



REVISED 26-FEB-25

Seaford Town Council Community Services Agenda – Thursday 6th March 2025

To the Members of the Community Services Committee

Councillors M Wearmouth (Chair), I Taylor (Vice Chair), S Ali, C Bristow, S Dubas, O Honeyman, R Honeyman, S Markwell, J Meek, G Rutland, and L Wallraven

A meeting of the **Community Services Committee** will be in the **Council**

Chambers, 37 Church Street Seaford, BN25 1HG on **Thursday 6th March 2025** at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to be "SQ", written in a cursive style.

Steve Quayle,
Interim Town Clerk
19th February 2025

PLEASE NOTE:

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- Public attendance at this meeting will be limited, so registration to attend is advised.
- The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly 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 Update Report – March 2025

To consider report 166/24 informing the committee on progress and actions relating to the Town Council's assets and services (pages 5 to 12).

5. Community Services Income & Expenditure up to 31st January 2025

To consider report 164/24 informing the Community Services Committee of Income and Expenditure up to 31st January 2025 (pages 13 to 25).

6. Hope Gap Steps Update and Next Steps

To consider report 165/24 providing an update on the on the progress of work undertaken to date and the proposed next steps to continue this work assessing the medium to long term solution with Hop Gap Steps (pages 26 to 28).

7. Relocation of Compostable Toilet Units

To consider report 167/24 updating the Committee Community Services Committee on the relocation of the Compostable Toilet Units and seek approval of the specific location (pages 29 to 33).

8. 2025 West View Beach Huts Scheme

To consider report 176/24 updating the committee on delivery of the West View Seasonal Beach Huts and seek approval of a new flat rate daily hire (pages 34 to 37).

9. Town Council Projects Log as at March 2025

To consider report 174/24 presenting the Committee with the Town Councils Project Log as at March 2025 (pages 38 to 48).

10. Community Services Committee Overview

To consider report 175/24 providing an overview of the Committee's activities ahead of the introduction of the new committee structure in May 2025 (pages 49 to 51).

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors 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.

Due to health and safety restrictions, the number of public in attendance will be limited to 15. The Town Council therefore 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 between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm 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.

Entrance through the rear fire escape of the building will not be allowed.

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.



Report No:	166/24
Agenda Item No:	4
Committee:	Community Services
Date:	6th March 2025
Title:	Projects & Facilities Update Report
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To inform the Committee on progress and actions relating to the Town Council's assets and projects

Actions
The Committee is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report. 2. To consider the proposal that this year's Seaford Christmas Magic be held on the last Saturday of November, 29th November 2025. 3. To consider and comment on the interim measures that are to be further investigated to help with parking congestion at South Hill Barn in summer 2025. 4. To move to a vote on the motions below.

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report 2. To approve the 2025 Seaford Christmas Magic event being held on Saturday 29th November 2025. 3. To approve that works continue to investigate the interim measures set out within the report to help with parking congestion at South Hill Barn in summer 2025. <p style="text-align: right;"><i>(continued overleaf)</i></p>

Subject to recommendation 3 being passed:

4. To delegate power to the Town Clerk, in consultation with the Chair of Community Services, to agree the interim measures to be taken forward at South Hill Barn.

1. Martello Changing Places Facility

- 1.1 The Martello Changing Places Facility was opened in 2024 and was originally operated on a code-entry basis meaning users had to have previously approach the Town Council and provided evidence of their need for the facility to obtain a code to gain access to the facilities.
- 1.2 This presented a number of operational issues, including restrictions on the available times for the Town Council to provide the code, and the fact that this would have been needed to take place before the toilet could be used, which would not work for visitors to the town. There were also concerns regarding the Town Council being sufficiently knowledgeable and qualified to make the decision as to whether any particular individual warranted using the facility, and further concerns existed around the Town Council acquiring and holding sensitive personal information in order to make this determination.
- 1.3 In an attempt to remove these barriers to the facilities and following consultation with the Changing Places lead at Muscular Dystrophy, officers have disabled the code entry keypad on the facility and reverted to access solely by RADAR key. This will ensure full accessibility to those who need it.
- 1.4 This change has been introduced on a trial basis and will allow the Town Council to run a consultation into the preferred method of accessing the facilities, whilst also monitoring for any risks a codeless entry system may pose.
- 1.5 The consultation period will run from the beginning of March to May and will include local user groups to gather feedback on how the facility is performing — what is working well, and not, and gather any other suggestions or concerns users may have.

- 1.6 The outcome of the consultation will be reported to the new Assets & Facilities Committee on 22nd May 2025, alongside officer recommendations of the best way forwards.

2. Seaford Town Christmas Lights

- 2.1 Seaford Town Council let a three year contract to store, install and uninstall the town's Christmas lights for 2022 to 2024.
- 2.2 This contract has now expired and the Town Council's Christmas lights are currently being stored at the contractor's storage facility until 31st March 2025.
- 2.3 Officers are in the process of obtaining quotes on the same basis (store, install and uninstall) for a two or three year period.
- 2.4 Ahead of the next contract expiring (in 2027 or 2028), officers will research the option of the Town Council renting lights.
- 2.5 A rental contract may see benefits with keeping ongoing maintenance costs down as the light structures become older, and the option of being able to make changes to the current Christmas light displays throughout the town centre in the future.

3. Seaford Street Market Review

- 3.1 Seaford Street Market (held fortnightly in Church Street) has been granted a street trading licence by the Town Council on an annual basis since 2022.
- 3.2 Officers have been reviewing a specific clause within the licence relating to the competition element of the market with local shops and businesses. The licence currently states that the market will 'be considerate to local businesses' rather than requiring a non-competitive clause.
- 3.3 Officers have recently undertaken a consultation with local businesses and traders to ascertain their perception of the impact of the market experienced on their businesses during market days.
- 3.4 The feedback received to date is very mixed with some businesses very supportive of the market, whilst others are very clear they want a strict no-compete clause to be implemented.
- 3.5 Due to significant officer capacity issues, it has not yet been possible for officers to analyse the responses thoroughly in order to bring forward a recommendation to Councillors in time for this meeting.

- 3.6** As a result, officers will review the consultation feedback in more thorough detail and bring forward a report with recommendations to the Assets & Facilities Committee in May 2025.

4. Cycle Racks Installation Update

- 4.1** At its meeting on 14th November 2024, Full Council approved the installation of two cycle racks. Officers have since been working on placement of these cycle racks at South Hill Barn and The Salts Recreation Ground.
- 4.2** The South Hill Barn cycle rack is being funded by South Downs National Park Authority (SDNPA). This installation is underway with officers liaising with SDNPA to agree a location for placement.
- 4.3** Full funding for The Salts cycle rack was secured by a local expert, with a location being agreed for the exact placement onsite.
- 4.4** The Town Council will be funding the cycle rack installation at both sites and officers are investigating the permitted development rights ahead of installation.
- 4.5** The Town Council will take full ownership and responsibility for the future maintenance of the cycle racks.

5. South Hill Barn Working Group - Parking

- 5.1** At its meeting on 14th November 2024, Full Council agreed for the South Hill Barn project to progress to stage 1, which included conducting a traffic survey.
- 5.2** The working group met on 12th February 2025 to discuss the traffic briefing following the first part of the traffic survey conducted between 22nd October to 18th November 2024 and to assess if any interim measures could be put in place for summer 2025 to help with parking congestion.
- 5.3** As a result, there are a number of possible interim measures that officers will be considering with the traffic survey consultant, including:
- a) Installation of a height restriction barrier to prevent coaches accessing the car park adjacent to South Hill Barn
 - b) Extending the car parking spaces at the current car parking location
 - c) Signage displayed along the road leading up and down from the car park
 - d) Signage in various languages placed within the car park

- 5.4** Over the longer term, officers have also committed to investigate alternative parking areas with a park & ride scheme and parking meters at the car park adjacent to South Hill Barn.
- 5.5** Officers will look to implement some of the above measures and monitor the impact of these alongside the traffic survey taking place in the summer. This will facilitate analysis and decision making in autumn/winter 2025.

6. Filming & Events – December 2024 to February 2025

- 6.1** The figures for filming and events between December 2024 to February 2025 are below;

Total Filming Bookings	0	
Total Filming Revenue	£0	
Total Event Bookings	Martello Fields	0
	South Hill Barn	0
	Promenade	1
	The Crouch	0
	The Salts	0
	Street Markets	3
Events		
Key Events Include		
Promenade	10k Run	
Street Market	Seaford Street Market Church Street	

7. Seaford Christmas Magic 2024 Update & Setting of 2025 Event Date

- 7.1** Seaford Christmas Magic 2024 was held on Saturday 30th November and saw a joint delivery of the event between Seaford Town Council, Seaford Traders' Group, Seaford Street Market, Seaford Chamber of Commerce and Seaford Contemporary, Illustrators and Printmakers (SCIP).
- 7.2** The event hosted a Christmas shopping market, local entertainment, free festive workshops, free Santa's grotto, and a free winter wonderland lantern parade, culminating with the Mayor of Seaford switching on Seaford's Christmas lights.
- 7.3** The Town Council was responsible for the engagement within the community in the lead up to the event with local schools, retirement homes

and other groups within the community. SCIP also provided DIY kits at home for anyone unable to attend the group lantern making activities. This resulted in the largest turnout for the lantern parade that the town has seen.

- 7.4** Officers would like to continue with this engagement programme with SCIP for 2025, including redesigning the lantern parade route, to ensure all participants are within the vicinity of Broad Street in time for the 'switching on' of Seaford Town's Christmas lights.
- 7.5** The event was very well attended and all partners received positive feedback throughout the day and thereafter.
- 7.6** A debriefing meeting was held in January with all parties to discuss various aspects of the event. The discussion covered event layout, improvements to be made where possible in each area, funding opportunities, communications to the community and the intention to work together to deliver Seaford Christmas Magic 2025.
- 7.7** For 2025, the Christmas Magic group has suggested that Seaford Christmas Magic 2025 be held on Saturday 29th November. The Committee is asked to consider this request.
- 7.8** Christmas Magic group meetings have been scheduled throughout the year for milestones to be achieved in all areas and work towards delivering another successful Christmas Magic event for 2025

8. Concessions

- 8.1** Following the updates to the concession tender process agreed by Full Council in November 2024, officers are running a tender process for nine of its concession sites.
- 8.2** The sites are: The Salts Café, Bönningstedt Promenade, Bönningstedt Steps, Dane Road, South Hill Barn and four West View Beach Hut concession units.
- 8.3** The application period closed on 9th February 2025 and the applications received are, at the time of writing, being scored against the evaluation criteria by the concessions panel consisting of two councillors and two officers. A more comprehensive update on the process will be brought to the Finance & General Purposes Committee at its meeting in mid-March following the completion of the process.

9. Health & Safety Update

- 9.1** A programme of inspections is carried out each month for the Town Council's assets and green spaces. This programme of works can be deferred by urgent work required, for example, vandalism or health and safety concerns.
- 9.2** Below is an overview of the key health and safety inspections and maintenance completed in December 2024 and January 2025:
- (a)** The recent storms have seen little damage to the Town Council's assets and green spaces compared to previous winter storms. The roof at South Hill Barn has approximately 12 tiles missing, with a bench at the same location seen removed from its concrete base with the high winds, both are logged and being discussed with contractors for repair.
 - (b)** The Probation Service personnel have been working with the team and have recently helped to open a pathway through the overflowing shingle on the promenade near the Bönningstedt beach huts, with the 'payback' supervisor monitoring this area going forward to help keep a path through the shingle open.
 - (c)** The main gate in the children's play area at The Salts came away from its hinges, which gave access to dogs and stopped the security of young children within the playground. Due to this being a health and safety risk, this repair was dealt with straight away.
 - (d)** Vegetation clearance works is taking place at High and Over. This work is to open the fantastic view of the valley at the memorial site from the car park through the wooded area towards the end of the path looking out to the sea. As this site sits within the SSSI area, officers have followed the process with Natural England before conducting these works and, at the time of writing, are awaiting the contractor to confirm a date.
 - (e)** Reviewed risk assessments for all events held upon Seaford Town Council land, ahead of the Town Council's agreement for the event to go ahead. January routinely sees a higher volume of risk assessments due to organisations making bookings for events throughout the year.

- (f) Reviewing quotes from contractors to resurface the small children's play area in The Salts and the external table tennis area. Best value and materials will be chosen for the works, to be completed by the end of spring 2025.
- (g) Investigating a root from a willow tree reported to be growing across a resident's back garden, which has caused a disturbance to the flooring. A tree surgeon has been commissioned to cut back the tree, with officers needing to investigate further works to the disruption to the resident's garden.
- (h) The Rotary have completed the installation of the standalone defibrillator at St Andrews Drive in Bishopstone. Officers will now register the defibrillator with the British Heart Foundation and Circuit and include the inspection and maintenance of this defibrillator with others registered upon the Town Council's assets list.
- (i) The Crouch playground will see repairs taking place to the wooden posts on the rope bridge. This is a safety defect and has been passed to a playground contractor to be dealt with quickly.

10. Financial Appraisal

- 10.1** The financial implications of the interim measures being investigated for South Hill Barn are not yet known. There is however an earmarked reserve for Seaford Head / South Hill Barn that can be used to cover the cost of measures introduced. Whilst enacting decisions under the delegated power, the Town Clerk and Chair of Community Services would assess the reasonableness and appropriateness of the cost implications of the proposed measures.

11. Contact Officer

- 11.1** The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager



Report No:	164/24
Agenda Item No:	5
Committee:	Community Services
Date:	6th March 2025
Title:	Community Services Income & Expenditure Report up to 31st January 2025
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st January 2025

Actions
The Committee is advised:
1.To consider the contents of the report. 2.To move to a vote on the motions below.

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

1. Information

- 1.1** Attached at Appendix A is the detailed income and expenditure for the period of 1st April 2024 – 31st January 2025 for the Community Services Committee, compared with the annual budget.
- 1.2** The significant variances are attached at Appendix B.
- 1.3** Although some account codes have exceeded their budgets, the underspends elsewhere and higher-than-expected income offset these overspends.

2. Financial Appraisal

- 2.1** This report represents the income and expenditure figures from 1st April 2024 to 31st January 2025.
- 2.2** The overall income budget has been exceeded, achieving 116.6% at £296,451.
- 2.3** As previously reported, this is primarily due to rents being invoiced and paid earlier in the year, alongside some payments being made on a quarterly advance basis. Additionally, the surplus relates to unexpected filming and rental income. Income budgets are always set prudently to account for the uncertainty of these types of income.
- 2.4** The overall expenditure shows as 116.3% of the annual budget, totalling £614,313 against the £528,026 budgeted for the year.
- 2.5** As previously reported, this high expenditure is predominantly due to the Martello Toilet refurbishment, which totals £252,387 between 1st April and 31st January 2025. It has been previously agreed that the cost of these works were to be met from Earmarked Reserves.
- 2.6** Taking into account other Earmarked Reserve movements, the actual expenditure is £350,687 / 66.4% compared to budget.

3. Contact Officer

- 3.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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							
105 Salts Recreation Ground							
1025 Income Sponsorship	230	230	0			100.0%	230
1050 Income Rent	2,339	2,180	(159)			107.3%	
1051 Income Insurance Recharge	1,933	1,854	(79)			104.2%	
1057 Income Electricity Recharge	4,977	8,610	3,633			57.8%	
1058 Income Water Recharge	1,918	4,988	3,070			38.4%	
1066 Income Concession	25,000	24,000	(1,000)			104.2%	
1073 Sports Pitch Hire & Green Fees	4,986	5,000	14			99.7%	
1095 Income Tennis Annual Pass	3,135	3,025	(110)			103.6%	
1096 Income Tennis Pay & Play	3,193	3,500	307			91.2%	
Salts Recreation Ground :- Income	47,711	53,387	5,676			89.4%	230
4018 Water Refill Maint	279	0	(279)		(279)	0.0%	279
4052 Water & Sewerage	7,371	12,600	5,229		5,229	58.5%	
4053 Tennis Electric	282	404	122		122	69.9%	
4054 Salts Cafe Electric	4,976	8,434	3,458		3,458	59.0%	
4055 Electricity	546	674	128		128	81.0%	
4095 Tennis Court Expenditure	1,438	7,282	5,844		5,844	19.7%	(5,400)
4096 LTA Loan	3,750	1,875	(1,875)		(1,875)	200.0%	
4100 Telecommunications	303	355	52		52	85.4%	
4115 Insurance	3,773	3,735	(38)		(38)	101.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4201 Cleaning & Hygiene	9,668	16,725	7,057		7,057	57.8%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,183	2,611	1,428		1,428	45.3%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	59,132	74,500	15,369		15,369	79.4%	
4261 General Maintenance	4,396	6,100	1,704		1,704	72.1%	
4275 Building Maintenance	3,782	5,000	1,218		1,218	75.6%	
4276 CCTV	809	850	41		41	95.2%	
4283 Playground	115	20,000	19,885		19,885	0.6%	
Salts Recreation Ground :- Indirect Expenditure	101,803	163,645	61,842	0	61,842	62.2%	(5,121)
Net Income over Expenditure	(54,093)	(110,258)	(56,165)				
6000 plus Transfer from EMR	(5,121)	0	5,121				
6001 less Transfer to EMR	230	0	(230)				
Movement to/(from) Gen Reserve	(59,444)	(110,258)	(50,814)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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	724	668	(56)			108.4%	
1058 Income Water Recharge	694	600	(94)			115.7%	
1073 Sports Pitch Hire & Green Fees	11,954	10,500	(1,454)			113.8%	
Crouch Recreation Ground :- Income	15,922	14,318	(1,604)			111.2%	0
4052 Water & Sewerage	3,294	3,000	(294)		(294)	109.8%	
4115 Insurance	1,015	931	(84)		(84)	109.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	845	1,778	933		933	47.5%	
4260 Grounds Maintenance Contract	23,086	28,400	5,314		5,314	81.3%	
4261 General Maintenance	6,629	5,000	(1,629)		(1,629)	132.6%	6,050
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4283 Playground	125	5,000	4,875		4,875	2.5%	
Crouch Recreation Ground :- Indirect Expenditure	34,994	49,609	14,615	0	14,615	70.5%	6,050
Net Income over Expenditure	(19,072)	(35,291)	(16,219)				
6000 plus Transfer from EMR	6,050	0	(6,050)				
Movement to/(from) Gen Reserve	(13,022)	(35,291)	(22,269)				
107 Martello Fields							
1050 Income Rent	5,196	5,000	(196)			103.9%	
Martello Fields :- Income	5,196	5,000	(196)			103.9%	0
4018 Water Refill Maint	258	0	(258)		(258)	0.0%	258
4115 Insurance	6	0	(6)		(6)	0.0%	
4251 Dog Bin Emptying	676	1,425	749		749	47.4%	
4260 Grounds Maintenance Contract	12,783	14,317	1,534		1,534	89.3%	
4261 General Maintenance	265	2,000	1,735		1,735	13.3%	
Martello Fields :- Indirect Expenditure	13,988	17,742	3,754	0	3,754	78.8%	258
Net Income over Expenditure	(8,792)	(12,742)	(3,950)				
6000 plus Transfer from EMR	258	0	(258)				
Movement to/(from) Gen Reserve	(8,534)	(12,742)	(4,208)				
108 Other Open Spaces							
1050 Income Rent	90	90	0			100.0%	
Other Open Spaces :- Income	90	90	0			100.0%	0

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 Water Refill Maint	73	0	(73)		(73)	0.0%	73
4052 Water & Sewerage	217	200	(17)		(17)	108.6%	
4115 Insurance	51	50	(1)		(1)	102.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,352	2,844	1,492		1,492	47.5%	
4260 Grounds Maintenance Contract	40,495	45,248	4,753		4,753	89.5%	
4261 General Maintenance	6,302	7,200	898		898	87.5%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	48,490	58,102	9,612	0	9,612	83.5%	73
Net Income over Expenditure	(48,400)	(58,012)	(9,612)				
6000 plus Transfer from EMR	73	0	(73)				
Movement to/(from) Gen Reserve	(48,327)	(58,012)	(9,685)				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	1,194	0	(1,194)			0.0%	
1058 Income Water Recharge	193	0	(193)			0.0%	
1063 Income Gas Recharged	1,105	0	(1,105)			0.0%	
Crypt :- Income	2,493	0	(2,493)				0
4052 Water & Sewerage	193	0	(193)		(193)	0.0%	
4055 Electricity	1,194	0	(1,194)		(1,194)	0.0%	
4056 Gas	817	0	(817)		(817)	0.0%	
4115 Insurance	304	305	1		1	99.6%	
4275 Building Maintenance	87	3,000	2,913		2,913	2.9%	
4279 Fire & Security	137	75	(62)		(62)	182.0%	
Crypt :- Indirect Expenditure	2,732	3,380	648	0	648	80.8%	0
Net Income over Expenditure	(239)	(3,380)	(3,141)				
<u>114 South Street</u>							
4201 Cleaning & Hygiene	11,057	15,165	4,108		4,108	72.9%	
4275 Building Maintenance	186	2,000	1,814		1,814	9.3%	
South Street :- Indirect Expenditure	11,243	17,165	5,922	0	5,922	65.5%	0
Net Expenditure	(11,243)	(17,165)	(5,922)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Martello Tower							
4115 Insurance	3,419	3,420	1		1	100.0%	
4275 Building Maintenance	2,325	15,000	12,675		12,675	15.5%	
Martello Tower :- Indirect Expenditure	5,744	18,420	12,676	0	12,676	31.2%	0
Net Expenditure	(5,744)	(18,420)	(12,676)				
116 Seaford Head Estate							
1011 Income Filming	18,850	20,000	1,150			94.3%	
1021 Income South Hill Barn	347	1,000	653			34.7%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	2,707	3,250	543			83.3%	
1066 Income Concession	3,456	3,480	24			99.3%	
1200 Income Nature Reserve	617	0	(617)			0.0%	
Seaford Head Estate :- Income	35,976	37,730	1,754			95.4%	0
4115 Insurance	539	480	(59)		(59)	112.3%	
4155 Professional Fees	10,907	11,000	93		93	99.2%	
4156 Bank Charges	0	16	16		16	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	676	1,425	749		749	47.4%	
4260 Grounds Maintenance Contract	1,041	1,344	303		303	77.4%	
4261 General Maintenance	976	3,000	2,024		2,024	32.5%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4279 Fire & Security	322	0	(322)		(322)	0.0%	
4500 Nature Reserve Expenses	21,634	21,450	(184)		(184)	100.9%	
4501 Filming Expenses	3,750	4,000	250		250	93.8%	
Seaford Head Estate :- Indirect Expenditure	39,845	47,215	7,370	0	7,370	84.4%	0
Net Income over Expenditure	(3,869)	(9,485)	(5,616)				
117 Seafront							
1011 Income Filming	2,000	200	(1,800)			1000.0%	
1025 Income Sponsorship	460	460	0			100.0%	460
1050 Income Rent	55	0	(55)			0.0%	
1057 Income Electricity Recharge	3,682	12,600	8,918			29.2%	
1058 Income Water Recharge	142	150	8			94.5%	
1066 Income Concession	54,640	64,540	9,900			84.7%	
1084 Income Promenade	398	0	(398)			0.0%	
Seafront :- Income	61,376	77,950	16,574			78.7%	460
4018 Water Refill Maint	235	0	(235)		(235)	0.0%	235

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Telescope Expenditure	45	200	155		155	22.5%	
4052 Water & Sewerage	142	150	8		8	94.5%	
4055 Electricity	5,161	12,600	7,439		7,439	41.0%	
4115 Insurance	1,248	975	(273)		(273)	128.0%	
4201 Cleaning & Hygiene	10,399	18,200	7,801		7,801	57.1%	
4250 Memorial Bench	0	500	500		500	0.0%	
4253 Shelters	2,179	2,400	221		221	90.8%	
4261 General Maintenance	1,753	10,000	8,247		8,247	17.5%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4275 Building Maintenance	635	1,000	366		366	63.5%	
4501 Filming Expenses	400	40	(360)		(360)	1000.0%	
Seafront :- Indirect Expenditure	22,197	46,215	24,018	0	24,018	48.0%	235
Net Income over Expenditure	39,180	31,735	(7,445)				
6000 plus Transfer from EMR	235	0	(235)				
6001 less Transfer to EMR	460	0	(460)				
Movement to/(from) Gen Reserve	38,955	31,735	(7,220)				
118 Beach Huts							
1054 Income Other	806	0	(806)			0.0%	
1057 Income Electricity Recharge	150	50	(100)			300.0%	
1060 Beach Huts Site Licence	28,411	28,411	0			100.0%	
1061 Beach Hut Annual Rent	12,837	12,837	0			100.0%	
1066 Income Concession	0	4,900	4,900			0.0%	
1094 Income Seasonal Beach Huts	10,720	14,550	3,830			73.7%	
Beach Huts :- Income	52,924	60,748	7,824			87.1%	0
4051 Rates	4,899	4,677	(222)		(222)	104.7%	
4052 Water & Sewerage	427	100	(327)		(327)	426.9%	
4055 Electricity	859	300	(559)		(559)	286.4%	
4115 Insurance	588	600	12		12	98.0%	
4258 Seasonal Beach Hut Revenue Exp	8,687	15,225	6,538		6,538	57.1%	
4275 Building Maintenance	1,676	5,000	3,324		3,324	33.5%	
4502 Toilet Hire	1,056	0	(1,056)		(1,056)	0.0%	
Beach Huts :- Indirect Expenditure	18,193	25,902	7,709	0	7,709	70.2%	0
Net Income over Expenditure	34,731	34,846	115				
119 Old Town Hall							
1050 Income Rent	0	1,600	1,600			0.0%	
1051 Income Insurance Recharge	0	193	193			0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1066 Income Concession	1,776	0	(1,776)			0.0%	
Old Town Hall :- Income	1,776	1,793	17			99.1%	0
4055 Electricity	49	0	(49)		(49)	0.0%	
4115 Insurance	198	193	(5)		(5)	102.6%	
4275 Building Maintenance	1,160	1,300	140		140	89.2%	
Old Town Hall :- Indirect Expenditure	1,407	1,493	86	0	86	94.2%	0
Net Income over Expenditure	369	300	(69)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,081	6,000	(81)		(81)	101.3%	
Seaford in Bloom :- Indirect Expenditure	6,081	6,000	(81)	0	(81)	101.3%	0
Net Income over Expenditure	(5,581)	(5,500)	81				
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	1,311	1,338	27			98.0%	0
4261 General Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,311	838	(473)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>134 CCTV</u>							
1053 Income Grants	1,361	0	(1,361)			0.0%	
CCTV :- Income	1,361	0	(1,361)				0
4055 Electricity	1,042	3,465	2,423		2,423	30.1%	
4115 Insurance	158	428	270		270	37.0%	
4276 CCTV	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	1,201	12,893	11,692	0	11,692	9.3%	0
Net Income over Expenditure	161	(12,893)	(13,054)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Community Service Events							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	457	1,465	1,008			31.2%	0
4080 D-Day 80	2,691	10,000	7,309		7,309	26.9%	
4115 Insurance	64	65	1		1	98.8%	
4195 Events Expenditure	1,765	1,180	(585)		(585)	149.6%	
4273 Christmas Lights	7,533	10,000	2,467		2,467	75.3%	
4281 Christmas Event Expenses	8,338	6,000	(2,338)		(2,338)	139.0%	
Community Service Events :- Indirect Expenditure	20,391	27,245	6,854	0	6,854	74.8%	0
Net Income over Expenditure	(19,934)	(25,780)	(5,846)				
225 Projects Pool							
1014 CIL & S106 Receipts	29,359	0	(29,359)			0.0%	29,359
1053 Income Grants	40,000	0	(40,000)			0.0%	40,000
Projects Pool :- Income	69,359	0	(69,359)				69,359
4095 Tennis Court Expenditure	(3,810)	0	3,810		3,810	0.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4259 Bönningstedt Wall	1,440	0	(1,440)		(1,440)	0.0%	
4274 Projects Expenditure	26,244	16,500	(9,744)		(9,744)	159.1%	9,744
4421 Martello Toilets Capital Costs	261,862	0	(261,862)		(261,862)	0.0%	252,387
Projects Pool :- Indirect Expenditure	285,736	21,500	(264,236)	0	(264,236)	1329.0%	262,132
Net Income over Expenditure	(216,377)	(21,500)	194,877				
6000 plus Transfer from EMR	262,132	0	(262,132)				
6001 less Transfer to EMR	69,359	0	(69,359)				
Movement to/(from) Gen Reserve	(23,604)	(21,500)	2,104				
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	270	1,000	730		730	27.0%	
Planning & Highways :- Indirect Expenditure	270	1,000	730	0	730	27.0%	0
Net Expenditure	(270)	(1,000)	(730)				
Community Services :- Income	296,451	254,319	(42,132)			116.6%	
Expenditure	614,313	528,026	(86,287)	0	(86,287)	116.3%	
Net Income over Expenditure	(317,861)	(273,707)	44,154				
plus Transfer from EMR	263,626	0	(263,626)				
less Transfer to EMR	70,049	0	(70,049)				
Movement to/(from) Gen Reserve	(124,284)	(273,707)	(149,423)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	296,451	254,319	(42,132)			116.6%	
Expenditure	614,313	528,026	(86,287)	0	(86,287)	116.3%	
Net Income over Expenditure	(317,861)	(273,707)	44,154				
plus Transfer from EMR	263,626	0	(263,626)				
less Transfer to EMR	70,049	0	(70,049)				
Movement to/(from) Gen Reserve	(124,284)	(273,707)	(149,423)				

164/24 APPENDIX B

Community Services Committee 2024 - 2025

1000 Codes = Income

4000 Codes = Expenditure

Financial Variance Report for Community Services Meetings				
		12th September 2024	5th December 2024	6th March 2025
105	Salts Recreation Ground			
1025	Income Sponsorship	Fully invoiced for this year	As previously reported	As previously reported
1050	Income Rent		<u>Total To Date Income Split:</u> Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £450 Seaford Rugby Club - £1,000 Shredition - £41.25 Total - £2,188.97	<u>Total To Date Income Split:</u> Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £600 Seaford Rugby Club - £1,000 Shredition - £41.25 Total - £2,338.97
1055	Income Insurance Recharge	Fully invoiced for this year	As previously reported	As previously reported
1058	Income Water Recharge	Recharging will be looked at in August	The recharges have been invoiced, however, due to a water leak at one of the meters and a higher than usual recharge to the Rugby Club, officers are looking whether this needs reducing.	Officers are continuing to monitor this situation. An agreed recharge rate with the Rugby Club will be applied until the leak has been fully rectified.
1066	Income Concession	Fully invoiced for this year with payments being received in quarterly instalments	<u>Total to Date Income Split:</u> Salts Café - £25,000 Total - £25,000	As previously reported
1073	Sports Pitch Hire & Green Fees			<u>Total to Date Income Split:</u> Cricket - £2,345.60 Rugby - £1,283.20 Premier - £192.00 SCSA - £1,165.20 Total - £4,986.00
4018	Water Refill Maintenance	The expenditure is covered by the Ear Marked Reserve which is topped up with income generated from the sponsorship of the water refill station. This is the same for all Water Refill Maintenance accounts within this Committee.	As previously reported	As previously reported
4096	LTA Loan	The budgeted amount of £1,825 was insufficient, as it should have been £3,650. Only one instalment was budgeted for when it should have been for two. Therefore, the account will show as overbudget by £1,825 by the year end	As previously reported	As previously reported
4115	Insurance	This has been fully paid for the year which is the same for all insurance accounts within this Committee. Whilst some cost centres show insurance as slightly overbudget, these are offset by those that are under budget.	As previously reported	As previously reported
106	The Crouch			
1050	Income Rent		Bowling - £956.25 Football - £956.25 Total - £1,912.50	<u>Total to Date Income Split:</u> Bowling - £1,275 Football - £1,275 Total - £2,550
1051	Income Insurance Recharge	Fully invoiced for this year	As previously reported	As previously reported
1058	Income Water Recharge	The actual to date figure is showing a negative income which is the result of an accrual for the 23/24 year end. The recharges expected in August should correct this and bring the balance up	Now recharged.	
1073	Sports Pitch Hire & Green Fees	This account largely relates to the annual bowls fees which will be received by the end of August	<u>Total to Date Income Split:</u> Football Training & Games - £927.20 Mini Soccer - £140.80 Bowling Green Fees - £10,271.25 Total - £11,339.25	<u>Total to Date Income Split:</u> Football Training & Games (main pitch) - £1,413.60 Mini Soccer (mini pitch) - £268.80 Bowling Green Fees - £10,271.25 Total - £11,953.66
4115	Insurance	This has been fully paid for this year	As previously reported	As previously reported
4261	General Maintenance	There is an overspend of £6,050 which relates to the Flint Wall. This amount has been covered using funds from the Grounds Maintenance/Open Spaces EMR326, which will result in no impact on the Income & Expenditure (I&E) at the year end	As previously reported	As previously reported - due to the spend from the EMR, the percentage spent compared to budget is 11.6%
108	Other Open Spaces			
4261	Grounds Maintenance	This shows a higher expenditure % for this time of year due to necessary tree works in Normansal Park and High & Over areas.		

		12th September 2024	5th December 2024	6th March 2025
113	The Crypt			
1057	Income Electric Recharge	There are not budgets allocated for these utility income and expenditure because the costs are recharged resulting in a nil balance. However, a discrepancy has been identified where the gas income is higher than the associated expenditure due to a missed accrual at the end of the 23/24. Specifically, the gas income of £408 should have been accounted for in the 23/24 financial year, but it was not, resulting in the current mismatch.	As previously reported	As previously reported
1058	Income Water Recharge			
1063	Income Gas Recharge			
4052	Water & Sewerage			
4055	Electricity			
4056	Gas			
4279	Fire & Security		This has exceeded budget due to the fire extinguishers being serviced. These costs were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.	As previously reported
115	Martello Tower			
4275	Building Maintenance			There will be an underspend of £12K at the end of the year. As per the budget process, this underspend is intended to be moved to an EMR and added to next year's £18K budget, ensuring sufficient funds to carry out the urgent ceiling works.
116	Seaford Head Estate			
4279	Fire & Security	These costs were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.		
117	Seafront			
1066	Income Concession		<p>Total to Date Income Split:</p> <p>Dane Road - £2,360</p> <p>Marine Parade - £21,000</p> <p>Splash Point - £6,500</p> <p>Martello Kiosk - £12,340</p> <p>Bonningstedt Sauna - £1,600</p> <p>Bonningstedt Water Sports - £1,250</p> <p>West View Kiosk - £8,100</p> <p>Total - £53,150</p> <p>Marine Parade, Splash Point, Martello & West View Kiosks have been invoiced in full with total amounts outlined above. However, the payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.</p>	<p>Total to Date Income Split:</p> <p>Dane Road - £2,950.00</p> <p>Marine Parade - £21,000</p> <p>Splash Point - £6,500</p> <p>Martello Kiosk - £12,340</p> <p>Bonningstedt Sauna - £2,200</p> <p>Bonningstedt Water Sports - £1,550</p> <p>West View Kiosk - £8,100</p> <p>Total - £54,640</p> <p>Marine Parade, Splash Point, Martello & West View Kiosks have been invoiced in full with total amounts outlined above. However, the payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.</p>
118	Beach Huts			
1054	Income Other		This income relates to an admin fee from the selling of beach huts.	As previously reported
1057	Income Electricity	This income relates to the electricity cards purchased by the Bonningstedt Beach Hut owners. The budget was set conservatively low since its uncertain how many cards will actually be purchased throughout the year.	As previously reported	As previously reported
1060	Beach Hut Site Licence	Fully invoiced for this year	As previously reported	As previously reported
1061	Beach Hut Annual Rent	Fully invoiced for this year	As previously reported	As previously reported
1066	Income Concession		The budget for four temporary concession huts on the seafront was set prior to the tender process. However, due to an insufficient number of responses during the tender, the decision was made not to erect these huts for 24/25 resulting in no income being generated from them.	As previously reported
1094	Income Seasonal Beach Huts			The year-end income will be £10,720, falling short of the budgeted figure of £14,550. Factors such as poor weather conditions and the rising cost of living may have contributed to lower sales.
4052	Water & Sewerage	This account is showing as overbudget due to the challenges in setting accurate annual budgets largely due to Castle Water invoicing in advance on estimated readings.	As previously reported	As previously reported, Castle Water does not have a consistent invoicing method. However, an increase in usage has also been identified.
4258	Seasonal Beach Hut Expenditure		This expenditure will be lower than budgeted, as the installation and dismantling of the concession huts was not required.	
4502	Toilet Hire	These costs were originally budgeted under the Seasonal Beach Hut Revenue Expenditure account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.		
119	Old Town Hall			

		12th September 2024	5th December 2024	6th March 2025
1066	Income Concession	This income was initially budgeted under the Income Rent account code. However, since the site is now classified as a 'Concession', the income is being recorded under the correct code.	As previously reported	As previously reported
121	Seaford In Bloom			
1025	Income Sponsorship	Fully invoiced for the year		
4402	Seaford In Bloom	The majority of this expenditure occurs in the summer months with the remaining portion being charged in winter.		
125	Allotments			
1050	Income Rent	Fully invoiced for the year	As previously reported	As previously reported
130	Other Recreation			
4410	Swimming Pool			Whilst this shows no expenditure, two purchase orders have been raised totalling £2,033 with further works requested at a cost of £1,885. Therefore, there will be a spend by the year end.
134	CCTV			
1053	Income Grants		Funding was awarded to STC as a contribution towards the ongoing maintenance and SIM costs of the public facing CCTV system	As previously reported.
4676	CCTV		While we have yet to receive the invoice for the annual maintenance, it is anticipated that, following the installation of the new CCTV system, these costs will be minimal compared to the budget. As a result, we expect to see a significant saving by year-end.	As previously reported. The invoice should be received by the end of this month and is likely
135	Community Services Events			
4195	Events Expenditure			This account is showing over budget due to the additional urinals installed for Bonfire Night which also helped to protect the new Martello toilets. The overspend is being met by the underspend for the DDay account.
4273	Christmas Lights			The account is underspent and which will offset the additional Christmas Magic spend.
4281	Christmas Event Expenditure			This account is showing over budget due to the lantern workshop costs having increased significantly from 23/24 and that no income had been generated. However, the reduction in the Christmas Lighting costs will offset the overspend.
225	Projects Pool			
1014	CIL & S106 Receipts	This income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR	As previously reported	As previously reported The CIL has now increased to £29,359 which will be the closing figure for this financial year.
1053	Income Grants	This income is a grant from LDC specifically towards the costs of the Changing Places	As previously reported	As previously reported
4095	Tennis Court Expenditure	This is showing as a negative spend due to an accrual for these costs being made at the year end. Once the invoices for these costs are received, then the actual spend will return to zero (therefore all costs for the tennis courts will show in 2022 - 2023)	As previously reported	As previously reported
4259	Bonningstedt Wall	This expense relates to the storage of the timber and steel work of the Bonningstedt Wall.	As previously reported	As previously reported
4274	Projects Pool			The old greenkeepers shed roof has now been replaced with part of the expenditure being met from the EMR.
4421	Martello Toilets	Whilst there is no budget showing in the account code for the 24/25 financial year, this remaining expenditure for the rebuild has been covered using funds from the CIL EMR361 as previously approved and which will result in no impact on the I&E at year end.	As previously reported	As previously reported



Report No:	165/24
Agenda Item No:	6
Committee:	Community Services
Date:	6th March 2025
Title:	Hope Gap Steps – Update and Next Steps
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To provide an update on the progress of work undertaken to date and the proposed next steps to continue this work assessing the medium to long term solution with Hope Gap Steps

Actions
The Committee is advised:
<ol style="list-style-type: none"> 1. To consider the update on the work undertaken to date. 2. To move to a vote on the motions below.

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report

1. Introduction

- 1.1 At the Community Services Meeting held on 30th May 2024, the Committee passed the following motion:

‘to confirm the Town Council will leave Hope Gap Steps closed for the summer 2024 season whilst it gathers information ahead of considering short, medium and long term assessment for a more sustainable solution. The short term stage to be to commission an expert to identify what the

issues are and what solutions are available for presenting to the other stakeholders to ascertain permission likelihood and timeframes, reporting back to this Committee at 6, 9 and 12 months’.

- 1.2 This report is providing an update on the progress of work undertaken to date and the proposed next steps to continue this work assessing the medium to long term solution with the steps.

2. Progress – Short Term Measures

- 2.1 Following the Committee’s instruction, and as a first step, officers sought preliminary advice from Natural England (NE) with regards to possible options, as this site is part of a Site of Scientific Interest (SSSI). This was because it was felt prudent to have certainty about what works would be permitted by NE on the site, before expending funds on an expert survey.
- 2.2 As a short term measure, Officers have worked with NE to identify and assess potential works to repair and improve the security fencing at the top of Hope Gap Steps, to ensure the safety of visitors to the area, but also to take into consideration any impact on the SSSI site. These works have been confirmed as negligible by NE and will therefore be undertaken in the next few weeks.

3. Next Steps – Medium to Long Term Solutions

- 3.1 During the extensive discussions with NE, they have indicated that from a geological perspective there would be negligible impact if the steps were replaced, providing they did not increase in size and block more of the cliff face.
- 3.2 However, from an ecological perspective, any replacement works may have an impact on the grassland on the cliff top, including the moon carrot wildflower, which is found in this area, and would need careful consideration. It is however possible that this could be mitigated by storing plant/equipment in an area of low biodiversity.
- 3.3 Consent for any works would need to be obtained from NE and as a result of these discussions it has now become clear that until a completed application form is submitted to them providing all the required details, NE are not in a position to be able to offer advice as to what may or may not be permissible onsite.

- 3.4** On this basis, officers are now moving ahead with the commissioning of an expert consultant to assess the site, identify and consider the options, provide costings, likely timeframes and confirmation of the permissions that would need to be sought.

4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report.
- 4.2** The costs of the expert consultant are not yet known, and these are unbudgeted, but would be met from ear marked reserve 334 (Seaford Head / South Hill Barn).

5. Contact Officer

- 5.1** The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager



Report No:	167/24
Agenda Item No:	7
Committee:	Community Services
Date:	6th March 2025
Title:	Relocation of Compostable Toilet Units
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To update the Community Services Committee on the relocation of the Compostable Toilet Units and seek approval of the specific location.

Actions

The Committee is advised:

1. To consider the update on the relocation of the compostable toilets.
2. To consider the new recommendation that both toilet units be located to South Hill Barn, further to officer's findings that relocation of one toilet to the Crouch would not be feasible.
3. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report
2. To agree that the compostable toilet unit being relocated to South Hill Barn will be placed outside of the courtyard area, on the grassed area adjoining the West Barn.
3. To note the recommendation not to relocate one of the compostable toilet units to The Crouch.
4. To approve that second compostable toilet unit is also placed at South Hill Barn.

1. Introduction

- 1.1** Seaford Town Council own two compostable toilet units that are currently located next to the Martello Tower along the Esplanade. The units were purchased in late 2023 to provide toilet facilities during the refurbishment of the Martello Toilets facilities and, further to this, equip the Town Council with moveable toilets that could be placed elsewhere to enhance the facilities onsite.
- 1.2** In the Community Services Committee meeting held 7th March 2024 it was agreed that once the Martello Toilet redevelopment had been completed, the compostable units were to be relocated, one within The Crouch and the other at the courtyard at South Hill Barn. Power was delegated to officers to determine the exact footprint within each location.
- 1.3** Following a staff capacity pause during 2024 after the opening of the Martello Toilets, officers began work to identify potential footprints for the toilet units at South Hill Barn and The Crouch. Research revealed that there are concerns about finding a suitable location within The Crouch, and furthermore that placing one within the courtyard at the Barn may not be the best option.
- 1.4** This report provides an update on the work that has taken place to identify suitable locations for the toilet units and seeks the Committee's approval to amend their March 2024 resolution to instead relocate both toilet units to South Hill Barn.

2. Considerations

- 2.1** The Crouch
- 2.2** Scoping of this project has revealed that placement for one of the compostable units within the Crouch is restricted due to their size. Officers have been able to find only one suitable location, which would mean placing the unit next to the garage/storage unit alongside the football pitch.
- 2.3** This location would mean that the facilities would not be universally accessible around the times of Seaford Town Football Club (STFC) matches due to the Football Association's requirements that gates must be locked for a period of time during certain matches.
- 2.4** In addition, the unit must be located at a site where the service truck can readily access and empty the waste tanks. In wet weather, the toilet being

placed there would render the service truck unable to drive over the grass, or could damage the ground or get stuck. It is likely the service company would refuse to drive their truck over the grass if this was a possibility.

2.5 Concerns have also been raised about the potential for antisocial and/or criminal behaviour emanating from the toilet being located in The Crouch. It is noteworthy that the toilet has no method of lighting and so being situated in the unlit Crouch it would have the potential to attract activity which the neighbours of the Crouch may find disturbing and unwelcome.

2.6 Recognising there is a level of need at The Crouch, officers would look to review the provision toilet facilities onsite at The Crouch and explore possible options for the medium term.

2.7 South Hill Barn

2.8 Upon review it has become clear that placement of a compostable unit at South Hill Barn within the courtyard will have a detrimental impact on the concession trading within the same space. This is due to the size of the units themselves, which will encroach on the outside seating space, alongside the unpleasant odour from the waste container units, both of which may lead to a reduction in custom for the concession.

2.9 Having assessed the wider site, it is now recommended the unit be located outside of the courtyard, on the grassed area adjoining the West Barn. Appendix A details the proposed location.

2.10 Given that officers believe the Crouch to be an unsuitable location for one of the toilets, the proposed site at South Hill Barn could potentially accommodate both toilets next to one another, with one accessible by a ramp.

2.11 An accessible path would be needed from the courtyard entrance to the toilet unit. The specifics of this are being investigated by officers and a verbal update can be provided at the meeting, including suitable material to be used and an estimated cost.

2.12 Officers will also liaise with other stakeholders on site to discuss the proposals and will provide a verbal update on this at the meeting.

3. Recommendations

3.1 Officers are recommending that the South Hill Barn compostable toilet unit is located on the grassed area alongside the West Barn.

- 3.2** Officers are not recommending that a compostable toilet unit be located within The Crouch for the reasons highlighted in the report.
- 3.3** Officers are recommending placing the second compostable toilet unit alongside the first at South Hill Barn. This would introduce four toilets to the site (each unit housing two toilets), one of which will include an accessible ramp.

4. Financial Appraisal

- 4.1** The costs associated with moving and emptying the toilet units are the same regardless of site they are being located to.
- 4.2** There would be a cost associated with introducing an accessible path for the toilet units if they were placed outside the courtyard at South Hill Barn. These costs are being explored and, whilst not yet known, these could be met from the South Hill Barn general maintenance budget.

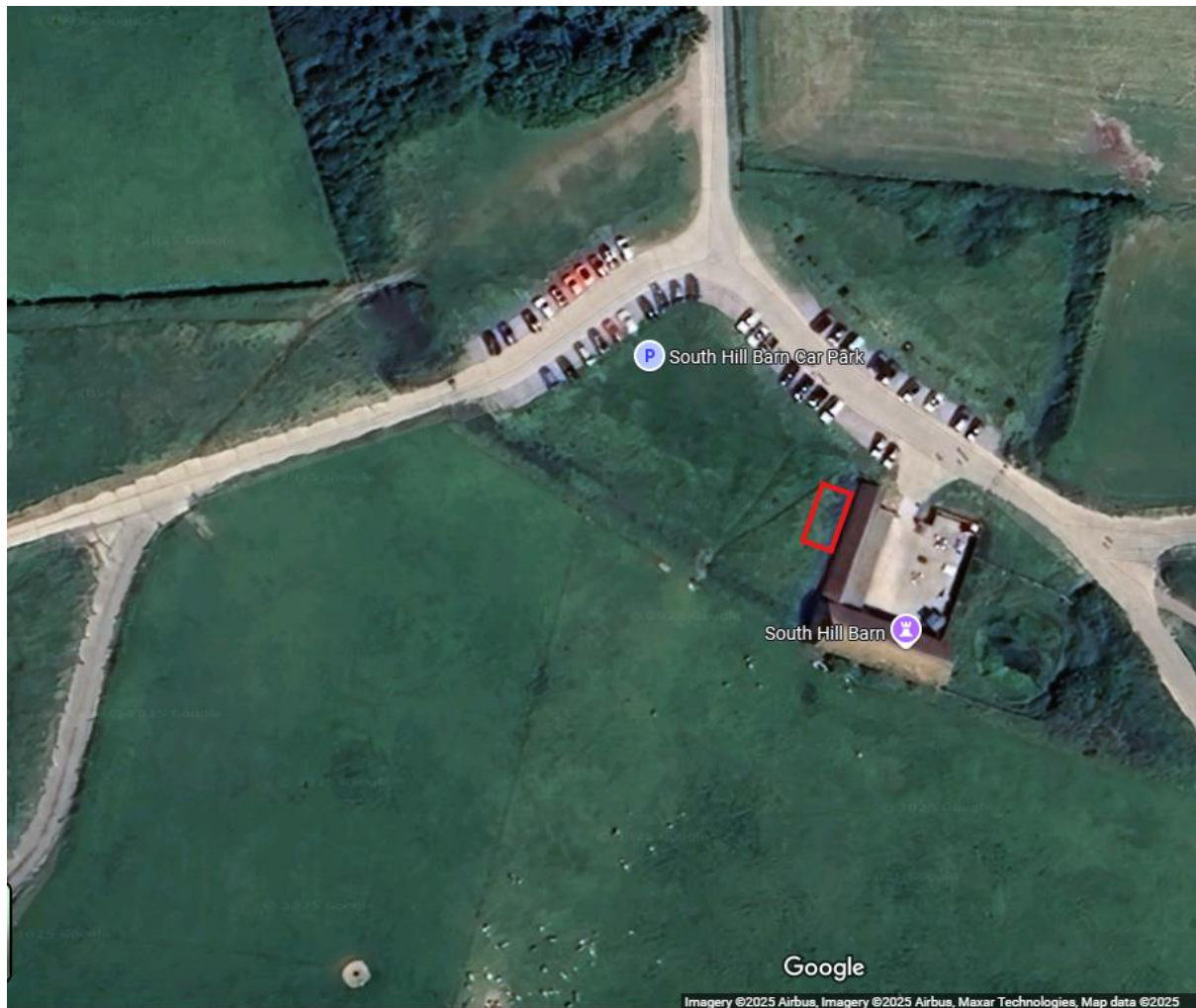
5. Contact Officer

- 5.1** The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager

Report 167/24 – Appendix A

Compostable Toilet Unit Location – South Hill Barn

The compostable toilet units are proposed to be located in the area outlined in red bold below.





Report No:	176/24
Agenda Item No:	8
Committee:	Community Services
Date:	6th March 2025
Title:	West View Seasonal Beach Huts Scheme
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To update on delivery of the West View Seasonal Beach Huts and seek approval of a new flat rate daily hire

Actions
The Committee is advised:
<ol style="list-style-type: none"> 1. To consider the proposal to introduce a new flat rate daily hire for the seasonable beach huts. 2. To move to a vote on the motions below.

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report 2. To approve a new daily hire structure for all eight seasonal beach huts for the peak and off-peak seasons.

1. Introduction

- 1.1 In 2021 planning permission was granted for the Town Council to install eight beach huts adjacent to West View on Seaford promenade over the summer period.
- 1.2 The Town Council is permitted for the huts to be in situ between 15th April and 30th September each year.

- 1.3** The huts have been extremely popular each year but, following a decline in bookings last year, officers propose to explore changes to the hire arrangements.

2. Information

- 2.1** Whilst the huts have been a popular offering on the seafront, 2024 saw a significant decrease in booking income compared to the previous two years:

Year	Total Number of Bookings*	Net Income
2024 – 2025	101	£8,186
2023 – 2024	116	£17,148
2022 – 2023	121	£12,156

* a booking could be for the full week, weekend or mid-week i.e. this is not the number of days booked

- 2.2** The weather in summer 2024 likely played a part in the reduced uptake, with temperatures generally lower than average and unsettled weather fronts throughout the period.
- 2.3** There have been no changes in the booking process, which is fairly robust and accessible, so it is not believed that this would have caused a decline in the number of bookings. As it stands, the Tourist Information Centre in Seaford processes the majority of the bookings. The concessionaire at the West View kiosk then manages ad hoc weekend bookings, where there is availability, and oversees the key management and cleaning arrangements between hires.
- 2.4** It is also likely that cost of living pressures may have depressed the potential market size for this provision.
- 2.5** Officers have explored whether the available hire frequencies could be preventing a larger uptake. In 2024, booking slots were offered at three frequencies: mid-week (Monday to Thursday), weekend (Friday to Sunday) and full week (Friday to Thursday), and at separate prices for off peak (May, June and September) or peak season (July and August).
- 2.6** Having considered the approach taken by other local authorities, officers propose offering daily hire fees, as is the case with beach huts on

Eastbourne seafront. Daily hire would allow far more flexibility to users who do not want to, or cannot afford to, commit to a longer hire and in doing so, make the offering more attractive to a wider range of people.

- 2.7** The Committee is asked to consider the proposed pricing schedule for the 2025 seasonal beach hut scheme.

3. Proposed Pricing Schedule

- 3.1** Officers propose to simplify the hire charge scheme for all seasonal beach huts to be available for daily hire and propose that the following pricing schedule be used for 2025:

Month	Cost
April, May, June and September	£25 per day
July and August	£30 per day
20% off daily rate when booking seven days or more Up to a maximum of 14 consecutive days can be booked	

- 3.2** Included within the pricing schedule is a 20% discount for any bookings made for seven consecutive days or more. This proposal is designed to create an incentive to hire a beach hut over a longer time period keeping the pricing competitive and in line with other local offers.
- 3.3** Whilst this would not serve to drastically increase the Town Council's income from these huts, it would however develop the huts as a community facility and increase the number of people, across a wider demographic, that are able to access and enjoy the facilities.
- 3.4** Officers are looking at arranging for installation of the huts on 15th April, allowing for them to open on 25th April. If they are ready before this, a soft launch would be considered. In accordance with the planning permission, the huts will be removed from the promenade by 30th September 2025.
- 3.5** Advertising campaigns are being prepared and are set to be launched following approval from this Committee meeting.
- 3.6** After the scheme has closed, officers will assess the financial performance as well as the booking details (number of different hirers, length of bookings etc) and bring a report to the Assets & Facilities Committee in the autumn to consider the hire options for future year's schemes.

4. Financial Appraisal

- 4.1** The proposed change in pricing structure is not anticipated to have a significant impact on the income generated by the beach hut scheme.

5. Contact Officer

- 5.1** The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager



Report No:	174/24
Agenda Item No:	9
Committee:	Community Services
Date:	6th March 2025
Title:	Town Council Projects Log as at March 2025
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To present the Town Council's Project Log as at March 2025

Actions

The Committee is advised:

1. To review and comment on the Projects Log presented at Appendix A.
2. To consider the update on future reporting of projects.
3. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report and the project log as presented.

1. Introduction

- 1.1** Since the summer 2023, this Committee has reviewed the Town Council's Projects Log at each of its meeting.
- 1.2** With the new committee structure being implemented from May 2025, this is the last meeting at which the Projects Log will be reviewed in its current form.
- 1.3** This report is therefore updating the Committee on the current Projects Log and the plans for capturing and presenting project updates going forwards.

2. Current Projects Log

- 2.1** As it stands, the Projects Log contains projects that are: a) currently being worked on, b) scheduled into the future programme of work, or c) waiting for initial consideration and approval to take forwards by Full Council / Committee.
- 2.2** New projects have been added to the list as they have come in – on an open entry basis or consequentially as a result of operational pressures - and are then triaged once a quarter, with a brief going to the Community Services Committee seeking any necessary approvals. Projects that are 'on hold' are triaged against urgency, start dates or available officer capacity.
- 2.3** Appendix A presents the Projects Log, correct at the time of writing the report (26th February 2025). The Committee is invited to review and comment on the contents of the Projects Log.

3. Future Reporting

- 3.1** The Projects Log has served a clear purpose and has ensured transparency with the projects being worked on within the Town Council and those within the pipeline. The Projects Log has also been pivotal in highlighting some disconnect between the operational activities and pressures, and the Town Council's Strategic Plan. Whilst not ideal, this is important to be aware of and will ensure that future reviews of the Strategic Plan can assess how to ensure the plan is relevant, fit for purpose and able to be embedded within the organisation in a realistic and deliverable way.
- 3.2** As a result of the new committee structure taking effect from May 2025, Officers will need to review how the Town Council's projects are presented to future committees, as the update will be split across more than one committee and the current Projects Log will not work in its current form.
- 3.3** This review provides an opportunity consider how best to present the information contained therein, to ensure it is clear, appropriate and relevant for Councillors to consider.
- 3.4** A shortfall of the current Projects Log is that it includes some routine maintenance activities (for example, routine asbestos labelling), which

does not need to be presented to Committee, as it is a given, and this creates a situation where some routine tasks are presented but others are not.

- 3.5** Similarly, there are examples of pieces of work captured on the log which have never been approved nor assigned a budget to be taken forwards. This can lead to a misconception for residents and Councillors that the Town Council has committed to a piece of work which may never be approved to be taken forwards.
- 3.6** Early proposals are that two new projects logs will be created, one for the Assets & Facilities Committee and the other for the Golf, Open Spaces & Climate Action Committee. Within both of these documents, projects will be grouped by their category, which could be a) those which are part of the strategic plan, b) those approved but which have not yet been assigned and c) 'blue sky' projects, not yet been approved or assigned. Officer will ensure all projects on the current log are transferred across to the appropriate new project log and applicable category within each.
- 3.7** These new project logs will be worked up and prepared at the first meetings of the respective Assets & Facilities Committee on 22nd May and Golf, Open Spaces & Climate Action Committee on 5th June.

4. Financial Appraisal

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

5. Contact Officer

- 5.1** The contact officer for this report is Sharan Brydon, Assets & Projects Manager.

Town Council's Project Log – March 2025

Sorted by 'Status', then 'Committee Report' and 'Completion Forecast'

This is the final edition of the Projects Log in its current form – accordingly, this has not yet been updated to reflect the new committee structure taking effect from May 2025.

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
1	Maintenance	CCTV Salts /Golf Pro/Martello Toilet & Cafe	Changing the provision and maintenance	Community Services	2024/25	ACTIVE
2	Maintenance	Compostable Toilets Roll Out	Relocation of compostables at other locations being investigated	Community Services March	2024/25	ACTIVE
3	Events	Christmas Lights Tender	Looking at the contract for the installation, storage and install of the Christmas Lights	Community Services March	2024/25	ACTIVE
4	Events	Christmas Magic 2025	Working with various groups to look at the design and delivery of the event for 2025	Community Services March	2024/25	ACTIVE
5	Maintenance	Hope Gap Steps	Fence repairs approved by NE for top of the steps. Along with seeking advice on acceptable arrangements for work to be carried out at this location as a SSSI area. Officers have instructed a surveyor to provide us with options regarding the steps.	Community Services March	2024/25	ACTIVE
6	Lease/Contracts	Martello Museum Lease	Lease renewal	Full Council	2024/25	ACTIVE
7	Community	Crouch Working Group	Reviewing arrangements with gates, floodlights and advertisements - STFC		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
8	Community	Cycle Racks at The Salts	Project proposal by member of the public with part funding. Approval received from Full Council so install being coordinated		2024/25	ACTIVE
9	Concessions	Tender Concessions 2025	Use tender concession policy approved by FC November 2024 for renewal of concession sites		2024/25	ACTIVE
10	Maintenance	Asbestos Compliance	Asbestos inspection - follow up sticker placement 90% completed		2024/25	ACTIVE
11	Community	Salts and Crouch Signage	Welcome sign for the Salts to include all user groups using the recreational area, to be placed & completed by March 2025		2024/25	ACTIVE
12	Maintenance	Servicing contracts (Legionella)	Routine Legionella inspections - ongoing		2024/25	ACTIVE
13	Open Spaces	The Salts Playpark Resurfacing	Resurfacing of the under 5s and toddlers' area		2024/25	ACTIVE
14	Maintenance	The Salts Tennis Courts	Awaiting manufacturer for replacement floodlights at the courts		2024/25	ACTIVE
15	Community	Defibrillators	Bishopstone defibrillator unit now installed adding to STC assets & Inspections list & register with British Heart Foundation		2024/25	ACTIVE
16	Open Spaces	Verge cutting	Ongoing Contract Review & Management - Urban & Review of Rural with ESCC		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
17	Maintenance	Bönningstedt Wall Remedial Works	Temporary protection in place pending remedial works to the wall to be completed in Spring 2025		2024/25 / 2025/26	ACTIVE
18	Maintenance	Seaford Head Signage	Partnership approach (LDC/ESCC and agencies) to agree simple clear signage at Seaford Head	Community Services	2025/26	ACTIVE
19	Community	Review West View Beach Hut Offering - Rental Units	Look into viability study, review of rental duration and charges	Community Services March	2025/26	ACTIVE
20	Community	Fields in Trust	Designating three STC sites as Fields in Trust (The Salts, Crouch and Martello Fields).	Full Council	2025/26	ACTIVE
21	Maintenance	Martello Tower Maintenance	Heritage surveyor's report received regarding remedial works. Soffit safety work and investigative surveys consent given by Historic England. Quotes for works being sought.	Full Council	2025/26	ACTIVE
22	Events	MOU Agreements	Review Memorandum of Understanding agreements for larger events		2025/26	ACTIVE
23	Maintenance	Servicing Contracts	Contract to maintain our assets		2025/26	ACTIVE
24	Community	High and Over	Maintenance Plan - look to include within Grounds Maintenance Contract Renewal 2026		2025/26	ACTIVE
25	The View	The View - Leak Repairs	Soffit repairs to be undertaken following the safe roof access system being checked and certificated for use.		2025/26	ACTIVE
26	Lease/Contracts	Toilet Cleaning Tender	Cleaning contracts tender		2025/26	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
27			(agreed CSC March 24)			
28	Maintenance	Verge cutting impact assessment	Report back to Committee		2025/26	ACTIVE
29	Community	South Hill Barn - Stage 1	To undertake traffic management , services and consultation surveys		2025/26	ACTIVE
30	Maintenance	South Hill Barn Remedial Works (including drainage)	Remedial works to be included to main barn development programme (Including damage pipe works under courtyard)		2025/26	ACTIVE
31	Community	Lifeguards Hut & Provision	Provision for new Lifeguards post along promenade between Martello & Splash Point		2025/26	ACTIVE
32	Concessions	Street Market Licence	Looking at revising the street trading policy and licensing documentation		2025/26	ACTIVE
33	Maintenance	Promenade Lighting	Repair broken lights along splash point promenade		2025/26	ACTIVE
34	Events	Signs & Barriers (Events / Street Trading)	To review existing stock for repair & replenishment		2025/26	ACTIVE
35	Community	Bus Shelters	1 living bus shelter being offered to Town Council from the County Council		2025/26	ACTIVE
36	Community	Fitness Licence Green Spaces Map	Create spaces map for applications		2025/26	ACTIVE
37	Open Spaces	The Salts Play parks	New Gym at The Salts, renewing of any items in both playgrounds that parts cannot be sourced		2025/26	ACTIVE
38	Maintenance	Garage Project	Maintenance Stores inventory		2025/26	ACTIVE
39	Maintenance	Memorial Benches	Audit of memorial benches in Seaford		2025/26	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
40	Events	Boat Sponsorship	Sponsorship in place until 2025.		2025/26	ACTIVE
41	Maintenance	Grounds Maintenance	Working Group to be set up summer 2025. Contract ends 2026	Full Council	2026/27	ACTIVE
42	Golf Club	17/18th Hole	Moving the 17/18th hole further away from the cliff edge		2026/27	ACTIVE
43	Maintenance	Compostable Toilets Ongoing Maintenance	Maintenance of compostable toilet facilities	Community Services	2024/25	ACTIVE
44	Community	Art Linked to Plastic Free Seaford	Artwork to be installed along seafront from local artist			INACTIVE
45	Community	Leases for Assets	Lease management systems		2025/26	NEW
46	Community	Motor Home Parking	Project to consider Motor Home parking & signage		2025/26	NEW
47	Community	Allotments	New space requested for allotments		2025/26	NEW
48	Community	Swift Boxes	Swift Boxes to be placed on STC assets		2025/26	NEW
49	Open Spaces	Assets Strategy	Looking at creating a solid strategy and list of all open space assets and their commercial viability		2025/26	NEW
50	Community	Skate Park Shelter	Replacement shelter at the skatepark		2025/26	NEW
51	Assets	Assets Log	Establish an asset log		2025/26	NEW
52	Community	Martello Beach Hut Licence Conditions - Review	Beach hut licence conditions to be reviewed and updated		2025/26	NEW
53	Community	Rain Garden at the Salts Play Park	A rain garden in case of flooding at the play park		2026/27	NEW
54	Open Spaces	Community Orchard	Brighton Permaculture planting bid for Seaford	Community Services	2024/25	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
55	Community	Pop Up Concessions Policy	Look into Pop Up concessions policy	Community Services	2024/25	ON HOLD
56	Maintenance	Finger Posts	Project brief to be designed and rolled out		2024/25	ON HOLD
57	Maintenance	Prom Repairs	No immediate need to repair prom - keep under review		2024/25	ON HOLD
58	Maintenance	Seafront Bins Litter Signs	New signs for seafront bins about taking litter home.		2024/25	ON HOLD
59	Open Spaces	Queen Elizabeth Field	Public consultation on renaming Martello Fields		2024/25	ON HOLD
60	Community	Space for Street Art	Scope briefing being carried out for the project.		2024/25	ON HOLD
61	Concessions	Sponsorship and launch new Martello Cafe facility	Looking at getting initial sponsorship for the new site		2024/25	ON HOLD
62	Assets	Place Lane toilets	Discussion with LDC on cleaning and Asset Adoption		2024/25	ON HOLD
63	Open Spaces	Filming Strategy	Look at creating a filming strategy, to include marketing assets for maximum commercial viability		2024/25	ON HOLD
64	Events	Water Refill Sponsorship	Source sponsorship for new water refill station in Martello Fields.		2024/25	ON HOLD
65	Events	Events & Risks	Reviewing Events policy and hiring out of open spaces and to create an events risk pack	Community Services	2025/26	ON HOLD
66	Community	Tennis Marketing	Marketing courts to wider public (noted May 2024 CSC)	Community Services	2025/26	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
67	Community	Mercread Centre	Cycle rack, green compost, outdoor storage/container and community garden		2025/26	ON HOLD
68	Concessions	Edinburgh Road Electrics	Currently insufficient draw to add any further concession or Beach Huts. This includes the Ice Cream Concession. To be reviewed.		2025/26	ON HOLD
69	Assets	Martello Beach Huts	Community Mural on the back of Martello Beach Huts		2025/26	ON HOLD
70	Community	New Water Refill Station	Replacing the water refill station on Frankie's Kiosk with a standalone station elsewhere on the promenade		2025/26	ON HOLD
71	Community	Rewilding/Naturing Areas	Project to consider rewilding/renaturing STC's green spaces - LDC policy presentation		2025/26	ON HOLD
72	Community	Parish Online	Considered, and there is potential to a future review based on an increase of staff capacity.			ON HOLD
73	Community	Rainbow Bench	Placement of a rainbow memorial bench			ON HOLD
74	Community	Salts Sports Pitches	Investment into all weather sports pitches and hub			ON HOLD
75	Community	Memorial Policy	Review of memorial policy & memorials. On hold as per Full Council January 2025.	Full Council	2025/26	ON HOLD
76	Assets	South Street Toilet	Costings and options for south street toilets (agreed 7 th December 2023)		2025/26	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
77	Assets	Salts Toilets	Refurbish project plan (agreed 7 th December 2023)		2026/2027	ON HOLD



Report No:	175/24
Agenda Item No:	10
Committee:	Community Services
Date:	6th March 2025
Title:	Community Services Committee Overview
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To provide an overview of the Committee's activities ahead of the introduction of the new committee structure from May 2025

Actions
The Sub-Committee is advised:
<ol style="list-style-type: none"> 1. To reflect on the contents of the report, detailing the work of the Community Services Committee. 2. To move to a vote on the motions below.

Recommendations
The Sub-Committee is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report. 2. To pass a motion of thanks to all current and former members of the Community Services Committee for their role in driving and supporting the work of the Committee.

1. Introduction

- 1.1** At the Extraordinary Full Council meeting on 12th December 2024, it was resolved to adopt a revised committee structure and as a result the Community Services Committee will cease to exist at the end of the 2024 - 2025 Municipal Year, making this its final meeting.

- 1.2** The current areas of responsibility for the Community Services Committee will be split between the new Golf, Open Spaces and Climate Action (GOSCA) Committee and Assets & Facilities Committee (A&F) from May 2025 onwards.
- 1.3** This report is providing an overview of the work undertaken by the Community Services Committee since its formation in 2002.

2. Community Services Journey

- 2.1** The Community Services Committee was established shortly after the Town Council was first formed itself in May 1999. The Committee has therefore been involved in and coordinated a huge amount of what makes Seaford the town it is today.
- 2.2** To provide some figures, the Committee has:
- Met 114 times
 - Considered 730 reports
 - Welcomed comments and input from residents 304 times
- 2.3** In recent years, through the above, the Committee has considered reports and made decisions / recommendations concerning the:
- Urban Grass Verge Cutting
 - Concessions: Requests, Policy and Process
 - Public Toilets and Compostable Toilets
 - Seaford Storm Boards
 - Community Events including Christmas Magic and Jubilee and Coronation Celebrations
 - West View Beach Huts Scheme
 - 'Superbin' – the Volunteers Toolbox
 - The Salts Tennis Courts
 - Seaford Street Market
 - Proposed Road Safety Schemes
 - New Defibrillators
 - Splash Point Repairs
 - Requests from Tenants and Sports Clubs
 - Seaford in Bloom and Seaford Tree Wardens
 - The Crypt

- Share with Care Scheme on the Seafront
- In addition to updates on ongoing projects and activities that have been presented at each meeting.

2.4 On behalf of the Town Council and the town, thanks goes to all current and former members of the Climate Change Sub-Committee for their role in driving and supporting the key work above.

3. Financial Appraisal

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

4. Contact Officer

4.1 The contact officer for this report is Steve Quayle, Interim Town Clerk.