)			0.0%	
1057 Income Electricity Recharge	6,327	0	(6,327)			0.0%	
1058 Income Water Recharge	3,440	4,000	560			86.0%	
1066 Income Concession	18,600	18,600	0			100.0%	
1073 Sports Pitch Hire & Green Fees	4,930	3,600	(1,330)			136.9%	
1095 Income Tennis Annual Pass	2,200	8,465	6,265			26.0%	
1096 Income Tennis Pay & Play	1,318	0	(1,318)			0.0%	
	43,523	38,425	(5,098)			113.3%	230
Salts Recreation Ground :- Income							
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	5,291	7,500	2,209		2,209	70.5%	
4053 Tennis Electric	295	0	(295)		(295)	0.0%	
4054 Salts Cafe Electric	6,327	0	(6,327)		(6,327)	0.0%	
4055 Electricity	256	300	44		44	85.2%	
4095 Tennis Court Expenditure	1,494	5,000	3,506		3,506	29.9%	
4096 LTA Loan	1,875	3,750	1,875		1,875	50.0%	
4100 Telecommunications	245	260	15		15	94.1%	
4115 Insurance	3,474	3,625	151		151	95.8%	
4155 Professional Fees	823	1,000	177		177	82.3%	
4250 Memorial Bench	903	0	(903)		(903)	0.0%	
4251 Dog Bin Emptying	1,562	1,925	363		363	81.2%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	59,310	73,930	14,620		14,620	80.2%	
4261 Grounds Maint non contract	5,643	3,000	(2,643)		(2,643)	188.1%	2,096
4275 Building Maintenance	4,568	5,000	432		432	91.4%	
4276 CCTV	600	800	200		200	75.0%	
4283 Playground	6,035	15,000	8,965		8,965	40.2%	
4411 VAT PE Adjustment overclaimed	4,113	0	(4,113)		(4,113)	0.0%	4,113
	102,871	122,090	19,219	0	19,219	84.3%	6,266
Salts Recreation Ground :- Indirect Expenditure							
	(59,348)	(83,665)	(24,317)				
Net Income over Expenditure							
6000 plus Transfer from EMR		6,266					
6001 less Transfer to EMR		230					
		(53,311)					
Movement to/(from) Gen Reserve							

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground							
1050 Income Rent	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	623	580	(43)			107.4%	
1055 Income Memorial Bench	4,970	0	(4,970)			0.0%	
1058 Income Water Recharge	460	3,200	2,740			14.4%	
1073 Sports Pitch Hire & Green Fees	9,757	8,500	(1,257)			114.8%	
Crouch Recreation Ground :- Income	18,360	14,830	(3,530)			123.8%	0
4052 Water & Sewerage	3,982	5,500	1,518		1,518	72.4%	
4115 Insurance	868	795	(73)		(73)	109.1%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	2,549	0	(2,549)		(2,549)	0.0%	
4251 Dog Bin Emptying	1,116	1,375	259		259	81.2%	
4260 Grounds Maintenance Contract	30,694	34,930	4,236		4,236	87.9%	
4261 Grounds Maint non contract	1,130	3,000	1,870		1,870	37.7%	
4275 Building Maintenance	0	500	500		500	0.0%	
4283 Playground	2,760	5,000	2,240		2,240	55.2%	
4411 VAT PE Adjustment overclaimed	7,190	0	(7,190)		(7,190)	0.0%	7,190
Crouch Recreation Ground :- Indirect Expenditure	50,288	52,100	1,812	0	1,812	96.5%	7,190
Net Income over Expenditure	(31,928)	(37,270)	(5,342)				
6000 plus Transfer from EMR	7,190						
Movement to/(from) Gen Reserve	(24,738)						
107 Martello Fields							
1050 Income Rent	4,600	7,500	2,900			61.3%	
Martello Fields :- Income	4,600	7,500	2,900			61.3%	0
4115 Insurance	7	10	3		3	68.5%	
4251 Dog Bin Emptying	893	1,100	207		207	81.2%	
4260 Grounds Maintenance Contract	12,019	14,060	2,042		2,042	85.5%	
4261 Grounds Maint non contract	1,710	4,000	2,290		2,290	42.7%	
4411 VAT PE Adjustment overclaimed	1,821	0	(1,821)		(1,821)	0.0%	1,821
Martello Fields :- Indirect Expenditure	16,449	19,170	2,721	0	2,721	85.8%	1,821
Net Income over Expenditure	(11,849)	(11,670)	179				
6000 plus Transfer from EMR	1,821						
Movement to/(from) Gen Reserve	(10,028)						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 Other Open Spaces</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1072 Income Trees for Seaford	8,373	0	(8,373)			0.0%	8,373
Other Open Spaces :- Income	8,693	90	(8,603)			9658.8%	8,603
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	(85)	415	500		500	(20.4%)	
4115 Insurance	39	35	(4)		(4)	111.5%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	590	0	(590)		(590)	0.0%	
4251 Dog Bin Emptying	1,786	2,200	414		414	81.2%	
4260 Grounds Maintenance Contract	18,962	19,660	698		698	96.4%	
4261 Grounds Maint non contract	9,852	9,000	(852)		(852)	109.5%	
4262 Trees for Seaford	11,853	0	(11,853)		(11,853)	0.0%	11,853
4275 Building Maintenance	846	500	(346)		(346)	169.2%	
Other Open Spaces :- Indirect Expenditure	43,901	31,870	(12,031)	0	(12,031)	137.7%	11,911
Net Income over Expenditure	(35,208)	(31,780)	3,428				
6000 plus Transfer from EMR	11,911						
6001 less Transfer to EMR	8,603						
Movement to/(from) Gen Reserve	(31,900)						
<u>113 Crypt</u>							
1051 Income Insurance Recharge	0	390	390			0.0%	
1057 Income Electricity Recharge	1,236	0	(1,236)			0.0%	
1058 Income Water Recharge	61	0	(61)			0.0%	
1063 Income Gas Recharged	573	0	(573)			0.0%	
Crypt :- Income	1,870	390	(1,480)			479.4%	0
4052 Water & Sewerage	74	0	(74)		(74)	0.0%	
4055 Electricity	1,405	0	(1,405)		(1,405)	0.0%	
4056 Gas	616	0	(616)		(616)	0.0%	
4115 Insurance	283	390	107		107	72.6%	
4275 Building Maintenance	2,934	4,200	1,266		1,266	69.8%	1,414
Crypt :- Indirect Expenditure	5,311	4,590	(721)	0	(721)	115.7%	1,414
Net Income over Expenditure	(3,442)	(4,200)	(758)				
6000 plus Transfer from EMR	1,414						
Movement to/(from) Gen Reserve	(2,028)						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	1,728	3,000	1,272		1,272	57.6%	
South Street :- Indirect Expenditure	<u>1,728</u>	<u>3,000</u>	<u>1,272</u>	<u>0</u>	<u>1,272</u>	<u>57.6%</u>	<u>0</u>
Net Expenditure	<u>(1,728)</u>	<u>(3,000)</u>	<u>(1,272)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	2,749	1,745	(1,004)		(1,004)	157.5%	
4275 Building Maintenance	3,687	4,000	313		313	92.2%	
Martello Tower :- Indirect Expenditure	<u>6,436</u>	<u>5,745</u>	<u>(691)</u>	<u>0</u>	<u>(691)</u>	<u>112.0%</u>	<u>0</u>
Net Expenditure	<u>(6,436)</u>	<u>(5,745)</u>	<u>691</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	44,995	20,000	(24,995)			225.0%	
1021 Income South Hill Barn	1,168	1,000	(168)			116.8%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	689	0	(689)			0.0%	
1055 Income Memorial Bench	1,693	0	(1,693)			0.0%	
1066 Income Concession	2,283	3,300	1,017			69.2%	
1200 Income Nature Reserve	533	0	(533)			0.0%	
Seaford Head Estate :- Income	<u>64,610</u>	<u>37,550</u>	<u>(27,060)</u>			<u>172.1%</u>	<u>0</u>
4115 Insurance	445	905	460		460	49.2%	
4156 Bank Charges	3	0	(3)		(3)	0.0%	
4199 Other Expenditure	789	0	(789)		(789)	0.0%	
4250 Memorial Bench	1,701	0	(1,701)		(1,701)	0.0%	
4251 Dog Bin Emptying	893	1,100	207		207	81.2%	
4260 Grounds Maintenance Contract	950	1,130	180		180	84.1%	
4261 Grounds Maint non contract	1,421	3,000	1,579		1,579	47.4%	
4275 Building Maintenance	1,155	1,000	(155)		(155)	115.5%	
4411 VAT PE Adjustment overclaimed	347	0	(347)		(347)	0.0%	347
4500 Nature Reserve Expenses	18,647	16,900	(1,747)		(1,747)	110.3%	
4501 Filming Expenses	8,815	8,000	(815)		(815)	110.2%	
Seaford Head Estate :- Indirect Expenditure	<u>35,165</u>	<u>32,035</u>	<u>(3,130)</u>	<u>0</u>	<u>(3,130)</u>	<u>109.8%</u>	<u>347</u>
Net Income over Expenditure	<u>29,445</u>	<u>5,515</u>	<u>(23,930)</u>				
6000 plus Transfer from EMR	347						
Movement to/(from) Gen Reserve	<u>29,792</u>						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seafront							
1011 Income Filming	700	1,000	300			70.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	(757)			0.0%	
1057 Income Electricity Recharge	2,956	3,820	864			77.4%	
1058 Income Water Recharge	166	100	(66)			166.0%	
1066 Income Concession	55,240	43,075	(12,165)			128.2%	
1078 Income Entertainment Area	150	0	(150)			0.0%	
1084 Income Promenade	249	150	(99)			165.8%	
1089 Income Memorial Telescope	4,923	0	(4,923)			0.0%	
Seafront :- Income	65,850	48,145	(17,705)			136.8%	710
4018 Water Refill Maint	233	0	(233)		(233)	0.0%	233
4022 Memorial Telescope Expenditure	4,425	0	(4,425)		(4,425)	0.0%	
4052 Water & Sewerage	166	500	334		334	33.2%	
4055 Electricity	2,956	3,820	864		864	77.4%	
4115 Insurance	911	985	74		74	92.5%	
4250 Memorial Bench	5,523	0	(5,523)		(5,523)	0.0%	
4253 Shelters	2,822	2,500	(322)		(322)	112.9%	
4254 Martello Entertainments Area	895	0	(895)		(895)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	4,767	10,000	5,233		5,233	47.7%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	3,946	2,000	(1,946)		(1,946)	197.3%	
4301 Public Works Loan Payment	0	11,600	11,600		11,600	0.0%	
4501 Filming Expenses	40	200	160		160	20.0%	
Seafront :- Indirect Expenditure	26,683	32,205	5,522	0	5,522	82.9%	233
Net Income over Expenditure	39,167	15,940	(23,227)				
6000 plus Transfer from EMR	233						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	38,690						
118 Beach Huts							
1054 Income Other	188	0	(188)			0.0%	
1057 Income Electricity Recharge	40	300	260			13.3%	
1060 Beach Huts Site Licence	30,690	27,625	(3,065)			111.1%	
1061 Beach Hut Annual Rent	12,604	12,090	(514)			104.3%	
1066 Income Concession	4,150	5,150	1,000			80.6%	
1094 Income Seasonal Beach Huts	15,263	13,300	(1,963)			114.8%	
Beach Huts :- Income	62,934	58,465	(4,469)			107.6%	0

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Rates	4,242	5,300	1,059		1,059	80.0%	
4055 Electricity	196	240	44		44	81.7%	
4115 Insurance	646	1,060	414		414	61.0%	
4258 Seasonal Beach Hut Revenue Exp	12,176	14,500	2,324		2,324	84.0%	
4275 Building Maintenance	1,523	4,000	2,477		2,477	38.1%	
Beach Huts :- Indirect Expenditure	18,782	25,100	6,318	0	6,318	74.8%	0
Net Income over Expenditure	44,152	33,365	(10,787)				
<u>119 Old Town Hall</u>							
1050 Income Rent	1,408	1,540	132			91.4%	
1051 Income Insurance Recharge	180	205	25			87.8%	
Old Town Hall :- Income	1,588	1,745	157			91.0%	0
4115 Insurance	180	205	25		25	87.8%	
4275 Building Maintenance	994	2,000	1,006		1,006	49.7%	
4411 VAT PE Adjustment overclaimed	30	0	(30)		(30)	0.0%	30
Old Town Hall :- Indirect Expenditure	1,204	2,205	1,001	0	1,001	54.6%	30
Net Income over Expenditure	384	(460)	(844)				
6000 plus Transfer from EMR	30						
Movement to/(from) Gen Reserve	414						
<u>121 Seaford in Bloom</u>							
1054 Income Other	0	415	415			0.0%	
Seaford in Bloom :- Income	0	415	415			0.0%	0
4402 Seaford in Bloom	5,329	5,490	161		161	97.1%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,490	161	0	161	97.1%	0
Net Income over Expenditure	(5,329)	(5,075)	254				
<u>125 Allotments</u>							
1050 Income Rent	1,102	1,035	(67)			106.5%	
Allotments :- Income	1,102	1,035	(67)			106.5%	0
4261 Grounds Maint non contract	50	500	450		450	10.0%	
Allotments :- Indirect Expenditure	50	500	450	0	450	10.0%	0
Net Income over Expenditure	1,052	535	(517)				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Other Recreation							
4410 Swimming Pool	19,100	10,000	(9,100)		(9,100)	191.0%	9,101
4411 VAT PE Adjustment overclaimed	(1,450)	0	1,450		1,450	0.0%	(1,450)
Other Recreation :- Indirect Expenditure	17,650	10,000	(7,650)	0	(7,650)	176.5%	7,652
Net Expenditure	(17,650)	(10,000)	7,650				
6000 plus Transfer from EMR	7,652						
Movement to/(from) Gen Reserve	(9,999)						
134 CCTV							
4055 Electricity	4,088	3,000	(1,088)		(1,088)	136.3%	
4115 Insurance	398	350	(48)		(48)	113.6%	
4276 CCTV	3,105	8,500	5,395		5,395	36.5%	
CCTV :- Indirect Expenditure	7,591	11,850	4,259	0	4,259	64.1%	0
Net Expenditure	(7,591)	(11,850)	(4,259)				
135 Community Service Events							
1070 Armed Forces Day Income	208	1,000	792			20.8%	
1075 Income Christmas Event	1,766	7,210	5,444			24.5%	
1083 Income Street Market	443	0	(443)			0.0%	
Community Service Events :- Income	2,418	8,210	5,792			29.4%	0
4115 Insurance	61	65	4		4	94.1%	
4195 Events Expenditure	1,007	1,500	493		493	67.2%	
4273 Christmas Lights	7,926	15,000	7,074		7,074	52.8%	
4281 Christmas Event Expenses	8,162	10,300	2,138		2,138	79.2%	
4282 Armed Forces Day Expenditure	1,281	2,000	719		719	64.1%	
4411 VAT PE Adjustment overclaimed	4	0	(4)		(4)	0.0%	4
Community Service Events :- Indirect Expenditure	18,442	28,865	10,423	0	10,423	63.9%	4
Net Income over Expenditure	(16,025)	(20,655)	(4,630)				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	(16,021)						
225 Projects Pool							
1014 CIL & S106 Receipts	378,976	0	(378,976)			0.0%	378,976
1016 Beach Hut Sales	50,572	42,000	(8,572)			120.4%	50,572
1053 Income Grants	2,000	222,750	220,750			0.9%	2,000
Projects Pool :- Income	431,547	264,750	(166,797)			163.0%	431,547

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Tennis Court Expenditure	13,515	0	(13,515)		(13,515)	0.0%	13,515
4155 Professional Fees	7,281	15,000	7,719		7,719	48.5%	7,281
4257 Seafront Improvement Plan	4,251	20,000	15,749		15,749	21.3%	
4259 Bönningstedt Wall	517	0	(517)		(517)	0.0%	
4274 Projects Expenditure	12,546	20,000	7,454		7,454	62.7%	1,840
4275 Building Maintenance	15,964	0	(15,964)		(15,964)	0.0%	
4411 VAT PE Adjustment overclaimed	865	0	(865)		(865)	0.0%	865
4420 Bonn BH Capital Expenditure	636	0	(636)		(636)	0.0%	636
4421 Martello Toilets Capital Costs	13,128	427,550	414,422		414,422	3.1%	13,128
4424 South Hill Barn Development	6,613	10,000	3,387		3,387	66.1%	
Projects Pool :- Indirect Expenditure	75,315	492,550	417,235	0	417,235	15.3%	37,264
Net Income over Expenditure	356,232	(227,800)	(584,032)				
6000 plus Transfer from EMR	37,264						
6001 less Transfer to EMR	431,547						
Movement to/(from) Gen Reserve	(38,051)						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	270	1,500	1,230		1,230	18.0%	
Planning & Highways :- Indirect Expenditure	270	1,500	1,230	0	1,230	18.0%	0
Net Expenditure	(270)	(1,500)	(1,230)				
Community Services :- Income	707,095	481,550	(225,545)			146.8%	
Expenditure	433,467	880,865	447,398	0	447,398	49.2%	
Net Income over Expenditure	273,628	(399,315)	(672,943)				
plus Transfer from EMR	74,131						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	(93,331)						
Grand Totals:- Income	707,095	481,550	(225,545)			146.8%	
Expenditure	433,467	880,865	447,398	0	447,398	49.2%	
Net Income over Expenditure	273,628	(399,315)	(672,943)				
plus Transfer from EMR	74,131						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	(93,331)						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Elections	16,138.16	10,000.00	26,138.16
321 EMR - Building Maintenance	20,000.00		20,000.00
323 EMR - Crypt	5,075.00	-1,413.96	3,661.04
326 EMR - Grounds Maint/Open space	20,000.00	-1,251.00	18,749.00
327 EMR - Salts	1,840.00	-1,840.00	0.00
329 EMR - The Salts Landscaping	844.55	-844.55	0.00
334 EMR - Seaford Head/ SH Barn	31,648.00		31,648.00
336 EMR - Swimming pool	9,101.20	-9,101.20	0.00
340 EMR - Vehicles & Equipment	20,000.00	-1,603.77	18,396.23
342 EMR - Trees for Seaford	10,784.83	-3,480.34	7,304.49
344 EMR - Projects Reserve	16,333.00		16,333.00
345 EMR - Memorial Bench Maint	3,681.00		3,681.00
346 EMR - Xmas Lights	0.00		0.00
349 EMR - Golf Course Machinery	0.00		0.00
352 EMR - Martello Toilets-DONT US	0.00		0.00
353 EMR - Professional Fees	20,000.00	-7,281.07	12,718.93
355 EMR - Civic Expenses	2,000.00	-1,985.00	15.00
356 EMR - Playgrounds	10,000.00		10,000.00
357 EMR - Seafront Maintance	5,000.00		5,000.00
358 EMR - Community Projects	1,469.75		1,469.75
361 EMR - CIL Receipts	80,510.84	378,975.72	459,486.56
362 EMR - Seafront Projects	9,770.00		9,770.00
363 EMR - Capital Receipts	152,683.23	49,935.50	202,618.73
364 EMR - Spike Bar	0.00		0.00
365 EMR - Borehole/Pump House	0.00		0.00
366 EMR - Seafront Development PI	34,810.58	-13,127.83	21,682.75
367 EMR - Water Refill Station	2,010.00	822.00	2,832.00
368 EMR - Tennis Courts	27,508.62	-11,514.78	15,993.84
369 EMR - VAT PE Calculations	9,245.83	10,253.73	19,499.56
370 EMR - Training	1,941.00		1,941.00
371 EMR- Mayors allowance	180.93	-180.93	0.00
372 EMR- Utilities	5,000.00		5,000.00
	517,576.52	396,362.52	913,939.04



Seaford Town Council

Report No:	182-22
Agenda Item No:	6
Committee:	Community Services
Date:	2nd March 2023
Title:	Climate Change Sub-Committee Update Report March 2023
By:	Adam Chugg, Town Clerk
Purpose of Report:	Updating the Community Services Committee following the recent meeting of its Climate Change Sub-Committee

Recommendations
The Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report and the motions passed by the Climate Change Sub-Committee.2. To agree that work be taken forward on car park charging points, subject to including renewable energy use as a priority for the chosen provider.

1. Introduction

- 1.1** The second meeting of the Climate Change Sub-Committee took place on 12th January 2023.
- 1.2** The meeting considered and noted the Delivery Plan for the Sub-Committee, proposals to take forward car park charging points and also heard a number of contributions from members of the public.

2. Decision to be Noted by Community Services

- 2.1** The resolution of the Climate Change Sub-Committee from its 12th January 2023 meeting to be noted by this Committee is:

CC10/1/22 It was resolved to note the contents of the Climate Change Delivery Plan.

3. Recommendation to be Considered by the Community Services Committee

3.1 The recommendation of the Climate Change Sub-Committee from its 12th January 2023 meeting to be considered by this Committee is:

C11/01/23 It was resolved to recommend that the Community Services Committee agree that work be taken forward on car park charging points, subject to including renewable energy use as a criteria for the chosen provider.

3.2 Please find at Appendix A the report about Car Park Charging Points that was considered by the Sub-Committee at the meeting.


3.3 The Sub-Committee endorsed this, on the understanding that the Town Council will do all it can to ensure that the provider of the charging points uses renewable energy.

4. Financial Appraisal

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

5. Contact Officer

5.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Report No:	151/22
Agenda Item No:	5
Committee:	Climate Change Sub-Committee
Date:	12 th January 2023
Title:	Car Park Charge Points
By:	Adam Chugg, Town Clerk
Purpose of Report:	To request that the Sub-Committee recommends taking forward work on car park charging points

Recommendations
The Sub-Committee is recommended:
1.To recommend to the Community Services Committee that work be taken forward on car park charging points.

1. Introduction

- 1.1 As part of its commitment to action following its declaration of a climate emergency, the Town Council is keen to explore ways it can encourage and enable use of car park charge points by local residents.
- 1.2 As a starting point, officers have liaised with Lewes District Council about its plans for charge points in car parks it owns in the town, and will make sure residents are aware of these opportunities when they come online.
- 1.3 In addition, officers have also been exploring what actions the Town Council can undertake itself.

2. Work to be Undertaken

- 2.1 Initial desktop research has been undertaken, and informal conversations held with potential providers of these charge points.
- 2.2 These indicate that the Town Council may be able to consider offering car park charging points in the car park it owns at The View at Seaford Head / Seaford Head Golf Course.

Report 182/22 – Appendix A

2.3 The next step would therefore be to seek a preferred supplier, who would be asked to offer all of the following:

- (a) Complete installation
- (b) Ensure the Town Council is not charged for the electricity
- (c) Maintain and service the devices
- (d) Negotiate an appropriate split in the revenue generated between the Town Council and the charge point supplier
- (e) Help publicise the opportunity
- (f) Provide a guarantee.

2.4 Officers would follow the Town Council's Financial Regulations on taking this work forward.

2.5 Please note that the number of charge points and the exact location within the car park would be determined in discussions with the potential supplier, also being mindful of the supply available onsite and the logistics of using this.

3. Next Steps

3.1 The Sub-Committee is asked to recommend to the Community Services Committee that officers proceed with this work.

3.2 If approved, this will form part of the work program of officers, with the aim of completing the work by September 2023.

4. Financial Appraisal

4.1 The costs of carrying out the necessary work will be borne by the supplier, and, once installed, the charge points should generate some revenue.

4.2 The Sub-Committee should be mindful of the additional officer time for this work, although the expansion in the staff structure should help address this.

5. Contact Officer

5.1 The contact officer for this report is Adam Chugg, Town Clerk.



Seaford Town Council

Report No:	183/22
Agenda Item No:	7
Committee:	Community Services
Date:	2nd March 2023
Title:	Skipper Water Sports Concession Proposed Event – Paddle Board Race
By:	Sharan Brydon, Events & Facilities Officer
Purpose of Report:	For the Committee to consider a proposal from Skipper Water Sports seafront concession to organise and hold a paddle board race.

Recommendations
The Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report2. To grant permission for a seafront concession to organise and hold a paddle board race event, in accordance with the usual requirements of the Town Council's Events Policy.

1. Introduction

- 1.1 Skipper Water Sports has held a concession along Bönningstedt Promenade since 2018, providing stand up paddle boarding and kayaking on Seaford Beach.
- 1.2 This year will also see the introduction of Skipper Water Sports Shack, the new approved container placed at Bönningstedt promenade, providing a café facility, alongside the water sports activities.
- 1.3 In addition to the activities and services already available, Skipper Water Sports would like to include an Annual Paddle Board Race for their current customer base.
- 1.4 Skipper would like to hold the event on weekend of 22nd/23rd July 2023.

- 1.5** The paddle board race would be in the area that Skipper Water Sports already use for paddle boarding, up to the buoys and back, starting at 9am with various races until 1pm.
- 1.6** Two safety boats will also be in place during the event, along with seven qualified instructors on the day of the race.
- 1.7** Seaford Lifeguards have been consulted on the proposed event and are happy for the event to take place.
- 1.8** Skipper Water Sports and Seaford Lifeguards would be in communication with radios, if any further contact was required.
- 1.9** After the paddle board race, Skipper Water Sports would like to provide food and drink (including alcohol) and some live music from 12noon until 7pm. This would be controlled in a roped off area, for ticket holders only, that would still allow for public use of the promenade. This would be subject to the correct licences being applied for and granted.
- 1.10** This is the first instance of an event of this nature being held on Seaford seafront/promenade and as such, officers are presenting this to Committee for consideration.
- 1.11** It is officer's recommendation that this proposed event be granted permission for the following reasons:
 - (a)** Skipper Water Sports has proven itself a reliable concession holder, offering safe, well-planned and affordable water sport activities on Seaford beach that have enjoyed by many since 2018
 - (b)** The event would be aimed at their current customer base and be ticketed, allowing control over numbers attending and the target audience of the event. The proposed finish time of 7pm in July will also ensure that this is a daylight event
 - (c)** Officers would work closely with Skipper Water Sports to agree how this event can take place safely. This would include:
 - i.** ensuring the event management plan and documentation was in adherence with the requirements of the Town Council's Events Policy
 - ii.** working with the event organisers to manage the risks of a larger event on the water than currently seen with the water-based activities

iii. working with the event organisers to determine an appropriate scale of the event.

- (d) The Town Council has the reassurance of Seaford Lifeguards supporting the proposed event taking place
- (e) The application process for the licences that would be required to hold parts of this event (sale of alcoholic drinks and live music) involve a process that consults with key authorities (such as Sussex Police) and members of the public, and if granted licenses can set relevant conditions against this to address any concerns about litter, noise, alcohol-related anti-social behaviour etc
- (f) An event of this nature (a water sports event and seafront entertainment with food and alcohol sales) has not yet been trialled in Seaford. This event is targeted at a different user group to other events - Seaford's thriving water sports community

1.12 When the Town Council has considered requests for activities on the seafront involving alcohol in the past, there have been certain concerns raised. These are addressed below:

- (a) Litter – the heightened risk of litter from the activities (in particular plastic drinks receptacles). Officers would ensure that the event organisers had a sufficient plan in place to prevent litter as best possible and ensure clean up of any litter after the event. Officers would also ensure the event organisers are working in line with the Town Council's Plastic Free Policy for events
- (b) Anti-social behaviour – the heightened risk of anti-social behaviour on the beach due to groups of people being under the influence of alcohol. The proposal is to have food available as well as alcohol, that this be a ticketed event up to a certain number of attendees (which can be agreed with officers ahead of the event as part of the risk assessment) and that the event will finish at 7pm. It is believed that any risks posed as a result of this event would be less than those of groups of casual drinkers of alcohol on the beach
- (c) Disruption to other users of the promenade – Officers would work with the organisers to ensure that there is provision made for the general public to continue to use the promenade

- (d) Noise – the impact of live music and crowds on other beach users. The licenses granted for live music events will ensure any certain conditions needing set are in place. With regards to the impact on other beach users, this is an event proposed for one day within daylight hours and as such, is not deemed unreasonable. Officers would ensure that the event organisers are raising awareness of this event taking place with key people, such as with the local beach hut owners
- (e) Setting a precedent – the concern about setting an automatic precedent for future event requests of this nature. The permission of one event of this nature would not set an automatic precedent for any other proposed event of this nature. All event requests are considered in line with the Town Council’s Events Policy. It is standard procedure for officers to undertake a debrief after events and this would help inform the handling of any future requests for events of this nature.

2. Financial Appraisal

2.1 There would be the standard promenade hire charge (£193.20 for the 2023 – 2024 financial year) requested for use of the area.

3. Contact Officer

3.1 The Contact Officer for this report is Sharan Brydon, Events & Facilities Officer.

Events & Facilities Officer	
Town Clerk	



Seaford Town Council

Report No:	184/22
Agenda Item No:	8
Committee:	Community Services
Date:	2nd March 2023
Title:	Seafront Sauna Concession Proposal
By:	Sharan Brydon, Events & Facilities Officer
Purpose of Report:	For the Committee to consider approving allowing a sauna concession on the seafront and make any comments on a proposal received

Recommendations
The Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To consider whether to approve introducing a sauna as a type of concession on the seafront, with one sauna concession operator at a time.3. Subject to the outcome of recommendation 2, to make any comments for officers to take into consideration when considering any requests from a sauna operator.4. Subject to the outcome of recommendation 2, to note the proposal from a sauna operator for Bönningstedt Promenade and that officers will assess and handle this accordingly, making reference to any comments raised as per recommendation 3.

1. Introduction

- 1.1 The Town Council currently permits three concession types along the seafront: food (café/kiosk, fish, crepes), ice cream and water sports.
- 1.2 In addition to this are the commercial licenses offered within the West View Beach Huts.

- 1.3** The Town Council has received enquiries about whether it would permit a sauna experience being introduced on the seafront. The Committee may remember that this was originally looked at in 2021 but did not come to fruition.
- 1.4** The purpose of this report to Committee is threefold:
- (a)** Firstly, seeking approval to add 'sauna concession' to the list of approved concession types on the seafront,
 - (b)** Secondly, seeking any comments from the Committee for officers to take into consideration when considering any requests from sauna operators, and
 - (c)** Thirdly, noting the proposal from a sauna operator for Bönningstedt Promenade and that officers would assess and handle this accordingly.

2. Sauna Concession Type

- 2.1** Offering a sauna experience on a seafront has become popular in recent years, with saunas locally at Brighton, Worthing and Southwick, amongst others.
- 2.2** The reason for seeking approval to add a sauna to the list of approved concession types, is to acknowledge that the Town Council is open to this type of activity being on the seafront. This means that even if there were a turnover of concessions, officers can pursue filling this empty concession space.
- 2.3** It is recommended that only one sauna concession licence be allocated on the seafront, being deemed to be reasonable with the size and atmosphere of the promenade – striking a careful balance between a peaceful space but one that caters to its users.
- 2.4** There are reported to be a number of health benefits that are linked to sauna use. These include recovery after fitness activities and improvement of fitness performance, prevention of health conditions, easing of symptoms of certain health conditions and age-related conditions, and improving mental health and wellbeing.
- 2.5** In addition to the health benefits, is expanding on the services offered to local residents and visitors in an appropriate way.

2.6 The Town Council has not previously considered giving approval for a sauna concession on the seafront. Officers are recommending that this be added to the list of Town Council approved concession types, for the following reasons:

- (a)** With the right operator, a sauna should enhance the facilities available on the seafront and appeal to a wide variety of users from throughout the Seaford and visiting communities
- (b)** The sauna experience by nature is contained and as such, should not cause a nuisance for any other users of the promenade
- (c)** Bönningstedt Promenade is comfortably able to site a sauna unit due to the width of the promenade (ensuring other users can continue to use the promenade uninterrupted) and being set down from the road (not blocking any views or dominating over the street scene).

3. Sauna Proposal – Nomadic Sauna

- 3.1** Subject to the Committee agreeing to having a sauna on the seafront, the following are the details of a proposal received by officers.
- 3.2** Nomadic Sauna has submitted a proposal to place a traditional Finnish timber-fired sauna at Bönningstedt Promenade.
- 3.3** It is proposed that this be sited on the raised area of the promenade, just past the western side of the steps.
- 3.4** Nomadic Sauna's proposal is included at Appendix A.
- 3.5** This would be a second sauna site for Nomadic Sauna, which already operates a sauna based on Kingston Beach, Southwick.
- 3.6** Nomadic Sauna would like to trial the unit on a one day a week basis to start with and if successful, look at making the sauna a permanent concession. Please note, the Thursday to Sunday opening times in the proposal document relate to their current operations in Southwick.
- 3.7** The sauna can hold eight people and is 3.6m long and 3.5m wide. This would also include a shelter to one side of the unit, with space for six chairs.
- 3.8** The sauna would be wheelchair friendly.
- 3.9** The attached appendix sets out Nomadic Sauna's company ethos and team member's individual skills and focusses. It also sets out the health benefits of sauna-ing and the sustainable approach that Nomadic takes.

3.10 Customers would book online using Nomadic Sauna’s website, reading and signing a waiver at the time of making their booking.

3.11 The sauna would offer three session types and prices:

- (a) a private session for 30 or 60 minutes at £45 / £80
- (b) a community session for 30 or 60 mins at £15 per person per hour
- (c) full moon and special events at £10 per hour.

3.12 The acceptance of this proposal is subject to the Committee agreeing to allow sauna concessions on the seafront. If this is agreed, officers will continue to negotiate with Nomadic Sauna with a view to making the arrangements for them to hold a concession licence on a trial period.

4. Summary

4.1 To clarify, the Committee is being asked to approve allowing one sauna concession operator on the seafront at any given time, not the proposal from Nomadic Sauna specifically.

4.2 The Committee is also being asked to make any comments that it wishes to be taken into consideration when making arrangements for a sauna concession licence.

4.3 Under delegated powers and in accordance with Town Council policy, officers will assess any concession requests (such as the Nomadic Sauna proposal) and grant a licence, if appropriate, and subject to the concession type being pre-approved by the Town Council.

5. Financial Appraisal

5.1 A fee of £200 a month would be charged for this concession. This income has not been budgeted for, as a new concession activity.

6. Contact Officer

6.1 The Contact Officer for this report is Sharan Brydon, Events & Facilities Officer.

Events & Facilities Officer	
Town Clerk	



Seaford Sauna Proposal

Hello! We are The Nomadic Sauna and we have hand built a traditional Finnish wood-fired Sauna which is currently located on Kingston Beach, Southwick. We have had an amazing response and we would really love to bring our sauna to the people of Seaford.

Our ethos is to create a space for the community where people can come and dedicate some time for themselves but also meet and connect with other members of the community if they wish.

The Nomadic Sauna is a team of four and we are all based in Sussex. Dan is embedded within the running community in Sussex and uses sauna-ing for recovery. He is interested in doing some running workshops/led runs followed by a sauna.

Charlotte is very keen on the community aspect and also the sustainability of our sauna. The community saunas in Southwick have been incredibly successful and have surpassed our expectations. People have really enjoyed the chance to meet, chat, network and create new friendships. We have opened up far more community slots than we initially expected to due to demand.

Charlotte is keen to bring this to Seaford. She is also passionate about the environment and is currently working on a scheme to donate to a local tree planting charity to offset our timber use. In addition, we only use locally sourced wood and the sauna was built as sustainably as possible.

Tess is a very keen swimmer and would like to appeal to the wild swimming community in Seaford and promote the benefits of cold-water swimming combined with sauna-ing.

Karn is interested in the mental health aspect of sauna-ing and would like to explore the possibility of starting some men's mental health swim/sauna sessions. He is also very excited to build another beautiful sauna.

There are many health and wellbeing benefits of sauna-ing including for your heart, cells, immune system, brain, athletic performance, mental and emotional health.

Please have a look at our website for more details on the benefits.

<http://www.thenomadicsauna.co.uk>



How we operate

We open Thursday to Sunday for both community and Private sauna sessions.

We offer -

Private session are 30 or 60 mins

Community sessions are 30 or 60 mins

Our current sauna can hold 8 people.

We charge for the whole sauna if private and individually if you are joining a community sauna.

£45 for a 30 mins private sauna (which equates to £5.60 per person if the sauna is full)

£80 for a 60 min private sauna (which equates to £8 per person if the sauna is full)

Community slots are charged at £15 person per hour

Full moon and special events are charged at £10 per hour.

We are all very keen to keep it affordable and inclusive especially with the cost-of-living crisis.

We encourage families and our sauna is also open to children over 5yrs old with parental responsibility. Our sauna is also wheelchair friendly.

We have public liability insurance up to £5 million and the sauna is fully insured.



How it works

People book online using our website form. We also communicate with our customers through Instagram and Facebook.

Our customers read and sign a waiver at the time of booking.

Customers are advised to arrive sauna ready.

Sauna goer's sauna and then dip in the sea or we have some fresh water in buckets for a rinse after.

We give our customers cinnamon tea and oranges as part of their experience.





How we see it working in Seaford

We would really love to bring our sauna to the people of Seaford. We think that it brings a great community aspect and has incredible health benefits. Initially we would like to bring it for one day a week to try it and if successful and the response is good, we would look to work with you to make it permanent.

We can start as soon as possible with either Wednesday or Thursday being the day we could start with.

We feel that we would also need to employ 1-2 people from the local area to help us man the sauna if it became permanent.

The sauna is 3.6m long and 3.5m wide including an attached shelter off one side.

We would need a space big enough for the sauna and some space around it. We have 6 chairs which we set up for people to use and we have some low tables. We like to keep the space contained.

We would need water, but we could potentially supply that ourselves.

Any rubbish we generate we will dispose of ourselves.

We are very excited about the prospect of bringing our sauna to Seaford.

Any queries or questions please message us here –

hello@thenomadicsauna.co.uk/tessandilands@yahoo.com/charlottejalley@hotmail.com

Phone Tess on 07967 507785 / Phone Charlotte on 07765 351870

Instagram – @thenomadicsauna

Facebook – The Nomadic Sauna

Website – www.thenomadicsauna.co.uk

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Seaford Town Council

Report No:	183/22
Agenda Item No:	9
Committee:	Community Services
Date:	2nd March 2023
Title:	'Superbin' – Volunteer's Toolbox Proposal
By:	Zoe Polydorou, Projects Officer
Purpose of Report:	To provide details about the Superbin – a volunteer's toolbox - that has been made available to Seaford Town Council

Recommendations
The Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To agree to take ownership of and install a Superbin, located by Frankie's Beach Café with café staff opening and closing the Superbin at the start and end of their working days.

1. Superbin Details

- 1.1 The Town Council has been offered a free Superbin, (also known as a park volunteers' toolbox, as pictured in Image 1 below), by Environment First at Lewes District Council and Eastbourne Borough Council.
- 1.2 A Superbin is a locked toolbox that holds litter picking tools and displays A3 notice frames. The Superbin provides a safe and accessible way to store community litter picking tools and help aid litter picking.
- 1.3 The Superbin is available to the Town Council immediately and would become a Town Council asset.
- 1.4 It would be a permanent fixture, in so much as fitted to the ground but could be removed if needed.

1.5 Environment First would:-

- a) Initially stock the bin with bags and 10 sets of equipment; comprising of pickers, gloves, high vis tops and bag hoops
- b) Supply a box of bags 200 at a time, at no cost.

1.6 Full details of a Superbin can be found here: www.superbin.co.uk/

1.7 Dimensions are (as per the attached Appendix A):-

- a) Height – 975mm (excluding the peaked lid)
- b) Depth – 578mm
- c) Width – 511mm.

Image 1 – Example of a Superbin



2. Support

2.1 Frankie’s Beach Kiosk has confirmed that a Superbin would be much easier to manage than their current litter picking A-board, which for various reason has not been used since Covid-19.

2.2 The intention is that litter pickers will be available at three points on the seafront; the Sailing Club, Frankie’s Beach Café and Martello Kiosk.

2.3 Plastic Free Seaford (PFS) is also supportive of a Superbin and making available a community store of pickers.

3. Location and Access

3.1 Frankie’s Beach Café and PFS agree it would work well installed on the seafront near to Frankie’s (at the top of West View).

3.2 PFS, Frankie’s Beach Café and the Town Council would have access to the combination lock code, which is supplied by Environment First.

- 3.3** Staff at Frankie's Beach Café have offered to manage the Superbin by opening and locking it at the beginning and end of the day. The café is usually open 7 days a week, 10am to 5pm.
- 3.4** PFS has also offered for:-
- a)** A PFS QR code to be displayed on the Superbin, to access the combination code, or
 - b)** One of PFS's supporters to check on it every so often.
- 3.5** It is officer's recommendation that, since Frankie's Beach Cafe is happy to take responsibility for the bin being open all day and has staff members present on site to do so, this access option be taken forwards.
- 3.6** There is the possibility that a QR code to scan to access the code could complicate the process and also mean the code is within the public domain. PFS would still have the access code for the bin and be a key partner in the project but would not need to take responsibility for ensuring public access.

4. Litter Picking Process

- 4.1** The collected litter will be able to be placed into normal litter bins.
- 4.2** Alternatively, the litter pickers can email a confirmed contact at Environment First with the location of the bags, which will be passed to the street collection crews for them to action. This can be the same day, if early on a weekday, and sometime the following day if reported late or over the weekend.
- 4.3** If an event is known of beforehand, arrangements can be made for collection when the event ends via Environment First. Environment First has said this works well for other litter picking groups across the district, including Seaford litter pickers and PFS.
- 4.4** When a volunteer finds the bags' roll running low, they can ask for more by contacting the Town Council, which will replenish the stock.
- 4.5** The Town Council will check on the Superbin at least once a month, as part of the maintenance schedule, and request more rubbish bags as needed from Environment First.
- 4.6** There will be a notice on the inside of the Superbin to make it clear of the litter picking process and that no litter is be left inside the toolbox.

5. Case Studies

- 5.1 Plumpton Parish Council has a Superbin installed, as can be seen on its Facebook page - screenshot below (Image 2).
- 5.2 A Councillor contact has confirmed that things are going well with it, but that the challenge they face is finding someone to step up to the role of a regular "bin coordinator".
- 5.3 With PFS and Frankie's Beach Cafe willing to manage the bin access, this should not be an issue for the Town Council.
- 5.4 Another organisation who has a Superbin is the Community Centre Landport, Lewes.

Image 2 – Plumpton Parish Council's Superbin




6. Finances

- 6.1 The initial project cost to the Town Council would be no more than £100 to install the bin.
- 6.2 Ongoing costs would be:
 - a) Ongoing maintenance
 - b) Any lost, stolen or broken equipment.

6.3 All costs would be met from the Seafront/Grounds Maintenance Non Contract budget (4261/117).

7. Contact Officer

The Contact Officer for this report is Zoe Polydorou, Projects Officer.

Projects Officer	Z.Polydorou
Town Clerk	

Customer Specific Artwork

BMB2/40/COWL/P - Enlarged BMB with peaked lid

ENVIRONMENT FIRST

**Caring
for your
Community**

lewes-eastbourne.gov.uk

AW2023

AW2023-Environment First - White background-200mm x 200mm

Powder coated
in Green textured

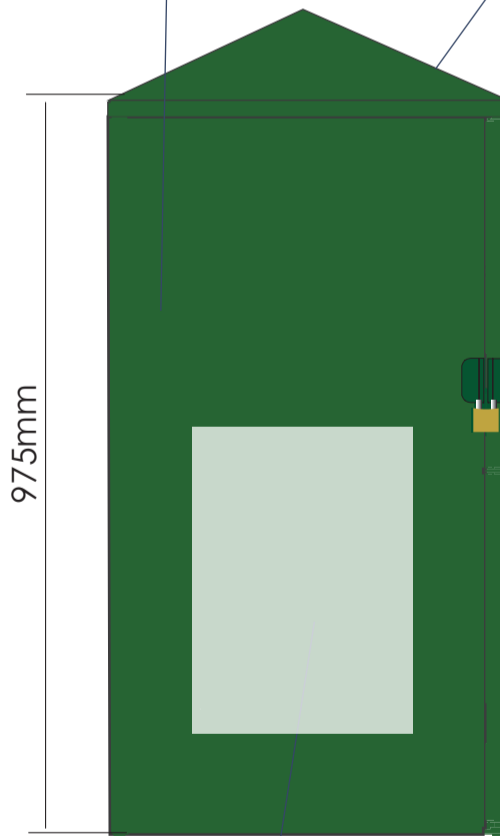


Laser cut superb/n logo with white and red backing plate to rear of bin (Optional extra additional charge)

Customer specific vinyl (Optional extra additional charge)

Peaked lid (Optional extra additional charge)

No liner or apertures



Bespoke A3 poster pockets to left and right- 5mm wider and taller to accomodate laminated artwork (artwork slides in from side) (Optional extra additional charge)

Front opening door with hasp and staple (Additional charge)

2021-03-23-SUPERBIN- BMB-MK3-COWL-V1

Notes Page

Notes Page