



Seaford Town Council Community Services Agenda – Thursday 30th May 2024

To the Members of the Community Services Committee

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

A meeting of the **Community Services Committee** will be held at the Council Chambers, 37 Church Street, Seaford, BN25 1HG, on **Thursday 30th May 2024** at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to read 'A Chugg'.

Adam Chugg
Town Clerk
24th May 2024

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

AGENDA

1. [Apologies for Absence](#)

To consider apologies for absence.

2. [Disclosure of Interests](#)

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

3. [Public Participation](#)

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

4. [Community Services 23-24 Year End Financial Report](#)

To consider report 15/24 presenting the 2023 – 2024 year end financial position of the Community Services Committee (pages 5 to 20).

5. [Community Services Committee Overview 2023 – 2024](#)

To consider report 17/24 providing the Committee with an overview of its activities and achievements during the 2023 – 2024 municipal year (pages 21 to 23).

6. [Projects & Facilities Update Report – May 2024](#)

To consider report 16/24 informing the committee on progress and actions relating to the Town Council's assets and services (pages 24 to 28).

7. [Town Council's Project Log as at May 2024](#)

To consider report 21/24 presenting the Town Council's Project log as at May 2024 (pages 29 to 39).

8. [Hope Gap Steps Closure](#)

To consider report 19/24 updating on the ongoing closure of Hope Gap Steps due to health and safety reasons and discuss facilitating the Town Council considering the permanent future of Hope Gap Steps (pages 40 to 42).

9. [2024 Seahaven Pride Event](#)

To consider report 20/24 seeking approval for a grant in kind to Seahaven Pride, should they acquire charity status ahead of the 2024 event (pages 43 to 45).

10. [Plastic Free Seaford Bench](#)

To consider report 23/24 presenting details of the proposal for a Plastic Free Seaford memorial bench of the seafront (pages 46 to 66).

11. [Seaford Storm Boards](#)

To consider report 18/24 updating on the management arrangements for Seaford Storm Boards (pages 67 to 69).

12. [Temporary Arrangements for Seaford Lifeguard's Hut](#)

To consider report 22/24 providing an update on the temporary arrangements for the lifeguards hut on Seaford seafront (pages 70 to 71).

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors and registered email recipients.

Public Access:

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

1. Attending the meeting in person.

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

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

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

OR

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

Public Access to the Venue:

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

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

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

Public Participation:

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

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

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

Public Comments

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

Health & Safety Measures:

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



Report No:	15/24
Agenda Item No:	4
Committee:	Community Services
Date:	30th May 2024
Title:	Community Services Year End Financial Report 2023 - 2024
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To present the 2023 - 2024 year end financial position for the Community Services Committee

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Information

- 1.1 Attached as Appendix A shows the final income and expenditure for this Committee for the 2023 - 2024 financial year.
- 1.2 Members should note that all income received to 31st March 2024 is included, and year-end adjustments have been made to include all anticipated (but not yet paid) expenditure that relates to the period to the end of the financial year.
- 1.3 Attached in Appendix B is the variance report explaining any significant variations compared to budget.
- 1.4 Overall income was budgeted to be £261,310 with the actual reaching £296,597, an improvement of £35,287.
- 1.5 Overall expenditure was budgeted at £704,195 with an actual spend of £722,083. The expenditure went over budget by £17,888.
- 1.6 The Community Services Committee overall net expenditure was £17,399 less than budgeted.

2. Earmarked Reserves (EMRs)

- 2.1** Attached as Appendix C is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this Committee's use.
- 2.2** Most of the additions to the year-end EMRs are due to underspends at the year end. This has enabled significant sums to be set aside for contingencies such as building and grounds maintenance, enabling future budgets to be set lower, for what is known and not what might be. The EMR is there for contingencies and unknown future liabilities. This can be quite significant for maintenance budgets.
- 2.3** The contingency sums set aside in EMR mean that the Town Council is much more financially stable and able to deal with financial liabilities as they arise. Earmarking underspends on budgets and budgeted sums for such as replacement of equipment spreads the cost of expenditure so that it doesn't impact the precept in the year that it is spent.

3. Financial Appraisal

- 3.1** This report represents the final income and expenditure figures for the year.

4. Contact Officer

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

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
<u>105 Salts Recreation Ground</u>								
1022 CIL Grants	0	11,196	0	(11,196)			0.0%	
1025 Income Sponsorship	230	230	0	(230)			0.0%	230
1050 Income Rent	2,149	2,270	2,150	(120)			105.6%	
1051 Income Insurance Recharge	1,731	1,766	1,820	54			97.0%	
1055 Income Memorial Bench	2,598	2,550	0	(2,550)			0.0%	
1057 Income Electricity Recharge	7,239	8,374	13,400	5,026			62.5%	
1058 Income Water Recharge	4,040	4,206	4,750	544			88.5%	
1066 Income Concession	18,600	23,400	23,400	0			100.0%	
1073 Sports Pitch Hire & Green Fees	5,717	4,907	4,500	(407)			109.0%	
1095 Income Tennis Annual Pass	2,337	2,695	4,235	1,540			63.6%	
1096 Income Tennis Pay & Play	1,526	2,737	3,240	503			84.5%	
1097 Income Tennis Coaching Fees	0	0	990	990			0.0%	
Salts Recreation Ground :- Income	46,168	64,331	58,485	(5,846)			110.0%	230
4018 Water Refill Maint	58	36	0	(36)		(36)	0.0%	36
4052 Water & Sewerage	6,291	13,100	9,500	(3,600)		(3,600)	137.9%	
4053 Tennis Electric	383	355	0	(355)		(355)	0.0%	
4054 Salts Cafe Electric	7,239	8,375	0	(8,375)		(8,375)	0.0%	
4055 Electricity	307	838	15,400	14,562		14,562	5.4%	
4095 Tennis Court Expenditure	1,502	1,118	7,675	6,557		6,557	14.6%	
4096 LTA Loan	1,875	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	298	274	300	26		26	91.2%	
4115 Insurance	3,474	3,554	3,670	116		116	96.8%	
4155 Professional Fees	823	0	500	500		500	0.0%	
4201 Cleaning & Hygiene	0	6,392	0	(6,392)		(6,392)	0.0%	
4250 Memorial Bench	1,657	2,425	0	(2,425)		(2,425)	0.0%	
4251 Dog Bin Emptying	1,875	2,184	2,070	(114)		(114)	105.5%	
4252 Additional Litter Pick	0	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	70,786	67,238	74,325	7,087		7,087	90.5%	
4261 General Maintenance	5,784	3,577	5,000	1,423		1,423	71.5%	
4275 Building Maintenance	5,578	4,926	5,000	74		74	98.5%	
4276 CCTV	720	660	1,000	340		340	66.0%	
4283 Playground	6,186	35,319	21,000	(14,319)		(14,319)	168.2%	8,500
4411 VAT PE Adjustment overclaimed	4,113	0	0	0		0	0.0%	
Salts Recreation Ground :- Indirect Expenditure	118,949	150,372	150,190	(182)	0	(182)	100.1%	8,536
Net Income over Expenditure	(72,781)	(86,042)	(91,705)	(5,664)				
6000 plus Transfer from EMR	6,266	8,536						
6001 less Transfer to EMR	230	230						
Movement to/(from) Gen Reserve	(66,744)	(77,735)						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground								
1050 Income Rent	2,550	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	623	636	655	19			97.2%	
1055 Income Memorial Bench	6,255	1,200	0	(1,200)			0.0%	
1058 Income Water Recharge	705	927	2,250	1,323			41.2%	
1073 Sports Pitch Hire & Green Fees	10,127	11,169	10,500	(669)			106.4%	
Crouch Recreation Ground :- Income	20,260	16,482	15,955	(527)			103.3%	0
4052 Water & Sewerage	4,773	2,041	4,500	2,459		2,459	45.4%	
4115 Insurance	868	886	915	29		29	96.8%	
4155 Professional Fees	0	1,438	0	(1,438)		(1,438)	0.0%	
4250 Memorial Bench	3,380	1,930	0	(1,930)		(1,930)	0.0%	
4251 Dog Bin Emptying	1,339	1,560	1,410	(150)		(150)	110.6%	
4260 Grounds Maintenance Contract	35,235	29,050	31,900	2,850		2,850	91.1%	
4261 General Maintenance	2,486	5,474	3,000	(2,474)		(2,474)	182.5%	
4275 Building Maintenance	125	815	2,700	1,885		1,885	30.2%	
4283 Playground	2,760	5,114	5,000	(114)		(114)	102.3%	
4411 VAT PE Adjustment overclaimed	7,190	0	0	0		0	0.0%	
Crouch Recreation Ground :- Indirect Expenditure	58,156	48,307	49,425	1,118	0	1,118	97.7%	0
Net Income over Expenditure	(37,896)	(31,825)	(33,470)	(1,645)				
6000 plus Transfer from EMR	7,190	0						
Movement to/(from) Gen Reserve	(30,706)	(31,825)						
107 Martello Fields								
1011 Income Filming	0	1,170	0	(1,170)			0.0%	
1050 Income Rent	4,600	7,460	5,000	(2,460)			149.2%	
Martello Fields :- Income	4,600	8,630	5,000	(3,630)			172.6%	0
4115 Insurance	7	0	0	0		0	0.0%	
4251 Dog Bin Emptying	1,071	1,248	1,130	(118)		(118)	110.4%	
4260 Grounds Maintenance Contract	14,081	13,634	14,785	1,151		1,151	92.2%	
4261 General Maintenance	1,627	497	2,000	1,503		1,503	24.8%	
4411 VAT PE Adjustment overclaimed	1,821	0	0	0		0	0.0%	
4501 Filming Expenses	0	78	0	(78)		(78)	0.0%	
Martello Fields :- Indirect Expenditure	18,607	15,457	17,915	2,458	0	2,458	86.3%	0
Net Income over Expenditure	(14,007)	(6,827)	(12,915)	(6,088)				
6000 plus Transfer from EMR	1,821	0						
Movement to/(from) Gen Reserve	(12,186)	(6,827)						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Other Open Spaces								
1011 Income Filming	0	313	0	(313)			0.0%	
1025 Income Sponsorship	230	250	0	(250)			0.0%	250
1050 Income Rent	90	90	90	0			100.0%	
1055 Income Memorial Bench	0	95	0	(95)			0.0%	
1072 Income Trees for Seaford	8,373	0	0	0			0.0%	
Other Open Spaces :- Income	8,693	748	90	(658)			830.6%	250
4018 Water Refill Maint	58	36	0	(36)		(36)	0.0%	36
4052 Water & Sewerage	(57)	142	450	308		308	31.5%	
4115 Insurance	39	48	60	12		12	79.8%	
4154 Land Registry Fees	0	0	60	60		60	0.0%	
4155 Professional Fees	520	0	0	0		0	0.0%	
4250 Memorial Bench	590	430	0	(430)		(430)	0.0%	
4251 Dog Bin Emptying	2,143	2,496	2,255	(241)		(241)	110.7%	
4260 Grounds Maintenance Contract	22,649	24,046	23,785	(261)		(261)	101.1%	
4261 General Maintenance	11,759	7,299	7,000	(299)		(299)	104.3%	
4262 Trees for Seaford	13,176	0	0	0		0	0.0%	
4275 Building Maintenance	846	0	1,000	1,000		1,000	0.0%	
4501 Filming Expenses	0	112	0	(112)		(112)	0.0%	
Other Open Spaces :- Indirect Expenditure	51,722	34,608	34,610	2	0	2	100.0%	36
Net Income over Expenditure	(43,029)	(33,861)	(34,520)	(659)				
6000 plus Transfer from EMR	13,234	36						
6001 less Transfer to EMR	8,603	250						
Movement to/(from) Gen Reserve	(38,399)	(34,075)						
113 Crypt								
1051 Income Insurance Recharge	0	0	300	300			0.0%	
1057 Income Electricity Recharge	1,539	1,922	0	(1,922)			0.0%	
1058 Income Water Recharge	141	236	0	(236)			0.0%	
1063 Income Gas Recharged	669	1,352	0	(1,352)			0.0%	
Crypt :- Income	2,349	3,510	300	(3,210)			1170.0%	0
4052 Water & Sewerage	155	236	0	(236)		(236)	0.0%	
4055 Electricity	1,854	1,776	0	(1,776)		(1,776)	0.0%	
4056 Gas	711	1,641	0	(1,641)		(1,641)	0.0%	
4115 Insurance	283	289	300	11		11	96.4%	
4275 Building Maintenance	4,884	6,398	500	(5,898)		(5,898)	1279.6%	3,661
4279 Fire & Security	0	75	0	(75)		(75)	0.0%	
Crypt :- Indirect Expenditure	7,887	10,415	800	(9,615)	0	(9,615)	1301.8%	3,661
Net Income over Expenditure	(5,538)	(6,905)	(500)	6,405				
6000 plus Transfer from EMR	1,414	3,661						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(4,124)	(3,244)						
114 South Street								
4201 Cleaning & Hygiene	0	5,967	0	(5,967)		(5,967)	0.0%	
4275 Building Maintenance	1,728	4,677	2,000	(2,677)		(2,677)	233.8%	
South Street :- Indirect Expenditure	1,728	10,644	2,000	(8,644)	0	(8,644)	532.2%	0
Net Expenditure	(1,728)	(10,644)	(2,000)	8,644				
115 Martello Tower								
4115 Insurance	2,749	3,256	2,890	(366)		(366)	112.7%	
4275 Building Maintenance	4,388	8,395	4,000	(4,395)		(4,395)	209.9%	
Martello Tower :- Indirect Expenditure	7,137	11,651	6,890	(4,761)	0	(4,761)	169.1%	0
Net Expenditure	(7,137)	(11,651)	(6,890)	4,761				
116 Seaford Head Estate								
1011 Income Filming	45,495	29,900	25,000	(4,900)			119.6%	
1021 Income South Hill Barn	1,168	1,234	1,000	(234)			123.4%	
1050 Income Rent	10,000	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	3,250	3,250	0			100.0%	
1054 Income Other	689	0	0	0			0.0%	
1055 Income Memorial Bench	2,993	248	0	(248)			0.0%	
1066 Income Concession	2,503	3,180	3,180	0			100.0%	
1200 Income Nature Reserve	594	692	0	(692)			0.0%	
Seaford Head Estate :- Income	66,691	48,503	42,430	(6,073)			114.3%	0
4115 Insurance	445	454	470	16		16	96.7%	
4155 Professional Fees	0	625	0	(625)		(625)	0.0%	
4156 Bank Charges	3	8	0	(8)		(8)	0.0%	
4199 Other Expenditure	789	0	0	0		0	0.0%	
4250 Memorial Bench	1,701	1,317	0	(1,317)		(1,317)	0.0%	
4251 Dog Bin Emptying	1,071	1,248	1,130	(118)		(118)	110.4%	
4260 Grounds Maintenance Contract	1,146	1,279	1,205	(74)		(74)	106.2%	
4261 General Maintenance	2,262	2,426	3,000	574		574	80.9%	
4275 Building Maintenance	1,155	199	1,000	801		801	19.9%	
4411 VAT PE Adjustment overclaimed	347	0	0	0		0	0.0%	
4500 Nature Reserve Expenses	18,945	20,991	18,000	(2,991)		(2,991)	116.6%	
4501 Filming Expenses	9,099	6,130	9,500	3,370		3,370	64.5%	
Seaford Head Estate :- Indirect Expenditure	36,962	34,677	34,305	(372)	0	(372)	101.1%	0
Net Income over Expenditure	29,729	13,825	8,125	(5,700)				
6000 plus Transfer from EMR	347	0						
Movement to/(from) Gen Reserve	30,076	13,825						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seafont								
1011 Income Filming	700	9,355	200	(9,155)			4677.5%	
1019 Rechargeable Income	0	453	0	(453)			0.0%	
1025 Income Sponsorship	710	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	0	0			0.0%	
1057 Income Electricity Recharge	3,819	10,018	12,000	1,982			83.5%	
1058 Income Water Recharge	166	94	200	106			47.0%	
1066 Income Concession	55,290	51,955	59,060	7,105			88.0%	
1078 Income Entertainment Area	150	0	0	0			0.0%	
1084 Income Promenade	249	0	200	200			0.0%	
1089 Income Memorial Telescope	4,923	0	0	0			0.0%	
Seafont :- Income	66,764	72,585	71,660	(925)			101.3%	710
4018 Water Refill Maint	233	154	0	(154)		(154)	0.0%	154
4019 Rechargeable Expenditure	0	365	0	(365)		(365)	0.0%	
4022 Telescope Expenditure	4,425	342	0	(342)		(342)	0.0%	
4052 Water & Sewerage	166	94	200	106		106	47.0%	
4055 Electricity	4,308	10,094	12,000	1,906		1,906	84.1%	
4115 Insurance	911	925	965	40		40	95.9%	
4155 Professional Fees	0	160	0	(160)		(160)	0.0%	
4201 Cleaning & Hygiene	0	5,751	0	(5,751)		(5,751)	0.0%	
4250 Memorial Bench	5,523	60	0	(60)		(60)	0.0%	
4253 Shelters	3,390	1,599	2,625	1,026		1,026	60.9%	
4254 Martello Entertainments Area	895	0	0	0		0	0.0%	
4261 General Maintenance	4,953	25,938	10,000	(15,938)		(15,938)	259.4%	
4270 Vehicles & Equipment Maint	0	586	100	(486)		(486)	586.0%	
4275 Building Maintenance	4,164	2,738	2,500	(238)		(238)	109.5%	
4501 Filming Expenses	140	2,084	40	(2,044)		(2,044)	5208.8%	
Seafont :- Indirect Expenditure	29,108	50,890	28,430	(22,460)	0	(22,460)	179.0%	154
Net Income over Expenditure	37,656	21,695	43,230	21,535				
6000 plus Transfer from EMR	233	154						
6001 less Transfer to EMR	710	710						
Movement to/(from) Gen Reserve	37,179	21,139						
118 Beach Huts								
1054 Income Other	188	385	0	(385)			0.0%	
1057 Income Electricity Recharge	65	38	300	263			12.5%	
1060 Beach Huts Site Licence	30,690	28,411	28,410	(1)			100.0%	
1061 Beach Hut Annual Rent	12,604	12,415	12,465	50			99.6%	

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1066 Income Concession	4,450	4,875	3,900	(975)			125.0%	
1094 Income Seasonal Beach Huts	15,263	14,550	15,260	710			95.3%	
Beach Huts :- Income	63,259	60,673	60,335	(338)			100.6%	0
4051 Rates	4,242	4,454	4,445	(9)		(9)	100.2%	
4052 Water & Sewerage	0	171	0	(171)		(171)	0.0%	
4055 Electricity	267	307	300	(7)		(7)	102.5%	
4110 Advertising & Publicity	0	0	250	250		250	0.0%	
4115 Insurance	646	572	600	28		28	95.3%	
4258 Seasonal Beach Hut Revenue Exp	12,378	13,286	14,500	1,214		1,214	91.6%	
4275 Building Maintenance	2,176	2,849	2,000	(849)		(849)	142.5%	
Beach Huts :- Indirect Expenditure	19,709	21,640	22,095	455	0	455	97.9%	0
Net Income over Expenditure	43,550	39,033	38,240	(793)				
<u>119 Old Town Hall</u>								
1050 Income Rent	1,541	1,594	1,600	6			99.6%	
1051 Income Insurance Recharge	180	184	190	6			96.8%	
Old Town Hall :- Income	1,721	1,778	1,790	12			99.3%	0
4115 Insurance	180	184	190	6		6	96.8%	
4155 Professional Fees	900	0	0	0		0	0.0%	
4275 Building Maintenance	994	270	1,200	930		930	22.5%	
4411 VAT PE Adjustment overclaimed	30	0	0	0		0	0.0%	
Old Town Hall :- Indirect Expenditure	2,104	454	1,390	936	0	936	32.6%	0
Net Income over Expenditure	(384)	1,324	400	(924)				
6000 plus Transfer from EMR	30	0						
Movement to/(from) Gen Reserve	(354)	1,324						
<u>121 Seaford in Bloom</u>								
1025 Income Sponsorship	0	500	450	(50)			111.1%	
Seaford in Bloom :- Income	0	500	450	(50)			111.1%	0
4402 Seaford in Bloom	5,329	5,649	5,800	151		151	97.4%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,649	5,800	151	0	151	97.4%	0
Net Income over Expenditure	(5,329)	(5,149)	(5,350)	(201)				
<u>125 Allotments</u>								
1050 Income Rent	1,102	1,254	1,150	(104)			109.1%	
Allotments :- Income	1,102	1,254	1,150	(104)			109.1%	0

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 General Maintenance	50	816	500	(316)		(316)	163.2%	
Allotments :- Indirect Expenditure	<u>50</u>	<u>816</u>	<u>500</u>	<u>(316)</u>	<u>0</u>	<u>(316)</u>	<u>163.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,052</u>	<u>438</u>	<u>650</u>	<u>212</u>				
<u>130 Other Recreation</u>								
4410 Swimming Pool	19,100	0	10,000	10,000		10,000	0.0%	
4411 VAT PE Adjustment overclaimed	(1,450)	0	0	0		0	0.0%	
Other Recreation :- Indirect Expenditure	<u>17,650</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(17,650)</u>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
6000 plus Transfer from EMR	7,652	0						
Movement to/(from) Gen Reserve	<u>(9,999)</u>	<u>0</u>						
<u>134 CCTV</u>								
1053 Income Grants	0	8,660	0	(8,660)			0.0%	
CCTV :- Income	<u>0</u>	<u>8,660</u>	<u>0</u>	<u>(8,660)</u>				<u>0</u>
4055 Electricity	5,588	2,964	6,000	3,036		3,036	49.4%	
4115 Insurance	398	406	425	19		19	95.5%	
4276 CCTV	8,154	34,884	8,755	(26,129)		(26,129)	398.5%	
CCTV :- Indirect Expenditure	<u>14,140</u>	<u>38,254</u>	<u>15,180</u>	<u>(23,074)</u>	<u>0</u>	<u>(23,074)</u>	<u>252.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,140)</u>	<u>(29,593)</u>	<u>(15,180)</u>	<u>14,413</u>				
<u>135 Community Service Events</u>								
1019 Rechargeable Income	0	80	0	(80)			0.0%	
1054 Income Other	0	100	25	(75)			400.0%	
1070 Armed Forces Day Income	208	276	200	(76)			138.1%	
1075 Income Christmas Event	1,766	0	3,000	3,000			0.0%	
1083 Income Street Market	515	648	440	(208)			147.3%	
Community Service Events :- Income	<u>2,489</u>	<u>1,104</u>	<u>3,665</u>	<u>2,561</u>			<u>30.1%</u>	<u>0</u>
4019 Rechargeable Expenditure	0	80	0	(80)		(80)	0.0%	
4115 Insurance	61	62	65	3		3	96.0%	
4195 Events Expenditure	1,007	1,361	1,600	239		239	85.1%	
4273 Christmas Lights	7,926	7,513	10,000	2,487		2,487	75.1%	
4281 Christmas Event Expenses	8,719	5,267	9,000	3,733		3,733	58.5%	
4282 Armed Forces Day Expenditure	1,281	1,523	2,000	477		477	76.1%	
4411 VAT PE Adjustment overclaimed	4	0	0	0		0	0.0%	
Community Service Events :- Indirect Expenditure	<u>18,999</u>	<u>15,807</u>	<u>22,665</u>	<u>6,858</u>	<u>0</u>	<u>6,858</u>	<u>69.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,510)</u>	<u>(14,703)</u>	<u>(19,000)</u>	<u>(4,297)</u>				
6000 plus Transfer from EMR	4	0						
Movement to/(from) Gen Reserve	<u>(16,506)</u>	<u>(14,703)</u>						

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

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
225 Projects Pool								
1014 CIL & S106 Receipts	378,976	7,839	0	(7,839)			0.0%	7,839
1016 Beach Hut Sales	50,572	0	0	0			0.0%	
1022 CIL Grants	12,165	0	0	0			0.0%	
1053 Income Grants	2,000	0	0	0			0.0%	
Projects Pool :- Income	443,712	7,839	0	(7,839)				7,839
4095 Tennis Court Expenditure	21,853	0	0	0		0	0.0%	
4155 Professional Fees	8,544	2,345	15,000	12,655		12,655	15.6%	894
4257 Seafront Improvement Plan	9,032	0	10,000	10,000		10,000	0.0%	
4259 Bönningstedt Wall	21,040	2,678	0	(2,678)		(2,678)	0.0%	
4274 Projects Expenditure	36,171	5,369	36,000	30,631		30,631	14.9%	
4411 VAT PE Adjustment overclaimed	865	0	0	0		0	0.0%	
4420 Bonn BH Capital Expenditure	636	0	0	0		0	0.0%	
4421 Martello Toilets Capital Costs	16,412	258,192	220,000	(38,192)		(38,192)	117.4%	237,612
4424 South Hill Barn Development	22,506	3,250	20,000	16,750		16,750	16.3%	
Projects Pool :- Indirect Expenditure	137,058	271,834	301,000	29,166	0	29,166	90.3%	238,506
Net Income over Expenditure	306,654	(263,994)	(301,000)	(37,006)				
6000 plus Transfer from EMR	50,149	238,506						
6001 less Transfer to EMR	431,547	7,839						
Movement to/(from) Gen Reserve	(74,744)	(33,328)						
301 Planning & Highways								
4263 Bus Shelter Maintenance/Clean	360	610	1,000	390		390	61.0%	
Planning & Highways :- Indirect Expenditure	360	610	1,000	390	0	390	61.0%	0
Net Expenditure	(360)	(610)	(1,000)	(390)				
Community Services :- Income	727,809	296,597	261,310	(35,287)			113.5%	
Expenditure	545,657	722,083	704,195	(17,888)	0	(17,888)	102.5%	
Net Income over Expenditure	182,152	(425,486)	(442,885)	(17,399)				
plus Transfer from EMR	88,339	250,893						
less Transfer to EMR	441,090	9,029						
Movement to/(from) Gen Reserve	(170,599)	(183,622)						
Grand Totals:- Income	727,809	296,597	261,310	(35,287)			113.5%	
Expenditure	545,657	722,083	704,195	(17,888)	0	(17,888)	102.5%	
Net Income over Expenditure	182,152	(425,486)	(442,885)	(17,399)				
plus Transfer from EMR	88,339	250,893						
less Transfer to EMR	441,090	9,029						
Movement to/(from) Gen Reserve	(170,599)	(183,622)						

Community Services Meeting - 30th May 2024

		Previously Reported	Current Update
105	Salts Recreation Ground		
1022	CIL Grants	14.09.23: this income is from a successful Community Infrastructure Levy (CIL) application to part fund the resurfacing of the play park pathway. 07.12.23: as previously reported.	30.05.24: as previously reported
1025	Income Sponsorship	14.09.23: this income is from sponsorship of the water refill station (this is also the same for the water refill stations within the Seafront cost centre 117) 07.12.23: as previously reported.	30.05.24: As previously reported
1055	Income Memorial Bench	14.09.23: this income relates to sponsorship of memorial benches that are not budgeted for due to income not being certain. The costs are offset by the income code which is the same across all cost centre (except for cost centre 116 where the income was received in 2022/23 but showing in 2023/24). 07.12.23: as previously reported.	30.05.24: As previously reported
1057	Electricity Recharge	07.12.23: this is the recharge for the Salts Café. The budget is lower than expected for this period due to the expenditure being lower than budgeted. 07.03.24: as previously reported	30.05.24: As previously reported
1058	Income Water Recharge	14.09.24: this is currently showing as a negative income due to an accrual for the previous year. This also relates to The Crouch cost centre 106. 07.12.23: as previously reported. 07.03.24: the next recharges are currently being looked into at the time of reporting.	30.05.24: Whilst the recharges had been apportioned to the relevant sites, these have come under budget at year-end due to the water companies various invoicing pattern which makes it very hard to budget correctly each year.
1095	Income Tennis Annual Pass	07.03.24: income for the tennis annual passes has been lower than anticipated when the budget was originally set and it is unlikely that this will meet the budget by the year end.	30.05.24: As previously anticipated, the total annual income was 63.6% of budget.
1096	Income Tennis Pay & Play	07.03.24: income for the tennis pay and play has been lower than anticipated when the budget was originally set and it is unlikely that this will meet the budget by the year end.	30.05.24: As previously anticipated, the total annual income was 84.5% of budget.
1097	Income Tennis Coaching Fee	07.12.23: there is no longer an expected income for 2023/24.	30.05.24: As previously reported
4018	Water Refill Maintenance	07.03.24: whilst this account is showing as overbudget, the expense is taken from the Water Refill EMR.	30.05.24: As previously reported
4052	Water & Sewerage	14.09.23: whilst these costs are quite low, it is expected that further invoices will be received later in the year for higher amounts. Castle Water's invoicing was quite problematic for budget purposes as they invoiced in advance but then issued credits going back over a year and then issued revised invoices which became very messy. A new contract has recently been set up with Business Stream who invoice after meter readings have been taken and so it is anticipated the new invoices will be more regular and make it easier to budget. This relates to all cost centres within this Committee. 07.12.23: costs have shot up more than expected since the last report which is currently being investigated by Business Stream as it is thought that there is a problem with the meter. 07.03.24: the meter issued has been resolved and the year end costs are now anticipated to be around the budgeted mark.	30.05.24: whilst the issue with the meter was resolved, this did not reduce the costs as much as expected and resulted in an overspend. As explained above in 1058, due to the water company's various invoicing pattern, it makes it very hard to budget correctly each year. It was hoped that Business Stream would be an improvement of Castle Water but sadly that doesn't seem to be the case at present. Officers will continue to monitor the situation during 24/25.

		Previously Reported	Current Update
4053 4054 4055	Tennis Electric Salts Café Electric Salts Electric (Cricket)	<p>14.09.23: the original budget for all The Salts electric was put under 4055. However, the code has now been split to show the Tennis & the Salts Café separately but resulting in the budget still showing in 4055. A virement will be done to adjust the budgets accordingly. It can also be noted that the overall costs are lower than budgeted which, if continues, could result in an underspend at the year end.</p> <p>07.12.23: whilst this is as above, it can also be noted that the overall costs are lower than budgeted which, if continues, could result in an underspend at the year end. It should also be noted that the costs within 4054 are offset by the income code 1057.</p> <p>07.03.24 - as previously reported</p>	<p>30.05.24: the combined budget for 4053/4054/4055 was £15,400. The combined actual was £9,568 which resulted in an underspend of £5,832 at year end. This was largely due to the change of Electricity contract from 1st April 24 which provided a lower rate than the previous company who was in place at the time of the budget setting.</p>
4095	Tennis Court Expenditure	<p>07.03.24: whilst this shows a lower expenditure for this time of year, £5,400 has been budgeted and approved to be put into the Tennis EMR at year end. (This is a stipulation of the LTA loan).</p>	<p>30.05.24: as previously reported, £5,400 has been moved to an EMR from the 23/24 budget.</p>
4096	LTA Loan	<p>07.12.23: the loan repayment was moved forward a year by the LTA due to the temperature issues. Repayments will continue from April 2024 so the unspent amount of £3,750 should be moved to an EMR at the year end.</p> <p>07.03.24: as previously reported</p>	<p>30.05.24: as previously reported</p>
4115	Insurance	<p>14.09.23: the insurance charges are all paid at the beginning of the financial year so no further costs are expected. This is the same for all cost centres. Whilst the cost centre for Martello Tower (115) shows as being overbudget, this is offset by the rest of the areas that are underbudget.</p> <p>07.12.23: as previously reported.</p>	<p>30.05.24: as previously reported</p>
4201	Cleaning & Hygiene	<p>07.03.24: this overspend relates to the cleaning of the Salts Toilets which is now the responsibility of the Town Council rather than LDC.</p>	<p>30.05.24: as previously reported</p>
4250	Memorial Bench	<p>07.03.24: as explained within 1055 above.</p>	<p>30.05.24: as previously reported</p>
4283	Playground	<p>14.09.23: this is showing as overbudget due to the resurfacing of the pathways. However, this was part funded by an Ear Marked Reserve (EMR) for £8,500 and offset by the CIL income of £11,196. This still leaves £13,612 in the budget for the remainder of the year.</p> <p>07.12.23: as previously reported but with £5,950 left in the budget.</p> <p>07.03.24: as previously reported.</p>	<p>30.05.24: the final expenditure (excluding the £8,500 and £11,196 previously reported), was £15,623 which is £5,377 underbudget.</p>

		Previously Reported	Current Update
106	The Crouch		
1058	Income Water Recharge	07.03.24: the next recharges are currently being looked into at the time of reporting.	30.05.24: whilst the water has been recharged to the end of the year, this has come under budget the water company's various invoicing pattern making it very hard to budget correctly each year. In addition, there was less to recharge due to the overall credits recieved as explained in 4052.
1073	Sports Pitch Hire & Green Fees	14.09.23: most of this budget will be received in August and October.	
4052	Water & Sewerage	07.12.23: whilst the budget % is very high, credits are in the process of being issued by Business Stream due to the previous company giving incorrect meter readings when Business Stream took over. 07.03.24: the credits have now been issued which will result in the account being underbudget by the year end.	30.05.24: as previously reported, the account is underbudget by £2,459. This will help to offset the overspend within the Salts.
4155	Professional Fees		30.05.24: this overspend relates to professional advice needed to tackle the instability of the flint wall.
4275	Building Maintenance		
4261	General Maintenance	07.03.24: this account is overspent due to re-hanging all the gates leading into the Crouch.	30.05.24: as previously reported.
107	Martello Fields		
1011	Income Filming		30.05.24: income received had not been budgeted for as filming is not always expected in this area. This is also the same for 4501 where we have paid comission fees relating to this income.
1050	Income Rent	14.09.23: the income is higher due to prudent budgeting where it was not certain if annual rentals would be returning. 07.12.23: as previously reported.	30.05.24: as previously reported
108	Other Open Spaces		
1011	Income Filming	14.09.23: as income for filming within this cost centre is not certain, the income and expenditure are not budgeted for. The income offsets the costs. This is also the same for filming within the Seafront, cost centre 117. 07.12.23: as previously reported.	30.05.24: as previously reported
113	The Crypt		
1051	Insurance Recharge	14.09.23: this budget was set when it was expected that a lease would be in place and so the insurance costs could be recharged. Until such time a lease is agreed, this cost cannot be recharged. 07.12.23: as previously reported.	30.05.24: as previously reported
1057 1058 1063 4052 4055 4056	Income Electric Recharge Income Water Recharge Income Gas Recharge Water & Sewerage Electricity Gas	14.09.23: no budgets had been set against these account codes as it was expected to be transferred to the leaseholder. Until the lease is in place, the costs are being paid by the Town Council but are being recharged to the current tenants, resulting in a nil effect by the year end. 07.12.23: as previously reported.	30.05.24: as previously reported, however due to an error with the accrual, a cost of £143 now shows against these accounts. This will result with a higher income in the new year.
4275	Building Maintenance		30.05.24: the overspend largley relates to the Sash Windows that were in need of replacement / repair. £3,661 of this spend was used from the Crypt EMR.
114	South Street Toilets		
4201	Cleaning & Hygiene	07.03.24: this overspend relates to the cleaning of the South Street Toilets which is now the responsibility of the Town Council rather than LDC.	30.05.24: as previously reported
4275	Building Maintenance	07.12.23: this has gone overbudget due to the essential structural works being carried out. 07.03.24: as previously reported.	30.05.24: as previously reported
115	Martello Tower		
4275	Building Maintenance	14.09.23: this has gone overbudget due to the essential structural survey works being carried out. 07.12.23: as previously reported.	30.05.24: as previously reported
116	Seaford Head Estate		

		Previously Reported	Current Update
1200	Income Nature Reserve	07.03.24: this income relates to the donations received via the South Hill Barn donation box and online.	30.05.24: as previously reported
4155	Professional Fees	14.09.23: this overspend is due to survey works being carried out at South Hill Barn. 07.12.23: as previously reported.	30.05.24: as previously reported
4156	Bank Charges		30.05.24: this cost relates to the Stripe fees in relation to the online donations.
4500	Nature Reserve Expenses	14.09.23: the costs are more than budgeted due to the budget being based on 5% increase but as the contract increases with RPI, this was near 12%. It is not expected to receive any further costs this year. 07.12.23: as previously reported.	30.05.24: as previously reported
117	Seafront		
1011	Income Filming		30.05.24: as reported in 1011/108.
1084	Income Promenade		30.05.24: there is no longer a charge for charitable events along the promenade.
1066	Income Concession		30.05.24: the income is lower than budgeted due to the Martello Kiosk closing in January 24.
4201	Cleaning & Hygiene	14.09.23: this spend relates to the additional cleaning for the Martello Toilets. 07.12.23: as previously reported.	30.05.24: as previously reported
4261	General Maintenance	07.03.24 - this has been significantly overspent due to the costs for the installing of concrete blocks at the Bonningstedt end of the Seafront. The costs are being met from general reserves as per a previous report to Full Council in November 2023.	30.05.24: as previously reported
4270	Vehicles & Equipment Maintenance	14.09.23: this overspend relates to the defibrillator pads costing £28 more than budgeted. 07.12.23: as previously reported. 07.03.24 - this account has gone further overbudget due to the defibrillator casing becoming damaged and needing to be replaced.	30.05.24: as previously reported
118	Beach Huts		
1054	Income Other	14.09.23: this income relates to admin fees imposed when beach huts are sold. 07.12.23: as previously reported.	30.05.24: as previously reported
1057	Income Electricity	14.09.23: this currently lower than the expenditure due to not recharging a whole invoice but issuing electric cards with various amounts requested by the beach hut owners. It is expected that during the year, the income will catch up with the expenditure. 07.12.23: as previously reported.	30.05.24: the income does not cover the electric costs as the electric invoices include additional charges on top of units used which is not covered in the cost of the electricity cards. This will be looked into by officers for the coming financial year.
4052	Water & Sewerage		30.05.24: this expenditure relates to the relatively new standpipe at Bonningstedt. A budget has been included for the next financial year and officers will look to recharge any concessions for its usage.
4275	Building Maintenance	14.09.23: the costs are higher than expected due to the installation of the new picket gates at either end of the Bönningstedt Beach Huts. 07.12.23: as previously reported.	30.05.24: as previously reported but is also due to increased maintenance costs.
125	Allotments		
4261	General Maintenance	14.09.23: the overbudgeted expenditure relates to essential works to fill holes in the ground that had become unsafe. 07.12.23: as previously reported.	30.05.24: as previously reported
134	CCTV		
1053	Income Grants		30.05.24: £8,660 has been received from Sussex Police which has been put towards the new CCTV costs.

		Previously Reported	Current Update
4676	CCTV	07.03.24: Whilst there are no current costs showing for 23/24, February accounts will include £9,680.44 for the budgeted annual costs and a one off cost of £25,204 for the installation of the new CCTV which is to come from general reserves as previously approved at Full Council in September 23. However, Sussex Police have confirmed that the Town Council will be issued with a grant of £8,660 towards this one off cost resulting in the actual cost for the installation being £16,544.	30.05.24: as previously reported.
135	Community Services Events		
1054	Income Other	07.12.23: this income relates to a donation towards Christmas Magic from Scribefest following the town council's successful entry to their photo competition.	30.05.24: as previously reported.
1075	Income Christmas Event	07.03.24: Following the successful new Christmas Magic format, income as before is no longer generated. However, this is more than offset by the lower costs.	30.05.24: as previously reported.
1083	Income Street Market		30.05.24: the additional income relates to the French Market and a Christmas event organised by local traders.
225	Projects Pool		
1014	CIL & S106 Receipts	14.09.23: this income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR. 07.12.23: as previously reported.	30.05.24: as previously reported.
4095	Tennis Court Expenditure	14.09.23: this is showing as a negative spend due to an accrual for these costs being made at the year end. Once the invoices for these costs are received, then the actual spend will return to zero (therefore all costs for the tennis courts will show in 2022 - 2023). 07.12.23: as previously reported.	30.05.24: as previously reported. This cost was not issued during 23/24 and so the accrual will now sit in 24/25.
4257	Seafront Improvement Plan	07.03.24: this budget was for the finger post signs. It has been agreed as part of this year's budget process to put this in an EMR at year end so as this work can commence next year instead.	30.05.24: as previously reported.
4259	Bonningstedt Wall	07.03.24: this overspend is due to the storage container, and moving of materials.	30.05.24: as previously reported.
4421	Martello Toilets		30.05.24: whilst this shows as being over budget, all the costs had been approved to come from EMRs. This is with the exception of the costs of the Compostable Toilets (£20,580) which had been approved to come from General Reserves

Seaford Town Council

Earmarked Reserves 2023-2024

A/C code	Reserve Details	Opening Balance 01/04/2023	Income/ Transfers from other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
321	Building Maintenance	£20,000.00	£20,000.00		£40,000.00	Contingency to meet unexpected liability on all buildings	Shared
323	Crypt	£3,661.04	£0.00	£3,661.04	£0.00	Expenditure to be used for Building Works at the Crypt. 2023-2024 Used for Sash Windows.	CS
326	Grounds Maintenance	£20,000.00	£5,000.00	£0.00	£25,000.00	Contingency to meet unexpected liability on all grounds and open spaces	Shared
334	Seaford Head/ South Hill Barn	£51,476.95	£0.00	£0.00	£51,476.95	South Hill Barn Works	CS
336	Seaford Swimming Pool	£0.00	£10,000.00	£0.00	£10,000.00	This was amount was entered in to the wrong EMR. £10K should have been allocated to the Projects EMR for the Finger Post Signage as per the 24/25 budget. This will be rectified in the new financial year.	CS
340	Vehicles & Equipment	£22,509.05	£8,920.95	£6,430.00	£25,000.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements 2023-2424 £4,200 for GC Buggies & Locker room refurb £2,230 - Golf Container	Shared
342	Trees for Seaford *	£5,981.49	£0.00	£0.00	£5,981.49	Income received from Grants and Resident Donations. Restricted to spend only on Trees	CS
344	Projects Reserve	£20,481.87			£20,481.87	£10,000 for Finger Posts should have been entered here but put into EMR336 in error - this will be rectified in the new financial year.	CS
345	Memorial Bench Maintenance	£3,681.00			£3,681.00	Contingency to meet maintenance needs of Memorial Benches	CS
353	Professional Fees	£11,455.93	£10,000.00	£894.00	£20,561.93	Contingency to meet unknown Liabilities 2023-2024 £894 spent on Bonningstedt Wall	Shared
356	Playgrounds	£21,054.00	£18,765.00	£8,500.00	£31,319.00	Maintenance of playground and equipment 2023-2024 £8,500 Resurface Pathways (Salts)	CS
357	Seafront Maintenance	£10,000.00			£10,000.00	Seafront maintenance	CS
358	Community Projects	£1,469.75			£1,469.75	Beach Access Platform - to be used for maintenance & repairs.	CS
361	CIL Receipts *	£459,486.56	£7,839.26	£16,594.72	£450,731.10	Income received from Community Infrastructure Levies received - Restricted use- to be discussed at Ful Council 2023-2024 £16,594.73 was used for the Martello Toilets (CILrs approved a budget of £228,982 - the remainder will be used in 2024-2025)	Shared
362	Seafront Projects	£9,770.00			£9,770.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area	CS
363	Capital Receipts*	£133,705.50		£133,705.50	£0.00	Can only be used for Capital Expenditure. 2023-2024 Martello Toilets	Shared
366	Seafront Improvement Plan (SIP)	£87,311.78		£87,311.78	£0.00	For expenditure on seafront improvement plan 2023-2024 Martello Toilets	CS
367	Water Refill Stations	£2,832.00	£1,190.00	£226.05	£3,795.95	Sponsorship income earmarked to use for maintenance	CS
368	Tennis Courts	£9,530.84	£10,800.00		£20,330.84	Earmark any underspends on budget £5,400 contingency to be budgeted annually (2023-2024 includes the contingency from 2022-2023)	CS
	TOTAL EMR	£894,407.76	£92,515.21	£257,323.09	£729,599.88		

* RESTRICTED USE



Report No:	17/24
Agenda Item No:	5
Committee:	Community Services
Date:	30th May 2024
Title:	Community Services Committee Overview 2023 - 2024
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To provide the Committee with an overview of its activities and achievements during the 2023 – 2024 municipal year

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 The Community Services Committee and officers have been instrumental in driving forward key initiatives and projects aimed at enhancing community services and infrastructure in Seaford. The achievements highlight the commitment and dedication of the committee towards serving the residents effectively.

2. Committee Meetings and Work Items June 2023 – March 2024

- 2.1 Four committee meetings were held, covering approximately forty items of work. Various topics related to community services and infrastructure development have been discussed and approved.

3. Launch of Project Log

- 3.1 The committee launched the Project Log, now attached to all Community Services reports. This initiative allows Councillors and residents to track

the progress of projects undertaken by the council. There are approximately 100 projects currently on the list, and approximately half of these are active.

- 3.2** In addition to the 100 projects currently listed on the log, we have completed approximately 43 additional projects, which have been subsequently removed from the log.

4. Key Initiatives and Achievements

- 4.1** Awarding of Verges Tender: The tender for verge maintenance was awarded, with the first cut scheduled for June (weather permitting).
- 4.2** Toilet Cleaning Tender: Approval was granted for a tender for toilet cleaning, which is set to be launched soon.
- 4.3** South Hill Barn Working Group: This group was established and is expected to report to Full Council later this year.
- 4.4** Installation of New Rubbish Bins: New rubbish bins are set to be installed across STC land to improve waste management.
- 4.5** Christmas Magic Event: The reimagined Christmas Magic event was a great success, enhancing community engagement and festive spirit.
- 4.6** Introduction of Compostable Toilets: Groundbreaking compostable toilets were introduced in Seaford, with permanent installations approved at the Crouch and South Hill Barn.
- 4.7** Approval of Tradesperson Framework: The establishment of a Tradesperson Framework was approved by Community Services Committee in March 2024 and will be launched later in the year to provide essential maintenance services.
- 4.8** Award of Concessions: Various concessions were awarded under a new concession agreement. This work includes the design and construction of a concession matrix which can be used and built on for the next tranche of concessions. Work is underway to debrief from the recent concessions process and apply this learning to future processes and Council policy.
- 4.9** Two Stakeholder groups for the Salts and the Crouch have met regularly.
- 4.10** The Martello toilets have been refurbished with a changing place added.
- 4.11** Working with the police CCTV has been renewed in the town centre resulting in a cost-saving going forward.

5. Press Releases and Events

- 5.1** Officers managed 21 press releases and coordinated 46 events to effectively communicate updates, celebrate achievements, and engage with the community.
- 5.2** In conclusion, the officer team faces a challenging but exciting year ahead with numerous tasks including work on projects, contract management, concession management, and general maintenance, and an ongoing active event program. Despite the workload, the team is preparing to tackle these tasks with enthusiasm, dedication, and transparency to ensure another successful year working for the community of Seaford.

6. Financial Appraisal

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

7. Contact Officer

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



Report No:	16/24
Agenda Item No:	6
Committee:	Community Services
Date:	30th May 2024
Title:	Projects & Facilities Update Report
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To inform the Committee on progress and actions relating to the Town Council's assets and services

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Place Lane Toilets

- 1.1 Seaford Town Council (STC) and Lewes District Council (LDC) are currently engaged in discussions regarding the management of Place Lane toilets. These facilities, situated in Seaford Town Centre, fall under the responsibility of LDC and are subject to their cleaning and maintenance regime. However, it has become apparent that there is a disparity between LDC's cleaning schedule and residents' expectations, who mistakenly believe STC is responsible for the toilets' upkeep.
- 1.2 While LDC conducts two daily visits, one for cleaning and the other for tidying, STC follows a more frequent cleaning regime, with additional cleaning during peak times such as summer holidays and events. Consequently, Councillors and office staff have been inundated with complaints from residents regarding the perceived lack of cleanliness.
- 1.3 To address this issue and streamline operations, STC and LDC are exploring potential options for collaboration. A comprehensive report with

recommendations will be presented to this committee for further consideration.

- 1.4 To confirm, the above does not impact on the toilet cleaning tender opportunity, which is to be launched soon.

2. Tennis Concession Award Update

- 2.1 The Community Services approved in the March committee meeting launching a Tennis Concession for the Salts Tennis courts.
- 2.2 During the evaluation of tenders for the tennis concession, conducted in collaboration with the Lawn Tennis Association (LTA), the Council awarded a concession to a suitable candidate. However, after this decision, the selected concessionaire withdrew from the process at the signing stage, citing a change of heart regarding the commitment to a one-year contract.
- 2.3 This will mean that the tendering process will have to be restarted in January, with the offer of a five-year contract to potential concessionaires. Despite this setback, we are optimistic about attracting a new concessionaire and will continue to work closely with the Lawn Tennis Association (LTA) to achieve this goal.
- 2.4 In the interim, efforts will be made to maximise the utilisation of the tennis courts. Collaborating with the LTA, marketing initiatives will be implemented over the summer, including special offers and reduced prices, aimed at attracting more users to the courts. Additionally, consideration will be given to overmarking the courts to accommodate other sports, thereby diversifying usage and enhancing overall facility appeal.

3. Filming, Events & Concessions January - May 2024

- 3.1 The figures for filming and events between January and May 2024 are below:

January to May 2024	
Total Filming Bookings	4
Total Filming Revenue	£1,700
Sponsorship Deals	1

Sponsorship Revenue	£100	
Total Press Releases	5	
Total Events Bookings	16	
	Martello Fields	6
	South Hill Barn	0
	Promenade	3
	The Crouch	0
	The Salts	0
	Street Markets	7
Total Event Revenue	£2,482.70	
Total Gifted Revenue*	£0	
Total Gift in Kind**	£62	
Total Gifted Support	£62	
<p>Key</p> <p>*Gifted Revenue – STC spent money in support</p> <p>** Gift in Kind – STC gifted assets or officer time and its estimated attributed value or cost. Details can be provided on request</p>		

3.2 Filming

A lot of work is going into updating the Filming Policy and all relevant documentation, including the external collateral used to give Seaford Town Council the best possible chance of securing bookings and increasing this revenue stream. Six bookings were lost to neighbouring sites so far in 2024, but officers are optimistic 2024 will be a busy year and expect to see bookings increase from June onwards.

3.3 Events

Key Events include.

- 7 x Street Markets
- 6 x Car Boot Sales
- Seaford Half Marathon
- Seaford 10k
- RNLI Charity walk

3.4 Other Updates

- 3.5** A 3% increase to hire charges has been introduced for the 2024 – 2025 financial year, as per the budget agreed by Full Council. There has been a slow uptake on green space hire so far due to wet weather.
- 3.6** Seaford Bonfire Society had to lay additional grass seed on the bonfire site at Martello Fields, following a very wet end to the year – the maintenance / repairs to the site being one of the conditions of the fields being used for this activity.
- 3.7** The department will see the return of some of its largest events including the Circus, Funfair, Motorfest and Seahaven Pride across the busy summer months. Officers will be working hard to ensure all documentation is provided with a key focus on the health and safety considerations for residents and tourists.
- 3.8** There has been a heavy focus on planning for the D-Day commemoration on 6th June 2024.
- 3.9** Plans are also well underway for Seaford Christmas Magic 2024, which will take place on 30th November 2024. The event will see the Seaford Traders' Group and Seaford Chamber of Commerce pulling together to bring other events to the town on the same day to create a real occasion for all.
- ### **3.10 Concessions**
- 3.11** Ten opportunities went out to tender at the start of 2024 following the development of a concessions policy, adjoining evaluation scoring matrix and all the required documentation.
- 3.12** Four tender bids were successful and all new concessionaires have now signed their contracts, with staggered opening across June 2024.
- 3.13** The commercial West View Beach Huts and the Bönningstedt area received no successful tender applications and a feasibility review is in place for both.
- 3.14** The concession licence at South Hill Barn has been assigned, seeing a new provider taking over the delivery of the final year of this concession for 2024 – 2025, ensuring continuity of service and income for the Town Council.
- 3.15** Work has started on the 2025 tenders schedule, the details of which will be presented to Committee in due course.

4. Financial Appraisal

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

5. Contact Officer

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



Report No:	21/24
Agenda Item No:	7
Committee:	Community Services
Date:	30th May 2024
Title:	Town Council Projects Log as at May 2024
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To present the Town Council's Project Log as at May 2024

Recommendations
The Committee is recommended:
1. To note the contents of the report and the project log as presented.

1. Introduction

- 1.1 Please see the list attached (Appendix A) of projects that are currently either being worked on or waiting for officer time so work can start on the project.
- 1.2 Each project has a status which is reviewed every two weeks.
- 1.3 New projects are added to the list as they come in – on an open entry basis or consequentially as a result of operational pressures - and are then triaged once a quarter, with a brief going to the Community Services Committee seeking any necessary approvals.
- 1.4 Projects that are on hold are triaged against urgency, start dates or officer time.
- 1.5 The up-to-date project list will be presented at each Community Services Committee meeting.
- 1.6 To confirm, the project list is a working document that is regularly reviewed and updated by officers. The Committee is asked to note the contents of this report and the project log as presented.

2. Financial Appraisal

2.1 There are no direct financial implications of this report.

3. Contact Officer

3.1 The contact officer for this report is Louise Lawrence, Head of Assets, Projects & Services.

Town Council's Project Log – May 2024

Sorted by 'Committee Report' then 'Completion Forecast'

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
1	ASSETS	Storm boards	Storm board placement, publicity and responsibility.	Community Services May	2024/25	ACTIVE
2	COMMUNITY	Pop Up Concessions Policy	Look into Pop Up concessions policy	Community Services May	2024/25	ACTIVE
3	COMMUNITY	Tennis Marketing	Marketing courts to wider public	Community Services May	2024/25	ACTIVE
4	COMMUNITY	Lifeguards Hut & Provision	Movement of seafront location for Lifeguards	Community Services May	2024/25	ACTIVE
5	MAINTENANCE	Hope Gap Steps	This project now on hold due to structural concerns. Partner agencies meeting in March to discuss	Community Services May	2024/25	ACTIVE
6	COMMUNITY	Crouch Toilets	Feasibility study to reinstate Crouch toilets	Community Services September	2025/26	NEW
7	MAINTENANCE	Memorial Benches	Audit of memorial benches in Seaford	Community Services December	2024/25	ACTIVE
8	COMMUNITY	West View Beach Hut Rentals	Review of rental duration and charge	Community Services December	2024/25	NEW
9	EVENTS	Christmas Lights Tender	Looking at the contract for the installation, storage and derig of the Christmas Lights	Community Services January	2024/25	NEW

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
10	COMMUNITY	Review West View Beach Hut Commercial Offering	Look into viability study	Community Services	2024/25	ACTIVE
11	EVENTS	Christmas Magic 2024	Working with various groups to look at the design and delivery of the event for 2024	Community Services	2024/25	ACTIVE
12	MAINTENANCE	Seaford Head Signage	Partnership approach (LDC/ESCC and agencies) to agree simple clear signage at Seaford Head	Community Services	2024/25	ACTIVE
13	MAINTENANCE	Old Greenkeeper's Hut	New roof and doors to be built	Community Services	2024/25	ACTIVE
14	COMMUNITY	Allotments	New space for allotments	Community Services	2025/26	NEW
15	COMMUNITY	Swift Boxes	Swift Boxes to be placed on STC assets	Community Services	2025/26	NEW
16	OPEN SPACES	Community Orchard	Brighton Permaculture planting bid for Seaford	Community Services	2024/25	ON HOLD
17	MAINTENANCE	Handy person Framework	Development of framework (CSC March 24)	Community Services	2024/25	ACTIVE
18	MAINTENANCE	Compostable Toilets Ongoing Maintenance	Maintenance of compostable toilet facilities	Community Services	2024/25	ACTIVE
19	MAINTENANCE	Verge Tender	Tender for Verge Cutting	Community Services	2024/25	COMPLETED
20	EVENTS	Events & Risks	Reviewing Events policy and hiring out of open spaces and to create an events risk pack.	Community Services	2024/25	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
21	MAINTENANCE	Grounds Maintenance	Working Group to be set up summer 2025. Contract ends 2026	Community Services 2025	2026/27	ON HOLD
22	MAINTENANCE	Verge cutting impact assessment	Climate change	Climate Change July	2024/25	ACTIVE
23	COMMUNITY	Bid Writer	Framework for options to attract external funding for project work	Full Council	2024/25	ACTIVE
24	LEASE/CONTRACTS	Martello Museum Lease	Lease renewal	Full Council	2024/25	ACTIVE
25	OPEN SPACES	National Nature Reserve	National Nature Reserve	Full Council	2024/25	ACTIVE
26	COMMUNITY	Memorial Policy	Seaford Town Council Memorial policy	Full Council	2025/26	ACTIVE
27	MAINTENANCE	Martello Tower Maintenance	Heritage surveyor's report received and investigating Grant Funding with the Arts Council for the project.	Full Council	2024/25	ACTIVE
28	COMMUNITY	Seaford Town Football Club Working Group	Planning application and STFC lease	Full Council 2024	2024/25	ACTIVE
29	COMMUNITY	South Hill Barn Working Group	CSC 14.09.23 RESOLVED to APPROVE establishing a South Hill Barn Working Group as per the terms of reference presented at this meeting.	Full Council September	2024/25	ACTIVE
30	GOLF CLUB	17th Green / 18 th Tee	Moving the 17 th green/18 th tee further away from the cliff edge	Golf & View July	2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
31	GOLF CLUB	Lockers for Golf Club	New lockers	Golf & View July	2024/25	ACTIVE
32	ASSETS	Assets Log	Establish an asset log and strategy		2024/25	ACTIVE
33	COMMUNITY	Defibrillators	Add Bishopstone unit to assets and inspection schedule - once installed		2024/25	ACTIVE
34	COMMUNITY	Mercread Centre	Cycle rack, green compost, outdoor storage/container and community garden		2024/25	ACTIVE
35	COMMUNITY	Fields in Trust	Protecting green areas		2024/25	ACTIVE
36	COMMUNITY	Martello Toilets	Completion May		2024/25	ACTIVE
37	COMMUNITY	Dog Waste Bins	Project Roll out		2024/25	ACTIVE
38	COMMUNITY	Salts & Crouch Signage	Welcome sign for the Salts and Crouch to include all user groups using the recreational area		2024/25	ACTIVE
39	COMMUNITY	High and Over	Maintenance plan		2024/25	ACTIVE
40	CONCESSIONS	Sponsorship and launch new Martello Cafe facility	Looking at getting initial sponsorship for the new site		2024/25	ACTIVE
41	CONCESSIONS	Street Market License	Looking at revising the street marketing policy and licensing documentation		2024/25	ACTIVE
42	CONCESSIONS	Tenders Policy	Looking at revising the tenders framework and associated documentation		2024/25	ACTIVE
43	CONCESSIONS	Bönningstedt Sauna concession	Prepare License following trial		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
44	EVENTS	D-Day Event	Nationwide D-Day celebration to mark 80th year.		2024/25	ACTIVE
45	EVENTS	Memorandum of Understanding Agreements	Review MOU Memorandum of Understanding Bonfire, Remembrance		2024/25	ACTIVE
46	EVENTS	South Hill Barn Side Barn	Sorting and removing all unrequired elements from the space		2024/25	ACTIVE
47	EVENTS	Water Refill Sponsorship	Source sponsorship for new water refill station in Martello Fields.		2024/25	ACTIVE
48	EVENTS	East Martello Field Water Station	Water metered for future events to be reviewed		2024/25	ACTIVE
49	LEASE/CONTRACTS	Toilet Cleaning Tender	Cleaning contracts tender (agreed CSC March 24)		2024/25	ACTIVE
50	MAINTENANCE	Asbestos Compliance	Asbestos inspection - follow up sticker placement ongoing		2024/25	ACTIVE
51	MAINTENANCE	Buttress on Flint Wall in Crouch	Quotes being sought for repairs.		2024/25	ACTIVE
52	MAINTENANCE	Servicing Contracts (Legionella)	Routine Legionella inspections being arranged.		2024/25	ACTIVE
53	MAINTENANCE	South Hill Barn Structural Maintenance (Drainage)	Maintenance ongoing.		2024/25	ACTIVE
54	MAINTENANCE	Compostable Toilets Roll Out	Re-placement of Temporary Toilets at other locations (agreed CSC March 24)		2024/25	ACTIVE
55	MAINTENANCE	Servicing Contracts	Contract to maintain our assets		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
56	OPEN SPACES	Filming Strategy	Develop a filming strategy. Looking at creating a solid strategy and creating marketing assets for maximum commercial viability		2024/25	ACTIVE
57	SPONSORSHIP	Golf Sponsorship	Explore sponsorship options		2024/25	ACTIVE
58	THE VIEW	The View – Leak Repairs	The View roof need repairing and a contract sought for maintenance		2024/25	ACTIVE
59	THE VIEW	The View Handover Maintenance	Maintenance of the first floor, including painting, repairs, carpet cleaning, windows, kitchen extractor fan.		2024/25	ACTIVE
60	COMMUNITY	Martello Beach Hut Rentals	3 year lease renewal review		2024/25	COMPLETED
61	COMMUNITY	Bowling Club Lights	Working with Bowling Club on installation of footpath lighting		2024/25	COMPLETED
62	CONCESSIONS	Concession Handover	Handover all expiring tenders and prepare a full inventory for files across 4 sites (The Salts, Martello Cafe, Beach Huts & Old Town Hall)		2024/25	COMPLETED
63	EVENTS	Exercise Classes on Open Spaces	Exercise Classes on Green Spaces, Licences, agreed space & times		2024/25	COMPLETED
64	CONCESSIONS	Cycle Hire Project	Sussex bike hire concession along seafront for summer season – concessionaire changed their mind		2024/25	COMPLETED
65	COMMUNITY	Bus Shelters	3 bus shelters		2024/25	NEW

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
66	COMMUNITY	Leases for Assets	Lease management systems		2024/25	NEW
67	COMMUNITY	Motor Home Parking	Project to consider Motor Home parking & signage		2024/25	NEW
68	OPEN SPACES	The Salts Play parks	New Gym at The Salts, renewing of any items in both playgrounds that parts cannot be sourced		2024/25	NEW
69	COMMUNITY	Space for Street Art	Scope briefing being carried out for the project.		2024/25	ON HOLD
70	COMMUNITY	Cycle Racks at The Salts	Project proposal by member of the public with part funding		2024/25	ON HOLD
71	MAINTENANCE	Garage Project	Sorting garage with event stock and making the space viable and useable		2024/25	ON HOLD
72	MAINTENANCE	Seafront Finger Posts	Project brief to be designed and roll out		2024/25	ON HOLD
73	MAINTENANCE	Seafront Bins Litter Signs	New signs for seafront bins about taking litter home.		2024/25	ON HOLD
74	MAINTENANCE	Prom Repairs	No immediate need to repair prom - keep under review		2024/25	ON HOLD
75	OPEN SPACES	Queen Elizabeth Fields	Public consultation on renaming Martello Fields		2024/25	ON HOLD
76	ASSETS	Martello Beach Huts	Community Mural on the back of Martello Beach Huts		2025/26	NEW
77	ASSETS	Salts Toilets	Refurbish project plan - (agreed 7th December 2023)		2025/26	NEW
78	ASSETS	South Street Toilet	Costings and options for south street toilets - (agreed 7th December 2023)		2025/26	NEW

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
79	COMMUNITY	Skate Park Shelter	Replacement shelter at the skatepark		2025/26	NEW
80	OPEN SPACES	Assets Strategy	Looking at creating a solid strategy and list of all open space assets and their commercial viability		2025/26	NEW
81	OPEN SPACES	The Salts Playpark Resurfacing	Resurfacing of the under 5s and toddlers area		2025/26	NEW
82	COMMUNITY	Rewilding/Renaturing Areas	Project to consider rewilding/renaturing STC's green spaces - LDC policy presentation		2025/26	ON HOLD
83	COMMUNITY	New Water Refill Station	Replacing the water refill station on Frankie's Kiosk with a standalone station elsewhere on the promenade		2025/26	ON HOLD
84	CONCESSIONS	Edinburgh Road Electrics	Currently insufficient draw to add any further concession or Beach Huts. This includes the Ice Cream Concession.		2025/26	ON HOLD
85	EVENTS	Boat Sponsorship	Sponsorship in place until 2025.		2025/26	ON HOLD
86	MAINTENANCE	Promenade Lighting	Project brief on scope with repair or replace.		2025/26	ON HOLD
87	COMMUNITY	Rain Garden at The Salts Play Park	A rain garden in case of flooding at the play park		2026/27	NEW
88	MAINTENANCE	The Salts Tennis Courts	Two floodlights not working			ACTIVE
89	MAINTENANCE	Bönningstedt Wall Remedial Works	Concrete blocks placed in front of collapsed wall for winter 2023/2024. Currently looking at			ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
			carrying out repair works in 2024.			
90	COMMUNITY	Art Linked to Plastic Free Seaford	Artwork to be installed along seafront from local artist			INACTIVE
91	COMMUNITY	–Martello Beach Hut Licence Conditions Review	Beach hut licence conditions to be reviewed and updating.			NEW
92	COMMUNITY	Salts Sports Pitches	Investment into all weather sports pitches and hub			ON HOLD
93	COMMUNITY	Parish Online	Considered, and there is potential to a future review based on an increase of staff capacity.			ON HOLD
94	MAINTENANCE	Pipework at South Hill Barn	Currently on hold looking to include with future site works at site.			ON HOLD



Report No:	19/24
Agenda Item No:	8
Committee:	Community Services
Date:	30th May 2024
Title:	Hope Gap Steps Closure
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To update the Committee on the ongoing closure of Hope Gap Steps due to health and safety reasons and discuss facilitating the Town Council considering the permanent future of Hope Gap Steps

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To confirm the Town Council is following recommendations of the Seaford Head Nature Reserve Management Committee regarding leaving the Hope Gap Steps closed for the foreseeable future for health and safety reasons, and instruct officers to facilitate the Town Council considering the permanent future of Hope Gap Steps within a two year period.

1. Information

- 1.1** Hope Gap Steps, located at the headland of Seaford Head, provide access to the shoreline at the base of the cliff line between Seaford and the Cuckmere river mouth.
- 1.2** Made of concrete, the steps have deteriorated due to weather exposure, with unsafe railings, corroded sides, and uneven surfaces. In addition, frequent cliff falls in the surrounding area pose additional risks.

- 1.3** This report is seeking to confirm the ongoing closure of the steps due to health and safety reasons and acknowledge the need for further work to consider the future of the steps.
- 1.4** Assessment and Temporary Closure:
- 1.5** In August 2023, the Town Council's Inspector assessed the steps and temporarily closed them due to public safety risks.
- 1.6** Safe, alternative access is available for the public via the path down to the Cuckmere beach.
- 1.7** Consultation and Recommendations:
- 1.8** The Seaford Head Nature Reserve Management Committee (SHNRMC) - comprising experts from Natural England, National Trust, Sussex Wildlife Trust, and South Downs National Park Authority - was consulted in September 2023. Due to the steps' deterioration and safety risks, SHNRMC recommended keeping them closed over winter, subject to review in March 2024.
- 1.9** A report explaining the decision was presented to the Community Services Committee on 7th December 2023.
- 1.10** In March 2024, the SHNRMC discussed options for the steps. Considering the natural habitat of rare bees and the Site of Special Scientific Interest designation, repairing the steps with machinery was not deemed to be feasible. The SHNRMC therefore recommended keeping the steps closed to preserve the surrounding environment, recognising that the area was susceptible to erosion and unpredictable.
- 1.11** The public safety risks identified in August 2023, when the steps were originally closed, are still live and cannot be mitigated beyond keeping the steps closed.

2. Future of the Steps

- 2.1** The ongoing closure of the steps is a temporary measure, for the foreseeable future, for health and safety reasons. The Town Council is under a duty to ensure public safety.
- 2.2** Looking ahead, a decision will need to be made on the permanent future of the steps. It is therefore recommended that the Committee instructs officers to facilitate the Town Council considering the future of the steps.

2.3 Due to the complexities involved in this project—including multi-agency coordination, external factors such as cliff erosion and wildlife considerations, and the specialised nature of the work—it is deemed reasonable to allocate a two-year period for its completion. Additionally, the area is designated as a Site of Special Scientific Interest (SSSI) and is integral to the Environment Agency's flood defence plan.

3. Conclusion

3.1 Given the safety risks and environmental considerations, the Seaford Head Local Nature Reserve Management Committee advises keeping the Hope Gap steps closed. It is Town Council officers' advice that this be adhered to until such a time that the Town Council has been able to consider the permanent future of the steps.

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 Louise Lawrence, Heads of Assets, Projects & Services.



Report No:	20/24
Agenda Item No:	9
Committee:	Community Services
Date:	30th May 2024
Title:	2024 Seahaven Pride Event
By:	Helen Vits, Events & Sponsorship Officer
Purpose of Report:	To seek approval from the Committee for a grant in kind to Seahaven Pride, should they acquire charity status ahead of the 2024 event

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To consider the request for a grant in kind to Seahaven Pride, should they acquire charity status ahead of the 2024 event. 2. To confirm the Town Council's support of the event and for an official statement to this effect being released.

1. Introduction – Seahaven Pride

- 1.1 Seahaven Pride is an annual event to celebrate the diversity of the LGBTQ+ community locally. The event aims to raise awareness of the issues facing the LGBTQ+ community, educate and promote equality and inclusion so people are free to live and love without fear and prejudice. It is important to challenge inequality and discrimination to build a stronger, safe community together.
- 1.2 Seahaven Pride is a one-day festival with music and other entertainment, including food and drinks on site. With up to 3,000 guests, this is a well-attended and significant event for the town.
- 1.3 The event this year will be taking place on Saturday 24th August 2024. This year will also see the introduction of a parade from The Salts to Martello Fields.

2. Grant in Kind Request

- 2.1** The Committee is asked to consider giving approval to offer a grant in kind to Seahaven Pride towards the 2024 event, recognising the importance of this event locally – being the only of its kind in Seaford and part of a larger, worldwide event to represent this community.
- 2.2** The grant in kind would be the waiving of certain fees and costs that would usually be associated with the event.
- 2.3** It is recommended that the Town Council look to support with the following elements of the event as a grant in kind:
- (a)** Use of Salts picnic field during the morning of 24th August 2024 for the start of the parade – value £184
 - (b)** Use of road/promenade from The Salts to Martello Fields during the parade – value £199
 - (c)** Martello Field East 23rd to 25th August 2024 – value £824.00
 - (d)** Martello Field West on 24th August 2024 – value £307.70
 - (e)** Use of tap and water on site - estimated value £10
 - (f)** Use of road signs - estimated value £10
 - (g)** Use of cones – estimated value £10
 - (h)** Accessible parking spaces above the Martello Fields - value £100 (only offered for event day based on 20 spaces)
 - (i)** Use of any available advertising space owned by STC - estimated value £55
- 2.4** In total, the request is for approval for a total commercial value of £1,699.70.
- 2.5** Should the Committee not approve the grant in kind, an alternative would be to offer the reduced, charity fees to the organisers, ahead of their charity status approval.
- 2.6** The Town Council has a precedent of waiving certain event fees where this has been deemed appropriate. In recent years, this has included the 2022 SCIP Beacon Show (a public arts trail along the seafront shining a light on the coastal community) and the 2023 Walk The Chalk (a five day event on Seaford Head, celebrating the opening of the King Charles III Coastal Path, as well as local heritage, wildlife and folklore).

3. Grant in Kind Conditions

- 3.1 The grant in kind is recommended to be subject to the organisers acquiring charity status ahead of the 2024 event.
- 3.2 Evidence of charity status would be provided to officers.
- 3.3 If the outcome of the application is delayed beyond the event, it would be reasonable to show degree of flexibility given that this is outside of their control.
- 3.4 If charity status is not acquired, the full fee would be payable by the event organisers.

4. Town Council's Support

- 4.1 The proposed grant in kind is a method for the Town Council to show its support for the event without going to the lengths of working in partnership to deliver the event, which is not a route that officers would suggest be taken.
- 4.2 In addition to the grant in kind, the Committee is asked to consider confirming the Town Council's support for this event and that an official statement to this effect be released.

5. Financial Appraisal

- 5.1 As a proposed grant in kind, this would not incur expenditure for the Town Council, instead it would be a reduction in unbudgeted income for the purpose of supporting a community event representing the LGBTQ+ community.

6. Contact Officer

- 6.1 The contact officer for this report is Helen Vits, Events & Sponsorship Officer.



Report No:	23/24
Agenda Item No:	10
Committee:	Community Services
Date:	30th May 2024
Title:	Plastic Free Seaford Bench
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To present details of the proposal for a Plastic Free Seaford memorial bench on the seafront

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To approve the installation of the memorial bench on Seaford Promenade. 2. To note that the bench be added to the Town Council's Asset Register and insurance policy. 3. To note the required coordination by officers with relevant parties for the installation and future maintenance of the bench. 4. To comment on the suitability of the bench design for the proposed location.

1. Introduction

- 1.1** The Committee is asked to support the installation of the memorial bench for Claire Sumners on Seaford promenade, recognising her commitment and drive in leading the Plastic Free Seaford movement. The Town Council acknowledges the importance of her work and the community's desire to honour her legacy.
- 1.2** This report summarises the proposal for a beachfront memorial bench dedicated to Claire Sumners, founder of Plastic Free Seaford. Claire made a significant impact in the Seaford community by championing the reduction of single-use plastics and raising awareness about coastal

pollution. Her legacy continues to inspire and mobilise efforts towards environmental conservation in Seaford.

2. Background

- 2.1** Since 2018, Claire Sumners has been an instrumental figure in the community, working as a volunteer and Regional Representative for Surfers Against Sewage. Claire's initiative, Plastic Free Seaford, engaged local businesses, schools, and residents in adopting sustainable practices and reducing plastic waste. Under her leadership, Seaford achieved the 'Plastic Free Community' status in 2020.
- 2.2** Following Claire's untimely passing in March 2022, Plastic Free Seaford, led by Fran Chorlton, has continued her work, organising regular beach cleans and educational campaigns.
- 2.3** To honour Claire's contributions, a design brief for a memorial bench was developed and awarded to local metal fabricator, Richard Dean. The bench, made from durable marine-grade materials, will serve as a tribute to Claire's dedication and a reminder of the ongoing battle against plastic pollution.

3. Design and Maintenance

- 3.1** Attached at Appendix A is the bench proposal submitted by Plastic Free Seaford.
- 3.2** The proposed memorial bench will feature a mermaid tail, seaweed, and coral motifs, reflecting Claire's passion for the ocean.
- 3.3** The bench will include Claire's parting words and logos of Surfers Against Sewage and Plastic Free Seaford, accompanied by an educational sign about plastic pollution.
- 3.4** Constructed from marine-grade stainless steel and treated hardwood, the bench will require minimal maintenance, which will be managed by Plastic Free Seaford volunteers.
- 3.5** The estimated cost of the project is £10,000, fully funded by donations and grants. The bench will be added to Seaford Town Council's Fixed Asset Register to enable its insurance as a public asset.

4. Financial Implications

- 4.1 The project has zero financial cost to Seaford Town Council. All installation and maintenance responsibilities will be managed by Plastic Free Seaford. The bench will be covered under the Town Council's insurance policy.

5. Fundraising and Budget Details

- 5.1 The current budget and funding sources, including grants and donations, ensure that the project is fully funded. Any additional costs will be covered by further grant applications and fundraising efforts by Plastic Free Seaford.

6. Contact Officer

- 6.1 The Contact Officer for this report is Louise Lawrence, Heads of Assets, Projects and Services.

Report to Community Services Committee for a Memorial to Environmentalist Claire Sumners on Seaford Promenade May 2024

Claire's parting words to her supporters and social media followers:

"burn bright, fight my fight, don't extinguish my light"

Claire Sumners, March 2022

Background



Since 2018 Claire Sumners was an incredibly important part of our community in Seaford. She worked tirelessly as a volunteer and Regional Representative of Surfers Against Sewage, helping to educate the East Sussex communities and beyond about the importance of protecting our coastlines from plastic waste and pollution.

Claire founded Plastic Free Seaford, a campaign to reduce single use plastics overseen by environmental campaign group Surfers Against Sewage. During this campaign she worked with many local businesses and schools to help them adopt better approaches to their plastic consumption and carbon footprints.

Claire visited schools, councils, and businesses across the county, and where she went people listened, changes were made, and people of all generations were inspired to make the change. She worked closely with Seaford Town Council supporting their efforts to achieve 'Plastic Free Community' status which was awarded in 2020 by Surfers Against Sewage.

Since certification Plastic Free Seaford volunteers have continued working with community groups, businesses and Seaford Town Council led by Fran Chorlton as well as running monthly beach cleans with 30-50 volunteers attending regularly. In 2022 130kg of rubbish and 294kg of recyclable waste was collected during beach cleans, much of it being plastic and commercial fishing waste. In 2023 our regular community cleans collected 45kg of recyclable plastic material and we continue to see similar quantities being brought in during our recent clean-up events. Please see our website www.plasticfreeseaford.co.uk for more information about the ongoing campaign work.

In November 2021 Claire was sadly diagnosed with terminal cancer, and she passed away in March 2022. She left behind her husband and two small children along with an incredible legacy which she worked so hard for and which we do not want to be forgotten.

Design

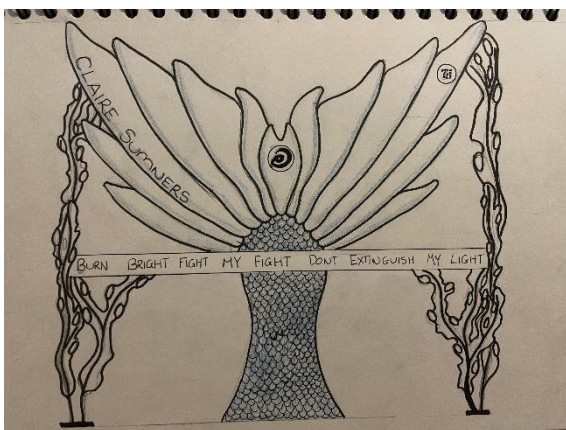


Figure 1 Bench design viewed from front

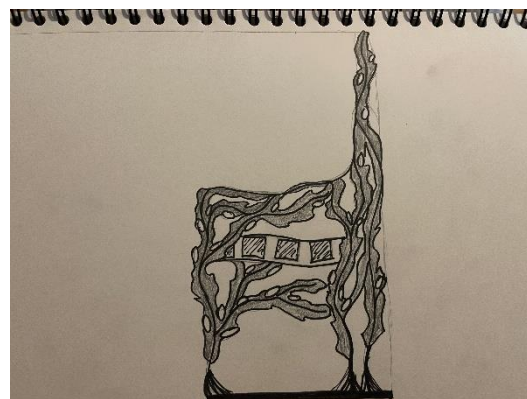


Figure 2 Bench design viewed from side

Following Claire's passing a design brief for an interactive beachfront memorial was sent to a number of artists and public art designers to develop ideas and pitch for the project. The Sumners Family and Plastic Free Seaford have selected the proposal by Newhaven based metal fabricator Richard Dean (also referred to as 'the Artist') whose proposed designs highlight the environmental damage caused by plastic

pollution in the oceans, reflect Claire's passion for the coastline and are in keeping with the aesthetics of our beautiful beach and promenade.

The bench will be made from marine grade stainless steel and treated hardwood which will withstand the harsh conditions of the seafront environment. Richard Dean, Chris Sumners and Fran Chorlton have looked into using recycled plastic board for the slats but unfortunately they were found to be unsuitable because they warp in warm weather and graffiti can't be removed from it. The design aims to bring the sea onto land with elements including the mermaid tail looking as though it is diving under, as well as seaweed and coral incorporated into the legs of the bench.

The following design brief criteria have been met:

The bench will:

- be interactive i.e people can sit on it
- contain Claire's parting words ("burn bright, fight my fight, don't extinguish my light")
- include the Surfers Against Sewage and Plastic Free Seaford logos
- be supported by an educational sign approximately 70cm square about the ever increasing threat of plastic pollution and links to the national Plastic Free Communities campaign which Seaford was proud to be awarded in 2020 thanks to Claire's incredible dedication and effort
- be made of durable and sustainable materials
- require no regular maintenance and care costs due to the hardwearing materials chosen
- be secured to the ground with bolts and have no sharp edges or loose parts
- cost no more than £10,000 including materials, manufacture and installation

The educational sign will be no larger than 90cms square and designed in collaboration with Sussex Contemporary Illustrators and Printmakers (SCIP). There will be no consultation or design fees for this collaboration.

Size

The bench will have a footprint of 2m x 0.8m and the highest point will be no taller than 1.5m meaning that it will not impede sea views from buildings situated behind the bench. As an example this is smaller than the temporary beach huts installed on Seaford promenade each year.

Copyright

The design is Richard Dean's original work and as such he will hold copyright over any 3d reproductions of the bench and its design. As the Artist, Richard Dean will receive authorship credit for any reproduction of the bench and when the Clients (Seaford Town Council and Plastic Free Seaford) display the work publicly, privately or via the internet.

Maintenance

During the next 20 years there will be a **zero cost obligation** from Seaford Town Council towards the project. This includes installation and maintenance.

The projected costs of the bench have been fully covered by donations and grant funding. Please see Fundraising and Budget section for further detail of the costs.

Funds have been raised to cover the manufacture and installation of the bench by fabricator Richard Dean, based in Newhaven. Councillors are welcome to contact Fran Chorlton using the contact details at the end of the report to arrange a site visit. The materials have been chosen because of their longevity so we do not foresee any weather related damage occurring in the next 20 years. Richard has previous experience with public sculptures having made and installed a poppy sculpture in Peacehaven. Throughout the manufacturing process he will ensure there are no sharp edges or loose parts which could cause a hazard to the public.

Cleaning costs and wood maintenance will be overseen by Fran Chorlton, community lead for Plastic Free Seaford, who will inspect the bench 2-3 times a year

in consultation with the Artist. The inspections and resulting maintenance work will be covered for public liability by insurance provided by Surfers Against Sewage Limited up to £10 million (see Appendix i). The Artist agrees to be consulted for repairs and maintenance for an initial period of 10 years. Any work required in the 6 months post installation will be provided free of charge.

Other than staff time to liaise with Plastic Free Seaford we do not foresee any significant financial implications for the Town Council budgets.

Long Term Insurance and Ownership

Although we do not foresee any installation or maintenance costs for the bench it will need to be adopted by Seaford Town Council as an asset for long term public liability insurance purposes. We have made enquiries regarding insurance and am not legally able to take out an insurance policy for an item on public land. Close family and friends of Claire as well as Plastic Free Seaford campaigners will undertake any actions necessary for maintenance and fundraise for repairs if required. An ongoing maintenance fund can be created or fundraising can be done ad-hoc.

We welcome an opportunity to draft an agreement between the stakeholders and Seaford Town Council to confirm all responsibilities.

Location

Much of Claire's time was spent on the beach at Seaford and Cuckmere Haven, whether it was campaigning and running beach cleans at Martello Tower and the Sailing Club, taking her children to play near Frankie's beach kiosk or swimming and walking along the coast. She felt a huge draw to the ocean and her ashes were taken out to sea so it is our firm belief that her memorial should be installed on Seaford Promenade. The bench would ideally be co-located alongside some form of pollution prevention, for example, the existing Litter Picking Tool Station or the Anglers Line Collection Pipe Bins on Seaford promenade.

Installation and public safety

Installation will be carried out by Richard Dean, insured up to £5 million including public liability and products insurance, certificate to follow as it is currently under renewal. During installation we will ensure that there is a safety officer on site, first aid cover available and that the public are kept at a safe distance. A risk assessment and up to date insurance will be submitted to council officers for approval when an installation date is fixed. We would welcome a member of council staff to be present as well.

We will liaise with James Webb, Environment Agency and Louise Lawrence, Head of Assets, Projects and Services, Seaford Town Council to find an installation date which does not affect the shingle recycling schedule or any town council events.

Richard Dean has provided a statement (Appendix ii) detailing the measures he will take throughout design, manufacture and installation to ensure that the bench in situ does not pose any safety threat to the public. He has previous experience with public sculptures having designed, made, and installed a large poppy sculpture in Peacehaven. You can view his work at www.rjdean.co.uk

Decommissioning

We expect the lifetime of the bench to be at least 20 years, during which time any repositioning or removal of the bench should be done in direct consultation with Plastic Free Seaford and the Sumners Family.

Timeline

For a number of reasons it is important that the bench is formally commissioned as soon as possible. It has now been over two years since Claire passed away and the relevance of a named memorial reduces as time goes on. The ideal installation period is from April / May through to September so that the bench can be installed

allowing time for a 4 week safety review and inspection before the worst of the weather arrives. The Artist estimates the bench will take a minimum of 6 weeks to manufacture. Many current councillors are aware of the Plastic Free Communities campaign and support the need for this memorial. However, at the next town council elections this could all change. We are also aware that it is difficult to pass anything in the run up to the elections due to purdah so there is an urgency for the current council to discuss this project. Furthermore I have already received the funding needed to cover the project. The funds have been held by the Rotary Club for a number of months and if the project is not agreed by the council we will need to return the grant funding. On a personal level we don't feel comfortable holding the funds or keeping the designer waiting past September of this year which would have been 12 months since receiving the funds. Therefore we need a decision from the council regarding approving or rejecting the bench project and a look at possible locations as soon as possible so that in the event of a negative outcome we can contact the grant funders.

Benefits of this Memorial

As well as commemorating Claire's legacy the memorial will become a focal point for beach cleans, and community engagement in natural heritage protection. We will instigate new guided beach cleans from the memorial location which will build on Claire's work engaging different members of the community in protecting the local natural heritage. The design will highlight the environmental damage caused by plastic pollution in the oceans and provide signposting to ways that visitors and residents can protect the natural heritage of the area. This structure has been carefully designed to enhance Seaford beach, providing a cultural pull to visitors and residents, while demonstrating Seaford's commitment to protecting its seas and honouring the legacy of an incredible woman.

Plastic Free Seaford will use the memorial as a location for offering guided beach cleans in our community. This will provide education on what plastic is, how it threatens our landscape and marine life and how individuals can make changes to

protect our planet. This will be actively offered to schools, community groups and businesses. Plastic Free Seaford will work with organisations such as Cycling Without Age to improve access for members of our community who are not independently able to access beach cleans. The memorial will include signposting to educational materials and information about the plastic free community for residents and visitors to our beach. It will become a beacon of Claire's mission to protect our landscape and oceans and the town's ongoing mission to reduce plastic waste in our community. Plastic Free Seaford will use beach clean attendance and new guided beach cleans engagement as a measure of the impact of the memorial in our community.

An eye-catching bench such as this will draw people's attention in order to raise awareness of the need to fight plastic pollution. It will be a public reminder of the need to reduce single use plastics and move towards a circular economy as well as showcasing the ongoing commitment of Seaford Town Council to combating coastal pollution. It will be an important asset which gives strength to any future bids such as a Bin For Green Seas application. It will show the town and visitors to the seafront that if one person achieved this much in a short time we can all achieve greater things collectively. Furthermore, it will help to embed plastic free living as one of the pillars of the Seaford community and help to instil an identity as a town which values and actively protects the environment in which it is situated. The bench will provide a space for reflection in view of our stunning coastal landscape and the accompanying board will provide access to websites which enable the public to take further action against coastal pollution.

Support for the memorial

Many members of the Seaford community, including business owners, many local community groups and former Seaford Town Councillor and former Mayor of Seaford Rodney Reed, support the idea of a memorial to Claire on Seaford beach. It will not only be a place for reflection and memory, but also continue to educate and inspire residents and visitors to love and protect our coastline and uphold the principles of a certified Plastic Free Community.

Rodney said “Claire was the recipient of a Mayor’s Sustainability Award for her work leading and energising Plastic Free Seaford and the first posthumous Don Mabey Award was made following her sudden and too early death. I do hope that Seaford Town Council can thank Claire for her work with them in devising and developing their Seaford Town Council ‘Single Use Plastics Policy’ by making a suitable seafront site available in the near future.”

SCIP (Sussex Contemporary Illustrators and Printmakers) who dedicated their 2022 Beacon Show to Claire’s memory said “Claire Sumners was one of the most inspiring and dedicated people we have ever had the pleasure of working with, she helped us understand our organisation’s responsibility to the environment, and we still use the knowledge Claire gave us to this day. Claire inspired action and change by offering tools, ideas and resources to her community, not judgement or unrealistic goals. She supported anyone in the community who wanted to be part of the change and she worked tirelessly all as a volunteer - she was a remarkable human who's legacy should never be forgotten.”

Claire also had a large following online through her website and social media account ‘Zero Waste Maman’. She inspired people all over the UK including Owner of Nom Nom Kids Suzanne Moore, Founder of The Party Kit Network Isabel Mack, Authors Jen Gale (Sustainable(ish)) and Ellie Jackson (wildtribeheroes) and many fellow campaigners at Surfers Against Sewage including Plastic Free Communities Manager Rachel Yates and presenter and Trustee of Surfers Against Sewage Lucy Siegle.

Please see Appendix (iii) for additional quotes and statements of support.

Consultation & Permissions

This project will be developed and planned with direct consultation with all concerned parties including but not limited to:

- Seaford Town Council Officers and Councillors (Community Services Committee)

- Lewes District Council
- James Webb - The Environment Agency
- The Sumners Family
- Planning officers at Seaford Town Council and Lewes District Council if required
- Steven Tapp - Anglers National Line Recycling Scheme

Fundraising & Budget

The projected cost of the project is **£9,241.68** including materials, manufacture and installation for which Richard Dean is insured. A breakdown of the current budget is available on request.

Budget for an educational outdoor sign no bigger than 90cms square: **up to £1000**

At this time we currently have **£10,679.59** in secured funding from:

- The Chalk Cliff Trust
- Human Nature Group
- NPS Lions
- Justgiving donations from members of the public
- Seaford Bonfire Society

Plastic Free Seaford will apply for additional sources of grant funding if required.

If the bench is not able to be located on Town Council land we will have to inform the funding organisations and return the grants already received and paid.

The Seaford Martello Rotary Club have agreed to hold the funds on behalf of The Sumners family.

We would like to take this opportunity to offer our sincere thanks for considering this project.

Chris Sumners & Fran Chorlton

Contact details:

plasticfreeseaford.community@gmail.com

Appendix (i) Insurance covering events run by registered Plastic Free Communities



Certificate of Public Liability Insurance

Policy Number: 012504/07/23

Name of policy holder: Surfers Against Sewage Limited

Date of Commencement of Insurance: 07 July 2023

Date of Expiry of Insurance: 06 July 2024

Business: Charity or Social Enterprise, and as per Policy.

Indemnity Limit

Public Liability GBP 10,000,000 in respect of any one Event

Products Liability GBP 10,000,000 in the Aggregate for the Period of Insurance

This is to certify that on the date of issue of this certificate, the policyholder was insured under the above numbered policy subject to the terms and conditions agreed with Aviva Insurance Limited.

Date of Issue: 06 July 2023

Appendix (ii) Statement of safety from Richard Dean



Rich Dean
METAL SCULPTURE & FABRICATION

Clare Sumners memorial bench/sculpture

Measures taken to ensure public Safety.

While in the design stage, and manufacturing process of the sculpture/Bench there will be no interaction with the public, but If I were to get a visit while fabrication is in progress I would ensure a Safety talk would be given before entering my workshop to ensure everyone stays safe.

Once the Piece is fabricated, I will ensure there are no sharp edges and no places to trap fingers.

The entire piece will be made of 316 stainless steel which is very corrosion resistant.

No parts will be loose, and everything will either be welded or mechanically fixed with taper proof bolts.

During installation ` I will corden off the area where I will be working while the works are carried out.

The piece will be chemically fixed into the ground with anti-theft bolts, and once the installation is completed, I will make sure the area is clean swept and no trip hazards are present.

My previous experience.

I have worked on commercial and building sites, welding, fabricating and installing a wide variety of products, I have a gold CSCS card as well as having passed my coding's for welding, I have a 5 million pound public liability and also products insurance

I have also helped to install sculptures as well as my own, usually with the use of a lorry with a Hiab.

When I made my WW1 poppy murmuration (ascension of the fallen) in Peacehaven, I made the whole piece in the workshop then for the installation I used a local lorry driver with a Haib to deliver and crane the piece into place, once the lift was completed I made sure the lorry was off site safely then I fixed the sculpture down using chemical resin, Into a concrete plinth.

With other smaller sculptures I use my van to deliver the piece which will be the case this time. I would have help with me to ensure lifting the sculpture into place will be safe and to have them make sure there are no risks to the public

Unit 8, Pine Close, Avis Way, Newhaven, BN9 0DH
info@rjdean.co.uk
rjdean.co.uk
07980 329910



Cleaning of the Bench/sculpture

Rain plays an important part in the washing-down of the bench/ sculpture, sheltered areas will collect dirt which, if not washed away periodically, could lead to deterioration of appearance or corrosion. In coastal areas more frequent cleaning may be required than in rural areas.

Stainless steel is easy to clean and washing with soap, mild detergent or cleaning paste with a ph. over 8 with warm water, followed by a clear water rinse, is usually quite adequate for domestic, architectural and commercial catering equipment. If the water is hard, the steel should then be dried with a soft cloth to prevent water spotting.

If the stainless still has stains it can be removed with a 25% vinegar solution.

The wood used would be FSC certified European Oak, sourced and tracked from sustainable sources.

This is a hard wood and will be saturated in Danish oil which dries hard and therefore will not come off on people's clothes.

To keep the wood in top condition every 6 months another layer of Danish oil should be applied.

As the wood ages it will turn to a more silver colour but will last.

Kind regards,

Richard Dean
Welder, Fabricator and Sculptor

Appendix (iii) Messages and statements of support

“To: Plastic Free Seaford

I write to support the request by Plastic Free Seaford to the Seaford Town Council for the allocation of a site on the seafront for a public art installation in celebration of the life and work of environmental activist Claire Sumner.

There are two reasons this installation is important to the town and for the people of Seaford:

a) it celebrates the significance of Claire’s work promoting and advocating for plastic free seas and oceans including her leadership of beach cleans and recognising local ‘plastic free champion firms’ including businesses, churches, schools and local charities.

b) it will be a public reminder of the need to reduce the use of plastics including the continuing need to remove discarded plastic from local parks and other public spaces including the seafront. Also promoting reusable cups and containers for example by users of the seafront, by local cafes, during events on Seaford Town Council land and by the Council’s franchise holders.

Claire was the recipient of a Mayor’s Sustainability Award for her work leading and energising Plastic Free Seaford and the first posthumous Don Mabey Award was made following her sudden and too early death.

There is evident local support for an installation to remember Claire and her work because public subscription has contributed towards the design work and is sufficient to cover the costs of its fabrication by a firm based in Newhaven.

I do hope that Seaford Town Council can thank Claire for her work with them in devising and developing their Seaford Town Council ‘Single Use Plastics Policy’ by making a suitable seafront site available in the near future.

Yours sincerely,

Rodney Reed”

Former Mayor of Seaford

11 February 2024

“Claire was a true ocean activist. As one of our key Regional Reps she was instrumental in raising awareness of water quality issues locally, from sewage pollution, to plastic pollution and the impact they have on the wider ocean and climate emergency. When Plastic Free Communities launched it was no surprise that Claire took on the challenge with her usual passion, dedication, joy and goodwill. She led Seaford to be one of our first Plastic Free Communities and has left a lasting legacy. A reduction in the availability of single use plastic in the town, as well as work to keep the coastline clear of pollution. That’s through her work with businesses, schools, organisations and by inspiring and motivating individuals to take action. As a loved and valued volunteer for SAS we wholeheartedly support an active memorial, which enables Claire to continue to inspire others to take action to protect the ocean. To see her love of the ocean, of her community and the valuable contribution she made being remembered in this way is very fit.”

Rachel Yates, Communities Manager, Surfers Against Sewage

“As a primary school teacher who was incredibly inspired by Claire, I would love to show my support for her memorial. When I first started at my school, I had no intention of being eco lead, but a passion for the planet and necessity to do something to help naturally unfurled. And it was solely thanks to people like Claire that I was offered the education and support to learn and help make a difference. She was not only a beacon and example to emulate, but an enthusiastic cheerleader to anyone trying their best in their own little way. She was truly incredible, but never failed to let you know how wonderful she thought you were. Claire was a ray of sunshine whose everlasting warmth continues to help the seeds she planted grow. I can't think of anyone more deserving of a memorial.”

Sarah Eddie, Eco Lead, Cradle Hill Community Primary School

“I would love to see a memorial for Claire on Seaford beach to remember Seaford's Zero Waste Maman and her legacy. Claire worked tirelessly and with grace and humour on educating people on the importance of giving up on single use plastic and achieved so much for our community in the years that she did so. A memorial would not only be a beautiful way to honour her but would also work as a daily reminder for people to keep our beach clean and cut down on plastic.”

Onneke Northcote-green, Onneke studio and Shop

“I live in Spain but frequent my daughter who lives quite near to where Clare lived and when I was here I followed her on Instagram and she had such an impact on me..I didn't know her personally but her energy and passion for the community of Seaford and her passion for eating naturally, homeschooling all things alternative I really listened to her and felt that I warmed to her..I'm so pleased her name and passion will live on for all she was trying to do to clean up the beaches etc for future generations to enjoy.”

Jaki Tagg

“Claire’s smile was like the sun on the darkest days, Claire was the voice in the silence for our oceans inspiring & teaching & showing seafordians the way to cleaner oceans & the love of our beautiful planet & seas. You could not help but take notice, before us stood a warrior of our seas 💖💖”

Julie Moore, Scoop and Weigh Seaford

“Claire was a huge inspiration to so many and gave so much of her time to the local community and environment. A true fighter and amazing person. Thank you Claire for all you did. 💖”

Harriet, Beach School East Sussex

“So missed. A true hero and champ. 🥳💖💖”

Sarah Jones

“Claire the Seaford plastic free sea warrior,
Thank you for all you did”

Vicky

“She was so so so funny. I miss her everyday.”

Kittie Kipper, textile artist

“I would truly love somewhere we can go to honour their memories and reflect.”

Nicky Parsons

“Was such an inspirational Lady for everyone to join her fantastic project & create a Plastic Free Seaford 🙏 She's Greatly Missed ❤️”

Karen Chapman

“Zero Waste Maman, Claire was a caring and beautiful soul who inspired many of us to be more aware of the plastic waste we create in our everyday lives. She taught us how we can all work together in cleaning the seas, recycling, reusing and ultimately how to leave the planet in a better condition for generations to come. Her legacy lives on and a memorial will be a fitting tribute to her tireless work and a constant reminder of how we can all play our minuscule part in healing the wounds inflicted on the world by human beings.

🌍❤️🌍”

Linda Funnell

“Claire you inspired so many people with your selfless acts of kindness, always love chatting to you when I saw you. You are greatly missed by so many but you have inspired so many people we all miss you”

Phil Sage, Environment First

“Claire was an inspirational woman”

Plastic Free Eastbourne



Report No:	18/24
Agenda Item No:	11
Committee:	Community Services
Date:	30th May 2024
Title:	Seaford Storm Boards
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To update the Committee on the management arrangement for the Seaford Storm Boards

Recommendations
The Committee is recommended:
1. To note the contents of the report and support the new management arrangements in place for the storm boards along the Seaford promenade.

1. Introduction

- 1.1** In order to protect the highway and housing of Seaford from flooding and/or shingle damage, there are a number of storm boards (temporary, wooden boards of varying types, configurations and sizes) placed in the gaps along the length of the Seaford promenade wall.
- 1.2** A number of the storm boards have deteriorated due to weather exposure, which pose a potential public safety risk.
- 1.3** Assessment of the storm boards and storm wall has taken place with Seaford Town Council, Lewes District Council, Environment Agency and East Sussex Highways to look at the current deployment and maintenance of Seaford's storm boards.
- 1.4** As a result, the Environment Agency has proposed to take over the maintenance and deployment of the Seaford storm boards along the full length of the frontage from East Sussex Highways. With East Sussex Highways to continue to manage and maintain the flood wall (the main, concrete promenade wall).

- 1.5 The intention is that the Environment Agency will continue to deploy the storm boards as per the current arrangement - after the autumn half term (end of October) and removed prior to the Easter weekend. These dates will however be bought forward or pushed back in the event of any forecasted storms or bad weather.
- 1.6 The Environment Agency will look to improve and / or replace the deteriorating storm boards over time with solid hardwood, and a locking mechanism to prevent tampering and removal of storm boards once deployed. Along with new signage placed at each storm boards location.
- 1.7 Going forwards, the storm boards will be stored in the Environment Agency's Seaford depot.

2. Seafront Access

- 2.1 It is acknowledged that the storm boards restrict pedestrian access to the promenade once the deployment has commenced. As such, it is proposed that storm boards at three of the most used access locations will only be deployed during the period of an Environment Agency flood alert or flood warning.
- 2.2 The three locations are:
 - (a) The gap adjacent to the Buckle Car Park
 - (b) The gap adjacent to West View (to the west of Frankie's Beach Café)
 - (c) The gap adjacent to The Causeway
- 2.3 There is an existing storm gate installed at the gap adjacent to The Causeway. The Environment Agency's intention is to utilise proper storm boards at this location – only when flood alerts or warnings are in place - instead of using the gate.

3. Conclusion

- 3.1 The Environment Agency proposes to take on the safety risks, maintenance tasks and annual deployment, along with flood warning deployment throughout the year. The proposals ensure public safety, whilst increasing pedestrian access sites to a total of three during the deployment of the storm board system.
- 3.2 Officers would recommend that the Committee supports this proposal.

4. Financial Appraisal

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

5. Contact Officer

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



Report No:	22/24
Agenda Item No:	12
Committee:	Community Services
Date:	30th May 2024
Title:	Temporary Arrangements for Seaford Lifeguard's Hut
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To provide an update on the temporary arrangements for the lifeguards hut on Seaford seafront

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1** Following the dismantle of the Martello Kiosk site, which housed the concession and Seaford Lifeguard's hut, work has been underway to identify a temporary location and amenities for Seaford Lifeguards on the seafront for the 2024 summer season.
- 1.2** Officers have worked with partners along the promenade from Martello Tower to Splash Point to identify a new temporary position to place a station for Seaford Lifeguards.
- 1.3** A site has been highlighted towards Splash Point, opposite the current Splash Point ice cream concession, next to the emergency access opening.
- 1.4** It is being explored whether a disused West View Beach Hut (concession unit) can be used at this location for a Seaford Lifeguards post for the summer of 2024.

- 1.5 Officers will be able to access and install electric to the hut and three options of obtaining a fresh water supply to offer Seaford Lifeguards, which is essential for any first aid emergencies.
- 1.6 Discussions between officers and Seaford Lifeguards are ongoing currently.
- 1.7 The Committee is therefore asked to note the update within this report.

2. Financial Appraisal

- 2.1 There are no direct financial implications of this report.

3. Contact Officer

- 3.1 The contact officer for this report is Sharan Brydon, Assets & Projects Manager.