



Seaford Town Council Full Council Agenda – Thursday, 26th September 2024

To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

A meeting of the **Full Council** will be held at **The View, Seaford Head Golf Course, Southdown Rd, Seaford BN25 4JS** on **Thursday, 26th September 2024** at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to read 'I.L. Mouland'.

Isabelle Mouland,
Assistant Town Clerk
19th September 2024

PLEASE NOTE:

- **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.**
- **Ahead of the meeting, the Mayor has requested that a short poem is read before the meeting. Anyone not wishing to take part in this poem reading is invited to wait until 6.55pm before attending the meeting.**

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. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

5. Minutes

To note the following minutes, approving or not approving recommendations as required:

5.1	Full Council	20 th June 2024	<u>20.06.24 Full Council Draft Minutes</u>
		25 th July 2024	<u>25.07.24 Full Council Draft Minutes</u>
		1 st August 2024	<u>01.08.24 Full Council Draft Minutes</u>
5.2	Planning & Highways	18 th July 2024	<u>18.07.24 Planning & Highways Draft Minutes</u>
		8 th August 2024	<u>08.08.24 Planning & Highways Draft Minutes</u>
		29 th August 2024	<u>29.08.24 Planning & Highways Draft Minutes</u>
5.3	Community Services	12 th September 2024	<u>12.09.24 Community Services Draft</u>
5.4	Finance & General Purposes	16 th July 2024	<u>16.07.24 Finance & General Purposes Draft Minutes</u>
5.5	Golf & The View	30 th July 2024	<u>30.07.24 Golf & The View Draft Minutes</u>
5.6	Climate Change Sub Committee	12 th January 2023	<u>12.01.23 Climate Change Sub-Committee Draft Minutes</u>
		We've spotted an oversight with approval of the Climate Change Sub-Committee minutes, these now need approving, we do have some current councillors that were at the meeting (incl. Chair & Vice Chair of meeting in question), so may need to ask them to propose and second the accuracy of these minutes.	

6. Mayor's Update Report

To consider report 86/24 presenting the Mayor's update and details of engagements attended (pages 7 to 9).

7. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups.

7.1 South Hill Barn Working Group Report

To consider report 87/24 presenting to the Town Council the findings of the South Hill Barn Working group and consider recommendations (page 10 to 63).

8. Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

9. District & County Councillor Update Report

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

10. Exclusion of Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the remaining items of business for the reasons as set out below. The resolutions of the items will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the items below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information

11. Town Council Priorities & Interim Measures

To consider report 84/24 presenting to the Town Council a proposed reduction in workload, due to reduced staffing, and to set out interim measures in place (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties, the majority of which are intended for future publication.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party. In addition, as covered under the Freedom of Information Act 2000 s22, this is intended for future publication.

12. Complaints – External Consultancy

To consider exempt report 85/24 presenting a proposal from an external consultant to support the Town Council with outstanding complaints.

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties, the majority of which are intended for future publication.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party. In addition, as covered under the Freedom of Information Act 2000 s22, this is intended for future publication (Exempt pages).

AGENDA NOTES

For further information about items on this Agenda please contact:

Isabell Moulard, Assistant 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. 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 from 6.45pm ready for a 7pm meeting start.

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 relevant to the activities of the Town Council.

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 councillors.

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:	86/24
Agenda Item No:	6
Committee:	Full Council
Date:	26th September 2024
Title:	Mayor's Report September 2024
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present the mayor's update report and details of engagements

Recommendations
Full Council is recommended:
1. To note the content of the report.

1. Information

- 1.1 The Mayor's update report can be found at Appendix A.
- 1.2 Details of mayoral engagements between 25th July and 26th September meeting can be found below.
- 1.3 The Mayor of Seaford has attended the following:
 - (a) Seaford Rotary Young Musician of the Year
 - (b) Sussex Mayors Association AGM and Luncheon
 - (c) Mayor's own Civic Reception
 - (d) Picnic at the Triangle
 - (e) Westerleigh Garden Party
 - (f) The Chair of East Sussex Summer Civic Reception
 - (g) Dieppe Raid Commemorations
 - (h) Number 6 Bake off Challenge
 - (i) The Mayor of Polegate Civic Reception
 - (j) Beacon Drive Afternoon Tea

- (k) Walmer Road Picnic
 - (l) St Leonard's Picnic
 - (m) Voyage of the Waverley from Eastbourne
 - (n) Battle of Britain Remembrance Dinner
- The Deputy Mayor of Seaford has attended:
- (a) Seaford Rotary Young Musician of the Year
 - (b) Towards Zero Carbon Peacehaven
 - (c) The Mayor of Seaford's Civic Reception
 - (d) Enable and Support Event
 - (e) Number 6 Bake off Challenge
 - (f) Lewes District Citizens Advice Extra Mile Sponsored Walk

2. Financial Appraisal

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

3. Contact Officer

3.1 The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Report 86/24 Appendix A

Mayor's Report to 26th September 2024 Town Council

I am so grateful for all the invitations I have been offered to ensure we in Seaford are connecting with local organisations, communities, and neighbours here in Seaford, as well as organisations and colleagues in other towns.

It has been an absolute privilege to meet so many Seaford residents during the summer picnic season, with baking and laughter to the fore. I have thoroughly enjoyed all the opportunities to sample our sustainable picnic menu and join in the local games and celebrations.

I have also been very aware that we are committed to remembering those who lost their lives in so many historic conflicts that are being commemorated this year and thank all those organisations for their time and reflection that reaches out to us all.

Councillor Sally Markwell, Mayor of Seaford 2024 to 2025



Report No:	87/24
Agenda Item No:	7.1
Committee:	Full Council
Date:	26th September 2024
Title:	SHB Scoping and Briefing Report
By:	Councillor Rod Buchanan, Sharan Brydon (Assets and Projects Manager), Paul Quanstrom (Senior Projects Officer)
Purpose of Report:	To present to the Town Council the findings of the South Hill Barn Working Group and consider recommendations.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report 2. To adopt the Governance Model 3. To allocate a budget for appointing consultants to carry out survey/study work in Stage One 4. To move from Working Group recommendations to Stage One as a project

1. Introduction

- 1.1** In recent years, Seaford Head has experienced increasing footfall, visitor numbers and media popularity and more recently hosted the launch of the English Coastal Path (Walk the Chalk event).
- 1.2** South Hill Barn (SHB) is an 'L' shaped flint barn comprising two adjoined south and west buildings sited at the top of Seaford Head which to date has hosted small, usually art-based summer events.
- 1.3** A consultation was conducted during the Walk the Chalk event, which was held in September 2023, the results suggested for the Town Council to look at

further development of SHB and to look at creating an effective venue for year-round community/educational events.

- 1.4** SHB lacks any facilities and has no mains services (power, water etc) and has significant items of structural disrepair.
- 1.5** The cost of addressing these issues far outweighs the current relatively low income from the existing events held at SHB. It is therefore arguably financially unsustainable to carry on as-is.
- 1.6** Notwithstanding, it is considered worthy of investigating an upgrade to provide a more attractive, suitable and financially sustainable facility.
- 1.7** In late 2023, a Working Group was convened to investigate the possibility of transforming the barn; [Appendix A](#) presents the Strategic Briefing Document which sets out the Working Group findings.
- 1.8** Following consultation with the public during Walk the Chalk and subsequently with key partners, several sessions were conducted to help define the overall approach to the project and a vision for the purpose of SHB.
- 1.9** The vision essentially suggests upgrading the fabric and facilities whilst retaining the character of the building to offer services all year round using environmentally sustainable approaches.
- 1.10** A number of distinct stages of work have been set out to move the project to completion and continuing into operation/use. The potential layout and future uses are set out in Appendix A.
- 1.11** The short-term additional surveys are required, followed by planning, tendering and construction phases over the next 3-4 years in accordance with Royal Institute of Architects guidelines.
- 1.12** A Governance Model has been identified to oversee the various stages of work.
- 1.13** A risk matrix has been developed to identify significant issues including negative reception by community/stakeholders/residents, financial, funding and budgetary, building issues, remedial works and planning challenges/restrictions.
- 1.14** The issues that pose the highest likely risk are lack of services and traffic management/access/parking.
- 1.15** A budget of £40k will need to be identified to commission traffic management (£10k) and services consultants (£20k) and for the Town Council to instruct a QS (£10k).

1.16 In terms of officer time, the Assets and Project Manager and Senior Projects Officer will allocate time to the project estimated at seven hours per week in stage one.

1.17 The Town Council is recommended to adopt the Governance Model; appoint consultants to carry out a survey/study work in stage one; and to move from the Working Groups recommendations to stage one as a project.

2. Financial Appraisal

2.1 A budget of £40k will need to be identified to commission traffic management (£10k) and services (£20k) consultants and for the Town Council to instruct a QS (£10k).

2.2 £7,200 is available in the current financial year to phase one of the traffic survey with the remaining £32,800 allocated in financial year 2025-2026 to undertake phase two of the traffic survey, and the services and QS consultants.

3. Contact Officer

3.1 The Contact Officer for this report is Paul Quanstrom, Senior Projects Officer.

South Hill Barn

Pre-Project Phase

Strategic Briefing Document



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10. Stakeholders/interested parties
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- Appendix 2 - Definitions and Acronyms used in this Report
- Appendix 3 - Brief History of SHB
- Appendix 4 - Map to Show Ownership of The Barn and Surrounding Area
- Appendix 5 - Main plans and artists impression prepared by G3 architects (2019)
- Appendix 6 - Photographs; SHB Current Condition
- Appendix 7 - Extent of Farmer's (tenant) Curtilage
- Appendix 8 - List of SHLNRMC contacts
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- Appendix 10 - Residents Consultation Survey Summary
- Appendix 11 - Indicative Project Timeline
- Appendix 12 - Risk Analysis Matrix
- Appendix 13 - SHB Governance Model Organization Chart
- Appendix 14 Schedule of remedial works SHB

South Hill Barn

Pre-Project Phase

Strategic Briefing Document

STC Brief for the Future of The Barn

1. Executive Summary

SHB was inherited from LDC in 2005. Thereafter, until circa 2018 it was boarded up and just used for storage. Since then, it has been used for mainly cultural and educational events and displays in the summer months, for the remainder of the year it has been used as a store for beach huts etc.

There have been a number of efforts by STC to assess and determine the best way to set SHB as a durable asset to Seaford and its community. These previous efforts are noted within this report although to date not one of the earlier assessments has been followed up.

SHB is a standalone building located on Seaford Head. There are no utility services connecting to SHB. It is, in essence, a barn but not used for this agricultural purpose.

Currently the costs of upkeep for STC outweigh any possible income that may be derived from SHB in its current condition and minimal commercial use. It is partly due to this ongoing drain to STC resources and partly due to the success of SHB as a destination for the 2023 Walk the Chalk event that a Working Group was established on behalf of the council to reassess the potential purpose of SHB beyond its current limited usefulness.

This report documents the results of the SHB Working Group.

Amongst other actions, the Working Group visited venues similar to SHB's potential to gain valuable insight, attended meetings with stakeholders/interested parties and undertook a residents consultation survey.

This report also notes the previous STC work and studies for SHB together with a review of the current income/outgoings and current condition and usage.

Several working sessions were conducted to help define the overall approach to the project and a vision for the purpose of SHB.

Simply put, the vision encompassed retaining the character of the building and being able to offer services all year round by utilizing environmental and sustainable approaches.

A number of distinct stages of work have been set out to move the project to completion and continuing into operation/use.

Whilst outside the immediate remit of the SHB Working Group, as this would be subject to ongoing stages of work, consideration is included for potential future uses.

Risk and SWOT analyses were made. The issues identified, particularly the weaknesses and threats, would be addressed more fully in the next stage of work, with the immediate issues being traffic management/parking and services.

This report outlines motions for recommendation to Full Council to move forward to the next stage.

2. Overview

2.1 Background

There has been much discussion over the years as to how SHB may be brought into gainful and beneficial use.

At the July 2023 Climate Change Sub-Committee meeting with no formal plan being in place for SHB, members discussed the possibility of instigating a study for South Hill Barn including steps to take before further work is undertaken, the availability of previous reports, restrictions and considerations on site and the various possibilities for use of the Barn.

It was agreed that Officers prepare a brief to define a vision on how the Barn will be used and serviced and include costings via a dedicated Working Group.

Subsequently at the September 2023 Community Services Committee meeting approval was given to establishing a South Hill Barn Working Group as per the terms of reference presented with report 72/23 (section 16 of the report) which was approved at the November 2023 Full Council meeting. The Terms of Reference are included in Appendix 1.

2.2 Where are we now?

Whilst the intention of this report is to outline a future purpose for SHB beyond the current limited use for the community, one option remains to do nothing, that is 'business as usual', and retain SHB in its current state. This will, as noted elsewhere, continue to be a drain on the Town Council coffers and is not considered to be the best use of one of the Town Council's most important and potentially valuable assets in terms of its beneficial use to the local community.

2.3 Where we want to be

One of the main objectives of the Working Group was to create a vision for the potential usage of SHB. This vision is described within the report together with a series of stages of work and indicative timeline to achieve this vision.

2.4 How to get there

This Strategic Briefing Document is the initial step towards achieving the desired vision for the future of the Barn.

The strengths and potential opportunities for the development of SHB are outlined and represent exciting possibilities for beneficial community use.

The SWOT and risk analyses show particular hurdles to overcome as a first step to moving the project forward. It is clear that further study of the current traffic/footfall and provision of power and water supplies are prerequisites to resolve.

This report provides background information to be presented to Full Council to allow decisions to be made regarding the next steps including approval to; set up a Governance Team, appoint consultants to study potential traffic and electricity/water supplies, and appoint a QS.

Overall, the stages to be followed are described elsewhere in this report.

3. Definitions, Abbreviations and Acronyms used in this Report

Certain acronyms and descriptive definitions of particular terms used within this report are given in Appendix 2 to assist the reader who may be less familiar with South Hill Barn, its location and other related issues that are described herein.

4. **History of The Barn**

SHB and its adjacent dew pond is seen on an ordnance survey map from 1829. We cannot trace the original build date but it is clear that it has been on site for at least 195 years.

The 1829 OS map also shows 'Harry's Bush' which is quite close to SHB. It was apparently first planted in the 1700s as a 'picnic wood'.

A brief History of the use of the Barn during WWII is included in Appendix 3. This includes the description of the narrow-gauge railway track installed by the military which was used for carrying a dummy tank along the cliffs for target practice training. Parts of this track are still in evidence within the Barn; see photo of the track in Appendix 6.

5. **Ownership of The Barn and Surrounding Area**

Ownership of SHB was transferred to STC from LDC in 2005. It is noted that should SHB be considered for lease or sale then under a covenant of transfer, LDC would have to give consent.

Planning use for SHB is agricultural.

Refer to Seaford Head SHLNR Ownership Map in Appendix 4 that shows ownership of SHB and surrounding land. STC owns most of the surrounding area with the notable exception of approximately 250m of the lower section of the approach road; this is owned by two separate entities. However, STC has established that a right of way exists for access to SHB.

6. **Previous Work and Studies**

Over the years since circa 2005 when STC became the custodian of SHB, a series of studies have been carried out with the intention of looking at how SHB may become a more usable space.

There is a broad consensus within the results of these reports to find ways to enhance the existing building to provide a more valuable asset for the community.

Notably, the appointment in 2019 of an architect to envision a refurbishment of SHB to include a central event space with a supporting café can, in many respects, act as a blueprint for this strategic briefing document.

Some of these reports are noted below:

2002/2003

Prior to STC stewardship a South Hill Barn Visitor Survey 2002 - Survey Results report dated February 2003 was prepared by Southern Tourist Board Research Services and jointly commissioned by LDC, SHLNRMC and SDCB, issued to STC on 11 March 2003.

2009

South Hill Barn Report to Community Services Committee (26 November 2009). This report presented three options to STC for the development of SHB:

Option 1; The Developer

Option 2; The Council as Developer

Option 3; A Not-for-Profit Company (NFPCo)

An exempt item presented a report at the same STC CSC meeting.

In a preliminary report to the Community Services Committee on 17 September 2009 it is noted that, at the Town Clerk's suggestion, there should be no sale or long-term lease to a developer implying that STC would need to undertake the development work. This is in line with the consent required from LDC, which may or may not be readily forthcoming, for any sale or leasing of SHB. However, all three options were presented to the Community Services Committee for review.

Broadly this report, prepared by Chartered Town Planners and Development Consultants, describes how the Barn and car park may be developed by STC or rented out on a 30 year lease to a developer or NFPCo for offices to include café/interpretation centre and workshops (for countryside craftsmen). A micro power generation system is noted in the accompanying budget summary.

For information: Unlike traditional museums, interpretation centres do not usually aim to collect, conserve and study items; they are specialised institutions for communicating the significance and meaning of heritage. Such a centre works to educate and raise awareness on the site's importance.

No further action was taken on any of the options.

2019

STC made an application to SE Water on 1 February 2019 for a water supply connection to SHB. The connection requested was to serve a single standpipe with a limited water flow rate. SE Water confirmed that a connection could be made available from the supply main located in Chyngton Way. However, the pipework connection from this highway boundary to SHB would be a private supply pipe to be arranged and paid for by STC. No further action was taken. No further action was taken.

In May 2019 a set of feasibility sketches and artists impression prepared by G3 Architects were issued to STC. The planning shows a Café in the west Barn with the main Barn housing an Events Hall. The sketches were based on a digital survey of the Barn prepared by SE Surveying. Copies of the main plans, elevations and artists impression are included in Appendix 5.

Report 41/19 dated 11 July 2019 to Community Services meeting "To authorize South Hill Barn Car Park to be designated a 'Dark Skies Discovery Site'". No further action was taken.

2020

Report 'Renewable Energy Project Proposal' for SHB prepared by BHESCo issued to STC on 13 January 2020. This report outlines the use of solar PV panels, a windmill and wood chip biomass boiler together with a backup generator run on biodiesel fuel to provide power and heating to the Barn. Indicative costs are included.

From mid-2019 to early 2020, quotations were obtained for building work to SHB. The works broadly included the water and energy supply proposals from the 2020 BHESCo report and the 2019 planning layouts prepared by G3 Architects.

A draft report was prepared for the March 2020 Full Council meeting that proposed to initiate the development of SHB based on the 2019 feasibility planning prepared by G3 Architects and the 2020 BHESCo energy report. This draft report, which made reference to a cost breakdown and projected business income for a café/events space, was not finalized and the 26 March 2020 Full Council meeting was cancelled due to covid restrictions.

Subsequent remote council meetings were to consider urgent business only and a resolution was passed at the 30 July 2020 Community Services Committee meeting to cease project work unless funding could be sourced. No further action was taken on the SHB development project at that time.

2022

Report 100/22 presented at the CCSC meeting on 27 October 2022 to recommend to the CSC that a budget be set aside to explore how water and electricity be brought to the site. A

budget was assigned for this work. This has not been expended and should be carried forward for future stages of this project.

Undated

A site survey sketch was prepared to show a likely location for a bore hole to supply water to the Barn.

Other reports have been commissioned by STC to establish the condition of the existing building fabric and identify work needed to maintain the Barn in a safe and weatherproof condition. These reports are not strictly related to the vision for the future of the Barn. However, reference is made to this ongoing work elsewhere in this report as it relates to the costs to maintain the building in its current condition.

7. Current Condition and Usage

7.1 Current condition photographs

Photographs of SHB are included in Appendix 6 to show the current condition. The barn was surveyed by a structural engineer in May 2019 and November 2021 followed by remedial works in late 2022. A recent review in 2024 revealed further items requiring attention, see schedule of works at Appendix 14; the estimated cost of these works is circa £60k.

7.2 Usage

SHB was inherited from LDC in 2005. Thereafter, until circa 2018 it was boarded up and just used for storage. Since then, it has been used for mainly cultural and educational events and displays in the summer months, for the remainder of the year it is used as a store for beach huts etc. This storage is now transferred to a golf shed at Seaford Head Golf Club.

Since 2019, the main barn space has been hired yearly in the summer months as an arts exhibition space, hosted workshops, talks, and non-amplified music concerts.

The courtyard of the barn has held a food & drink concession from 2016 with use of the side barn for undercover seating for the concession customers, to enjoy their purchases out of any weather elements.

In September 2023 the SHB barns and courtyard staged the Walk the Chalk event which was the flagship venue to launch the English Coastal Path. Seaford Head was one of twelve launch sites.

The event took place over a week with talks, presentations and artistic events in the barn and guided tours of Seaford Head. Over the course of the week several thousand visitors attended, which effectively put the 'place on the map'. Since then, footfall and visitor numbers have increased.

It is largely in response to this event that STC have initiated this report investigating options to create a more suitable venue for community/educational events with a view to making the facility more sustainable both financially and environmentally and also consider how the site could be operated in the future.

8. Current Income and Outgoings

8.1 Income

Prior to 2019 no income was derived from use of SHB.

Since 2019 to date (July 2024), the income from SHB events amounts to £4,270.

In addition, since 2016/17, donations to the car park total approximately £2,000 and income from the café concession amounts to approximately £22,000.

8.2 Outgoings

Maintenance costs

Since 2018/19 when STC started using the facility for events and concession space, there have been minor alterations (eg handrails, window boards etc) totaling approximately £11,500; £7,500 in 2019/20 and approximately £1,000 per year thereafter.

Prior to 2018, some maintenance work took place to keep the building secure and weatherproof and whilst relatively minor was nonetheless a draw on STC budgets.

Remedial works

As a result of structural surveys in 2019 and 2021, remedial works were undertaken to SHB in 2022 at a cost of £24,000. Subsequent surveys in 2023 revealed that the works were incomplete and, in some respects, inadequate. A subsequent survey in 2024 scoped the remaining remedial works, the cost of which has been estimated at approximately £60,000. In addition, it was also concluded in 2023 that the shallow pitched roof on the east side of the west barn was potentially unsafe; as a result, temporary works were undertaken to make the roof safe at a cost of £6,000.

9. Existing Services

There are no permanent electricity, water or gas supplies serving SHB. Generally, any need for a power supply is provided by a temporary diesel generator or local solar panels.

The recent 2023 Walk the Chalk event included a supplementary electricity supply via a temporary windmill installation to help meet the power requirements of the various contributors.

Drinking water supply when required is by bottled water.

There is no dedicated WiFi/internet service.

WC facilities are currently by portable toilets. There is no facility to discharge waste water. Compostable toilets relocated from a site near Martello Tower, are planned for use in the near future.

Rainwater from the roofs collects in gutters and discharges direct to the ground surface via downpipes. There is no facility to harvest rainwater.

10. Stakeholders/interested parties

There will be a number of stakeholders and interested parties to engage as the project moves forward. Meetings were held with SDNP, NE, NT, and SWT. It is worth noting that these particular key stakeholders were all positive about the future potential proposals for SHB. A brief summary of these meetings is given below.

- SDNPA - South Downs National Park Authority
Good ideas regarding possible funding opportunities; suggested developing a fundraising strategy with a comprehensive approach rather than relying on individual applications.

Strong recommendation to undertake full pre-application process and provided useful contacts for Highways and Rights of Way officers.

It should be noted that the SDNP Local Plan describes as part of its vision that successful tourism and other business activities within the National Park will actively contribute to, and derive economic benefit from, its unique identity and special qualities.

- NE - Natural England
Consider rainwater harvesting. Suggested linking with the SHLNRM as a forum for key stakeholder consultation. Also to be aware of Hope Gap Steps and Chyngton Brooks with its associated rights of way.
- NT - National Trust
Note increasing number of visitors. NT have case studies; suggested it could be an 'exemplar' of sustainability; maybe a showcase? It has a lot to offer which would both complement and reduce strain on other local locations (Seven Sisters, Birling Gap, Beachy Head etc.). In terms of visitor numbers and spend, SHB would make the area more attractive as a mini-break destination.
- SWT - Sussex Wildlife Trust – can help with planning/advice
Could not foresee the project impacting on the SSSI and there is a resilient chalk pasture. Preferred the idea of using the facility as an educational space or for filming. Suggested that they could coordinate 'walks and talks' and develop a 'beach school' approach. Visitor numbers increasing; possibly introduce park and ride scheme and use existing parking area for disabled only/minibuses?

Other stakeholders for future discussions would include:

- Farmer (tenant) - the current extent of land within the farmer's curtilage is shown in Appendix 7
- Dew pond - managed by Seaford Natural History Society/Friends of the Dew Pond
- SHLNRM - a list of SHLNRM contacts is given in Appendix 8.
- Coast Guard Cottages
- Sussex Heritage Coast
Heritage Coasts were established to protect and conserve the best stretches of undeveloped coast in England. The Sussex Heritage Coast stretches from Eastbourne, along the cliffs of Beachy Head and the Seven Sisters, past Cuckmere Haven to Splash Point at Seaford.
The purpose and aims of Sussex Heritage Coast include conservation, protection, and enhancement of the coasts and heritage architecture. Also, to facilitate public enjoyment of the area through opportunities for recreation, education and tourist activities.
The land section of the Sussex Heritage Coast sits entirely within the South Downs National Park.
Partners involved include National Trust, Natural England, Sussex Inshore Fisheries & Conservation Authority, Eastbourne BC, Lewes DC, Wealden DC, ESCC, Environment Agency, SDNPA and Sussex Wildlife Trust.
Partners involved include National Trust, Natural England, Sussex Inshore Fisheries & Conservation Authority, Eastbourne BC, Lewes DC, Wealden DC, ESCC, Environment Agency, SDNPA and Sussex Wildlife Trust.

Engagement with stakeholders and interested parties will continue and particularly discussions with SDNPA will help place SHB into the broader context of the area.

11. Visits to Similar Sites

As part of this briefing exercise, visits were made to existing sites considered to have similar characteristics to SHB and the possible intention for future use.

➤ Charleston in Firle.

Their barn shape and layout are very similar to SHB albeit SHB is (slightly) smaller; it is also Grade 2 listed whereas SHB is not listed. The director took time out of his day to show us around and has helpfully offered to visit SHB to discuss ideas both in build and use, based on their development experience. It has a high marketing budget as most visitors generally only visit on a single occasion. Its relatively remote location means it is reliant on vehicular access.

The site includes a café and large event space. There is a loft space dedicated to a bat roost.

A separate air conditioned space is available specifically to attract visiting art exhibits that require a controlled environment for display.

A stage is located in the court yard to accommodate theatrical and musical performances.

➤ SDNPA Visitors Centre

The 'event' barn is simple and effective in terms of finish and equipment. The shop barn has been fully restored and is well maintained. It has a good catering offer with external courtyard. It hosts mainly meetings. They appear keen to develop potential links for mutual events (walking, nature trails etc.).

There is a range of educational and advisory displays of local interest including an interactive dark skies exhibit.

The shop promotes local art and products.

A separate meeting room is available.

A toilet facility space can accommodate visitors arriving by coach.

A selection of photographs of the Charleston in Firle and SDNPA Visitor's Centre are included in Appendix 9.

Other sites to consider for future visits would include:

- Hastings Country Park
- Birling Gap and Seven Sisters Visitor's Centre
- Rye - Discovery Centre

12. The Vision - SWOT analysis

12.1 SWOT analysis

A working session was conducted to discuss and help define the overall approach to the project and identify aspects that may affect and impact the outcome.

Firstly, a SWOT analysis was undertaken and the results can be summarized:

Strengths

Not a listed building
Location
Tourist attraction
History
Stakeholders experience
Coastal path
Lack of use

Weaknesses

Officer time
NIMBYism
Cost
Maintenance
Off grid
Disabled accessibility

Opportunities

Education partnership
Partnership
SSSI
Off grid
Nature
Schools' engagement
Community usage
Footfall (increasing following Walk the Chalk, media profile etc.)
Multi-use
Income generation
Location
Visibility/international fame/profile
Crowd funding (eg overseas)
Promote Seaford

Threats

Car parking
Traffic
SSSI
Footfall

The off grid item was noted as a weakness (certainly for SHB's current situation) but also as an opportunity to apply green energy solutions. Likewise, footfall was seen as both a threat, mainly as a possible issue to the SSSI area, and an opportunity.

It is evident that SHB has significant strengths and opportunities to be explored.

Essentially this represents the current situation. The discussion continued:

12.2 The Vision - Where we want to be

- Retain character
- Well used and sustainable
- Services all year round
- Appropriate use
 - Day and night
 - 7 days a week
- Fully funded (maximized)

- Inclusive
- Partnership-management; possible joint venture with a stakeholder. Links with tourism (visit Eastbourne/Lewes etc.)
- Café concession (inside the Barn)
 - Concessions/ with environmentally sound policy
- Profit
- Sustainable employment
- Dog friendly
- Car parking charges.
- Community shuttle bus
- Mini-visitor centre
- Multi-purpose use
- Support whole community - night sky education, mental health/wellbeing

12.3 How do we get there

The way towards this vision is set out in the various stages of work noted elsewhere in this report with the next stage of work heavily influenced by the issues identified by the risk analysis carried out by the working group summarised in Appendix 12.

13. Results of Residents Consultation Survey

The question was posed to residents and visitors to SHB during the Walk the Chalk event in September 2023:

“A working party will be created to consider the future of the South Hill Barn building and surrounding area. What would you like to see happen? It is essential that the building considers its natural surroundings, so we will be working closely with our partners to create a space which pioneers’ sustainability and the potential of eco green facilities.”

In short, the responses made by the 531 participants:

Answer Choices	Responses	
Eco Education Centre	37.85%	201
Dark Skies at Night Centre	54.43%	289
Green Café	52.73%	280
Licenced Multi Purpose Venue for Rental	15.07%	80
Wellbeing Centre	17.70%	94
Visual & Performing Arts Centre	25.05%	133
Other (please specify)	38.61%	205
	Answered	531
	Skipped	0

The results and participant demographics of the consultation are summarized in Appendix 10.

14. Environmentally sustainable approach to development

A common theme running through the earlier reports and through discussions with stakeholders was the environmental aspects of any development and it is the intention of this report to make the future use of SHB an environmental/sustainable exemplar.

Sustainable development from the UN downwards is generally defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Environmental sustainability is considered as the responsible management of natural resources to fulfill current needs without compromising the ability of future generations to meet theirs.

Green building (also known as green construction, sustainable building, or eco-friendly building) refers to both a structure and the application of processes that are environmentally responsible and resource-efficient throughout a building's life-cycle: from planning to design, construction, operation, maintenance, renovation, and demolition.

So how to define the sustainable approach that can be applied to the future of the Barn?

The essence of the Barn project is to upgrade the existing building to provide accommodation for a range of activities, ideally for year-round use. To realise SHB's potential this would require provision of reliable power and water supplies and waste water drainage. The extent and timing of these provisions would be set by the agreed activities within the Barn, and whether a phased approach to development is chosen.

Possible Green approaches, amongst others, to be reviewed in future stages of work could include:

Power supply: possible sources

- By extending the existing electrical supply from The View to the Barn
- The selection of the best power company tariff will ensure lowest running cost
- Solar panels. These could be roof mounted on the southern aspect or located on adjacent ground
- Permanent storage batteries. These could be used to store excess solar generated power or, if a power supply is extended from The View/golf course, then used to store electricity at a lower overnight rate
- Alternatively, the batteries could be portable and recharged each night at The View/golf course at the lower tariff to be transported to SHB each morning. Transportation could be by use of the electric golf buggies.
- Wind turbine(s)
- Backup generators fueled by green hydrogen or biodiesel fuel

Heating

- By electric heat pumps either air or preferably ground source
- For this type of building, heating for occupant comfort would likely be best achieved by radiant heating. This could be a combination of floor heating via a heat pump system with electric radiant panels at high level.
- Biomass boilers

Fabric enhancement

- To minimize heating requirements (and therefore size of supporting electrical equipment), thermal insulation should be applied
- To minimize heat loss due to infiltration of outside air, use automatic sliding doors and consider use of lobbied entrances

Water supply

- Extend SE Water supply from Chyngton Way
- Extend water supply from The View/Golf Club (could be from the mains supply and/or bore hole)
- Rainwater harvesting for reuse as flushing water and topping up of adjacent dew pond
- Borehole
- Drinking water. Could use an ozone/micro filtration plant locally for borehole water or continue to import drinking water

Waste water

- WCs could discharge to a local STP Water flow from the STP can meet local water quality requirements
- Kitchen waste water (via grease traps) could discharge to a local STP

Learning Centre

- Set up a local hub to provide advice on sustainable, eco-friendly construction and provision of green energy for new build and retrofit

Ecology

- Provide a learning/advice centre to highlight the connections between plants and animals, particularly as this relates to the natural ecology around Seaford, Seaford Head and SHB. This could include provision of measures for encouraging nesting of Red-listed birds.

15. Potential Future Uses

Ideas for the development of SHB and usage will be explored further in the ongoing stages of the project however as part of this initial report some ideas for future use have been discussed.

Based on the earlier 2019 planning by G3 Architects (refer to Appendix 5) the three main spaces are:

Main Barn – for indoor events

West Barn – for use as a café

Courtyard – outdoor events

A further space can be considered as a deck extending to the south side of the Main Barn.

The following ideas were discussed (it should be noted that through the visits to similar sites, the Working Group were exposed to many of these possibilities):

- Concessions (restaurant/café etc)
- Outdoor deck at rear of the barn. Great sea and Seven Sisters view
- Refreshments 'trailer' located in the car parking area

- Shop (highlighting local products)
- Night Sky Venue/Observation Post
 - Dark Skies initiative could include an indoor educational display with a virtual reality experience
- Functions
 - Weddings/catering
 - Exhibitions (temporary/permanent)
 - Movies (including open air)
 - Theatre (including open air)
 - Business meeting room/venue
 - STC meetings venue
- Rest Stop
 - Cycling fraternity (with cycle racks)
 - Walking clubs
 - Bird watching
 - Shipping observation (with link to AIS screen eg marinetraffic.com) with marine traffic viewing platform.
Plus, subsea acoustics and video listening point.
- Museum/history of Seaford (archeological/Roman times etc)
 - Links to Seaford Museum at Martello Tower
- Office Space
- Co-working Space/innovation centre
- Tourist advice/visitors centre
- Outdoor Activities
 - Yoga
 - Tai Chi
 - etc
- Weather station/education
- Destination
- Education
 - Links to schools/visits
 - Beach school
 - Environment/biodiversity
 - Walks and talks
 - Highlight the 'rail tracks' in the barn and earlier use
- Sustainable employment

With potential links to:

- The View and the golf course
- SDNPA/SSSI
- Roman and Seaford history/History Society
- Cliff Gardens (sustainability)
- Schools/education
- Local societies/trades/products/vineyards/gin distilleries
- Dew pond
- Martello Tower/Seaford Museum
- Other partners

16. Risk Analysis

16.1 Overview

Broadly the main risks can be categorized as:

- Negative reception by community/stakeholders/residents etc.
- Financial, funding and budgetary
- Building issues and remedial works
- Services (lack of)
- Planning challenges/restrictions
- Access/parking

See risk matrix in Appendix 12.

The two issues identified that pose the highest likely risk to the project are:

- Services (lack of)
- Access/parking

In the earlier SWOT analysis, car parking/traffic/footfall were identified as threats whilst the off-grid lack of services was considered a weakness. However, the extent that the site can be provisioned with electricity and water supplies and how these are delivered (on-site or connections to off-site services) would impact the decision making for how SHB may be utilized in the future.

On this basis the next stage of the SHB journey is set to address these two issues.

A further risk issue to be assessed relates to sources of funding. This will be reviewed once the concept is more developed towards the end of Stage 2 when it is intended to appoint a bid writing consultant.

16.2 Traffic

It is understood that some concerns have been raised by local residents regarding the quantity of coaches/cars/hikers, particularly during the peak summer season, that visit Seaford Head and therefore SHB.

The volume of traffic observed gives a good insight into the popularity of this location to residents, visitors and tourists alike.

Irrespective of any work to SHB that may result in the future, there is an issue with the current volume of traffic visiting the area which STC should study and address now. However, any conclusions from such a study and proposals for improvement to the traffic management can include not just increase in traffic due to the current and increasing popularity of the location but also the potential traffic levels should SHB improvements move forward.

The earlier study (noted elsewhere in this report); the SHB Visitor Survey commissioned by LDC, SHLNRM and SDCB in 2002, addressed amongst others, issues regarding the environmental impact of the visitor traffic to the site, the additional road traffic caused by visitors, and the parking of visitors' cars in local residential areas. It seems that the particular aspects of visitors to Seaford Head and SHB by coach, private car and by foot was of interest to LDC prior to ownership of SHB transferring to STC in 2005.

Should the proposed traffic study proceed in the next stage of work a comparison to the 2002 study results would give a good indication of any increase in traffic/footfall over the years.

16.3 Site Services

The lack of permanent power and water supplies to the site has been recognized as a risk to achieving the vision.

An earlier report by BHESCo and an STC enquiry regarding a potential water supply indicate that these are not new issues and will be addressed through study in the next stage of work.

16.4 Funding

A Working Group discussion revolving around project costs highlighted numerous likely sources of funding/grants that may be available for different aspects of the SHB project.

A Bid Writer, a specialist in advising on sources of and access to grants/funding, was contacted for guidance on how to proceed with this aspect of the work. His advice, in the short term, noted:

- Current fund raising initiatives may vary in the light of the recent general election
- Need to develop/refine the SHB project concept and business model
- Engage a QS to carry out costing analysis of options including operational costs and income generation

Once these elements are clearer, a brief for the formal appointment of a Bid Writer can be prepared. It is likely that the earliest that this can be in place is mid-way through Stage 2 work once the concept is better defined.

In the interim, consideration should be given by STC to offer bid writer training to one or more of the Officers. This would help to develop an initial broad funding strategy and the preparation of a brief for the Bid Writer engagement and also to provide a level of expertise to oversee the Bid Writer's reports. Such Officer training may, likewise, assist in other aspects of seeking funding to support other STC projects.

17. SHB Governance Model

One particular aspect identified by the Working Group was to establish a Governance Model to carry the project forward.

The governance model should be kept simple with the shape and constitution subject to further definition at the next stage of work. Such a model may include:

Board

- Strategic overview/ambassadorial
- Set direction of travel
- Usually includes councillor(s) and Leader/Mayor, local champions, Town Clerk, Programme Lead etc.
- Meet quarterly

Steering Group

- Project oversight of delivery/design decisions etc.
- Includes Programme Lead, legal, finance/QS, communications, compliance etc.
- Meet monthly

Project Team

- Project delivery team
- Project Manager/Programme Lead,
- Design team (architect, M&E, structural etc.)
- QS, Principal Designer/Construction Design Management
- Operations etc.
- Meet monthly or more frequently if required

Stakeholder/Partnership Group

- key stakeholders, community groups, local land owners/land users etc
- meet quarterly in pre-construction phase, six-monthly thereafter

The Programme Lead will be the conduit between the various forums.

It is noted that adopting a Governance Model will help to reduce risk as this will open the project to diverse scrutiny.

All strategic decisions will be ratified by Full Council.

An organisational chart outlining the Governance Model is included in Appendix 13.

The Working Group is to set up the Governance Model at the commencement of Stage 1, after which their work is complete.

18. Broad Project Stages and Indicative Timeline

18.1 Project stages

Working within the constraints defined by pursuing stakeholder engagement, local consultations, and planning issues a series of work stages have been identified to ensure that proper understandings and agreement can be achieved before moving to the following stages of work.

It should be noted that a traditional design and build process will be adopted for the construction, employing consultants to work with the client rather than a design and build contract where an onus is placed on a contractor to develop the designs from a more limited client brief.

The broad scope for each stage is considered as follows:

Pre-Project Phase (this report)

- set vision
- define broad future stages
- set motions for Full Council approval to move to the next stage of work. Based on the findings of this report these motions are:
 - Motion 1: to note the report
 - Motion 2: to adopt the Governance Model
 - Motion 3: to appoint consultants to carry out a survey/study work in Stage 1
 - Motion 4: move to Stage 1.

Stage 1 – Initial Proofing Exercise

- Adopt Governance Model and appoint appropriate members for this stage of work.
- define briefs for Feasibility/Design studies by consultants
 - traffic (parking/access/traffic) and footfall analysis
 - electrical supply
 - water supply and waste water
 - QS (cost/budgetary advice)
- obtain quotations and appoint consultants to undertake studies
- further and ongoing consultation with stakeholders/interested parties
- consolidate costings/budgets.
- assign budgets for Stage 2 work.
- present results to Full Council
- move to Stage 2

Stage 2 – Preparation and Initial Planning

- update Governance team members to suit this stage of work
- define briefs for Concept and future stages of design by consultants
 - architect (building fabric upgrade/insulation) and spatial setting out
 - mechanical/electrical/plumbing engineers
 - catering/kitchen planning consultant
 - access consultant (disability access consultant)
 - QS
- obtain quotations and appoint consultants
- map out stakeholders to lead to full consultation
- prepare and seek pre-planning advice and submit application and consider preferred uses for SHB
- consider phased development
- costings/budgets (QS)
 - market appraisals for income from café/shop/events
 - costs for building works
- further and ongoing consultation with stakeholders/interested parties
- explore Partnership/Joint Venture with a Stakeholder
- prepare execution plan for following stages of work
- Building Regulations route to compliance
- define brief and appoint bid writer to identify potential sources of funding.
- assign budgets (and identified funding) for Stage 3 work
- present concept options/project plan to Full Council

- move to Stage 3

Stage 3 Design Development - Spatial Coordination - architectural and engineering information spatially coordinated

- update Governance team members to suit this stage of work
- design studies and engineering analysis
- cost exercises
- update designs based on agreed concept
- outline specification
- agree/develop change control procedures
- prepare stage design programme
- Review design against Building Regulations
- further and ongoing consultation with stakeholders/interested parties
- submit planning application
- update/seek approval of Full Council

Stage 4 - Technical Design (all design information to undertake construction)

- update Governance team members to suit this stage of work
- design team undertake and develop fully coordinated design (architect, C/S, M&E, Access, Principal Designer, etc.).
- discharge pre-commencement planning conditions
- submit Building Regulation application
- prepare construction phase plan
- submit F10 to HSE
- identify costings and budgets
- assign budgets (and identified funding) for Stage 5 and 6 work
- update/seek approval of Full Council

Stage 5 – Tender (appointment of contractor(s))

- update Governance team members to suit this stage of work
- pre-selection of tendering contractors
- review returned tenders and make selection of preferred contractor
- appoint a construction manager
- confirm Cost Plan
- update/seek approval of Full Council

Stage 6 - Construction (construction and commissioning completed)

- update Governance team members to suit this stage of work
- site logistics
- oversee construction and attend weekly site meetings
- monitor against program
- inspect quality
- resolve site queries
- review testing and commissioning results, as built drawings and Building Manual/O&M manuals
- sign off planning conditions

Stage 7 - Operation and Use

- update Governance team members to suit this stage of work
- handover of building
- identify and rectify defects during defects liability period
- review project performance

- implement facilities management, asset management and compliance procedures
- undertake post occupancy evaluation of building performance in use

Throughout the ongoing project work reference will be made, where appropriate, to the RIBA Plan of Work guidance.

18.2 Project timeline

An indicative timeline for the various project stages is included in Appendix 11. This can be considered as a draft and will be updated as the work progresses to match circumstances.

19. The Value of SHB

A Working Group discussion centred around the subject of setting a value to SHB.

There is no current professional valuation available for SHB however it is listed as an STC asset insured for a sum of £963,298.88.

The Working Group considered the value of SHB from different perspectives:

- the cost to STC to keep and maintain (in whatever state ie as is or refurbished)
- the way that SHB may be used and the value to STC. This could be with income attached or as a resource to the community. It is difficult to assign a monetary value to a community resource.

Ideally, any ongoing costs should be offset (as a minimum) by an income as it is currently a drain on the STC bank balance. Any 'excess' income would be assigned to STC coffers or other environmental efforts around the Town.

As it stands now, the value of the Barn is essentially zero as it is unclear who may make such a purchase given the inevitable planning, licensing, and upgrading issues that exist. Also, as noted elsewhere in this report, the 2005 arrangements for transferring SHB ownership from LDC to STC includes a covenant requiring written LDC consent to any such leasing or sale.

There may be a need to assign a value to the Barn based on the potential uses yet to be properly explored (or, if conversion works had been carried out and it was leased to a third party as a café / events space) but this value, in essence, would only be to gauge any likely "benefits versus spend" to upgrade the Barn to any future use. As noted above, it may be difficult/impossible to identify a monetary value to SHB as a resource to the community. This may also render a cost benefit analysis difficult to adjudicate.

20. Summary

The key points of the report can be summarised:

Terms of reference

The Working Group has met the key issues outlined in the Terms of Reference namely; the development of a vision, brief for follow on works and scope of work for this SHB redevelopment project with this report to be presented to full council.

Existing condition, usage and costs

A review of the existing condition, usages, income and costs show an STC asset in poor condition, generally underutilised but with great potential as a future environmental exemplar and asset to the community.

Previous studies

The various studies undertaken since STC became custodian in 2005 all follow a clear theme of exploring development for beneficial community use based on environmental soundness.

Stakeholders, consultations and site visits

Whilst the option to keep SHB as it is (do nothing) remains it should be noted that the consultation feedback indicates a plurality of residents in favour of adding value to its utilization. Also, meetings with key stakeholders including SDNPA, NE, SWT amongst others showed very positive feedback and encouragement in support of SHB's potential.

Vision and potential future uses

The visions and possible uses noted for the future of SHB include some exciting ideas calling for further exploration.

Governance model

The working group identified that the best way to move the SHB project forward was in the hands of a Governance Team. The establishment of this team is one of the motions to be presented to Full Council for approval. The full scope and organization of this team will be determined at the next stage.

Partnership

Through discussions with key stakeholders there is potential to create partnerships and collaboration with like-minded parties. This would be to the benefit of all concerned.

Traffic and utility services

The SWOT and Risk analyses identified the issues of traffic/footfall and the lack of utility services (electricity and water) as having the largest potential impact to the project. It is for this reason that these items are included as a Motion to Full Council in this report, to be studied and reported in the next stage of the project. It should be noted that there are current concerns related to the issue of traffic and footfall at Seaford Head (and therefore SHB) that should be addressed now even without the implementation of the SHB vision.

Budgets/funding/grants

A further risk discussed was the means of funding this project. To this end, a funding consultant was approached to advise on the timing of the appointment of a Bid Writer. The feedback was that we should continue to develop the vision concept, assess traffic etc. and appoint a QS to analyse cost options prior to appointing a Bid Writing consultant in Stage 2. It is noted that a sum of £20,000 has previously been budgeted to review how to bring power and water to the SHB site. This sum has not been expended and should be carried forward for future SHB studies.

Next/Future stages of work

The purpose of this report is, in the first instance, to review and consolidate a range of issues that should be attended to in order to set the SHB project off on a sound footing.

Before work on the SHB vision can begin in earnest the working group have identified some key issues to be answered. These are noted in the Motions presented in this report to Full Council and include; set up a Governance Team, appoint consultants to study potential traffic issues and electricity/water supplies, and appoint a QS for cost and budgetary advice.

These Motions represent the next Stage 1 work.

The work that may follow a conclusion to Stage 1 is included in this report that takes the project through design, construction and up to the realization of the SHB vision.

21. Recommendations

In light of the issues reviewed by the Working Group and described in this report the following recommendations are proposed to be presented to Full Council to advance the SHB project:

- to note the report
- to adopt the Governance Model
- to allocate a budget of £40,000 to appoint consultants to undertake survey/study work in Stage 1
- move to Stage 1

Whilst not a specific recommendation, it is proposed that STC consider offering Bid Writer training to one or more of the Officers.

Financial implications

- Assign budgets for Stage 1:
 - Officer time:
 - Paul Quanstrom time estimated at 4 hours per week.
 - Sharan Brydon as Programme Lead, say 3 hours per week.
 - Roles as follows:
 - Sharan Brydon, Assets and Project Manager as Programme Lead and
 - Paul Quanstrom, Senior Project Officer as Project Manager.
 - Consultants:
 - traffic management consultant (£10,000)
 - utilities survey (£20,000) and
 - QS (£10,000).

Note: There is £20,000 in project reserves for the utilities survey so the additional £20,000 for the traffic survey and QS needs to be agreed by FC.

Environmental implications

- There are no environmental issues to proceed to the next stage of work



Seaford Town Council

South Hill Barn Working Group

Terms of Reference

Approved 14th September 2023

1 PURPOSE

- 1.1 To develop a vision, brief and scope of works for the redevelopment project.
- To develop a project timeline and develop and set milestones.
 - To nominate appropriate resources to develop the project.
 - To monitor redevelopment scoping costs in accordance with budget available.
 - To provide updates on key matters and developments to Community Services Committee.
 - To identify and work collaboratively with key stakeholders.
 - To draft communication releases for approval.
 - To regularly update and consult with the Town Council's legal/planning, finance, compliance, and assets/projects teams.
 - To provide a report to Full Council with recommendations

2 MEMBERSHIP

- 2.1 Working Group to include:
- Head of Assets, Projects & Services
 - Assets & Projects Manager
 - Projects Manager
 - Up to seven Councillors, including:
 - Community Services Committee (Cllrs R Honeyman, L Wallraven and J Meek)
 - Climate Change (Chair and Vice Chair)
 - Finance & General Purposes Committee (Chair)

Professional advisors to be invited as required.

- Appropriate stakeholders (Sussex Wildlife Trust, Natural England, South Downs National Park Authority, Seven Sisters/Cuckmere stakeholders, Lewes District Council, Other Organisations that are members of the Seaford Head Local Nature Reserve Management Committee)

Contact: Louise Lawrence

Head of Assets, Projects and Services, Seaford Town Council

louise.lawrence@seafordtowncouncil.gov.uk

3 FREQUENCY

3.1 Fortnightly; for first three months then monthly or as required; allow two hours/meeting.

4 VENUE

4.1 Microsoft Teams, Council Chambers or on site as required.

5 CHAIR

5.1 Councillor to be agreed in first meeting.

5.2 Group can decide whether to agree councillor as Vice Chair at first meeting or do this if a meeting occurs where Chair cannot be present.

6 MINUTES

6.1 Will be taken by an officer.

7 AGENDA ITEMS

- 7.1 To include,
- brief/scope development,
 - finance/procurement,
 - legal/planning,
 - programme,
 - project timescales.

Definitions, Abbreviations and Acronyms used in this Report Appendix 2

Acronyms

BHESCo	= Brighton and Hove Energy Services Co-operative Ltd
CSC	= Community Services Committee
LDC	= Lewes District Council
LNR	= Local Nature Reserve
NE	= Natural England
NFPCo	= Not-for-Profit Company
NT	= National Trust
OS	= Ordnance Survey
QS	= Quantity Surveyor
PM	= Project Manager
RIBA	= Royal Institute of British Architects
SDCB	= Sussex Downs Conservation Board
SDNPA	= South Downs National Park Authority
SHB	= South Hill Barn, comprising: Main barn West barn (or side barn) Court yard Deck (proposed to the southerly aspect of the main barn)
SHLNRMC	= Seaford Head Local Nature Reserve Management Committee
SSSI	= Site of Special Scientific Interest
STC	= Seaford Town Council
STP	= Sewage Treatment Plant
SWOT	= Strengths, Weaknesses, Opportunities and Threats
SWT	= Sussex Wildlife Trust
UN	= United Nations

Definitions

Access consultant = A Disability Access Consultant provides advice and review of building plans to make sure they comply with disability access regulations

Beach School = A space to offer education, aimed primarily at children, about the local coastal environment, through investigation, activities and coastal games.

Bid Writer = with expertise to assess and apply for funding and grant opportunities

Hope Gap Steps = Steps that provide access from the cliff top to the beach on the west side of Cuckmere Haven (access via South Hill Barn)

South Hill Barn

Background:

The town of Seaford had a history of many private schools before WWII. At the outset of war, all the private schools were evacuated, and the military took over the buildings – most being occupied by Canadian soldiers. A British Regiment of Ack Ack Guns was also positioned in Sussex, many in the Seaford area and Ouse Valley.

The Road at The Top:

To assist the movement of troops, a system of concrete roads were built on Seaford Head, leading up from Chyngton Farm up to the isolated barn at the top of the hill and then West-wards on the hill, including a turning space at the end (West) and nearer the (East) barn. To the East of the barn, another turning circle was built. All of the new roads gleamed in the white concrete.

The Barn Railway:

The Barn was used by the military in running a narrow-gauge railway out of the back door down to the path, just inside the cliff edge where the track turned and ran westwards with a dummy tank on a framework on a railway truck. Vehicles with guns could run along the road firing at a moving target.

Inside Barn:

The equipment inside the barn appeared to be new and painted in bright colours. The concrete bases to the machines that pulled the trolleys along stood isolated in the barn for years after the war.

Staff Shelter:

A shelter for gun training staff was built due South of the barn, not far from the edge of the cliff. Unfortunately, the shelter has collapsed and very little can be seen.

Clearing:

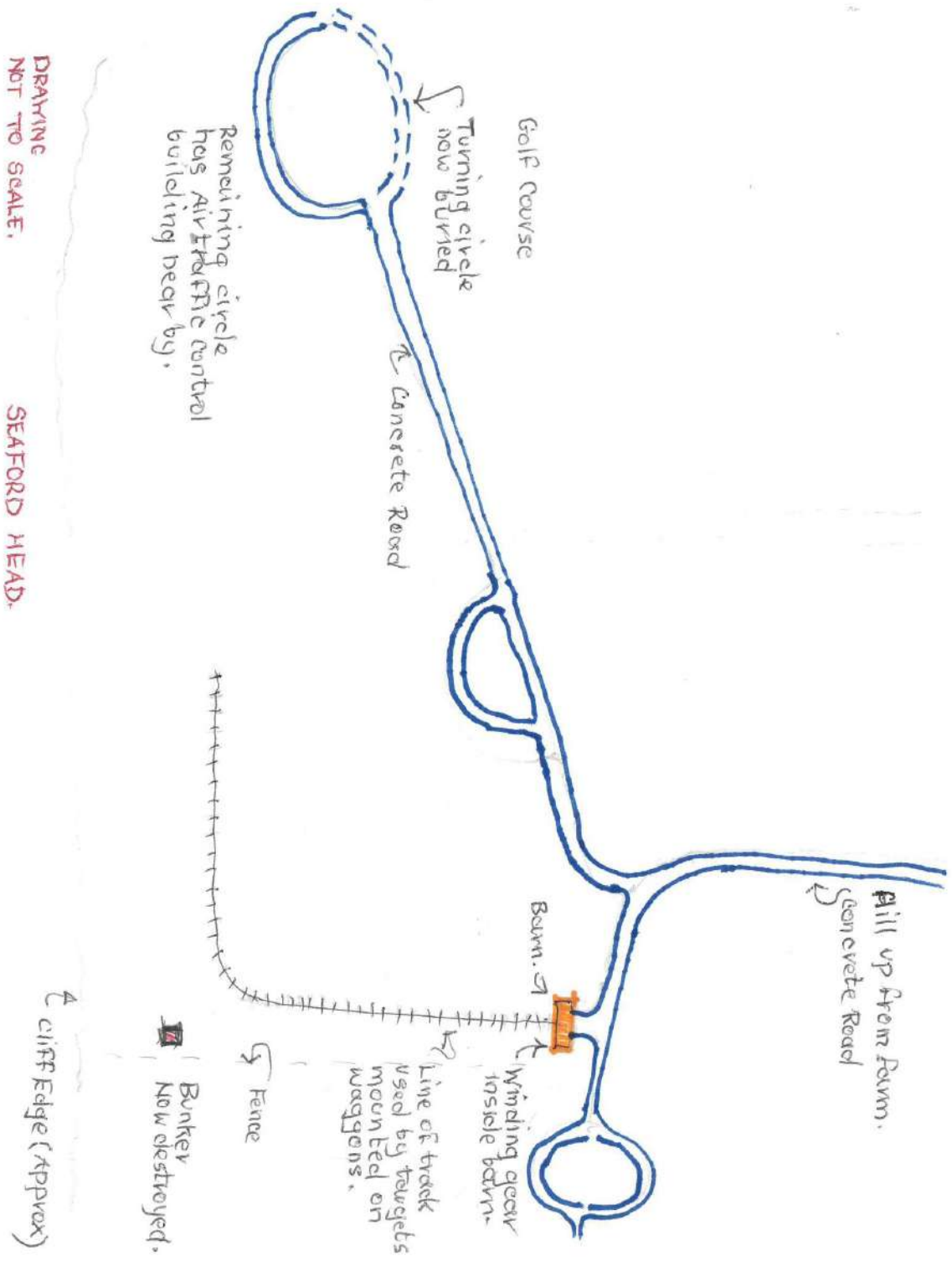
After the Second World War, the facilities were left and abandoned. Only the hard standing for the two winches in the barn were left. Part of the Western turning circle on the concrete road was filled in to provide space for the Golf Club. The other part of the road is near to the Air Traffic Control building so is still used.

What is left?:

Other turning circles are extant again along the road going West and another turning circle at the shorter East end of the road.

Jo Jean Cash - Seaford

To Jean Cash - Seaford
Sketch of Military Road on Seaford Head. NOT TO SCALE



DRAWING
NOT TO SCALE.

SEAFORD HEAD.

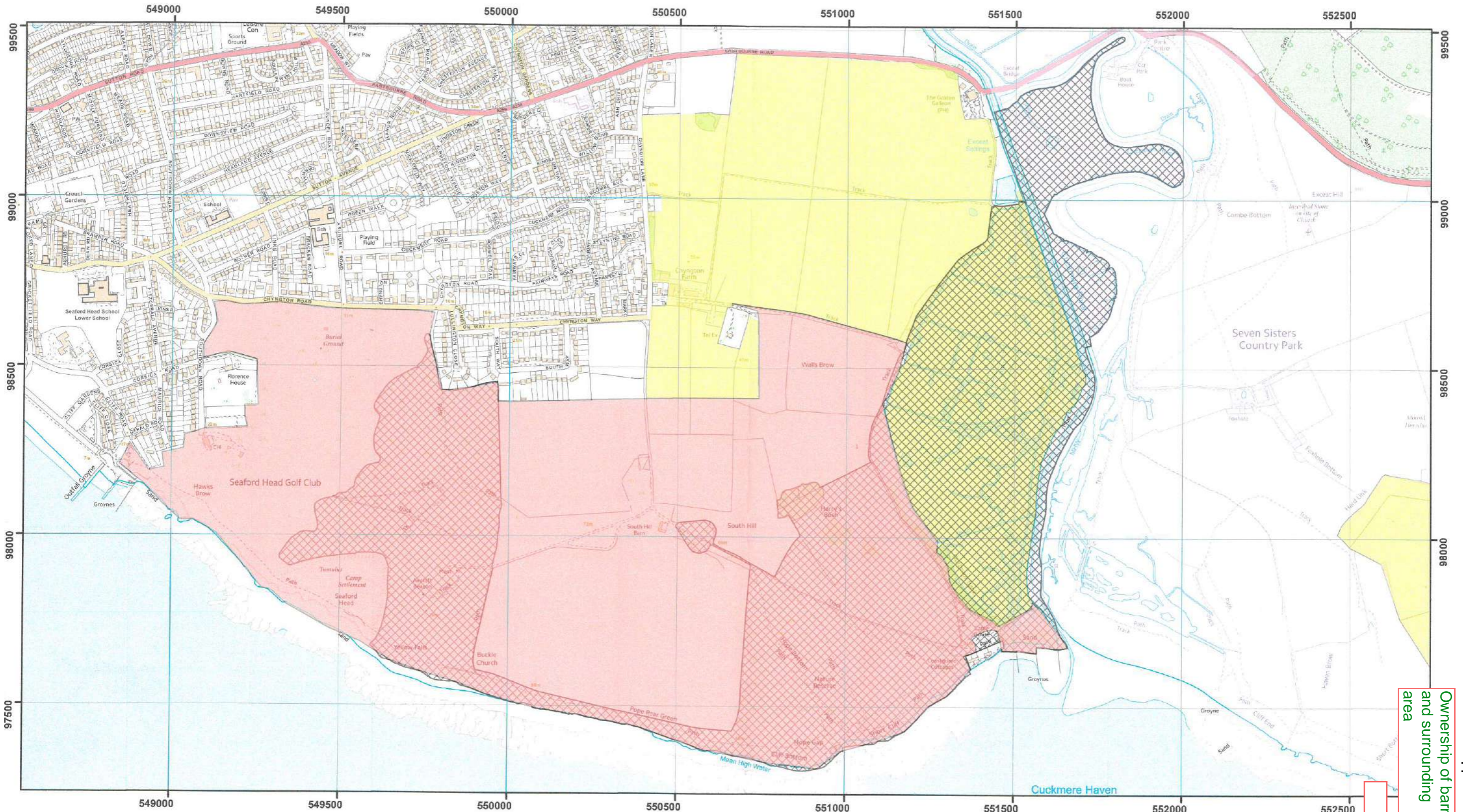
Map 1 Seaford Head- Local Nature Reserve Ownership

-  LNR
-  Seaford Town Council
-  National Trust
- East Sussex County Council

SWT Land Management Team

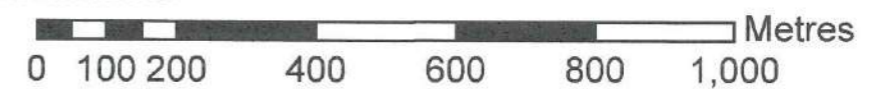
Sussex Wildlife Trust, Woods Mill,
Henfield, West Sussex, BN5 9SD

01273 492630. www.sussexwt.org.uk



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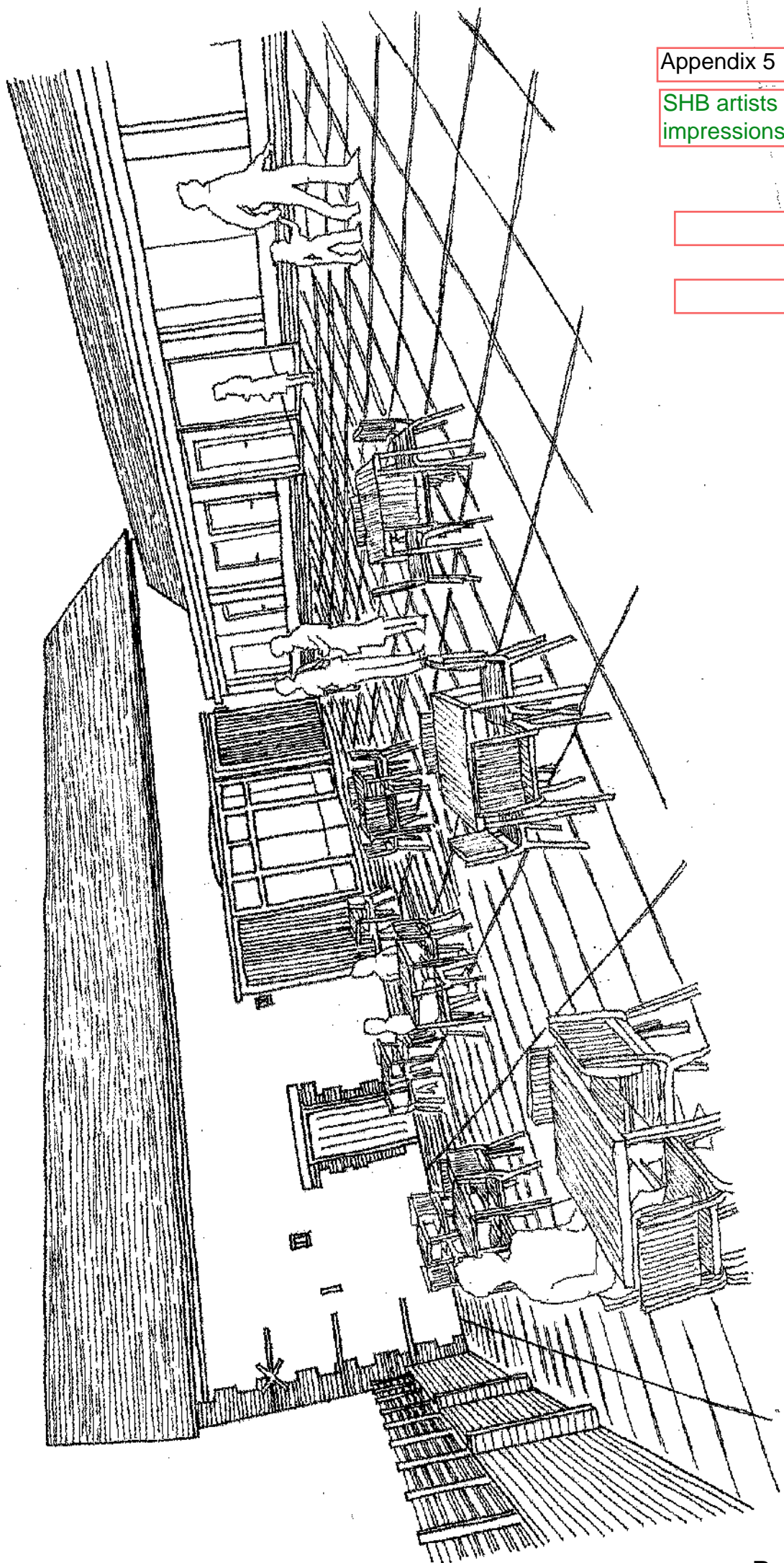
Sussex Wildlife trust OS Licence Number: 100025883



Ownership of barn
and surrounding
area

Appendix 4

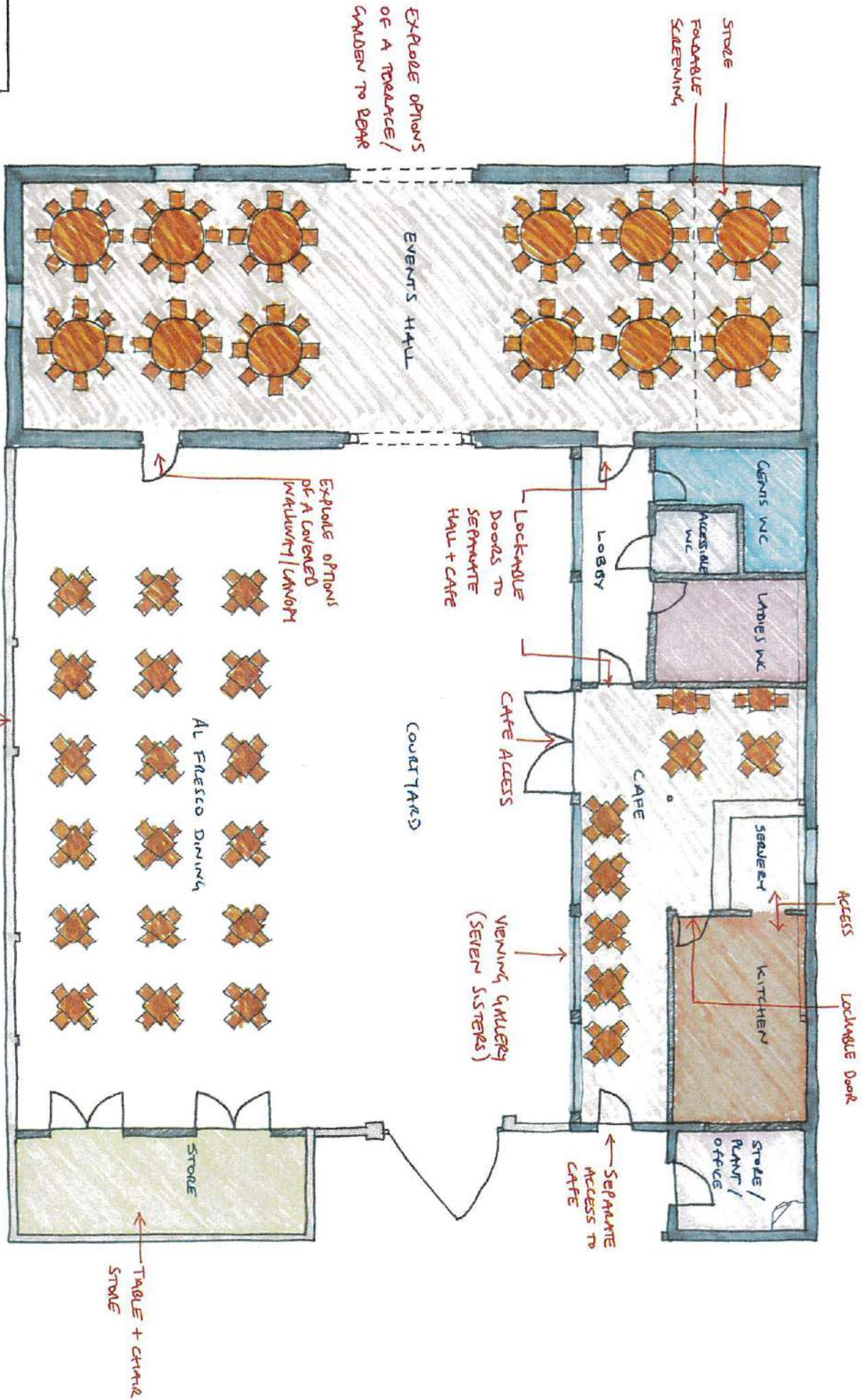


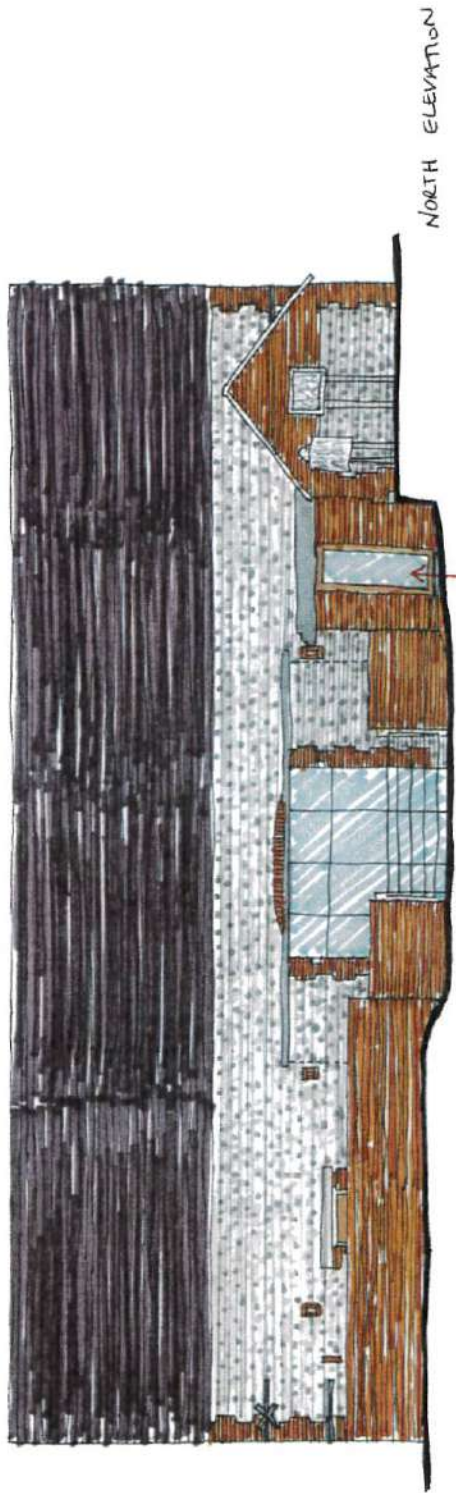


SOUTH HILL BARN
 SOUTH HILL
 CUCKUMBER HAVEN
 SEWAGROD, BN25 4AK

RESTAURANT SKETCH 1:100 @ A3

WALL TO BE LOWERED
 (VIEW OF SEVEN SISTERS)





CAFE ENTRANCE

NORTH ELEVATION



RE-RENDER

OPEN UP WINDOW

CAULKED STRIPS TO CORNERS

EAST ELEVATION

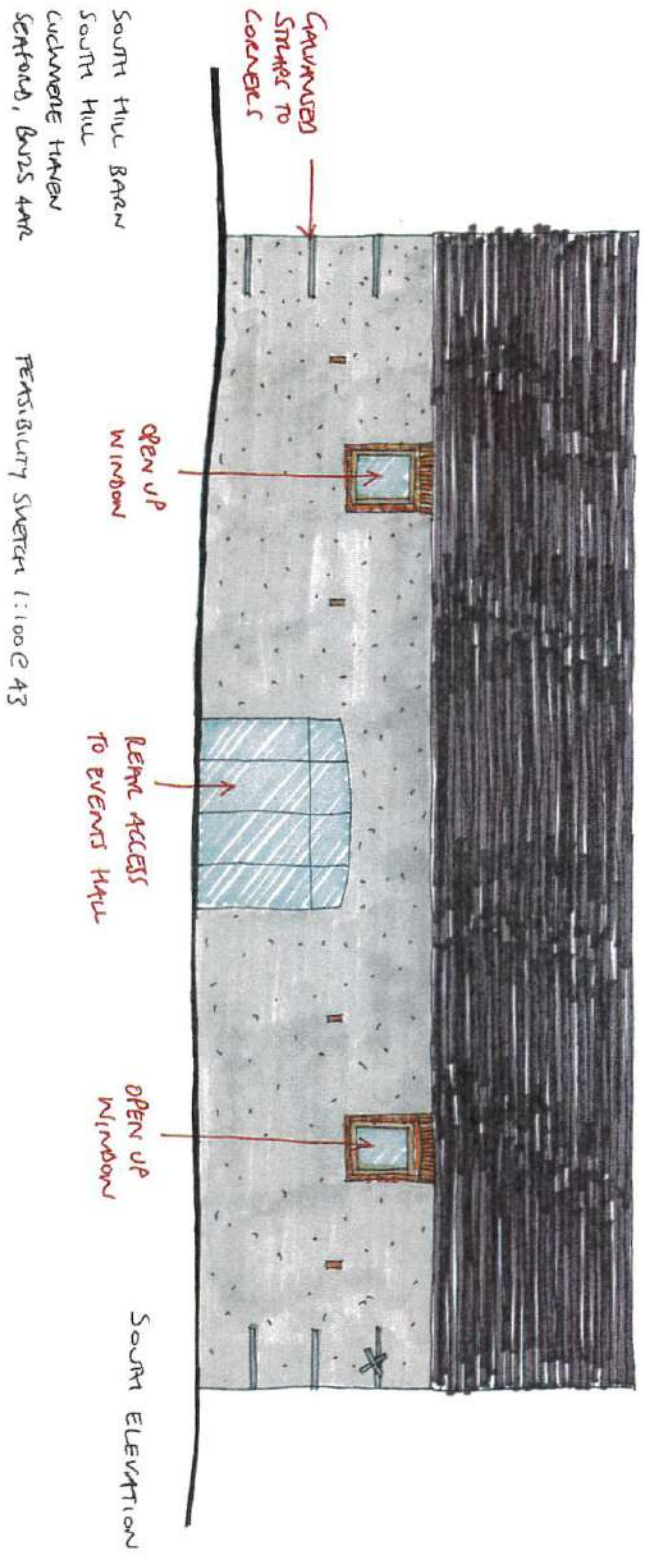
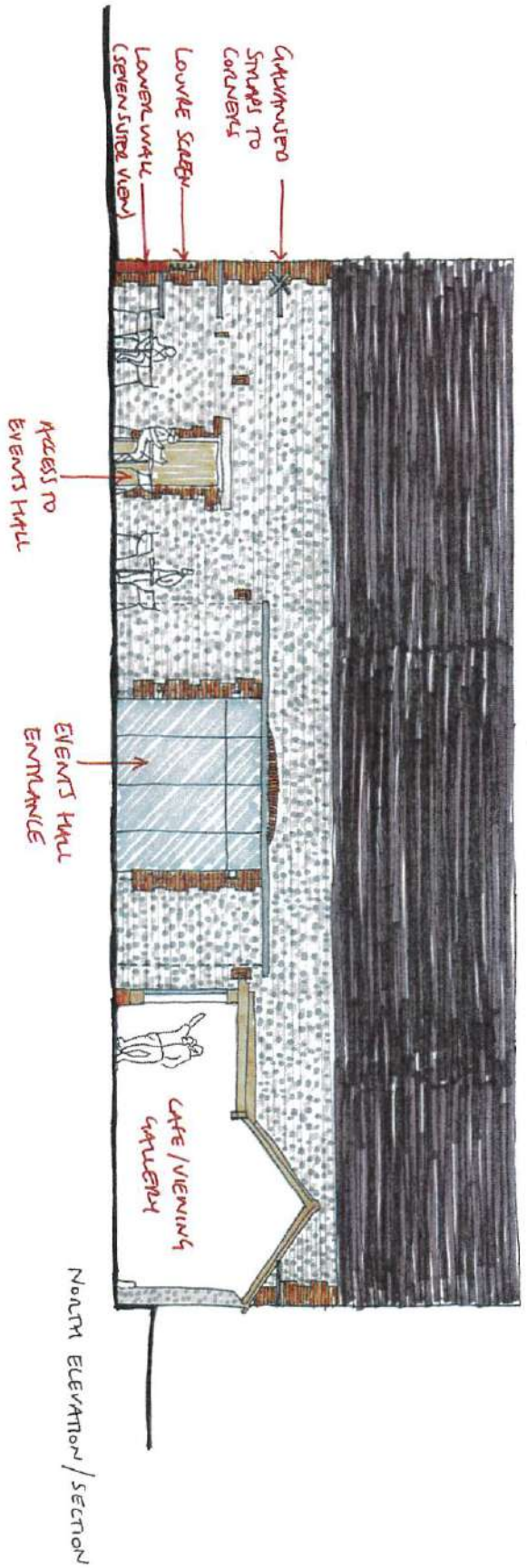
STORE

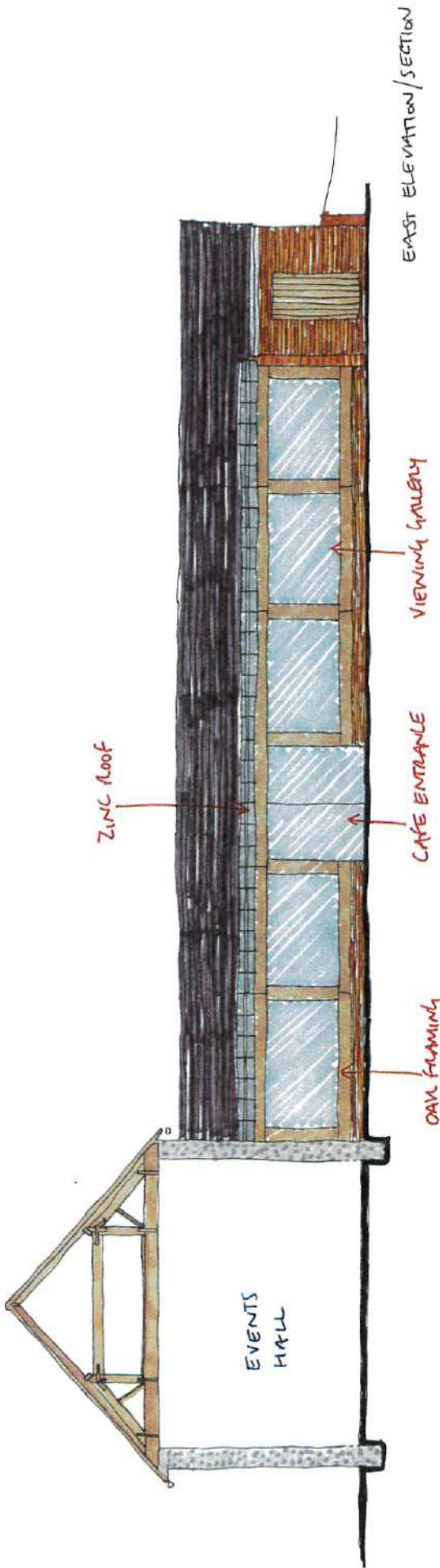
WALL LOUVERED WITH LOUVERED SCREEN ABOVE

FEASIBILITY SKETCH 1:100 @ A3

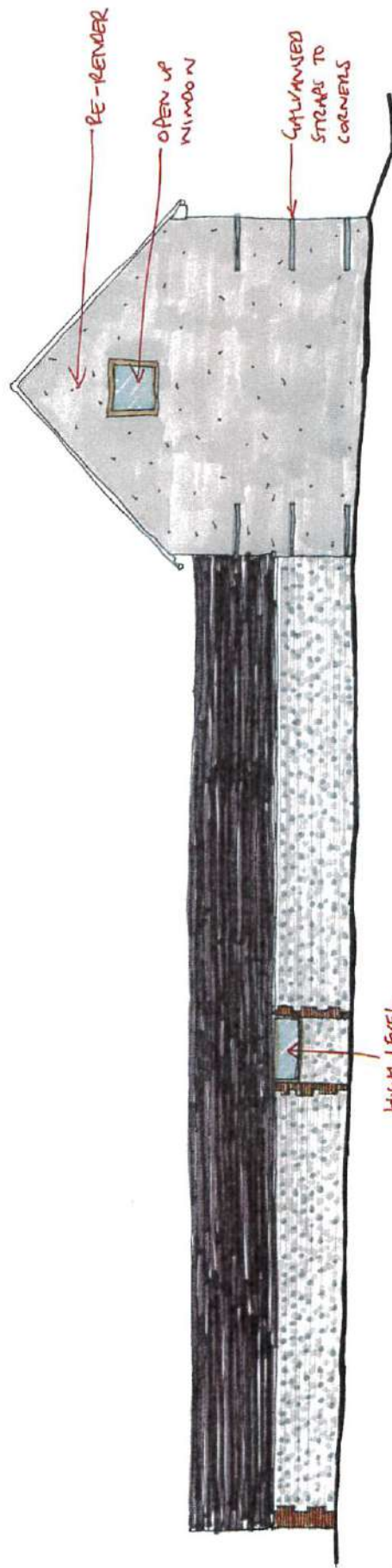
SOUTH HILL BARN
SOUTH HILL
CUCKMERE FARM
SEAFORD, BN25 4AR







EAST ELEVATION/SECTION



WEST ELEVATION

FEASIBILITY SKETCH 1:100 E.A.3
 HIGH LEVEL WINDOW TO CAFE SERVICE

SOUTH HILL BARN
 SOUTH HILL
 CUSHMORE HAVEN
 SEAFORD, BN25 4AR





View from North



Main Barn internal



Courtyard



West Barn



Main Barn internal



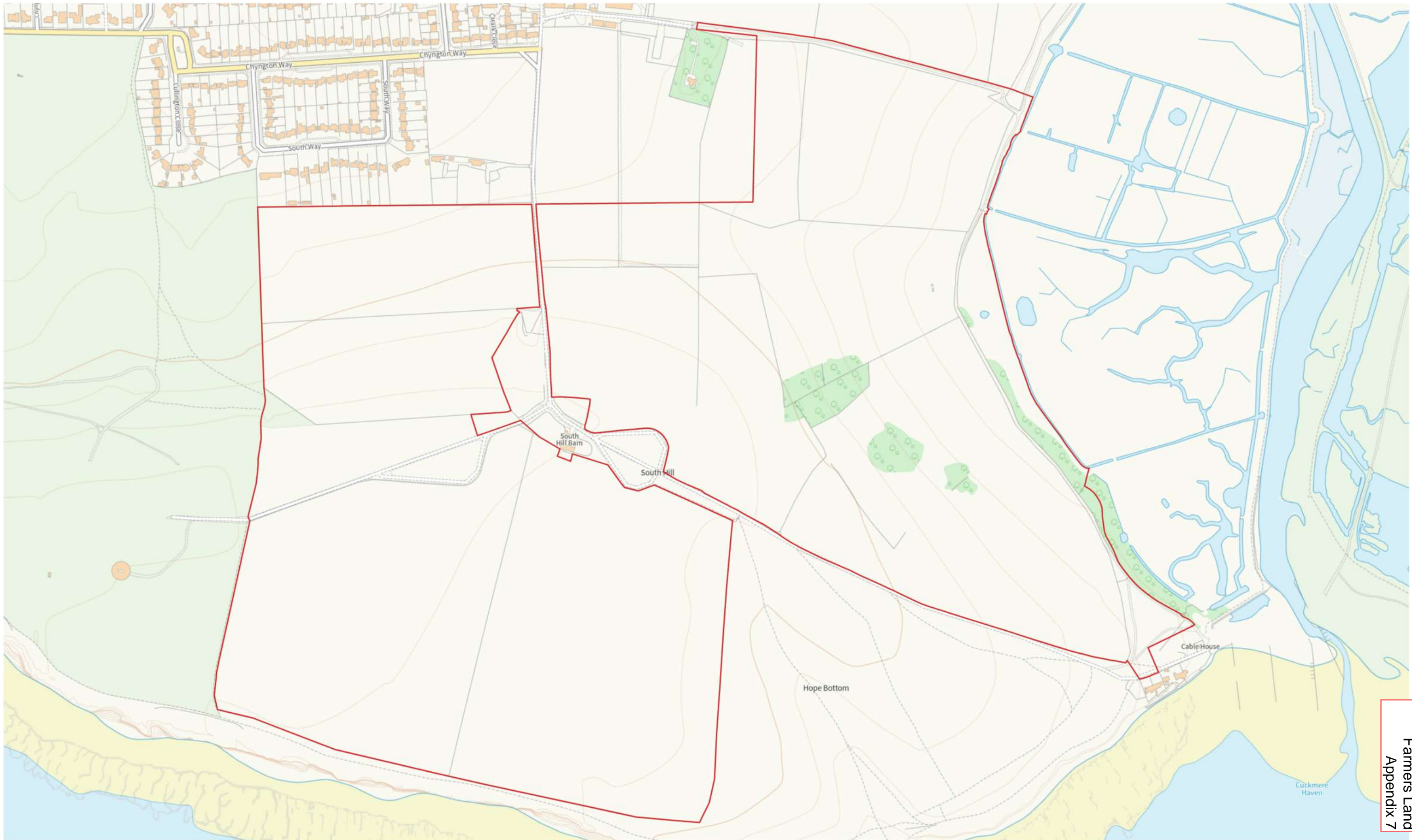
Main Barn looking to courtyard



Narrow gauge railway track



View looking East



List of SHLNRM contacts Appendix 8

- National Trust
- Natural England
- Sussex Wildlife Trust
- South Downs National Park Authority
- The View Golf Club Greenkeepers
- Farmer
- Film Liaison Officer
- Residents
- Dewpond Society representatives
- STC and LDC Councilors

Photos of Charleston and SDNPA Seven Sisters Visitor Centre Appendix 9

Charleston



Café (bat roost above server)



event hall



View from event hall to courtyard



Courtyard



Courtyard



Performance stage in courtyard



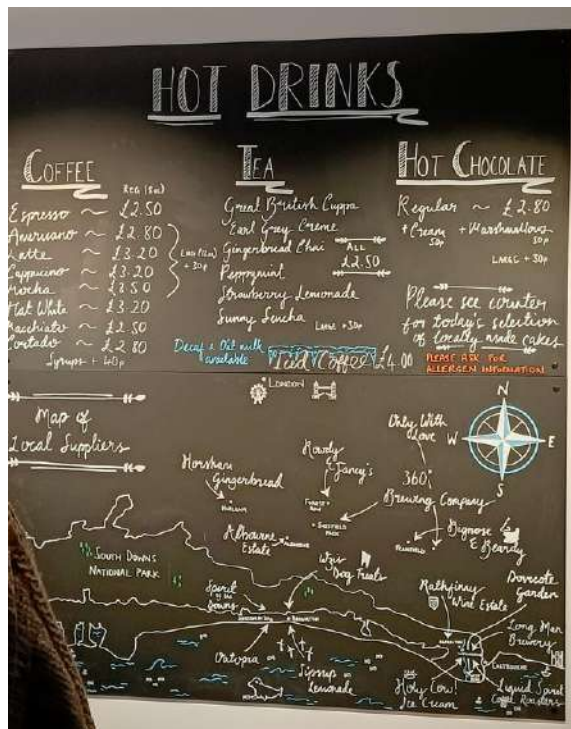
Main barn entrance



Tourist advice and retail area



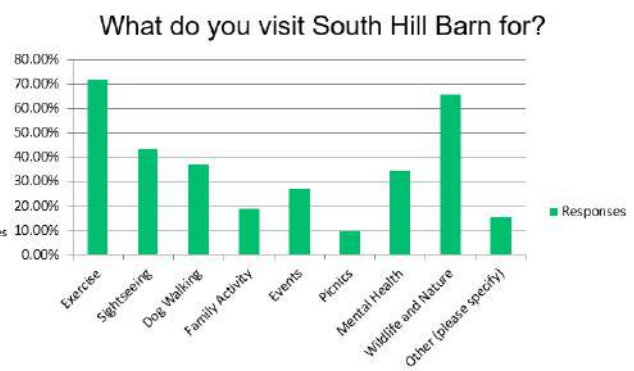
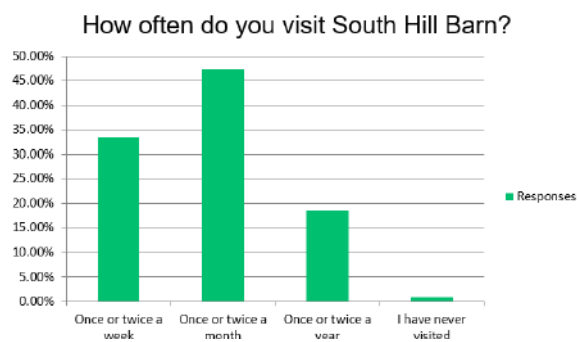
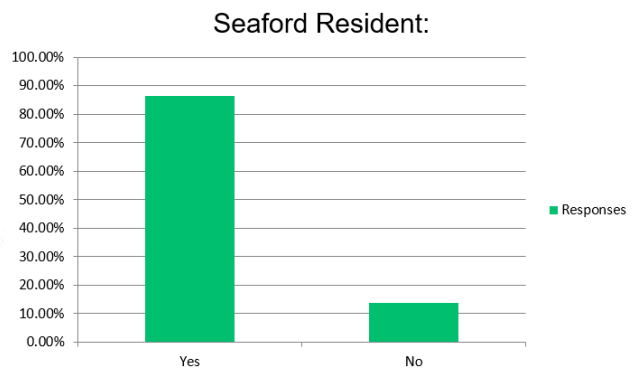
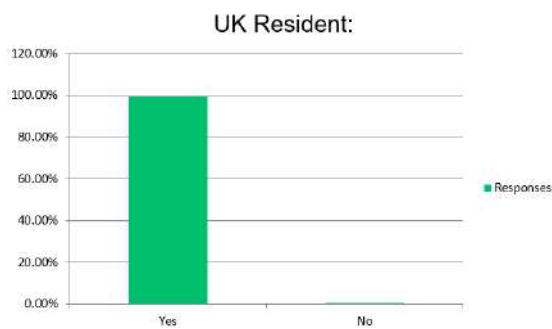
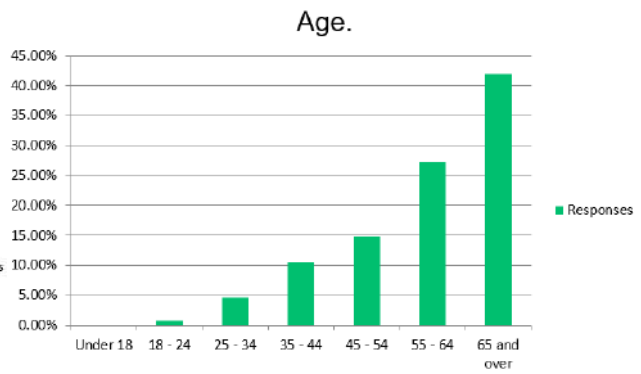
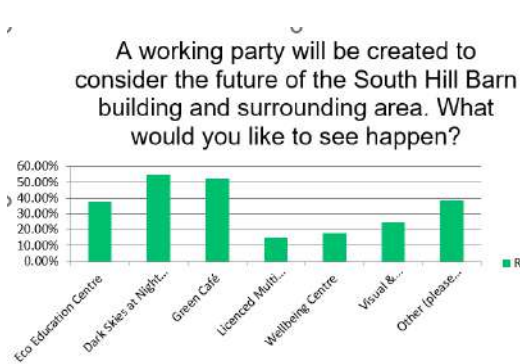
Meeting room



Café menu



SDNPA Tourist advice



South Hill Barn Draft Project Programme

		2023				2024				2025				2026				2027				2028				2029																											
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Pre-project phase (Strategic Definition).	Set vision and define broad future stages as follows: - to note the report - to adopt the Governance Model - to allocate a budget for consultants/surveys - to move to Stage 1	█	█	█	█	█	█	█	█																																												
Stage 1: Initial proofing exercise	Develop and agree Governance Model and appoint appropriate members for this stage of work. █ Appoint funding consultant/bid writer and develop funding strategy.█ Define briefs for Feasibility/Design studies by consultants for: 1. Traffic (parking/access/traffic) and footfall analysis.█ 2. Electrical supply.█ 3. Water supply and waste water.█ 4. QS █ Obtain quotations and appoint consultants to undertake studies.█ Further and ongoing consultation with stakeholders/interested parties and LDC Consolidate costings/budgets/funding/grants (QS/bid writer)█ Assign budgets (and identified funding) for Stage 2 work.█ Present results to Full Council.█ Move to Stage 2.█									█	█	█	█	█	█	█																																					
Stage 2: Concept Design, architectural concept approved.	Update Governance team members to suit this stage of work.█ Define briefs for Feasibility/Design studies by consultants: architect (building fabric upgrade/insulation) and spatial setting out.█ mechanical/electrical/plumbing engineers.█ catering/kitchen planning consultant.█ access consultant (disability access consultant?).█ Appoint bid writer/QS.█ Obtain quotations and appoint consultants.█ Map out stakeholders to lead to full consultation.█ Prepare and seek pre-planning advice and submit application and consider preferred uses for SH.█ Consider phased development.█ Costings/budgets (QS).█ Market appraisals for income from café/shop/events.█ Further and ongoing consultation with stakeholders/interested parties.█ Explore Partnership/Joint Venture with a Stakeholder.█ Prepare execution plan for following stages of work.█ Building regs route to compliance.█ Assign budgets (and identified funding) for Stage 3 work.█ Present concept options/project plan to Full Council.█ Move to Stage 3.█																█	█	█	█	█	█	█	█	█	█	█	█																									
Stage 3: Design development; architectural and engineering info spatially coordinated.	Update Governance teams and ongoing consultation with stakeholders etc. Design studies, update design based on agreed concept, cost exercises, architectural concept, outline spec, agree/develop change control procedures, prepare design programme; review design against BRs, submit planning app. Update/seek approval of FC.																												█	█	█	█	█	█	█	█	█	█	█	█	█												
Stage 4: Technical Design; all design info to undertake construction.	Update governance teams. Design team undertake and develop fully coordinated design (architectural, SE, M&E, access, PD etc) Building systems etc. Discharge pre-commencement planning conditions. Submit BR application. Prepare construction phase plan; submit F10 to HSE. Update/seek approval of FC.																																									█	█	█	█	█	█	█	█	█	█	█	█
Stage 5: Tender	Undertake tendering and appoint contractor. Update governance teams (and FC if required).																																																				
Stage 6: Construction; construction and commissioning completed.	Update governance teams. Site logistics, construction phase, monitor against programme, inspect quality, resolve site queries, commissioning and prepare O&Ms.																																																				
Stage 7: Operation and use.	H/O of building, rectify defects, sign off planning conditions, review project performance. Implement facility/asset management, compliance etc.																																																				

South Hill Barn Risk Matrix

Prepared by: Paul Quanstrom

Version: 2

Date: 20/8/24

RAG rating matrix

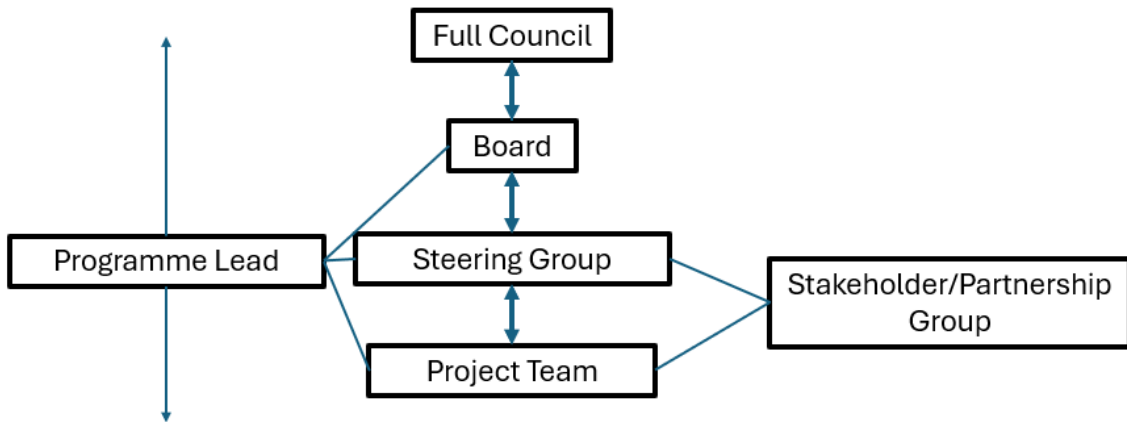
Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Likelihood	1	2	3	4	5

Risk	Description	Planned Mitigation	Likelihood x Severity = RAG score	+ Progress
Negative reaction and/or unforeseen obstacles from key stakeholder and other interested groups	Key stakeholders (NE, NT, SWT, Farm, SDNPA, 7 sisters etc) and other as yet unidentified local interest groups may not be positive about any future proposals and/or may require unanticipated surveys etc or impose conditions that will delay or scupper the project. Some negative feedback from public consultation (don't do anything).	Undertake early engagement with KS etc. Implement Governance Model.	2x4=8	Black Robin Farm planning app has to provide numerous surveys etc.
Budget/Fund raising/Match Funding etc challenges.	Construction inflationary increases are significant and unlikely to ease in short to medium term. STC budget insufficient to cover costs (?) Funding opportunities are available however likely to be a highly competitive environment. Bid writing expertise will probably be required (minimal in-house	Investigate funding streams. Engage fundraising consultant.	4x4=16	

	<p>expertise). Most funds require significant match funding; is there sufficient in STC reserves?</p> <p>Future commercial opportunities are unpredictable.</p>			
Unforeseen building challenges/issues.	Circa 150+yr old flint barn in exposed position is likely to have unforeseeable issues.	Condition/structural surveys to date have identified concerns which have been partially addressed. Outstanding items require rectification as part of the overall works package (est cost £60k).	3x3=9	
Services (power, water, drainage, IT/Comms etc) challenges/costs.	No services on site and nearest mains power/water/sewer services are some distance from site. Likely to be issues with cabling/pipe routes not to mention high cost.	<p>Investigate site for power generation (wind/solar) and water (mains and/or boreholes?).</p> <p>Potable water likely to be a challenge if not via mains supply.</p> <p>Drainage by septic tank; may have strict conditions due to site sensitivities etc.</p> <p>Broadband connection via microwave link?</p>	4x4=16	
Planning challenges and conditions.	<p>Any changes to current appearance could be difficult to justify?</p> <p>Sustainable energy options will impact external appearance (wind turbines, solar panels etc).</p> <p>Highways concerns not to be underestimated.</p> <p>Noise etc issues for residents.</p> <p>Local objections 'for the sake of it'.</p>	<p>Early engagement with SDNPA.</p> <p>Develop comprehensive pre-app.</p> <p>Consider appointing a planning consultant?</p>	3x3=9	

			4x4=16	
Car parking and access/highway issues.	<p>Existing parking arrangements are unlikely to be sufficient for any increased visitor numbers.</p> <p>Current access road is narrow and concrete construction; this is likely to need upgrading/widening or provided with passing bays etc.</p> <p>3 separate owners with restrictive covenants.</p> <p>Highways and resident concerns regarding increased traffic flow and on-street parking.</p>	<p>Early engagement with ESCC Highways.</p> <p>Consider appointing a transport consultant?</p> <p>Explore sites for additional parking?</p>	4x4=16	

SHB Governance Model Organogram



Conscious

engineering design

Sky View
5 Findon Avenue
Saltdean
East Sussex
BN2 8RF

Tel: 07896 250418
E-mail: info@conscious-edesign.co.uk
Web: <http://www.conscious-edesign.co.uk>

SCHEDULE OF WORKS - PRELIMINARY

Project: South Hill Barn
Seaford
East Sussex
BN25 4JQ

Project No. 1277
Ref. 1277/SW/01
Prepared by AGW
Approved by -
Date: 05/02/2024

Brief:

Ref: e-mail
From: Paul Quanstrom
[\[mailto:Paul.Quanstrom@lewes-pasibourne.gov.uk\]](mailto:Paul.Quanstrom@lewes-pasibourne.gov.uk)

Scope:

- 1 Renovation of the two structures forming South Hill Barn, Seaford BN25 4JQ, only. Any substructure(s), yard, buried services and surrounding grounds are not included.

Proposed Works to main south barn and west barn structures.

- 1 Project comprises of the Renovation of South Hill Barn and adjoining west barn. The purpose of this project is to carry out remedial works to the timber frame roof structure, strengthen existing lintels and provide new and sympathetic materials to restore weatherproofing and prolong the life of this building.
- 2 Crack repairs and re-rendering to main and west barn elevation walls.
- 3 Replacement / remedial works / repairs / improvements to the flat roof structure facing the courtyard.

Notes:

- 1 The below items are assumed to be easily located on the site for the purposes of this schedule of works.
- 2 The below schedule is based on a preliminary site visit. Further details and material condition of the structures referred to are highly likely to come to light during opening up works, therefore, this schedule is subject to reasonable review and may need to be extended as a result.

Exclusions:

- 1 Potential works to access road, yard, boundary walls grounds and site drainage arrangements.
- 2 Clearing of vegetation, turf, rubble from site and landscaping.

Specifications

- 1 All specifications, details and technical data to follow once extent of works fully quantified.
- 2 Preliminary specifications are supplied separately.

Schedule of Works

Item No.	Element	Quantity (estimate)
1.00	General	
1.01	Project comprises of the Renovation of Gosh Hill Barn and adjoining west barn. The purpose of this project is to carry out remedial works to the timber frame roof structure, strengthen existing areas and provide new and appropriate materials to restore weatherproofing and prolong the life of this building.	
1.02	The contractor is to erect the scaffold will be required for safe working access to the roofs and facades.	
1.03	The contractor is to approach a competent asbestos surveying firm to undertake a return to work and demolition survey of the areas that are to be worked upon and provide a copy to the client upon completion.	
2.00	Working at Height	
2.01	Where work necessitates working from height, i.e. off their feet, ladders, etc, then the area immediately below is to receive air bags or similar means of fall arrest.	
2.02	The use of ladders is to be discouraged due to their associated risks and all works from height where they exceed 2m must be executed off the scaffold.	
3.00	Programme for Work	
3.01	The programme shall be as agreed with the client.	
4.00	Scaffolding	
4.01	The new scaffold is to be designed to provide a safe working access to the roofs, and facades.	
4.02	This scaffold is to be designed and erected in accordance with BS5973 Guide to EN12811:2001.	
4.03	Under no circumstances will it be permitted for the scaffold to be erected by anyone other than a competent person.	
4.04	The scaffold is to be checked weekly or after inclement weather or vibration by a competent person and the completed report kept on site.	
4.05	Under no circumstances will dropping of material, scaffold tubes, boards etc be permitted unless it is carried out in a controlled manner e.g. materials through a chute to a skip, scaffolding tubes are to be passed to other operatives and the area below will need to be isolated.	
4.06	The scaffold is to be a minimum of three points with and sited on level and firm ground with base and sole plates where necessary. Each scaffold must be on a working platform must have at least three supports and each support must not exceed 1.5 metres. These must either be fed down or wedged each and supported by at least 50mm but not more than 150mm.	
4.07	Vertical supports will not be more than 2 metres (2.8 metres apart and braced diagonally along and at right angles to its length.	
4.08	The scaffold will need to be tied into the building every 4m vertically and 5m horizontally.	
4.09	The exposed edges will be guarded from 2m and above with toe boards a minimum 150mm high. The next guard positioned 750mm above the toe board and, again, 1 metre above the platform. Each ladder must be secured before climbing and use a minimum of 1070mm above the working platform.	

5.00	Main Barn Roof	
5.01	Existing galvanised straps protruding from the top masonry are purposeless and new eaves plate straps are to be installed. See separate specification.	25 No.
6.00	West Barn Roof	
6.01	The existing corrugated flat roof at the courtyard side of the west barn is in poor condition and unsafe. The contractor should allow for the complete replacement of the roof covering with matching sheets laid to more effective falls. Contractor to propose a replacement sheeting product, subject to approval.	50 m ²
6.02	Existing flat roof purlins and supporting timbers will need to be assessed for condition and overall levels, once roof covering has been removed. Levels along the junction between the flat roof and pitched barn roof are to be assessed, together with eaves levels. Therefore, the contractor should allow for renewal of say 50% of the supporting timbers and purlins with suitable C24 grade treated SW, based on existing sections sizes. A new fascia board will be required to mount gutter brackets.	As noted
6.03	Levels along the junction between the flat roof and pitched barn roof may need to be adjusted in order to resolve inherent leakage problems at the flashing with the tiled roof. Allow for possible addition of tilting fillets and battens along the pitched roof to lift eaves tiles and new milled code 4 lead flashing to give a minimum of 75mm lap to roof weatherproofing, in accordance with Building Regulations requirements.	16 m
6.04	Allow for installation of new 112mm dia black half round uPVC gutter and 68mm dia RWP with discharge spout, to drain onto the yard at the south end of roof. Allow for all other fittings including; stop end outlet, offset bands, shoe discharge, clips and brackets etc.	Gutter = 16 m
7.00	Main & West Barn Walls	
7.01	Cracks in the main south facing elevation of the main barn are of concern and appear to be predominantly located at the original upper shutter openings. The wall comprises of a combination of rough brickwork and flintwork. These will all need to be stitched with S/S HeliBars and repaired, in accordance with separate specification.	20 m
7.02	The north end wall of the western barn has cracks which require attention. These will also need to be stitched with S/S HeliBars and repaired, in accordance with separate specification. The elevation is constructed in a combination of flint flushwork and clay brickwork, so care will be required in chasing out and setting of S/S bars across cracks etc.	5 m
7.03	Recently installed GMS corner straps will provide some reinforcement to existing discontinuity cracking at corners but installation is poor. Therefore, additional L shaped HeliBars are to be installed in all elevation outside corners of the barn as per the specification. Lime based mortar should be used to pack in behind the existing straps prior to re-rendering.	32 No.
7.04	There are two brick arches in the south elevation which require attention. The arch over the upper hatch aperture is not in serious condition and it may be possible to repair the dropped brick voussoirs and reconstruct. The larger arch is currently being supported by three acrow props and is in a critical condition. The arch will need to be strengthened and re-connected to the flintwork wall panel it supports and at the springers. Recommend employing the repair method specified by HeliFix, using HeliBars and ChemTies. See separate specification.	20 m of S/S bar
7.05	Rendering of the south barn is loose, cracked and patchy in many areas of the external elevations. After all masonry and flintwork crack repairs are completed, allow for removal of loose render and re-render with an appropriate external quality lime based render material. Recommend a pre-packed factory produced hydraulic lime/sand mortar for external rendering is used. Precise specification to be agreed once substrate of repair areas has been exposed for inspection and areas quantified.	25 m ²
7.06	Rusting redundant ironwork embedded into masonry should all be removed. There are a few locations which are to be confirmed on site.	4 No.
7.07	Brickwork piers at each side of the steel door facing the yard do not appear to be sound and the right hand pier looking from the outside, is not tied to the elevation wall and may have been knocked out of line by an impact. Allow for installation of stainless steel ties to connect the pier to the elevation wall. Include for closing and pointing of the joint.	8 No.
7.08	The steel door is insecure and in poor condition. Allow for removal of this door and replacement with an alternative to provide security and weather protection, specifications to be agreed. Old corroding hinge pins embedded in the masonry should be removed and head/threshold details to be reviewed.	1 No.

Prepared By



Allan Wiseman HNC, BEng(Hons), CEng, MStructE & Director

Conscious Engineering Design Ltd
 Sky View
 5 Findon Avenue
 SALTDEAN
 BN2 8RF
 Tel: 07896 250418
 Email: info@conscious-edesign.co.uk