



Seaford Town Council Golf & The View Agenda – Tuesday 30th July 2024

To the Members of Golf & The View Committee

Councillors L Stirton (Chair), G Rutland (Vice Chair), S Ali, C Bristow, R Buchanan, J Meek and L Wallraven.

Seaford Head Golf Club Representatives – A Flood and S Doyle

A meeting of the Golf & The View Committee will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Tuesday 30th July 2024** at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to read 'A Chugg', written over a light blue background.

Adam Chugg,
Town Clerk
24th July 2024

PLEASE NOTE:

- **Members of the public are advised to register to attend to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. [Golf Professional's Update Report](#)

To consider report 54/24 providing an update from the Golf Professional service on golf course related matters (pages 5 to 9).

5. [Course Manager's Update Report](#)

To consider report 55/24 providing an update on management and maintenance of the golf course (pages 10 to 15).

6. [The View Update Report](#)

To consider report 60/24 providing the committee with an update on operations at The View. (pages 16 to 18).

7. [Golf & The View Income & Expenditure 2023-2024 Year End](#)

To consider report 53/24 updating the committee on the income and expenditure for the financial year ending 31st March 2024 (pages 19 to 30).

8. [Seaford Head Golf Club 17th Green and 18th Tees Redesign Project](#)

To consider report 57/24 presenting an outline of the proposed redesign of the 17th Green and 18th Tee (pages 31 to 45).

9. [Electric Vehicle Charging Points – Golf Course Car Park](#)

To consider report 59/24 presenting details to the Committee of the work required to introduce electric vehicle charging points at the golf course and seek its support with this being taken forwards (pages 46 to 49).

10. Seaford Head Golf Club Update

A standard agenda item to enable the representatives of Seaford Head Golf Club at the meeting to give brief verbal updates on relevant business / activities of the club, for noting only.

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors and registered email recipients.

Public Access:

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

1. Attending the meeting in person.

The Town Council asks that you contact meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

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

OR

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

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

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

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

Public Participation:

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

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

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

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

Health & Safety Measures:

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



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| Report No: | 55/24 |
| Agenda Item No: | 5 |
| Committee: | Golf & The View |
| Date: | 30th July 2024 |
| Title: | Course Manager's Update Report |
| By: | Simon Lambert, Head Greenkeeper |
| Purpose of Report: | To provide the Committee with an update on management and maintenance of the golf course |

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| Recommendations |
| The Golf & The View Committee is recommended: |
| 1. To note the contents of this report. |

1. Information

1.1 Overview

1.2 At the time of writing, we are enjoying a much warmer and settled period of weather. The spring has been a very busy time with the wet and warm conditions allowing the grass to grow at a faster than usual rate. This has provided the perfect conditions to get areas repaired and re-instated after the winter but has also provided some long days of mowing and seen an increase of fuel usage. As we move into summer, I am sure this will balance out as we use less fuel and more water to sustain a healthy plant on the greens and tees.

1.3 The course has developed well and taken shape through carefully managed areas of meadows and corridors of grass and scrub. These meadows and corridors of grass and scrub provide a great habitat for insects, bees and wildflowers and a hiding place for a stray golf ball. These areas need to be carefully planned to ensure they look intentional to the golfer who is paying to be there and to still offer the benefits intended for

nature and the wildlife. This is a balance that we are always monitoring to ensure the best of both.

- 1.4** The machinery replacement program begun last year with the order of three machines. The delivery date is not yet known and at the time of order 12 months was quoted. To ensure we stay on track, it is important to place orders in a timely manner. With this in mind, it would be wise to place orders for year two now with a view that these will not be ready for delivery until after April 2025 and in the new financial year 2025 - 2026. As with the previous orders, commitment to purchase is made at the point where a delivery date is given and therefore provides us with the ability to get an order in the system to meet the requirements and prevent running older machines while we are awaiting manufacture and delivery. This is a common problem with machinery manufacturing as well as in the car sector. This will be monitored each year of the replacement program to ensure that we are able to stay on track.
- 1.5** It has been noted by the greenkeeping team and myself along with golfers, some of which have posted reviews, that the course is becoming busier than ever with other users of the site, most noticeably walkers both with and without dogs. These users are not using footpaths and walking up and down fairways in front of and across the play. This has had a negative effect in the enjoyment of our paying customers, it has also meant an increase in dog mess, litter and a lack of respect for the site. I have begun gathering some information with a view to report on this at the next meeting, with examples and ideas of why this is happening and possible solutions.
- 1.6** **17th Green / 18th Tee Project**
- 1.7** Since the last Committee meeting, stage one of the 17th green and 18th tee relocation project has been completed.
- 1.8** We worked closely with a golf course architect to draw up a design and plan for the holes and surrounding areas. The architect has a wealth of knowledge of working within sites such as ours, including with many factors and stakeholders such as the heritage considerations and sites of special scientific interest. Not only these things but their local knowledge of Seaford Head and their experience playing here in their youth, along with their

passion for sustainable golf, made them the appropriate person for this process.

- 1.9 A report appears elsewhere on this agenda presenting plans, with a narrative of the architect and the ideas surrounding the plan, the decisions for the positions, designs and surrounding works to enhance the landscape.
- 1.10 Following this meeting, we now wish to move forward onto the next step in the process, which will involve presenting our plan and intentions to the appropriate stakeholders. This was budgeted for and approved in the 2024 - 2025 budget process. From this, it is hoped we will be able to agree or adapt the plans appropriately with a goal of then producing fully detailed plans complete with specifications. With these we will be able to go out to tender for the works, gaining an estimate of costs and timeframe for the works.
- 1.11 **Course Maintenance**
- 1.12 The spring has provided some great growing conditions with lots of rain and warmth to encourage growth and recovery of winter wear and tear. This helped us to shape the course and grow in the various wildlife corridors and flower meadows between holes and in the out of play areas. The growth has been much greater than other years owing to the conditions and, as the summer arrives and the ground dries, it is hoped that some natural thinning occurs. As the autumn comes, we may look to hire in a cut and collect machine or even cut and bail if budgets allow.
- 1.13 As always, we have continued the application of soil biology products. This helps maintain a healthy soil profile, encouraging and feeding the beneficial bacteria and fungi. These in turn help to breakdown thatch and nutrients not available to the grass plant. Together, these produce a protective web around the plant root system protecting it from pests and disease.
- 1.14 Aeration work continues throughout the growing season with the use of smaller and less intrusive tines. These continue to relieve compaction and allow for better root development and water penetration while minimising the surface disturbance.
- 1.15 The buggies are continuing to be popular and their use is managed through signage and paths to spread their wear and ensure their safe use on the site. We will continue to keep the paths in good condition. As part of

the 17th green and 18th tee project it is hoped to create an improved surface and route for them to travel up and down the 12th and 18th holes from the top section to the bottom of the course.

1.16 Irrigation

- 1.17** The system was pressurised in April with no issues to report. We replaced a number of valves and hose points as part of our ongoing program to ensure we minimise loss or waste and are using the water as efficiently as possible.
- 1.18** Moving through the year, we will continue the lifting and levelling of sprinklers to ensure efficient and correct operating minimising waste and run off.
- 1.19** South East Water has begun taking samples of our borehole water supply. They approached us as they are looking to build up a profile around the county of ground water supplies and quality. They will provide us with some data and a report of their findings and comparisons to other local sources. They were surprised and happy to note the low readings of nitrates in the previous samples as would be expected. I believe this is due to the cultural approach and organic fertilisers we are using on the site, plus the low levels we apply as part of our sustainable program.
- 1.20** The clubhouse roof irrigation is shut down at present due to repairs being needed to pipework. This will be addressed as part of the roof program being undertaken by the Projects and Facilities team to ensure all safety devices and the condition of the roof is suitable to work on and maintain.
- #### **1.21 Staff**
- 1.22** The greenkeeping team have been working really well and the addition of a new position has helped to improve the golf course with more of the smaller but really important finishing touches being able to be completed on a weekly basis. This has helped to improve the golfing experience and has brought our standards up.
- 1.23** As we move into the summer season and the growth slows down, the team have booked annual leave with only one team member off at a time. This allows us to continue to keep the standards up. Following a busy spring, it is nice to have a well-earned break.

- 1.24** One member of the team continues to do well with their level 2 apprenticeship at Plumpton College.
- 1.25 Machinery**
- 1.26** Spring servicing was performed in house and by a contractor to satisfy any warranties. This identified minimal routine repairs consummate with the age and use of the machinery, such as bearing replacements and shimming to take away slack from wear and tear.
- 1.27** All the cylinder cutting units were removed and sent away for re-grinding. This went well and the units have been working hard during the spring growth ensuring a good quality of cut. The greens units will soon be sent away for their mid-season grind and replacement bottom blades.
- 1.28** As we move into a hotter drier season, we will ensure that all the fluid levels are correct and continue with routing maintenance such as greasing and cleaning as required. This will also help identify any future problems prior to them happening.
- 1.29** Moving into a new rotation of the machinery replacement program and following approval of the 2024 - 2025 budget, we placed an order for a new Toro workman and top dresser and a new fairway mower. As per the previous report, the delivery date is not yet known but is expected to be nearer the end of the year. Year 2 has been reported on above and it is important we can adapt and place the orders early to ensure the replacement program continues.
- 1.30** The electric power units and batteries arrived in April and have been working well. Tasks such as strimming, blowing, hedge cutting and tillering of sand and soil in bunkers are all being performed petrol free. The batteries perform well and as we progress, we will monitor the usage times and consider purchasing extra batteries if required. We also have the option to add different heads to the power units to perform additional tasks, such as brushes and chainsaw attachments if required.
- 1.31** The condition of our modern machinery is an investment that enables our relatively small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

2. Financial Appraisal

- 2.1 The costs of moving and rebuilding the 17th green and 18th tee will be quoted during stage two and three of the project.
- 2.2 The costs of the machinery replacement program for year 2 are being investigated.

3. Contact Officer

- 3.1 The Contact Officer for this report is Simon Lambert, Course Manager.



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| Report No: | 54/24 |
| Agenda Item No: | 4 |
| Committee: | Golf & The View Committee |
| Date: | 30th July 2024 |
| Title: | Golf Professional's Update Report |
| By: | Fraser Morley, Golf Professional |
| Purpose of Report: | To provide an update on golf course related matters |

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| Recommendations |
| The Golf & The View Committee is recommended: |
| 1. To note the contents of the report. |

1. Information

1.1 Course Conditions and Income:

After an awful winter weather-wise, we have not really had the best of spring or summer either. The course has been in fantastic condition though and the Course Manager and his team have made great strides in improving every aspect of the playing areas. Income is holding up, even with the bad weather and although there have been some quiet spells (due to the Euros football tournament) the dry periods have been very busy.

- 1.2 Feedback from all golfers has been excellent. Reviews have been very positive about the golf team and several emails sent in thanks and praise. Please see two examples below:

“On behalf of myself and everyone in my group I would like to say a huge thank you to you and the whole team there at Seaford Head for making our 2 days at your excellent course so enjoyable and for making us so welcome. We all had a great time. We certainly experienced playing the course this year in some of the more testing conditions!”

“Had a brilliant day here playing golf in June. Course was in super condition and played really well. Maybe we timed it well but there was no waiting anywhere through the round. The views around the course are worth the green fee alone. Food and coffee were good at the clubhouse and the staff pleasant. Guy in the pro shop was especially helpful. If you're down on the South Coast play there.”

1.3 Membership:

Membership figures have been consistent now for the last few years, with slight movements in each category. Juniors are starting to build traction now and growing each year. We are now trying to encourage them to get handicaps and expand into some of the competitions. With enough uptake, we will also start to reintroduce junior competitions and encourage the club to appoint a junior organiser. All safeguarding certificates are in place and all members have a consent form for their parents or guardians to fill out.

1.4 Membership figures:

| Membership Type | 2023 | 2024 | Difference |
|------------------------|-------------|-------------|-------------------|
| 7 Day | 92 | 97 | +5 |
| Senior | 129 | 122 | -7 |
| 5 Day | 4 | 2 | -2 |
| Intermediate 2 | 33 | 30 | -3 |
| Intermediate 1 | 5 | 10 | +5 |
| Youth | 6 | 5 | -1 |
| Junior | 42 | 52 | +10 |
| Totals | 311 | 318 | +7 |

1.5 Numbers are holding steady this year and gives us a great balance.

1.6 Sadly, we have lost a few members who have passed away or through illness/surgeries, but with the pro rata price becoming available on 1st October, this will help boost the income.

1.7 Societies:

1.8 Societies continue to be very busy, seeing an increase of £2,800 over the same period last year. Spreading the groups seems to be working well and not overloading peak days/times on the course.

1.9 The communication between The View Ltd and the Pro Shop has been very good with minimal issues.

1.10 Buggies:

1.11 Buggies have been very popular again and are showing an income up by £1,000 over the same three month period as last year.

2. Electric Car Points

2.1 We have been continuing to review options for installing electric vehicle charging points onsite at the golf course. A report appears elsewhere on this agenda seeking to take this work forward.

3. Digital Flyover

3.1 We have been exploring services on offer from a company called Future Aerial, who digitally map your course for use on golf simulators. This is a growing market, especially in the Far East, where space is expensive.

3.2 Appendix A provides an outline of the sort of approach that would be taken.

3.3 This would be a no cost project with revenue from sales of the licence to customers across the world. This would also be a great marketing tool for our course and stunning scenery.

3.4 We will continue to look into this and present a more detailed proposal back to Committee at a later date on this.

4. Other items

4.1 It has been brought to our attention by many golfing members and visitors alike, that a number of walkers/dog walkers are using the course rather than the surrounding areas and footpaths. This leads to an increased risk of potential accidents and clashes with golfers. Dog mess on the course has increased and is an issue for Golf course users. The Course Manager has also highlighted this in their update report elsewhere on this agenda and is carrying out a piece of work to look at and report back on options available.

4.2 1st August 2024 sees my 20th year anniversary as Head Professional at Seaford Head Golf Course.

4.3 We are holding our Pro/Am (professional/ amateur) event at Seaford Head on 29th August for the first time since 2017. This will be a 4 ball better ball event and run by the SPGU (Sussex Professional Golfers Union). We hope to have upwards of 20 pairs of one amateur and one professional. This will

really showcase our course to other courses throughout the county and will get us back on the map with the SPGU.

5. Contact Officer

5.1 The Contact Officer for this report is Fraser Morley, Golf Professional.



SIMULATOR LICENSING PROPOSAL

Future Aerial are mapping golf's digital future. We are looking for golf courses across the world to feature in the libraries of the top international golf simulator companies and believe your course would be a perfect fit.

For over a decade, our drone data has been trusted by the world's most prestigious golf organisations and simulators. We are helping golf courses connect to with simulators and have their course playable in the virtual environment.

BACKGROUND

2023 was a big year for simulator golf. In the US, it marked the first time that more people played golf on simulators and at driving ranges than physically on golf courses.

As ball tracking technology advances, graphics become more immersive than ever and A.I provides real-time feedback on swing mechanics, simulator golf continues to grow in popularity amongst social and seasoned golfers alike.

The leading Asian simulator recorded over 100 million virtual rounds alone in 2023. With more people playing screen golf now than ever before, there is high demand for new courses to be added to libraries, giving players new challenges and the opportunity to explore courses around the world.

Whilst traditionally it was only the world's top ranking courses that would feature in simulators, now there is a chance for a variety of scenic and interesting courses to be added, giving increased brand exposure.

SEAFORD HEAD GOLF COURSE

With a number of holes playing along the cliff edge, views of the Seven Sisters, the town below and out across the English Channel, Seaford Head provides a host of visual delights for screen golfers to enjoy.

The white chalk cliffs are quintessentially British and we believe that golfers from around the world will choose to play Seaford Head in a simulator due to the dramatic and unique location. There is currently a strong demand from simulators for aesthetically interesting courses and Seaford Head provides this in abundance.

With clients actively looking to add new courses to their libraries, Future Aerial would like to schedule a meeting to discuss the opportunity to launch your course into the virtual environment.

LICENSING AND MAPPING PROCESS

We have streamlined the license agreement process, providing a simple contract that allows a simulator company to use the digital version of the golf course in their software.

After the agreement is signed, Future Aerial map your course using drones to provide the high accuracy data required to rebuild the course virtually. This survey-grade geospatial data would be shared with the course for other applications.

Once the simulator has finished building the course, a hole by hole virtual fly through of the final render would then be sent to you for approval.



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|---------------------------|---|
| Report No: | 60/24 |
| Agenda Item No: | 6 |
| Committee: | Golf & The View Committee |
| Date: | 30th July 2024 |
| Title: | The View Update Report |
| By: | Louise Lawrence, Head of Assets, Projects & Services |
| Purpose of Report: | To provide an update on operations at The View |

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| Recommendations |
| The Golf & The View Committee is recommended: |
| 1. To note the contents of the report. |

1. Introduction

1.1 Following the outsourcing of the hospitality and catering service at The View, it is still intended to present an update on The View at each Golf & The View Committee meeting. These updates will form two halves – an update on the outsourced contract with The View Seaford Ltd and an update on the physical building.

2. The View – Outsourced Contract

2.1 Monthly contract meetings between officers and The View Seaford Ltd have been held since the outsourcing and are well attended. These meetings have enabled discussions and addressed various day-to-day operational issues.

2.2 Several operational matters have been addressed. Officers are reaching the end of the Town Council's handover maintenance schedule, which included items such as the cleaning of upper floor carpets, window repairs and painting.

- 2.3 The insurance company is sending an assessor to review the kitchen suppression system which has just been installed, and new lockers have been installed in the locker room.
- 2.4 Events management has picked up significantly for The View, with numerous functions booked and receiving positive feedback.
- 2.5 Licensing and permit agreements are in process, including obtaining a TV license for sporting events and registering with the Food Standards Agency.

3. The View – Building Update

- 3.1 In order to assess what works are required to the roof at The View, it has been necessary to take actions to ensure the roof safety system is certified, which is a requirement to have in place when people are accessing the roof.
- 3.2 An inspection and certification of the roof safety system has been undertaken and a three-year contract entered into, in accordance with Financial Regulations, to cover an annual inspection and certification.
- 3.3 As a green roof, this requires specialist knowledge and therefore the original contractor will be carrying out a survey of the roof, identifying remedial works required and the financial implications of these.
- 3.4 The Committee will be updated once this survey and report are completed, and more is known about the implications.

4. Financial Implications

- 4.1 There are no direct financial implications as a result of this report.
- 4.2 £6,000 was budgeted in this financial year for remedial works to the roof at The View. Unfortunately, building maintenance at The View has already exceeded its total budget of £11,000 for this financial year, due to unexpected works on the grease trap, fire suppression system and air conditioning system.
- 4.3 The contract costs at 3.2 (£615 for this financial year) and any works to the roof undertaken in this financial year (details to be determined by Committee at a later date), will therefore be considered over and above budget. The overspend of this budget will either be met from underspends or increased income elsewhere within the accounts, or general reserves at year end.

5. Contact Officer

5.1 The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects & Services.



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| Report No: | 53/24 |
| Agenda Item No: | 6 |
| Committee: | Golf & The View |
| Date: | 30th July 2024 |
| Title: | Golf & The View Income & Expenditure Report: 2023 - 2024 Year End |
| By: | Lucy Clark, Responsible Financial Officer (RFO) |
| Purpose of Report: | To update the Committee on the income and expenditure for the financial year ending 31st March 2024 |

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| Recommendations |
| The Golf & the View Committee is recommended: |
| 1. To note the contents of the report. |

1. Summary

- 1.1 Attached as Appendix A shows the final income and expenditure for this Committee for the 2023 - 2024 financial year.
- 1.2 Members should note that all income received to 31st March 2024 is included, and year-end adjustments have been made to include all anticipated (but not yet paid) expenditure that relates to the period to the end of the financial year.
- 1.3 Attached in Appendix B is the variance report explaining any significant variations compared to budget.

2. The Golf Course

- 2.1 The 2023 - 2024 actual income received for the Golf Course (cost centre 101) is £566,602 (109.6% of budget) and the total expenditure is £430,842 (93.1% of budget).

2.2 This results in a net income over expenditure of £135,760. As it was budgeted to receive £54,540 during the financial year, this is an improvement on the budgeted figure by £81,220.

3. Capital Costs – Golf & The View

3.1 This cost centre (102) relates to capital works for the golf course and The View, including Public Works Loan repayments. The expenditure for 2023 – 2024 was £106,036 (99% of budget), resulting in a net income over expenditure of -£106,036 i.e. a cost of £106,036.

4. The View

4.1 The 2023 - 2024 actual income received for The View (cost centre 103) is £568,773 (106.6% of budget) and the total expenditure is £655,786 (98.9% of budget).

4.2 This results in a net income over expenditure of -£87,013 i.e. a cost of £87,013. Therefore, as it was budgeted to be a cost of £129,265 during 2023 - 2024, this is an improvement of £42,252.

4.3 This better performance against budget is a result of the actions across the Town Council's teams to make improvements in the year.

4.4 Members will be aware that the hospitality and catering service at The View was outsourced with effect from 1st March 2024.

5. The Golf Course & The View Overall

5.1 The 2023 - 2024 actual income received for the Golf Course and The View is £1,135,375 (108% of budget) and the total expenditure is £1,192,664 (96.8% of budget).

5.2 This results in a net income over expenditure of -£57,288 i.e. a cost of £57,288. Therefore, as the Committee was budgeted to be a cost of £181,725 during 2023 - 2024, this is an improvement of £124,437 due to a reduced loss at The View and higher level of income at the golf course.

5.3 The year end demand of £57,288 for this Committee has been offset by underspends elsewhere within the Town Council.

6. Financial Appraisal

6.1 This report represents the final income and expenditure figures for the 2023 – 2024 financial year.

6.2 [Report 36/24 to July Finance & General Purposes Committee](#) confirmed the overall Town Council 2023 – 2024 financial year end figures.

7. Contact Officer

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

13/05/2024

Seaford Town Council 2023/24

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>Golf Course and The View</u> | | | | | | |
| 101 Golf Course | | | | | | |
| 1000 Golf Course Season Ticket | 185,600 | 196,600 | 11,000 | | | 94.4% |
| 1001 Golf Course Green Fees M-F | 150,081 | 124,000 | (26,081) | | | 121.0% |
| 1002 Golf Course Green Fees w/eb/h | 125,489 | 90,000 | (35,489) | | | 139.4% |
| 1003 Golf Course Societies | 79,460 | 75,000 | (4,460) | | | 105.9% |
| 1004 Golf Course Locker | 1,203 | 2,250 | 1,047 | | | 53.5% |
| 1007 Golf Course Air Traffic | 7,500 | 7,500 | 0 | | | 100.0% |
| 1019 Rechargeable Income | 176 | 0 | (176) | | | 0.0% |
| 1050 Income Rent | 85 | 85 | 0 | | | 100.0% |
| 1054 Income Other | 750 | 700 | (50) | | | 107.1% |
| 1311 Buggy Hire | 16,258 | 21,000 | 4,742 | | | 77.4% |
| | 566,602 | 517,135 | (49,467) | | | 109.6% |
| Golf Course :- Income | | | | | | |
| 4000 Salaries & Wages | 137,766 | 138,640 | 874 | | 874 | 99.4% |
| 4001 Employers NI | 13,511 | 12,855 | (656) | | (656) | 105.1% |
| 4002 Employers Superannuation | 21,673 | 19,010 | (2,663) | | (2,663) | 114.0% |
| 4009 Recruitment Costs | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4010 Staff Training | 1,550 | 2,000 | 450 | | 450 | 77.5% |
| 4011 Staff Protective Clothing | 1,799 | 1,600 | (199) | | (199) | 112.4% |
| 4019 Rechargeable Expenditure | 176 | 0 | (176) | | (176) | 0.0% |
| 4041 Golf Professional Retainer | 56,963 | 68,355 | 11,392 | | 11,392 | 83.3% |
| 4045 Golf Course Player Costs | 780 | 1,600 | 820 | | 820 | 48.8% |
| 4046 Golf Club Membership Fees | 16,091 | 16,520 | 429 | | 429 | 97.4% |
| 4051 Rates | 5,925 | 22,000 | 16,075 | | 16,075 | 26.9% |
| 4052 Water & Sewerage | (295) | 2,000 | 2,295 | | 2,295 | (14.8%) |
| 4060 Refuse | 891 | 275 | (616) | | (616) | 324.1% |
| 4100 Telecommunications | 776 | 750 | (26) | | (26) | 103.5% |
| 4105 Postage | 9 | 50 | 41 | | 41 | 17.5% |
| 4106 Stationery | 129 | 300 | 171 | | 171 | 43.1% |
| 4110 Advertising & Publicity | 1,269 | 0 | (1,269) | | (1,269) | 0.0% |
| 4112 Subscriptions | 535 | 560 | 25 | | 25 | 95.5% |
| 4113 Software Support | 2,290 | 1,890 | (400) | | (400) | 121.2% |
| 4114 Licence Fee | 75 | 75 | 0 | | 0 | 100.0% |
| 4115 Insurance | 10,485 | 10,695 | 210 | | 210 | 98.0% |
| 4116 Web Site | 90 | 100 | 10 | | 10 | 90.0% |
| 4156 Bank Charges | 6,815 | 6,500 | (315) | | (315) | 104.8% |
| 4201 Cleaning & Hygiene | 272 | 500 | 228 | | 228 | 54.3% |
| 4251 Dog Bin Emptying | 1,248 | 1,200 | (48) | | (48) | 104.0% |
| 4261 General Maintenance | 41,399 | 41,000 | (399) | | (399) | 101.0% |

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 4270 Vehicles & Equipment Maint | 19,423 | 20,000 | 577 | | 577 | 97.1% |
| 4271 Vehicle & Equipment Lease | 49,790 | 60,220 | 10,430 | | 10,430 | 82.7% |
| 4272 Furniture & Equipment | 4,994 | 1,000 | (3,994) | | (3,994) | 499.4% |
| 4275 Building Maintenance | 3,484 | 1,000 | (2,484) | | (2,484) | 348.4% |
| 4276 CCTV | 0 | 500 | 500 | | 500 | 0.0% |
| 4279 Fire & Security | 904 | 1,400 | 496 | | 496 | 64.5% |
| 4308 Golf Course Overheads | 17,875 | 19,500 | 1,625 | | 1,625 | 91.7% |
| 4309 Buggy Lease & Maintenance | 7,960 | 9,500 | 1,540 | | 1,540 | 83.8% |
| 4314 Cost of Card Top Up Incentives | 4,190 | 0 | (4,190) | | (4,190) | 0.0% |
| Golf Course :- Indirect Expenditure | 430,842 | 462,595 | 31,753 | 0 | 31,753 | 93.1% |
| Net Income over Expenditure | 135,760 | 54,540 | (81,220) | | | |
| 6000 plus Transfer from EMR | 6,430 | | | | | |
| Movement to/(from) Gen Reserve | 142,190 | | | | | |
| <u>102 Capital Costs-Golf & The View</u> | | | | | | |
| 4155 Professional Fees | 1,059 | 2,000 | 941 | | 941 | 52.9% |
| 4301 Public Works Loan Payment | 104,977 | 105,000 | 23 | | 23 | 100.0% |
| Capital Costs-Golf & The View :- Indirect Expenditure | 106,036 | 107,000 | 964 | 0 | 964 | 99.1% |
| Net Expenditure | (106,036) | (107,000) | (964) | | | |
| <u>103 The View</u> | | | | | | |
| 1050 Income Rent | 4,750 | 1,000 | (3,750) | | | 475.0% |
| 1054 Income Other | 338 | 0 | (338) | | | 0.0% |
| 1305 Income Golf Course Overheads | 17,875 | 19,500 | 1,625 | | | 91.7% |
| 1306 Income Golf Club Room Hires | 7,081 | 2,000 | (5,081) | | | 354.1% |
| 1307 Income Bar Sales | 186,661 | 172,000 | (14,661) | | | 108.5% |
| 1308 Income Food Sales | 224,216 | 232,000 | 7,784 | | | 96.6% |
| 1310 Income - Society Food | 37,787 | 35,000 | (2,787) | | | 108.0% |
| 1312 Function Food Sales | 89,507 | 72,000 | (17,507) | | | 124.3% |
| 1316 Events Income - The View | 558 | 300 | (258) | | | 186.1% |
| The View :- Income | 568,773 | 533,800 | (34,973) | | | 106.6% |
| 4000 Salaries & Wages | 279,252 | 295,570 | 16,318 | | 16,318 | 94.5% |
| 4001 Employers NI | 14,908 | 16,840 | 1,932 | | 1,932 | 88.5% |
| 4002 Employers Superannuation | 13,081 | 18,585 | 5,504 | | 5,504 | 70.4% |
| 4003 Sub-contracted Staff | 41,240 | 6,000 | (35,240) | | (35,240) | 687.3% |
| 4009 Recruitment Costs | 2,695 | 1,000 | (1,695) | | (1,695) | 269.5% |
| 4010 Staff Training | 448 | 1,000 | 552 | | 552 | 44.8% |

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 4012 Staff Expenses | 0 | 150 | 150 | | 150 | 0.0% |
| 4016 Staff Uniform | 118 | 100 | (18) | | (18) | 118.4% |
| 4017 Timesheet & Rota Software | 226 | 240 | 14 | | 14 | 94.3% |
| 4051 Rates | 1,971 | 7,000 | 5,029 | | 5,029 | 28.2% |
| 4052 Water & Sewerage | 12,118 | 9,000 | (3,118) | | (3,118) | 134.6% |
| 4055 Electricity | 19,995 | 24,000 | 4,005 | | 4,005 | 83.3% |
| 4056 Gas | 4,182 | 4,000 | (182) | | (182) | 104.6% |
| 4060 Refuse | 3,759 | 3,900 | 141 | | 141 | 96.4% |
| 4100 Telecommunications | 3,755 | 3,200 | (555) | | (555) | 117.3% |
| 4105 Postage | 10 | 50 | 40 | | 40 | 20.3% |
| 4106 Stationery | 634 | 800 | 166 | | 166 | 79.3% |
| 4107 Photocopier | 670 | 560 | (110) | | (110) | 119.7% |
| 4110 Advertising & Publicity | 90 | 2,500 | 2,410 | | 2,410 | 3.6% |
| 4112 Subscriptions | 0 | 75 | 75 | | 75 | 0.0% |
| 4113 Software Support | 1,090 | 1,210 | 120 | | 120 | 90.1% |
| 4114 Licence Fee | 1,436 | 1,050 | (386) | | (386) | 136.8% |
| 4115 Insurance | 3,220 | 3,355 | 135 | | 135 | 96.0% |
| 4116 Web Site | 310 | 230 | (80) | | (80) | 134.9% |
| 4155 Professional Fees | 4,650 | 5,000 | 350 | | 350 | 93.0% |
| 4156 Bank Charges | 6,284 | 6,000 | (284) | | (284) | 104.7% |
| 4196 Functions Expenditure-The View | 2,397 | 800 | (1,597) | | (1,597) | 299.7% |
| 4199 Other Expenditure | 27 | 0 | (27) | | (27) | 0.0% |
| 4201 Cleaning & Hygiene | 19,145 | 20,000 | 855 | | 855 | 95.7% |
| 4202 Linen Cleaning | 4,534 | 3,600 | (934) | | (934) | 125.9% |
| 4270 Vehicles & Equipment Maint | 6,774 | 4,000 | (2,774) | | (2,774) | 169.3% |
| 4272 Furniture & Equipment | 961 | 2,000 | 1,039 | | 1,039 | 48.1% |
| 4275 Building Maintenance | 11,270 | 5,000 | (6,270) | | (6,270) | 225.4% |
| 4276 CCTV | 132 | 500 | 368 | | 368 | 26.4% |
| 4279 Fire & Security | 1,150 | 1,250 | 100 | | 100 | 92.0% |
| 4303 Food Expenditure | 122,614 | 135,600 | 12,986 | | 12,986 | 90.4% |
| 4304 Bar Expenditure | 65,189 | 68,800 | 3,611 | | 3,611 | 94.8% |
| 4306 Catering Utensils & Equip | 3,679 | 2,000 | (1,679) | | (1,679) | 183.9% |
| 4311 Pest Control | 1,772 | 2,000 | 228 | | 228 | 88.6% |
| 4313 Stock Take | 0 | 1,100 | 1,100 | | 1,100 | 0.0% |
| 4314 Cost of Card Top Up Incentives | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| The View :- Indirect Expenditure | 655,786 | 663,065 | 7,279 | 0 | 7,279 | 98.9% |
| Net Income over Expenditure | (87,013) | (129,265) | (42,252) | | | |
| 6001 less Transfer to EMR | 6,250 | | | | | |
| Movement to/(from) Gen Reserve | (93,263) | | | | | |
| Golf Course and The View :- Income | 1,135,375 | 1,050,935 | (84,440) | | | 108.0% |
| Expenditure | 1,192,664 | 1,232,660 | 39,996 | 0 | 39,996 | 96.8% |
| Net Income over Expenditure | (57,288) | (181,725) | (124,437) | | | |
| plus Transfer from EMR | 6,430 | | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| less Transfer to EMR | 6,250 | | | | | |
| Movement to/(from) Gen Reserve | (57,108) | | | | | |
| Grand Totals:- Income | 1,135,375 | 1,050,935 | (84,440) | | | 108.0% |
| Expenditure | 1,192,664 | 1,232,660 | 39,996 | 0 | 39,996 | 96.8% |
| Net Income over Expenditure | (57,288) | (181,725) | (124,437) | | | |
| plus Transfer from EMR | 6,430 | | | | | |
| less Transfer to EMR | 6,250 | | | | | |
| Movement to/(from) Gen Reserve | (57,108) | | | | | |

Golf & The View Committee Meeting - 30th July 2024
Income & Expenditure Variance Report - 2023 - 2024 Financial Year

| | | Previously Reported | Current Update |
|-------------|-------------------------------|--|--|
| 101 | Golf Course | | |
| 1000 | Golf Course Season Ticket | <p>18/08/23: Membership income is 93.8% of budget & has exceeded the total income figure for previous year. The ongoing cost of living challenges have resulted in memberships reducing, a pattern reflected at many golf clubs.</p> <p>05/12/23: Membership income is 94% of budget and has exceeded the total income figure for the previous year.</p> <p>27/02/24: Membership income (1000/101) is 94.4% of budget and is not expected to increase further before the year end. However, the income figure of £185,600 has exceeded the total income figure for the previous year as £183,652.</p> | 30/07/24 - as previously reported |
| 1001 | Golf Course Green Fees M-F | <p>18/08/23: Green fees are in line with expectations with weekday green fees at 52.8%, w/ebh green fees at 64.7% and society income slightly lower at 47.6%.</p> <p>05/12/23: Green fees are higher than expectations with weekday green fees already at 93.3%, weekend/BH green fees at 98.1% and society income at 82.5%.</p> <p>27/02/24: Green fees have exceeded expectations with weekday green fees (1001/101) at 108.9%, weekend/bank holiday green fees (1002/101) at 118.9% and society income (1003/101) at 99.1%. It is thought the weather in the winter months has been more settled than in the previous year. These figures will increase further during February and March.</p> | 30/07/24 - as previously reported |
| 1002 | Golf Course Green Fees w/eb/h | <p>18/08/23: as above</p> <p>05/12/23: as above</p> <p>27/02/24: as above</p> | 30/07/24 - as previously reported |
| 1003 | Golf Course Societies | <p>18/08/23: as above</p> <p>05/12/23: as above</p> <p>27/02/24: as above</p> | 30/07/24 - as previously reported |
| 1004 | Golf Course Locker | 27/02/24: The locker income is only at 53.5% due to the new lockers being installed which are anticipated to be in place by the end of March 24. | 30/07/24 - as previously reported |
| 1311 | Buggy Hire | 27/02/24: The buggy hire is lower than expected however this may pick up if the weather allows during February and March. | 30/07/24: The buggy hire remained lower than expected due to the significant rain fall over February and March. |
| 4000 | Salaries & Wages | 18/08/23: Salaries, associated staffing costs are all within budget ranging from 24.1% to 27.8% | 30/07/24: The salaries remained within budget for 23/24 |
| 4001 | Employers NI | 18/08/23: as above | 30/07/24: The employer NI is slightly over budget due to budgets being set before the NI rates were published. |
| 4002 | Employers Superannuation | 18/08/23: as above | 30/07/24: The pension went overbudget due to members of staff changing their pensions from Nest to the LGPS. |
| 4010 | Staff Training | 27/02/24: whilst the expenditure is low for this time of year, the budget is likely to spend in full by the end of the year for apprenticeship costs and some planned training courses. | 30/07/24 - this account remained under budget at the year end. |
| 4011 | Staff Protective Clothing | <p>05/12/23: This is 82.2% of budget due to necessary purchases for the new Assistant Greenkeeper position.</p> <p>27/02/24: this has now gone slightly over budget due the reasons given previously.</p> | 30/07/24 - as previously reported |
| 4041 | Golf Professional Retainer | 18/08/23: As per salaries explanation | 30/07/24: This came in under budget due to the budget including VAT in error. (The same error has occurred in the 24/25 budget) |
| 4046 | Golf Club Membership Fees | <p>18/08/23: This is a one-off annual payment already paid this year for golf club membership fees.</p> <p>05/12/23: as previously reported</p> | 30/07/24 - as previously reported |
| 4051 | Rates | 27/02/24: Rates are fully paid at almost 75% under budget due to the Golf Club being eligible for the 23/24 Retail, Hospitality and Leisure Business Rates Relief scheme. | 30/07/24 - as previously reported |

| | | Previously Reported | Current Update |
|------|---------------------------------|--|---|
| 4052 | Water & Sewerage | 27/02/24: Water & Sewage (4052/101) will be under budget at the year end due to us changing water companies to Business Stream and are now in credit for where we were over charged during the switch over. | 30/07/24 - as previously reported |
| 4060 | Refuse | 05/12/23: this is overbudget due to Lewes District Council (LDC) changing increasing their fees significantly after the budget for 2023 - 2024 had been set. The refuse is now collected by Veolia who were cheaper than LDC but still higher than budget. It is expected to spend in the region of £825 by the year end. 27/02/24: as previously reported | 30/07/24 - as previously reported although the overspend was £616 rather than £825 |
| 4110 | Advertising & Publicity | 27/02/24: This unbudgeted amount relates to the purchase of the Tee Signs. This cost will actually help to generate an income through advertising on these signs with £2,600 income being budgeted for 24/25. | 30/07/24 - as previously reported |
| 4112 | Subscriptions | 05/12/23: Annual fees already paid this year. 27/02/24: as previously reported | 30/07/24 - as previously reported |
| 4113 | Software Support | 05/12/23: these costs largely relates to Office365 costs where Microsoft submit their annual invoices in October of each year and have also increased their prices by 12%. There are still costs for Club V Management systems to come in January, which may take the account slightly overbudget by the year end. 27/02/24: as previously reported, although the costs for Club V Management systems are still being negotiated. | 30/07/24 - as previously reported |
| 4114 | Licence Fee | 05/12/23: Annual fees already paid this year. 27/02/24: as previously reported | 30/07/24 - as previously reported |
| 4115 | insurance | 18/08/23: This is annual cost which was paid in April. 05/12/23: As previously reported | 30/07/24 - as previously reported |
| 4116 | Website | 05/12/23: Annual fees already paid this year. 27/02/24: as previously reported | 30/07/24 - as previously reported |
| 4201 | Cleaning & Hygiene | 27/02/24: this budget is only being used for cleaning consumables. The cleaning of the building is included within the Overheads budget code (4308). | |
| 4272 | Furniture & Equipment | | 30/07/24: The overspend relates to the new Golf Lockers for £4,200 which was covered by EMR340. This reduces the actual spend from this account to £794 which equates to 79.4% of the budget. |
| 4275 | Building Maintenance | 05/12/23: this account has gone overbudget due to the installation of the new dual swing doors to the downstairs changing rooms. It is possible that this account will be overbudget by £500 by the year end. 27/02/24: as previously reported. Whilst the I&E report shows that there is a £2,441 overspend, £2,230 of this was spent from EMR. | 30/07/24: as previously reported |
| 4276 | CCTV | 27/02/24: the budget of £500 related to CCTV installation in the car park. This has currently been put on hold and unless any repairs are required to the greenkeepers CCTV, it is unlikely to be spent by the year end. | 30/07/24: as previously reported |
| 4314 | Cost of Card Top Up Incentives | 27/02/24: this cost relates to the members 10% discount for food at The View. | 30/07/24: as previously reported |
| 102 | Capital Costs - Golf & The View | | |
| 4155 | Professional Fees | | 30/07/24: this expenditure relates to the re-design of the 17th Green/18th Tee |
| 4301 | Public Works Loan Board | | |

| | | Previously Reported | Current Update |
|-------------|-----------------------------|---|---|
| 103 | The View | | |
| 1050 | Income Rent | | 30/07/24: the additional income relates to the first month rent from The View Seaford Ltd |
| 1054 | Income Other | 27/02/24: this income related to damage costs and projector higher. | 30/07/24: as previously reported |
| 1306 | Income Golf Club Room Hires | 05/12/23: this has significantly exceeded budget currently standing at 235%. This is due to a change of how room hires are charged, which was implemented after the 2023 - 2024 budget was set. 27/02/24: this income is now at 319.1% for the same reasons given previously. | 30/07/24: as previously reported |
| 1307 | Income Bar Sales | 18/08/23: Income bar is at 48.6%. 05/12/23: Bar sales are at 83.8% of budget and is expected to reach their target by the year end. 27/02/24: income bar has already exceeded its target and is currently 101.4% of budget. | 30/07/24: as previously reported |
| 1308 | Income Food Sales | 18/08/23: Income food is at 38.3%. 05/12/23: Food sales are at 64.5% of budget and is expected to reach their target by the year end. 27/02/24: income food is now 85% and still expected to reach target by the year end. | 30/07/24: as previously reported |
| 1310 | Income Society Food | 05/12/23: this is already at 96.5% of budget and is expected to exceed target by the year end. 27/02/24: income society food has now exceeded its target and is currently 107% of budget. | 30/07/24: as previously reported but with a final income of 108% of budget |
| 1312 | Function Food Sales | 27/02/24: income function food has now exceeded its target and is currently 121.3% of budget. | 30/07/24: as previously reported but with a final income of 124.3% of budget |
| 1316 | Events Income - The View | 05/12/23: this largely relates to the monthly Jazz Nights, which have already exceeded budget at 125.3%. 27/02/24: as previously reported, this largely relates to the monthly Jazz Nights, the exceeded budget is now at 146.7%. | 30/07/24: as previously reported but with a final income of 186.1% of budget |
| 4000 | Salaries & Wages | 18/08/23: Salaries and wages, employers NI and employers Pension are all in line with expectations at 30.9%, 29.3% and 28% respectively . 27/02/24: salaries and wages continue to be in line with expectations at 81.8%. | 30/07/24: the final salary costs came just under budget due to the The View transfer taking place on 1st March. |
| 4001 | Employers NI | 18/08/23: as above 27/02/24: Employer NI is slightly under budget due to staff changes. | 30/07/24: the final salary costs came under budget due to reasons as previously reported and the The View transfer taking place on 1st March. |
| 4002 | Employers Superannuation | 18/08/23: as above 27/02/24: Pensions are under budget due to staff changes. | 30/07/24: the final salary costs came under budget due to reasons as previously reported and the The View transfer taking place on 1st March. |
| 4003 | Sub-contracted Staff | 18/08/23: Payments to sub-contracted staff have exceeded the budget for the year and amount to £15,761 (262.7% of budget) due to the reliance on agency staff to cover staffing shortages to ensure service delivery is maintained. 05/12/23: have exceeded the budget for the year and are already at 269.5% of budget. This is due to the reliance on agency staff to cover staff absences and shortages to ensure service delivery is maintained. With the exception of a General Manager, a full suite of staff are now in place which should see the need for these costs to reduce. 27/02/24: As previously reported | 30/07/24: as previously reported |
| 4009 | Recruitment Costs | 05/12/23: has exceeded budget, largely due to costs associated with recruiting the new Head Chef. 27/02/24: As previously reported | 30/07/24: as previously reported |
| 4016 | Staff Uniform | | 30/07/24: due to many staff changes during the year, it was necessary to acquire additional uniform which took this account over budget by the year end. |
| 4017 | Timesheet & Rota Software | 05/12/23: This is a one-off annual payment already paid for this year. 27/02/24: As previously reported | 30/07/24: as previously reported |

| | | Previously Reported | Current Update |
|------|----------------------------------|---|---|
| 4051 | Rates | 27/02/24: As with the Golf Club, rates are fully paid at almost 75% under budget due to The View being eligible for the 23/24 Retail, Hospitality and Leisure Business Rates Relief scheme. | 30/07/24: as previously reported |
| 4052 | Water & Sewerage | 18/08/23: Water & Sewerage remain above budget at 67% 05/12/23: Is higher than budget due to realisation that bills were being based on the estimated meter readings when the budget was set for 2023 - 2024. The meter location was in question but has now been located, with regular readings being taken to ensure that bills are being raised correctly. 27/07/24: As previously reported. It is likely that actual cost will be in the region of £12,000 by year end. | 30/07/24: as previously reported |
| 4055 | Electricity | 18/08/23: Electric & gas are within budget at 24.3% and 23.8% respectively. | 30/07/24: this account finished under budget at the year end. |
| 4056 | Gas | 18/08/23: as above | 30/07/24: this account finished slightly over budget at year end. |
| 4060 | Refuse | | |
| 4100 | Telecommunications | 27/07/24: This is over budget due to the need for an additional staff mobile. | 30/07/24: as previously reported |
| 4107 | Photocopier | | 30/07/24: this account finished over budget due to a change to the photocopier contract during the year. |
| 4110 | Advertising & Publicity | 27/07/24: This is under budget due to advertising by social media rather in the local magazine. | 30/07/24: as previously reported |
| 4113 | Software Support | 05/12/23: these costs largely relate to costs for Office365 where Microsoft submit their annual invoices in October of each year and have also increased their prices by 12%. | 30/07/24: as previously reported however, the final costs came under budget by the year end. |
| 4114 | Licence Fee | 05/12/23: This is a one-off annual payment already paid for this year. | 30/07/24: this went over budget due to the PPL licence increasing its costs along with the need to make changes to the premises licence. |
| 4115 | Insurance | 05/12/23: This is a one-off annual payment already paid for this year. | 30/07/24: as previously reported |
| 4116 | Website | 27/02/24: This is overbudget due to changes made to the website during the year. | 30/07/24: as previously reported |
| 4196 | Functions Expenditure - The View | 27/02/24: This is overbudget due to the Christmas Party disco costs but is offset by the overbudget income received for Function Food Sales. | 30/07/24: as previously reported |
| 4201 | Cleaning & Hygiene | 18/08/23: The adjusted budgets for cleaning & hygiene and linen cleaning have brought expenditure back in line with expectations at 30.2% and 32.4% respectively. | 30/07/24: this account finished just under budget at the year end. |
| 4202 | Linen Cleaning | 18/08/23: as above 27/02/24: use of the linen company was more than anticipated thus going over budget. The additional function food income offsets this overspend. | 30/07/24: as previously reported |
| 4270 | Vehicles & Equip Maint | 05/12/23: these costs are almost at 100% of budget due to there being issues with the dishwasher and requiring costly new pumps. It is projected that this account code may go £500 overbudget by the year end. 27/02/24: as previously reported although the overspend of £500 was underestimated and could be in the region of £1,500. | 30/07/24: the overspend at year end is £2,774. This is due to reasons previously reported along with further essential repairs to the kitchen and bar appliances so as to hand over in safe working order for the new tenants |
| 4275 | Building Maintenance | | 30/07/24: the overspend is largely due to the installation of the new roller shutter doors to the golf buggy entrance and general refurbishment required for the transfer to take place |
| 4306 | Catering Utensils & Equip | 05/12/23: it is likely that this account will be £500 overbudget by the year end due to the need for new dinner ware and cutlery, which was not identified until after budget setting 27/02/24: as previously reported although the overspend of £500 was underestimated and could be in the region of £1,800. | 30/07/24: as previously reported |
| 4313 | Stock Take | | 30/07/24: this service was not used in 2023 - 2024. |

| | | Previously Reported | Current Update |
|------|-------------------------------------|---------------------|--|
| 4314 | Cost of Card Top Up Incencetives | | 30/07/24: this was a cost was transferred to the Golf Course as this related to a perk of being a golf season ticket holder |
| | | | |
| | | | |



| | |
|---------------------------|--|
| Report No: | 57/24 |
| Agenda Item No: | 7 |
| Committee: | Golf & The View |
| Date: | 30th July 2024 |
| Title: | Seaford Head Golf Course 17th Green and 18th Tee Redesign Project |
| By: | Louise Lawrence, Head of Assets Projects & Services |
| Purpose of Report: | To present an outline of the proposed redesign of the 17th green and 18th tee |

| |
|---|
| Recommendations |
| The Golf & The View Committee is recommended: |
| <ol style="list-style-type: none"> 1. To note the contents of this report. 2. To approve the initial redesign plan and that this be presented to the public and stakeholders for review and feedback. 3. To note the next steps to be taken, including fully detailed plans and specifications being presented back to Committee for final approval. |

1. Introduction

- 1.1 As has been reported to the Committee and features in the Town Council's Strategic Plan, due to increasing coastal erosion, it is necessary to move certain elements of Seaford Head Golf course to ensure the safety and sustainability of the golf course.
- 1.2 This report outlines the proposed redesign and relocation of the 17th green and 18th tee at Seaford Head Golf Course for consideration by Committee.

2. Project Brief

- 2.1 The project involves relocating the existing 17th green and 18th tees. The 17th green, currently situated on the cliff edge, and the 18th tees, also

nearing the cliff edge, are at risk from ongoing coastal erosion. The aim is to replicate the iconic nature and playing experience of these holes in new, safer locations.

3. Concept Design Narrative

- 3.1** GWD Design, an experienced golf course architect firm, will lead the project. Their redesign proposal is included at Appendix A.
- 3.2** The redesign will integrate historical and ecological considerations:
- 3.3** Golf Course Design & Architecture: the new 17th green will be positioned to maintain its par 4 status, utilising the area short and right of the existing green, with natural defences provided by the hillfort and barrow. The 18th tees will be relocated within the scrub margin to replicate the current iconic playing experience and ensure visibility and safety for both golfers and walkers.
- 3.4** Historical: the design will highlight the historical features of the site, particularly the hillfort, incorporating them into the new hole layouts.
- 3.5** Environment & Ecology: the relocation will allow for rewilding and creation of new habitats, enhancing the ecological value of the course. This includes converting areas into native chalk grassland and improving scrub habitat.

4. Next Steps

- 4.1** Approval of Initial Redesign Plan
- 4.2** Committee is asked to approve the initial redesign plan at this meeting.
- 4.3** Stakeholder & Public Engagement
- 4.4** Consultation with stakeholders such as Sussex Wildlife Trust, Natural England, National Trust, and the South Downs National Park Authority will be essential throughout the project. This will ensure that the environmental and historical considerations are fully integrated into the final plans.
- 4.5** Public consultation will be equally important to gather the views of golfers, other users of the site, residents and visitors.
- 4.6** Officer will liaise with Seaford Head Golf Club to ensure the consultation is shared with the Club's members.
- 4.7** Development of Detailed Plans & Specifications
- 4.8** Fully detailed plans and specifications will be developed based on the agreed version of the plans.

4.9 Final Approval

4.10 The plans and specifications will be presented to Committee for final approval. The meeting date will have to be confirmed, depending on timescales of work – there are currently Committee meetings scheduled for December 2024 and April 2025.

4.11 This report will include a breakdown of financial implications and any permissions required to undertake the works.

4.12 Tender Process

4.13 Following approval of the plans and specifications, the tender process for the works based on the detailed plans and specifications will be initiated.

4.14 Undertaking of Works

4.15 Works will be budgeted for and aiming to be undertaken in the 2026 - 2027 financial year.

4.16 Prior to works beginning, the logistics of undertaking the work will be reviewed in detail and a report brought back to Committee to discuss and agree these accordingly.

5. Conclusion

5.1 The redesign and relocation of the 17th green and 18th tees at Seaford Head Golf Course is a vital project to address coastal erosion risks.

5.2 The proposed plans aim to preserve the iconic nature of these holes while enhancing the environmental and historical value of the site.

5.3 Engaging with the public and stakeholders and adapting the plans based on their feedback will ensure a successful and sustainable outcome.

6. Financial Appraisal

6.1 The budget for this financial year for the architect is £20,000, but this could vary depending on the consultation.

6.2 The costs of the initial work presented within this report were incurred in the previous financial year (2023 – 2024) and have been paid for.

6.3 The financial implications of the redesign itself – and how this funding will be sourced - will be presented with the fully detailed plans and specifications to Committee at a later date.

6.4 With this work envisaged to be undertaken in 2026 – 2027, this would allow the option of budgeting for this work across two years (2025 – 2026 and 2026 – 2027).

7. Contact Officer

7.1 The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects and Services.

The logo for Seaford Head Golf Club features the words "SEAFORD", "HEAD", and "GOLF CLUB" stacked vertically in a bold, yellow, serif font against a dark blue rectangular background.

SEAFORD HEAD GOLF CLUB

GOLF COURSE REDESIGN :

17TH Green - 18th Tees

**PROJECT BRIEF &
CONCEPT DESIGN NARRATIVE**

March 2024

The logo for GWD Golf Design & Architecture features the letters "GWD" in a large, bold, black, sans-serif font. Below it, the words "GOLF DESIGN & ARCHITECTURE" are written in a smaller, black, sans-serif font.

GWD
GOLF DESIGN & ARCHITECTURE

SEAFORD HEAD GOLF CLUB



Welcome
to
Seaford Head
Golf Club

PREMIER
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GWD DESIGN

With a background in landscape architecture, Gareth Williams has spent his entire career at Faldo Design – Sir Nick Faldo’s award-winning golf course

design and architectural firm. He is a Member of the *European Institute of Golf Course Architects*, a past Chairman of its Sustainability Committee, and has more than 18 years’ experience as a Golf Course Architect.



GOLF DESIGN & ARCHITECTURE

Gareth’s experience includes both technical and design expertise for Faldo Design, administering the firm’s business growth and development and as part of the team for active projects, delivering conceptual and detailed course design and master planning. He works closely with clients and their consultants, particularly during planning stages, supervises project requirements and logistics, and oversees preparation of graphics, construction plans and quantification.

Born out of a passion for the natural landscape, sustainability in golf course development strongly influences Gareth’s design work, as does his interest in efficient and contemporary design. Reflecting the changing golf market, he is a strong advocate for developing alternative forms of the game – including short course and practice facilities – and is continually seeking design solutions that make the game more accessible.

His experience includes project and design work in the UK, Europe, the Americas, Asia and the Middle East – including at Chart Hills in Kent, Elea Estate in Cyprus, Laguna Lang Co in Vietnam, Lough Erne in Northern Ireland, Monte Rocha in Portugal and for the German 2022 Ryder Cup Bid Course redesign.

Of particular note for this project, Gareth knows the course and locality well having spent many hours playing on Seaford Head Golf Course as a teenager with his brother when visiting family in the town. The quirks and drama of the course were a significant influence on his development as a course architect – something he has written about in industry press – and so he has a personal desire to make this project a success.

PROJECT SUMMARY

The project requires redesign and relocation of the existing 17th Green and 18th Tees due to the increasing risk of costal erosion.

The existing 17th green is located on the cliff top of Seaford Head. It sits approximately 20m from the cliff edge, within an ancient Hillfort and bowl barrow which was designated a scheduled monument in 1938 and most recently amended in 1996. Between these runs the Vangards Way, a section of the national costal path.



The 18th Tees are located on top of and outside the hillfort, helping to create both an iconic hole for Seaford Head and an amazing finish to a round of golf. The experience this hole offers is extremely valuable to the quality and commercial viability of the Club.

However position of the 18th Tees is becoming increasingly close to the cliff edge due to its erosion; in order to minimise disruption of inevitable construction work to move them in the future, it was decided to move and future-proof the 18th Tees whilst work was being carried out on the 17th Green.

Given the importance of this hole to the course, replicating it and the experience it offers must be a priority when moving the Tees to a more long term, safer position.



PROJECT BRIEF

When planning the project, the impact on the course and how it is played will be considered; allowing the new Green and Tee to fit with the existing holes is important. Where possible, the existing turf and soils will be used. An old existing tee on the 13th is no longer in use so soil could be harvested from there as required. The import of soil may be required depending on levels and design.

The expertise of an agronomist will be required to ensure the Green's rootzone (soil) and construction layers match the existing profiles of the 100+ year old push up greens and ensure the new Green's performance matches others on the course as close as possible. The new 18th Tee will need to provide as memorable and exciting a shot as the existing one for this iconic finishing hole.

Archaeology South East alongside University College London have done extensive recording work into the iron age fort and its history and their work and findings may be available to help develop the detailed design plan. They may also wish to investigate further areas of the site and this could fit it and be planned for the areas of the re-development.

Both the Green and Tee sites are within the South Downs National Park and also form part of a Site of Special Scientific Interest – designated a Chalk Grassland. The course has evolved over the last 6 years into a sustainably managed golf course with the environment and nature always in mind in its management and development planning.

Sussex wildlife trust manages Seaford Head Nature reserve and some of their management strategies have been adopted, as well as restrictions within the SSSI site throughout the whole site. This has led to many improvements such as wildlife corridors and wildflower areas; the course is signed up to *Operation Pollinator* as well as the Golf Environment Organisation's *On Course* program.

During initial discussions and site visits it was identified that any plan to move the Green and Tee will allow for a large amount of land to be given back to nature to increase the area of Chalk Grassland on the top of Seaford Head. This will help to not only offset the loss to erosion but also the impact of moving of the Green.

Moving the Green and Tee will also allow the re-routing of the coastal path away from the cliff edge, creating a new safer route for its popular use.

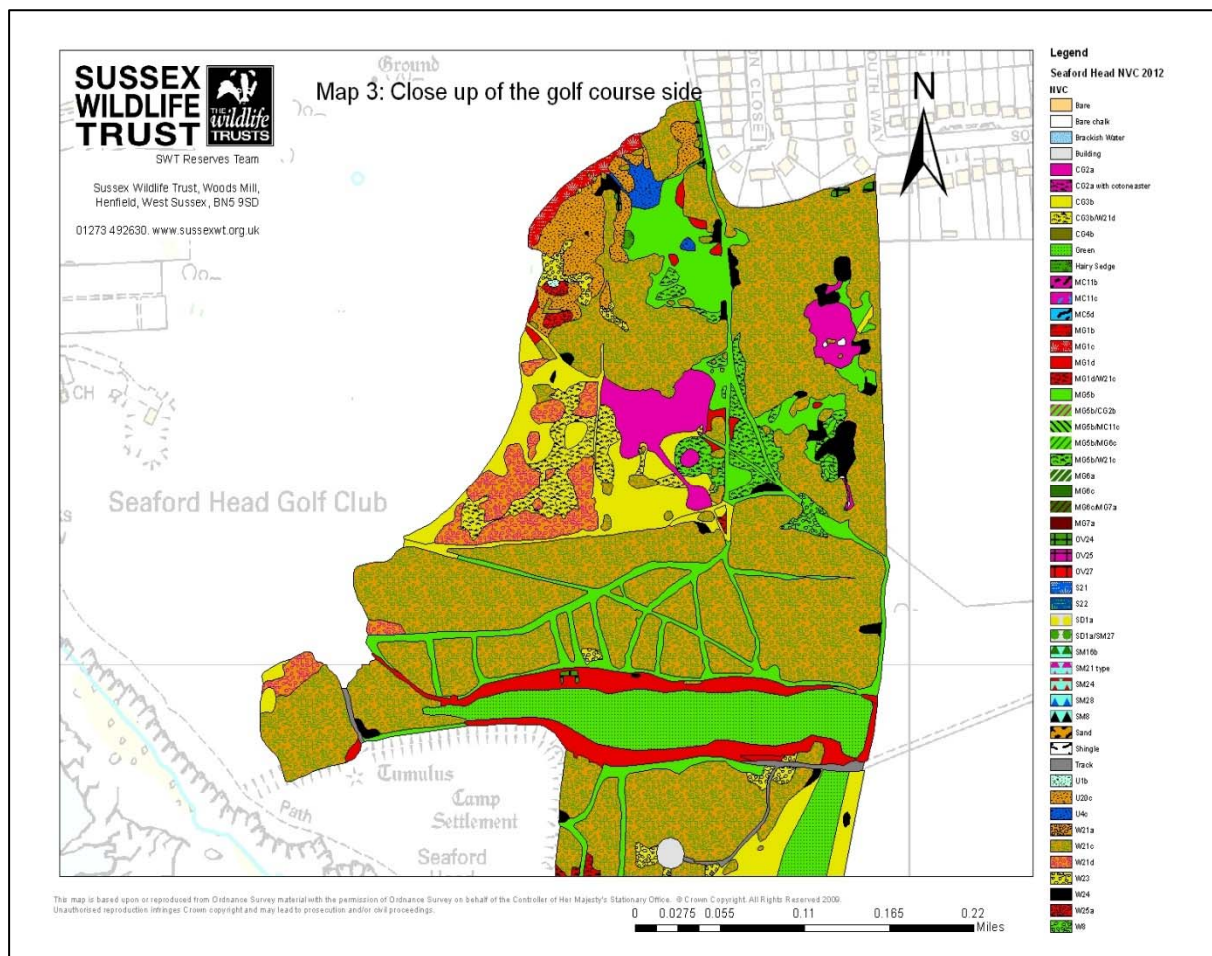
Opportunity to create new Rides

Across the nature reserve the network of rides between established blocks of scrub are managed on a rotation with scalloping and a range of ages of scrub being key structural features. The area in and round the 18th Tee and potential new location is formed mainly of thick dense scrub. The scrub lacks any ecotone and thick blocks of even aged leggy scrub are not particularly rich in food and nest sites. The structure and diversity of food present

within scrub edge provides a much better habitat for migrants in spring and autumn as well as scrub breeding summer migrants.

Moving the Tee and providing new access to it presents an opportunity to make considerable improvement to the quality of scrub habitat by initiating the creation of similar rides. Opening up new rides will help improve scrub edges with scallop creation, which will also benefit scrub breeding species and migrants. Improved scrub and scrub edge will also create foraging habitat for *Anthophora retusa*, *Bombus ruderarius* and *Bombus humilis* and benefit breeding birds and migrants.

Below is a map showing the rides in solid green within the nature reserve. These could be extended into the scrub area below and next to the 18th Tee during its relocation :





Old Green (c.297m) & surround:
Returned to Native Grassland

Sloping Green approach
Natural strategic hazard for long tee shot

Old Fairway:
Returned to Native Grassland

Existing Ridge Line
Incorporated into new design strategy - to kick balls right and partially mask Green approach

Existing Bunker (restored):
Creates (false) target from Tee

Existing 18' Tees
Regraded(?) and returned to Native Grassland

New 18' Tee positions
Moved away from cliff and Vanguard's Way, but retained coastal views

New Footpath routes:
Access through cleared scrub to 18th Tees and back to Cart Path

Surface drainage
Swales around the Green will take surface water away from the putting surface

New Green (312m2)
To be built up into side slope making left side approach difficult

Existing maintenance track to be 18' hole Cart Path

Existing Bunker (restored) in historic Tumulus feature

New Rides:
Alter vegetation structure & enhance ecological diversity (exact routes TBD)

Realigned Fairway:
Creates strategic options from the Tee

Existing Fairway Hollow
Historic golf course feature

Existing Tees

CONCEPT DESIGN NARRATIVE

The primary goal in developing a design concept for the necessary changes highlighted in the Project Brief was to ensure that any redesign sits comfortably within the context of the site and existing course. As an historically and ecologically sensitive site, and one with multiple stakeholders, developing a design that would significantly alter its character and that of the course was never a consideration.

From a design perspective, such restrictions present real benefits. SHGC's existing commitment to environmental initiatives – Operation Pollinator and GEO's OnCourse Programme – present opportunities to enhance the course's ecological value even further. And similarly, archaeological study of the hillfort has brought its historical significance into focus and so, without endangering or affecting its integrity, it presents an opportunity to incorporate the site's history into the hole's design and playing strategy.

Broadly, the design concept was explored and developed in three layers :

Golf Course Design & Architecture

Locating a position for a new 17th Green was extremely limited given the confines of the eroding cliff face and historical landscape features – the hillfort and the bowl barrow along the right hand side of the hole. Other key factors included retaining as much length in the hole as possible (whilst moving the Green away from the cliffs), and in so doing seeing the hole remain a par 4. Typically, for variety's sake, full length golf courses do not feature back-to-back par 3 holes (although there are excellent examples where it is successful), and so since the previous hole (16th) is a par 3 it would be preferable to maintain the 17th as a par 4.

SHGC's use of the area short and right of the existing Green, beyond the barrow from the Tee, as a site for a temporary Green in recent years proved to be the most sensible and an excellent choice. Although a new hole with a Green located there would be shorter than the existing hole, the position of the barrow (with bunker sat in its side) creates a natural protection and strategy for a revised hole. The proximity to the hillfort defence along the right hand side also adds some jeopardy to the Green, whilst the left-to-right sloping ground on approach to and to the left of the new Green position presents a challenge for the player – to hit an accurate flown approach onto the Green over the barrow/bunker or use the ground contours to feed the ball round onto the putting surface.

Moving focus back towards the 17th Tee, it was noted how wide the current maintained playing area is. This is not necessarily a negative for the current hole – it makes it eminently more playable, particularly when the ground conditions are hard and fast (which is often on such fast-draining soil/underlying chalk, meaning the ball rolls much further). That is a quality worth retaining for playability by lesser players however the changed angle of the Green approach – a short left-right dogleg with natural defences guarding the target – presented the opportunity to adjust the Fairway lines within the existing playing corridor for added interest and strategy. The existing left side bunker – seemingly well left of the hole's

centreline – sits comfortably into an existing ridgeline and persuades the player’s eye away from the left side of the hole (and the nearby 16th Tees) towards the centre and lower right side of the fairway. The natural contour slopes down to the right side, towards the more advanced barrow bunker and a hollow over towards the hillfort boundary, and so this area has been opened up as Fairway. Shorter hitters may choose this positioning from the tee knowing there is more space and so is the safer play, however they will be left with a shot over the barrow bunker to a Green that falls naturally away.

Retention of the left bunker also helps to guide play for longer hitters, marking the left side of the Fairway beyond. As a short par 4 the Green is very much in play from the Tee, and whilst its protection – the barrow bunker in front and the sloping fairway to its left side approach – increases risk for those ‘going for it’, a well-directed drive from the Tee – over or just to the right of the left bunker – may use the sloping Fairway approach to guide the ball onto the Green.

With regard to the 18th Tees, defining a new position for them was also limited by the cliff and hillfort, but also the extensive scrub on the north-facing slope. As highlighted in the Brief, replicating the iconic nature of the playing experience – as well as the view and aesthetic – of the existing hole is essential. Of equal importance from an architectural perspective is safety – of walkers on the Vanguards Way, and of golfers on the 1st hole that crosses the 18th Fairway – and so visibility of both routes is essential. Whilst one option may be to move the 18th Tees a considerable distance away from the current position to minimise contact with walkers, this would likely require a considerable amount of scrub clearance and make construction more impactful on the environment. It would also increase the risk of walkers becoming hidden behind scrub as they would inevitably make use of the current golf pathway from the existing 18th Tees along the scrub margin.

Moving the new Tees away from the cliff just into the scrub margin achieves all the requirements of the Brief. The view and playing experience change only a small amount, whilst access (for walking golfers) will remain the same. Visibility of walkers and the 1st hole will still be clear, with scrub margins cleared and/or thinned as necessary. Since buggy users already exit the 17th hole down the path adjacent to the barrow, that route will be enhanced and a new footpath created through the scrub on the other side of the hillfort defence to the new 18th Tees.

Historical

As mentioned above, incorporating the historical aspects and features of the site and course into the new hole design is a key tenet of the concept. Most notable is the hillfort; its relative obscurity in its current (overgrown) state was one of the earliest observations made when first visiting the site. The opportunity to highlight and celebrate such a feature is not one to be missed. And likewise, the unique nature of the existing course design – and of particular note in this instance, the square 17th Green – is also something worth celebrating and using as influence in the new design.

In the golf architectural context of the outline hole design described above, the shared geometric nature of the existing Green and straight-edged hillfort boundary became the basis of the new hole strategy. Without being directly impacted by earthworks, the historical features have been incorporated into and become inherent parts of the hole design, whilst the Green itself will adopt a geometric nature featuring corners and a long, linear aspect sitting parallel to the hillfort boundary. Incorporating of those features will make it a classic multifaceted Risk/Reward hole.

For shorter hitters, the wide Fairway allows for a simple tee shot but positioning of the Green beyond the barrow makes for a tricky semi-blind approach shot – albeit one with a choice of shot played through the air or along the ground. For those players not wanting to risk a longer drive to approach or reach the Green, the Fairway opened up adjacent to the hillfort boundary along the right side arguably offers a more preferable approach to the long Green; swales around the front, back and right side await any shot hot offline. And for those looking to reach the Green from the Tee, its position so close to the hillfort boundary presents significant risk to any shot hit slightly right.

For the 18th Tees, once again there is no desire to impact the historical site features. As described above, positioning and safety was key and so recreating similar conditions and angles to the Fairway was a fundamental part of relocating the Tees. And as with the new 17th Green making use of the hillfort is an opportunity to make the site's history a part of the golf course. Positioning the new back Tee on top of the hillfort boundary – as the existing Tee is – achieves exactly that.

Environment & Ecology

The basis of the project from the start was to move the 17th Green and 18th Tees away from the eroding cliffs. Since those areas become redundant to the golf course, there is significant opportunity to rewild some areas into native Chalk Grassland, potentially 1500-2000m² on the 17th hole. This will increase area for pollen and nectar rich wildflower habitats, providing essential resources and nesting habitats for pollinators, including native bees, butterflies and other insects, enhancing the ecological value of the site.

Likewise, moving the 18th Tees into the scrub areas affords the opportunity to clear and thin out large areas of overly dense, leggy, even-aged, low value vegetation. Creating new Tee areas and rides (of which the 18th Tee footpath will be one) in and through the dense scrub will help to create and enhance vegetation structure, thereby improving food and nest sites for native fauna and migrant birds.

Broadly, the proposed changes to the 17th and 18th holes can have a significant benefit to the environmental and ecological value of the course and Seaford Head site as a whole. Expertise from stakeholders – including Sussex Wildlife Trust, Natural England, National Trust, RSB and the South Downs National Park – will be invaluable and so consultation with the Joint Planning Committee in further development of the plans will be a priority.



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| Report No: | 59/24 |
| Agenda Item No: | 9 |
| Committee: | Golf & The View |
| Date: | 30th July 2024 |
| Title: | Electric Vehicle Charging Points – Golf Course Car Park |
| By: | Fraser Morley, Golf Professional and Georgia Raeburn, Governance Manager |
| Purpose of Report: | To present details to Committee of the work required to introduce electric vehicle charging points at the golf course and seek its support with this being taken forwards |

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|--|
| Recommendations |
| The Golf & The View Committee is recommended: |
| <ol style="list-style-type: none"> 1. To note the contents of the report. 2. To agree in principle with the concept of installing electric vehicle charging points onsite at the golf course, instructing officers to carry out the necessary steps with regards to publicising the opportunity and facilitating Full Council's consideration of disposal of land. |

1. Introduction

- 1.1 In February 2024, it was reported that officers were looking at options for installing electric vehicle charging points onsite at the golf course.
- 1.2 This work has been ongoing, and an update is provided below. Officers are now seeking Committee's support of this initiative to enable the work to progress.

2. Information

- 2.1** The Golf Professional has been liaising with an electric vehicle charging point provider in order to better understand what could be achieved and offered onsite.
- 2.2** This has been a very positive process and we feel confident that introducing electric vehicle charging points onsite at the golf course is feasible and should offer clear benefits to the public, Town Council and chosen provider.
- 2.3** The likely arrangement is that a provider would be engaged with to install charging points onsite and maintain these – the Town Council would not be responsible for any upkeep or insurance.
- 2.4** What has transpired is that the arrangement for installing units onsite would be through a lease to enabling installation and charging a fee for use of the charging points (of which, the Town Council would receive a percentage of profits).
- 2.5** Given the requirement for a lease and the likelihood of this being in excess of seven years (the threshold for being defined as ‘disposal of land’), there are certain steps that need to be taken to allow this disposal.
- 2.6** In addition to this, officers are mindful of the need to ensure the correct steps are taken in terms of publicising this opportunity for providers.
- 2.7** To summarise, the installation of electric vehicle charging points in therefore subject to two separate processes:
 - (a)** Publicising of the opportunity, and
 - (b)** Disposal of land
- 2.8** Before committing time to this work, officers are asking the Committee to consider if it agrees in principle with the installation of charging points onsite.

3. Next Steps

- 3.1** Subject to this agreement in principle, officers can pursue taking the necessary steps to facilitate the publicising of the opportunity and subsequent disposal of land.
- 3.2** With regards to the publicising of the opportunity, in accordance with the motion of Full Council, officers are looking to engage an external expert to review the processes in place for tenders, concessions and procurement

(including creating an overarching policy to govern these). It is therefore envisaged that this electric vehicle charging point opportunity can be used to 'road test' the new system.

- 3.3 With regards to the disposal of land, if the leasehold were longer than seven years, the Town Council would have to advertise the intention to enter into the lease and consider objections received, if any.
- 3.4 Both of the above pieces of work would inform a report to Full Council seeking its approval to dispose of the land by way of a lease.

4. Climate Emergency Policy

- 4.1 The Town Council's Climate Emergency Policy took effect on 30th June 2024. The relevant commitments within the policy that apply to this piece of work are:

'To achieve a meaningful result, the Town Council will:

- 1. Ensure the Town Council's operations have the lowest environmental impact as reasonably possible.
- 2. Actively research and apply current best practices which are proven to be effective in reducing its carbon footprint...
- 5. Instigate environmentally sustainable initiatives and projects...
- 7. Continue to improve performance to prevent all types of pollution from our activities, including greenhouse gases...
- 11. Encourage use of low-emissions transport options both in public and shared transport and active travel, for health as well as the positive environmental benefits. Continue to develop safe walking, cycling and mobility scooter routes and promote cycling, scootering and walking around the town.'

5. Financial Appraisal

- 5.1 There are not anticipated to be any costs associated with the physical charging points, installation, future upkeep or electric supply costs, as these are expected to be covered by the provider.
- 5.2 The Town Council would likely stand to receive a percentage of profits from the chargers.
- 5.3 Full financial details would be provided when reporting to Full Council.

6. Contact Officer

- 6.1** The Contact Officers for this report are Fraser Morley, Golf Professional, and Georgia Raeburn, Governance Manager.