



Seaford Town Council Full Council Agenda – Thursday, 14th November 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, 14th November 2024** at **7.00pm**, which you are summoned to attend.

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

Steve Quayle

Interim Town Clerk

2nd November 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	24 th October 2024	The draft minutes will be available on the Town Council's website ahead of the meeting
5.2	Planning & Highways	19 th September 2024	19.09.24 Planning & Highways Draft Minutes
		17 th October 2024	17.10.24 Planning & Highways Draft Minutes
5.3	Finance & General Purposes	10 th October 2024	The draft minutes will be available on the Town Council's website ahead of the meeting
5.4	Personnel	3 rd October 2024	03.10.24 Personnel Draft Minutes

6. [Mayor's Update Report](#)

To consider report 103/24 presenting the Mayor's update and details of engagements attended (page 7).

7. [Interim Town Clerk's Update Report](#)

To consider report 104/24 presenting updating Full Council on key Town Council work and work priorities for the Town Council (pages 8 to 19).

8. Town Council Working Group Reports

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

9. 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.

10. 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.

11. [South Hill Barn Working Group Report](#)

To consider report 105/24 presenting to the Town Council the findings of the South Hill Barn Working Group and consider recommendations (page 20 to 75).

12. [Interim Concessions Process Review](#)

To consider report 101/24 presenting Full Council with an interim review of the Town Council's Concessions Process (pages 76 to 113).

13. [Cycle Racks Installation Costs](#)

To consider report 108/24 requesting Full Council approve the installation costs of new cycle racks (pages 114 to 116).

14. 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

15. Hurdis House Update EXEMPT

To consider report 106/24 providing a confidential update relating to Hurdis House (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

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.

16. The View Lease Update EXEMPT

To consider report 107/24 providing a confidential update relating to the lease for The View (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

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.

17. Bönningstedt Wall – Determination of Next Steps EXEMPT

To consider report 109/24 seeking Full Council's agreement of the next steps to be taken in relation to Bönningstedt Wall (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

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.

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors and registered email recipients.

Public Access:

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

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. 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:	103/24
Agenda Item No:	6
Committee:	Full Council
Date:	14th November 2024
Title:	Mayor's Report November 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 Details of mayoral engagements between 27th September and 13th November meeting can be found below.
- 1.2 The Mayor of Seaford has attended the following:
 - (a) Commemorative event to mark Black History Month at Seaford Cemetery
- 1.3 The Deputy Mayor has attended the following:
 - (a) Trafalgar Dinner – Royal Society of St George (Seahaven Branch)
- 1.4 The Deputy Mayor will be attending the following:
 - (a) Remembrance Concert
 - (b) Remembrance Sunday Service
 - (c) Commonwealth Service of Remembrance

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 No:	104/24
Agenda Item No:	7
Committee:	Full Council
Date:	14 th November 2024
Title:	Interim Town Clerk's Update Report – November 2024
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council

Recommendations
Full Town Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report. 2. To note the Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings and the encouragement of councillors to respond individually. 3. To note the revised 2024 – 2025 meeting timetable.

1. Introduction

1.1 Having joined the Town Council on 1st October, this will be my first update report to Full Council. For this report, I have kept the same format as previous reports to aid with continuity. I would, however, be very interested in Councillor feedback about the format of this report and what Councillors would like added or changed. I would like to invite Councillors to email me their thoughts about the format of this report following the meeting.

1.2 Please find below the following:

- Key performance indicators including motions passed, complaints and Freedom of Information requests

- Forward planning summary

2. Key Performance Indicators (KPIs)

2.1 Please find below information on motions passed, complaints received, Freedom of Information (FOI) requests received and appeals submitted since the last report in July 2024.

2.2 *Motions Table*

Please note that the motions listed below are those where actions after the meeting were required by the Town Council (STC).

DATE	MOTION	UPDATE
May 2024	Election of Mayor, Deputy Mayor, Committee Chairs and Vice Chairs, Appointment of Memberships of Committees	Changes enacted
May 2024	Changes to Outside Body Arrangements and Appointment of Councillor representatives	Changes enacted
May 2024	Annual Subscriptions	List agreed and being enacted
May 2024	25 th Anniversary	The measures agreed are being taken forward including logos, publicity, signage, expanded Seaford Town Forum meeting and obtaining a Town Council flag
May 2024	Youth Ambassador Board	This project has been put on hold to enable this to run in parallel to a full academic year – work to prepare for this will continue in mid-2025

DATE	MOTION	UPDATE
May 2024	Councillor Training	Code of Conduct and Social Media training was held with councillors in October Further training opportunities are being explored
May 2024	Civility and Respect – Councillor Officer Protocol	Adopted and being implemented
May 2024	Leases	Work is underway on the leases that require review in 2024 - 2025, as listed in the May Full Council report
May 2024	Policies Schedule of Work	Reviews and implementation ongoing – a further update will be provided at the December Finance & General Purposes Committee meeting
June 2024	Annual Governance Statement (AGAR)	Signed off by June Full Council. Public notice period published accordingly. Arrangements for external audit in place
June 2024	Tree Planting in Crouch	Arrangements agreed with Trees for Seaford being taken forward

DATE	MOTION	UPDATE
June 2024	Bönningstedt Steps Concession	Temporary Concession agreed with Skipper watersports. Full external review of procurement, tenders and concessions taking place in spring 2025, as reported elsewhere on this agenda
July 2024	Seaford Health Stakeholder Working Group	The working group has been established
July 2024	Standing Orders Review	Published accordingly following being adopted
July 2024	Internal Communications Procedure	Further work on this policy is required following feedback received at July Full Council. This work is to be undertaken by Officers in the coming months.
July 2024	Complaints Procedure Review	Further work on this policy is required following feedback received at July Full Council. This work is to be undertaken by Officers in the coming months.
October 2024	Staffing Structure Review	Two additional meetings have been organised to progress this work (as confirmed further below in this report)

2.3 Complaints Table

Please find below details of the formal complaints received in accordance with the Town Council's Complaints Policy.

DATE	COMPLAINT	UPDATE
August 2024	Town Council Communication	Outcome Given
September 2024	The Crouch – Seaford Town Football Club Gate Closures	Outcome Given

2.4 Please note that this is the reporting that is possible in a public document. Any complaints relating directly to employees are handled confidentially in accordance with the Town Council's Complaints Policy and are not included in this update.

2.5 FOI Requests Table

DATE	FOI REQUEST	UPDATE
April 2024	The View Lease	In Progress
April 2024	Councillors expenses or wages	Response Sent
July 2024	The View Tenancy at Will	Response Sent
July 2024	Crouch Gardens - Town Council charges for using mini pitch by children's playground and charges for using the main football pitch	Response Sent
August 2024	Crouch Gardens – Seaford Town Football Club and Crouch Bowling Club booking invoices 1/4/2022 to 31/3/2024	Response Sent
August 2024	Seaford Town Football Club Pitch Maintenance	Response Sent
August 2024	The Salts Recreation Ground	Response Sent
August 2024	Grounds Maintenance enquiry	Response Sent
September 2024	Copy of Report 63/07	Response Sent

DATE	FOI REQUEST	UPDATE
September 2024	Agreements between Seaford Town Council and Seaford Town Football Club	Response Sent
October 2024	Salaries of Senior Officer Roles	In Progress
October 2024	Crouch Gardens – Seaford Town Football Club and Crouch Bowling Club booking invoices 1/4/2024 to latest date	In Progress
October 2024	Memorial Plaque and Performing Arts at the Martello Tower	In Progress

2.6 Appeals

The Town Council has received one appeal, relating to a complaint about how the adverts on the Crouch were treated. The process for enabling this appeal to be heard is being identified.

3. Forward Planning

3.1 The Town Council has a heavy workload at present, exacerbated by carrying a number of vacancies meaning some priorities are not being progressed as we would like. Going forwards it is hoped the staff review will resolve some of the staffing issues and the Town Council should then be in a better position to progress priorities more effectively. Please find below an update against 11 key priorities for this year that form part of the implementation of the Town Council's Strategic Plan.

No.	Priority	Update
1	Complete and implement staff review, structure and committee reviews	Full Council considered a progress update at its meeting on 24 th October and will receive a further report at an extraordinary Full Council meeting in December 2024
2	D-Day celebrations / Updated Christmas Magic	The successful D-Day event was held in June as the nation came together to mark the 80 th anniversary.

No.	Priority	Update
		<p>Christmas Magic will take place on 30th November 2024, with Seaford Trader's Group and Seaford Chamber of Commerce working together to bring events to the town on the same day. The Town Council is hopeful that this event will once again be well supported by the local community.</p>
3	Golf Course Longer Term Plan / 17 th green project	<p>A new, long term plan for the golf course will be developed going forwards.</p> <p>The 17th green and 18th tee proposals are being progressed and further investigated following a report to July Golf & The View Committee</p>
4	The View 'year one'	<p>The Town Council and The View tenants have an ongoing dialogue that seeks to resolve outstanding matters and operational issues that arise.</p>
5	Projects and Tenders – Martello toilet café and Changing Places; urban verges; toilet cleaning	<p>The Martello toilets are fully open following initial snagging being addressed. Following on from feedback the Town Council is seeking to resolve outstanding items at pace.</p> <p>There have been some challenges with the logistics of running the Changing Places facility, but officers are receiving and implementing the advice of Muscular Dystrophy UK (part of the consortium that leads that Changing Places campaign) where this is concerned. The priority being to ensure the facilities are available to those that need them.</p> <p>Work is continuing to see the Martello café fully opened.</p>

No.	Priority	Update
		<p>There were a significant number of queries around urban verge cutting, predominantly as a result of lack of clarity as to which authority is responsible for which verges. Officers are working with the contractor and East Sussex County Council to provide clearer information with the hope this will reduce queries in time. Coordinating the toilet cleaning has proven to demand a significant amount of officer time and expenditure on consumables. The costs incurred will be discussed as part of the budget setting process, as this is an expenditure not previously budgeted for.</p>
6	25 th Anniversary	<p>The measures agreed are being taken forward including logos, publicity, signage, expanded Seaford Town Forum meeting and obtaining a Town Council flag</p>
7	Seaford Head – South Hill Barn; National Nature Reserve (NNR) Proposals	<p>The report of the South Hill Barn Working Group appears elsewhere on this agenda. Work is also taking place behind the scenes on the NNR proposals that will come to Full Council in due course.</p>
8	Climate Action	<p>The Climate Change Sub-Committee is meeting on 21st November, where it is proposed that the Sub-Committee will consider its wishes with regards to its terms of reference, feeding into the review of the committee structure.</p> <p>Alongside this, work is being undertaken to begin a Print & Paper Strategy to reduce the Town Council's paper usage.</p>

No.	Priority	Update
		The review of the staffing structure will ensure identification of climate change responsibilities and capacity within the staffing team.
9	Camper Van Parking	A meeting was held at the end of October with East Sussex County Council's Parking Team to discuss an update on actions to address camper van parking. At the present time, as the law stands, there is very little else that the Town Council can do to alleviate the problems reported by residents. Robust parking enforcement will continue to help limit the impact this has.
10	Youth Ambassador Board	This project has been put on hold to enable this to run in parallel to a full school academic year – work to prepare for this will continue in mid-2025.
11	Lewes District Council and South Downs National Park Authority Local Plans	The relevant stages of each plan will be considered by the Town Council's Planning & Highways Committee. The Town Council will also make sure that any public consultation opportunities are publicised and maximised.

4. Other Matters Arising

4.1 Government Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

4.2 On 24th October, the Government announced it was consulting on proposals to introduce certain changes to the way in which councils meet. The consultation is:

- (a) seeking views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings, and

- (b) testing views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely. For example, during maternity, paternity or adoption leave.
- 4.3 The consultation can be viewed online here:
<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>
- 4.4 Due to the consultation questions seeking personalised answers from individuals, it is not intended to formalise a response from the Town Council itself. Instead, individual councillors are encouraged to respond to the consultation themselves – as individuals, not on behalf of the Town Council.
- 4.5 The consultation is also encouraging responses from members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.
- 4.6 Please be aware that the consultation closes on 19th December 2024.
- 4.7 Town Council Meeting Timetable
- 4.8 A number of changes to the Town Council’s meeting timetable have been discussed at recent meetings with councillors. We are therefore taking this opportunity to confirm these changes and issue the revised timetable.
- 4.9 In addition to the changes discussed directly with councillors, there are a number of other changes that are required.
- 4.10 The revised meeting timetable is included at Appendix A and the amendments are as follows:
- (a) **Wednesday 20th November 2024, 7pm, Staffing Structure session**
– an informal meeting of all councillors to discuss the review of the staffing structure. New meeting agreed by Full Council in October
 - (b) **Thursday 12th December 2024, 7pm, Extraordinary Full Council meeting** - new meeting agreed by Full Council in October
 - (c) **Tuesday 7th January 2025, 7pm, Budget Briefing session** - for all councillors to attend (more details will be confirmed nearer time). As requested by Finance & General Purposes Committee and swapped

from original date of 16th January to allow greater time between session and Full Council meeting

(d) Thursday 13th February 2025, 7pm, Personnel Committee meeting

- swapped from 27th February to enable attendance by key officers

(e) Wednesday 19th March 2025, 7pm, Finance & General Purposes

Committee meeting - swapped from 20th March to enable attendance by key officers

(f) Thursday 22nd May 2025, 7pm, Annual Full Council Meeting -

swapped from 8th May due to clashing with the 80th anniversary of VE Day

4.11 Full Council is asked to note the amended meeting timetable, which will be published and circulated after the meeting.

5. Conclusion

5.1 I am hopeful this report provides an overview of key Town Council business for Councillors and residents, demonstrating the varied mix of operational and strategic activities that are currently being undertaken. As mentioned previously, once the staff review process has been finalised and approved, and new staff appointed, I am confident that adequate resources will then be in place to fully progress the Town Council's full agenda of priorities and initiatives.

6. Financial Appraisal

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

7. Contact Officer

7.1 The Contact Officer for this report is Steve Quayle, Interim Town Clerk.

**STC Meeting Timetable 2024-2025
Public Meeting Timetable
All at 7.00pm**

Committee	Frequency	2024								2025				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
No. of Meetings =		3	3	4	4	3	3	4	5	3	2	4	3	3
Council	Bi-monthly	AGM	Year End Accounts		1 Thurs	CANCELLED				Budget				AGM
		9 Thurs	20 Thurs	25 ^h Thurs	23 ^e Friday	5 ^e & 26 Thurs	24 ^e Thurs	14 Thurs	12 Thurs	23 Thurs		27 Thurs		22 ^{**} Thurs
Community Services	Quarterly May, Sept, Dec, Mar	30 ^h Thurs				12 Thurs				Budget		6 Thurs		
Climate Change Sub-Committee	Quarterly Jul, Nov Feb, May			POSTPONED 44 Thurs		17 Tues			Budget * 21 Thurs		6 Thurs			1 Thurs
Finance & General Purposes	Quarterly Jun, Oct, Dec, Mar			Grants 16 Tues				10 Thurs		Budget 19 Thurs		19 Wed		
Golf & The View	Thrice Yearly July, Dec, Apr			30 ^h Tues						Budget 10 Tues				15 ^h Tues
Planning & Highways	Tri-weekly	16 Thurs	6 Thurs. 6.30pm	18 Thurs	8 ^h Thurs	19 Thurs	17 Thurs	7 Thurs	17 Tues	9 Thurs	20 ^h Thurs	13 Thurs	3 Thurs	15 Thurs
			27 Thurs		29 ^h Thurs			28 Thurs		30 Thurs			24 Thurs	
Personnel	Twice Yearly + others as required							Budget* 3 Thurs			13 Thurs			
Others	Ad Hoc		13 Grants Working Group Thurs					22 Code of Conduct Training Tues	20 Staff Structure Councillor Session Wed		8 Budget Briefing Session Wed		29 2024 - 2025 Town Forum Tues	

Notes

* Won't receive draft budget paperwork but can consider any budgetary requests

** Forms part of 2025 - 2026 municipal year

^h In school holidays

^e Extraordinary meeting



Report No:	105/24
Agenda Item No:	11
Committee:	Full Council
Date:	14th November 2024
Title:	South Hill Barn Scoping and Briefing Report
By:	Sharan Brydon, Assets & Projects Manager, and Paul Quanstrom, Temporary Senior Projects Officer
Purpose of Report:	To brief Full Council on the findings of the South Hill Barn Working Group and seek approval of the 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 agree that the project progresses to Stage 1. 4. To request officers allocate a budget of £40,800 in the 2025 – 2026 financial year to fully fund Stage 1. 5. To request officers allocate a budget of £40,000 for Stage 2 design team consultants; £10,000 in the 2025 – 2026 financial year and £30,000 in the 2026 – 2027 financial year.

1. Information

- 1.1** In recent years, Seaford Head has experienced increasing footfall, visitor numbers and media popularity and more recently hosted the launch of the King Charles III English Coastal Path.
- 1.2** South Hill Barn 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 arts-based summer events.

- 1.3** Following the 'Walk the Chalk' event launching the English Coastal Path in September 2023, it was suggested that the barn should be refurbished to create an effective venue for year-round community/educational events.
- 1.4** The barn lacks any utilities, having no mains power or water , and has significant items of structural disrepair. The cost of addressing these issues far outweighs the relatively low income from the existing events. It is therefore unsustainable to carry on with the status quo.
- 1.5** It is considered worthy of investigating an upgrade to provide a more attractive, suitable and financially sustainable facility.
- 1.6** In late 2023, a Working Group was convened by Full Council to investigate the possibility of transforming the barn; see accompanying Strategic Briefing Document at Appendix A, which sets out the Working Group findings.
- 1.7** 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 South Hill Barn.
- 1.8** That 'vision' essentially suggests upgrading the fabric and facilities whilst retaining the character of the building, to offer services all year round using an environmentally sustainable approach.
- 1.9** A number of distinct stages of work have been set out to move the project forwards. The potential layout and future uses of the barn are set out in the accompanying document. However, in brief and in the short-term, additional surveys would be required, followed by planning, tendering and construction phases over the next three to four years in accordance with Royal Institute of Architect's guidelines.
- 1.10** A Governance Model has been identified (page 18 of the appendix) to oversee the various stages of work and is now recommended for adoption by Full Council
- 1.11** The financial implications of the proposals are set out in section 2 of the report below.
- 1.12** In terms of officer time, the Assets & Projects Manager and Senior Projects Officer are able to allocate time to the project during stage 1.
- 1.13** A risk matrix has been developed to identify significant issues including community, stakeholders and resident's feedback, funding and budgetary issues, building issues, remedial works and planning challenges and/or restrictions. However, the issues that pose the most significant risks to the

project are the lack of utilities and traffic management concerns, specifically access and parking..

2. Financial Appraisal

- 2.1 For Stage 1, a budget of £48,000 is needed to commission a traffic management consultant (estimated £18,000) and a utilities survey (£20,000), plus a Quantity Surveyor (£10,000).
- 2.2 £7,200 is available in the current financial year’s budget for phase 1 of the traffic survey.
- 2.3 The remaining £40,800 would need to be budgeted in the 2025 – 2026 financial year, to undertake phase 2 of the traffic survey, as well as to fund the utilities survey and the quantity surveyor.
- 2.4 For Stage 2, £40,000 will be required to appoint Stage 2 design consultants in the 2025 – 2026 financial year and beyond. It is anticipated that £10,000 of this could be budgeted in the 2025 – 2026 financial year, with the remaining £30,000 budgeted in the 2026 – 2027 financial year.
- 2.5 The financial implications above can be summarised as follows:

<u>Stage 1</u>	<u>£48,000</u>	24/25	£7,200.00 £7,200.00	Traffic Survey Phase 1
		25/26	£10,800.00 £20,000.00 £10,000.00 £40,800.00	Traffic Survey Phase 2 Utilities Survey Quantity Surveyor
<u>Stage 2</u>	<u>£40,000</u>	25/26	£10,000.00 £10,000.00	Design Team
		26/27	£30,000.00 £30,000.00	Remaining Design Costs
<u>Total</u>	<u>£88,000</u>			

3. Conclusion

- 3.1 To confirm, the following is being asked of Full Council in order to progress this project:
- (a) To note the contents of the report.
 - (b) To adopt the Governance Model.
 - (c) To agree that the project progresses to Stage 1.

- (d) To request officers allocate a budget of £40,800 in the 2025 – 2026 financial year to fully fund Stage 1.
- (e) To request officers allocate a budget of £40,000 for Stage 2 design team consultants; £10,000 in the 2025 – 2026 financial year and £30,000 in the 2026 – 2027 financial year.

3.2 Thanks go to the councillors, officers and third parties involved in the substantial work that the Working Group has undertaken to date.

4. Contact Officer

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

South Hill Barn

Pre-Project Phase

Strategic Briefing Document



Contents

1. Executive Summary
2. Overview
3. Definitions and Acronyms used in this Report
4. History of The Barn
5. Ownership of The Barn and Surrounding Area
6. Previous Work and Studies
7. Current Condition and Usage
8. Current Income and Outgoings
9. Existing Services
10. Stakeholders/interested parties
11. Visits to Similar Sites
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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.

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 SHLNRMC 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
- SHLNRMC - a list of SHLNRMC 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.

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 courtyard 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
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:

- Community/stakeholders/residents etc. feedback.
- 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, SHLNRMC 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 recognised 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. Their 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 and to set budgets for consultant appointment for Stage 2 work (see section 18.3 below)
 - 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.

18.3 Setting budgets for stage 1 and stage 2 work

For Stage 1, a budget is currently available to appoint a traffic consultant to begin the traffic survey. This funding and the STC budget allocation for the remaining Stage 1 work will be presented to Full Council for consideration in November 2024. If agreed this would allocate funds for the 2025/26 financial year.

The project timeline indicates that, should Full Council agree to move from Stage 1 to Stage 2 work circa September 2025, this Stage 2 work would also need funding to be allocated in the 2025/26 financial year. To this end an estimate of the necessary Stage 2 budgets has been made and is included in the recommendations to Full Council in this report.

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 utilisation. 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 money 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 £48,000 to appoint consultants to undertake survey/study work in Stage 1
- to allocate a budget of £50,000 to appoint design team consultants to undertake work in Stage 2
- 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 (£18,000)
 - utilities survey (£20,000) and
 - QS (£10,000).

Note: There is a sum of money allocated previously in project reserves for the utilities survey.

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)

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:

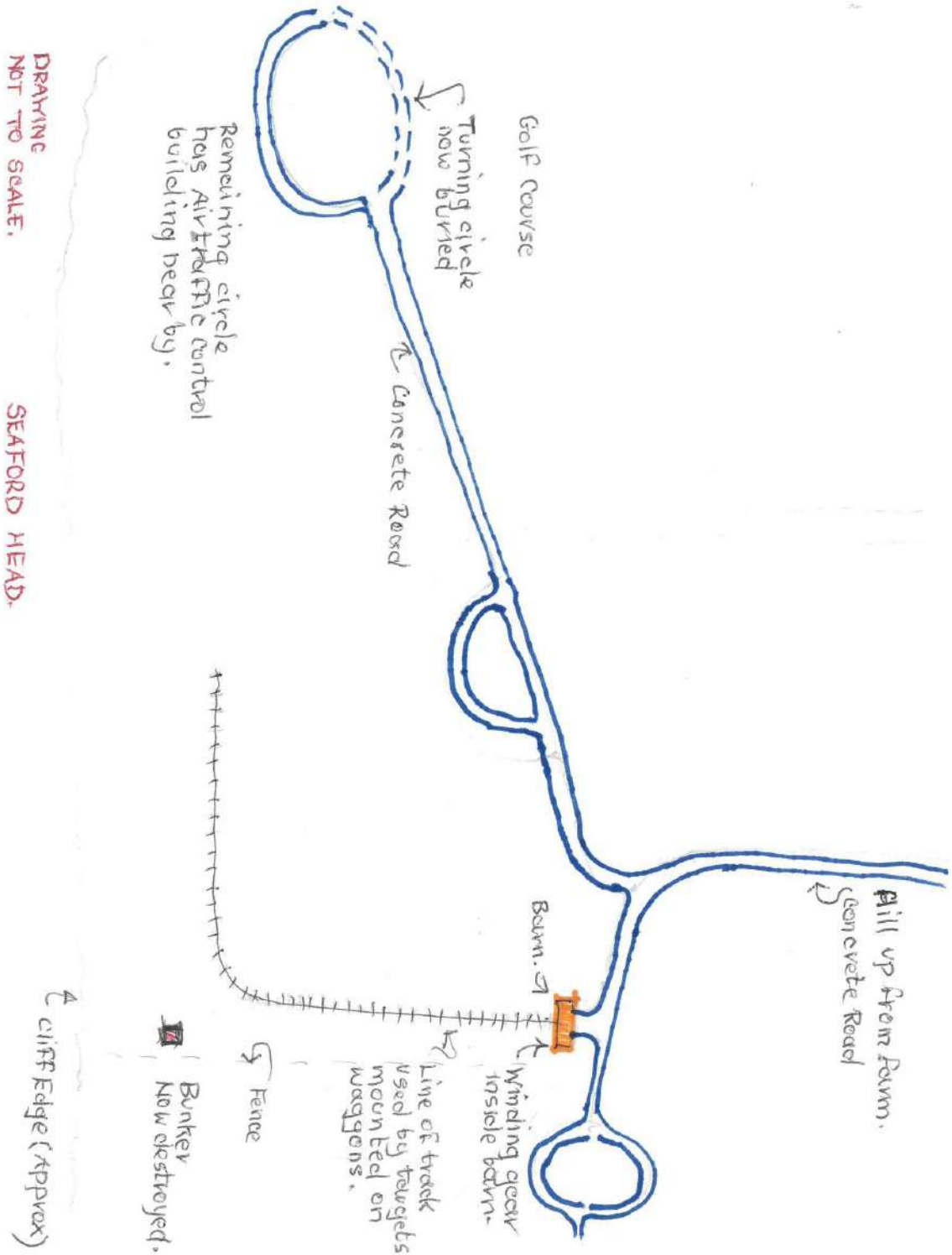
After the Second World War, the facilities were left and abandoned. Only the hard standing for the two winches in the barn were left. Part of the Western turning circle on the concrete road was filled in to provide space for the Golf Club. The other part of the road is near to the Air Traffic Control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



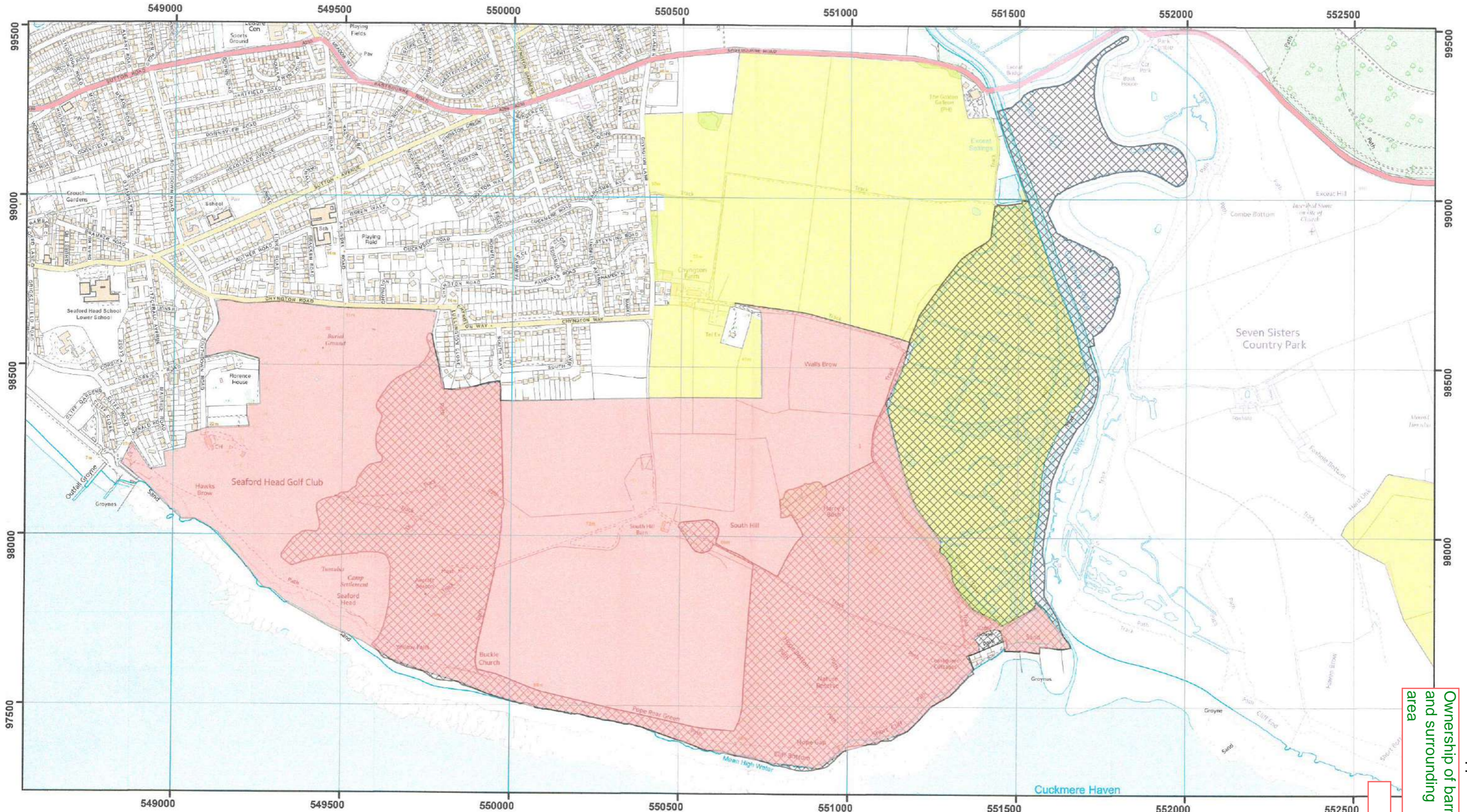
Map 1 Seaford Head- Local Nature Reserve Ownership

-  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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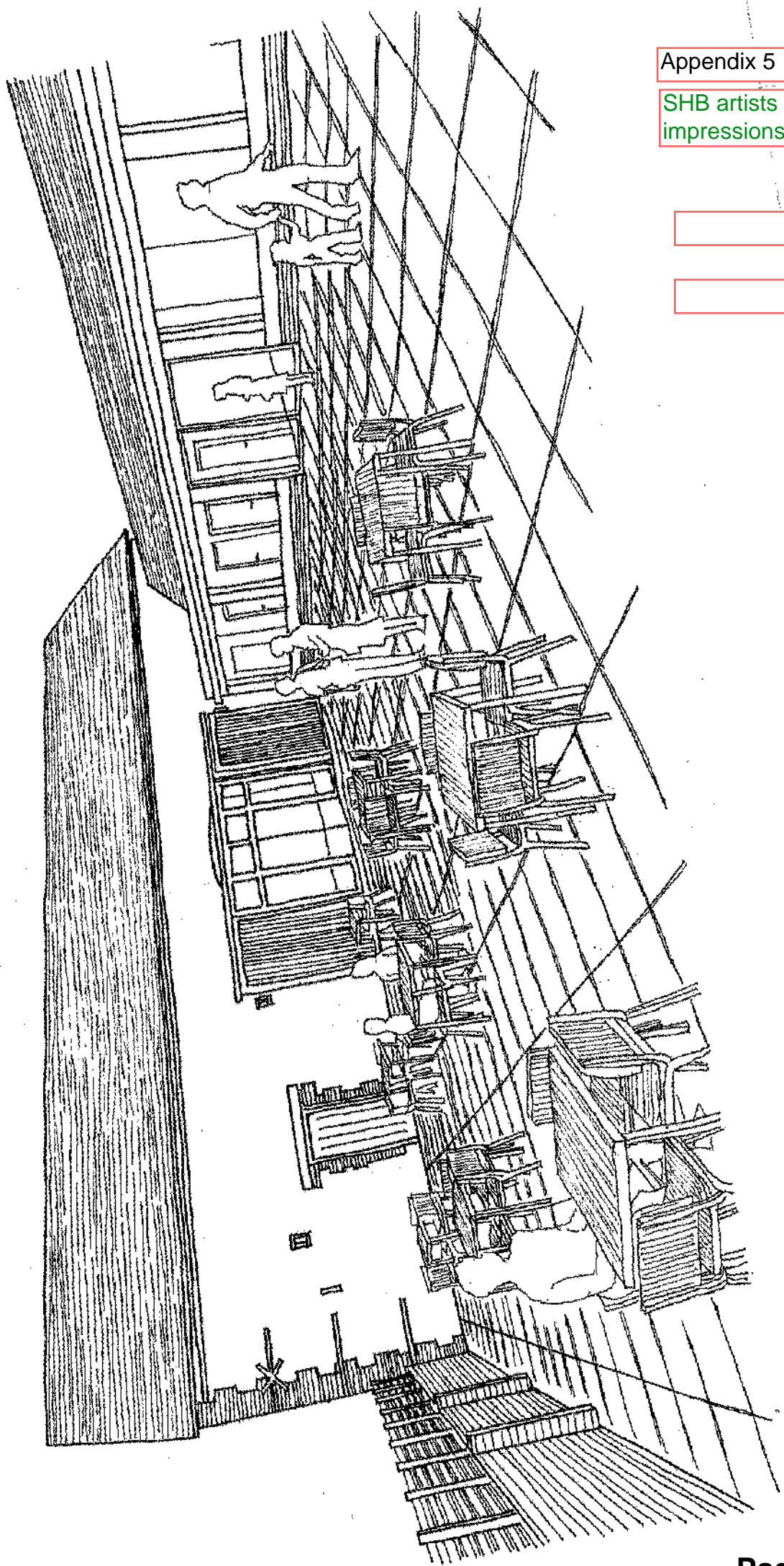
Sussex Wildlife trust OS Licence Number: 100025883



Ownership of barn
and surrounding
area

Appendix 4

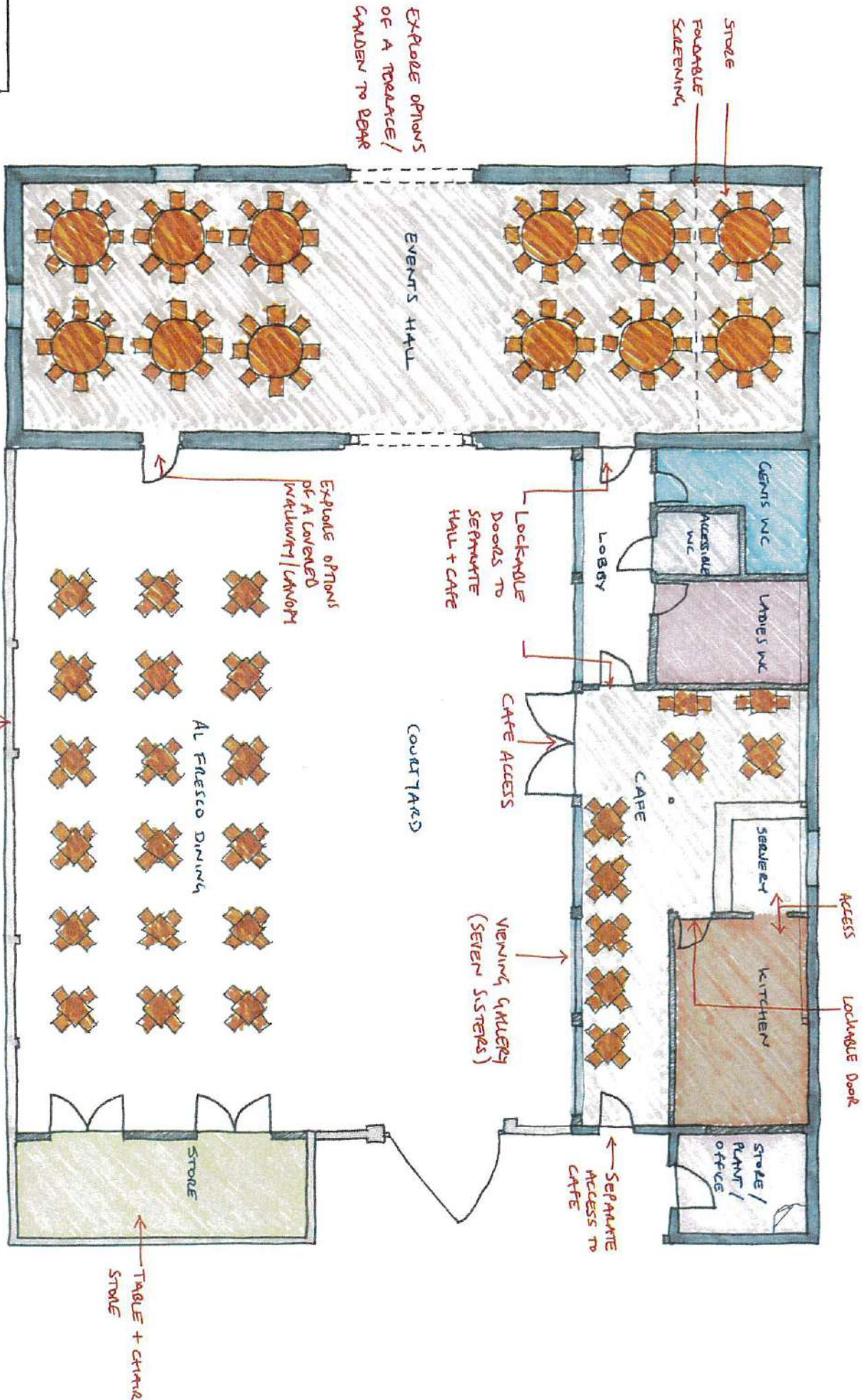


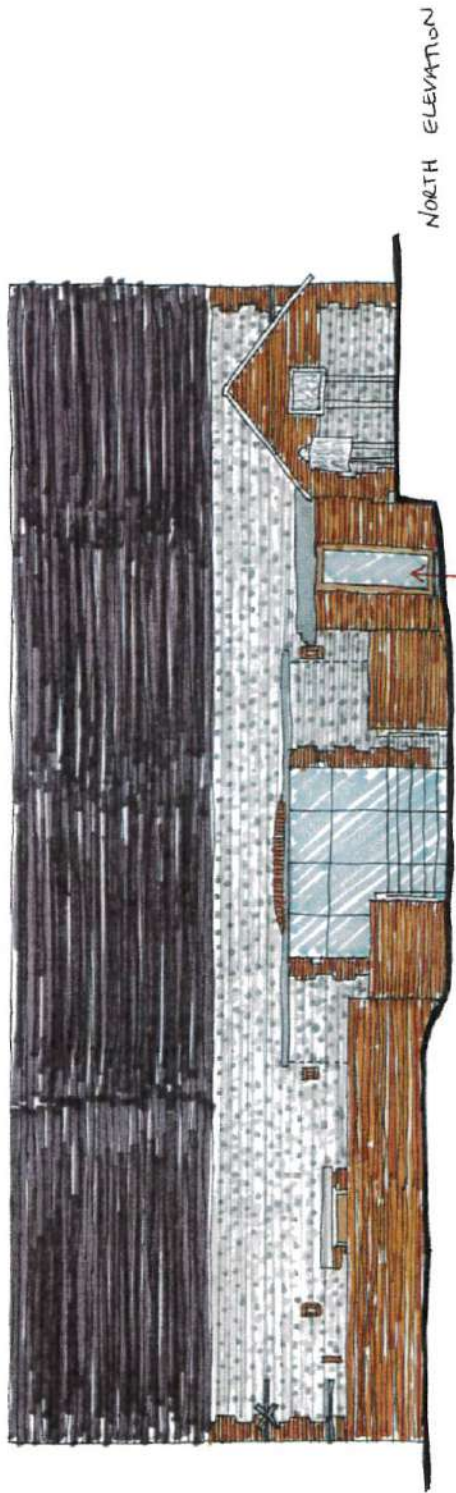


SOUTH HILL BARN
 SOUTH HILL
 CUCKINGHAM HAVEN
 SEWINGFORD, BN25 4AK

RESTAURANT SKETCH 1:100 @ A3

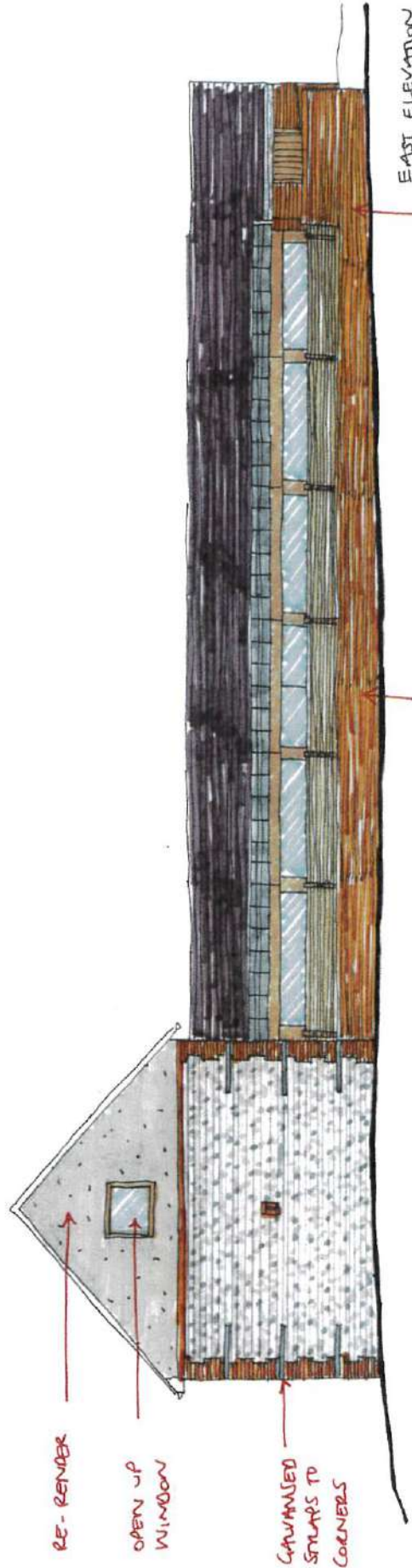
WALL TO BE LOWERED
 (VIEW OF SEVEN SISTERS)





NORTH ELEVATION

CAFE ENTRANCE



EAST ELEVATION

STORE

WALL LOUNGED WITH LOUNGED SCREEN ABOVE

RE-RENDER

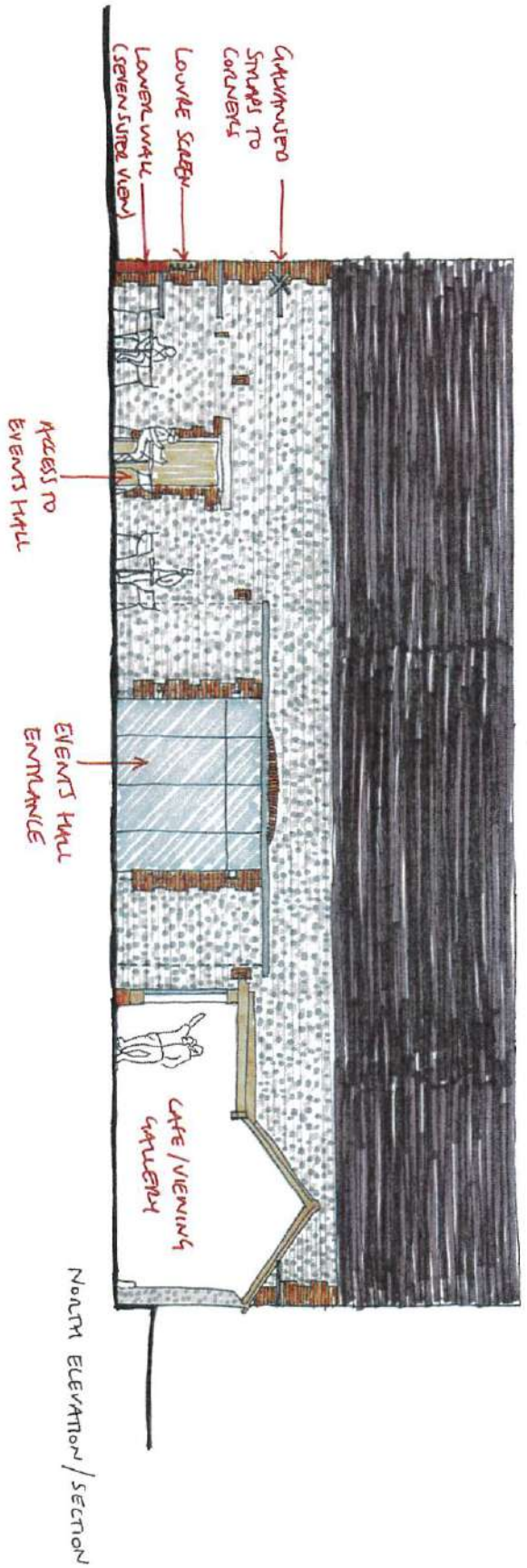
OPEN UP WINDOW

CAVANAILED STRIPS TO CORNERS

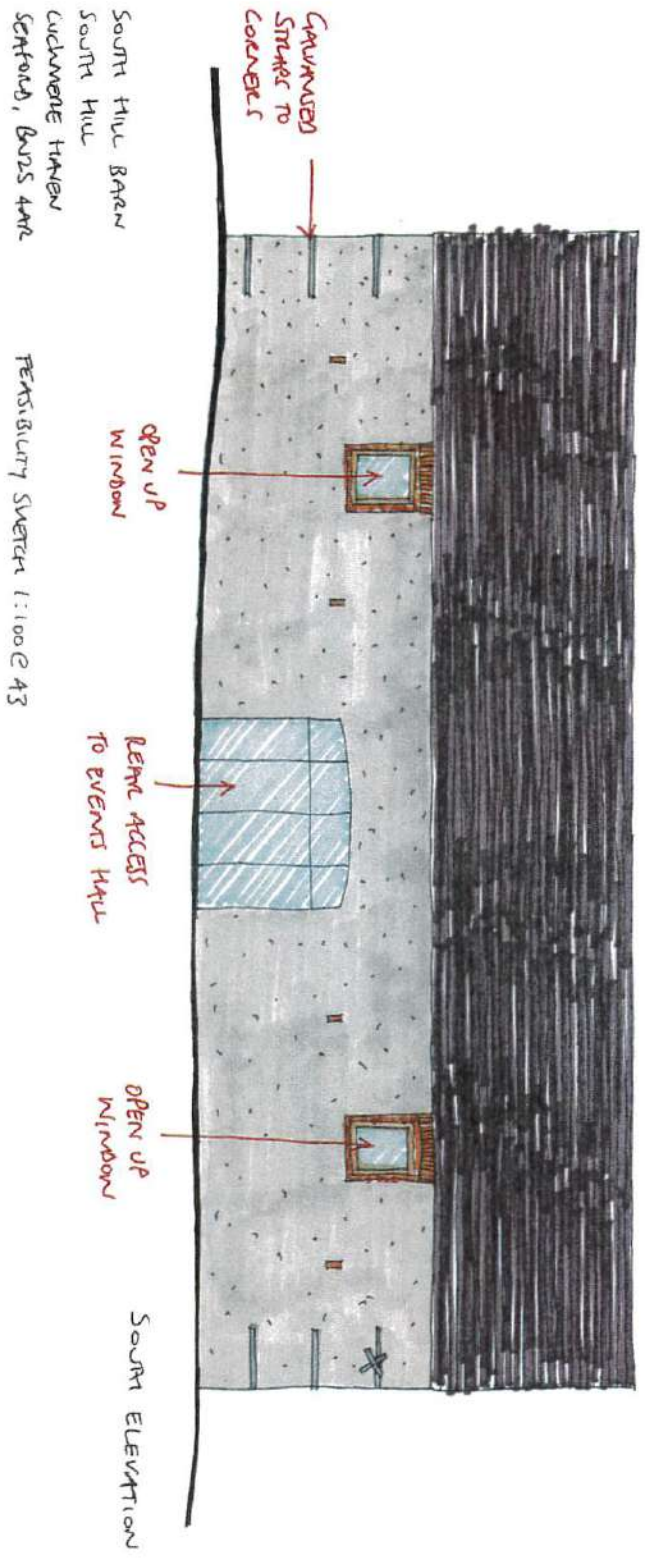
FEASIBILITY SKETCH 1:100 @ A3

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





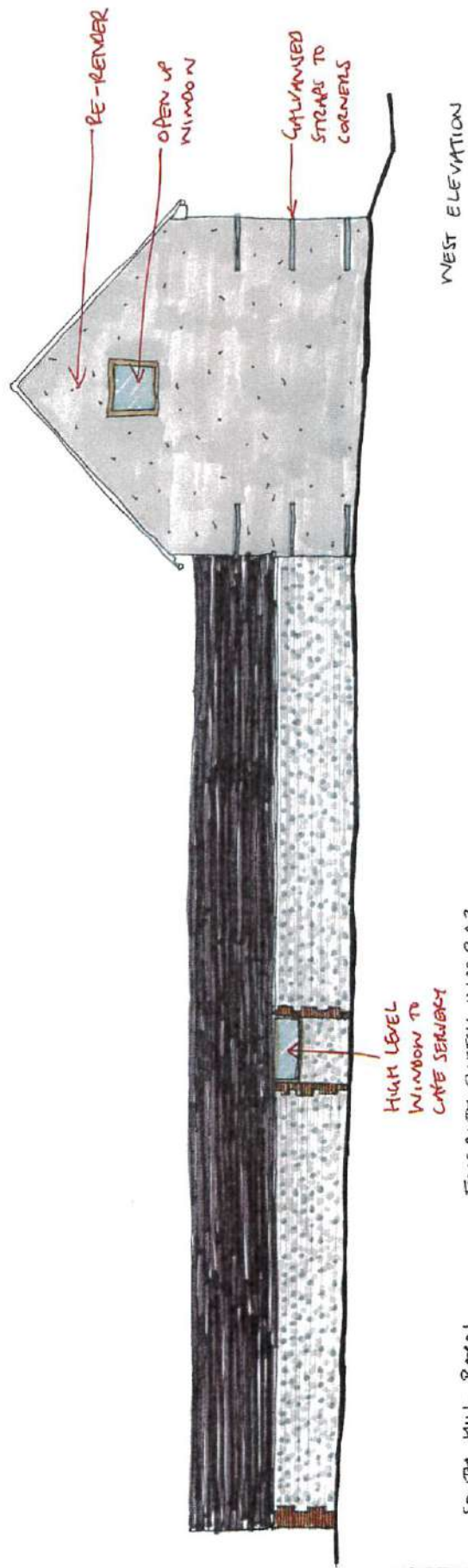
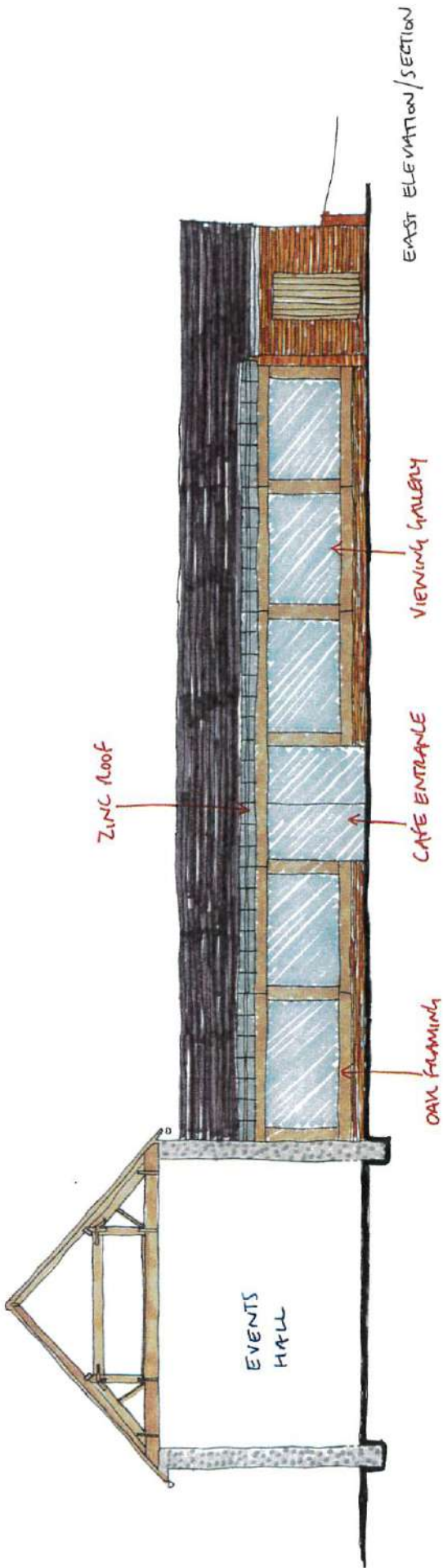
North Elevation / Section



South Elevation

SOUTH HILL BRAM
SOUTH HILL
CUCKWINGE HANEN
SOTFORD, BURS ARE

FEASIBILITY STUDY 1:100 @ A3



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





View from North



Main Barn internal



Courtyard



West Barn



Main Barn internal



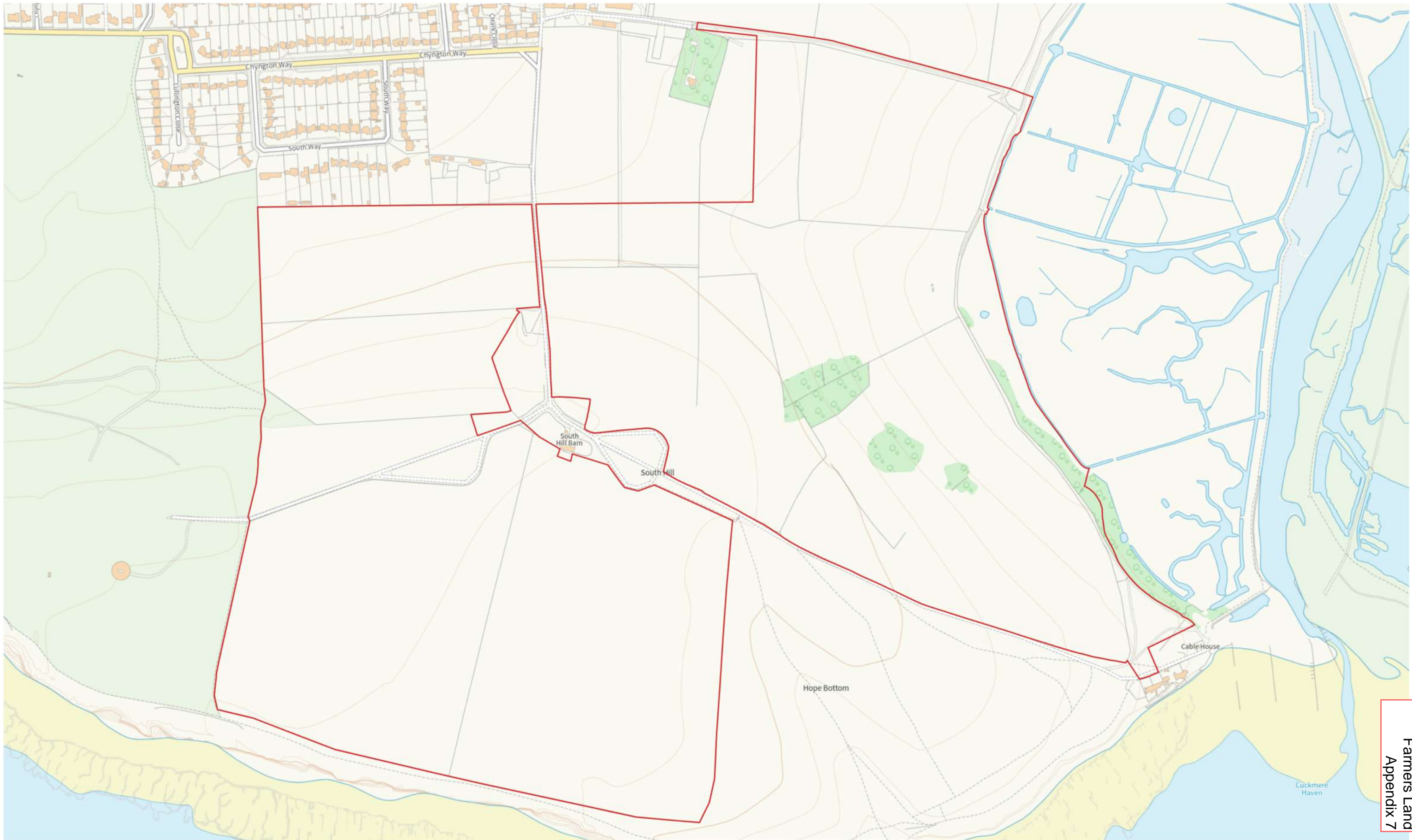
Main Barn looking to courtyard



Narrow gauge railway track



View looking East



- National Trust
- Natural England
- Sussex Wildlife Trust
- South Downs National Park Authority
- Seaford Head Golf Course Greenkeepers
- Farmer
- Filming Contractor
- Residents
- Dewpond Society representatives
- STC and LDC Councillors

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



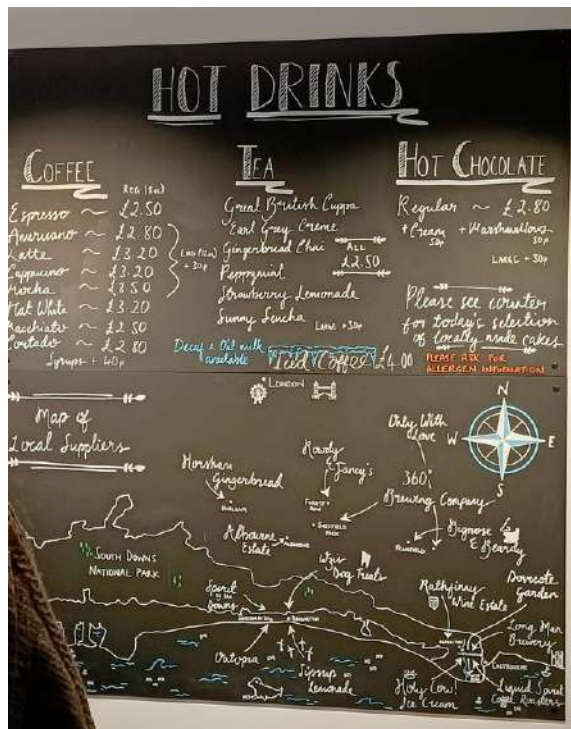
Main barn entrance



Tourist advice and retail area



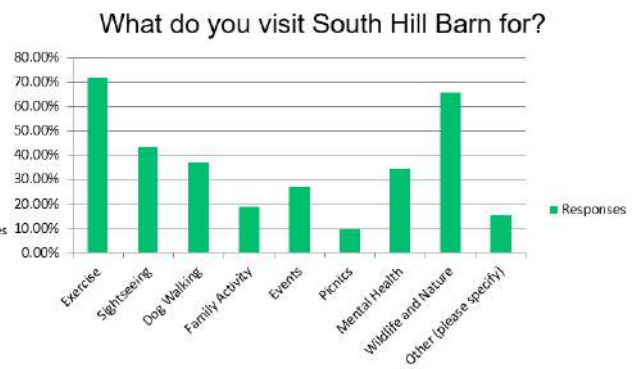
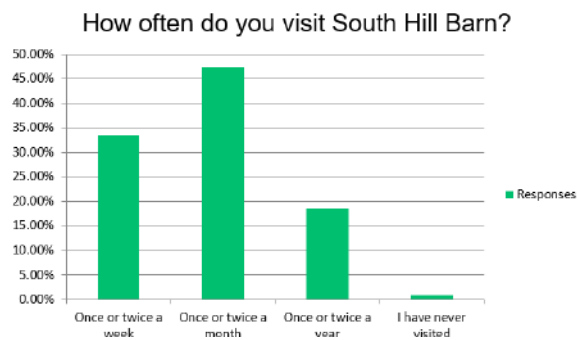
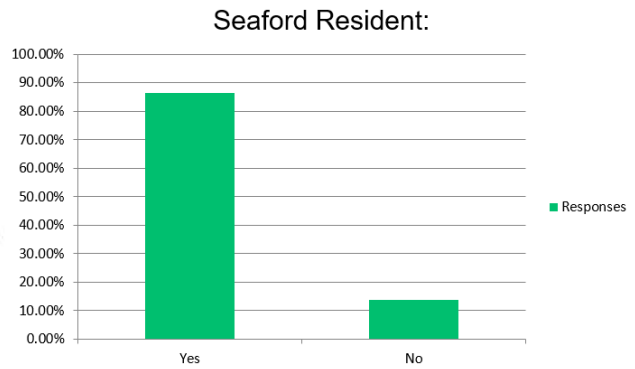
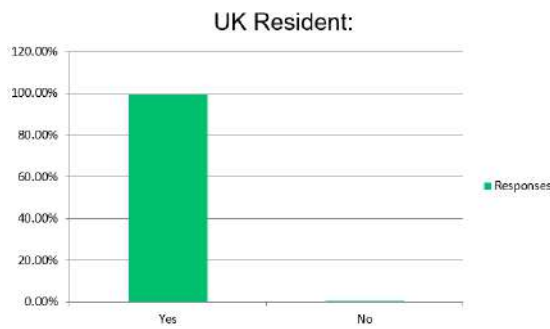
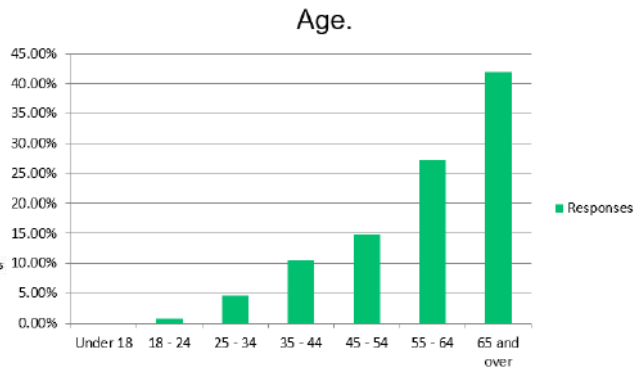
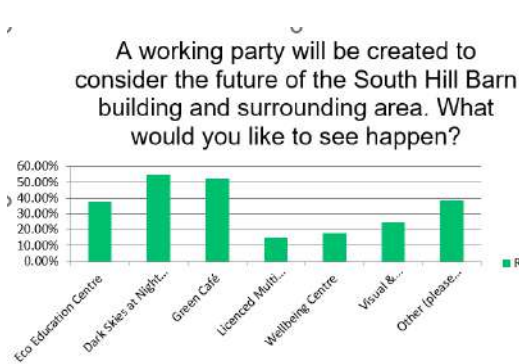
Meeting room



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	Yellow																																																			
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					Orange																																															
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 SHB 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									Blue																																											
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.													Yellow																																							
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.																	Green																																			
Stage 5; Tender	Undertake tendering and appoint contractor. Update governance teams (and FC if required).																					Dark Green																															
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.																					Grey																															
Stage 7; Operation and use.	H/O of building, rectify defects, sign off planning conditions, review project performance. Implement facility/asset management, compliance etc.																									Dark Blue																											

South Hill Barn Risk Matrix

Prepared by: Paul Quanstrom

Version: 2

Date: 20/8/24

RAG rating matrix

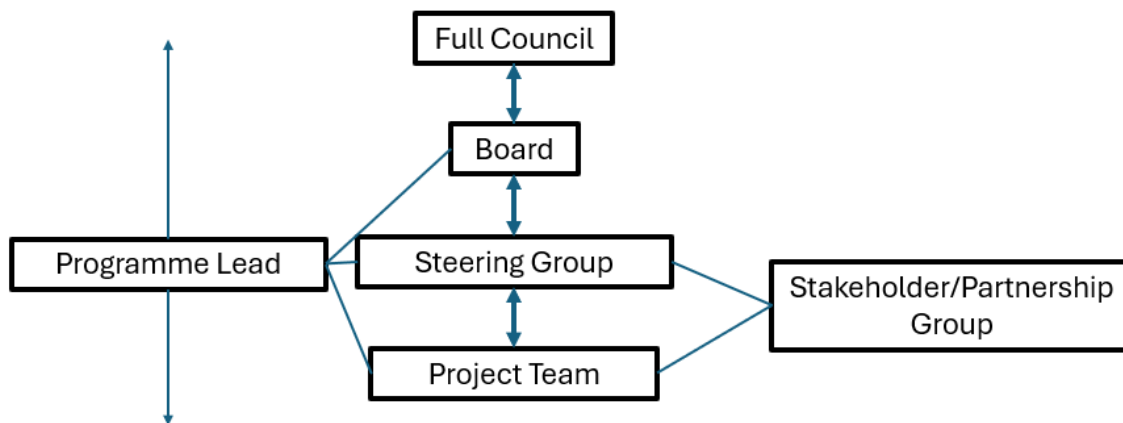
Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Likelihood	1	2	3	4	5

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, Seven 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	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 expertise). Most funds	Investigate funding streams. Engage fundraising consultant.	4x4=16	

	<p>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</p>	<p>Early engagement with SDNPA.</p> <p>Develop comprehensive pre-app.</p> <p>Consider appointing a planning consultant?</p>	3x3=9	

<p>Car parking and access/highway issues.</p>	<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>	<p>4x4=16</p>	
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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
[\[mailto:Paul.Quanstrom@lewes-pasbourne.gov.uk\]](mailto:Paul.Quanstrom@lewes-pasbourne.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 Goshill Hall Barn and adjoining west barn. The purpose of this project is to carry out remedial works to the timber frame roof structure, strengthen existing trusses and provide new and appropriate materials to restore weatherproofing and prolong the life of this building.	
1.02	The contractor is to erect a 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 BS5971 Guide to EN12811:2003.	
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 wide 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 500mm 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



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Report No:	101/24
Agenda Item No:	12
Committee:	Full Council
Date:	14th November 2024
Title:	Interim Concessions Process Review
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present Full Council with an interim review of the Town Council's Concessions Process

Recommendations
Full Town Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report and the steps being taken to enable the 2025 concessions program and review of the Town Council's concession policy and process. 2. To comment on the revised concession tender form at Appendix A. 3. To consider and approve the new conflict of interest form at Appendix B. 4. To consider and adopt the revised Concessions Policy at Appendix C. 5. To appoint up to five Town Councillors to the Procurement Policy Task and Finish Group.

1. Introduction

- 1.1** At its meeting on 20th June 2024, Full Council resolved to agree to support the appointment of an external expert to carry out a review of Town Council tender and concession processes, ahead of the 2025 concession program.
- 1.2** Due to workload pressures and a loss of key personnel through the late summer and early autumn, this task was not undertaken immediately. As a result, officers have now been working at pace to identify a concessions

process as an interim measure to oversee the January 2025 concessions program. This will enable the Town Council to undertake a fuller review and redesign of the process in 2025.

- 1.3** The report below sets out:
- (a)** the process that has been followed to date to review the concessions process (section 2),
 - (b)** proposed interim measures to enable the 2025 concession program to run (section 3), and
 - (c)** proposed next steps following this to facilitate a full review of the Town Council's policy and process (section 4).
- 1.4** This report presents the notes and recommendations from the Strategic Procurement Team at Lewes District Council on the Town Council's current concessions policy and concessions tender process and tables suggested amendments and new documents to use in the January 2025 concessions tender process.
- 1.5** The report also recommends the creation of a task and finish group which will start in early 2025 once the Procurement Act 2023 is brought into law and the Town Council can review its procurement policies and procedures.

2. Interim Review of the Town Council's Concessions Process

- 2.1** The interim review of the concessions process consisted of reviewing relevant legislation and examples of other local authority's processes, in addition to seeking expert advice on the Town Council's current concessions process.

Legislation

- 2.2** There is no definitive legislation or best practice guide governing concessions at the level that the Town Council is working within. As a result, any policy or process is best placed aligning itself with the principles and best practices identified in procurement legislation.
- 2.3** The Procurement Act 2023 will entirely revoke the Public Contracts Regulations 2015 and replace the rules for contracts. The implementation date of the Procurement Act 2023 has been delayed until 24th February 2025.

- 2.4** The advice from some third parties has been that it would not be advisable to review the Town Council's whole policy and process until after the legislation has come into effect.

Examples from Other Local Authorities

- 2.5** Officers have been unable to find relevant examples of other town/parish and district/county council concessions processes that the Town Council would seek to replicate. Those that are available are higher level documents, instead of a more detailed breakdown of the process to be followed.

External Review of Current Process

- 2.6** Lewes District Council's Strategic Procurement Manager offered to review the Town Council's concessions policy and concessions tender form.

- 2.7** Whilst in general Lewes District Council's Strategic Procurement Manager felt the Town Council's policy was fit for purpose, and the concessions tender form replicates the policy, the following recommendations have been made to strengthen the Town Council's process and promote good practice:

- (a)** the scoring matrix details should be included on the concession tender form so all tenderers know how their bids will be scored,
- (b)** the various questions on the concession tender form should be weighted to show the applicant how their responses will be evaluated and how much each section weighs on the final decision, and
- (c)** the Town Council should use conflict of interests forms at two stages of the concession process, one before the project starts and then again when tenders are opened and applicants are known.

- 2.8** In addition to the above, and based upon past experience of running the concessions process within Seaford Town Council, Town Council Officers are recommending two additional amendments, as follows:

- (a)** to add in a section to the tender form and scoring, which evaluates and reduces an applicant's score if they have previously breached any terms and conditions whilst they have been within a concession contract with the Town Council, and
- (b)** for concession tenders to be staggered (quarterly) so they do not all end at same time at the end of each financial year. This is to enable

the tendering program and associated workload to be spread more evenly across the course of the year.

3. Revisions for Consideration

Appendix A – Revised Concessions Application Form

- 3.1** Attached at Appendix A is a revised concessions application form for comment.
- 3.2** For clarity, the revisions are:
 - (a)** the scoring matrix has been included,
 - (b)** questions have been weighted, and
 - (c)** a section has been added for the Town Council to evaluate if an applicant has breached any contract terms and conditions when in a concession contract with the Town Council previously.
- 3.3** Full Council is recommended to comment on the revised concessions application form at Appendix A.

Appendix B – New Conflicts of Interest Form

- 3.4** Attached at Appendix B is a conflicts of interest form which has been created using an example provided by Lewes District Council.
- 3.5** As suggested by the Lewes District Council Strategic Procurement Manager, the conflicts of interest form will be completed by panel members (consisting of officers and Town Councillors) involved in the concession tender process at two stages, before the process starts and again after tenders have been opened and applicants are identified.
- 3.6** Should a conflict be identified at any stage, it will be assessed on a case by case basis, overseen by others, with advice sought where necessary, and a clear record kept of how the conflict was, and where relevant will continue to be managed, and mitigations put in place.
- 3.7** Full Council is recommended to consider and approve the conflict of interests form at Appendix B.

Appendix C – Revised Concessions Policy

- 3.8** At Appendix C is a revised Concessions Policy with tracked changes.
- 3.9** The proposed revised Policy takes into account the scoring information and questions weighting as detailed in the tender application form.

3.10 Councillors are reminded, these revisions are an interim adjustment to the Town Council's concessions process to enable the Town Council to run its January 2025 concessions tenders.

4. Procurement Policy Task and Finish Group

- 4.1** It is recommended that the Town Council adopts a Procurement Policy once the Procurement Act 2023 is brought into law.
- 4.2** The purpose of the new Policy would be to provide a compliant overview of the procurement of goods and services.
- 4.3** It would be intended to complement, but not replace, the Town Council's Standing Orders and Financial Regulations.
- 4.4** The policy would enable the Town Council to strengthen transparency by setting out its fair and open competition tender process and show the Town Council's commitment to providing quality services.
- 4.5** It is recommended that Full Council appoint up to five Town Councillors to work with relevant Town Council officers as a task and finish group to draft and recommend to Full Council a Procurement Policy and any associated procedures.
- 4.6** The task and finish group would meet from early 2025 with a view to presenting recommendations to Full Council during 2025.
- 4.7** Town Councillors with a background in procurement and/or experience in such projects would be particularly beneficial to the task and finish group.

5. Financial Appraisal

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

6. Contact Officer

- 6.1** The Contact Officer for this report is Isabelle Moulard, Assistant Town Clerk.



Seaford Town Council

Concession Application Form

NAME OF CONCESSION

Queries to: projectsandfacilities@seafordtowncouncil.gov.uk

Submissions to: tenders@seafordtowncouncil.gov.uk

Information

This form is to be used to apply for a concession opportunity with Seaford Town Council.

To support applicants, this form sets out:

Pages 2 to 4 - information about the concession opportunity and timetable

Pages 4 to 6 - guidance on the application process and scoring

Pages 7 to 13 - the terms and conditions of the concession licence

Pages 14 to 18 - the form sections to be completed by the applicant

Before submitting the form, please ensure that you have:

1. Completed the terms and conditions declaration (page 8)
2. Completed all application questions (pages 15 – 18)
3. Attached the following:
 - a. Your business plan (question 1 of the form)
 - b. Copies of the last two years account summary or self-assessment tax forms (question 5 of the form)
 - c. Your Equal Opportunities Policy (question 6 of the form)
 - d. Your Health & Safety Policy (question 6 of the form)
 - e. Your Sustainability Policy (question 8 of the form)

If you have any queries on this form or the concession opportunity, please email projectsandfacilities@seafordtowncouncil.gov.uk

Email applications must be sent to tenders@seafordtowncouncil.gov.uk marked "Concession Name" by the date shown in the timetable below

Sealed postal applications marked "Concession Name" must be delivered to the Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG by the date shown in the timetable below.

Introduction

(Add detail of the concession such as location, space, customer type etc.)

Seaford Town

Seaford has a population of around 27,000 and a further 67,000 people reside within the Lewes District. Seaford is well known for its position on the South Downs with tranquil coastal paths and views. As a town by the sea, it boasts a world class golf course, free promenade parking, easy access to the single beach, local town, shops and eateries. Seaford is a favoured alternative for visitors seeking an uncomplicated seaside and coastal countryside destination.

Seaford Concessions

Splash Point, Martello Café, West View Kiosk, End of Dane Road, Marine Parade, Bönningstedt Promenade X2, Salts Café, South Hill Barn, Old Town Hall, and West View Beach Huts X4.

Seaford Town Council Concessions Mission Statement

To create a diverse commercial offering for the residents and visitors of Seaford. Providing local sustainably operated businesses the chance to launch and explore viability in affordable, accessible, and influential town spaces.

Concession Particulars

Electricity	Yes/No	(details i.e. metered/charged)
Water	Yes/No	(details i.e. metered/charged)
Parking	Yes/No	(details/location)
Toilet Facilities	Yes/No	(details/location)
Licence Period	No. Years	(detail)

Location

(Add up to date photo and map of location)

Timetable

Documents available	DATE & TIME
Site visits – by appointment only	DATE
Deadline for asking questions	DATE & TIME
Deadline for return	DATE & TIME

Award	DATE
Contract start	DATE

Please contact projectsandfacilities@seafordtowncouncil.gov.uk with any queries and/or to arrange a site visit for the date(s) shown in the above timetable. Please be advised there is limited availability for site visits and applications will not be discussed during visits. All questions and answers will be shared here:

<https://www.seafordtowncouncil.gov.uk/contracts-and-tenders/>

Please note Seaford Town Council reserve the right to remain neutral in the process and can only advise on the details provided within this document and are not able to support applications with guidance on answering.

Please include “**NAME OF CONCESSION**” in the subject line of any email communication and your application.

Conditions

- This document is issued for and on behalf of Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.
- All applicants applying will be required to demonstrate relevant qualifications and experience.
- All applications must be signed by a company director or the named sole trader or partnership, dated and returned by email to the stated address or hand delivered to the postal address.
- The deadline for completion is shown in the timetable above.
- Applications should only be submitted in line with the terms and conditions set out at the end of this document. Details of any proposals, variations or additions to the standard agreement should be set out in writing in another document ahead of acceptance.
- Prospective applicants are prohibited from contacting councillors or staff to encourage or support their application outside of the prescribed process.
- The agreement will be monitored by Seaford Town Council.
- Applications will be based upon the location marked on the enclosed plan.
- Applications will be evaluated through scoring against the evaluation matrix questions.
- In the event of there being more than one application for the Licence, Seaford Town Council may require further information from the applicants to select an offer.
- Successful applicants are personally responsible for putting in place their own insurances for operational, contents and liability purposes. These must be provided upon success of application, must remain up to date and be clearly displayed within the premises.
- Successful applicants are personally responsible for putting in place their own health and safety practices and documentation. These must be provided upon success of application, must remain up to date and be easily accessible within the premises.

- Applications must provide details of the type of furniture or structures that are proposed as additions, as there are several authorities responsible for the foreshore areas.
- Due to the nature of the trading locations primarily serving visitors to public open spaces, a high standard of presentation and quality of service must be maintained at all times, as well as the condition and presentation of the **Concession Name** and public facilities associated with this concession.
- Seaford Town Council is not bound to accept the highest, or any, offer.
- Applicants may wish to consider the lease term as there is no guarantee of extension.
- Email applications must be sent to tenders@seafordtowncouncil.gov.uk marked "**Concession Name**" by the date shown in the timetable above.
- Sealed postal applications marked "**Concession Name**" must be delivered to the **Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG** by the date shown in the timetable above.

Evaluation Criteria leading to the Contract Award

- Applications will be evaluated by a Town Council evaluation panel. The evaluation will be a balance of Quality and Price (i.e. income) to determine best value and selection of an applicant who, based on their submission, will provide the most income and highest quality offer.
- The evaluation scoring will be out of 150: **Quality 60 Price 90**
- Quality will be evaluated against criteria.
- Scoring will be applied by the Town Council’s evaluation panel with reference to the table below:

Assessment	Score	Quality Scoring Guide
Excellent	5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with some additional benefits. Above average demonstration of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with evidence to support the response.

101/24 APPENDIX A - Concession Application Form V0.6

Minor Reservations	2	Satisfies the requirement with some minor reservations of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.

- Formulae for price is = TOTAL AVAILABLE SCORE x PRICE OFFERED / HIGHEST PRICE
- Scores to be applied to the Criteria are shown below:

Evaluation Criteria	Weighting
Quality – 60	
Business Offering Q1, 2, 3 & 4 – assessing applicants business plan, experience.	20
Financial Viability Q5 – assessing the financial stability and capability	10
Community Impact Q6 – assessing the positive community impact, support spaces which support the physical and mental wellbeing of Seaford residents and visitors.	10
Environmental Sustainability Q7 – assessing the sustainability approach, credentials, and commitment to sustainable practices of the application.	5
Site Ownership, Locality & Portfolio Q8 – assessing the business location and any other commercial ventures to ensure the town maintains a range of businesses.	5
Previous Contracts: Q9	0
References: Q10 Two Supporting referees	5
Added Value: Q11	5
Price – 90	
License Fee Offered	90
Total Quality and Price	150

Example:

PRICE	TOTAL Price (over XX Years)	Calculation (90)	Score
Applicant 1	£12,000	=90*12000/15000	72
Applicant 2	£15,000	=90*15000/15000	90
Applicant 3	£11,000	=90*11000/15000	66
QUALITY		Calculation (60)	Score
Applicant 1		Sum of all scores	55
Applicant 2		Sum of all scores	30
Applicant 3		Sum of all scores	50

Applicant 1 Awarded Contract	Calculation (150)	Score
Applicant 1	Price + Quality	127
Applicant 2	Price + Quality	120
Applicant 3	Price + Quality	116

TERMS and CONDITIONS:

I/we agree to comply with the following **Terms and Conditions** as signed below (Page 7 onwards) together with my/our answers to **Application for the right to occupy under Licence**.

Name: (Please print):	
Signed:	
Company	
Dated:	

TERMS and CONDITIONS:

General

1. This License is offered on a **?? YEAR(S)** term, with the potential to move to a monthly rolling contract until **DATE**.
2. The Licence is to be signed within fourteen days of the acceptance of the application by Seaford Town Council.
3. The Licensee agreement covers the years **YEAR**.
4. Seaford Town Council reserves the right to decline any extensions to the License agreement.
5. The Licensee shall at all times consider its neighbouring business owners, sporting groups and community groups and will endeavour to maintain a positive and inclusive relationship with them. Seaford Town Council will support in facilitating this relationship alongside the relationship with other neighbouring concessions.
6. The Licence, a duplicate of which shall be executed by the Licensee, shall contain a covenant by the Licensee to observe and perform the following conditions and stipulations and any other conditions which Seaford Town Council may subsequently require.
7. Seaford Town Council reserves the rights to review these terms and conditions and will consult with the relevant parties should any changes be required or implemented.
8. Your attention is drawn to the fact that this Licence relates solely to the asset described above.
9. Seaford Town Council is committed to promoting sustainable business practices across its assets. The Licensee agrees to where possible incorporate sustainable practices within the business.
10. The Licensee agrees to comply with the single-use plastics ban enforced by the UK government on 1st October 2023. Should Seaford Town Council have any

unaddressed concerns regarding infringement on this public policy they reserve the right to terminate within 7 days written notice.

Operating Times

11. The Licensee shall ensure that the concession is open for service of customers during “Core Times” which are as follows:

TIMES, X days a week, 1 April to 31 October

TIMES, X days a week, 1 November to 31 March

All concessions will comply to the agreed operating times within their contract, failure to do so will result in formal notification. Should no reason or evidence be provided by the concession Seaford Town Council reserves the right to terminate a concessions operating license and agreement within 7 days’ written notice.

Subject to adverse weather conditions

12. The Licensee shall inform Seaford Town Council via e-mail should the concession not be open for service during Core Times for any reason.
13. Failure to comply and open within the above agreed operating times will result in formal notification. Should no reason or evidence be provided by the concession within 14 days of the notification Seaford Town Council reserves the right to terminate a concessions operating license and agreement with 7 days written notice.

Permitted Use & Rights Over the Site

14. The premises is offered as a 'shell' with mains service connections only as outlined above. The Licensee will be responsible for the provisions of any further fittings and furniture that they require for their business operation and will be responsible for the removal and making good of the fabric at the expiry of their licence. Any items left in situ at expiry will have to be with the consent of Seaford Town Council or may incur removal charges to the Licensee.
15. The Licensee shall not without the previous consent in writing of Seaford Town Council, carry on or suffer to be carried on in the space any trade or business other than that which is detailed above.
16. The Licensee shall not give or permit to be given any entertainment or performance in or from the **Concession Name** or play any automatic machine therein or adjoining thereto.
17. The Licensee shall not hold or permit to be held any auction in or from the **Concession Name**.
18. The Licensee shall not allow the use of the space for any prohibited or illegal activities.
19. The Licensee shall not do or permit to be done in or upon the **Concession Name** or any part thereof or in the vicinity thereof anything which in the opinion of Seaford Town Council is or may become a nuisance or annoyance to Seaford Town Council or to the public.
20. The Licensee shall not assign the Licence or sublet. Trade may only be carried out on behalf of the Licensee themselves or by a member of his/her direct family (husband,

wife, son or daughter) or by a person formally and properly employed by his or her business.

21. No person shall reside in or otherwise use the **Concession Name** for overnight sleeping.
22. No vehicle of any description other than for the express purpose of delivery of goods to the **Concession Name** shall be parked on or around the site, where such parking would obstruct other road users or pedestrians.
23. No vehicle of any description will be positioned or left unattended so to impede the access of any emergency services or maintenance teams. Where access is required, this must be accommodated in all cases.
24. Any events looking to take place by the Licensee must have first received written approval from Seaford Town Council and follow their events policy and procedure.
25. Any associated TENS License applications will be required to be reviewed by the Chair or Deputy Chair of the Community Services Committee three months ahead of being obtained or actioned.
26. Licensing, Events, and Health & Safety documentation – all documentation will be provided and reviewed annually and will be required to be completed by the Licensee within the agreed Town Council timeframe. If additional licenses are required for the Licensee, the Licensee will notify Seaford Town Council ahead of application and send details upon completion. All elements of the application process will need to be completed by the Licensee, should Seaford Town Council officer time be involved this would need prior approval and would be chargeable to the Licensee.

Products & Sales

27. The Licensee agrees to only produce or sell the agreed items within their contract. Sub-letting or change of purpose or product must be first approved by Seaford Town Council in writing and could require full council approval. Should Seaford Town Council have any unaddressed concerns regarding infringement on this public policy they reserve the right to terminate within 7 days written notice.
28. No food, goods, articles or anything of any description shall be sold, deposited or displayed outside the **Concession Name**, and the rights of sale apply strictly within the **Concession Name** and its associated footprint.

Responsibilities, Repair, Condition & Maintenance

29. The Licensee shall keep the interior of the **Concession Name** and all Seaford Town Council's fixtures and fittings therein and also the external doors and seating area thereof in good and tenable repair, order and condition to the satisfaction of Seaford Town Council and shall, paint and varnish all such parts of the interior and the external doors as have previously been painted and varnished in the last week of the season to the satisfaction of Seaford Town Council.
30. Seaford Town Council shall not be responsible for any death, injury, damage or loss sustained by the Licensee resulting from high seas, storm, tempest or any other cause whatsoever except where such death or personal injury is caused by the negligence of Seaford Town Council.

31. Seaford Town Council shall not be liable for any other loss or damage sustained by the Licensee resulting from storm, tempest or another cause whatsoever in connection with this Licence or for the condition of the site.
32. The site is from time to time subjected to heavy seas and sea spray and Seaford Town Council accepts no responsibility for loss of business or for the condition of the **Concession Name** resulting therefrom.
33. The Licensee is solely responsible for the servicing, consumables and required feminine hygiene receptacles for the toilet within the premises.
34. Repair, condition & cleanliness – Licensees will support Seaford Town Council by maintaining a clean, clear, and accessible area around their concession and will maintain the footprint associated to their concession agreement to the highest standard. This includes supporting with shingle clearance for seafront concessions and any other waste management within the agreed footprint and immediate vicinity of their site. All Licensees will be required to provide sustainable waste management at their site and must have their own waste bins, including provisions for recycling where possible.

Cleaning & Waste Management

35. The Licensee agrees to support Seaford Town Council by maintaining a clean, clear, and accessible area around the **Concession Name** and will maintain the footprint associated to the concession agreement to the highest standard. This includes supporting with waste clearance and any other waste management within the agreed footprint and immediate vicinity of their site.
36. All Licensees will be required to provide sustainable waste management at their site and must have their own waste bins.
37. The Licensee shall provide sufficient litter receptacles inside and outside the **Concession Name** and shall make suitable arrangements for the collection and removal of litter to the satisfaction of Seaford Town Council; the Licensee is responsible for the cleanliness of the site and shall at all times keep the site free from litter resulting from the exercise of rights conferred by this Licence.
38. The Licensee will maintain clear and accessible areas around their concession and in the immediate vicinity. This includes providing clear signage for queuing and training staff to consistently consider and work to always ensure accessible access around the premises. Should Seaford Town Council have any unaddressed concerns regarding access or infringement on public access they reserve the right to terminate within 7 days written notice.
39. The Licensee agree to maintain the toilet housed within the site to the highest of standards and agree to a minimum of cleaning twice a day alongside all the associated costs for the facility.

Service, Quality & Certification

40. The Licensee and all his/her employees shall be of good behaviour on site and maintain a suitable standard of customer service and presentation at all times.
41. The Licensee shall at all times comply with the Acts relating to food hygiene and the Regulations made thereunder, and to immediately comply with the requirements of the Environmental Health Officer.

42. The Licensee will always maintain a high standard of presentation of the concession and maintain a clean and tidy site throughout each operating day and at the end of each operating day.
43. The Licensee will be required to register in accordance with the provisions of the **Food Premises (Registration) Regulations 1991**.
44. The Licensee will be required to obtain and display all legally required certificates to ensure the premises and Licensee is fit for purpose including Food Hygiene and Allergens Information.

Rights & Inspection

45. Seaford Town Council shall not be liable for any loss sustained by the Licensee resulting from the operation of any mobile trader on the highway or on land which is not in the ownership of Seaford Town Council nor from the operation of any mobile trader on Seaford Town Council land who is trading without Seaford Town Council's consent. The Licensee also acknowledges that Seaford Town Council will be issuing Licences for other Concession sites around Seaford, including the seafront.
46. The Licence will not infer imply or impose any obligation or duty upon Seaford Town Council to remove or otherwise prevent or take action to remove or otherwise prevent any mobile trader from operating on Seaford Town Council land without Seaford Town Council's consent.
47. Seaford Town Council reserve the right to inspect the site to ensure all elements of the agreement are being upheld. Any areas of concern will be reported to the Licensee and they will be given the opportunity to promptly rectify the concerns. If concerns are not rectified during the agreed timescale, Seaford Town Council reserve the right to terminate the License within 7 days of written notice.
48. All Licensees are required to maintain regular communication with Seaford Town Council and the Licensee agrees to meet twice a year to maintain a healthy relationship with Seaford Town Council. Seaford Town Council will consistently review each concessions' compliance and performance across the scaled matrix to ensure any emerging issues or concerns are captured. Should Seaford Town Council have any unaddressed concerns regarding a concession they reserve the right to terminate a concession's operating license within 7 days written notice.

Insurance & indemnity

49. The Licensee shall hold Seaford Town Council indemnified from and against all actions, costs, damages, claims and demands whatsoever and shall insure against any damage, loss or injury which may occur to any property or to any person by or arising out of the exercise of the rights conferred by the Licence and the Licensee shall whenever required produce to Seaford Town Council the Policy or Policies of insurance and the receipts for the payment of the current premiums. Such insurance shall provide cover for a minimum of £10,000,000.
50. The Licensee will provide Seaford Town Council with all health and safety and insurance documentation upon successful application and will hold these documents on site for inspection should this be required.

Advertising

51. The Licensee shall not, nor shall any person employed by, or acting on behalf of the Licensee, for the purpose of selling or advertising any article or of obtaining custom, tout or importune, either verbally or by the distribution of any handbills, circulars or advertisements or by the use of chimes, radio loudspeakers or any other like equipment.
52. The Licensee shall not without prior consent display or permit to be displayed any advertisement other than those on the **Concession Name** itself. Any such advertisement must adhere to planning conditions as set out by Lewes District Council as planning authority and have received Seaford Town Council permission ahead of placement.
53. Seaford Town Council reserve the right to request for you to remove any advertising which has not received prior approval.

Payment

54. No contract shall exist until first payment is made in full and a licence has been issued.
55. You cannot withhold payment due to any dissatisfaction.
56. The Licence payment for the full term is guaranteed upon signing the Licence. Quarterly instalments shall be made on the **DATES** via standing order. The licence will be terminated if payment in full is not received by the due date.
57. The Licensee shall be responsible for the payment of general rates and all other outgoings i.e. service charges for water and electricity arising from the use of the **Concession Name**.
58. Seaford Town Council operates a transparent revenue model. The Licensee is required to share declared annual income revenue via professional accounts to ensure Seaford Town Council have an accurate picture of concession viability. Failure to provide revenue accounts could result in a License being revoked.
59. Quarterly payments are a legally binding requirement of this agreement, failure to pay within a timely fashion may result in termination of this agreement and may impact on future applications to Seaford Town Council.
60. The Licensee is required to complete and provide evidence of an active standing order upon success of application. The first payment will be required on the 31st of March 2024. Access will not be permitted without this.
61. **Payment Schedule** I/we the undersigned hereby agree to pay the above-mentioned sum(s) total for a Licence by quarterly Standing Order due on **DATES**. The first instalment will be required by the **DATE** to occupy the site as described above and, in the location, shown on the plan. At the end of each year a % profit payment must be added to the licence fee paid. This must be validated during the contract monitoring meeting throughout the year. The final year will be an accepted estimate but no less than the preceding year.
62. **Revenue transparency** - a transparent revenue model must be adopted by all existing and new concessions. Providing Seaford Town Council with declared income via professional accounts. This ensures Seaford Town Council have an accurate picture of the viability and success of assets at each given site. This

contributes to the financial sustainability of Seaford Town Council's assets and ensuring the tender process continues to be inclusive, competitive, and informed.

Termination

- 63. On the termination of the Licence, the Licensee shall hand over the concession to Seaford Town Council in a clean and tidy condition and in good repair. Failure to do so could result in legal action against the Licensee and associated charges.
- 64. Seaford Town Council may revoke the Licence by seven days' notice in writing if at any time there shall be a breach of any of the conditions but without prejudice to Seaford Town Council's rights and remedies in respect of such breach.

Freedom of Information

- 65. Information in relation to this Application may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 and the Environmental Protection Regulations 2004 and/or published under the Transparency Code.
- 66. We will publish the successful Applicants name, contract value and summary offer with end date. Applicants should clearly state if any of the information supplied by them outside of this, in their application, is considered by them to be confidential or commercially sensitive or should not be published or disclosed in response to a Request For Information. This information should be provided on separate sheets. Applicants should state why they consider the information to be confidential or commercially sensitive.
- 67. The indication that information is confidential or commercially sensitive or should not be published or disclosed will not guarantee that the information will not be disclosed but will assist the Council in making its decision on whether or not to publish or release the information. The final decision on release lies with the Council or the Information Commissioner, where there is an appeal against the Council's decision.

Toilet Facilities (IF APPLICABLE)

- 68. If a toilet exists within this concession, the cleaning, consumables and servicing of those toilets housed within the concession is required at your cost. Please confirm that you have understood that this arrangement is part of this agreement
YES / NO

Application for the right to occupy under Licence

NAME OF CONCESSION

IMPORTANT: Please read and sign the Terms and Conditions included within this application, before returning the form.

Name of Applicant:	
Position In Company:	
Company Name:	
Company Status: (e.g. Sole Trader, Limited Company) VAT registration no. & Companies House no. if applicable	
Telephone:	
Email:	
Website:	
Questions Please answer the following questions in English. Each answer should be no more than one sheet of A4. This is an opportunity to share what you hope to bring to the concession and community with your offering. The evaluation process considers various factors which the evaluation panel will use to assess the suitability of each application.	
1. Business Proposal: SCORE 10 Please provide your business plan as an attachment with a summary of your core offer, aims and expectations for the concession here.	
2. Business Experience: SCORE 5 Please give a summary of your experience in relation to running this concession type.	

3. Trading Hours: SCORE 5

Trading is to be within the core times, detailed in the T&C's below (*Item 10, 11 & 12*). Where this is proposed to be varied, please provide details below and scores will be reflected accordingly and deducted for a lesser offering.

4. Experience & Personal Credentials: SCORE 5

Please give a summary of your experience and qualifications you have which are relevant to the services and why you feel you would be the right fit to for the space?

5. Financial Viability: SCORE 5

Please give a summary of your annual financial forecast for this concession together with the last two years accounts summary or self assessment tax forms. Failure to provide that, bank statements showing financial viability may be considered.

6. Does your business have:

a. an Equal Opportunities policy which you attach?	YES	NO
b. a Health & Safety policy which you attach?	YES	NO

7. Community & Health & Wellbeing Impact: SCORE 10

Please provide a summary of how you will engage with the local community and visitors. Please describe how your offering will support the health and wellbeing of users? Describe the ways you will apply your equal opportunity & H&S policies to this concession.

8. Sustainability Statement: SCORE 5

Please provide details of the sustainability ethos of the business with any key environmental incentives you plan to run. How will you implement a plastic free concession?

a. Does your business have a sustainability policy which you attach?	YES	NO
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<p>b. Seaford Town Council is committed to support the Plastic Free Coastlines Campaign. Please confirm that in alignment with the 2023 Ban on Single Use Plastic Legislation your business is plastic free.</p>		YES	NO
<p>9. Other Site Ownership: SCORE 5</p> <p>Please give details of any other sites or businesses you have within 25 miles and explain how you will be able to operate all of them without any detriment.</p>			
<p>10. Have you or your business ever held contract or licence with Seaford Town Council in the past?</p>		YES	NO
<p>If yes, please provide details of any breaches:</p>		<p><i>Points will be deducted at the summary 5 for serious and 3 for minor.</i></p>	
<p>11. References: SCORE 5</p> <p>Please list below details requested of two organisations (OTHER THAN THIS TOWN COUNCIL) for which your organisation has in the last three years carried out services which are similar in nature to the services required. Please attach a written statement from each on a letterhead supporting your suitability to this concession. Where a new business is applying, character references will be accepted.</p>			
	Ref 1	Ref 2	
Name and Address of Organisation and Department			
Officer and contact phone number			
Contract Title			
Start Date and length of Contract			
Type of Service			
Contract Value over term	£	£	

12. Added Value: SCORE 5

What are your proposals for added value?

Price

PLEASE NOTE: A transparent revenue model must be adopted by all applicants. This means providing Seaford Town Council with declared annual income via professional accounts or self-assessment tax returns.

I/we the undersigned hereby agree to pay the under mentioned sum(s) for a Licence to occupy the site as described above and, in the location, shown on the plan. You may also offer a value of profit share as identified in your business plan.

I/We understand that I/we may make an offer for a one-year licence.

Fee Offer Submission:

YEAR	Fee Offer in £ (Score 90)
Year 1	£
Year 2	£
Year 3	£
Year 4	£
Year 5	£

IMPORTANT: Seaford Town Council reserve the right to negotiate any provided figures following successful selection across the concessions matrix to ensure commercial viability of this site. In addition, Seaford Town Council and the Licensee will explore the annual license fee for any additional months or years at the point of re-evaluation.

Guarantor

Please confirm the details of any willing guarantor(s) who are agreeable to guaranteeing the obligations of the Applicant under this agreement.

Name: (Please print):	
Email:	
Telephone:	
Address:	
Capacity of Guarantor:	

Declaration

I/we declare that the information contained in the application form is true and correct.

I/we confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to enter into a concession licence with me.

I/we understand that any false or misleading information or omissions, may disqualify my application or may render my licence, if awarded, liable to termination.

Signed:

Date:

Name/s:

Company:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.



Concession Tendering – Conflicts of Interest

Information

The Public Contract Regulations 2015 require that the Town Council takes appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all potential suppliers.

The Regulations state that the concept of conflicts of interest shall at least cover any situation where tender panel members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of a procurement procedure.

The form of declaration below is intended to assist the Town Council in managing its legal obligations under the Regulations. The Town Council recognises that as well as those relevant members of staff and town councillors on a tender panel and identified by the Regulations, there may be a need for other consultants and companies involved to complete the declaration in relation to particular procurement procedures.

The form requires panel members to declare any interest at the commencement of a tender process (STAGE ONE) and subsequently at the evaluation stage (STAGE TWO) or if the material facts change at any time. The Chair of the panel will ensure this process is completed and, if necessary, cease the further involvement of an individual whose declaration is positive.

A Conflict of Interest is categorised as follows:

- An **Actual** conflict of interest exists when there is a conflict between a company or person's public function or duty and their private interests, such as where they have a private interest which could improperly influence the performance of their public duties and responsibilities.
- An **Apparent** conflict of interest can be said to exist where, despite the fact that there is no *actual* conflict of interest, an impression exists that a company or persons private interests could improperly influence the performance of their public functions or duties.
- A **Potential** conflict of interest arises where a company or person has private interests which are such that a conflict of interest would arise if the company or person were to become involved in relevant public functions or duties in the future.



For the purpose of this declaration a company or person is exercising a public function or duty when they are advising or acting for the Town Council (or any other contracting authority) in relation to the relevant tender and when in particular they are involved in such a way that they may influence the outcome of that procedure e.g. through setting the specification or in the selection or evaluation process.

A conflict of interest can arise where:

- a company or person might not be considered independent because there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind with an entity or person who stands to gain from the outcome of the procurement procedure e.g. a candidate or bidder.
- the private interests are those of the individuals themselves or of a family member, close friend or other acquaintance of the individual as well as in their professional or employment capacity (e.g. a client of the persons firm may be a candidate or bidder).
- the individual has any other role or relationship which the public could perceive would impair or otherwise influence the individual's judgement or actions in their role with the procurement procedure.

If there is any doubt as to whether or not an interest is relevant, a declaration of the interest must be made.



Conflicts of Interest Declaration Form STAGE ONE

This is completed at the commencement of the tender process.

Name Of Tender:	
Tender Reference No:	
Name of Panel Chair:	
Position of Panel Chair:	
Name of Panel Member:	
Position of Panel Member:	
Date Tender Process Started:	
Declaration At Start of Tender Process	
Do you have any ACTUAL, APPARENT or POTENTIAL interest with this tender opportunity? YES / NO (please indicate)	
IF YES: I declare an: <input type="checkbox"/> Actual <input type="checkbox"/> Apparent <input type="checkbox"/> Potential Conflict of interest in this tender opportunity	
The details of the conflict of interest are as follows:	
Declaration by panel Member: I declare to the best of my knowledge and belief the information provided is accurate and truthful.	Signature:
Date:	
Declaration by panel Chair: I declare to have witnessed this and am satisfied the declaration is accurate and truthful.	Signature:
Date:	



Conflicts of Interest Declaration Form STAGE TWO

This is completed at the tender evaluation panel meeting on opening of the tender documents.

Name Of Tender:	
Tender Reference No:	
Name of Panel Chair:	
Position of Panel Chair:	
Name of Panel Member:	
Position of Panel Member:	
Date Tender Process Started:	
Declaration at Evaluation Stage on opening Tender Applications	
Do you have any ACTUAL, APPARENT or POTENTIAL interest with this tender opportunity? YES / NO (please indicate)	
IF YES:	
I declare an: <input type="checkbox"/> Actual <input type="checkbox"/> Apparent <input type="checkbox"/> Potential	
Conflict of interest in this tender opportunity	
The details of the conflict of interest are as follows:	
Declaration by panel Member: I declare to the best of my knowledge and belief the information provided is accurate and truthful.	Signature:
Date:	
Declaration by panel Chair: I declare to have witnessed this and am satisfied the declaration is accurate and truthful.	Signature:
Date:	



**Management of Conflicts of Interest
At the Start of Tender Process
STAGE ONE**

This is completed at the commencement of the tender process.

Proposed Management of any declared Conflict of Interest	
Decision:	
Reasons for decision:	
Name and Position:	
Signature:	
Date:	



Management of Conflicts of Interest
At Evaluation Stage on opening of Tender Applications
STAGE TWO

This is completed at the tender evaluation panel meeting on opening of the tender documents.

Proposed Management of any declared Conflict of Interest	
Decision:	
Reasons for decision:	
Name and Position:	
Signature:	
Date:	



Seaford Town Council

Concessions Policy

January–November 2024

Policy Ref.	FS13
Date Last Adopted	January 2024
Date of Next Review	2028–2029 <u>March 2025</u>
Possible Prompts for Earlier Review	<ul style="list-style-type: none">• <u>The policy is due for review once The Procurement Regulations 2023 go live in February 2025</u> Change in best practice or legislation
Previous Adoption Dates	n/a
Author	<u>Assets and Projects Manager</u> Events & Sponsorship Officer

Concessions Policy

The purpose of this policy is to propose a comprehensive Concessions Policy for Seaford Town Council (STC) that aligns with STC's commitment to fostering a vibrant, accessible, and inclusive community within our town.

The mission of this policy is to promote economic development, enhance public spaces, and provide residents and visitors with diverse and high-quality concession offerings throughout STC assets.

By implementing a transparent and equitable matrix system, footprint evaluation and concessions policy we aim to create an environment that supports local businesses, contributes to the overall well-being of our community, whilst also building our commercial viability.

Please note the below covers all STC fixed and non-fixed assets. The Community Services Committee controls the number and type of concessions.

Mission Statement

*Create a diverse commercial offering for the residents and visitors of Seaford.
Providing local sustainably operated businesses the chance to launch and explore viability in affordable, accessible, and influential town spaces.*

The mission statement will be shared in all tender application information to ensure full transparency for potential applicants.

Evaluation Criteria leading to the Contract Award

To ensure a fair and objective evaluation process for concession applicants, a matrix system has been implemented. This system considers various factors which officers will use to assess the suitability and potential contribution of each applicant.

- Applications will be evaluated by a Council evaluation team. The evaluation will be a balance of Quality and Price (i.e. income) to determine Best Value and selection of an applicant who, based on their submission will provide the most income and highest quality offer.
- The evaluation scoring will be out of 150: Quality 60 Price 90
- Quality will be evaluated against the scoring guide below:

<u>Assessment</u>	<u>Score</u>	<u>Quality Scoring Guide</u>
<u>Excellent</u>	<u>5</u>	<u>Exceptional demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.</u>
<u>Good</u>	<u>4</u>	<u>Satisfies the requirement with some additional benefits. Above average demonstration of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.</u>
<u>Acceptable</u>	<u>3</u>	<u>Satisfies the requirement. Demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with evidence to support the response.</u>
<u>Minor Reservations</u>	<u>2</u>	<u>Satisfies the requirement with some minor reservations of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.</u>
<u>Serious Reservations</u>	<u>1</u>	<u>Satisfies the requirement with major reservations of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with little or no evidence to support the response.</u>
<u>Unacceptable</u>	<u>0</u>	<u>Does not meet the requirement and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.</u>

- Formulae for price is = TOTAL AVAILABLE SCORE x PRICE OFFERED / HIGHEST PRICE
- Scores to be applied to the Criteria are shown below:

<u>Evaluation Criteria</u>	<u>Weighting</u>
<u>Quality – 60</u>	
<u>Business Offering Q1, 2, 3 & 4 – assessing applicants business plan, experience.</u>	<u>20</u>
<u>Financial Viability Q5 – assessing the financial stability and capability</u>	<u>10</u>
<u>Community Impact Q6 – assessing the positive community impact, support spaces which support the physical and mental wellbeing of Seaford residents and visitors.</u>	<u>10</u>
<u>Environmental Sustainability Q7 – assessing the sustainability approach, credentials, and commitment to sustainable practices of the application.</u>	<u>5</u>
<u>Site Ownership, Locality & Portfolio Q8 – assessing the business location and any other commercial ventures to ensure the town maintains a range of businesses.</u>	<u>5</u>
<u>Previous Contracts: Q9</u>	<u>0</u>
<u>References: Q10 Two Supporting referees</u>	<u>5</u>
<u>Added Value: Q11</u>	<u>5</u>
<u>Price – 90</u>	
<u>License Fee Offered</u>	<u>90</u>
<u>Total Quality and Price</u>	<u>150</u>

Example:

<u>PRICE</u>	<u>TOTAL Price (over XX Years)</u>	<u>Calculation (90)</u>	<u>Score</u>
<u>Applicant 1</u>	<u>£12,000</u>	<u>=90*12000/15000</u>	<u>72</u>
<u>Applicant 2</u>	<u>£15,000</u>	<u>=90*15000/15000</u>	<u>90</u>
<u>Applicant 3</u>	<u>£11,000</u>	<u>=90*11000/15000</u>	<u>66</u>
<u>QUALITY</u>		<u>Calculation (60)</u>	<u>Score</u>
<u>Applicant 1</u>		<u>Sum of all scores</u>	<u>55</u>
<u>Applicant 2</u>		<u>Sum of all scores</u>	<u>30</u>
<u>Applicant 3</u>		<u>Sum of all scores</u>	<u>50</u>

<u>Applicant 1 Awarded Contract</u>	<u>Calculation (150)</u>	<u>Score</u>
<u>Applicant 1</u>	<u>Price + Quality</u>	<u>127</u>
<u>Applicant 2</u>	<u>Price + Quality</u>	<u>120</u>
<u>Applicant 3</u>	<u>Price + Quality</u>	<u>116</u>

Matrix System

To ensure a fair and objective evaluation process for concession applicants, a matrix system has been implemented. This system considers various factors which officers will use to assess the suitability and potential contribution of each applicant. The following criteria will be included in the matrix:

Experience & Business Proposal – assessing applicants business plan, experience, and references.

Financial Viability – assessing the financial stability and capability of the application.

Community Impact – assessing the positive community impact of the application.

Environmental Sustainability – assessing the sustainability approach, credentials, and commitment to sustainable practices of the application.

Accessibility & Inclusion – assessing how the applicant serves a diverse audience and provides accessible options to serve all members of the community.

Variety & Site Ownership— assessing the offering and current business status of applicants to ensure the town maintains a range of business owners and business types across STC’s portfolio of assets. STC will strive to have different concession owners for all our fixed and non-fixed assets.

Locality & Portfolio— assessing the business location and any other commercial ventures.

Health & Wellbeing— assessing the applicant’s commitment to create spaces which support the physical and mental wellbeing of Seaford residents and visitors.

Each criterion will be assigned a weighted value between 1-5, and all applicants will be scored accordingly. This matrix system will ensure a thorough, impartial, and consistent evaluation process for all concession applications.

Officers will continue to evaluate the efficiency and relevance of the matrix and have delegated powers to amend in accordance with the needs of the town and STC. See below sample of the type of matrix used.

5		4		3		2		1
Ideal offering exceeds expectation & criteria		Strong offering with room to grow into ideal		Acceptable offering but multiple areas to grow		Below average offering fails to meet criteria		Unacceptable offering fails to meet essential criteria
Concession - The Salts								
			Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5	
	Experience							
	Business Proposal							
	Financial Viability							
	Community Impact							
	Environmental Sustainability							
	Accessibility							
	Value for Money (offering)							
	Other site ownership							
	Location							
	Portfolio							
	Health & Wellbeing							
	Total							

Footprint Evaluation

As part of this work, STC is introducing a footprint evaluation which looks at each assets physical space and introduces a charge for those looking to extend out of their agreed concessionary footprint.

This would be considered should concessions look to extend beyond their concession unit with tables, chairs etc. and make a financial offer to STC. This would

also be required should a concession wish to put on an event or activities which falls outside of their agreed space. Any such extension would need to first be approved by the Town Clerk and Chair or Deputy of Community Services together with the Mayor. It would then be assessed on a case-by-case basis to confirm the cost. This will depend on duration, size, and purpose.

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~~The above matrix will be consulted when looking at this charge and should the extension be deemed as supporting STC's mission statement, officers have the power to waive the fee.~~

Concessions License updates Terms and Conditions

The application form has a list of all Terms and Conditions applicants are signing up to when applying for a concession.

~~The below additional sections will be added to the existing legal document signed during the concession selection and approval process.~~

The following Terms and Conditions will set the standards and expectations for all concessions working within STC consent streets and land assets:

~~The proposed framework will set the standards and expectations for all concessions working within STC consent streets and land assets. These will be required to be adopted by all existing and new concessions.~~

Licensing, Events, and Health & Safety documentation – all documentation will be provided and reviewed annually and will be required to be completed by the concession within the agreed Town Council timeframe. If additional licenses are

required for the concession, they will notify STC ahead of application and send details upon completion. Any TENS license applications will require review by the Chair or Vice Chair of the Community Services Committee [three months](#) ahead of being obtained and used. All elements of the application process will need to be completed by the concession, should STC officer time be involved this would need prior approval and would be chargeable to the concession.

Operating times - all concessions will comply to the agreed operating times within their contract, failure to do so will result in formal notification. Should no reason or evidence be provided by the concession STC reserves the right to terminate a concessions operating license and agreement within 7 days' written notice.

Duration of concession agreement – standard term for all concessions will be 3 years with the potential to extend by [2-1+1](#) years based on performance evaluations and revaluation of the matrix criteria at the time.

Revenue transparency - a transparent revenue model must be adopted by all existing and new concessions. Providing STC with declared income via professional accounts. This ensures STC have an accurate picture of the viability and success of assets at each given site. This contributes to the financial sustainability of STC's assets and ensuring the tender process continues to be inclusive, competitive, and informed.

Check ins, annual review & evaluation – comprehensive concession communication will be introduced which allows STC to maintain healthy relationships with concessions, ensure ongoing compliance, evaluate concessions performance across the scaled matrix and address any emerging issues or concerns. Should STC have any unaddressed concerns regarding a concession they reserve the right to terminate a concessions operating license within 7 days' written notice. Officers will provide regular reviews to the Community Services Committee.

Repair, condition & cleanliness – concessions will support STC by maintaining a clean, clear, and accessible area around their concession and will maintain the footprint associated to their concession agreement to the highest standard. This includes supporting with shingle clearance for seafront concessions and any other waste management within the agreed footprint and immediate vicinity of their site. All concessions will be required to provide sustainable waste management at their site

and must have their own waste bins, including provisions for recycling where possible.

Public access - concessions will support STC by maintaining clear and accessible areas around their concession and in the immediate vicinity. This includes providing clear signage for queuing and training staff to consistently consider and work to always ensure accessible access around the concession. Should STC have any unaddressed concerns regarding access or infringement on public access they reserve the right to terminate within 7 days' written notice.

Nature, product, and goods sold – concessions will not be able to produce or sell anything other than the agreed items within their contract. Sub-letting or change of purpose or product must be first approved by STC. Failure to do so will result in termination within 7 days' written notice.

Plastics – concessions will comply with the single-use plastics ban enforced by the UK government on 1st October 2023. Should STC have any unaddressed concerns regarding infringement on this public policy they reserve the right to terminate within 7 days' written notice.



Report No:	108/24
Agenda Item No:	13
Committee:	Full Council
Date:	14th November 2024
Title:	Cycle Racks Installation Costs
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To obtain Full Council approval on the cost to install cycle racks

Recommendations

Full Town Council is recommended:

1. To note the contents of the report.
2. To approve the payment (approximately £500) to pay for the installation of cycle racks, the provision of which is being funded externally.
3. To agree that the Town Council takes on ownership and future maintenance of the cycle racks.

1. Introduction

- 1.1** The Climate Change Sub-Committee considered a report (81/24) on 17th September 2024 regarding the installation of cycle racks at The Salts and at South Hill Barn.
- 1.2** The Sub-Committee resolved to recommend the payment of the installation of the cycle racks as soon as possible, and in any case by 14th November Full Council meeting.

2. Background Information

- 2.1** A report from the Seaford Community Partnership to the Ouse Valley Climate Action Project included a study called 'Seaford Better Cycling Options'. The Sub-Committee reviewed the report in its September meeting.
- 2.2** The Sub-Committee was specifically asked to consider what further cycle parking the Town Council is able to offer on its land. The Town Council already has cycle racks at Seaford Head Golf Course.
- 2.3** The Sub-Committee considered two potential sites for cycle racks:
- 2.4 The Salts** – the Town Council was first approached about this site in 2022, and a local expert appears able to secure funding to purchase the racks, but the Town Council would be expected to fund their installation.
- 2.5 South Hill Barn** – informal discussions have previously taken place with South Downs National Park Authority (SDNPA) about them funding six new cycle racks on the site. Again, the Town Council would be expected to fund their installation.
- 2.6** It appears the deadline to secure the funding from SDNPA would be 31st March 2025 and that the Town Council would be required to provide onsite signage and promote the cycle parking as part of the funding terms.
- 2.7** It is not anticipated that planning permission would be required for either of the cycle racks, as these would come within permitted development rights. Officers will however confirm this before any installation takes place.
- 2.8** The Town Council would take on full ownership and responsibility for future maintenance of all cycle racks.

3. Conclusion

- 3.1** Due to being an unbudgeted expense, Full Council is therefore asked to approve the expenditure to cover the installation costs (approximately £500).
- 3.2** This approval is based upon the racks being funded externally and the Climate Change Sub-Committee having already identified two suitable sites in accordance with Seaford Community Partnership's 'Seaford Better Cycling Options' study.
- 3.3** Full Council is also asked to agree taking on ownership and future maintenance of the cycle racks.

4. Financial Appraisal

- 4.1 Estimated installation costs for the cycle racks are £200 for The Salts and £300 for the South Hill Barn.
- 4.2 The Sub-Committee recommended these be funded from EMR 326 – Open Spaces.
- 4.3 The future maintenance costs of the racks will be nominal.

5. Contact Officer

- 5.1 The Contact Officer for this report is Steve Quayle, Interim Town Clerk.