



Seaford Town Council

Minutes of a meeting of the Community Services Committee on Thursday, 7th March 2024

Held at the Council Chambers, 37 Church Street, Seaford, BN25 1HG on Thursday 7th March 2024 at 7.00pm.

Present:

Councillors M Wearmouth (Chair), S Ali, C Bristow, R Honeyman, O Honeyman, J Meek, G Rutland, I Taylor and L Wallraven.

Louise Lawrence, Head of Assets, Projects & Services

Sharan Brydon, Assets & Projects Manager

Chris Moore, Temporary Projects Officer

Becky Terry, HR & Governance Assistant

There were no members of the public in attendance.

CS23/03/23 Apologies for Absence

Apologies for absence were received from Councillor S Dubas (Vice Chair).

(7.04pm - Councillor J Meek entered the meeting)

CS24/03/23 Disclosure of Interests

There were no disclosures of interests.

CS25/03/23 Public Participation

There were no members of the public in attendance.

CS26/03/23 Projects & Facilities Update Report – March 2024

The Committee considered report 172/23 informing the committee on progress and actions relating to Seaford Town Council's assets and services.

The Head of Assets, Projects & Services introduced the report and corrected two small errors, they also highlighted the proposed Christmas Magic date and the proposed new route. Members discussed the Christmas lights, proposed date, lantern parade route, and any late-night shopping event.

Members discussed their thanks to councillors and officers for the BinForGreenSeas application, and bunting and wreath laying on D-Day.

CS26.1 It was **RESOLVED** to **NOTE** the contents of the report.

CS26.2 It was **RESOLVED** to **AGREE** that the 2024 Seaford Christmas Magic event be held on Saturday 30th November 2024.

CS27/03/23 Town Council Projects Log as at March 2024

The Committee considered report 178/23 presenting the Town Council's Project Log as at March 2024.

The Head of Assets Projects & Services introduced the report.

Members discussed the review frequency of the Projects Log by officers, the intention to present a completed projects list at the next Committee meeting, the Men's Shed project, the purpose of a memorandum of understanding, Lewes District Council's Mercread Centre community garden project, progress with the Fields in Trust work, the Rainbow Bench project and other 'on hold' projects, public fundraising for defibrillators, and the progress of and expected announcement date of the outcome of the recent concession tender process. It was **RESOLVED** to **NOTE** the contents of the report and the project log as presented.

CS28/03/23 Community Services Committee Income & Expenditure up to 31st January 2024

The Committee considered report 159/23 presenting details of the Community Services income and expenditure up to 31st January 2024.

The Head of Assets, Projects & Services explained that there is a variance on the report and why some of the budget has changed slightly, confirming that overall, the income is higher and the expenditure lower.

Members commended the Finance Department for the reports.

It was **RESOLVED** to **NOTE** the contents of the report.

CS29/03/23 Grass Verge Cutting Tender

The Committee considered report 176/23 informing of progress towards appointing a verge-cutting contractor through a formal tendering process.

The Temporary Projects Officer updated members on the report and the tender process, including how this has been designed to be a transparent and inclusive process.

Members discussed the involvement of the Climate Change Sub-Committee with grass verges as authority was delegated at the Community Services meeting held on 07.12.23, meetings held to discuss verge cutting, a seven year plan, this being a 'drop and cut' arrangement to begin with likely for the first 2 years but with more frequent cuts than the

two cuts provided by ESCC in recent years and choice over cutting schedule, followed by a cut & collect arrangement as a 5-year trial in certain areas of Seaford following characterisation of the urban grass verges for soil type, flora and fauna and practicality of cutting regimes, and considering contractual arrangements. Currently looking into the feasibility of collaborating with a university to undertake the future study, in addition to current involvement of Seaford Action For Nature (previously including On The Verge) and local ecologists. Seeking learnings and examples of other similar schemes although noted few in urban areas. East Sussex County Council's grass cutting maps, and the length of time that it was proposed to leave daffodils on the verges for.

Members commended the Temporary Projects Officer on the tender document.

It was **RESOLVED** to **NOTE** the contents of the report.

CS30/03/23 Rural Grass Cutting Services from East Sussex County Council 2024-2025

The Committee considered report 176/23 advising of the option chosen for rural grass-cutting service (NOT urban verges) from East Sussex County Council.

The Head of Assets, Projects & Services updated members on the timescales of this and the process undertaken by officers.

Members supported going with option 1 and that it can be changed in the future.

CS30.1 It was **RESOLVED** to **NOTE** the option 1 being pursued for rural grass-cutting services (NOT urban verges) from East Sussex County Council.

CS30.2 It was **RESOLVED** to **NOTE** that, should the Town Council wish to change its rural grassing cutting arrangements in the future, this would take effect from the grass cutting season following the decision having been made.

CS31/03/23 Town Council-Owned Public Toilet Cleaning Tender

The Committee considered report 177/23 updating on the progress towards appointing a public toilet cleaning contractor through a formal tendering process.

Officers updated members on the contents of the report, the tendering process, the current cleaning arrangements, the frequency of cleans and out of hours arrangements in the proposed contract, the ability to negotiate on certain parts of the contract (such as summer closing times), and the process for calculating the expected cost and the ongoing monitoring of this once the contract is live.

It was **RESOLVED** to **NOTE** the contents of the report.

CS32/03/23 Dog Waste Bins - Options for Future Arrangements

The Committee considered report 174/23 presenting options for dog waste bins across Seaford for the Committee to consider.

Officers updated members on the content of the report, the benefits of replacing the bins and reducing the amount of collection times, and current practice of Lewes District Council. Members discussed concerns around risk of increasing litter in certain areas, the type of dual use bin being proposed, and whether the quantity of bins is sufficient. Officers confirmed the current project is straight replacements and not commissioning work to assess where additional bins may be needed, the communication plans around the change, the improvement on the Town Council's carbon footprint, the opportunity for a financial saving to be made, and arrangements for the disposal of the old bins.

Members proposed and agreed an amendment to resolution CS32.2.

CS32.1 It was **RESOLVED** to **NOTE** the contents of the report.

CS32.2 It was **RESOLVED** to **AGREE** to pursue option 3 of the report, replacing all 32 Town Council-owned single unit dog waste bins with dual use bins, with Officers to use an appropriate design of bins in appropriate locations and with officers' flexibility and appropriate budgetary recommendations.

CS33/03/23 Compostable Toilet locations

The Committee considered report 179/23 seeking approval of the next locations for the two accessible, compostable toilet blocks owned by the Town Council.

The Head of Assets, Projects & Services introduced the contents of the report and the recommendations.

Members thanked officers for their work on this. Members discussed the footprint and where the toilets are being sited at The Crouch, and these being cleaned as part of the toilet tender.

CS33.1 It was **RESOLVED** to **NOTE** the contents of the report.

CS33.2 It was **RESOLVED** to **AGREE** to the compostable toilet blocks being relocated to South Hill Barn and the Crouch after the completion of the Martello Toilets redevelopment, with the exact footprint to be determined operationally by officers.

CS34/03/23 Salts Tennis Court Concessions

The Committee considered report 171/23 providing an update on the Town Council's launch of a Tennis Concession at The Salts and seek approval of the amended approach being taken in partnership with the Lawn Tennis Association.

The Head of Assets, Projects & Services introduced the contents of the report, the background of the Salt Tennis Courts concessions, the advice of the Lawn Tennis Association and its non-approval of the tennis courts being overmarked to allow other sports to use the space and increase income generated, and income being monitored over the next year to review options again.

CS34.1 It was **RESOLVED** to **NOTE** the contents of the report.

CS34.2 It was **RESOLVED** to **APPROVE** the amended approach for introducing a Tennis Concession being taken in partnership with the Lawn Tennis Association.

CS34.3 It was **RESOLVED** to **DELEGATE** power to the Head of Assets, Projects & Services, in consultation with the Chair of Community Services and Responsible Finance Officer, to negotiate and agree the first year's annual rental fee for the Tennis Concession.

CS35/03/23 Trades Person Framework

The Committee considered report 173/23 seeking approval of a Trades Person Framework being established that enables the Town Council to effectively address increasing maintenance demands across its portfolio of assets.

The Head of Assets, Projects & Services introduced the contents of the report, the benefits of a Trades Person Framework, and the communications plan to raise awareness of the framework.

It was **RESOLVED** to **APPROVE** that Trades Person Framework be established.

The meeting closed at 9.09pm.

Councillor M Wearmouth

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Chair of Community Services