



Seaford Town Council

SEAFORD TOWN COUNCIL DELIVERY PLAN 2022/23

INTRODUCTION

This document sets out the annual 'Delivery Plan' for Seaford Town Council for the Municipal Year 2022/23.

Seaford Town Council's 5 Strategic Aims are as follows:

1. To develop the cultural and economic well-being of the town.
2. To improve the environment of the town.
3. To improve and maintain the recreational facilities of the town.
4. To help represent the needs of the community.
5. To practice good governance and fiscal responsibility.

Our plans to meet these Aims for the 'betterment of Seaford' are set out in the tables below, with one table for each of our 5 Aims.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3, NOVEMBER 2022-JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim One: To Develop the Cultural and Economic Wellbeing of the Town.				
1.1 Prepare for and celebrate Her Majesty's Platinum Jubilee.	The following will take place: <ul style="list-style-type: none"> • Beacon ceremony, including choir, piper, bugle playing and beacon lighting at 945pm precisely • Mayor's Jubilee Tea • Jubilee Dinner • Flying the Jubilee Flag • Exhibition on the sea front • Publicity for street parties and other celebrations on the town. 	Public competition to rename Martello Fields in the town to honour the Queen and celebrate the historic royal connections to the fields.	Announce the results of the competition. Hold a ceremony to re-name the Fields.	
1.2 Develop plans for re-siting the 17 th green and 18 th tee of the Seaford Head golf course.	Discuss our initial proposals with organisations whose permission will be required, including: SDNPA, as relevant Planning Authority. SSSI MONITORS [Natural England].	Use feedback from the consultation with key stakeholders to develop final proposals. Develop estimate of costings and undertake risk assessment.	Discuss necessary funding arrangements with Seaford Head golf club. Confirm funding arrangements in the Council budget for 2023/24.	Sign off final project proposals at Full Council ahead of implementation in 2023/24.
1.3 Deliver the scheme of work for the projects agreed by the Community Services Cttee for the 2022-23 municipal year.	Confirmed projects list is signed off by the Committee.	Review of the year so far at quarterly Community Services Committee.	Review of the year so far at quarterly Community Services Committee. Consider priorities and budget for 2023/24.	Project list for 2023/24 signed off by Cllrs
1.4 Reconvene the Seaford Town Council Assets Working Group, as agreed at Full Council in 2021.		Reconvene the group.	Second meeting of group – consider recommendations for Full Council.	Report to Full Council. Confirm priorities for the group in 2023/24.

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Aim 2- To Improve the Environment of the Town.				
2.1 Take forward building the new Martello Toilets and cafe.	Review submitted tenders. Confirm with Cllrs the final design and costings. Update Risks and Assumptions Log to manage any project risks.	Confirm appointment of builders and build timetable. Prepare for building to commence. Put in place temporary toilets and other site preparations. Undertake Expression of Interest for the café tenants.	Management of building works on site – led by team appointed by the Councillors. Monthly review meetings Trouble shooting Report to Cllrs at Full Council meetings. Review Risks and Assumptions Log. Confirm income and expenditure for the 2023/24 budget.	Completion of building and preparations for opening [Spring 2023].
2.2 Work in partnership with the local community to manage our green spaces in a climate-friendly way.	Complete negotiations with groups who will help manage the green spaces.	Agreements will be signed off at Full Council. Implement and publicise new arrangements.		Review progress so far. Confirm arrangements for management of green spaces in 2023/24.
2.3 Implement the new Climate Change Sub-Cttee.	Full Council Annual meeting: Cllrs elect Chair and V Chair and also appoint the members of the Sub- Cttee.	Convene first meeting. At first meeting, confirm: Terms of Reference Updated Scheme of Delegation. Priorities for the Sub-Committee for the year.	Meeting 2 Consider matters relevant to setting the Council's budget for 2023/23	Meeting 3 Agree proposals to inform the Council's Strategic Plan in 2023/24.

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Aim 3 – To Improve and Maintain the Recreational Facilities of the Town				
3.1 Open new refurbished tennis courts and manage new coaching arrangements.	Opening Ceremony. Complete negotiations with organisation to undertake coaching and management. Sign off any remaining risks and assumptions as public use begins. Monitor first few weeks carefully and trouble shoot. Continue publicity campaign to maximise usage of the courts by the public.	Quarterly report to Community Services Cttee: Number using courts vs target Financial performance v budget Implement any learning from the project.	Quarterly report to the Community Services Cttee: Number using courts vs target Financial performance v budget Implement any learning from the project. Confirm income and expenditure budget for 2023/24.	Quarterly report to the Community Services Cttee. Liaise with tenants and negotiate arrangements for after the first year.
3.2 Assess the storm damage to the 'Gabion Wall' and implement necessary repairs.	Commission specialist maritime engineers to review the damage to, and building of, the wall and provide recommendations on next steps.	Report recommendations to Cllrs and take instruction on rebuild/repair of the wall. Work with specialist maritime engineers and construction company to: Rebuild/repair. Review and confirm storm readiness. Undertake an update risks and assumptions log to identify and manage any ongoing risks.	Complete rebuild and repair.	Monitor effectiveness of the wall.
3.3 Apply for the amendments to the Newlands S106 and prepare to implement the outcomes of this to maximise the benefits to the town.	Take report on proposed amendments to Full Council for Cllrs to agree.	Submit application for amendments.	Feedback to Cllrs results of application.	Confirm plans for 2023/24, including stakeholder consultation and work to confirm new arrangements for Cllrs to sign off in 2023/24.
3.4 Deepen our understanding of the current provision of community spaces in the town so as to make the best of what we have, understand unmet need, and work towards how best to deliver what the town needs over time.		Review the current availability of community spaces in the town, including all of the following: Old Town Hall Library The View Mercread Centre Churches and church halls Barn and Little Theatre Community Room STFC Rugby Club Schools Any others that are identified. Include questions about the need for community space in community questionnaire.	Prepare a report to Cllrs on how well the needs of the town are met by current provision, and what the needs are going forward.	Put together plan and funding proposals for community spaces in the town beyond 2023.

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Aim 4 – To Help Represent the Needs of the Community				
4.1 Show support for the people of Ukraine.	Work with the Seaford 4 Ukraine group to provide a safe space for refugee arrivals to meet, peer network and access support Attend S4U Steering Group and put in place any other support needed from the Council	Continue to consider any additional support or appropriate actions for the Council to provide.	Continue to consider any additional support or appropriate actions for the Council to provide.	Continue to consider any additional support or appropriate actions for the Council to provide.
4.2 Provide input to the new Local Plan.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.
4.3 Work to develop more ‘shovel-ready’ projects to improve Seaford’s chances of attracting external funding.	Review recent funding opportunities and how Seaford fared and why.	Undertake meetings and discussions with Local Authorities and key funding bodies to consider how best Seaford can make its case for funding.	Desk top review of key funding streams and of social and material needs in the town for which funding may be sought.	Report to full council on work to increase Seaford’s ability to attract funding from 2023 onwards.
4.4 Undertake community and stakeholder engagement on priorities for the town and the Town Council.	Devise communication and engagement plan and take to full council for adoption by Cllrs.	Undertake all of the following: Online survey Visits to key stakeholders and community groups Stall/stand at community events Host open evenings.	Review results of community engagement and prepare a report for Full Council.	Confirm arrangements for a Planning Day in 2023 and sign off of new Strategic Plan in the summer of 2023.

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Aim 5 – To Practice Good Governance and Fiscal Responsibility.				
5.1 Strengthen the Council's Finances.	Prepare a report to the Finance and GP on the impact of inflationary pressures on the finances of the council.	Take a report to the Seaford Town Council Finance and General Purposes [F and GP] Cttee, reviewing the level of General and Earmarked Reserves, and asking Cllrs to consider any changes needed.	F and GP to consider implications of increases in inflation and costs, and pressures upon salaries, to inform budget setting by Full Council.	Confirm budgets and reserves positions for 2023/24.
5.2 Complete the work of 'The View' Working Group and implement the findings.	Seek agreement from Full Council to issue an Expression of Interest [E of I] for the lease and management of the restaurant catering facilities at The View site. Complete Risks and Assumptions log to identify and manage any risks from E of i. Ensure E of I is signed off by a solicitor and all necessary HR advice is in place. Work with staff at The View to maximise the financial performance of the current arrangements.	Issue and publicize the E of I. Work with the View Working Group of Cllrs to review and assess the responses to the E of I that are received. Make recommendations to Council of any of the E of Is that we want to proceed to the next stage. Invite full proposals incl Business Plan and budget from parties of interest.	Work with full Council to determine if the option for 2023/24 will be: Either: Council management of the restaurant Or: New tenants to manage the restaurant. Report to full council on the financial performance of the view in 2022 to help inform the decision on what to do next. Complete any necessary Due Diligence and lease negotiations if we proceed with the lease option.	Implement the decision of Full Council in terms of future management of operations at The View restaurant.
5.3 Put in place the necessary preparations for the Local Elections in May 2023.	Meet election officer at Lewes District Council to scope out arrangements.	Confirm election arrangements to full council, incl plans to seek new Cllrs.	Recruitment campaigns for new Cllrs, to include : Social media Information packs open evenings	Confirm outcome of recruit campaign. Confirm readiness with LDC for the elections in May.
5.4 Develop a new Communications Protocol to maximise the effectiveness of how councillors and officers work together .	Carry out desk-top research to identify good practice examples in communications policies and procedures.	Prepare a report to Full Council recommending changes.	Agree final changes with Cllrs and complete any policies and policy amendments needed.	Publish new protocol for inclusion among council public documents.