



## Seaford Town Council

### Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 27 September 2012** at **7.00 pm**.

**Present:** Councillors B Warren (Chairman), R Allen, A Campbell, S Dunn, A Hayder, P Heseltine, A Latham, L Wallraven, A White and I White.  
S Shippen, B King & P Woolven.  
5 members of the public.

#### **CS 12 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor R Scarfe.  
Councillor L Wallraven substituted for Councillor R Scarfe.

#### **CS 13 Minutes**

The minutes of the meeting held on Thursday 26 July 2012 were **AGREED** as a correct record to be signed by the Chairman, however it was noted that Councillor Alan Latham had a discloseable pecuniary interest in agenda item 6 that was disclosed as interest other than pecuniary interest at the time.

#### **CS 14 Disclosure by Members of Interests**

No disclosures were made.

#### **CS 15 Public Participation**

##### **Participant**

##### **Matter Concerning**

Bob Thomsett  
Seaford Town  
Football Club

Mr Thomsett explained that the request from the football club (item 13) would help the club comply with FA regulations, provide better facilities for spectators and protect ground from any vehicle damage.

Bob Brown

Mr Brown commented that the noticeboard facing Bramber Road needed repair and maintenance, asked about the progress of the classroom for the Exchange Project and asked that the Councillor notice in the Church Street notice board be moved as it was obscured slightly.

*The Projects and Facilities Manager informed the meeting that the noticeboard was included in the signage review project which had experienced a slight delay and that the order was due to be placed shortly for the Exchange Project classroom. The Town Clerk will ask staff to look at moving the notice.*

**CS 16 Finance Report**

Members considered report 71/12.

It was **AGREED** to **NOTE** the report.

**CS 17 Martello Tower Building Maintenance**

Members considered report 76/12.

It was **AGREED** to **APPOINT** a suitably qualified surveyor to produce a schedule of repair for the Martello Tower external maintenance.

**CS 18 Projects – Review and forecasting**

Members considered report 72/12.

The proposed budget pool for the Projects Pool for 2013/14 financial year was **AGREED** in principle.

**CS 19 Martello Kiosk – Licence Extension**

Members considered report 74/12.

It was **AGREED** to **DELEGATE** authority to the Town Clerk in consultation with the Chairman and Vice Chairman of the Community Services Committee to negotiate the terms of an extension to the licence.

**CS 20 Concession Tenders**

Members considered report 73/12.

**CS 20.1** It was **AGREED** to **DELEGATE** authority to the Town Clerk and Corporate Services Manager to conclude the concession tendering process taking into account the comments of the Committee and to take appropriate action if there is a failure to comply with any licence.

**CS 20.2** A budget of up to £212 was **AGREED** to place an advertisement inviting tenders in the Seaford Gazette.

**CS 21 Christmas Lights**

Members considered report 80/12.

It was **AGREED** to **ENDORSE** the decisions made by the Christmas Lights Committee regarding Christmas Lights for 2012-14.

**CS 22 Physical Activity Framework**

Members considered report 83/12.

- CS 22.1** It was **AGREED** to adopt the Physical Activity Framework and Seaford Action Plan.
- CS 22.2** It was **AGREED** that Councillor Adrian Campbell would work with the Town Clerk as a champion for the Seaford Physical Activity Framework & Action Plan.
- CS 22.3** It was **AGREED** to delegate responsibility to the Town Clerk to agree suitable timescale for implementation of the action plan and report to the next meeting of this Committee.
- CS 22.4** It was **AGREED** to **INCLUDE** a Physical Activity Fund of £8,000 in the budget for 2013/14 to be evaluated more objectively for future years.

**CS 23 Martello Tower – Lease Renewal**

Members considered report 75/12.

- CS 23.1** It was **AGREED** to **DELEGATE** authority to the Town Clerk and Corporate Services Manager in consultation with the Chairman and Vice-Chairman of this Committee to negotiate the terms of a new lease for the Martello Tower, taking account of the comments of this Committee.
- CS 23.2** It was **AGREED** to take the comments of the Committee into account when negotiating the lease.

**CS 24 Seaford Town Football Club – Replacement covered area for the Clubhouse**

Members considered report 78/12.

It was **AGREED** to permit Seaford Town Football Club (STFC) to extend the roof area covering the terrace at the front of the clubhouse, extending it by approximately 1.2 metres to cover the entire slabbed area including all related improvements as detailed in 1.4 of the report, subject to the Football Club being responsible for all future maintenance of the works, that the works be referred to in relation to the lease agreement and final approval of materials and build details by the Projects and Facilities Manager.

**CS 25 Crouch Gardens – Diamond Jubilee Gate**

Members considered report 77/12.

It was **AGREED** to **APPROVE** that a Diamond Jubilee themed gate project be developed for the Crouch Gardens, to be designed and produced by a local artist or craftsman, working with community groups through the design and selection process, with funding being secured via public subscription.

**CS 26 Crouch Gardens – Tree planting proposals**

Members considered report 79/12.

**CS 26.1** It was **AGREED** to **APPROVE** the planting of trees in the Crouch Gardens, within the areas detailed in Appendix A and B of report 79/12, subject to all costs being met by Seaford Tree Wardens and donations from Seaford Rotary and the relevant local residents; the establishment and care of the trees being managed by Seaford Tree Wardens, supported by local volunteers; and the relevant Risk Assessments being agreed for the work.

**CS 26.2** It was **AGREED** to **DELEGATE** authority to the Projects and Facilities Manager to approve the chosen species and final quantities, working within the limits set out in the report and to explore the possibility of remembrance trees.

**CS 27 Members Suggestions for inclusion in Budget**

Members considered report 81/12 and suggestions were made. Officers will look into these suggestions in consultation with the individual Councillors.

The meeting closed at 8.17 pm

Councillor B Warren (Chairman)