

Seaford Town Council's Golf, Open Spaces & Climate Action Committee Agenda – 18 September 2025

To the Members of the Golf, Open Spaces & Climate Action Committee

Councillors C Bristow (Chair), R Buchanan (Vice Chair), S Dunn, R Honeyman, O Matthews, J Meek, G Rutland, L Wallraven and Maggie Wearmouth

A meeting of the Golf, Open Spaces & Climate Action Committee will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on

Thursday, 18 September 2025 at 7.00pm, which you are summoned to attempt.

Steve Quayle, Town Clerk 5 September 2025

PLEASE NOTE:

- PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM 6.55PM, AFTER WHICH THE

 FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN

 ACCESS TO THE MEETING
- Public attendance at this meeting will be limited due to the size of the meeting, so public will need to register to guarantee a place
- The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting
- See the end of the agenda for further details of public access and participation

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Golf Course Update Report – September 2025

To consider report 65/25 providing the committee with an update on golf course maintenance and golf course related matters (pages 5 to 23).

5. Golf, Open Spaces & Climate Action Projects Log & Update Report September 2025

To consider report 75/25 presenting the Open Spaces & Climate Action Projects Log, and to provide an update on progress and actions relating to the Town Council's Open Spaces and Climate Action agenda (pages 24 to 34).

6. GOSCA Income & Expenditure Report up to 31 July 2025

To consider report 62/25 informing the GOSCA Committee of Income and Expenditure up to 31 July 2025 (pages 35 to 45).

7. Climate Action Plan & Climate Emergency Policy

To consider report 76/25 presenting an update on the work of the 'GOSCA Working Group' towards their progress on drafting a Climate Action Plan, and their recommendations for a revised Climate Emergency Policy (pages 46 to 47). (Draft Climate Action Plan and Review of the Climate Emergency Policy will be issued by 12.09.25)

8. **Grounds Maintenance Contract & Next Steps**

To consider report 74/25 providing an update on the progress of the Grounds Maintenance Contract from April 2026 and the planned next steps (pages 48 to 51).

9. <u>Proposal for Floodlight System Upgrade at Seaford Rugby Club</u> (SRFC)

To consider report 73/25 presenting a proposal for the upgrade of the current floodlight system at Seaford Rugby Club (SRFC), located at The Salts, due to deterioration and inefficiency of existing lighting set-up. This report seeks approval from Seaford Town Council to proceed with the proposed upgrade. (pages 52 to 56)

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, 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 <u>Town Council's YouTube channel</u>, which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive between 6.45 - 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

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

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

Public Participation:

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

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

- 1. Your statement should be relevant to an item on the agenda for this meeting.
- 2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
- 3. You do not have to state your name if you don't want to.
- 4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair they will always be happy to advise.
- 5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
- 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.



Report No:	65/25
Agenda Item No:	4
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	Golf Course Update Report – September 2025
Ву:	Simon Lambert, Course Manager & Fraser Morley, Golf Professional
Purpose of Report:	To provide the Committee with an update on golf course maintenance and golf course related matters

Actions

The Committee is advised:

- 1. To approve the purchase of a POGO device for water and turf health management as per section 1.12 of this report.
- 2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

- 1. To note the contents of the report.
- To approve the purchase of a POGO device for water and turf health management.

1. Golf Course Manager's Update

Overview:

1.1 Dry conditions have not made it easy to grow grass and recovery of areas from what has been a very busy year of golf. That said, the feedback and condition of the course has been great. The course is on a very unique and picturesque site that seems to be able to look good even when the turf is parched and stressed. Alongside sensible management and a healthy root system, enables the course to offer good value for money and a great golfing experience.

1.2 At the time of writing, following a long dry summer with very little rain there is clouds and rain on the horizon. This will hopefully allow the team to perform some renovation tasks and get some much-needed seed and feed to areas that have seen the biggest traffic during the season. The team use ropes and white lines to guide footfall around these areas to protect them and hopefully promote recovery and grass coverage before the winter.

Course Maintenance

- 1.3 The Wildflower areas of Southdown Corner, the clubhouse garden, and the 6th Hole all produced a fantastic display of colour alongside pollen and nectar for wildlife and insects. The plan is to increase the size of the areas next spring. There is also a plan to investigate the use of a seed collector on the 6th Hole to hopefully gather and provide a source of seeds for other areas next year. Though September the team will begin cutting and collecting the areas of wildflower meadows and rough grassland that is left as habitats around the course and on Southdown corner. Usually cut once per year it is hoped that these areas will thin and improve in both variety and benefit to the native wildlife and insects, while not providing an unfair penalty to the playing golfer who find their ball falling into these areas.
- 1.4 As summer moves into autumn, the team will perform vital renovation maintenance work on the greens and tees to prolong their use into the winter months by promoting health as well as to aid drainage for when rain arrives. Moving into winter the team plan to cut and clear more un-wanted and dense scrub as well as clearing bracken ready for the bluebells to show in spring. The team also plan to renovate several bunkers and level some tees if conditions allow.
- 1.5 As per the last report, investigation work continues on what is required and the costs involved in moving the 17th green and 18th tees. The Golf Course Manager has provided a copy of the initial plans to all the stakeholders and gained some great feedback. Site meetings have taken place with Natural England and Sussex Wildlife Trust to begin planning and discussing any benefits that can be made to the areas around the plans. Natural England has invited the Town Council to apply for various stewardship grants as well as possible capital grants to produce and improve new and existing habitats. The report from the ecologist has now been received on both the new green and

tee site including advise on the creation and maintenance of various areas arounds the site, these have been shared with Natural England and feedback is awaited. This will form part of the plan for project and to aid in claiming funding. New parcels of land have been mapped to add to future funding through Natural England.

Irrigation:

- 1.6 The irrigation has proved successful this year, with long periods of time where the irrigation has been the only source of water for greens and tees. It has continued to perform well through the long dry periods that seem to have become more frequent. The team has replaced 2 tee valves this year that operates the sprinklers on the tees automatically and when required. There are 7 more that require updating and the hope is to continue over the next 3 years to replace 2/3 per year.
- 1.7 Water testing has continued on the borehole water supply. This will ensure the quality of the water is appropriate and allow for any alterations in the fertiliser and application programme to balance any missing or increased levels of minerals and nutrients. Fortunately, South East Water has continued to provide this service throughout the year so they can use the data for their records of the underground water supplies.
- **1.8** As with previous dry years, the team has been able to continue to rely 100% on the borehole for water supplies, meaning the course has continued to be water sustainable.
- April, the team proposes to invest in another water management tool that will enable more specific targeted irrigation and identify problems with drainage drying out earlier and react accordingly. The device will also measure salinity and temperature and will map these out using GPS to provide a colour-coded map of all irrigated areas and associated data. This will help to promote better turf health and prevent wastage. The device that does this is called a 'POGO' and is detailed in **Appendix A**.

Staff:

1.10 One member of the team continues his level 2 apprenticeship at Plumpton College. He is entering the final few months and has had an external person come to perform a mock test and offer advice for his end point assessment.

Machinery:

- 1.11 The Season has been gentle on the machinery as the lack of growth has meant less operating time. When it has been in use the team have been vigilant with the water levels and filters to ensure operating temperatures stay low during warm conditions. As summer moves into autumn the team will ensure that their cutting units and blades are sharp and ready for growth that will come once the rains start.
- 1.12 The new Toro 4000D rough mower has had a few issues with the hydraulic system. It has had 2 leaks requiring attention from pipes. The supplier was brought into correct, and following the second visit the machine went back to their workshops to give a full inspection and check over. On returning it has so far worked and performed well and as expected. The golf course has been offered an extended warranty as a way of providing confidence back in the machinery and brand.
- 1.13 The team have been demonstrated a few new design golf buggies in order to replace the hire one used by the greenkeeping team. The new models are not suitable, so have requested quotes for a like for like replacement with the addition of a carry box on the rear rather than club holders. This is a lithium electric model with minimal maintenance. It is charged via a standard 3 pin plug.
- 1.14 Over the next month the Golf Course Manager will look at options for year 3 replacements. This will be the greens mower and attachments, as well as some aeration equipment. The team hope to trial different brands and options to ensure the end purchase performs as required. From there quotes will be requested for finance lease costs to enable budget setting later in the year.
- 1.15 The condition of course's modern machinery is an investment that enables the relativity small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

2. Golf Professional's Update

Course Conditions and Income

2.1 After a fairly cold and dry winter we went into the season a little earlier this year, followed with a long and dry summer, so we have been extremely busy over this season. The golf course has had a few issues on the fairways with

- the lack of rain, but the overall condition has been excellent. This has been reflected positively in the figures for this period. The Golf Course Manager and his team have provided a superb product to sell, as always.
- **2.2** Feedback from golfers has been excellent. Reviews have been very positive about the golf team and many 'thank you' letters have been received from the societies who have visited.

Membership:

- 2.3 Membership figures have been encouraging again. We have seen a slight decrease in the junior numbers, but an increase in the youth category, meaning several juniors turning 18 have remained members paying a youth subscription. Other categories have seen an increase which is reassuring in a very competitive market.
- **2.4** Membership Figures:

Membership Type	2024	2025
7 Day	97	103
Senior	121	123
5 Day	2	6
Intermediate 2	30	32
Intermediate 1	10	10
Youth	5	16
Junior	72	64
Totals	337	354

- **2.1** The course appears to be maintaining a good balance between members, visitors and societies.
- **2.2** In additions there are quite a lot of new people already lining up for next year's membership.

Societies:

- **2.3** Societies have been very good again this year. Currently just under £500 up on the same time last year.
- **2.4** The communication between The View operators and the Pro Shop has been very good, with minimal issues.

Visitor Green Fees:

2.5 Green fees have been extremely good this year, seeing many visitors from around the country and abroad. Weekdays have seen an increase of £38,500 and weekends of just under £32,000, which is fantastic. The combination of a quality golf course, value pricing, and good weather have all factored into this.

Buggies:

2.6 Buggies were able to get out on the course a good month earlier than in previous years and this has been reflected in the income. Currently just under £4,000 up on the same time last year.

Summary:

2.7 In summary it has been a very positive year so far, and should hopefully continue with the long-term forecast looking steady.

3. Other items

- 3.1 It is becoming an increasing problem, reported by many golfing members and visitors alike, of the number for walkers/dog walkers using the course, rather than the surrounding area and footpaths. This leads to an increased danger of potential accidents and clashes with golfers. Dog mess is also an increased issue for the users of the course.
- 3.2 The course held its second Sussex Professional Golfers Union event in August with 22 professionals and amateurs taking part. It was a great day and fantastic feedback was received about the course from all competitors. Dates are already been looked at for 2026.

4. Financial Appraisal

- **4.1** The costs of moving and rebuilding the 17th green and 18th tee will be investigated once full plans are in place and changes agreed by all stake holders.
- **4.2** The cost of the POGO is being finalised to provide verbally at the meeting.
- **4.3** The costs of the machinery replacement programme for year 3 are being investigated.
- **4.4** The income from the sale of old machinery is to be spent on a new golf buggy freeing up a hire buggy for use by the pro shop. Quotes are being requested.

5. Contact Officer

5.1 The Contact Officers for this report is Simon Lambert, Golf Course Manager and Fraser Morley, Golf Professional.

6. Town Clerk Post Script

- 6.1 Further to point 3.1 above, under the auspices of Health & Safety, Officers are proposing to pull together some clear wording to be published as a series of press releases reminding residents and the general public at large that golf courses are 'excepted land' under the terms of the Countryside Rights of Way (CROW) Act 2000, even if they appear as open access land on maps, and that the public do not have the right of way across the golf course land and should instead stick to designated paths. This will be actioned over the coming weeks following on from a meeting between Officers with the SDNPA Rights of Way Officer to clarify the exact legal situation.
- 6.2 In addition to the above, the Golf Course Manager is in the process of acquiring more signs to make it very clear that walkers/dog walkers crossing the golf course are putting themselves in serious danger, and should instead use the designated paths.



POM

Superior insight | Better decisions | Healthier turf

pogotur/pro.com

Distribution Uniformity

Turf Performance

10 Green



POGO gives **powerful scientific insight** into property course conditions and trends.

Make **better decisions** to increase your efficiency and optimize water, fertilizer use and cultural practices.

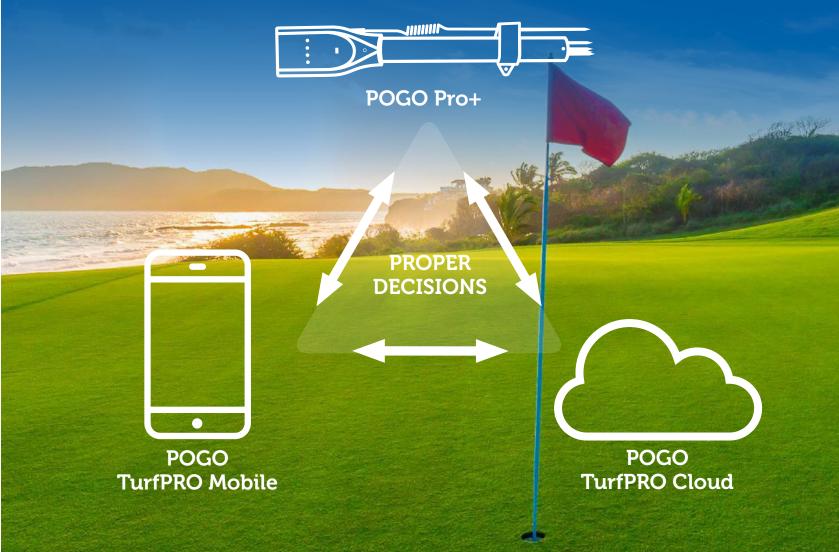
Present the finest turf conditions possible, with **great confidence**.



November 29, 2017 4:18 PM Dataset 1 - 13 Samples

No other system gives you this level of analysis and insight

(without even leaving the turf)



POGO Pro+

Only the POGO Pro simultaneously measures all of the most influential factors that govern turf performance with a patented sensor and science-based analysis. Because it has its own pro-quality GPS, measurements are recorded at the sub-meter level so the areas of stress are pinpointed precisely on your green. *Page 4*.

POGO TurfPRO mobile

This free iOS or Android app turns your smartphone (or tablet) into a data acquisition and logging system that collects, displays and instantly analyzes data measured by the wirelessly-connected POGO, utilizing the powerful TurfPro Cloud in sync. *Page 6.*

POGO TurfPRO Cloud

POGO TurfPRO analyzes data captured by the app, then presents the results of multiple analyses of your data instantly, automatically and visually. Illustrated information visualizes trends and allows you to see problems forming before symptoms appear—so you can react before it becomes costly. *Page 8*.

Unmatched precision. Better decisions.

Only POGO simultaneously measures all of the most influential factors that govern turf performance with a patented sensor that needs NO CALIBRATION, ever. Each is packaged in a durable housing with a multi-day battery pack, professional-grade GPS receiver and Bluetooth for easy communication with your smartphone.

Reliable, durable and built to meet the demands of the Superintendent, POGO experiences low total cost of ownership, no downtime and consistent accuracy constantly.

POGO hardware is part of a complete system that captures, analyzes and provides instant feedback about the holistic condition of your turf, so you can dial in perfection!

Proven reliability and research-grade accuracy you can trust

POGO's patented sensor is depended on for scientific-grade precision by the USDA, NOAA, leading irrigation companies, and many universities for over 25 years and counting.

POGO Pro+



Turf remains virtually undisturbed

4 small-diameter, strong, marine-grade stainless steel probes (3.1 mm / 1/8 in.) diameter.

Industry-leading warranty

Under its 2 year warranty, the entire system, even the wearing of the sensor tines (with POGO Boost option) is covered.*

* Max. replacement is once per year under POGO Boost. Significantly discounted repairs for all others. Standard 2-year warranty without an active TurfPro Cloud account.

Rechargeable battery

Provides 3-5 days of intense use between charges. Standard USB-C charging port. Charger included.



Precisely measures the right depth

The predominant moisture and salinity exchange within the rootzone of all types of turf systems occurs in the top 2.4"* (6cm). Measuring only this depth maximizes precision.

* Results of independent study available upon request.

Depth-adjustable soil temperature probe

Easily adjustable from 0 to 6" (15cm).

Modular sensor connector

Provides extensibility for future sensor accessories.

ominimum ex







POGO'S UNIQUE SALINITY INDEX





CANOPY TEMPERATURE

TEMPERATURE

PRO-GRADE GPS

POGO's patented sensor measures moisture, EC and salinity index, while two additional sensors measure temperature on the surface and below the surface of the soil. Together, POGO measures the most influential variables governing turf performance. It's the interaction of these 4 parameters which gives the accuracy of POGO's prescriptions. For instance, low moisture content doesn't necessarily mean water should be applied.

The exact location (within 1 meter) of each sample is recorded with the integrated, professionalgrade GPS receiver. It's this location data that allows POGO to show an analysis of the data visually on a map, so you know exactly where you need to focus your efforts and why. Decision-making to apply water, nutrients and cultural practices has never been more precise!

Infrared turf canopy temperature sensor

Instantly captures temperature with extreme precision.

No need for calibration, ever

Patented sensing technology results in consistent accuracy and precision in all turf and soil types with no maintenance.

Ergonomic handle

Detachable and height adjustable for exceptional comfort.



Integrated wireless

The best user interface for POGO is the one already in your pocket. POGO connects easily via Bluetooth to any Apple or Android device—no cables.

Integrated, professional-grade GPS receiver

Adds an extra dimension—precise location—to all measurements for geospatial condition analysis, cup placements, sprinkler positions and patterns, area measurements, custom mapping and more.

Optimal turfgrass performance requires optimal, timely decisions.

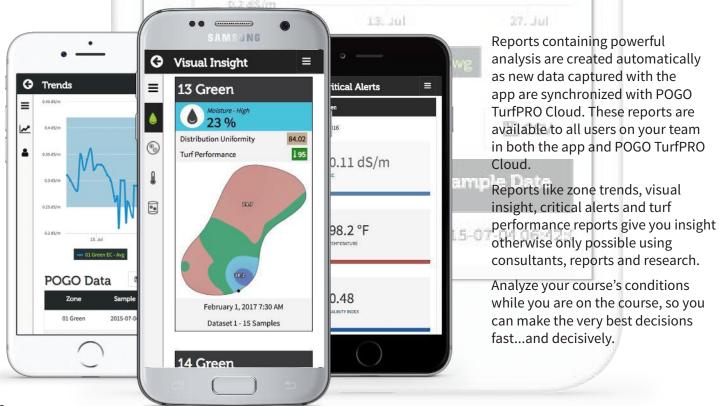
The free POGO TurfPRO Mobile app turns your smartphone or tablet into a data acquisition and logging system that collects, displays and logs turf conditions measured by the wirelessly-connected POGO.

The app displays real-time analytics and assessments of turf/soil moisture, salinity and temperature. This allows for timely reaction to conditions that could lead to costly problems.

Critical alerts advise you of conditions measured that require immediate attention, while you are on the course.

Easily synchronize collected data with POGO TurfPRO Cloud to unleash unprecedented insight and analysis and make it all available to the rest of your team.

Mobile Reports Delivered in Seconds







Visual Insight

Every measurement captured with POGO contains moisture, EC, salinity concentration and temperature **PLUS** the precise location from the integrated proquality GPS. This allows POGO TurfPRO Cloud to plot the data spatially on a real satellite map of your course.

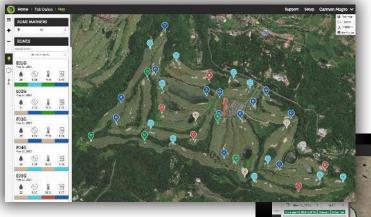
Colors are assigned to different ranges (which you can define). Data is automatically interpreted between locations where measurements were taken, so you'll see turf conditions for the entire green, from just a small number of quick samples.

You'll make better decisions when you can see WHAT your turf sees, and WHERE.

The POGO system doesn't just record and present the raw data for you to interpret. Because your time is limited, you really want an analysis—What does the data mean? What should you do?

You'll get an enormous amount of insight at a glance, from just minutes a day during your morning rounds.

- Hot spot identification for site-specific hand watering
- Nutritional stress identification
- Traffic influences on the turf conditions
- Changing rootzone conditions
- Positive and negative trends are easily identified before stress symptoms show up
- Before/after analysis of product performance (ex. surfactants)
- And more





Visual Insight sees problems like black layer forming before you do.

Trends are visualized, allowing you to see problems forming before symptoms appear so you can react before it becomes costly.

This is just one practical application of many.



Rather than just presenting raw data for you to interpret, POGO TurfPRO Cloud analyzes your data and presents it **visually**. See variations of moisture, salinity, temperature, ball speed, firmness and more across every zone of your course(s), and understand the effects of their interaction. This makes it quick and easy for you, and everyone else on staff to perform Best Management Practices (BMP's) by applying precisely **what**, **when and where** they're needed.

Reports

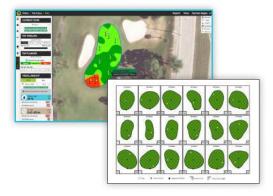
It takes only minutes a day to gather data from your entire course, and each measurement you take includes all of the most influential factors that govern turf performance, plus precise location. This rich set of data can then be put to work to provide further insight into every factor that contributes to turf performance.

Sample Reports (all accessible seconds after sampling):



Trend reports

Plot data for any combination of zones, turf parameters and date range to help identify trends and know how and when to adjust your irrigation, fertilization and cultural practice applications. Even trend ball speed, firmness and other spec conditions using POGO's spec features.



Pin planning

Record pin positions daily and use this information to correlate with turf conditions measured with POGO to help explain the stress patterns you're seeing, and plan where future pin positions should go. Set these future positions with the Pin Planner tool, so your selected positions will be shown on the automatically generated pin sheets. They can be printed or are accessible in real time by the Pro shop, members, and staff using a public URL.



Distribution uniformity

Get a course-wide audit every day in minutes per zone without needing to do a traditional, time-consuming DU analysis. Distribution uniformity (DU) of moisture and EC for each zone is calculated instantly—a true representation of turf conditions (what's actually penetrating the turf, not just what lands on the surface).



Turf performance indicator (TPI) report

Insight into multiple conditions on the same scale, giving you a unique turf performance score for your conditions. In addition, it identifies what may be causing the score and even provides suggestions to fix it.

Mapping

Use POGO's precise integrated GPS to map just about anything on your property. Create your own irrigation as-built images, log IPM problem areas, map individual irrigation and drainage components.

Layer any feature or mapped condition or object that you wish.

POGO Turf Pro Mobile makes it easy to record the location and other characteristics of sprinklers, catchbasins, hydrants, drain lines, paths, etc. Simply hold the POGO Pro+ or POGO Pro over the object (or walk along the route).







Layer sprinkler patterns over Visual Insight to correlate how sprinkler patterns and traffic flow are contributing to the conditions you measure and see.



SAMPLE, LOG, ANALYZE & MAP.

In minutes a day, view the life pulse of your entire property.

POGO's unique all-in-one design replaces multiple pieces of equipment and software, analysis tools and manual reports. It provides massive efficiency gains and requires minimal training. POGO is the most cost-effective way of gaining this level of course insight.



SAMPLE.

- Easy: insert POGO into the turf and tap "Sample" on your smartphone/tablet, then move to the next location.
- Captures moisture, salinity (EC), canopy temp, soil temp and salinity index with its integrated sensor precisely positioned in the most influential component of the turf system.

LOG.

- Captured data is stored in the app.
- Using integrated GPS, log: sprinkler locations, cup placement, ball speed, boundary (and more) of any zone (greens, fairways, bunkers, ponds, sports fields, etc.)
- Record notes and capture photos. Eliminate paper records and share easily. Retrieve at any time.
- The simple-to-use, all-in-one system replaces multiple pieces of equipment and manual processes, providing unparalleled efficiency.

ANALYZE.

- Instant analysis is performed while taking samples, providing the power of decision making in the palm of your hand. More thorough analysis is automatically performed on all data once synced with TurfPRO Cloud.
- Real-time, clear and accurate irrigation, nutritional and uniformity assessments provide complete understanding of turf and soil conditions, water and fertilizer management optimization and causes of stress.
- Actionable conclusions to maximize turfgrass health using scientific insight, with minimal effort.

MAP.

- Our unique Visual Insight provides detailed analysis of the data you capture automatically, so you never need to wade through numbers or charts.
- Map sprinkler patterns and uniformity assessments.
- Assess area measurements precisely.
- Map features unique to your property...easily.
- Practice more efficient water, nutrient, turf enhancement, and IPM applications by knowing impacts on turfgrass performance at all times.
 Eliminate guessing and make decisions based on precise conditions.
- Predict and avoid future problems.

Legacy Hardware

POGO Pro

POGO Pro is the original POGO. It's identical to the POGO Pro+ except for the following:

- Instead of an infrared canopy temperature sensor, measurements are made via conduction through the bottom of the unit
- There is no soil temperature sensor
- Additional sensor accessories cannot be added
- Charging is through a proprietary port (must use POGO Pro charger).
- An ergonomic handle can be added but is not included.
- Wi-Fi communication, Existing users of POGO Pros can convert to Bluetooth to utilize the current TurfPRO Mobile app.



POGO mini is ideal for courses that already harness the power of cloud-based mapping of course conditions with the POGO Pro+ or POGO Pro, but require additional sensors for spot measurements for other staff.

For less than the cost of a more fragile sensor that measures moisture only, the POGO mini can give you 3 parameters (moisture, EC, canopy temperature) critical to managing turf health while using less water and fertilizers.

It has the same patented sensor as the POGO Pro+ and POGO Pro and a 2-year limited warranty.

It works with the same TurfPRO Mobile app but has no analytics or mapping capabilities.





Independent, USDA-certified soil, water, tissue and microbiological analysis pinpoints the physical and chemical variables in your turf system, helping you understand their influences on conditions measured by POGO. This helps you pinpoint the warnings and optimal ranges you set, so you are always measuring against "optimal".

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Report No:	75/25
Agenda Item No:	5
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	Open Spaces & Climate Action Projects Log & Update Report – September 2025
By:	Sharan Brydon, Operations & Facilities Manager
Purpose of Report:	To present the Open Spaces & Climate Action Projects Log, and to provide an update on progress and actions relating to the Town Council's open spaces and climate action agenda

Actions

The Committee is advised:

- 1. To consider the updates within the report.
- 2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Introduction

1.1 This report has a two-fold purpose: to provide an update on the Town Council's open spaces and climate action agenda, and to present the updated Projects Log.

2. Open Spaces & Climate Action Projects Log

2.1 The updated version of the Projects Log is attached at **Appendix A**.

3. Open Spaces & Climate Action Update

- 3.1 At the annual meeting in early May 2025, Full Council adopted the Committee Terms of Reference, which is the policy document that sets out which areas each Committee has responsibility for.
- 3.2 The intention is to use these terms of reference to present an update report to each Committee. This is to ensure that the Committee is receiving an update across its areas of responsibility, but also acts as a means to make sure that the terms of reference are correct in practice and fit for purpose.
- **3.3** With this in mind, please find the Open Spaces & Climate Action update below, set out in alphabetical order of the terms of reference headings.
- **3.4** The Golf Course update is set out in a separate paper on this agenda.
- **3.5** All updates are for noting, but any questions or comments from the Committee are welcomed.
- 3.6 As requested by the Committee in June 2025, the Seaford Community Gardens at The Crouch has been added to the update report below.

4. Allotments

4.1 In July, officers conducted an inspection of the Sutton Drove allotments, finding no defects in the perimeter fence and confirming that the site was well maintained.

5. East Blatchington Pond

- **5.1** During July, officers were informed by the East Blatchington Pond Conservation Society that Sussex Police had attended the site and recovered a discarded item, believed to be an armament.
 - 5.2 Upon further inquiry, officers confirmed with Sussex Police that the item was a grenade.
 - 5.3 The grenade was safely removed by Sussex Police. Officers have since requested that any future incidents occurring on Seaford Town Councilowned land be promptly reported to the Council offices by Sussex Police.

6. Grass Verges (those urban verges delegated from East Sussex County Council)

6.1 In April 2024, the Town Council entered into a two-year verge cutting contract with Countryman's Contractors Ltd.

- **6.2** Regrettably, officers discovered in the summer of 2025 that Countryman's had entered receivership and so was unable to complete the remaining 3 cuts that were due for 2025.
- 6.3 At the point in time that officers became aware of this development, the second cut was already overdue. In response, acting under Financial Regulation 5.15, the Town Clerk authorised an alternative provider to undertake the cut urgently.
- 6.4 Since that time, for the third cut of the year, acting under the Financial Regulation's Procurement Table, Officers sought to obtain three quotes for another contractor to undertake this. However, due to local contractors' existing commitments and limited staffing during the summer holiday period, only one quote was received.
- 6.5 In line with the above Regulations, approval to proceed with the single quote was approved by the Town Clerk and the Responsible Financial Officer.
- 6.6 Officers have already started sourcing quotes for the fourth cut, with the work scheduled for completion around October 2025.
- 6.7 Information regarding the remaining verge cutting schedule for 2025, along with guidance on how to report any related issues, has been published on the Town Council's website for resident's information.

7. Grounds Maintenance Contract

7.1 A separate report appears elsewhere on the agenda relating to Grounds Maintenance Contract.

8. High & Over

- **8.1** Following the clearance of vegetation along the pathway edges at High & Over in March 2025, officers conducted a summer inspection to review the effectiveness of the works and assess any weather-related impacts.
- **8.2** The pathways remain clear of vegetation, and a second cut-back is scheduled for late September 2025 to help maintain the area throughout the year.

9. Martello Fields (including pump field and Cliff Gardens)

9.1 Following the Full Council meeting on 5 August 2025, at which Full Council approved South Downs National Park Authority (SDNPA) to take over

- delivery of the project under a license to occupy from the Town Council, work has been progressing to enable works to start on site later in 2025.
- 9.2 Officers have been working closely with SDNPA to draft a Memorandum of Understanding (MOU) and prepare a joint press release, ahead of any works commencing.

10. Oversight of Town Council's Climate Action Workstreams and performance

10.1 A separate report appears elsewhere on the agenda relating to the next stages of work with the Town Council's climate action planning.

11. Seaford Community Gardens

- **11.1** No updates to report.
- **12. Seaford Head Estate** (including Nature Reserve, South Hill Barn, Southdown Corner, South Hill farmland and Hope Gap Steps)
 - **12.1** Cliff Safety
 - 12.2 Repairs have been completed on the chain link fence running from Splash Point up towards Seaford Head. Due to the fence's ongoing exposure to harsh weather conditions, officers are reviewing its condition and will consider potential replacement as part of the 2026/2027 budget setting process.
 - **12.3** Seven Sisters National Nature Reserve (SSNNR)
 - **12.4** Officers have been heavily engaged with the other partners involved in the nascent NNR, and have attended a number of meetings, working actively towards finalising and approving the Final Mapping of the SSNNR.
 - **12.5** This work has included confirming Steering Group representatives for both Senior and Delivery Management from each stakeholder and agreeing the joint Memorandum of Understanding (MOU).
 - **12.6** The official designation of the SSNNR, representing the statutory process led by Natural England (NE), is scheduled to take place by the end of September 2025.
 - **12.7** The public launch of SSNNR will take place in March 2026 to coincide with World Water Day.
 - **12.8** This will mark the point at which all SSNNR stakeholders collectively engage in publicity and consider hosting physical events to celebrate the designation.

12.9 Hope Gap Steps

- 12.10 Immediately prior to the summer holiday season, security fencing was erected around Hope Gap Steps to prevent their use due to a serious deterioration in the undermining of the cliff upon which they are built. At the same time clear signage was erected to explain the dangers. The signage warns of the dangers of rockfalls and highlights the importance of tide awareness for safe access and egress from the beach.
- **12.11** At the date of writing, there have been no incidents reported by the Coastguard or RNLI crews, involving individuals becoming stranded due to the enclosure of the Hope Gap Steps.
- 12.12 A structural engineer's report has been sourced to help provide analysis for the options available to the Town Council for the long-term future of Hope Gap Steps. It has been noted by the engineer that the area is now designated by the Environment Agency (EA) as one of 'No Active Intervention', meaning there will be no efforts made by the EA to manage coastal erosion at the site.
- 12.13 This designation means that the cliff will be permitted to continue to erode and nature will be allowed to take its course. The engineer has advised that hard engineered or defended options such as armouring or sea wall is not considered appropriate as adjacent undefended areas would simply retreat and coastal processes would likely continue to attack the area from its sides and rear.
- **12.14** Officers hope to bring an analysis of the options available to Full Council later in the year enabling Councillors to make a decision on the way forwards.

12.15 South Hill Barn Interim Parking Options

- **12.16** The ongoing South Hill Barn Working Group has continued to meet regularly to review options to improve the parking and traffic issues at South Hill Barn.
- **12.17** An external consultant's survey identified potential options to increase parking capacity at the South Hill Barn site, suggesting that additional spaces could be created. However, any such development would require planning permission from SDNPA.

- **12.18** As part of this planning process, considerations would include the ecological impact on the surrounding chalk grassland and the dew pond, as well as any other potential environmental effects on the area.
- **12.19** In light of this, it has been agreed by the Working Group to await the results of the ongoing full traffic management survey report following completion of the second phase of data collection in August and September 2025, before reviewing future parking arrangements in a holistic manner.
- **13. Seafront** (not assets like beach huts or concession units)
 - **13.1** Bönningstedt Promenade
 - **13.2** A pothole near the Bönningstedt Steps has been temporarily secured with a metal barrier to protect public safety.
 - **13.3** Officers have met with the Environment Agency (EA) to discuss repair options, and the EA has offered a contribution of up to £10,000 towards the cost of repairing the damaged concrete.
 - **13.4** Three contractor quotes for the repair works have been obtained and are currently under review.
 - 13.5 The Town Council will be required to apply for a Flood Risk Activity Permit to carry out the works on the promenade, with the current processing time estimated at six months.
 - **13.6** Officers intend to submit the permit application and schedule the repair works for late February to early March 2026, following the completion of the shingle recycling phase and in line with the permit's lead time.
 - 13.7 Dog Ban on the Beach
 - **13.8** In July, officers were notified by Lewes District Council's Neighbourhood

 First Team that the two banner flags displayed along the promenade were removed due to factually incorrect wording.
 - **13.9** Replacement banners will not be installed for the remainder of the year, and plans for updated signage in 2026 have not yet been confirmed by the District Council.
 - **13.10** Dogs are permitted on leads adjacent to this area and along the promenade. The previous signage stating "No Dogs Allowed" was misleading and inaccurate.
 - **13.11** The District Council's by-law is enforced by their Neighbourhood First Team who are also responsible for responding to reports of dog fouling or by-law

breaches. These issues should be reported online via the District Council's website.

14. The Crouch (including all onsite facilities and properties)

- **14.1** Football Pitch
- 14.2 Officers have met during the summer with representatives of Seaford Town Football Club and with representatives from nearby resident's groups. These discussions were productive and encouraging and will continue going forwards.
- 14.3 The Crouch Working Group of Councillors is being reconvened in September to continue the work they first started to undertake in the spring of 2024, but which was not able to continue due to formal complaints being received and needing to be dealt with first. It is hoped this will result in a set of proposals to be presented to Full Council in due course.
- 14.4 Cycle Rack previously approved by Full Council
- 14.5 Officers have been working towards the cycle rack proposal that was approved by Full Council, subject to a £1,000 grant being awarded from the District Council. At this stage it remains unclear whether this grant is sufficient to pay for the works needed for this installation, but work will continue on this agenda.
- **15.** The Salts (including all onsite facilities and properties)
 - **15.1** Salts Playground
 - **15.2** The toddler playground was resurfaced prior to the summer holidays.
 - **15.3** Dogs in the Gym Area
 - **15.4** Following on from resident requests to prevent dogs running loose and fouling in the gym area, signs have been erected informing dog owners that dogs are not permitted in this area.

16. Trees (including Trees for Seaford)

16.1 No Updates to report.

17. Other Open Spaces as per the Town Council's Fixed Asset Register -

17.1 No updates to report

18. Financial Appraisal

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

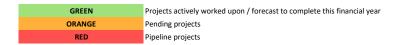
19. Contact Officer

19.1 The contact officer for this report is Sharan Brydon, Operations & Facilities Manager.

REPORT 72/25 APPENDIX A GOSCA Committee - Projects Log 2025/26

Bold border and text indicates changes from last Meeting

Completed projects have been removed from log



-	USED FOR COMMITTEE REPORTING								
REF		STATUS	PROJECT NAME	DESCRIPTION	APPROVALS	KEY NOTES	COMPLETION FORECAST		
G1	GREEN	ACTIVE	Hope Gap Steps	Looking at future options with Hope Gap Steps whilst also ensuring public safety while the steps remain closed for public access	GOSCA > Full Council		Q4 - 2025/26		
G2	GREEN	ACTIVE	Crouch Working Group	Reviewing arrangements with Seaford Town Football Club on the use of gates, floodlights and advertisements by the club	Working Group > Full Council	Working Group being reconvened	Q3 - 2025/26		
G3	GREEN	ACTIVE	Cycle Racks at The Salts	Installation of cycle racks at The Salts	No further approval needed	Planning permission applied for with LDC	Q3 - 2025/26		
G7	GREEN	ACTIVE	Verge cutting	To include within the Grounds Maintenace Contract tender for 2026.	Full Council appointment of Grounds Maintenance Contractor		Q4 - 2025/26		
G8	GREEN	ACTIVE	Seaford Head Signage	Partnership approach to agree simple clear signage at Seaford Head	GOSCA	Lewes District Council, East Sussex County Council and other agencies involved	Q4 - 2025/26		
G9	GREEN	ACTIVE	Fields in Trust	Designating three STC sites as Fields in Trust (The Salts, Crouch and Martello Fields)	GOSCA > Full Council	Confirmation consent from LDC not required. Ongoing liaison with FiT about process	Q3 - 2025/26		
G10	GREEN	ACTIVE	High and Over	Review of maintenance plan for High & Over. Now plan to include within Grounds Maintenace Contract tender.	Full Council appointment of Grounds Maintenace Contractor	Plan to include within Grounds Maintainance Contract Renewal 2026	Q4 - 2025/26		
G11	GREEN	ACTIVE	Verge cutting impact assessment	Assessment of the impact of the verge cutting on biodiversity, soil quality and other factors	GOSCA		Q4 - 2025/26		
G12	GREEN	ACTIVE	South Hill Barn - Stage 1	To undertake traffic management , services and consultation surveys	GOSCA > Full Council	Traffic management survey ongoing	Q4 - 2025/26		
G13	GREEN	ACTIVE	The Salts Play Park & Outdoor Gym Equipment	Renewing of any items in both playgrounds that parts cannot be sourced	No further approval needed	To include outside gym facility at The Salts Recreation Ground, as over 10 years old.	Q3 - 2025/26		
G14	GREEN	ACTIVE	Grounds Maintenance	Reviewing & processing the Town Council's ground maintenance contract, through a tender process to take over delivery from 1st April 2026	Full Council appointment of Grounds Maintenace Contractor	Current contract managed by Lewes District Council ends 31-Mar-26	Q4 - 2025/26		
G15	GREEN	ACTIVE	Relocation of the 17th green / 18th tees	Moving the 17th green/18th tees further away from the cliff edge	GOSCA > Full Council	Project being led by Golf Course Manager	Q4 - 2025/26		
G16	GREEN	ACTIVE	Promenade Repairs	Review of Bonningstedt Promenade area with other agencies, to conduct repairs to damaged concrete slab	GOSCA	Liaison ongoing with EA regarding schedule of works and costings	Q4 - 2025/26		
G17	RED	RELATED TO WIDER SOUTH HILL BARN PROJECT	South Hill Barn Remedial Works (including drainage)	Remedial works to be included in the main barn development programme (including damaged pipe works under courtyard)	No further approval needed		2026/27		
G18	RED	AWAITING OFFICER TO BE ASSIGNED	Allotments	New space requested for allotments	GOSCA > Full Council		2026/2027		
G19	RED	RELATED TO WIDER SALTS DEVELOPMENT PLAN	Skate Park Shelter	Replacement shelter at the skatepark	GOSCA > Full Council		2026/27		
G20	RED	RELATED TO WIDER SALTS DEVELOPMENT PLAN	Salts Toilets	Refurbishment project plan	GOSCA > Full Council		2026/27		
G21	RED	RELATED TO WIDER SALTS DEVELOPMENT PLAN	Rain Garden at the Salts Play Park	A rain garden in case of flooding at the play park	GOSCA > Full Council		2026/27		

REPORT 72/25 APPENDIX A

GOSCA Committee - Projects Log 2025/26

Bold border and text indicates changes from last Meeting

Completed projects have been removed from log



	USED FOR COMMITTEE REPORTING								
REF		STATUS	PROJECT NAME	DESCRIPTION	APPROVALS	KEY NOTES	COMPLETION FORECAST		
G22	RED	AWAITING OFFICER TO BE ASSIGNED	Community Orchard	Brighton Permaculture planting bid for Seaford	GOSCA		ТВС		
G23	RED	AWAITING OFFICER TO BE ASSIGNED	Queen Elizabeth Field	Public consultation on renaming Martello Fields	Public consultation on renaming Martello Fields GOSCA > Full Council		ТВС		
G24	RED	AWAITING OFFICER TO BE ASSIGNED	Filming Strategy	Creation of a filming strategy, to include marketing assets for maximum commercial viability	GOSCA		2026/27		
G25	RED	AWAITING OFFICER TO BE ASSIGNED	Tennis Marketing	Marketing courts to wider public	GOSCA	To work with Lawn Tennis Association on providing a tennis coach	2026/27		
G26	RED	AWAITING OFFICER TO BE ASSIGNED	Mercread Centre	Discussions with Mercread Centre about possible inclusions/facilities within the Crouch	GOSCA	Installation of a Heat Pump to the outside building and placement of cycle racks	2026/27		
G27	GREEN	ACTIVE	Rewilding/Naturing Areas	Project to consider rewilding/ renaturing STC's green spaces, review existing areas within Grounds Maintenance Contract tender	Full Council appointment of Grounds Maintenace Contractor		Q4 - 2025/26		
G28	RED	RELATED TO WIDER SALTS DEVELOPMENT PLAN	Salts Sports Pitches	Considerations as to how sports pitches can be improved	GOSCA > Full Council		ТВС		

COMPLETED

	USED FOR COMMITTEE REPORTING								
REF	STATUS		PROJECT NAME	DESCRIPTION	APPROVALS	KEY NOTES	COMPLETION FORECAST		
G5	GREEN	ACTIVE	The Salts Playpark Resurfacing	Resurfacing of the under 5s and toddlers area	No further approval needed		Q2 - 2025/26		



Report No:	62/25
Agenda Item No:	6
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	GOSCA Income & Expenditure Report up to 31 July
	2025
Ву:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To inform the GOSCA Committee of Income and
	Expenditure up to 31 July 2025

Actions

The Committee is advised:

- 1. To consider and discuss the contents of the report.
- 2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Information

- 1.1 Attached at Appendix A is the detailed income and expenditure for the period of 1 April 2025 – 31 July 2025 for the GOSCA Committee, compared with the annual budget.
- **1.2** This period represents four months, or 33.33% of the financial year.
- 1.3 The significant variances are attached at **Appendix B.**
- **1.4** Actual income to date stands at £530,666, which is 78.5% of annual budget. The higher percentage reflects the timing of when the Council's main income streams are received, most notably golf season tickets, which are largely paid at the start of the year. In addition, some rental income,

- insurance recharges and sponsorship are received either quarterly or annually in advance. Filming income has also exceeded budget expectations, further contributing to the favourable position at this stage of the year.
- 1.5 Actual expenditure stands at £372,208, equating to 41.1% of the annual budget. While this appears above the 33% level that might be expected if spend were spread evenly across the year, a number of annual costs (such as insurance, subscriptions, leases and maintenance contracts) are paid in full at the start of the financial year. This timing explains the higher percentage at Month 4 and will balance out as the year progresses.

2. Financial Appraisal

- 2.1 At the end of Month 4, the Committee's total income stands at £530,666 with the total expenditure standing at £372,208. This equates to a current net income over expenditure figure of £158,458.
- 2.2 Movements on earmarked reserves (EMR) have seen £28,552 released to fund expenditure and £24,500 transferred into EMRs. This results in a net increase of £4,052, bringing the overall contribution to General Reserves to £162,510 at this stage.

3. Contact Officer

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

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Seaford Town Council 2025/2026 Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf, O	oen Spaces & Climate							
101	Golf Course							
1000	Golf Course Season Ticket	218,705	206,875	(11,830)			105.7%	
1001	Golf Course Green Fees M-F	98,941	155,500	56,559			63.6%	
1002	Golf Course Green Fees w/eb/h	75,144	128,000	52,856			58.7%	
1003	Golf Course Societies	36,161	80,000	43,839			45.2%	
1004	Golf Course Locker	1,917	2,500	583			76.7%	
1007	Golf Course Air Traffic	3,750	7,500	3,750			50.0%	
1050	Income Rent	0	85	85			0.0%	
1054	Income Other	1,479	900	(579)			164.4%	
1077	Income Sale Equipment	24,500	0	(24,500)			0.0%	24,500
1311		12,629	23,000	10,371			54.9%	
	Golf Course :- Income	473,226	604,360	131,134			78.3%	24,500
4000	Salaries & Wages	54,697	168,781	114,084		114,084	32.4%	24,300
4001	Employers NI	6,953	21,567	14,614		14,614	32.2%	
4002		10,994	33,925	22,931		22,931	32.4%	
	Staff Training	0	2,100	2,100		2,100	0.0%	
4011	Staff PPE / H&S	701	2,250	1,549		1,549	31.1%	
-	Staff Expenses	0	100	100		100	0.0%	
4041	Golf Professional Retainer	20,059	71,570	51,511		51,511	28.0%	
-	Golf Course Player Costs	354	500	146		146	70.8%	
	Golf Club Membership Fees	21,294	20,750	(544)		(544)	102.6%	
	Rates	6,798	17,542	10,744		10,744	38.8%	
	Water & Sewerage	170	1,200	1,030		1,030	14.2%	
	Refuse	269	941	672		672	28.6%	
4100	Telecommunications	1,302	2,350	1,048		1,048	55.4%	
4105	Postage	0	50	50		50	0.0%	
	Stationery	95	200	105		105	47.6%	
	Subscriptions	757	780	23		23	97.1%	
	Software Support	1,772	2,632	860		860	67.3%	
	Licence Fee	75	75	0		0	100.0%	
4115	Insurance	11,323	11,455	132		132	98.8%	
4116	Web Site	90	93	3		3	96.8%	
4156	Bank Charges	2,830	7,799	4,969		4,969	36.3%	
4201	Cleaning & Hygiene	587	700	113		113	83.8%	
4251	Dog Bin Emptying	312	1,559	1,247		1,247	20.0%	
4261	General Maintenance	23,788	46,170	22,382		22,382	51.5%	
4270	Vehicles & Equipment Maint	12,491	21,630	9,139		9,139	57.7%	
4271	Vehicle & Equipment Lease	43,569	73,425	29,856		29,856	59.3%	

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Seaford Town Council 2025/2026 Current Year

Page 2

Month No: 4

Detailed Income & Expenditure by Budget Heading 31/07/2025 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4272	Furniture & Equipment	0	3,000	3,000		3,000	0.0%	
4275	Building Maintenance	1,088	6,555	5,467		5,467	16.6%	
4279	Fire & Security	641	688	47		47	93.2%	
4308	Golf Course Overheads	0	25,000	25,000		25,000	0.0%	
4309	Buggy Lease & Maintenance	4,113	10,364	6,252		6,252	39.7%	
	Golf Course :- Indirect Expenditure	227,121	555,751	328,630	0	328,630	40.9%	0
	Net Income over Expenditure	246,105	48,609	(197,496)				
6001	less Transfer to EMR	24,500	0	(24,500)				
	Movement to/(from) Gen Reserve	221,605	48,609	(172,996)				
102	Golf Course Capital Costs							
4155	Professional Fees	0	15,000	15,000		15,000	0.0%	
Golf C	ourse Capital Costs :- Indirect Expenditure	0	15,000	15,000	0	15,000	0.0%	0
	Net Expenditure		(15,000)	(15,000)				
105	Salts Recreation Ground			_				
1023	Income Professional Fee Refund	1,500	0	(1,500)			0.0%	
1025	Income Sponsorship	230	230	0			100.0%	
1050	Income Rent	2,007	2,252	245			89.1%	
1051	Income Insurance Recharge	2,020	1,991	(29)			101.4%	
1058	Income Water Recharge	(770)	0	770			0.0%	
1073	Sports Pitch Hire & Green Fees	2,063	5,435	3,372			38.0%	
1095	Income Tennis Annual Pass	2,050	3,135	1,085			65.4%	
1096	Income Tennis Pay & Play	1,975	3,502	1,528			56.4%	
	Salts Recreation Ground :- Income	11,075	16,545	5,470			66.9%	0
4018	Water Refill Maint	98	0	(98)		(98)	0.0%	98
4052	Water & Sewerage	1,354	8,617	7,263		7,263	15.7%	
4053	Tennis Electric	40	366	326		326	10.9%	
4055	Electricity	106	800	694		694	13.3%	
4095	Tennis Court Expenditure	1,253	8,582	7,329		7,329	14.6%	
4096	LTA Loan	1,875	5,125	3,250		3,250	36.6%	
4100	Telecommunications	129	348	219		219	37.0%	
4115	Insurance	3,596	3,595	(1)		(1)	100.0%	
4155	Professional Fees	2,799	0	(2,799)		(2,799)	0.0%	
4251	Dog Bin Emptying	156	1,593	1,437		1,437	9.8%	
	Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260	Grounds Maintenance Contract	23,653	73,087	49,434		49,434	32.4%	
4261	General Maintenance	235	4,590	4,355		4,355	5.1%	

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Seaford Town Council 2025/2026 Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275	Building Maintenance	500	740	240		240	67.6%	
	Playground & Gym Equipment	16,146	10,000	(6,146)		(6,146)	161.5%	11,545
Salts	Recreation Ground :- Indirect Expenditure	51,940	118,443	66,504	0	66,504	43.9%	11,643
	Net Income over Expenditure	(40,865)	(101,898)	(61,033)				
6000	plus Transfer from EMR	11,643	0	(11,643)				
	Movement to/(from) Gen Reserve	(29,222)	(101,898)	(72,676)				
106	Crouch Recreation Ground							
1050		1,330	2,550	1,220			52.2%	
1051	Income Insurance Recharge	758	746	(12)			101.6%	
	Income Water Recharge	(172)	2,450	2,622			(7.0%)	
	Sports Pitch Hire & Green Fees	438	11,989	11,551			3.7%	
	Crouch Recreation Ground :- Income	2,354	17,735	15,381			13.3%	0
4052	Water & Sewerage	980	8,112	7,132		7,132	12.1%	
4115	Insurance	1,027	1,030	3		3	99.7%	
4155	Professional Fees	393	0	(393)		(393)	0.0%	
4251	Dog Bin Emptying	260	1,138	878		878	22.8%	
4260	Grounds Maintenance Contract	10,034	29,252	19,218		19,218	34.3%	
4261	General Maintenance	3,134	3,610	476		476	86.8%	
4275	Building Maintenance	0	2,450	2,450		2,450	0.0%	
4283	Playground & Gym Equipment	1,875	4,000	2,125		2,125	46.9%	
Crouch	Recreation Ground :- Indirect Expenditure	17,702	49,592	31,890	0	31,890	35.7%	0
	Net Income over Expenditure	(15,349)	(31,857)	(16,508)				
107	Martello Fields							
1050	Income Rent	1,266	5,351	4,085			23.7%	
	Martello Fields :- Income	1,266	5,351	4,085			23.7%	
4018	Water Refill Maint	114	0	(114)		(114)	0.0%	114
4115	Insurance	14	12	(2)		(2)	114.3%	
4251	Dog Bin Emptying	208	911	703		703	22.8%	
4260	Grounds Maintenance Contract	5,113	15,801	10,688		10,688	32.4%	
4261	General Maintenance	138	1,000	862		862	13.8%	
	Martello Fields :- Indirect Expenditure	5,587	17,724	12,137	0	12,137	31.5%	114
	N - 1	(4,321)	(12,373)	(8,052)				
	Net Income over Expenditure							
6000	·	114	0	(114)				

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Funds Expenditure Available	% Spent	Transfer to/from EMF
108	Other Open Spaces						
1050	Income Rent	90	90	0		100.0%	
1098	Income Grass Cutting	10,810	0	(10,810)		0.0%	
	Other Open Spaces :- Income	10,900	90	(10,810)		12111.5	-
4018	Water Refill Maint	35	0	(35)	(35) 0.0%	3
4052	Water & Sewerage	(76)	200	276	27	6 (38.1%)	
4115	Insurance	49	45	(4)	(4) 109.2%	
4154	Land Registry Fees	0	60	60	6	0.0%	
4251	Dog Bin Emptying	364	1,821	1,457	1,45	7 20.0%	
4260	Grounds Maintenance Contract	8,190	25,307	17,117	17,11	7 32.4%	
4261	General Maintenance	1,490	7,780	6,290	6,29	0 19.1%	
4262	Trees for Seaford	5,981	0	(5,981)	(5,981) 0.0%	5,98
4268	Grass Verge Cutting	7,800	25,000	17,200	17,20	0 31.2%	
4275	Building Maintenance	0	200	200	20	0.0%	
0	other Open Spaces :- Indirect Expenditure	23,833	60,413	36,580	0 36,58	39.5%	6,01
	Net Income over Expenditure	(12,933)	(60,323)	(47,390)			
6000	plus Transfer from EMR	6,016	0	(6,016)			
	Movement to/(from) Gen Reserve	(6,916)	(60,323)	(53,407)			
116	Seaford Head Estate						
1011	Income Filming	22,263	20,000	(2,263)		111.3%	
1021	Income South Hill Barn	0	300	300		0.0%	
1050	Income Rent	5,000	10,000	5,000		50.0%	
1200	Income Nature Reserve	325	0	(325)		0.0%	
	Seaford Head Estate :- Income	27,587	30,300	2,713		91.0%	
4115	Seaford Head Estate :- Income Insurance	27,587 600	30,300 600	2,713 (0)	(0		
					(0 (10,745) 100.1%	
4155	Insurance	600	600	(0)		100.1% 5) 0.0%	10,74
4155 4199	Insurance Professional Fees	600 10,745	600	(0) (10,745)	(10,745	100.1% 5) 0.0% 0) 0.0%	10,74
4155 4199 4251	Insurance Professional Fees Other Expenditure	600 10,745 200	600 0 0	(0) (10,745) (200)	(10,745 (200	100.1% 0.0% 0.0% 0.0% 0.0% 0.34.2%	10,74
4155 4199 4251 4260	Insurance Professional Fees Other Expenditure Dog Bin Emptying	600 10,745 200 312	600 0 0 911	(0) (10,745) (200) 599	(10,745 (200 59	100.1% 0.0% 0.0% 0.0% 9 34.2% 9 32.4%	10,74
4155 4199 4251 4260 4261	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract	600 10,745 200 312 416	600 0 0 911 1,285	(0) (10,745) (200) 599 869	(10,745 (200 59 86	100.1% 100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance	600 10,745 200 312 416 515	600 0 0 911 1,285 1,445	(0) (10,745) (200) 599 869 930	(10,745 (200 59 86 93	100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274 4275	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure	600 10,745 200 312 416 515 24	600 0 911 1,285 1,445 6,000	(0) (10,745) (200) 599 869 930 5,976	(10,745 (200 59 86 93 5,97	100.1% 0.0% 0.0% 0.0% 9 34.2% 9 32.4% 0 35.7% 6 0.4% 0 0.0%	10,74
4155 4199 4251 4260 4261 4274 4275 4279	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure Building Maintenance	600 10,745 200 312 416 515 24	600 0 911 1,285 1,445 6,000 1,000	(0) (10,745) (200) 599 869 930 5,976 1,000	(10,745 (200 59 86 93 5,97	100.1% 100.0% 100.0% 100.0% 100.0% 100.0% 100.0% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274 4275 4279	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure Building Maintenance Fire & Security	600 10,745 200 312 416 515 24 0	600 0 911 1,285 1,445 6,000 1,000 245	(0) (10,745) (200) 599 869 930 5,976 1,000 245	(10,745 (200 59 86 93 5,97 1,00	100.1% 100.0% 100.0% 100.0% 100.0% 100.0% 100.0% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274 4275 4279 4424 4500	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure Building Maintenance Fire & Security South Hill Barn Development	600 10,745 200 312 416 515 24 0	600 0 911 1,285 1,445 6,000 1,000 245 40,800	(0) (10,745) (200) 599 869 930 5,976 1,000 245 40,800	(10,745 (200 59 86 93 5,97 1,00 24	100.1% 100.1% 100.0% 100.0% 100.0% 100.0% 100.0% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274 4275 4279 4424 4500 4501	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure Building Maintenance Fire & Security South Hill Barn Development Nature Reserve Expenses	600 10,745 200 312 416 515 24 0 0 0	600 0 911 1,285 1,445 6,000 1,000 245 40,800 22,343	(0) (10,745) (200) 599 869 930 5,976 1,000 245 40,800 864	(10,745 (200 59 86 93 5,97 1,00 24 40,80 86	100.1% 100.0%	10,74
4155 4199 4251 4260 4261 4274 4275 4279 4424 4500 4501	Insurance Professional Fees Other Expenditure Dog Bin Emptying Grounds Maintenance Contract General Maintenance Projects Expenditure Building Maintenance Fire & Security South Hill Barn Development Nature Reserve Expenses Filming Expenses	600 10,745 200 312 416 515 24 0 0 0 21,479 4,390	600 0 911 1,285 1,445 6,000 1,000 245 40,800 22,343 4,000	(0) (10,745) (200) 599 869 930 5,976 1,000 245 40,800 864 (390)	(10,745 (200 59 86 93 5,97 1,00 24 40,80 86 (390	100.1% 100.0%	10,745

Seaford Town Council 2025/2026 Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	(350)	(48,329)	(47,979)				
117	Seafront							
1011	Income Filming	1,800	200	(1,600)			900.0%	
1025	Income Sponsorship	460	460	0			100.0%	
1058	Income Water Recharge	(32)	0	32			0.0%	
1084	Income Promenade	260	0	(260)			0.0%	
1092	Income Grnds Maint Non Contrat	414	0	(414)			0.0%	
	Seafront :- Income	2,902	660	(2,242)			439.7%	0
4018	Water Refill Maint	35	0	(35)		(35)	0.0%	35
4022	Telescope Expenditure	0	200	200		200	0.0%	
4052	Water & Sewerage	(32)	0	32		32	0.0%	
4115	Insurance	318	318	0		0	99.9%	
4253	Shelters	1,104	3,000	1,896		1,896	36.8%	
4261	General Maintenance	5,559	6,605	1,046		1,046	84.2%	
4270	Vehicles & Equipment Maint	0	150	150		150	0.0%	
4501	Filming Expenses	360	40	(320)		(320)	900.0%	
	Seafront :- Indirect Expenditure	7,343	10,313	2,970	0	2,970	71.2%	35
	Net Income over Expenditure	(4,441)	(9,653)	(5,212)				
6000	plus Transfer from EMR	35	0	(35)				
	Movement to/(from) Gen Reserve	(4,406)	(9,653)	(5,247)				
125	Allotments							
1050	Income Rent	1,355	1,350	(5)			100.4%	
	Allotments :- Income	1,355	1,350	(5)			100.4%	
4261	General Maintenance	0	500	500		500	0.0%	
	Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
	Net Income over Expenditure	1,355	850	(505)				
Go	olf, Open Spaces & Climate :- Income	530,666	676,391	145,725			78.5%	
	Expenditure	372,208	906,365	534,157	0	534,157	41.1%	
	Net Income over Expenditure	158,458	(229,974)	(388,432)				
	plus Transfer from EMR	28,552	0	(28,552)				
	less Transfer to EMR	24,500	0	(24,500)				
	Movement to/(from) Gen Reserve	162,510	(229,974)	(392,484)				

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Seaford Town Council 2025/2026 Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	530,666	676,391	145,725			78.5%	
Expenditure	372,208	906,365	534,157	0	534,157	41.1%	
Net Income over Expenditure	158,458	(229,974)	(388,432)				
plus Transfer from EMR	28,552	0	(28,552)				
less Transfer to EMR	24,500	0	(24,500)				
Movement to/(from) Gen Reserve	162,510	(229,974)	(392,484)				

Golf, Open Spaces and Climate Action (GOSCA) 2025 - 2026

1000 Codes = Income 4000 Codes = Expenditure

4000 C	odes = Expenditure	Figure 1 Verience Bonert for COCCA
		Financial Variance Report for GOSCA
101	Colf Course	18th September 2025 (Report 62-25)
1000	Golf Course Golf Course Season Ticket	The majority of season ticket income is received in April with those paying by direct debit spread over 6 months It is pleasing to see that the budget has already been exceeded target by 5.7%
1001	Golf Course Green Fees Mid-Week	Green fees are higher than expectations with weekday green fees already at 63.6%, weekend/BH green fees a 58.7% and society income at 45.2%.
1002	Golf Course Green W/End & BH's	as above
1003	Golf Course Societies	as above
1004	Golf Course Lockers	The majority of lockers are sold at the beginning of the year along with the season tickets.
1054	Income Other	This income relates to the direct debit admin fee. Due the increase of players paying their fees by direct debit, this has exceeded budget expectations.
1077	Income Sale of Equipment	This income relates to the sale of a TORO Grounds Master 4000D and a TORO Reel Master 3100D for £24K has been transferred to a Capital EMR and which will be put towards future machinery expenditure
4045	Golf Course Player Costs	This budget relates to the cost of the membership cards where the majority are purchased at the beginning of the financial year, thus showing a high % of budget.
4045	Golf Club Membership Fees	This budget relates to the portion of season ticket income that is allocated to Seaford Golf Club to cover affiliation fees payable to England Golf. As the number of season ticket holders has exceeded the original estimate, expenditure is correspondingly higher, but this is fully offset by the additional income received.
4112	Subscriptions	This budget relates to the BIGGA membership which is paid in advance for the year. It is unlikely that there will be further expenditure this financial year.
4113	Software Support	The majority of these costs are paid 9 months in advance (due the the annual costs spanning two financial years).
4114	Licence Fee	This relates to the radio licence that is paid in advance for the year.
4115	Insurance	Insurance costs are paid annually in advance.
4116	Website	Website costs are paid annually in advance.
4201	Cleaning & Hygiene	The majority of these costs relate to the soap and sanitary costs that are paid annually in advance.
4279	Fire & Security	The majority of costs relate to the annual maintenance which is paid annually in advance.
105	Salts Recreation Ground	
1023	Income Professional Fee Refund	This income relates to the reimbursement by LDC for the legal fees that STC incurred in respect of a piece of land at The Salts.
1025	Income Sponsorship	This income relates to the sponsorship of the Water Refill Station which is paid annually in advance.

		18th September 2025 (Report 62-25)
1050	Income Rent	Total To Date Income Split: Tennis Tots - £55 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £300 Seaford Rugby Club - £1,000 Total - £2,006.72
1051	Income Insurance Recharge	Insurance costs are recharged annually in advance.
1073	Sports Pitch Hire & Green Fees	Total to Date Income Split: Cricket - £1,293.60 Rugby - £187.20 Premier - £32.00 Sussex Community Stoolball Association (SCSA) - £550.40 Total - £2,063.20
1095	Tennis Court Income - Annual Pass	Tennis annual passes are typically purchased more frequently during the first three months of the financial year although they can be bought at any time. The % of income is in the same region
4018	Water Refill Maintenance	The expenditure is covered by the Ear Marked Reserve which is topped up with income generated from the sponsorship of the water refill station. This is the same for all Water Refill Maintenace accounts within this Committee.
4115	Insurance	Insurance costs are paid annually in advance.
4155	Professional Fees	The unbudgeted expenditure relates to costs for a new lease agreement and separate legal advice on a piece of the land. Part of the overspend has been offset by the income from LDC.
4283	Playground	Expenditure appears significantly over budget at 161.5%. However, £11,545 of this was spent on installing a rubber safety surface, funded from the Playground EMR356.
106	Crouch Recreation Ground	
1050	Income Rent	Total to Date Income Split: Football - £637.50 Bowling - £637.50 Fitness Licence - £55 Total - £1,330
1051	Income Insurance Recharge	Insurance costs are recharged annually in advance.
1058	Income Water Recharge	The negative figure relates to an accrual for 24/25. Once the next recharge invoice is issued, the amount should broadly align with the budget.
1073	Sports Pitch Hire & Green Fees	Total to Date Income Split: Football Training & Games (main pitch) - £425.60 Mini Soccer (mini pitch) - £12.80 Bowling Green Fees - £0.00 (should be received in August) Total - £438.40
4115	Insurance	Insurance costs are paid annually in advance.
4155	Professional Fees	This unbudgeted expenditure relates to amendment to lease costs.
4261	General Maintenance	The expenditure is showing a high % due to necessary tree works and a security rail fending in the gardens.
107	Martello Fields	
4115	Insurance	Insurance costs are paid annually in advance.
108	Other Open Spaces	
1098	Income Grass Cutting	This income is the grant given by ESCC towards the annual grass cutting.
4052	Water & Sewerage	The negative figure relates to an accrual for 24/25. Once the next invoice is issued, the amount should broadly align with the budget.

		18th September 2025 (Report 62-25)
4115	Insurance	Insurance costs are paid annually in advance.
4262	Trees for Seaford	This undbudgeted expenditure relates to the return of funds for Trees for Seaford (residents donations) being held by STC in an EMR.
116	Seaford Head Estate	
1011	Income Filming	It is pleasing to note that filming income has already exceeded the budget. This budget line is always difficult to forecast accurately, as filming requests are unpredictable from year to year.
1200	Income Nature Reseve	This unbudgeted income relates to the donations received at South Hill Barn.
4115	Insurance	Insurance costs are paid annually in advance.
4155	Professional Fees	This overbudgeted expenditure relates to the traffic suvery and works to Hope Gap Steps. All the expenditure will be offset by the Seaford Head/South Hill Barn EMR.
4500	Nature Reserve	These costs relate to the Sussex Wildlife Trust's annual management fees which are paid annually in advance.
4051	Filming Expenses	Filming expenditure has also exceeded budget, as this is calculated at 20% of the income received. This increase is not a cause for concern, as it is directly proportionate to the higher level of income achieved.
117	Seafront	
1011	Income Filming	It is pleasing to note that filming income has already exceeded the budget. This budget line is always difficult to forecast accurately, as filming requests are unpredictable from year to year.
1025	Income Sponsorship	This income relates to the sponsorship of the Water Refill Station which is paid annually in advance.
4115	Insurance	Insurance costs are paid annually in advance.
4261	General Maintenance	The expenditure is showing a high % due to necessary works to the lighting behind the Martello beach huts.
4501	Filming Expenses	Filming expenditure has also exceeded budget, as this is calculated at 20% of the income received. This increase is not a cause for concern, as it is directly proportionate to the higher level of income achieved.



Report No:	76/25
Agenda Item No:	7
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	Climate Action Plan & Climate Emergency Policy Update
By:	Steve Quayle, Town Clerk
Purpose of Report:	To present an update on the work of the 'GOSCA Working Group' towards their progress on drafting a Climate Action Plan, and their recommendations for a revised Climate Emergency Policy.

Actions

The Committee is advised:

- 1. To consider the updates provided and discuss draft proposals
- 2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

- 1. To note the contents of the report and the draft Climate Action Plan and revised Climate Emergency Policy.
- 2. To resolve to adopt of the Climate Action Plan
- To recommend adoption of the revised Climate Emergency Policy to Full Council

1. Introduction

1.1 At its first meeting on 5 June 2025 the Golf, Open Spaces & Climate Action (GOSCA) Committee resolved to establish a Working Group with the

- purpose of devising a draft Climate Action Plan and review the Climate Emergency Policy.
- **1.2** Since that time the Working Group of Councillors have worked at pace to draft proposals to bring forward to this meeting.
- 1.3 At the time of writing, the draft versions of these documents are not yet available, but the Town Clerk has been assured these will be circulated separately in good time for consideration and discussion at this GOSCA Committee meeting.
- 1.4 It is noteworthy that as a proposal to change a Town Council policy, any revision to the Climate Emergency Policy can only be approved by Full Council, so GOSCA Committee will only be able to recommend adoption for this item.

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 Steve Quayle, Town Clerk.



Report No:	74/25
Agenda Item No:	8
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	Grounds Maintenance Contract & Next Steps
By:	Sharan Brydon, Operations & Facilities Manager
Purpose of Report:	To provide an update on the progress of the
	Grounds Maintenance Contract from April 2026 and
	the planned next steps.

Actions

The Committee is advised:

- 1. To consider the update provided within the report.
- 2. To make any comments in relation to the planned next steps being prepared.
- 3. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Introduction

- 1.1 Seaford Town Council's current grounds maintenance contract, contracted to Lewes District Council, and outsourced by them to IDVerde, comes to an end on 31 March 2026.
- 1.2 The current Grounds Maintenance Contract covers the Town Council's open green spaces, including sports pitches, but excludes Seaford Head Golf Course.

- 1.3 Town Council officers are required to rely on District Council officers to communicate requests to the contractor, who work for them, which slows response times and can lead to miscommunication, which causes frustration and inefficiency for stakeholders and users.
- 1.4 The current Grounds Maintenance Contract is outdated and no longer meets the needs or service expectations of the Town Council's green spaces and stakeholders.
- 1.5 Accordingly, at 26 June 2025 Full Council it was resolved that the Town Council will withdraw from the District Council's Grounds Maintenance Contract and bring this contract in-house from 1 April 2026.
- 1.6 To effect this change, the Town Council is required to design and run a compliant procurement process which will invite prospective tenderers to deliver this contract. This report provides an update on the current position and outlines the planned next steps.

2. Current Position

- 2.1 The research, stakeholder engagement, and preparation work to pull together a compliant tender process has necessitated significant officer time since immediately following the 26 June Full Council meeting, and this work continues at the time of writing.
- 2.2 Officers have consulted with the District Council's strategic procurement officers for advice and guidance on developing compliant processes and for them to review the work as it develops to help the Town Council consider issues during this process.
- 2.3 A number of meetings have been held, including with the Advisors for Green Open Spaces Contracts at Lewes District Council to discuss the current proposed contract specification, its operational principles, and management considerations for review by Town Council officers.
- 2.1 Officers have engaged with numerous stakeholders for Seaford's green spaces to discuss specifications and gather feedback for inclusion in the new contract moving forward.
- 2.2 Officers have pulled together the specification for the draft "Management of Grounds and Associated Maintenance Services" contract, covering 1 April 2026 to 31 March 2029, with an optional two-year extension until 31 March 2031.

2.3 This draft has been reviewed by Senior Management and the Town Clerk for approval, with compliance to the Public Contracts Regulations 2023 also assessed at this stage.

3. Next Steps

- 3.1 Given that this will become the largest single contract the Town Council operates, officers are very keen to ensure Councillors have sight of, and are content with, the proposals before the tender is published into the public domain. To that end, once the draft proposal has been finalised in the coming weeks this will be circulated to all Councillors for comment and feedback. All comment and feedback forthcoming will then be considered by officers and the draft will be amended where officers consider it appropriate.
- 3.2 Once this process has been concluded the tender process will begin in earnest and, as such, the application to tender document, the scoring matrix, and the instructions to applicants will be published on the Town Council's website, on social media platforms, via the UK e-notification Find a Tender Service ("FTS") and the South East Shared Services Portal.
- **3.3** At the same time, a press release will be issued to provide details of the contract renewal and to guide prospective applicants on how to apply.
- 3.3 Once the tender period has concluded an evaluation and monitoring panel, made up of both officers and councillors will be created, which will be responsible for scoring tender applications using predetermined and publicly advertised criteria. Officers will also assess references and insurance documentation to support the evaluation process.
- 3.4 Upon completion of this process, an Extraordinary Full Council meeting will be convened for Councillors to consider the applications, hear the recommendations of the evaluation and monitoring panel, and then appoint the successful applicant.
- 3.5 Following Full Council approval, officers will proceed to award the contract to the successful applicant, notify all unsuccessful applicants, and offer feedback. Following this a 10-day standstill period will apply, in accordance with the Public Contracts Regulations 2023.

3.6 Following this period, officers will arrange for the successful applicant to attend the Town Council offices to sign the contract and discuss the handover plan, for the awarded contract to begin from 1 April 2026.

4. Financial Appraisal

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

5. Contact Officer

5.1 The contact officer for this report is Sharan Brydon, Operations & Facilities Manager.



Report No:	73/25
Agenda Item No:	9
Committee:	Golf, Open Spaces & Climate Action
Date:	18 September 2025
Title:	Proposal for Floodlight System Upgrade at Seaford
	Rugby Club (SRFC)
Ву:	Sharan Brydon, Operations & Facilities Manager
Purpose of Report:	To present a proposal for the upgrade of the current
	floodlight system at Seaford Rugby Club (SRFC),
	located at The Salts, due to deterioration and
	inefficiency of existing lighting set-up. This report
	seeks approval from Seaford Town Council to
	proceed with the proposed upgrade.

Actions

The Committee is advised:

- 1. To consider the update provided within the report.
- 2. To make any comments in relation to the planned next steps being prepared.
- 3. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

- 1. To note the contents of the report.
- To approve, subject to planning permission, removal of the existing roofmounted floodlights and installation of a new 15-metre floodlight mast with LED lights at the previous tower location.
- 3. To approve SRFC to liaise with officers regarding final placement, installation coordination, and site logistics at The Salts Recreation Ground

1. Introduction

- 1.1 Seaford Rugby Club (SRFC) originally utilised a 15-metre lighting tower located adjacent to the clubhouse at The Salts. This tower was equipped with halogen lights to illuminate the small training area in front of the clubhouse.
- 1.2 Due to the deteriorating condition of the tower, the escalating cost of maintaining and replacing halogen bulbs, and the emergence of more efficient lighting solutions, SRFC made the decision to remove the structure. In 2012, the original tower and lights were dismantled, and new floodlights were installed along the edge of the flat clubhouse roof, overlooking the rugby pitches at The Salts.
- 1.3 These newer lights initially provided effective illumination; however, over time they have begun to deteriorate and are no longer fit for purpose.

2. Current Situation

- 2.1 The existing roof-mounted floodlights, installed in 2012, have served SRFC well, but are now outdated. The system no longer meets the lighting standards required for safe and effective training, particularly during the winter months.
- 2.2 Since their installation, lighting technology has advanced significantly. LED floodlights now offer:
 - Superior light control and directional focus
 - Increased energy efficiency and lower running costs
 - Greater durability and reduced maintenance
 - Enhanced environmental sustainability
- 2.3 In response, SRFC has undertaken a review of modern lighting solutions. Site visits have been conducted with reputable suppliers who specialise in sports field lighting, and options for replacement have been thoroughly explored.

3. Rugby Club's Recommendation

3.1 Given the limited use of the floodlights (typically three evenings per week during the winter season), SRFC has been advised to consider a focused and efficient solution. The recommended proposal is:

- 3.2 The installation of a specially designed 15-metre mast on the site of the original tower removed in 2012
- 3.3 The mast would house three focused LED floodlights, specifically engineered to illuminate the training pitch in front of the clubhouse
- 3.4 This would replace the current bank of lights mounted on the clubhouse roof
- 3.5 This solution provides a more sustainable, focused, and effective lighting system that aligns with modern standards and environmental considerations.
- 3.6 SRFC has provided a detailed supporting report, included as **Appendix A**, outlining the background, current system limitations, and rationale for the proposed upgrade. In addition, a contractor's technical assessment and recommendations are included as **Appendix B**.

4. Next Steps

- 4.1 SRFC seeks approval, subject to planning permission, from the Town Council's GOSCA Committee for the following:
 - (a) Removal of the existing roof-mounted floodlights
 - **(b)** Installation of a new 15-metre floodlight mast with LED lights at the previous tower location
- 4.2 Should Seaford Town Council approve this request, SRFC will then proceed to:
 - (a) Apply for planning permission through Lewes District Council
 - (b) Upon receiving all necessary permissions, liaise with Seaford Town Council officers regarding final placement, installation coordination, and site logistics at The Salts Recreation Ground

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 Sharan Brydon, Operations & Facilities Manager.

Seaford Rugby Football Club

Founded 1938

The Salts Recreation Ground, Seaford



FLOODLIGHTS PROJECT - AUGUST 2025

BACKGROUND

Seaford Rugby Club (SRFC) has had floodlights used for Club training evenings since the 1980's, initially housed on a 15m tower erected alongside the clubhouse and utilising halogen lights to illuminate the small training areas in front of the clubhouse on The Salts.

Due to the deterioration of the tower, the ever-increasing cost of using & replacing the halogen bulbs and the introduction of more modern, better focused lights, the decision was taken to remove the old tower & lights and install new modern floodlights equally spaced along the edge of the flat roof of the clubhouse.

Planning permission was sought in March 2011, received in May 2011 and the new lights duly installed, and the old tower removed in 2012.

Whilst these new floodlights have served us well, sadly they are beginning to deteriorate and are starting to lose their benefit to training and therefore no longer fit for purpose.

Lighting technology has improved beyond recognition in recent years and the introduction of LED lights with far better light control, concentrated spread focus and more environmentally sustainability properties have made modern floodlights so much better for today's uses.

SRFC has therefore been researching what alternatives for replacement are available in today's market and have had site visits from potential suppliers, who are experts in the field of sports field lighting.

PROPOSAL

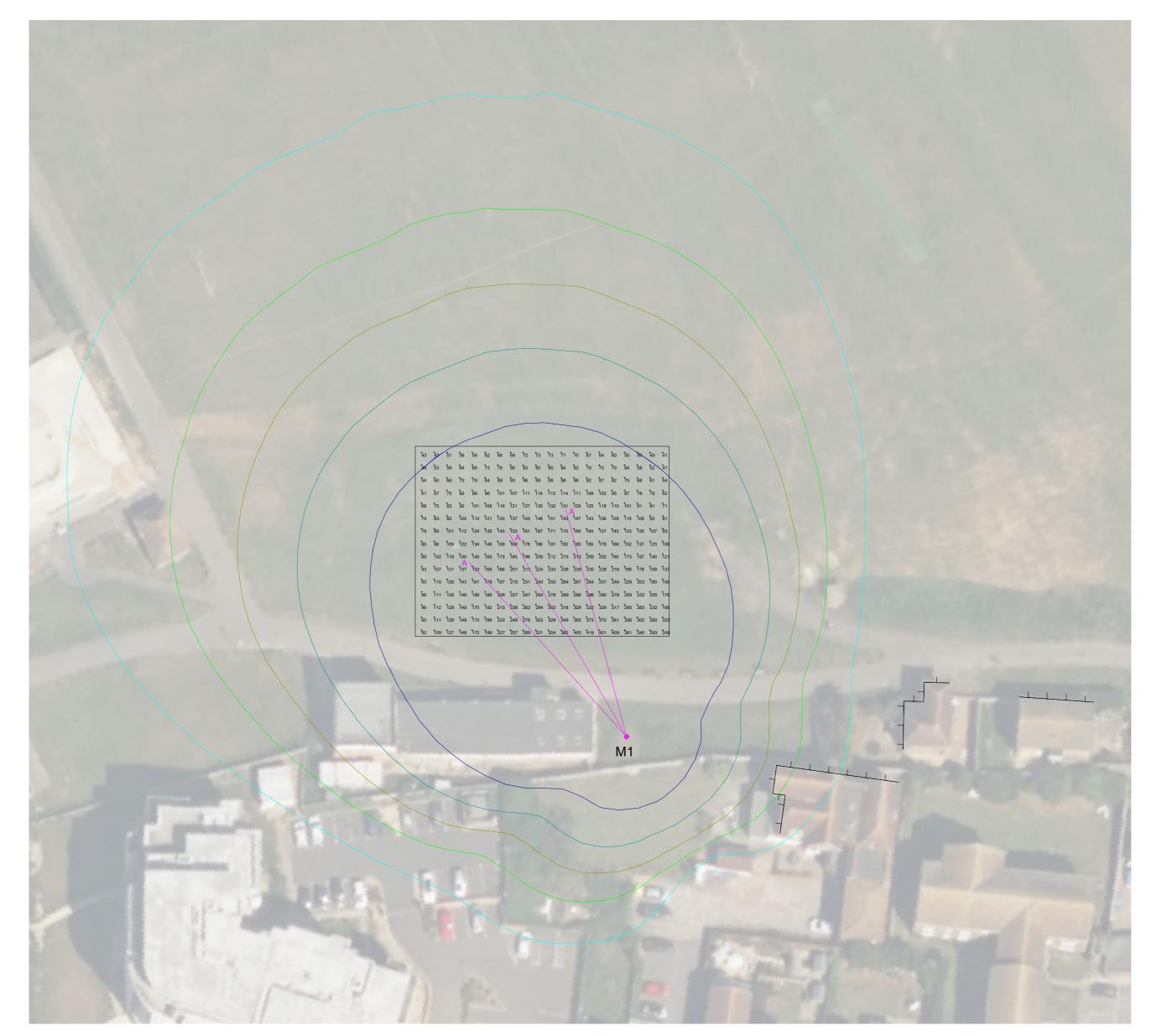
Given our current floodlights are only used to illuminate the training areas in front of the clubhouse, not used on match days and principally used on Tuesday/Wednesday and Thursday evenings during the winter months and only for a few hours at a time, we have been recommended that instead of the bank of lights currently in use on the clubhouse roof, we could instead reduce these down to three very focused LED lights.

To ensure this light is properly focused on the training area and not spreading outside of this then the recommendation is to install these lights on a specially designed mast erected on the same spot as the old mast taken down in 2012. This mast would be no higher than the original at 15m.

The light spread would be focused on the areas used only, would reduce light bleed outside of this area and be a far better than the existing lights both in terms of use for SRFC but also in terms of the impact on the wider areas of the Salts.

SRFC are therefore seeking approval from Seaford Town Council to remove the roof mounted floodlights and install a new 15m mast to house three new LED floodlights.

Full specification for the lights is attached to this proposal ready for the consideration of Seaford Town Council.





Lighting Schedule Project Total (for mast arrangements see table/s below)							
Symbol	Tag	Qty	Description	Mounting	Luminaire	Luminaire	
				Height (m)	Watts	Lumens	
•	Α	3	AL6102_15752S + RS2	15	1525	193278	
			Challenger 1 LED				

Mast Arrang	jement					
M1						
Symbol	Tag	Qty	Description	Mounting	Luminaire	Luminaire
				Height	Watts	Lumens
•	Α	3	AL6102_15752S + RS2	15	1525	193278
			Challenger 1 LED			

Horizontal Illuminance Levels						
RFU Training Specification						
Label	CalcType	Units	Avg	Min/Avg		
Rugby Pitch	Illuminance	Lux	100	0.50		

Calculation Summary							
Initial Calculations							
Label	CalcType	Units	Avg	Max	Min	Min/Avg	Min/Max
Rugby Training Area	Illuminance	Lux	157	421	41	0.26	0.10

Calculation Summary							
Maintained Calculations							
Label	CalcType	Units	Avg	Max	Min	Min/Avg	Min/Max
Rugby Training Area	Illuminance	Lux	141	378	37	0.26	0.10

Total Watts

Rugby Training Area	4,575
Calculation Grid Intervals	
Label	Grid
Rugby Pitch	2m x 2m

Label	Grid
Rugby Pitch	2m x 2m

Area Summary

Glare Summary	
Label	GRmax
Glare Rating	58

Isoline Legend Illuminance (Lux)		Maintenance Factor 0.9
		Dirt depreciation factor:
Colour	Value	BS5489-1:2020 Table C.1
	2	12 month cleaning intervals
	5	
	10	
	20	
	50	

Challenger 1 LED AL6100

Obtrusive Light - Compliance Report
CIE 150:2017, E3-Medium District Brightness, Pre-Curfew
Filename: LS4066852 Seaford Rugby
10/06/2025 13:44:40

Illuminance Maximum Allowable Value: 10 Lux

Calculations Tested (9):

	Test	Ma
Calculation Label	Results	Illu
Richmond Rd III Seg1	PASS	0
Richmond Rd_1_III_Seg1	PASS	0
Richmond Rd_1_III_Seg2	PASS	1
Richmond Rd 1 III Seg3	PASS	0
Richmond Rd 1 III Seg4	PASS	1
Richmond Rd 2 III Seg1	PASS	5
Richmond Rd 2 III Seg2	PASS	0
Richmond Rd 2 III Seg3	PASS	8
Richmond Rd 2 III Seg4	PASS	0
Richmond Rd_2_III_Seg3	PASS	•

This scheme has been designed based upon a flat and open area. Shadowing from obstructions have not been taken into account.

Drawing converted from satellite image, please check dimensions before ordering and installing.

Initial levels shown on drawing.

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Lighting Project: Seaford Rugby

Title: Horizontal Illuminance Levels

Design Ref: Revision(s) From Previous Design: LS4066852 Design By: Millie Webster

Scale: 1:500 @A2

Date: 10/06/2025 Home page: www.abacuslighting.com

All illuminance values are the result of computer calculations, based upon precisely positioned luminaires in a fixed relationship to each page 56 area under examination. In practice the values may vary due to tolerances on luminaires, luminaire positioning, reflection properties and electrical supply.