

# Charity Committee Agenda

**Monday, 20 March 2017 at 6.00 pm**

Council Chamber, Muriel Matters House, Breeds Place, Hastings, TN34 3UY.  
Please enter the building via the Tourist Information Centre entrance.

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For further information, please contact Emily Horne on 01424 451719 or email [ehorne@hastings.gov.uk](mailto:ehorne@hastings.gov.uk)

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14. Additional urgent items (if any)

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## CHARITY COMMITTEE

12 DECEMBER 2016

Present: Councillors Fitzgerald (Chair), Forward, Cartwright and Mr May, The Protector

### 65. DECLARATIONS OF INTEREST

The following Councillors declared an interest in the minutes:

Councillors	Minute Number	Interest
Forward, Cartwright, and Fitzgerald	55 – Appointment of Grants Advisory Panel Members	Personal – Knows Susannah Farley-Green.

### 66. APOLOGIES FOR ABSENCE

None.

### 67. MINUTES OF THE CHARITY COMMITTEE MEETING & FORESHORE TRUST AGM HELD ON 26 SEPTEMBER 2016

**RESOLVED** that the minutes of the Charity Committee meeting & Foreshore Trust AGM held on 26 September 2016 be approved and signed by the Chair as a correct record of the meeting.

### 68. ADDITIONAL URGENT ITEMS (IF ANY)

None.

### 69. SEAFRONT SPLASH PAD WATERPLAY AND KIOSK

The Assistant Director, Regeneration and Culture, presented this report to seek approval in principle for a water play facility on Foreshore Trust land and to approve a budget of up to £225,000 to deliver it.

The proposal is for an accessible water play attraction for a wide age range of children which benefits mental and physical health and provide opportunities for people to engage with the seafront and beach. It is likely that the water play area will be operated seasonally for approximately six months between April and September.

Initial advice included three options for how the water play facility will be operated: A fully recyclable system which requires underwater tanks; a partially recyclable system and a system that does not recycle. Research was undertaken to look at similar systems elsewhere, and the partially recyclable system was favoured from the three options.

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In addition to the water play facility, other works include seating and landscaping. A kiosk will house the equipment and provide a commercial operation.

The Assistant Director (Financial Services and Revenues) advised that the Charity Committee should look at the Trusts' business plan and identify the commitments over the next 5-10 years before determining this major item of expenditure. He could not recommend to the committee that they consider this item in isolation. The committee needs to understand its future liabilities and other priorities in order to understand whether this scheme is affordable. Further details and costings will be required for consideration at the budget meeting.

Mr May, the Protector, agreed and requested a detailed report be brought back to the Charity Committee.

Councillor Forward stated that the project might provide an opportunity to generate an income for the Foreshore Trust and would be seen as a positive attraction by the people of Hastings.

Councillor Forward proposed approval of the amended recommendations to the Assistant Director, Regeneration and Culture's report as set out in the resolution below, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that –**

- 1. To agree to the principle of a proposed installation of a Water Play Facility, including a kiosk and additional seating and picnic areas, subject to satisfactory confirmation of operational and insurance issues;**
- 2. To give delegated authority to the Assistant Director for Regeneration and Culture for the procurement of agreed costed design brief through the East Sussex Procurement Hub; and**
- 3. Final approval of the project is to be determined at a future meeting of the Charity Committee and subject to a detailed business case.**

The reason for this decision was:

A seafront water play facility has been much requested by residents and visitors to the town for many years, particularly since the construction of the Pelham Play area in 2012 which it would complement.

The provision of such a facility would act as a destination attraction on the seafront at Hastings, close to the town centre and encouraging greater use of this part of the seafront for healthy activity for younger children and their families.

The development of this type of attraction and its associated facilities is also seen to support the continued regeneration of the seafront and wider town and is aligned with priorities for the Foreshore Trust and Hastings Borough Council.

### **70. ADDITIONAL CHALETS**

The Assistant Director, Regeneration and Culture, presented this report on behalf of the Resort Services Manager, which sought approval for the procurement of 12

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additional beach chalets at White Rock. She advised the Committee of a typographical error to the report at paragraph 3 which should state "12 of which..." and not 10.

The allocated budget for the cost of supplying and installing the chalets is expected to be £14,000. Rental costs are proposed to be £1,000 + VAT for 12 months. Therefore the majority of the investment should be returned after the first 12 months of operation.

It is proposed to tender the chalets jointly with Hastings Borough Council during December and January so that they will be available for rental from the beginning of April 2017.

Councillor Cartwright proposed approval of the recommendations to the Resort Services Manager's report, which was seconded by Councillor Forward.

### **RESOLVED (unanimously) that –**

- 1. Support is given for the provision of 12 beach chalets at White Rock**
- 2. A budget of £14,000 is allocated within the 2016/17 Business Plan contingency and the chalets are jointly procured with Hastings Borough Council, through the East Sussex Procurement Hub**

#### The reason for this decision was:

Hastings Borough Council is currently in the process of procuring additional chalets and beach huts at different locations on the foreshore.

One of the potential sites identified is White Rock, directly east of Hastings Pier on land owned by the Foreshore Trust.

There is an opportunity for the Foreshore Trust to install chalets at this location that would support the ongoing regeneration of this part of the seafront and build on the recent investment made by the trust in the former White Rock Baths and public realm.

The additional income generated would help to cover the costs of extending the Lifeguard Service to cover this increasingly popular part of the beach.

### **71. KIOSK ON WHITE ROCK PROMENADE**

The Assistant Director (Financial Services and Revenues) presented the report of the Estates Manager, on the update of the position with the lease.

The Source was due to take on the lease for the kiosk 10 working days after practical completion. The kiosk was due to be completed on 14 August 2016, but actual completion was not until 14 October 2016. The Source wish to delay the start of the lease and opening the Kiosk until 1<sup>st</sup> March 2017 when it is financially more practicable.

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Councillor Forward proposed approval of which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that –**

- 1. To note that the kiosk will be opening in March**

The reason for this decision was:

There have been delays in constructing the kiosk.

### **72. ANNUAL REPORT OF GRANT ADVISORY PANEL 2015/16**

The Assistant Director, Regeneration and Culture presented the annual report on the work of the Panel.

Judith Monk, Grant Advisory Panel member was present on behalf of the Chair of the Grants Advisory Panel to answer questions.

The report gave an overview of the Panel's activities in 2015/16 relating to the small grants programme and events grants programme, and also included a number of case studies about the beneficiaries of these grants which illustrated the positive impact of the Trust's grants programmes in the town.

The report identified changes to the membership of the Panel. In July 2016, Barry Cooper resigned and Sandra Garner stepped down. The Committee agreed to recruit two new members at its meeting in September 2016.

The Committee expressed their thanks to the Grants Advisory Panel for its hard work in dealing with the applications and to the members who had stepped down from the Grants Advisory Panel. The Committee also thanked the Chair for a comprehensive and informative report and officers in the Regeneration team for their support to the Panel.

Councillor Cartwright proposed approval of the Annual Report, which was seconded by Councillor Forward.

**RESOLVED (unanimously) that The Charity Committee approves the Annual Report of the Grant Advisory Panel 2015/16**

The reason for this decision was:

This is the latest annual report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel was established in March 2011 to advise on and administer the Foreshore Trust Grants programme.

### **73. FORESHORE TRUST FINANCIAL REPORT**

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The Assistant Director (Financial Services and Revenues) presented a report which updated the Charity Committee on the current year's financial position since the budget was set in March 2016.

The report stated that income was currently above budget due to parking income being higher than anticipated and rental increases. While there had been a slight increase in expenditure, the surplus was above the original projection for the year and reserves remained above the suitable level identified in the Trust's policy.

The report also set out the current programme of works approved by the Trust.

The Assistant Director (Financial Services and Revenues), advised that there had been a revision in the time scale for the Stade Open Space Landscaping, Seafront Splash Pad and Kiosk and Marina litter project which require further Charity Committee Approval before additional spend.

Mr May, The Protector, asked what had contributed to increased footfall and hence the increase in carpark income. The Marketing and Major Projects Manager said there had been a number of major events this year such as the ROOT1066 International Festival and the storytelling programme.

Councillor Forward proposed approval of the recommendations to the Assistant Director (Financial Services and Revenue's) report, which was seconded by Councillor Cartwright.

### **RESOLVED (unanimously)**

- 1. To agree the current financial position for 2016/17.**
- 2. To agree the revisions to the Business Plan.**
- 3. To advise on potential additions to the Business Plan.**

The reason for this decision was:

The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus slightly above budget expectations is anticipated for 2016/17 in respect of ongoing operations.

### **74. APPOINTMENT OF NEW GRANT ADVISORY PANEL MEMBERS**

The Principal Solicitor, presented the Chief Legal Officer's report to inform the Committee of the appointment of two new members to the Grants Advisory Panel following the resignation of Barry Cooper and Sandra Garner.

The Chair of GAP, Andrew Colquhoun was present at one of the interviews and will meet with the second candidate before they are introduced to the Grants Advisory Panel in January 2017.

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Although both of the members are connected with existing Hastings Borough Council Councillors, the panels existing procedure deals with any potential conflict of interest which may arise.

Councillor Forward proposed approval of the recommendations to the report, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that: -**

- 1. To appoint Joanna Clark and Susannah Farley-Green to the Grants Advisory Panel with immediate effect for a period of three years**

The reason for this decision was:

The membership of the Grants Advisory Panel is now six due to two members resigning. The assessment of grant applications takes place in January 2017. As two members assess the same applications it is helpful to have an even number of members.

### **75. MINUTES OF THE COASTAL USERS GROUP HELD ON 29 NOVEMBER 2016**

The notes of the Coastal Users Group meeting held on 29 November 2016 were submitted.

**RESOLVED that the minutes of the Coastal Users Group meeting held on 29 November 2016 be received and noted.**

### **76. NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS**

The Assistant Director (Financial Services and Revenues) informed the Charity Committee that due to recent bad weather, water ingress had occurred at the White Rock Baths. This had arisen due to re-surfacing works which had moved the water to new areas where there were no drainage channels. Consequently urgent repairs are needed. As Trustee of the Charity, HBC has a responsibility for the cost of the repairs. The Committee was advised that contingency funds of £25,000 were readily available to put towards the total cost of repairs amounting to £37,000.

Mr May, The Protector, requested further details in writing. The Assistant Director (Financial Services and Revenues) explained that his verbal report was in the absence of the Resort Services Manager, and he would forward the quote from the building company. He said the builders who originally undertook the work would be able to act quickly to rectify it and recommended that the work to repair the building takes place imminently.

Councillor Fitzgerald, Chair, said he would have preferred to know about the situation sooner and asked to meet separately to discuss future mitigation.

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The Assistant Director, Regeneration and Culture, advised that mitigation had taken place to install guttering to channel water ingress. A pump and spare generator were also available for such emergencies. She advised the building was always problematic given the subterranean nature of it.

Councillor Forward proposed approval of the verbal report, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that: -**

**The Surveyor instruct the contractor to commence works.**

(The Chair declared the meeting closed at. 6.57 pm)

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# Agenda Item 5



**Report to:** Charity Committee

**Date of Meeting:** 20<sup>th</sup> March 2017

**Report Title:** Seafront Access Audit

**Report By:** Nick Sangster, Resort Services Manager

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## **Purpose of Report**

The report presents the findings of the recently completed audit of access provision for facilities and events on Hastings seafront and foreshore.

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## **Recommendation(s)**

- 1. The recommendations are explored and costed to allow inclusion in the Foreshore Trust Business Plan where appropriate and subject to necessary funding**

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## Introduction

1. Informal access audits were undertaken by the Hastings and Rother Disability Forum (HRDF) / East Sussex Disability Association (ESDA) more than 10 years ago and a number of improvements were made as a result. In addition, Hastings Borough Council has also used external agencies to provide access guides to the main beaches.
2. The access audit undertaken by Disability Inclusion CIC was commissioned jointly by the Foreshore Trust and Hastings Borough Council and sets out to review and update the current arrangements and report on the outcome.

## Scope, Brief and Methodology

3. The aim of the audit was to identify and review current arrangements and access improvements to the main resort beaches at Pelham in Hastings and Marina in St Leonards, and to encourage wider use of the promenade and foreshore.
4. This audit primarily looks at the Seaside and Blue Flag Award Beaches at Pelham in Hastings and Marina in St Leonards. It also identifies other potential general improvements to encourage greater use of other parts of the promenade and beach, including specific events and activities.
5. This audit has been carried out by Disability Inclusion CIC, with support from volunteers of the HAVE (Hastings Access to Venues and Events) group and after initial consultation with HRDF. Disability Inclusion is a User-Led Organisation, with all of its Directors being disabled people.
6. A number of site visits along the seafront were carried out by disabled people with a range of impairments, and this information has been combined with research into the different types of information provided for visitors to the town.

## Audit Findings and Recommendations

7. The review considered existing facilities and arrangements, identified areas for improvement and suggests a list of prioritised recommendations.
8. Generally the report recognises the improvements that have been made in access to many areas of the seafront itself as well as information and facilities.
9. There are a range of improvements that could be made, subject to necessary funding and practical solutions being found, covering four main types.
10. Information – requires rationalising and updating, there is potential to utilise new technology more effectively.
11. Arrangements – review existing for public/private toilets and with leaseholders and other organisations.

12. Facilities – consider the trial of new equipment and the adaptation of some existing physical assets.
13. Events – there is scope to both encourage event organisers to consider access more carefully, as well as promoting accessible events and existing resources e.g. temporary matting

## Next Steps

14. Although large parts of the seafront and Foreshore are owned by the Foreshore Trust the report does cover areas owned and managed by Hastings Borough Council and leased to others. Further consultation on specific recommendations will be required.
15. Some of the recommendations do not necessarily have a significant cost attached i.e. website continuity but a realistic timescale will need to be agreed.
16. For those agreed items that do have a cost, estimates need to be secured to allow a prioritised programme of improvements to be included in the Foreshore Trust Business Plan and Hastings Borough Council Seafront Strategy where appropriate or to seek further additional or external funding.

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## Wards Affected

Castle, Central St Leonards, Old Town, West St Leonards

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	X
Risk Management	
Economic/Financial Implications	
Human Rights Act	X
Organisational Consequences	
Local People's Views	

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## Additional Information

Hastings and St Leonards Seafront Access Audit

## Officer to Contact

Amy Godfrey  
 Agodfrey@Hastings.gov.uk  
 01424 451139



# **Disability Inclusion CIC**



**Hastings and St Leonards**

**Seafront Access Audit**

**Prepared by**

**Disability Inclusion CIC**

**For**

**Hastings Borough Council**

**February 2017**

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# Introduction

This audit has been carried out in response to a brief from Hastings Borough Council in October 2016.

The aim of the audit was to identify and review current arrangements and access improvements to the main resort beaches at Pelham in Hastings and Marina in St Leonards, and to encourage wider use of the promenade and foreshore.

The access audit and recommendations will be used to inform decisions by the Hastings & St Leonards Charitable Foreshore Trust and Hastings Borough Council.

## Background to the Project

Informal access audits were undertaken by the Hastings and Rother Disability Forum (HRDF) / East Sussex Disability Association (ESDA) more than 10 years ago and a number of improvements were made as a result. In addition, Hastings Borough Council has also used external agencies to provide access guides to the main beaches. The access audits will review and update the current arrangements and report on the outcome.

## Scope

This audit primarily looks at the Seaside and Blue Flag Award Beaches at Pelham in Hastings and Marina in St Leonards. It also identifies general potential improvements to encourage greater use of other parts of the promenade and beach, including specific events and activities. In particular, the audit:

- Reviews existing facilities and arrangements
- Identifies current issues and problems
- Suggests potential solutions
- Suggests a prioritized action plan for the next one to three years

## Methodology

This audit has been carried out by Disability Inclusion CIC, with support from volunteers of the HAVE (Hastings Access to Venues and Events) group.

Disability Inclusion is a User-Led Organisation, with all of its Directors being disabled people. We work with organisations in the private, statutory and voluntary sectors to help make their services and facilities inclusive for disabled people, and with individual disabled people to help them maximise their rights to independent living.

HAVE is a local group run by disabled people whose aim is to work with local venue owners and event organisers to improve opportunities for disabled people with different impairments to access the many tourist and community events that take place in Hastings and the surrounding area.

A number of site visits along the seafront were carried out by disabled people with a range of impairments, and this information has been combined with research into the different types of information provided for visitors to the town.

# Findings

## Pre-arrival Information

### Hastings Borough Council Website

The Hastings Borough Council website (<http://www.hastings.gov.uk>) includes a page which provides information about the beach in Hastings, including lifeguard patrols, the bathing water standards, dog walking, beach barbecue conditions, and use of Chinese lanterns. There are also links to the relevant pages where visitors can report dog fouling, litter or needles on the beach. When looking at the website for the purposes of this audit, the links to pages for reporting these issues were listed in the A-Z of services, but it was difficult to find the general information – this was actually found using Google.

The site also includes information about on and off-street car parking facilities, as well as details of community venues in the town and the range of services provided by Hastings Borough Council.

### 1066 Online Website

The 1066 Online website (<http://www.1066online.co.uk>) provides a wide range of information for visitors to the 1066 area. This includes historical information, information about transport links, and details of key attractions to visit - a number of which are located near to the Pelham end of the Hastings and St Leonards seafront.

This site was easily navigable by people with different impairments and the information was found to be clear and useful.

### Visit 1066 Country Website

The Visit 1066 Country website (<http://www.visit1066country.com>) includes information about the history of Hastings and the 1066 area. It has a short piece of information about Hastings beach and links to information about walking and walk routes, as well as the different attractions to visit and events taking place in the area. There is also information about the variety of accommodation available for people visiting the town.

This site was also found to be navigable by people with different impairments, with the various sections clearly defined and textual information and photographs provided.

## 1066 Country Smartphone App

The 1066 smartphone app helps people make the most of their visit to 1066 Country by being able to view information about things to See & Do, Food & Drink, What's On, Where to Stay and places to Shop. Each listing contains an image, description, opening times, admission prices, location and contact details.

This app only appears to be available for the iPhone so is not accessible to users of Windows and Android smartphones. When a Voiceover user with limited useful sight tested the app for the purposes of this audit, it was initially unclear, apart from typing something in the search box, how to go further than the home screen where there was a picture and a page selector. The words "Festivals, theatre, music, comedy, sport, exhibitions", for example, do not display to Voiceover as links that can be clicked on, but on experimentation it became evident that clicking on those words would bring up the listing for that particular category. This meant that the listing could then be read in more detail.

The app is very useful for people wishing to find out about facilities in Hastings and St Leonards on the go, and if the categories on each page are displayed as links, this will make the app more accessible to Voiceover users and will be a good alternative for those with visual impairments to accessing printed information. An alternative would be to include a navigation button at the top of the screen, which users can click on and bring up a list of the categories available.



Screenshot of 1066 Country smartphone app

## Social Media

Hastings Borough Council has a Facebook page (<https://www.facebook.com/Hastingsboroughcouncil?fref=ts>) and a Twitter account (<https://twitter.com/hastingsbc>), where information is regularly posted regarding events and other useful information for people living or visiting the town.

## DisabledGo Website

The DisabledGo website (<http://www.disabledgo.com>) has information about both Pelham and Marina beaches. In discussion with members of HAVE, it appeared that the site was little used, and when reviewing it specifically for this project, they found it generally difficult to use for a variety of different reasons. With regard to information about beaches in Hastings, the easiest way to search was by entering the term “Beaches” into the search box on the home page. However, attempts to bring up lists of different types of venues in the town produced various, and sometimes ambiguous results. The detailed access guides for each area are split into quite a number of different sections, requiring the visitor to click on each tab in turn. This was found to be quite tedious and was particularly difficult for some screenreader users as there appeared to be no way of selecting the tab using the keyboard.

The information about the beaches at Pelham and Marina reads rather oddly as, fitting in with the style of the majority of DisabledGo’s information, it is written as if it is a building rather than an outdoor space. The information was last updated in September 2013, as is the case for quite a few other venues and facilities in the town.

## Standing Maps

Monolith signs (standing maps) are located at various locations on the seafront including the southern end of Robertson Street, near to the accessible toilet at Pelham beach, Hastings Pier, Warrior Square, Azur at the Marina Pavilion, and the junction of Kings Road and London Road.

These maps present information about the beaches in Hastings and St Leonards in an easily readable form. Ideally they are best suited for sighted visitors. However, the boards stand at around 6ft in height, which makes them less suitable for those with visual impairments or who may not be able to reach the top of the board. This kind of information would be better accessed via a smartphone app

and in these cases and this could be investigated .



Standing map at the junction of Kings Road and London Road

## **Transport Links to Hastings and St Leonards**

Visitors to Hastings and St Leonards are able to access regular train services from London, Tunbridge Wells, Ashford, Eastbourne, Lewes and Brighton. The town's railway stations are Hastings, Ore, St Leonards Warrior Square and West St Leonards. Train services are provided by Southern Trains between Ashford and Brighton and Hastings and London Victoria, and by South-Eastern Trains between London Charing Cross and Hastings.

There are two National Express coach pick-up and drop-off points in the town, at Queens Road and St Leonards Warrior Square.

Bus services to Hastings and the surrounding area are provided by Stagecoach Bus, and cover the major towns and villages including Dover, Folkestone, Rye, Battle, Bexhill and Eastbourne. The majority of routes make use of low floor buses, with the exception being route 98.

The main road links into the town are the A21 and the A259, enabling visitors to travel by car from London, Eastbourne and Brighton. Hastings has a number of off-street car parks which are the responsibility of Hastings Borough Council. In these car parks Blue Badge holders can park in designated Disabled Parking bays for three hours without charge, but must purchase a pay and display ticket if they wish to stay for longer and display this alongside their Blue Badge. They must pay standard pay and display charges if parked in a non-designated bay.. There is also on-street parking throughout the town, which is the responsibility of East Sussex County Council. Blue Badge holders can park on-street all day without charge.

There are a number of taxi and private hire firms covering the Hastings and surrounding area. Taxi ranks include those located outside Hastings Station and in Havelock Road in the town centre. There is some provision for wheelchair accessible taxis.

The sections below give particular consideration to parking and public transport facilities available in both of the main seafront areas of Hastings and St Leonards.

## **Tourist Information**

The Tourist Information Centre is located on the ground floor of Muriel Matters House in Pelham Place. The building has level access from the street and there are automatic sliding doors at the entrance. A wide range of information is provided about the town's facilities and activities.

## **Pelham Beach**

### **Arriving by Car**

There are two public car parks along the seafront area between Pelham Place and the Old Town. These are the Pelham car park and the Rock-a-Nore car park.

The Pelham Place car park is a popular car park which has access to the beach. It has a tarmac surface with level access and a number of paved walkways, making it easy for access by people with mobility impairments, providing safe routes for people walking from their cars to the promenade. There are dropped kerbs at the entrance to the car park. There are 18 Blue Badge parking bays, where Blue Badge holders can park free for three hours. The 2.2m height restriction to the entrance of the car park makes it inaccessible to drivers of larger wheelchair accessible vehicles and means they must rely on a nearby on-street parking space with enough room for rear access being available.

There is on-street parking available on the opposite side of the road where Blue Badge holders can park all day without charge.

The Rock a Nore car park is located on the beach at the eastern end of Hastings sea front, in the Old Town. This large car park services the majority of visitor parking for the Old Town and is near to most of the facilities. The car park has a rough surface so may be difficult for people with mobility impairments to access. There are 15 Blue Badge parking bays, which can be found in the area of the Yacht Club. Blue Badge holders can park for three hours without charge. The 2.2m height restriction to the entrance of the car park makes it inaccessible to drivers of larger wheelchair accessible vehicles and means they must rely on a nearby on-street parking space with enough room for rear access being available.

### **Public Transport**

The nearest bus stops to Pelham Beach are on either side of Pelham Place, near to Cavendish House. The Pelham car park. These bus stops serve routes 20, 20A, 70, 71, 75, 100, 101 and 357. travelling west, areas served include the town centre, Hastings Pier, St Leonards Warrior Square and Bexhill.

## Toilets

There are three sets of public toilets between Pelham Place and the Old Town. These are located in Pelham Place, at Rock-a-Nore Road and on The Stade Open Space.

The toilets in Pelham Place are open from 7:00am to 10:00pm from 1 April or Easter (whichever is earlier) to 16 October, and from 7:00am to 6:00pm from 17 October to 1 April or Easter (whichever is earlier). There are standard ladies and gents' toilets and a unisex accessible Changing Places toilet, which has an electronic key that is only accessible to caretakers, rather than a NKS RADAR key lock. This means that people wishing to use the accessible toilet must ring a bell and wait for the caretaker to come and open it for them.

Closing toilets in the evening is problematic as disabled people needing to use an accessible toilet have much less choice of facilities to use, as many restaurants and pubs lack accessible toilet facilities. In this particular case they would need to travel back into the town centre to the toilets at Harold Place.

The toilets in Harold Place are currently open from 7:00am to 10:00pm between 1 April or Easter (whichever is earlier) and 16 October, and from 7:00am to 7:00pm between 17 October and 1 April or Easter (whichever is earlier). The opening times are extended to midnight on Thursdays, Fridays and Saturdays, as well as on Bank Holidays and days when there are town events, Easter Sunday, : May Bank Holiday Sunday, and August Bank Holiday Sunday. There are standard ladies and gents toilets and two unisex accessible toilets which have an electronic key that is only accessible to caretakers, rather than a NKS RADAR key. Again, this means that people wishing to use the accessible toilet must ring a bell and wait for the caretaker to come and open it for them. A number of members of HAVE mentioned that the bell to call the caretaker to open the accessible toilet at Harold Place does not work. There is a separate baby and parent room with changing tables, a toddler seat and a sink.

The toilets in Rock-a-Nore Road are open from 7:00am to 7:00pm between 1 April or Easter (whichever is earlier) and 16 October, and from 8:00am to 4:00pm from 17 October to 1 April or Easter (whichever is earlier). On Bank Holidays and days when there are town events the opening times are from 7:00am to 9:00pm, but may close earlier if appropriate. There are standard ladies and gents toilets and a unisex accessible toilet which can be accessed using a NKS RADAR key. There is a separate baby and parent room with changing tables, a toddler seat and a sink.

The toilets on the Stade Open Space are open from 7:00am to 10:00pm between 1 April or Easter (whichever is earlier) and 16 October, and from 7:00am to 6:00pm between 17 October and 1 April or Easter (whichever is earlier). There are standard ladies and gents toilets and a unisex Changing Places accessible toilet.

If the current proposals by Hastings Borough Council to close public toilets at Harold Place and Rock-a-Nore Road go ahead, this will have a significant impact on people who need to use an accessible toilet. As previously mentioned, they have far less choice of facilities to use, as many restaurants and pubs lack accessible toilet facilities. We would therefore ask Hastings Borough Council to negotiate with local businesses which have an accessible toilet to allow NKS RADAR key holders to use their facilities.

## Access to the Promenade and Facilities

Access to the promenade is on Pelham Place, near to the toilet facilities and the Pelham car park, and has level access. Here there is a recycled plastic walkway which provides access to the pebble beach for wheelchair users and children in pushchairs. The right hand path is narrower than the left and the stretch immediately in front of the beach. The narrower paths may not be wide enough for larger power wheelchair users. Installation of this walkway has been welcomed as it now makes this part of the beach accessible to wheelchair users and others with mobility impairments.



Recycled plastic walkway at Pelham Beach



Recycled plastic walkway at Pelham Beach

The promenade is regarded as a shared space for both pedestrians and cyclists. Whilst this promotes use of the space by everyone, it relies on a good deal of consideration by all, and people with visual and / or hearing impairments, and those with mobility impairments, feel very vulnerable when cyclists travel too fast as they cannot move out of the way quickly enough. The area around the boating lake can become very busy during the summer when there are large numbers of people.

## Venues and Facilities

Travelling east from Pelham Place towards the Old Town, there is an area with wooden benches and picnic tables. Many of the benches have an A-frame design, meaning that they are fixed to the tables at each end. It is therefore necessary to climb over the bench in order to sit down, which is difficult for people with mobility impairments and makes them inaccessible to wheelchair users. However, there are some other benches in this area which are fixed to the table in the middle, meaning that someone can sit on either side of the fixing. These tables are more square in shape and there is a little more space at the ends for wheelchair access. The concrete base on which many of the benches on the grass area are situated has sunk and the immediate surrounding area has become rather uneven due to significant rainfall. Access is therefore difficult for anyone with mobility impairments. This could be resolved by positioning the benches on a thicker concrete base.

Some of the picnic tables on the beach are easier to get to by wheelchair users than those on the grass area opposite as they have a concrete from the path, so we would suggest that extending the walkway here would make all of these benches wheelchair accessible.



Picnic bench surrounded by sunken muddy area



Picnic bench on concrete base with walkway to the path

There are a number

of seats along the promenade which have backs to them, making them usable by people with physical impairments who need a backrest. Hastings Borough Council has plans to make the memorial bench situated just before the main area of attractions more attractive by inserting some planters or similar at each end. Provision of seating along the promenade is welcomed, as this provides a rest point for anyone with mobility impairments when enjoying a walk along the seafront.

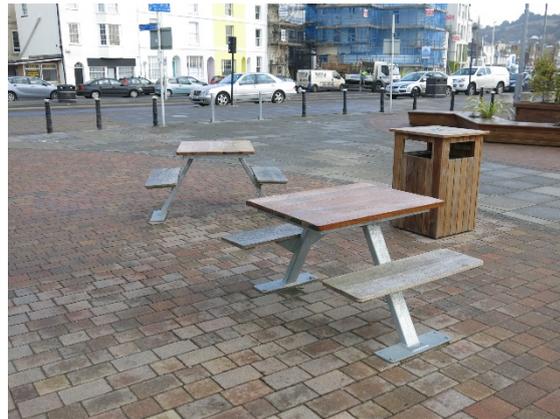
The Pelham children's playground is managed by Hastings Borough Council and it is very well used. The facility is regularly maintained but has experienced some flooding around it.

The large area containing crazy golf facilities and a number of catering kiosks is privately operated. However, the path surrounding this area is owned by Hastings Borough Council. The signage to these facilities is white on a blue background, which can be difficult for visually impaired people to read.

The area contains a number of wheelchair accessible picnic tables. On the main seafront path there are some seats facing on to the crazy golf area, except that the view is rather obscured by bushes.



Bench facing crazy golf area



Accessible picnic tables at catering area near crazy golf

The large covered multi-use games area is managed by Hastings Borough Council and is available for hire. It is well used, particularly during the spring and summer seasons. The facility can be used in all weathers as it is covered by netting, and it has level access throughout. Access is via a gate on the promenade and another on the pebble beach. However, the gate on the beach would not be accessible to wheelchair users. We suggest that both gates are open when in use to allow easy entry / exit, as people could easily become trapped if this is not the case.

The next large area of facilities is privately operated, although the public walkway and promenade are the responsibility of Hastings Borough Council.

Moving towards the Stade area, the surface of the path was rather uneven coming up to the Hastings Lifeboat and East Hastings Angling Club. There is a car park which is only accessible by Permit holders who work for these two organisations.

There are a number of different boundaries of ownership to consider around the Stade area, and many of the facilities are privately operated.

The miniature railway track has a number of crossing points which have a wooden strip between the tracks, making it easier to cross by wheelchair users and other people with mobility impairments.

The Stade Open Space has level access throughout and has a barrier at the entrance to stop cars driving on to it. However, there are two Blue Badge parking

bays immediately outside the barrier. However, one of these is often used for emergency vehicles to park during public events.

The area outside of the Stade Hall and the public toilets is a roadway for service vehicles and cyclists. Like the shared space on the seafront, this relies on people being considerate to each other and vehicles / cyclists driving slowly. There is a five mile an hour speed limit along this area.

The Stade Hall and Classroom on the Coast are located in the same building, which has level access throughout and its own ladies, gents and unisex accessible toilet facilities. These venues, as well as the Stade Open Space, are managed by Hastings Borough Council and are available to hire. Those hiring the facilities are asked at the time of booking whether they need to bring a vehicle on site before and after the event for loading and unloading purposes.

## **Seafront Events**

The seafront between Pelham Place and the Stade Open Space benefits from a number of tourist events during the summer months, including Stade Saturdays during June and July, the Hastings Carnival and the Beach Concert in August, the Seafood and Wine Festival in September and Hastings Bonfire in October.

We understand that some public events are commissioned by Hastings Borough Council but their management is outsourced to private organisations. We also understand that other events are organised by private or community organisations but funded by Hastings Borough Council. Whichever is the case, both funders and event organisers have responsibilities under the Equality Act to make events accessible to disabled people. We suggest that Hastings Borough Council includes in any contract a condition that the outsourcing organisation meets its responsibilities under the Equality Act in terms of access arrangements for disabled people. We would also suggest that Hastings Borough Council venue booking information should include information about making events accessible and a question on the booking form to enable organisers to show how they will be meeting these requirements. It is also important that Hastings Borough Council continually monitors the accessibility of tourist events for disabled people in order to ensure that appropriate arrangements are being carried out.

# Marina Beach

## Arrival by Car

There are two car parks between Hastings Pier and West Marina. These are the underground car park in front of the pier, and the Marina car park.

The underground car park in front of Hastings Pier and the White Rock Theatre has level access and a number of paved walkways, making it easy for access by people with mobility impairments and providing safe routes for people walking from their cars to the promenade. The 2.1m height restriction to the entrance of the car park makes it inaccessible to drivers of larger wheelchair accessible vehicles and means they must rely on a nearby on-street parking space with enough room for rear access being available.

The nearest on-street parking to Hastings Pier is located on the opposite side of the road between the White Rock Hotel and the end of Robertson Street.

The Marina car park is located opposite the Royal Victoria Hotel. It has a tarmac surface and has level access, with dropped kerbs at the entrance. There are 12 Blue Badge parking bays, where Blue Badge holders can park free for three hours. However, drivers displaying a Blue Badge must pay standard car parking charges if parked in a standard bay. The 2.2m height restriction to the entrance of the car park makes it inaccessible to drivers of larger wheelchair accessible vehicles and means they must rely on a nearby on-street parking space with enough room for rear access being available.

There is very limited on-street parking at the St Leonards end of the seafront, with the majority only being available to permit holders.

## Public Transport

The bus stops on either side of Warrior Square serve a number of bus routes, i.e. 20, 21, 22, 24, 70, 75, 98, 99, 304, 305 and 349. All except the 98 and 99 provide access from London Road and further away into Silverhill and beyond. The 98 and 99 provide access from Dover, Folkestone and Rye, Hastings Old Town, along the entire seafront to Bexhill, Hailsham and Eastbourne.

## Toilets

There are two sets of public toilets along the promenade between Hastings Pier and West Marina. One set of toilets is located on the lower promenade at Warrior Square, and the other at the Marina Pavilion next to Azur. Both facilities have standard ladies and gents' toilets, as well as a unisex accessible toilet which can be

opened using a NKS RADAR key. There are also toilet facilities in the Visitors Centre at Hastings Pier and in the privately owned Pavilion Café.

The toilets at Warrior Square are open from 7:00am to 9:00pm from 1 April or Easter (whichever is earlier) to 16 October, and from 7:00am to 5:00pm between 17 October and 1 April or Easter (whichever is earlier). They are open from 9:00am to 9:00pm on all Bank Holidays and during town events, but may close earlier if appropriate. There are both standard ladies and gents toilets and a unisex accessible toilet which can be accessed using a NKS RADAR key. The wall-plate displaying the opening times is out-of-date. In consultation with disabled people in connection with this audit, we have learned that opening times are unreliable and we understand this may be connected with the opening times of the beach café. On these occasions people must travel some distance to the next nearest accessible toilet at either West Marina or Hastings Pier.

The toilets at the Marina Pavilion are open from 9:00am until 9:00pm between 1 April or Easter (whichever is earlier) and 16 October, and from 9:00am to 5:00pm between 17 October and 1 April or Easter (whichever is earlier). The toilets are generally open from 9:00am to 9:00pm on all Bank Holidays and during public events, but may close earlier if appropriate. There are standard ladies and gents toilets and a unisex accessible toilet which can be accessed using a NKS RADAR key.

## **Access to the Promenade and Facilities**

There are three ramped access points from the main seafront to the lower promenade between the pier and West Marina. These are: the entrance to Bottle Alley next to Hastings Pier, the exit from Bottle Alley at Warrior Square, and Marina next to Azur. However, there is no real access for wheelchair users and children in pushchairs to the pebble beach along this area of the foreshore. There is seasonal beach matting at Marina, but we suggest laying a recycled walkway similar to that situated at Pelham beach.

The ramps to the lower promenade, and the lower promenade itself, are regularly used by cyclists and sometimes service vehicles. As mentioned earlier in this report, the promenade is regarded as a shared space for both pedestrians and cyclists. Whilst this promotes use of the space by everyone, it relies on a good deal of consideration by all, and people with visual and / or hearing impairments and anyone with mobility impairments feel very vulnerable when cyclists travel too fast as they cannot move out of the way quickly enough. This is a particular problem when the promenade is crowded, as people feel unable to move freely without the fear of being run into. There are also a number of points on the upper promenade where the cycle path and pedestrian walkways merge, which again can cause problems as cyclists often travel too fast for them to slow down or stop for a

pedestrian crossing. We believe that this problem will particularly arise once the kiosk immediately above Bottle Alley is open, as the path will become rather narrow and will cause congestion when the area is busy.



Steps leading down to the lower promenade at Warrior Square



Construction of kiosk above Bottle Alley are well

Cycling path and footpath merge at Warrior Square / other footpath comes off of roadside pavement

marked with yellow edging, which is particularly good for people with visual

impairments. The steps near to Azur are poorly marked and would benefit from similar yellow or white edging.



Steps at Warrior Square with yellow edging



Poorly marked steps next to Azur



There is a continuation ramp opposite the Royal Victoria Hotel, near to Azur which is a segregated ramp round the steps at West Marina. However, the bottom of the ramp does not join up with the cycle path, which could be confusing for both pedestrians and cyclists.

1Continuation ramp opposite Royal Victoria Hotel which does not meet cycle path

The lower promenade between West Marina and Bridge Way has a Netpave surface designed to encourage cycling along this coastal route. However, this surface has become rather uneven due to significant weather damage, making it difficult for people with mobility impairments to access.

Lighting along the upper promenade is reasonably good, although there are some dark spots. However, lighting is poor on the lower promenade around the beach café and at Marina near to Azur. This causes difficulties particularly for people with visual and cognitive impairments, but being a safety issue in general for everyone. We would therefore recommend that the lighting be improved along these areas.

There are a number of seats along the promenade between Hastings Pier and West Marina which have backs to them, making them usable by people with physical impairments who need a backrest. Provision of seating along the promenade is welcomed, as this provides a rest point for anyone with mobility impairments when enjoying a walk along the seafront. However, the fact that there is no space between each of the seats makes it impossible for wheelchair users to sit level with people on the seats. Spreading the seating out a little more along the lower promenade (e.g. by taking out every third seat) would provide space for wheelchair users or children in pushchairs.

Some of the seating on the lower promenade near to Azur has steps up to it, making it inaccessible for some people with mobility impairments.



Figure 2 Seating on lower promenade without space for wheelchair users

Figure 3 Stepped seating on lower promenade next to Azur



## Venues and Facilities

We are aware of plans to develop Bottle Alley, and we welcome this as it is rather under-used. The lighting along Bottle Alley is poor in many places, and needs to be improved.

There are a number of stepped access points along Bottle Alley to the upper promenade. These steps are very poorly marked and we would suggest yellow or white edging is added to make these more accessible to people with visual impairments.

There are a number of places where kiosk facilities could be located. There are two spacious areas with round tables which are accessible to wheelchair users.



4 Unmarked steps down to Bottle Alley



5 Accessible tables under Bottle Alley

The lower promenade between Bottle Alley and West Marina has three catering kiosks which are privately owned. The beach café at Warrior Square is located with the toilet facilities to one side and a children's play area to the other. It has a step at the entrance, but can also be accessed via a movable wooden ramp. However, the suitability of this ramp for power wheelchairs is questionable. This could be resolved by the café owners purchasing a portable folding ramp from a supplier such as The Ramp People. Some of the picnic tables have fixed bench seating, whereas others have moveable chairs and are also wheelchair accessible. The staff at the café will carry drinks to the tables if requested.

The fish and chip kiosk has a hatch which is very high for many people from a standing position, and is certainly not accessible to wheelchair users



Figure 6 Fish and chip kiosk on lower promenade

The Bistro further along the lower promenade towards Marina can only be entered via a number of steps down so is not accessible to wheelchair users or anyone with significant mobility impairments.

Azur is a large, privately owned venue providing conference and function room facilities on the lower floors, and a restaurant on the upper floor. The larger function room has level access via the seafront. The main entrance to the building, and specifically the restaurant, is accessed via a ramp on the upper promenade, and there is a lift down to the lower floor where the function rooms are located.

Hastings and St Leonards Sailing Club is located between the privately owned Azur and the chalets on the lower promenade. This whole area would benefit from clear signage.



Chalets on lower promenade

There are a large number of chalets on the lower promenade past Azur and opposite the Royal Victoria Hotel. These can be accessed using steps or via a ramp. However, it is difficult to see where the ramp starts, so this could benefit from some tactile edging at the bottom and top.

There are two areas containing chalets at West Marina. The old bathing pool site adjacent to Cinque Ports Way is purpose-built and the chalets are more private and more accessible to people with mobility impairments than the other site, which has a fairly steep bank and uneven ground and can be covered by shingle at certain times of the year.

## **Seafront Events**

The area between Bottle Alley and West Marina does not benefit from many tourist events. There is a desire to encourage more activity along the St Leonards end of the town. However, we recognise that this end of the seafront is better suited to general beach use rather than large events, as there is insufficient space to hold large events and the area does not benefit from the wider facilities such as cafes and restaurants.

WE are mindful that much of the old bathing pool site at West Marina is under-developed and under-used. We feel it could be developed as an area to cater for larger events.

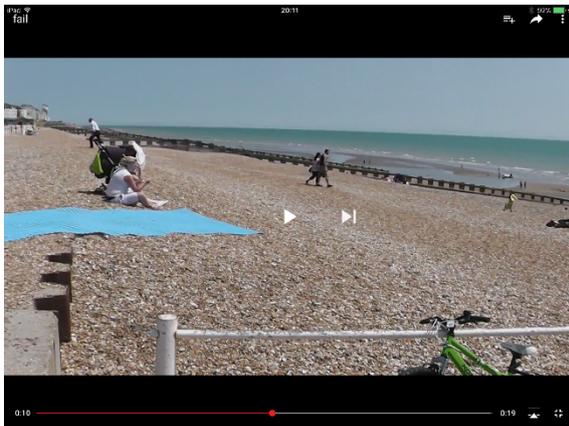
The main event held in the St Leonards area is the annual St Leonards Festival. Although it is not held directly on the seafront, it is held in Warrior Square Gardens, which is very near and encourages the many visitors to the area to walk down to the seafront and access the various facilities along it. We understand that Hastings Borough Council commissions a private organisation to manage the event. As mentioned in the previous section of this report, we would recommend that where Hastings Borough Council outsources the organisation of an event to a private organisation, or where it financially supports events in the area, there should be a requirement for event organisers to comply with their duties under the Equality Act to make their events accessible to disabled people.

## **Specialist Equipment**

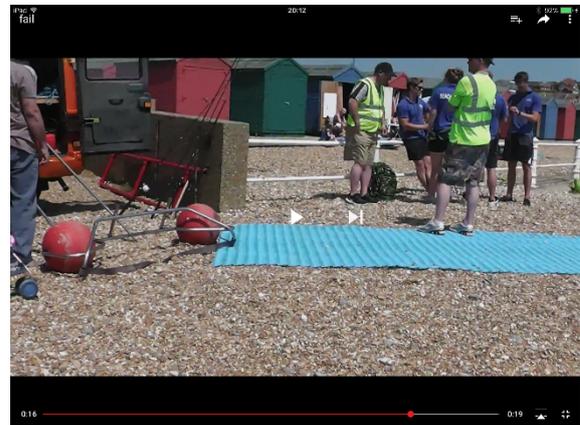
Hastings Borough Council has a Tyrlo beach wheelchair which can go into the sea. However, this is a rather complicated system to use and has therefore had little use. It was purchased around 10 or more years ago and there are now more modern solutions available. We would suggest that a newer system is purchased from a supplier such as

AccessRec, alongside promoting the availability of the wheelchair and how it can be accessed.

Hastings Borough Council has some beach matting which can be positioned on the pebble beach in order to provide a level surface to make an area wheelchair accessible. We understand that it is very heavy to manoeuvre and put into position. We also understand that sadly it has had little use, either because event organisers are unaware of its existence, because of the need for Council staff to bring it out and position it and take it back up on each day, or because of fears that it is not secure enough and can be tripped over. Some lighter matting has been purchased more recently, and this is easier to transport, and this may be a suitable alternative.



The sea is to the far right, the beach stretching to it, and the mermaid event starting at the very edge to the right slightly more forward. The images shows the end of the matting, placed to



The top end of the matting, placed randomly on the beach, behind a large van and nowhere near the Tarmac-ed road where access should start!

The above photograph shows an example of an event where the beach matting was used at the Mermaid On the Beach event in June 2014, when a wheelchair user wishing to take part in the event was assured by the organisers that access arrangements had been put in place, only to find on arrival that the matting had been wrongly positioned and the event was far from accessible.

This event is one which could have been attractive to families with younger children. A young girl may have wished to take part in the event and would have arrived to find that they were excluded from this because of the above situation. This would reinforce to them the

stereotypes which exist around young disabled people being excluded from mainstream activities that their peers would be able to enjoy.

We would suggest that the beach matting is promoted to event organisers wishing to hold events on the beach, and that training is provided to relevant staff / event organisers around appropriate positioning.

## Recommendations

The recommendations listed below are categorised according to ease of implementation / suggested timescale.

- 1 = Under 1 year
- 2 = 1-2 years
- 3 = 2-3 years

<b>Recommendation</b>	<b>Timescale</b>
Consolidate and review pre-arrival information on various websites (including DisabledGo 2013)	1
Publicise the availability of temporary access matting and information about sources of other equipment which may be useful to event organisers.	1
Publicise the Changing Places toilets at Pelham Place and The Stade more widely via the Hastings Borough Council website and other relevant outlets.	1
When commissioning other private or voluntary sector organisations to organise public events on behalf of Hastings Borough Council, include a condition in the contract that all aspects of the event planning, publicity and arrangements on the day must meet the requirements of the Equality Act in terms of access arrangements for disabled people.	1
When Council-run venues and facilities are hired for events, include a question on the booking form to check whether appropriate access arrangements have been made for disabled people.	1
Include information about the access arrangements for disabled people at public events in any publicity such as flyers, posters and online events pages.	1
When letting seafront kiosks and facilities to private owners, include in their tenancy agreement a requirement to make their facilities wheelchair accessible where practical, and to use clear signage.	1

Investigate the possibility of making monolith sign information / maps available online.	2
Add tactile paving to top and bottom of ramps from upper to lower promenade between Warrior Square and Marina.	2
Add yellow or white edging to steps from Bottle Alley to upper promenade.	2
Add yellow or white edging to the steps to the lower promenade near to Azur.	2
Place decking from the path to the edge of the picnic tables on Pelham Beach to make them accessible by wheelchair users.	2
Place picnic tables at Pelham Beach on a substantial concrete base to prevent the base sinking as a result of heavy rainfall.	2
Purchase additional beach matting similar to that used at Pelham Beach and the Old Town for use on Marina Beach to make one or two areas permanently accessible to wheelchair users.	3
Improve lighting on upper and lower promenade between Warrior Square and Marina.	3
Investigate and trial different models of all terrain wheelchair and purchase as appropriate	3
Provide local disabled people with a key card with a code to enable them to access the town's accessible toilets which rely on an electronic key system.	3
Develop the under-used area on the old bathing pool site to cater for larger tourist events	3

## References

**Hastings Borough Council** – The official website of Hastings Borough Council <http://www.hastings.gov.uk>

**Visit 1066 Country** – The official tourism website for 1066 country <http://www.visit1066country.com/>

**1066 Online** – A guide for residents and visitors to Hastings and St Leonards <http://www.1066online.co.uk/>

**DisabledGo** – Detailed access information to venues across the UK and the Republic of Ireland <http://www.disabledgo.com>

**The Ramp People** – Suppliers of a wide range of ramps, including folding wheelchair ramps <http://www.theramppeople.co.uk/>

**AccessRec** – Supplier of beach access chairs and ADA mats <http://accessrec.com/>

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# Agenda Item 6



**Report to: Charity Committee**

**Date of Meeting: 20<sup>th</sup> March 2016**

**Report Title: Seafront Cycle Hire – Service Review**

**Report By: Monica Adams-Acton**

**Assistant Director for Regeneration and Culture**

## **Purpose of Report**

To review the operation of Seaside Cycle Hire over the past three years and to investigate options for future HBC managed operation of the service on behalf of the Foreshore Trust.

To identify issues with the existing operation that must be resolved if the existing service is to improve and continue.

To investigate possible alternative models of a seafront cycle hire service and the forms that may take.

## **Recommendation(s)**

1. That alternative options are explored to provide a more sustainable business model. This would include discussion with existing and potential operators.
2. Whilst other options are considered the current service operates seasonally for peak weeks only to coincide with the school summer holiday period, from mid-July to early September.
3. That £4.5k is committed from the 2017/18 Business Plan to fund the purchase of replacement bikes and repair of current stock where appropriate.
4. That fees and charges are increased in line with local market value.

## **Reasons for Recommendations**

The existing business model is not financially sustainable given staff costs in comparison with the income received. Across the three years of operation, staffing cost an average of £1,300 per month, whilst income averaged at just under £700 per month. Average income during August peak season is £1,300, with an all-time high of £1,650 taken in August 2015.

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## Background

The service was set up in 2014 as part of the FLAG funded Ecostade project aimed to indirectly support the local fishing community through encouraging green tourism in the area. The cost to provide the building, bikes and equipment were met through FLAG funding and the subsequent purchase of electric bikes was funded through a Coastal Communities Fund grant in 2016.

The initial setup costs covered by EFF funding (Ecostade) contains the following condition:

Article 17; you must not modify your project within six years of the award of EFF grant if that modification would affect the nature of your project or any condition imposed on its implementation or would result in an unfair advantage being given to any third party. Within that period, you must also not dispose of any assets or infrastructure or stop or relocate any activity if that would result in a modification to your project.

HBC need to notify the Marine Management Organisation of any amendment to the grant funding agreement according to any agreed future operation model. The potential amendments suggested do not affect the nature of the overall project or conditions of implementation. The cost of cycles is likely to be voided from the total liability due to the end of their working life, as opposed to their outright disposal. Total potential liability for clawback is up to £7.2k if service terminated entirely before the end of the funding agreement.

The costs of additional electric bikes covered by Coastal Communities Funding is not subject to any conditions, however for any new operation not undertaken by the council, any disposal of assets within economic lifetime of the grant would need prior approval by the council.

## Current Situation

The site currently operates 9:00 to 18:00, seven days a week with bikes available to hire between 9:30 and 17:30. In 2016 a team of 4 casual staff were employed to work at the site and at the start of the year the service offered 15 adult bikes, 2 teen bikes and 5 child bikes for hire, with a further 5 adult bikes out of use but retained for spares. During the season 5 new electric bikes and 1 powered trike were purchased to increase the service offer.

The table below shows a breakdown of operating dates, usage, income and expenditure for the three year operating period to date

Year	Dates	Number of hires	Number of users	Income	Staffing Cost
2014	24.7.14- 27.9.14	125	274	£1,521	£3,250
2015	2.5.15- 27.9.15	274	596	£3,536	£7,150
2016	2.5.16-	239	471	£2,889.50	£7,150

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	2.10.16				
Total		638	1341	£7,946.50	£17,550

As the table demonstrates the service has proven popular, attracting new users to the seafront and promoting healthy, green and sustainable transport. The service does however require a level of subsidy with staffing cost exceeding income received.

It is difficult to reduce staffing costs without reducing operating times, and income potential. If the service was to operate only during the peak mid-July to early September period the income would like be around £2k with staffing costs of around £2.5k. If fees and charges are also revised this could bring in around £300 - £500 additional income and effectively enable cost to break even.

At the current location of the cycle hire service no electronic transactions are possible because there is no phone line and wifi access. Options to install a line were explored and costed at approx. £5k and would cause significant disruption to install. A wireless payment service was explored as a last resort, but was not compatible with HBC back office systems. It is not expected that electronic payment capability would significantly affect income, though it would be more convenient for users, with the nearest atm being over 200m walk away currently.

Because of the varied seasonal nature of the service to date, the setup has at times relied on casual staff in order to operate. This has made it difficult to administer the service effectively, to retain staff and to provide a good level of training and expertise. Shorter operation of the service at only peak times would be more cost effective, staff should be issued with fixed term, seasonal contracts, guaranteeing set hours. This would aid administration of the service, aid staff retention and training.

The current stock of non-electric bikes is severely depleted following three years of use and will require at least a partial replacement before the service can operate again. Currently 14 bikes are beyond economical repair with a further 7 bikes requiring professional repair before they can be used again.

To replace like for like with bikes expected to have a similar lifespan the unit cost is around £300 per bike. To cope with expected peak demand at least 15 bikes total would need to be repaired or replaced. The estimated cost to do this is approx. £4.5k. The expected lifespan of the new bikes would again be approx. 3 years.

In addition to the non-electric bikes we also have a stock of 6 electric bikes and 1 powered electric trike which are all in good condition. We have 2 infant carrier trailers that are in a used but working condition. These items would not require replacement for the service to continue.

## Next steps

The Hastings Act only allows HBC on behalf of the Foreshore Trust or another charity / not for profit organisation to trade from the current location. If HBC wished to offer the current operation as a concession it would need to be operated from another location and this option needs further consideration to implement for 2018.

Initial discussions have been held with a community organisation currently leasing a seafront building to upcycle bikes and share maintenance skills. They have expressed an initial interest in a potential social enterprise model to provide a service using a mixture of paid staff and volunteers. This model would be potentially viable at the current location. This option also warrants further exploration and we hope to meet again in the coming months.

The existing stock of bikes should be examined to confirm which, if any, are suitable for repair, and replacement bikes sourced subject to agreement. – April 2017

Recruitment needs to be undertaken to cover a shorter season and to potentially utilise staff from other seasonal operations. Recruitment would start in conjunction with other seasonal services in March 2017 for the start of the service in June 2017

Cash collection arrangements will also need to be considered for the 2017 season with revised cash control procedures introduced in line with wider refresh. – March 2017

Benchmarking of local provision has taken place and fees and charges should be increased in line with the local market rate. It is recommended that the fees are revised as below:

Period/Fee	Current	Recommended	Change
2 hour Adult	£5.00	£6.00	£1
2 Hour Child	£4.00	£5.00	£1
Half Day Adult	£8.00	£10.00	£2
Half Day Child	£6.00	£8.00	£2
Full Day Adult	£14.00	£15.00	£1
Full Day Child	£10.00	£12.00	£2
Full Day E-Bike	£25.00	£25.00	£0
Part Day E-Bike	£14.00	£15.00	£1

**If fees are revised as suggested this could bring in an additional £300-£500 over the proposed operating period (based on average current use Mid July to Mid-September).**

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## Wards Affected

Castle Ward

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness - Yes

Crime and Fear of Crime (Section 17) - No

Risk Management - No

Environmental Issues - Yes

Economic/Financial Implications - Yes

Human Rights Act - No

Organisational Consequences - No

Local People's Views - Yes

Anti-Poverty - No

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## Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

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## Officer to Contact

Aaron Woods

awoods@hastings.gov.uk

01424 451334

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# Agenda Item 7



**Report to:** Charity Committee

**Date of Meeting:** 20<sup>th</sup> March 2017

**Report Title:** Appointment of Protector

**Report By:** Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

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## **Purpose of Report**

To request that Charity Committee approve the re-appointment of Christopher May as the 'the Protector' of the Hastings and St Leonards Foreshore Charity Trust

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## **Recommendation(s)**

1. To re-appoint Christopher May as the 'Protector' of Hastings and St Leonards Foreshore Charitable Trust for a period of three years.

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## **Reasons for Recommendations**

On the 13<sup>th</sup> January 2011, the Charity Commission for England and Wales approved Hastings Borough Council as trustee for the Hastings and St Leonards Foreshore Charitable Trust. The scheme required that the trustee must appoint a Protector of the charity "whose fiduciary duty will be to ensure the integrity of the administration of the charity, and who must report to the Charity Commission any matter which he has reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Commission of any of its functions"

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## Introduction

1. It is a requirement of the above Scheme that the post-holder of Protector must be a person who holds a qualification awarded by a member of the Consultative Committee of Accountancy Bodies. Mr May is a Chartered Accountant.

## Process

2. The post of Protector was advertised on the Council's website for a period of three weeks. Mr May was the only applicant.
3. Mr May was initially selected as the Charity's Protector in 2009, the appointment coming into effect with the sealing of the Scheme in 2011.
4. Mr May was then re-appointed on the 24 March 2014. He now has 6 years experience of being the Protector for the Charity. Whilst the appointment is for a maximum term of three years the number of terms the Protector may serve is unlimited.

## Financial Implications

5. The Protector receives an allowance which was increased by 10% in 2014. He also receives out of pocket expenses and the cost of obtaining indemnity insurance.

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## Wards Affected

None

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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## Additional Information

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**None**

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**Officer to Contact**

Officer Name Chris Barkshire-Jones

Officer Email Address cbarkshire-jones@hastings.gov.uk

Officer Telephone Number 01424 45131

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# Agenda Item 8



**Report to:** Charity Committee Planning Meeting

**Date of Meeting:** 26<sup>th</sup> February 2017

**Report Title:** Review of Foreshore Trust Grant Application Process

**Report By:** Monica Adams-Acton  
Assistant Director Regeneration & Culture

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## **Purpose of Report**

To present the recommendations of the Grant Advisory Panel (GAP) on suggested changes to the Foreshore Trust Small Grants and Events Grants process and the guidelines provided to applicants.

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## **Recommendation(s)**

1. Accept the recommendations of the GAP as set out in Appendix 1
2. Accept changes to the grant guidance to the Foreshore Trust Small Grants and Events Grants programme as set out in Appendix 2 and 3.
3. Accept changes to the grant application form as set in Appendix 4 and 5
4. Consider further if the amount of funding for the two programmes should be increased and if the boundary line for the Foreshore Trust Events grants should be extended.

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## **Reasons for Recommendations**

1. All the recommendations arise following a joint meeting between members of the Charity Committee and Grant Advisory Panel which took place on 3<sup>rd</sup> January 2017.

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## Introduction

1. The Charity Committee agreed to review the Foreshore Trust Small and Event Grant process at its meeting in September 2016.
2. This was following concerns raised by the Grant Advisory Panel that the guidelines for the grant process needs to address reoccurring issues which arise during the assessment process.

### Proposed changes to the grant guidance information and application forms

3. A joint meeting was held on 3<sup>rd</sup> January 2017 between members of the Charity Committee and the GAP to discuss the issues as set out in Appendix 1. The document also sets out options considered at the meeting and the final joint recommendations as agreed.
4. Following the meeting, officers reviewed the guidance and application form provided to applicants for the two grant programmes. The suggested changes, taking into account the recommendations, have been highlighted in Appendix 2, 3, 4 and 5.
5. All the proposed changes to the guidance and application forms will be effective from the launch of the next Small Grants Programme in April / May 2017.
6. At the joint meeting, it was also suggested that the Charity Committee review if the total grant funding pot for the two programme should be increased, from its present level of £50k for small grants and £20k for events grants. These were set over 5 years ago.
7. The Charity committee also agreed to review the boundary line for the Foreshore Trust Events grants programme. At present, events only taking place on Foreshore Trust land as permitted under this programme. Many applicants have found this restrictive and in particular they have asked if the boundary could be extended to include venues and locations north of the A259 but facing the sea.

### Policy Implications

8. The Foreshore Trust's Grants Programme is a funding regime that will impact positively on the economic and financial environment in the Borough, and will assist organisations in delivering a range of activities for local people.

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### Wards Affected

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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### Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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### **Additional Information**

Appendix 1 – Foreshore Trust Grants Programme – recommended changes  
Appendix 2 – Revised Small Grant Guidance  
Appendix 3 – Revised Events Grants Guidance  
Appendix 4 – Revised Small Grant Application Form  
Appendix 5 - Revised Events Grant Application

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### **Officer to Contact**

Pranesh Datta  
pdatta@hastings.gov.uk  
01424451784

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## Appendix 1

### Foreshore Trust Grants Programme – recommended changes following discussion on 3<sup>rd</sup> Jan 2017

Issue	Options Considered	Proposed recommendations to Charity Committee
<p><b>Raising funding for applicant organisation</b> A number of applications have been received that use the grants awarded to bring in funding to support the applicant organisations' core services. GAP has raised concerns about this, as this means that applicant organisations profit from the grants.</p>	<ul style="list-style-type: none"> <li>• Allow applications for this type of activity</li> <li>• Exclude applications for this type of activity</li> </ul>	<p>Allow applicants for this type of activity as long as the event or project engages or raises people's awareness of 'good causes' for the benefit of residents in Hastings.</p>
<p><b>Events charging entrance fees</b> The events grant programme guidance clearly states that events must be free; however the small grant guidance does not. As a result some small grant applications have not been recommended or approved, as the GAP has felt that this would mean that applicant organisations would profit from the grants.</p>	<ul style="list-style-type: none"> <li>• Bring the small grants programme in line with the events grants</li> <li>• Allow both programmes to levy charges for events</li> </ul>	<p>Organisations may charge for events and activities where appropriate but this must be affordable to most residents, used only to recover the costs of the event or activity. Projections of the income from the charges will be the expected. However, free events and activities using FS grants are encouraged.</p>
<p><b>Charges for services or activities</b> The small grant programme guidance does not state that services or activities must be free. However, the GAP has expressed concern any charges levied would mean that applicant organisations would profit from the grants.</p>	<ul style="list-style-type: none"> <li>• Allow organisations to levy charges for services or activities</li> <li>• Include charges in the exclusion section of the guidance</li> </ul>	<p>As above</p>
<p><b>Sale of items funded from grants</b> As with the previous three points the GAP has felt uncomfortable recommending grants where the applicant organisations would profit from the grants.</p>	<ul style="list-style-type: none"> <li>• Allow applications that profit from the grants</li> <li>• Exclude applications that profit from the grants</li> </ul>	<p>As above</p>
<p><b>Purchase of small assets funded from grants</b> The GAP has only funded purchases of small assets where the application clearly states what will happen to it or if it is going to belong to a very established organisation. However this needs to be clarified and clearly stated in the guidance.</p>	<ul style="list-style-type: none"> <li>• Allow all applicants to purchase small assets with their grants</li> <li>• Allow applicants to purchase small assets with their grants if they can justify the purchase and clearly state what will happen to the items once the activity has finished</li> <li>• Exclude all small asset purchases from grant expenditure (purchase from matched funding acceptable)</li> </ul>	<p>Organisations may purchase small assets with their grants if they can justify the purchase for the benefit of the project and clearly state what will happen to the items once the activity has finished.</p>
<p><b>Funding trips and outings</b> The GAP is always reticent about granting awards to organisations for taking members out and about. They</p>	<ul style="list-style-type: none"> <li>• Allow applicants to bid for trips for members only</li> <li>• Allow applicants to bid for trips so long as an</li> </ul>	<p>Trips are unlikely to be funded from a member only organisation unless a clear need and social advantage can be shown which would be of benefit to as a wide</p>

<p>understand that for many of the members the days out are lifelines, however raise concerns about inclusivity as attendance on the trips are mostly restricted to members only.</p>	<p>agreed percentage of seats get filled by non-members</p> <ul style="list-style-type: none"> <li>Exclude all bids for trips from the programme</li> </ul>	<p>community as possible.</p>
<p><b>Funding for membership groups only</b> There is a question as to whether the Foreshore Trust grant funding should be awarded if it is going to be used exclusively for a small membership only group.</p>	<ul style="list-style-type: none"> <li>Allow all applicants to bid for member or organisation beneficiaries grants</li> <li>Request that an agreed percentage of participants are non-members</li> <li>Exclude all bids for member only participation from the programme</li> </ul>	<p>Funding from exclusive membership groups will be considered if the applicant can demonstrate inclusivity, outreach and impact on the local community.</p>
<p><b>Number of beneficiaries supported</b> Value for money is always discussed at the GAP meetings before recommending applications for funding. However, the small grant guidance does not state that the activities must reach as many people as possible. Often where the beneficiary numbers are low (FT530 for instance) this is because the level of intervention per beneficiary is necessarily intensive.</p>	<ul style="list-style-type: none"> <li>Allow applications for all levels of beneficiary support but ask applicant organisations to clearly state why numbers are low</li> <li>Only allow applications that support high numbers of beneficiaries</li> </ul>	<p>Funding for all levels of beneficiary support will be considered where need and cost per beneficiary can be justified.</p>
<p><b>Supporting non-Borough residents</b> Many applicant organisations based both in and out of the Borough have members that are resident both in and out of Hastings &amp; St Leonards. The small grant guidance states that activities need to enhance the quality of local residents' lives and increase their involvement in the community. However it is difficult to fund some organisations and ask them to quantify that the grant awarded will benefit only Borough residents.</p>	<ul style="list-style-type: none"> <li>Allow all applications that support a mix of Borough and out of area residents</li> <li>Allow a pre-agreed percentage of out of area residents</li> <li>Exclude all applications that support a mix of Borough and out of area residents</li> <li>Exclude all organisations not based in the Borough</li> </ul>	<p>Projects based in or outside of the borough are unlikely to be funded unless they can clearly show it is primarily for the benefit of Hastings residents.</p>
<p><b>Support for existing services</b> The small grant guidance does not state that existing services will not be supported; however, there is a fine line between supporting this and whether this constitutes core costs.</p>	<ul style="list-style-type: none"> <li>Allow applications for services that are ongoing so long as the applicant clearly states why the funding is needed</li> <li>Exclude applications for services that are ongoing</li> </ul>	<p>Applications for continuation of existing services is unlikely to be favoured unless need is clearly demonstrated, alternative funding sources explored and the long-term sustainability of service is addressed.</p>

<p><b>Core costs</b> The small grants guidance clearly states that core costs will not be funded, however the only item listed is staffing costs (it is not made clear that additional hours can be funded) and is not inclusive; this needs to be reviewed both in respect of what can and cannot be funded. Another concern is the loss to the Borough of the many grant programmes, such as the CPF Small Grants programme, which was able to support core costs.</p>	<ul style="list-style-type: none"> <li>• Allow all applications for core costs</li> <li>• Allow applications for core costs where it benefits the activity planned</li> <li>• Exclude all applications for core costs</li> <li>• Clarify what costs are classified as core if this is not to be funded</li> <li>• Clarify what staffing costs will be allowed and ask applicants to clearly state why they are integral to the activity to be funded</li> </ul>	<p>Core costs will be funded where it is clearly needed to support the activity and involves additional expenses.</p>
<p><b>Room costs</b> This is linked to core costs above - the small grants guidance does not state that room hire in premises owned or leased by the applicant organisation is classed as a core cost and will not be funded.</p>	<ul style="list-style-type: none"> <li>• Allow all applications that include room costs regardless of whether the premises are owned or leased by the applicant organisation</li> <li>• Allow applications that include room costs only if they are planning to hire them from someone else</li> <li>• Exclude all room costs from grant funded expenditure</li> </ul>	<p>Organisations can apply for room costs where they are planning to hire the facility from another organisation.</p>
<p><b>Salary costs</b> The small grants guidance clearly states that staffing core costs will not be funded, however does not make clear that additional staffing hours can be funded. This needs clarifying in the guidance in respect of what does and does not constitute core staffing costs.</p>	<ul style="list-style-type: none"> <li>• Clarify what staffing costs will be allowed and ask applicants to clearly state why they are integral to the activity to be funded</li> </ul>	<p>Salary costs will be funded where it is clearly needed to support the activity planned and additional to existing costs.</p>
<p><b>Statutorily funded activity</b> The small grant guidance confirms that activity which would appear to be more appropriately funded by a statutory body will not be funded, however, does not clarify what that constitutes. The events grant guidance does not specify this – perhaps this needs to be included.</p>	<ul style="list-style-type: none"> <li>• Allow all applications in both programmes where activity could be statutorily funded</li> <li>• Bring the events grant guidance in line with the small grants guidance in respect of statutorily funded activity</li> <li>• Clearly specify what could constitute statutorily funded activity</li> </ul>	<p>Applications for continuation of existing statutory services are unlikely to be funded unless a clear need is demonstrated and the long-term sustainability of the service is clearly addressed.</p>

<p><b>Organisations' financial reserves</b> Many of the applicant organisations both funded and unfunded have had high reserves. We may need to clarify how we consider 'reserves'. Where there are high reserves it is often difficult for members to see why the organisation is requesting funding from the grant programmes. The Charity Commission recommends that charities should have a reserves policy, with three months of annual turnover being a common rule of thumb. Without knowing the turnover of any applicant for a grant it is difficult for the Panel to know whether the declared reserves appear excessive or not; i.e. in terms of their "worthiness" for a grant.</p>	<ul style="list-style-type: none"> <li>• Allow all applications regardless of the levels of reserves</li> <li>• Put a cap on the levels of reserves</li> <li>• Allow high reserves if the applicant organisation clearly states why this is so or has a policy in place to cover it</li> <li>• Request 3-month turnover figures from applicant organisations</li> <li>• Ask applicants to provide figures on their annual turnover and reserves level.</li> </ul>	<p>All applications will be required to provide figures on their annual turnover and reserves level and provide statements of reasons where they are high.</p>
<p><b>Payments to individuals</b> There has only been one application like FT524 where it seems more like a one-man-band than a group. However, a number of applications have been received, such as FT515, which include high salary costs being paid to individuals.</p>	<ul style="list-style-type: none"> <li>• Allow applications from individuals so long as the purpose of the activity is charitable – in these cases a supporting organisation would be required to handle the grant process</li> <li>• Allow all applications where the majority of the grant is paid to an individual</li> <li>• Only allow a percentage of the grant (say 50%) to be paid to individuals with the remainder to be paid from matched funding</li> <li>• Exclude all salary costs</li> </ul>	<p>Application will only be considered where they are from an active constituted organisation. Individuals wishing to apply will need to work with existing local organisations to submit and oversee their application. All project costs will be considered as appropriate.</p>
<p><b>Payments to artists</b> The GAP members have queried or challenged charges in applications for 'artists' etc. We could consider setting a reasonable rate for 'artists' and 'professionals' rather than argue it is too high.</p>	<ul style="list-style-type: none"> <li>• Consider setting a reasonable capped rate for 'artists' and 'professionals'</li> <li>• Allow all artists rates regardless of costs</li> <li>• Only allow a percentage of the grant (say 50%) to be paid to artists with the remainder to be paid from matched funding</li> </ul>	<p>All project costs will be considered if they are needed, justified and appropriate to the purpose of the project.</p>

<p><b>Events on Foreshore land</b> The events grant programme is currently limited to events on foreshore land only. If this were to be reviewed to include venues along the seafront road such as the Azur, St Mary in the Castle or the newly restored Hastings Pier this would mean that events would not always be subject to potential inclement weather, or if needing to be based indoors, have to be based at the Stade. This would also meet one of the requirements of the events grant programme, which is that of extending activity throughout the length of the Foreshore Trust seafront.</p>	<ul style="list-style-type: none"> <li>• Only allow applications for events on Foreshore land</li> <li>• Allow applications for events that take place in venues on both sides of the seafront road</li> <li>• Allow applications for events taking place in the whole of the Borough</li> </ul>	<p>This issue will be considered by the Charity Committee further as and when appropriate.</p>
<p><b>Business start-up costs</b> The small grant guidance makes no mention that Social Enterprises or Community Interest Companies with Charitable Status can be supported with start-up costs, or what is or is not constituted as core costs. This needs clarifying to avoid future confusion.</p>	<ul style="list-style-type: none"> <li>• Allow all applications that request support for start-up costs regardless of what the grant would be used for or what type of organisation they are</li> <li>• Allow only applications for pre-agreed start-up costs regardless of what type of organisation they are</li> <li>• Allow only applications for pre-agreed start-up costs for charities only</li> <li>• Exclude start-up costs entirely</li> </ul>	<p>Start-up costs for any new organisations will not be considered for funding.</p>
<p><b>Business benefits</b> There is a need to clarify business support – this is linked to Business start-up costs above.</p>	<ul style="list-style-type: none"> <li>• Allow all applications that request support for business costs regardless of what the grant would be used for or what type of organisation they are</li> <li>• Allow only applications for pre-agreed business costs regardless of what type of organisation they are</li> <li>• Exclude business costs entirely – this will need to be fully specified in the guidance</li> </ul>	<p>Projects which are primarily for the benefit of local business are unlikely to be supported.</p>
<p><b>Repeat applications – same activities</b> Many of the applicant organisations apply to both the events and small grant programmes for repeat events or activities, and only a small handful are mentioned here. Often the issue is that applicants are very good at writing bids and so their applications are assessed highly. In addition many are for very valued activities, services or events from organisation struggling with the loss of many of the Borough's grant programmes. However, the events programme receives applications that averagely total twice the available grant value and the small grants about three times – this means that</p>	<ul style="list-style-type: none"> <li>• Allow applications for repeat activities for a limit of twice only</li> <li>• Allow applications for unique activities only</li> <li>• Allow unlimited applications for repeat activities</li> </ul>	<p>The Foreshore Trust is likely to favour bids from new applicants, if there is considered to be equal benefit to the local community, over activities that have previously received funding. This change will be detailed in the application guidance information.</p>

<p>not everyone can be funded and if grants are being awarded to repeat activities, this limits how much can be considered for the remaining new organisations and/or activities.</p>		
<p><b>Repeat applications – same organisation</b> Again many of the applicant organisations apply to both the events and small grant programmes each year. There are many similarities with the previous issue of funding repeat activities, and in order for new organisations to stand a chance of being funded this may need reviewing.</p>	<ul style="list-style-type: none"> <li>• Allow applications from the same organisations every other year</li> <li>• Allow applications from the same organisations for each round</li> <li>• Allow applications from the same organisations for each round but give priority to new organisations – this will need to clearly stated in the guidance</li> </ul>	<p>The Charity Committee and the Grant Advisory Panel will consider all applications on their merits. Applications from new organisations will be favoured if they similarly meet the priorities of the charity committee. This change will be detailed in the application guidance information.</p>
<p><b>Charitable activity – small grant programmes</b> The small grant programme guidance does not specify what this means, and so applications have been received from organisations that may not meet this eligibility criteria.</p>	<ul style="list-style-type: none"> <li>• Clarify in the small grant guidance what charitable activity means</li> </ul>	<p>The Small Grant Guidance identifies all the 9 priorities of the Charity committee. It is for the applicant to propose the many different ways of addressing these priorities.</p>
<p><b>Match funding requirements</b> There is currently no requirement for applications to identify or apply for match funding, however, often approval conditions are imposed that match funding identified must be secure before any Foreshore grant can be released. In addition the process of the programmes opening to final approval are so long that it prevents organisations using the awarded Foreshore grants to apply for more matched funding to support any activities or events.</p>	<ul style="list-style-type: none"> <li>• Make matched funding a requirement of the grant applications</li> <li>• Allow applications with no matched funding</li> <li>• Shorten the small and event grant programme timescales</li> </ul>	<p>Match funding is not required but clearly advantageous to an application. The Grant Advisory Panel will consider extension or changes to the timescales for the grant programme as and when possible.</p>
<p><b>Length of time to spend small grants</b> Some of the applications for the small grants programme are for services that are planned to run over a year. Currently the grant period is fixed at 6 months with longer-term applicants needing to request permission from the GAP to extend their activity end-dates. It would be much better both for applicants and the programme administrator, as it would reduce the administration burden, to extend all grant expenditure to one year.</p>	<ul style="list-style-type: none"> <li>• Continue with current 6-month timescale with longer-term activities needing to request permission</li> <li>• Extend the timescale for small grants from 6 months to one year</li> </ul>	<p>As above</p>

# Foreshore Trust Small Grant Programme Round (no) (year) Application Guidance

**For a funding application pack please email:**  
[Foreshore-Small@hastings.gov.uk](mailto:Foreshore-Small@hastings.gov.uk)

Administered on behalf of The Foreshore Trust (Charity No. 1105649) by Hastings Borough Council

## Aim of the Foreshore Trust Small Grant Programme

The Foreshore Trust Small Grant Programme is a small grants scheme for voluntary and community groups offering a service within Hastings & St. Leonards. The main aim of the programme is to support smaller voluntary and community groups in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community. The programme can also help with capacity building of smaller voluntary and community groups to strengthen their ability to carry out their work.

## Help with application completion

Comprehensive Guidance Notes are provided from page 4 to help you complete the form. Please read them carefully to maximise your chance of success. If you need further advice or help with your application, contact Pranesh Datta on 01424 451784 email [pdatta@hastings.gov.uk](mailto:pdatta@hastings.gov.uk) or Karen Hopkins on 01424 451788 e-mail [khopkins@hastings.gov.uk](mailto:khopkins@hastings.gov.uk)

Applicants are encouraged to submit applications well ahead of the deadline where possible, to allow the administrator sufficient time to assess them thoroughly. Where deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate) ahead of the deadline.

Please do not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.

## Foreshore Trust Small Grant Application – Grants up to £5,000

The Foreshore Trust Small Grant application form enables the appraisal panel to assess the eligibility of your organisation or consortium and whether your proposed activities will directly address the funding priorities. Applications from organisations that do not meet the eligibility criteria or that do not directly address the funding priorities will be declined.

A proportionate approach to the application, grant claims and monitoring process has been established. For this level of funding the following will apply:

- Monitoring – successful applicants will complete a project engagement process prior to the project start to discuss any approval conditions, the monitoring process and to sign the service level agreement. At the end of the project a simple monitoring and evaluation form will be issued for completion and the organisation will be subject to a project closure process to assist with completing the form if needed, verification of the project expenditure, basic equalities profiling, feedback, case studies and to sign off of the project.
- Payment – 90% of the funding will be advanced once the project has been approved and the agreement has been signed. The remaining 10% will be paid on satisfactory completion of the project and monitoring and evaluation process.

## Funding

£50,000 is available in Round (no) (year) programme for grants of up to £5,000 each. The grant funding period is October (year) to March (year).

## Foreshore Trust Small Grants Programme funding priorities

Applications can be submitted that meet any aspect of the priorities, however those that specifically address the priorities and have clear links to organisation aims will be scored higher than proposals that are less directly linked.

### Priorities

The prevention or relief of poverty
The advancement of education
The advancement of health or the saving of lives
The advancement of citizenship or community development
The advancement of the arts, cultures, heritage or science
The advancement of amateur sport
The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
The advancement of environmental protection or improvement
Any other purposes currently recognised as charitable and any new charitable purposes which are similar to other charitable purposes

## Deadline for application submission

The deadline for submission of applications is noon on (date). Completed applications should be emailed with any supporting evidence to [Foreshore-Small@hastings.gov.uk](mailto:Foreshore-Small@hastings.gov.uk) including the name of your organisation in the subject field of your email.

## Notification of approved projects

Decisions will be notified to all applicants by the beginning of October (year).

## Application appraisal process

The procedure for allocating funding comprises the following:

1. The applicant must meet the eligibility criteria on page 1 in order to be considered for grant.
2. The Programme Team and Grant Advisory Panel will assess the application form using these guidance notes. The panel's role is to act as an independent and objective appraisal and recommendation group.
3. In general, applications will be assessed on how well they meet the priorities of the grant programme, their actual proposal, the likely beneficiaries, value for money and the difference the project will make.
4. When all the applications have been reviewed the available funding will be allocated, pending final approval from the Charity Committee. The panel may, at their discretion, decide to recommend to part fund a bid.
5. The Chair of the Grants Advisory Panel will compile a report detailing the recommended bids, which will be passed to the Charity Committee for approval. In the event of a tie between bids for the final allocation, the decision of the Charity Committee will be final.
6. All applicants will be notified about the outcome - we will notify unsuccessful applicants of the principal reasons for not awarding a grant, and where practical, offer to discuss any particular points.

## Eligibility Criteria

Applications will undergo an appraisal that will assess suitability to deliver a funded project using the criteria below.

### Who can apply?

To deliver a funded project, organisations must meet the following requirements:

- Be a voluntary or community group in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.
- Demonstrate that residents of Hastings or St Leonards will mainly benefit from the project.
- Have a recognised legal and constitutional status, which lays out aims and objectives and states how the organisation will operate.
- Individuals wishing to apply will need to work with existing local organisations to submit and oversee their application.
- Either hold their own bank account or have a written arrangement under which an established group sponsors the applicant by agreeing to hold the funds on the applicant's behalf.
- Provide independently audited or examined income and expenditure records relating to its activities. In the case of new groups, where some of the requirements cannot be met yet, a supporting declaration may be made by an existing group who will agree to hold the funds on behalf of the applicant and provide us with the necessary accountability.

- The organisation or consortium must have a clear management structure and have principles of operation for employees, volunteers and service users which accord with legislation on employment, health and safety, and equalities as appropriate.
- The organisation should have public liability insurance to the value of £10,000,000. If the level of insurance the organisation holds is less than this or is not held at all an explanation must be provided.

## Assessment Criteria

Applications will be assessed against the following:

1. Project – aim of project, description of activity or event, fit with programme priorities
2. Project Delivery - organisation capacity
3. Project Cost - budget profile and value for money
4. Difference the project makes - identification and targeting of beneficiaries, need for project, project promotion and access
5. Project Evaluation - monitoring arrangements, and capturing and providing feedback on project success or failure

## Conditions of grant funded projects

- Grants are normally required to be spent and accounted for within six months of the date of approval. The Grants Advisory Panel reserves the right to amend this requirement, and the agreed final accountable date together with any conditions applicable to the grant will be reflected within any Service Level Agreement.
- On completion of the project/activity a monitoring form should be completed confirming that the grant money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the project/activity successfully achieved its intended outcomes. Diversity information may also be required including the number of people involved, ages, ethnicity and disabilities.
- Occasionally, additional approval conditions may be imposed.

## Multiple applications

Groups may make only one application in any one round, and if you are applying for funding for an event you cannot apply for this and the Charity's Events Grant Programme for the same event. If, in future rounds, you have had an application rejected previously, please do not be discouraged from applying again, as all previous applicants are welcome to reapply.

## Foreshore Trust Small Grant Programme exclusions

Grants will not be considered to pay for:

- Activities that are for non-charitable purposes
- Core costs other than where it is clearly needed to support the activity and involves additional expenses.
- Applications for continuation of existing statutory services unless a clear need is demonstrated and the long-term sustainability of the service is addressed.
- Setting up costs for new groups
- Projects which are primarily for the benefit of local businesses
- Activities designed to specifically promote party political or religious causes (although applications from faith groups involved in local community work are welcomed)
- Monies already spent or liabilities incurred before the signing of any agreement.
- Activity which would appear to be more appropriately funded by a statutory body.

## Proposals eligible for the Foreshore Trust Small Grant Fund

Grants will be considered for:

- Repairs/ refurbishment, transport, newsletters, website design, promotion, events etc. In other words, things that might help you to keep a small group running, improve or develop your premises, improve or develop your activities, train group members, raise awareness of your group's activities or recruit new volunteers/members to your group
- New equipment – proposals may include the purchase of small assets from the grant, however the benefit of the purchase for the project, event or activity will need to be justified in the

application and also clearly state what will happen to the items once the activity etc. has finished.

- Fundraising events or activities to support applicant organisations as long as the event or activity engages or raises people's awareness of 'good causes' for the benefit of residents in Hastings
- Charges for services, events or activities where appropriate but this must be affordable to most residents and used only to recover the costs of the event or activity. However, free events and activities using the grants are encouraged.
- Proposals for continuation of existing services will be considered, however the need must be clearly demonstrated, alternative funding sources explored and the long-term sustainability of service is addressed.
- Proposals including the sale of items funded from grants – these items must be affordable to most residents and used only to recover the costs of the event or activity.
- Funding trips and outings will only be funded from a member only organisation unless a clear need and social advantage can be shown which would be of benefit to as a wide community as possible.
- Proposals for grants for membership groups only will be considered if the applicant can fully demonstrate inclusivity, outreach and impact on the local community.
- Proposals for services or activities based in or outside of the borough will only be considered if they can clearly show it is primarily for the benefit of Hastings residents.
- Room costs will only be classed as eligible where applicants are planning to hire the facility from another organisation.
- Salary costs will only be classed as eligible where it is clearly needed to support the activity planned and additional to existing costs and must be clearly demonstrated in the proposal.
- The Foreshore Trust is likely to favour bids from new applicants, if there is considered to be equal benefit to the local community, over activities that have previously received funding.

## **Agreements**

Every successful organisation will receive an agreement that will set out the specific terms for delivery. A number of general terms will feature in all agreements and these are likely to include the following:

- Funding must only be used for the purpose set out in the agreement. The Grants Advisory Panel must agree any changes to delivery or other significant deviation from the agreement.
- The project beneficiaries must be resident in Hastings or St Leonards.
- You must maintain adequate evidence and records of all income received and expenditure incurred and have sound financial procedures in place. As a minimum these must include:
  - A bank account in the organisation's or, in the case of a consortium, Lead Organisation's name requiring two signatures
  - The maintenance of a cashbook for recording all expenditure and income
  - All expenditure being supported by invoices, receipts and vouchers
  - Regular monitoring of expenditure comparing actual performance to budget
  - Deductions for tax and National Insurance from salaries as appropriate
- You must keep adequate records regarding the monitoring of the service delivery and these must be available for inspection.
- You will be required to provide financial accounts showing how the grant was spent. The accounts must be subject to outside scrutiny but organisations or may choose either independent examination by a suitable qualified person or audit by a registered auditor.
- You are required to make proper arrangements for the recruitment and employment of staff if appropriate for your group. These should include:
  - Recruitment and selection of staff against a job description and person specification
  - Written contracts of employment, which meet legal requirements
  - Clear written discipline and grievance procedures
  - Adequate training for the duties they have to perform
- You must comply with the monitoring requirements specified in a timely manner. Please be aware that failure to provide this information on a timely basis may be considered non-delivery and constitute a breach of the funding agreement.

## Monitoring and Evaluation

1. Monitoring and evaluation are essential to assess the effectiveness of the funded service and its delivery. Monitoring is the process of gathering and recording information on a regular basis. It keeps account of the progress against agreed targets, anticipated outcomes and other relevant indicators.
2. Evaluation is the process of looking at that information and judging the quality of the work and its success against stated aims. It looks at outcomes and results in order to assess the effectiveness of the service and inform future decisions.
3. The monitoring and evaluation arrangements form part of the contractual obligations but the following general principles will be observed:
  - Monitoring will be relevant and proportionate to the size, nature and value of the project, whilst being consistent with the need for effective protection of, and proper accountability for, public money.
  - The requested monitoring information will be collectable.
  - The learning from evaluation should be shared to inform future policy, funding etc.

## Guidance on completing the application form

### 1. About your organisation

- Give the full name of your organisation or group as it appears on your governing document. Tell us your organisation's main or registered address, including postcode. Give us your website address if you have one.
- Provide details for the main project contact – their position in the organisation, email address and landline and mobile phone numbers.
- Confirm the status of your organisation by putting a tick in the left hand column. Provide details of your group including registration numbers as appropriate.

### 2. Eligibility Criteria

- It is important that you work through this checklist before you start completing the application form. This is so that you can decide if you think this funding is right for your project or organisation, and before you go to the time and expense of submitting an application.
- Please tick the checklist to verify that your group is eligible to apply for funding.
- Please confirm in the comments boxes that you have attached copies of supporting information as requested.
- If your organisation has previously applied for grant funding from the Foreshore Trust Small Grants Programme or any other programme supported by Hastings Borough Council (HBC), and your group has already submitted the supporting documents please tick the relevant cell in the 'Held by HBC' column.

### Criteria

- A. All groups must have a constitution or clear set of rules, which should describe the group's aims and objectives, its members and details of how decisions are made. Where a larger parent body is applying in respect of a local project, clarification must be given to demonstrate local governance and ownership of the project.
  - B. Confirm that a bank account is held in the name of the organisation. Please note that the bank account signatories must not be related to each other.
  - C. Confirm that the latest copy of the organisation's annual accounts is held by or has been emailed to the Council. If your organisation has been running for less than 15 months, please provide a 12 month financial projection for the year when you will spend the grant. Where a larger parent body is applying in respect of a local project, financial information specific to the project must be made available.
  - D. Please state if you have an Equality and/or Equal Opportunities Policy statement approved by your organisation. This may sometimes be contained in your governing document.
  - E. The funders are keen to encourage all groups, regardless of size, to operate in a professional manner. In most cases this will include ensuring that the group has an appropriate level of public liability cover. If you feel that cover is not necessary for your group, please include a note to explain why.
- F & G – If your project involves either working with children or vulnerable adults an appropriate safeguarding policy must be in place. Relevant staff must be suitably trained and DBS checked.

## Organisation account information

- From your last accounts please confirm the period covered by latest audited accounts or income/expenditure breakdown for new groups
- Specify the level of free reserves as a percentage of your annual turnover for the previous financial year or for the current year for new groups.

## 3. Priorities

- Tick those priorities your proposal will address. You will be asked to demonstrate how your project will contribute to these in the project section of the application.

## 4. Project

- Tell us where you found out about this funding programme.
- What is the name of your project/activity – give us a short title that we could use for publicity purposes. Try to make it unique to your project.
- Provide a brief project aim summarising your project idea. You may use up to 75 words.
- Please tell us in detail about your project idea, its aim, and the activities you plan to carry out using our grant. Be specific about what you will do and how you will do it. Your project aims must match those outlined in your constitution. You can write up to 300 words.
- Let us know the start date of your project/activity, where it will take place and how long it will last. You can write up to 100 words.
- Please tell us how your project relates to the funding programme priorities, and your organisation's expertise/capacity to deliver the project. Please note that direct links between your organisation's aims and the aims and priorities of the funding scheme will be assessed more highly. You can write up to 150 words.

## 5. Project Costs

- Tell us how much your project will cost. Insert rows as necessary.
- Provide a breakdown for each item if necessary. For example, don't just put furniture; list the different items e.g. 5 tables, 30 chairs etc.
- Include everything you will need for the project even if you are not asking us to fund it.
- Give the total cost of each item or activity in the total cost column and how much you want from the Foreshore Trust Small Grant Programme in the grant element column. There is no limit to how much the grant element should be for each budget item, provided that the total being requested is £5,000 or less.
- Please ensure that your figures add up.
- Confirm any match funding for this project that your organisation has applied for or has secured detailing whether it is cash or in-kind match.
- If your proposal is for a service, event or activity for which you will be charging you will need to include projections of the income from these charges in the match funding section.
- If your proposal includes the sale of items funded from grants you will need to include projections of the income from these sales in the match funding section.

## 6. The difference your project will make and to whom

### Section 6.1

- Tell us who will mainly benefit from the project and explain why the service/activity is needed.
- Include what evidence you have to show that the service/activity is needed.
- Describe where a gap or shortfall in current provision is not meeting the needs of your organisation or your target beneficiaries.
- If your application is to supplement or expand something that already exists, explain that here. If your project is similar to other existing services/activities, explain what difference your project will make to meeting the needs you describe.
- If applicable provide details of how you have consulted with the people who will benefit from your project and what the result of that was. This can include organising meetings, conducting surveys or keeping waiting lists for people wanting to access the service/activity.
- Detail how your project has been influenced by what people have told you and how you know that the people you want to help will use your project. Confirm how many people will be

involved in delivering your project/activity and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).

- Detail how you will ensure and demonstrate that the beneficiaries of the project are residents in Hastings and St Leonards.
- You can write up to 300 words.

#### **Section 6.2**

- Detail how and to whom you intend to market the project to, and how you will involve the wider community
- Tell us how you will promote and publicise your project. Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- Tell us how you will promote and publicise your project. Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- If you plan to restrict who can take part in your project, you should explain why.
- If you plan to target particular groups or parts of the town, please describe them.
- Explain how you will make sure people from different backgrounds know about your project.
- You can write up to 150 words.

#### **Section 6.3**

- Please confirm your organisation's or consortium's willingness to monitor equal opportunities. If no, please give us an explanation as to why this is not possible.
- Comment on how your proposal meets equal opportunities, the venue or location including disabled access as appropriate. You can write up to 150 words.

### **7. Project evaluation and feedback**

- Tell us how you will know whether the service/activity has achieved its aims. Explain how you will show that your service/activity has made a positive difference to the beneficiaries. Describe the methods you have in place for monitoring and evaluating the service/activity. This could include information about numbers and types of people helped, case studies and/or feedback from people involved.
- You may use up to 150 words.

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## Foreshore Trust Event Grant Programme Round (no) (year) Application Guidance

For a funding application pack please email:  
[Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk)

Administered on behalf of The Foreshore Trust (Charity No. 1105649) by Hastings Borough Council

### Aim of the Foreshore Trust Event Grant Programme

The Foreshore Trust Event Grant Programme is a small grants scheme to increase public enjoyment of the Foreshore Trust's land and venues in Hastings and St Leonards by encouraging a year-round programme of events aimed at both residents of and visitors to Hastings and St Leonards.

### Help with application completion

Comprehensive Guidance Notes are provided on page 4 to help you complete the form. Please read them carefully to maximise your chance of success. If you need further advice or help with your application, contact Pranesh Datta on 01424 451784 email [pdatta@hastings.gov.uk](mailto:pdatta@hastings.gov.uk) or Karen Hopkins on 01424 451788 e-mail [khopkins@hastings.gov.uk](mailto:khopkins@hastings.gov.uk)

Applicants are encouraged to submit applications well ahead of the deadline where possible, to allow the administrator sufficient time to assess them thoroughly. Where deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate) ahead of the deadline.

Please do not change any of the questions or alter any part of the form unless we state that you can. If you do make any unauthorised changes we will not accept your application.

**PLEASE NOTE: A successful grant application does not give you permission to hold your event. This is subject to a separate process and it is very important that you complete the Council's "Request to hold an event" form and comply with all the terms and conditions associated with holding an event on foreshore Trust land. This form and the terms and conditions will be sent to you, however, should you require further information regarding this process please contact Aaron Woods, HBC Facilities Development Officer – email [awoods@hastings.gov.uk](mailto:awoods@hastings.gov.uk) or phone 01424 451334.**

### Event grants up to £2,000

The Foreshore Trust Event Grant application form enables the appraisal panel to assess the eligibility of your organisation or consortium and whether your proposed event will directly address the funding priorities. Applications from organisations that do not meet the eligibility criteria or that do not directly address the funding priorities will be declined.

A proportionate approach to the application, grant claims and monitoring process has been established. For this level of funding the following will apply:

- Monitoring – successful applicants will complete an engagement process prior to the event start to discuss any approval conditions, the monitoring process and to sign the service level agreement. At the end of the event a simple monitoring and evaluation form will be issued for completion and the organisation will be subject to a closure process to assist with completing the form if needed, verification of the event expenditure, basic equalities profiling, feedback, case studies and to sign off of the project.
- Payment – 90% of the funding will be advanced once the application has been approved and the agreement has been signed. The remaining 10% will be paid on satisfactory completion of the event and the monitoring and evaluation process.

### Funding

£20,000 is available in Round (no) (year) programme for grants of up to £2,000 each. The grant funding period is April (year) to March (year).

## Foreshore Trust Event Grant Fund funding priorities

Events that most closely meet the following priorities will be scored higher than proposals that are less directly linked.

<b>Priorities</b>
Events that attract a wide range of residents and visitors and extend the seafront season
Events that support charitable causes
Events that extend activity throughout the length of the Foreshore Trust seafront

Areas of Foreshore Land where events must take place can be viewed by following the attached web link - [http://www.hastings.gov.uk/community\\_living/foreshore\\_trust/#land](http://www.hastings.gov.uk/community_living/foreshore_trust/#land)

A map is also available to view at Hastings Information Centre, Muriel Matters House, Breeds Place, Hastings.

Some examples of Foreshore land include: the Stade Space, Hastings seafront and promenade, Warrior Square Beach, St Leonards Lower Promenade and West St Leonards beach seafront.

### Deadline for application submission

The Foreshore Trust Event Grant Programme Round 3 will open on (date) and the deadline for submission of applications is midday (12pm) on (date). Completed applications should be emailed with any supporting evidence to [Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk) including the name of your organisation in the subject field of your email.

### Notification of approved events

Decisions will be notified to applicants by end of March (year).

### Application appraisal process

1. The applicant must meet the eligibility criteria on page 1 in order to be considered for grant.
2. The Programme Team and Grant Advisory Panel will assess the application form using these guidance notes. The panel's role is to act as an independent and objective appraisal and recommendation group.
3. At the panel stage the following criteria will be used:
  - How well your event will meet the Trust's objective to promote public enjoyment of the seafront including appealing to a wide range of visitors and residents, extending the seafront season and supporting charitable causes.
  - How well your event addresses one or more of our priorities.
  - How closely you meet our eligibility criteria.
  - Whether your organisation is properly organised to receive and to spend money.
  - Whether you can show us clearly how your event will be financed and what you will do with the grant
  - How clearly you can explain who will benefit from your event and how you will involve a wide range of people.
  - Which bids offer the best value for money
4. When all the applications have been reviewed the available funding will be allocated, pending final approval from the Charity Committee. The panel may, at their discretion, decide to part fund a bid.
5. The Chair of the Grant Advisory Panel will compile a report detailing the recommended bids, which will be passed to the Charity Committee for approval. In the event of a tie between bids for the final allocation, the decision of the Charity Committee will be final.
6. All applicants will be notified about the outcome - we will notify unsuccessful applicants of the principal reasons for not awarding a grant, and where practical, offer to discuss any particular points.

### Conditions of grant funded projects

- Grants are normally required to be spent and accounted for within a year from the date of approval. The Foreshore Trust Charity Committee reserves the right to amend this requirement, and the agreed final accountable date together with any conditions applicable to the grant will be reflected within any Service Level Agreement.

## Appendix 3

- On completion of the event a monitoring form should be completed and returned confirming that the grant money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the event successfully achieved its intended outcomes. Diversity information will also be required including the number of people involved, ages, ethnicity and disabilities.
- Occasionally, additional conditions may be imposed.
- Organisations may charge for events and activities where appropriate but this must be affordable to most residents and used only to recover the costs of the event or activity. However, free events and activities using the grants are encouraged.

### Multiple applications

Groups may make only one application in any one round, and cannot apply for this and the Charity's Small Grants Fund for the same event. If, in future rounds, you have had an application rejected previously, please do not be discouraged from applying again, as all previous applicants are welcome to reapply.

### Events Grant Programme exclusions

Grants will not be considered for:

- Events that take place on land not owned by the Foreshore Trust. Land included can be viewed on the web link attached:  
[http://www.hastings.gov.uk/community\\_living/foreshore\\_trust/#land](http://www.hastings.gov.uk/community_living/foreshore_trust/#land)
- Political and religious events will not be eligible for grant assistance, but events that promote religious or racial harmony, or equality and diversity are permissible in the criteria set by the Charity under the Small Grants Programme

### Proposals eligible for the Foreshore Trust Events Grant Programme

Grants will be considered for:

- Fundraising events to support applicant organisations as long as the event engages or raises people's awareness of 'good causes' for the benefit of residents in Hastings
- New equipment – proposals may include the purchase of small assets from the grant, however the benefit of the purchase for the event or activity will need to be justified in the application and also clearly state what will happen to the items once the activity etc. has finished.
- Core costs will only be classed as eligible where it is clearly needed to support the activity and involves additional expenses.
- Salary costs will only be classed as eligible where it is clearly needed to support the activity planned and additional to existing costs and must be clearly demonstrated in the proposal.
- Continuation of existing statutory services only where a clear need is demonstrated and the long-term sustainability of the service is clearly addressed.
- Individuals however they will need to work with existing local organisations to submit and oversee their application.
- The Foreshore Trust is likely to favour bids from new applicants, if there is considered to be equal benefit to the local community, over activities that have previously received funding.
- 

### Agreements

Every successful organisation will receive an agreement that will set out the specific terms for delivery. A number of general terms will feature in all agreements and these are likely to include the following:

- Funding must only be used for the purpose set out in the agreement. The Grants Advisory Panel must agree any changes to delivery or other significant deviation from the agreement.
- The event beneficiaries must be resident in Hastings or St Leonards.
- You must maintain adequate evidence and records of all income received and expenditure incurred and have sound financial procedures in place. As a minimum these must include:
  - A bank account in the organisation's or, in the case of a consortium, Lead Organisation's name requiring two signatures
  - The maintenance of a cashbook for recording all expenditure and income
  - All expenditure being supported by invoices, receipts and vouchers
  - Regular monitoring of expenditure comparing actual performance to budget

## Appendix 3

- Deductions for tax and National Insurance from salaries
- You must keep adequate records regarding the monitoring of the event and these must be available for inspection.
- You will be required to provide financial accounts showing how the grant was spent. The accounts must be subject to outside scrutiny but organisations or may choose either independent examination by a suitable qualified person or audit by a registered auditor.
- You are required to make proper arrangements for the recruitment and employment of staff as appropriate to your group. These should include:
  - Recruitment and selection of staff against a job description and person specification
  - Written contracts of employment, which meet legal requirements
  - Clear written discipline and grievance procedures
  - Adequate training for the duties they have to perform
- You must comply with the monitoring requirements specified in a timely manner. Please be aware that failure to provide this information on a timely basis may be considered non-delivery and constitute a breach of the funding agreement.

## Monitoring and Evaluation

1. Monitoring and evaluation are essential to assess the effectiveness of the event and its delivery. Monitoring is the process of gathering and recording information on a regular basis. It keeps account of the progress against agreed targets, anticipated outcomes and other relevant indicators.

2. Evaluation is the process of looking at that information and judging the quality of the work and its success against stated aims. It looks at outcomes and results in order to assess the effectiveness of the service and inform future decisions.

3. The monitoring and evaluation arrangements form part of the contractual obligations but the following general principles will be observed:

- Monitoring will be relevant and proportionate to the size, nature and value of the event, whilst being consistent with the need for effective protection of, and proper accountability for, public money.
- The requested monitoring information will be collectable.
- The learning from evaluation should be shared to inform future policy, funding etc.

## Guidance on completing the application form

### 1. About your organisation

- Give the full name of your organisation or group as it appears on your governing document. Tell us your organisation's main or registered address, including postcode. Give us your website address if you have one.
- Provide details for the main project contact – their position in the organisation, email address and landline and mobile phone numbers.
- Confirm the status of your organisation by putting a tick in the left hand column. Provide details of your group including company and/or charity registration numbers as appropriate.

### 2. Eligibility Criteria.

- It is important that you work through this checklist before you start completing the application form. This is so that you can decide if you think this funding is right for your project or organisation, and before you go to the time and expense of submitting an application.
- Please tick the checklist to verify that your group is eligible to apply for funding.
- Please confirm in the comments boxes that you have attached copies of supporting information as requested.
- If your organisation has previously applied for grant funding from the Foreshore Trust Small Grants Programme or any other programme supported by Hastings Borough Council (HBC), and your group has already submitted the supporting documents please tick the relevant cell in the 'Held by HBC' column.

### Criteria

- A. All groups must have a constitution or clear set of rules, which should describe the group's aims and objectives, its members and details of how decisions are made. Where a larger

## Appendix 3

parent body is applying in respect of a local project, clarification must be given to demonstrate local governance and ownership of the project.

- B. Confirm that a bank account is held in the name of the organisation. Please note that the bank account signatories must not be related to each other.
  - C. Confirm that the latest copy of the organisation's annual accounts is held by or has been emailed to the Council. If your organisation has been running for less than 15 months, please provide a 12 month financial projection for the year when you will spend the grant. Where a larger parent body is applying in respect of a local project, financial information specific to the project must be made available.
  - D. Please state if you have an Equality and/or Equal Opportunities Policy statement approved by your organisation. This may sometimes be contained in your governing document.
  - E. The funders are keen to encourage all groups, regardless of size, to operate in a professional manner. In most cases this will include ensuring that the group has an appropriate level of public liability cover. If you feel that such cover is not necessary for your group, please include a note to explain why.
- F & G – If your project involves either working with children or vulnerable adults an appropriate safeguarding policy must be in place. Relevant staff must be suitably trained and DBS checked.

### Organisation account information

- From your last accounts please confirm the period covered by latest audited accounts or income/expenditure breakdown for new groups
- Specify the level of free reserves as a percentage of your annual turnover for the previous financial year or for the current year for new groups.

### 3. Priorities

- Tick those priorities your proposal will address. You will be asked to demonstrate how your project will contribute to these in the project section of the application.

### 4. Project

- Tell us where you found out about this funding programme.
- What is the name of your project/activity – give us a short title that we could use for publicity purposes. Try to make it unique to your project.
- Provide a brief project aim summarising your project idea. You may use up to 75 words.
- Please tell us in detail about your project idea, its aim, and the activities you plan to carry out using our grant. Be specific about what you will do and how you will do it. Your project aims must match those outlined in your constitution. You can write up to 300 words.
- Let us know the start date of your project/activity, where it will take place and how long it will last. You can write up to 100 words.
- Please tell us how your project relates to the funding programme priorities, and your organisation's expertise/capacity to deliver the project. Please note that direct links between your organisation's aims and the aims and priorities of the funding scheme will be assessed more highly. You can write up to 150 words.

### 5. Project Costs

- Tell us how much your project will cost. Insert rows as necessary.
- Provide a breakdown for each item if necessary. For example, don't just put furniture; list the different items e.g. 5 tables, 30 chairs etc.
- Include everything you will need for the project even if you are not asking us to fund it.
- Give the total cost of each item or activity in the total cost column and how much you want from the Foreshore Trust Event Grant Programme in the grant element column. There is no limit to how much the grant element should be for each budget item, provided that the total being requested is £2,000 or less.
- Please ensure that your figures add up.
- Confirm any match funding for this project that your organisation has applied for or has secured detailing whether it is cash or in-kind match.
- If you are charging for your event you will need to include projections of the income from the charges in the match funding section.

## **6. The difference your project will make and to whom**

### **Section 6.1**

- Tell us who will mainly benefit from the project and explain why the service/activity is needed.
- Include what evidence you have to show that the service/activity is needed.
- Describe where a gap or shortfall in current provision is not meeting the needs of your organisation or your target beneficiaries.
- If your application is to supplement or expand something that already exists, explain that here. If your project is similar to other existing services/activities, explain what difference your project will make to meeting the needs you describe.
- If applicable provide details of how you have consulted with the people who will benefit from your project and what the result of that was. This can include organising meetings, conducting surveys or keeping waiting lists for people wanting to access the service/activity.
- Detail how your project has been influenced by what people have told you and how you know that the people you want to help will use your project. Confirm how many people will be involved in delivering your project/activity and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).
- Detail how you will ensure and demonstrate that the beneficiaries of the project are visitors to or residents in Hastings and St Leonards.
- You can write up to 300 words.

### **Section 6.2**

- Detail how and to whom you intend to market the project to, and how you will involve the wider community.
- Tell us how you will promote and publicise your project. Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- If you plan to restrict who can take part in your project, you should explain why.
- If you plan to target particular groups or parts of the town, please describe them.
- Explain how you will make sure people from different backgrounds know about your project.
- You can write up to 150 words.

### **Section 6.3**

- Please confirm your organisation's or consortium's willingness to monitor equal opportunities. If no, please give us an explanation as to why this is not possible.
- Comment on how your proposal meets equal opportunities, the venue or location including disabled access as appropriate. You can write up to 150 words.

## **7. Project evaluation and feedback**

- Tell us how you will know whether the service/activity has achieved its aims. Explain how you will show that your service/activity has made a positive difference to the beneficiaries. Describe the methods you have in place for monitoring and evaluating the service/activity. This could include information about numbers and types of people helped, case studies and/or feedback from people involved.
- You may use up to 150 words.

## Foreshore Trust Small Grant Programme Round (no) (year) Application Form

Administered on behalf of the Foreshore trust (Charity No. 1105649) by Hastings Borough Council

<b>Organisation name</b>			
<b>Project number &amp; name</b>	FT SG		
<b>Total funding requested</b>	£	<b>Date Received</b>	

The Foreshore Trust Small Grants Programme is a small grants scheme, for grants up to £5,000, for voluntary and community groups offering a service within Hastings & St. Leonards. The main aim of the programme is to support smaller voluntary and community groups in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community. The fund can also help with capacity building of smaller voluntary and community groups to strengthen their ability to carry out their work. The closing date for applications for this round is midday (date).

**Please ensure you have read the Foreshore Trust Small Grant Application Guidance notes in full before completing this form. They explain the application questions in detail and the information to be provided. You must not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.**

### 1. Your organisation

<b>Applicant Organisation Name</b>	
<b>Address &amp; Postcode</b>	
<b>Website Address</b>	
<b>Main contact name :</b>	
<b>Position in organisation:</b>	
<b>E-mail address:</b>	
<b>Telephone no:</b>	
<b>Mobile Phone no:</b>	

✓	2.2 Status	Date Started
	Company limited by guarantee Registration No:	
	Community Interest Company Registration No:	
	Registered Charity Registration No:	
	Other form of Social Enterprise (please state which)	
	Part of a regional or national organisation	
	Voluntary/Community group	
	Other (Please describe)	

### 2. Eligibility Criteria

Eligibility Criteria	Yes	No	Comments including (N/A) not applicable items	Held by HBC	
				Yes	No
A. Do you have a written set of rules, constitution, or other governing document?					
B. Do you have a bank account in the name of the group?					
C. Have you submitted a copy of your latest annual accounts to the Council? For new groups (less than 15 months) have you submitted a projection of income and expenditure plans for your group?					
D. Do you have an Equality and/or Equal Opportunities Policy or statement in your governing document?					

Appendix 4

E. Do you have Public Liability Insurance to the value of at least £10 million? If you do not, please explain why?				
F. Do you have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate)				
G. Are relevant staff and volunteers DBS checked?				

<b>Organisation account information</b>	
Period covered by latest audited accounts or income/expenditure breakdown for new groups	
<i>Value of free reserves and your annual turnover at the end of that financial period. Please explain why the reserves may be high.</i>	£
	£

### 3. Priorities

Tick those priorities your proposal will address. You will be asked to demonstrate how your project will contribute to these priorities later in the application.

<b>Priorities</b>	✓
The prevention or relief of poverty	
The advancement of education	
The advancement of health or the saving of lives	
The advancement of citizenship or community development	
The advancement of the arts, cultures, heritage or science	
The advancement of amateur sport	
The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	
The advancement of environmental protection or improvement	
Any other purposes currently recognised as charitable and any new charitable purposes which are similar to other charitable purposes	

### 4. Your Project

Where did you hear about this funding?

What is the name of your project/activity?

Provide a brief project aim summarising your project idea. You may use up to 75 words.

Please tell us in detail about your project, its aim and the activities you plan to carry out using our grant. You can write up to 300 words.

When and where will it take place and how long it will last? You can write up to 100 words

Please tell us how your project relates to our funding programme priorities, and your organisation's expertise/capacity to deliver the project. You can write up to 150 words.

### 5. Project – Project costs

Please tell us how much your project will cost in total, provide a budget breakdown, and how different items / activities are being funded.

Budget item	Total cost	FT Small Grant Element
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## Foreshore Trust Event Grant Programme Round (no) (year) Application Form

Administered on behalf of the Foreshore trust (Charity No. 1105649) by Hastings Borough Council

<b>Organisation name</b>			
<b>Number &amp; name of project</b>			
<b>Total funding requested</b>	£	<b>Date Received</b>	

The Foreshore Trust Event Grant Programme is a small grants scheme, for grants up to and including £2,000, to increase public enjoyment of the Foreshore Trust's land and venues in Hastings and St Leonards by encouraging a year-round programme of events. The closing date for applications is midday on (date).

**Please ensure you have read the Foreshore Trust Event Grant Application Guidance notes fully before completing this form. They explain the application questions in detail and the information to be provided. You must not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.**

### 1. Your organisation

<b>Applicant Organisation Name</b>	
<b>Address &amp; Postcode</b>	
<b>Website Address</b>	
<b>Main contact name :</b>	
<b>Position in organisation:</b>	
<b>E-mail address:</b>	
<b>Telephone no:</b>	
<b>Mobile Phone no:</b>	

✓	2.2 Status	Date Started
	Company limited by guarantee Registration No:	
	Community Interest Company Registration No:	
	Registered Charity Registration No:	
	Other form of Social Enterprise (please state which)	
	Part of a regional or national organisation	
	Voluntary/Community group	
	Other (Please describe)	

### 2. Eligibility Criteria

Eligibility Criteria	Yes	No	Comments including (N/A) not applicable items	Held by HBC	
				Yes	No
A. Do you have a written set of rules, constitution, or other governing document?					
B. Do you have a bank account in the name of the group?				N/A	
C. Have you submitted a copy of your latest annual accounts to the Council? For new groups (less than 15 months) have you submitted a projection of income and expenditure plans for your group?					
D. Do you have an Equality and/or Equal Opportunities Policy or statement in your governing document?					

Appendix 5

E. Do you have Public Liability Insurance to the value of at least £10 million? If not, please explain why.				
F. Do you have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate)				
G. Are relevant staff and volunteers DBS checked?				N/A

<b>Organisation account information</b>	
Period covered by latest audited accounts or income/expenditure breakdown for new groups	
Value of free reserves and your annual turnover at the end of that financial period. Please explain why the reserves may be high.	£ £

### 3. Priorities

Tick those priorities your proposal will address. You will be asked to demonstrate how your project will contribute to these priorities later in the application.

<b>Priorities</b>	✓
Events that attract a wide range of residents and visitors and extend the seafront season	
Events that support charitable causes	
Events that extend activity throughout the length of the Foreshore Trust seafront	

### 4. Your project

Where did you hear about this funding?

What is the name of your event?

Provide a brief project aim summarising your project idea. You may use up to 75 words.

Please tell us in detail about your event, its aim and the activities you plan to carry out using our grant. You can write up to 300 words.

When and where will it take place and how long it will last? You can write up to 100 words

Please tell us how your event relates to our funding programme priorities, and your organisation's expertise/capacity to deliver it. You can write up to 150 words.

### 5. Project costs

Please tell us how much your project will cost in total, provide a budget breakdown, and how different items / activities are being funded.

Budget item	Total cost	FT Event Grant Element
<b>Total</b>		

If this funding programme is not the sole source of funding, please list the sources and amounts of other

## Appendix 5

funding streams that will support your project activity. Please stipulate whether each will be cash or in-kind match-funding and whether it has already been secured/committed. Add rows as necessary.

Source of match	Secured or Not	Amount	Cash or in-kind Match
<b>Total</b>			

## 6. The difference your project will make and to whom

6.1 Please indicate below who is most likely to benefit from the funded event and most importantly, detail why you think it is needed? Please indicate the numbers, categories (young, old, families etc.) and any targeted neighbourhoods from which visitors to or residents from Hastings and St Leonards are directly likely to benefit from the event. You can write up to 300 words.

6.2 Please tell us how you will promote and publicise your event. Explain what you will do to make sure that all visitors to or residents from Hastings and St Leonards know about your event and how to benefit from it. You can write up to 150 words.

6.3 Please confirm your organisation's willingness to monitor who access your event? You may comment on the venue or location including the availability of transport or disabled access as appropriate. You can write up to 150 words.

<b>Confirmation of willingness to monitor equal opportunities</b> ✓	<b>Yes</b>		<b>No</b>	

## 7. Project evaluation and feedback

Please tell us how you will know whether the event has achieved its aims. Describe the methods you have in place for monitoring and evaluating the event. You may use up to 150 words.

## 8. Declaration

Please check you have answered all the relevant questions in this application form and that you have the necessary authority to submit the application.

## 9. Sending us your application

When you have completed the form please email it, with any supporting demonstration, to [Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk). Please put the name of your organisation in the subject field of your email.

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# Agenda Item 9



**Report to:** Charity Committee

**Date of Meeting:** 20<sup>th</sup> March 2017

**Report Title:** Foreshore Trust Events Grant 2017 - 2018

**Report By:** Monica Adams-Acton  
Assistant Director for Regeneration and Culture

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## **Purpose of Report**

To present the recommendations of the Grant Advisory Panel (GAP) in respect of applications for Events Grants 2017 – 18

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## **Recommendation(s)**

That the Charity Committee:

1. Accept the Events Grants recommendations of the GAP as set out in Appendix A and B.
2. The Charity Committee considers an additional £95 spend from Foreshore Trust Funds to support all the events recommended for approval (total £20,095).

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## **Reasons for Recommendations**

The Grant Advisory Panel has appraised the merits of the applications received for Events Grant support and has made a number of recommendations for grant awards that can be funded from the 2017 – 18 budgets. These were assessed with detailed discussion on each application at two GAP meetings held during February 2017.

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## Background

1. The Foreshore Trust Events Grants Programme is a small grants scheme to address the Foreshore Trust's stated charitable priorities and obligations.
2. Around £20,000 is available for the 2017/18 financial year for small grants of up to £2,000 each.

## Events Grants Awards 2017 - 18

3. The process used to invite and evaluate grant applications was in accordance with the protocols agreed by the Charity Committee in December 2014.
4. The Panel met during February 2017 to discuss the respective merits of each application. Its recommendations are set out in the report from the GAP Chair (Appendix A and B).
5. All of the applications for funding are assessed in terms of the organisations' ability to deliver their proposals, how closely they match the priorities of the Charity Committee, value for money and a fair distribution of funds amongst all the priorities and members of the community.
6. In total 11 projects are recommended for approval with some subject to conditions. All the approved projects are to be delivered starting from April 2017 to March 2018. The amount recommended totals £20,095.
7. GAP has requested that the Charity Committee allocate an additional £95 towards the total grant funding available. This is to enable it to (partly) fund the application by St Michaels Hospice to £1000. This is detailed in Appendix A and B.
8. All the approved events are to be delivered within a year of approval of the grant.

## Policy Implications

9. The Foreshore Trust's Grants Programme is a funding regime that will impact positively on the economic and financial environment in the Borough, and will assist organisations in delivering a range of activities and events for local people.

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## Wards Affected

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness      Yes

Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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**Additional Information**

Appendix A and B – Foreshore Trust Events Grants Programme Recommendations  
2017 / 18

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**Officer to Contact**

Pranesh Datta  
[pdatta@hastings.gov.uk](mailto:pdatta@hastings.gov.uk)  
014242451784

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**Report to:** Charity Committee

**Date of Meeting:** 20<sup>th</sup> March 2017

**Report Title:** Foreshore Trust Events Grant 2017 - 2018

**Report By:** Andrew Colquhoun  
Chair, Foreshore Trust Grants Advisory Panel

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### **Purpose of Report**

To make recommendations as to which organisations should be funded under the Foreshore Trust Events Grant Programme and the allocations that will be made to each.

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### **Recommendation(s)**

To consider the Grant Advisory Panel's (GAP) recommendation to award events grants to the organisations shown in Appendix B.

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### **Reasons for Recommendations**

The recommended organisations for grant funding have been selected following an open application process and awarded to those considered by the GAP to best meet the Foreshore Trust's aims and objectives.

## Introduction

1. The Foreshore Trust Events Grants Fund is a small grants scheme to increase public enjoyment of the Foreshore Trust's land by encouraging a year-round programme of events. Around £20,000 is available for the 2017/18 financial year for small grants of up to £2,000 each.

2. Hastings Borough Council, as administrator for the Foreshore Trust Events Grants Programme, advertised the programme in early December 2016 in the Hastings Voluntary Action newsletter, the Hastings Observer and in East Sussex County Council's external funding newsletter. An e-mail was also circulated to all previous Foreshore Trust grant applicants. The deadline for receipt of applications was 15<sup>th</sup> January 2017.

## Assessment of applications

3. A total of 27 enquiries were received for the events grant and by the closing date, 22 applications were actually received. The total amount requested was £38,809.

4. The GAP met on 7<sup>th</sup> and 14<sup>th</sup> February 2017 to review and score the applications. In pairs, each of the eight members appraised and scored a selected number of applications and this was then jointly reviewed at the meeting.

5. All GAP members had previously declared conflicts of interest which precluded them from appraising applications from particular organisations.

6. In assessing the applications, the GAP attempted to ensure the events were spread out throughout the year and at as many different areas of the Foreshore Trust land locations as possible.

7. Following a full assessment process, GAP members agreed to the recommendations shown in Appendix B.

8. Of the 22 applications considered, GAP recommends to the Charity Committee that only eleven of these be approved for funding - totalling £20,095.

9. GAP requests that the Charity Committee allocate an additional £95 towards the total grant funding available to enable it to (partly) support the application by St Michaels Hospice as detailed in Appendix B. All the events are to be delivered within a year of approval of the grant.

## Policy Implications

10. The Foreshore Trust's Grants Programme is a funding regime that will impact positively on the economic and financial environment in the Borough, and will assist organisations in delivering a range of activities for local people.

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## Wards Affected

## Appendix A

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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### Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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### Additional Information

Appendix B – Foreshore Trust Events Grants Programme Recommendations 2017 / 18

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### Officer to Contact

Pranesh Datta  
[pdatta@hastings.gov.uk](mailto:pdatta@hastings.gov.uk)  
014242451784

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## Appendix B - Recommended Applications

### Foreshore Trust Events Grants Programme Round 5 2017-18

Applicant	Project Name	Funding recommended
111 Collectiff	<b>St Leonards Festival Reinvented: Beach Zone</b> The event will provide safe and innovative beachside entertainment for children and families, as part of the festival in July 2017. Some of the programme is educational in nature through fun workshops on the theme of invention/reinvention. The 'Beach Zone' will include family activities, DJ, street theatre and entertainment, and food stalls on the lower promenade.	£1,875
1066 Cycle Club	<b>1066 Cycling Festival 2017</b> Following the success of last year's cycling festival, 1066 Cycle Club will put on some additional activities during this year's festival, with the aim of encouraging families to cycle the length of the Foreshore, rather than just concentrating on the main festival area. The aim is to highlight the seafront as an accessible and enjoyable cycling and walking route.	£1,357
Disability Inclusion CIC	<b>Disability awareness workshops</b> The event will provide four workshops around creative writing, storytelling, expression through cartoon drawing and cookery for the community, throughout the year in a venue which has good disabled access and is close to good public transport links.	£2,000
Energise Sussex Coast	<b>1066 Energy Community Launch Event</b> A fun and interactive launch of the 1066 Energy Campaign. Through family focused activities the event will be a chance for local people to be inspired by the amazing potential that sunny Hastings holds for changing the way it powers our local area through more locally owned, community benefit renewable energy and greater household energy efficiency. This will run alongside other innovative flagship solar projects such as a "solar tree".	£2,000
Hastings Storytelling Festival	<b>FT-E509 Kathakali UK tour performance and Children's carnival at the Stade</b> the event will extend schools' participation for involvement in Children's Carnival at The Stade with guest carnivals from Isle of Wight and Milton Keynes and will work with 7 schools (increased from 5) to meet at the Stade. The children's sessions have been increased in response to demand. The Stade will also be part of a UK tour of a Kathakali theatre show from India.	£2,000
Hastings Voluntary Action	<b>'Food for Thought'</b> A publicly open food event promoting local community groups & food re-distribution initiatives. Information will be provided to the public promoting the reduction of food waste and support of community cafes. Ideas for healthy/low cost cooking will be demonstrated. Volunteering and opportunities to get involved with community food organisations will be offered, and the 'Hastings Community Food Network' launched, to improve efficiency/effectiveness of local access to food to people who are disadvantaged.	£1,863
Idolrich Theatre Rotto	<b>Little Ida's Flowers</b> The event is a performance and exhibition in the Stade Hall/ Azur late November/start December 2017 called	£2,000

	LITTLE IDA's FLOWERS. It derives from a Hans Christian Andersen fairy story and will use puppets, music and a Victorian environment with an attached paper cut activity session for children and families. The event will be twinned with funding from the Hastings Storytelling festival and make a marvellous headline winter outing for local families and those from further afield.	
ÓcaBrazÓka	<b>Brazilian Festival</b> The aim of the event is to provide a taste of Brazil within the vibrant and cosmopolitan community of Hastings and St Leonards. It'll be a free family day with music, dance, entertainment and cuisine endeavouring to promote a sense of belonging, cohesion and inclusion with the local population, visitors and our fellow Brazilians from different areas and lifestyles. It will also raise the profile of Brazilian culture locally and celebrate its richness and variety.	<b>£2,000</b>
Seaview	<b>Big Sleep 2017</b> To hold a mass sponsored sleep out in the early Autumn on the Stade Open Space called the Big Sleep 2017. The event to involve members of the general public sleeping out for one night in cardboard boxes. Entertainment, service user involvement, soup and porridge run to be included in the event and those participating will be required to raise a minimum level of sponsorship.	<b>£2,000</b>
St Michael's Hospice	<b>St Michael's Hospice's 30th Anniversary Winter Wonderland</b> This is a free themed event at The Stade creating a winter wonderland to celebrate the Hospice's 30th Anniversary year. The event will feature free activities and attractions for all the family. Outdoor attractions will include festive refreshments provided by local businesses, snow flurries, animal encounters, creative workshops, and Santa's Grotto - all under a marquee. The Stade Hall will also offer free activities such as gingerbread decorating, present wrapping and card making. The reason for recommending a reduced grant was that the event was likely to proceed without funding from the Foreshore Trust and the grant round had been very competitive.	<b>£1,000</b>
Sussex Concepts CIC	<b>Hastings Pirates Day 2017</b> A community fun event encompassing the entire seafront from the Stade to St Leonards Warrior Square, the "Buccaneers Mile" the largest event of its kind in the world.	<b>£2,000</b>
<b>Total Recommended</b>		<b>£20,095</b>

# Agenda Item 10



**Report to:** Charity Committee

**Date of Meeting:** 20 March 2017

**Report Title:** Foreshore Trust 2017/18 Budget and Financial Report

**Report By:** Peter Grace  
Assistant Director - Financial Services & Revenues

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## Purpose of Report

To advise members of the Committee on the current year's financial position (2016/17) and to determine the budget for 2017/18.

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## Recommendation(s)

1. To agree the current financial position for 2016/17.
2. The allocation of general grants for 2017/18 be set at £50,000 and event grants £20,000.
3. Approve the proposed expenditure funded from Reserve – albeit further approval to proceed is required for a few schemes.
4. Approve the budget for 2017/18.
5. Financial monitoring reports continue to be presented to each Meeting of the Charity Committee.
6. Approve the car parking charges for 2017/18 (Appendix iv)

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## Reasons for Recommendations

The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus slightly above budget expectations is anticipated for 2016/17 in respect of ongoing operations. This enables the Committee to establish a prudent level of grant allocation that can be distributed as part of the 2017/18 budget process.

The programmed use of reserves has been determined in accordance with the business plan.

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## Introduction

1. The Foreshore Trust derives its income mainly from car parking and property leases/licences, the former income stream being quite variable.
2. Appendix 1 attached provides a summarised financial position for 2016/17. The estimated annual operating surplus is £241,000.
3. The budget for 2017/18 is presented at the March meeting of the Committee prior to the start of the new financial year which runs 1 April to 31 March.

## Financial Position 2016/17

4. The budget agreed in March 2016 identified budgeted income at £1,188,000 and expenditure at £956,000. The budgeted surplus for the year being £232,000, after direct governance costs, but before distribution of grants, capital charges and before use of Reserves.
5. Income projections are currently in excess of budget with car parking income anticipated to be £64,000 higher and an additional £27,000 coming from costs recovered mainly for Electricity recharged to the Source (this is offset by increased charges for charitable activities). Rental income is also over the original budget with £10,000 excess forecast.
6. Expenditure is expected to be £87,000 in excess of original budget of which £27,000 is due to increased Electricity which is forecast to be recharged to the Source and £41,000 for increased maintenance projects. Other increases include higher Car park Operating costs and lower Stade Hall and Open Space costs due to a more detailed allocation of water charges. There also is an increase in the provision for depreciation which does not affect the cash position or operating surplus.
7. The combination of the expected income increase of £101,000 and an effective expenditure increase of £91,000 (excluding Capital charges) results in a net increase to the surplus of some £10,000 increasing the revised surplus from £232,000 to £241,000.

## Business Plan 2016/17

8. The Charity Committee on 21 March 2016 approved the rescheduling and commencement of certain schemes (i) White Rock Promenade Kiosk (ii) Winch Road Improvements and (iii) Children's Play Area Improvements. The Winch road upgrade slipped to May 2016 and the Business plan amended to reflect this slippage.
9. There is also a proposal for Parking Machinery and Signage upgrades which is the subject of an additional report, on the agenda. The estimated cost to the Foreshore Trust is £21,100 out of a total budget of £70,000.

10. The level of programmed spend continues to reduce the cash balances held by the Trust for this financial year. Whilst it is the case that the level of reserves will decrease, the Trust will still retain reserves above the minimum level identified within the Reserves Policy (£690,000) – subject to no unexpected calls on the reserves and no reduction in the expected levels of car parking and fee income.
11. The current programme of works is identified in Appendix 2. The Committee has approved expenditure on all these schemes (subject to further reports in respect of asterisked items).

## **Business Plan 2017/18**

12. The main programme: As outlined in paragraph 8 above, it is recommended the Marine Litter project and the landscaping/ water feature project are re-profiled to 2017/18. An additional report has previously been tabled requiring a budget of £225,000 for the waterpark. A further business case will need to be submitted before final approval. Also has been included £10,000 for an access audit and £25,000 for Pier/White Rock improvements e.g. resurfacing.
13. Additional Maintenance projects have been added to the Business plan increasing the Maintenance budget by £32,500 (2017/18). These additions will require approval of the Charity Committee.

## **Budget 2017/18**

14. Indicative budget figures for 2017/18 are included within Appendix 1 and the Business Plan incorporates the changes described within Appendix 2.
15. The budget for 2017/18 will be agreed at the Charity Committee's meeting on the 20<sup>th</sup> March 2017.
16. The budget figures include increases in car park charges which are detailed in Appendix (iv). These require the approval of the Charity Committee.

## **Indicative Forward Plan**

16. The indicative Forward plan has been included within Appendix 3. This identifies projected cash balances for future years and hence affordability of current initiatives and commitments. Based upon projections the current business plan remains affordable.

## **Reserves**

17. The total effective cash balances of the Trust at the 31 March 2016 amounted to £1.24m after providing for the outstanding settlement to Hastings Borough Council for the amount owed for 2015/16 and the short term portions of loans from Hastings Borough Council.

18. With the current business plan, the revised cash balances for future years are estimated as follows:-

£1,14m as at 31st March 2017,  
£1.07m as at 31st March 2018,  
£1.31m as at 31st March 2019,  
£1.59m as at 31st March 2020.

The reserves policy identifies £690,000 as the suitable level to maintain given the potential risks to the Trust: An annual review being undertaken.

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### **Wards Affected**

None

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### **Policy Implications**

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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### **Additional Information**

Appendix 1 - Financial Monitoring Report  
Appendix 2 - Business Plan - Financial Summary  
Appendix 3 - Indicative Forward Plan  
Appendix 4 - Car Park Charges

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### **Officer to Contact**

Peter Grace  
pgrace@hastings.gov.uk  
01424 451503

# Hastings and St Leonards Foreshore Charitable Trust

Appendix 1

Actual expenditure to 28th February 2017

## SUMMARY - MONITORING REPORT

	Outturn 2015-16	Budget 2016-17	YTD Actual 2016-17	Estimate to end of year	Estimated Outturn 2016-17	Variance to Budget	Estimated Budget 2017-18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Incoming Resources</b>							
Investment Income	(8)	(6)	(4)	(2)	(6)	0	(6)
Incoming resources from Charitable activities	(1,057)	(980)	(973)	(97)	(1,070)	(91)	(1,099)
Rental income	(167)	(202)	(225)	13	(212)	(10)	(230)
<b>Total incoming resources</b>	<b>(1,232)</b>	<b>(1,188)</b>	<b>(1,202)</b>	<b>(86)</b>	<b>(1,288)</b>	<b>(101)</b>	<b>(1,335)</b>
<b>Resources Expended</b>							
Loan repayments	4	47	0	47	47	0	47
Charitable Activities* (excluding Capital charges)	749	739	476	311	787	48	738
Maintenance projects and cyclical repairs	48	67	54	54	108	41	84
Governance costs	110	103	26	79	105	2	108
<b>Total resources expended</b>	<b>911</b>	<b>956</b>	<b>557</b>	<b>491</b>	<b>1,047</b>	<b>91</b>	<b>978</b>
<b>Total Operating (Surplus)/Deficit</b>	<b>(321)</b>	<b>(232)</b>	<b>(646)</b>	<b>405</b>	<b>(241)</b>	<b>(10)</b>	<b>(357)</b>
Grants	53	50	44	6	50	0	50
Events	17	20	19	1	20	0	20
Projects**	357	219	17	254	271	52	359
<b>(Surplus)/Deficit</b>	<b>106</b>	<b>57</b>	<b>(566)</b>	<b>666</b>	<b>100</b>	<b>41</b>	<b>72</b>
<b>Interest Income non HBC</b>	<b>(8)</b>		<b>(8)</b>		<b>(6)</b>		
<b>Transfer to/(from) HBC account</b>							
Total Funds (cash) brought forward		1,236			1,236		1,136
Total funds carried forward		1,179			1,136		1,064

\*Mainly parking income

\*\* Budget 2016-17- projects original budget £219K Budget Book

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Foreshore Trust Spending Plan			2013-14	2014-15	2015-2016	2016-2017	2016-2017	2016-2017	2017-2018	2018-2019	2019-2020	Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	ACTUAL	ACTUAL	Outturn	BUDGET	REVISED ESTIMATE	To Date	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2016- 2020
			£	£	£	£	£	£	£	£	£	£
<b>Maintenance projects</b>												
5290B020	Pier Area	Area inspections and repairs				3,000	3,000	692	0	0	0	3,000
5290B020	White Rock Baths*	External redecoration/ Building maintenance	101	2,299	22,039	27,000	27,000	270	10,000	25,000	10,000	72,000
5290B020	White Rock Baths*	Alleviate Water ingress					40,850	40,850	10,000			50,850
5290B020	Stade Barriers	Annual maintenance	1,490	1,575	976	2,000	2,000	1,486	2,000	2,000	2,000	8,000
5290B020	Cycle route	Contribution to maintenance		4,720		5,000	5,000	881		5,000		10,000
5290B020	Public Conveniences	Maintenance	247		4,545	6,000	6,000	2,050	6,000	6,000	6,000	24,000
5290B020	Car Parks Rock a Nore	Maintenance	6,839	6,000	4,198	6,000	6,000	6,111	6,000	6,000	6,000	24,000
5290B020	Car Parks - Pelham	Maintenance	166	150	5,625	6,000	6,000	374	6,000	6,000	6,000	24,000
5290B020	Chalets - White Rock & Marina*	Maintenance							2,000	2,000	2,000	6,000
5290B020	Play Areas and Exercise Equipment*	Maintenance of equipment							5,000	5,000	15,000	25,000
5290B020	Water Play *	Maintenance & operation							12,000	12,000	12,000	36,000
5290B020	Winch Road *	Maintenance & lighting							2,000	2,000	2,000	6,000
5290B020	White Rock Promenade Kiosk*	Maintenance								3,000		3,000
	Signage repairs											
5290B020	Stade Kitchen*	Maintenance							3,000		3,000	9,000
5290B020	Cycle Hire *	Replacement bikes							4,500			
				4,850								0
<b>Total of Cyclical Repairs and Redecorations</b>			<b>66,850</b>	<b>19,595</b>	<b>37,383</b>	<b>55,000</b>	<b>95,850</b>	<b>52,714</b>	<b>68,500</b>	<b>77,000</b>	<b>64,000</b>	<b>305,350</b>
5290B020	Beach - Other	Other repairs and renewals beachfront area	11,060	16,680	10,107	12,000	12,000	815	12,000	12,000	12,000	48,000
<b>Total Maintenance Projects</b>			<b>11,060</b>	<b>16,680</b>	<b>10,107</b>	<b>12,000</b>	<b>12,000</b>	<b>815</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>48,000</b>
<b>Projects (main programme)</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
5291B022	White Rock Baths	Concrete repairs - general			50,000							0
5291B022	White Rock Baths	Contribution to allow rental on Baths total project costs £972k being: FST £150K, ESCC £200K plus HBC Contribution	178,076	5,600	150,000							0
5291B022	White Rock Promenade Kiosk	Kiosk to be operated by The Source			10,690	53,630	53,630	10,220				53,630
5292B022	White Rock Chalets	Purchase 12 new chalets	11,770	0	0		14,000	11,660				14,000
5293B022	Beachfront	New signage to RNLI standard potential 50% contribution from RNLI				40,000	40,000					40,000
5289B020	Beachfront	Stade Kitchen** Classroom net grants received	35,050	(10,090)	(20)			0				0
5287B020	Winch road	Winch road upgrade**		5,710	97,230		3,000					3,000
5286B020	Fishermen's Fuel tank	Fishermen's Fuel Tank Replacement**		11,130	49,050			0				0
5285B022	Eco Stade	Environmentally Sustainable Tourism**	210	34,370	(110)			0				0
5293B022	Beachfront	Children's play area		3,490	0	25,000	25,000	2,180				25,000
5293B022	Stade Open Space Landscaping					5,000	1,000		4,000			5,000
5293B022	Marine litter project*					20,000			20,000			20,000
5293B022	Seafront Splash Pad and Kiosk *								225,000			225,000
5287B020	Soakaways re Winch project				0		10,000	4,590				10,000
	Access Audit*	Implement prioritised actions							10,000	10,000		
5298B022	Resurfacing Robertson Street to Pier/White Rock Promenade improvements*	Work with potential Coastal Communities Fund match - additional surveys to complete			0		103,000		25,000	25,000	25,000	178,000
5294B020	Parking machine Upgrades*	Upgrade of new machines to cater for new coins and new signage						21,100				21,100
5298B022	Landscaping/Water Feature* (Water Feature only)	Work to enhance Coastal Communities funded 4 landscaping				50,000			50,000			50,000
5296B022	Contingency					25,000			25,000	25,000	25,000	75,000
<b>Total Programme</b>			<b>348,520</b>	<b>113,180</b>	<b>356,890</b>	<b>218,630</b>	<b>270,730</b>	<b>28,650</b>	<b>359,000</b>	<b>60,000</b>	<b>50,000</b>	<b>739,730</b>

\*Further Charity Committee Approval before additional spend

\*\*Fisheries Local Action Group (FLAG) projects

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## Hastings and St Leonards Foreshore Charitable Trust

Indicative Forward Plan	2015-16	2016-17	2016-17	2017-18	2018-19	2019-20
	Outturn	Budget	Revised	Budget	Budget	Budget
	£'000	£'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000
<b>Incoming Resources</b>						
Investment Income	(8)	(6)	(6)	(6)	(6)	(8)
Incoming resources	(1,224)	(1,182)	(1,282)	(1,329)	(1,329)	(1,329)
Total incoming resources	<u>(1,232)</u>	<u>(1,188)</u>	<u>(1,288)</u>	<u>(1,335)</u>	<u>(1,335)</u>	<u>(1,337)</u>
<b>Resources Expended</b>						
Loan repayments	4	47	47	47	47	47
Charitable activities (exc capital charges)	749	739	787	738	738	738
Maintenance projects and cyclical repairs	47	67	108	81	89	76
Governance costs	111	103	105	108	89	76
Total Resources Expended	<u>911</u>	<u>956</u>	<u>1,047</u>	<u>974</u>	<u>963</u>	<u>937</u>
Total Operating Surplus	<u>(321)</u>	<u>(232)</u>	<u>(241)</u>	<u>(361)</u>	<u>(372)</u>	<u>(400)</u>
Grants	53	50	50	50	50	50
Events	17	20	20	20	20	20
Projects (Main programme)	357	219	271	359	60	50
<b>(Surplus)/Deficit</b>	<u>106</u>	<u>57</u>	<u>100</u>	<u>68</u>	<u>(242)</u>	<u>(280)</u>
Usable current assets	1,342	1,236	1,236	1,136	1,068	1,310
Usable current assets carried forward	1,236	1,179	1,136	1,068	1,310	1,589
Minimum reserves	690	690	690	690	690	690
Main Programme reserve	159	102	59	(9)	233	512

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**Off Street Pay & Display Parking Charges – 2017 / 2018**

Parking Place	Current Charges				Parking Place	Proposed Charges			
	1 Nov. - 31 March		1 April – 31 Oct			1 Nov, - 31 March		1 April – 31 Oct	
Pelham Place	1	£1.30	1	£1.50	Pelham Place Charging Hours 07:00 to 21:00	1	<b>£1.50</b>	1	<b>£1.70</b>
	2	£2.60	2	£3.00		2	<b>£3.00</b>	2	<b>£3.20</b>
	3	£3.50	3	£4.10		3	<b>£4.10</b>	3	<b>£4.30</b>
	5	£5.80	5	£6.30		5	<b>£6.30</b>	5	<b>£6.50</b>
	10	£6.90	10	£7.40		10	<b>£7.40</b>	10	<b>£7.70</b>
	24	£7.40	24	£8.40		24	<b>£8.40</b>	24	<b>£9.00</b>
Rock a Nore Road	1	£1.10	1	£1.50	Rock a Nore Road Charging Hours 07:00 to 21:00	1	<b>£1.10</b>	1	<b>£1.70</b>
	2	£2.10	2	£3.00		2	<b>£2.10</b>	2	<b>£3.20</b>
	3	£3.20	3	£4.20		3	<b>£3.20</b>	3	<b>£4.30</b>
	5	£3.20	5	£6.30		5	<b>£3.20</b>	5	<b>£6.50</b>
	10	£3.20	10	£7.40		10	<b>£3.20</b>	10	<b>£7.70</b>
	24	£3.20	24	£8.40		24	<b>£3.20</b>	24	<b>£9.00</b>
						8	<b>£3.00</b>	8	<b>£3.00</b>

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# Agenda Item 11



**Agenda Item No:**

**Report to:** Charity Committee

**Date of Meeting:** 20 March 2017

**Report Title:** Hastings Off-Street Parking Infrastructure Improvements

**Report By:** Mike Hepworth  
Assistant Director Environment and Place

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## Purpose of Report

To request funding for essential upgrades to off street car parking infrastructure located on Foreshore Trust land.

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## Recommendation(s)

- 1. That the request for funding is approved.**

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## Reasons for Recommendations

The infrastructure improvements set out in this report are an essential element of the Council's digital transformation and customer first programmes. They will facilitate even greater use of cashless payments options, which will help drive channel shift in line with the Council's customer first and digital by design principles, as well as generating efficiency savings as we move from partly paper based parking administration systems to wholly digital systems.

The costs associated with them are amongst those which the Council can offset against income generated from the off street parking service.

Improvement of the infrastructure located on Foreshore Trust land is essential and integral to the overall success of these improvements to the whole of the off street parking service operated by the Council.

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## Background

1. In recent years there have been significant developments in the use of cashless payment methods, and further developments are necessary to improve customer service and drive more channel shift in relation to the administration and payment processes associated with borough wide off street parking services.
2. Many of the pay and display machines have been in circulation since at least 1999. Out of a total of 45 machines, 35 are a model which is no longer being manufactured and will now only be supported for spare parts for about another 6 months. These 35 machines have been in use for more than 16 years. In order to transform the way the Council works, make use of new technology, and improve the way that customers can access Council services, the old machines need to be upgraded to take cash, accept chip and pin, and contactless card payments. The Council will then be offering customers a total of four payment methods, including Ringo pay by phone, with three of these being cashless.
3. Consequently, the Council now need to implement a major programme of improvement and replacement of the out dated pay and display machines and the associated signage.

## Works Required

4. The current provider for pay and display machines is Cale Access UK limited. It is possible to upgrade the machines using the existing pedestals and main machine casings if the Council remains with Cale, at a cost of £2,562 per machine. There are other suppliers of pay and display machines such as Metric and Parkeon, but because they could not use the existing pedestals etc. the cost per machine would be in the region of £3,500 to £3,750 per machine.
5. Rather than just upgrading all of the machines to this new style the Council plans to only purchase 22 machine upgrades at a total cost of £56,364. If the Foreshore Trust agrees these proposals, they will need to bear some of the costs. Namely those associated with the machines needed in Pelham Place and Rock a Nore car parks.
6. This approach will enable the Council to spread the new machines across all of the different car parks initially alongside an old machine. They will then have spares from the upgraded machines which can be used in the old machines to prolong their life. Some of this work will be carried out by the Council's in-house maintenance technician, which helps reduce the cost of the works required.
7. Nationally there is a trend for fewer pay and display machines as more customers move to cashless options, and our replacement and upgrade plans take account of this. By extending the life of the older machines alongside a reduced number of upgraded machines we don't need to replace as many, and have the opportunity to assess how many machines we will need in each car park in the future, as the shift to cashless payment methods continues.

8. The tariff boards are old and include the old Hastings Borough Council logo, and the Council regularly receives complaints from people who find them confusing. It is therefore also proposed that new tariff boards will be installed, with the latest Council branding and also making them clearer and easier for customers to understand. Each tariff board will cost about £453 and there are 30 making a total borough wide cost of £13,590.

## Urgency

9. The Council has prioritised this work and hopes to carry it out as a matter of urgency to improve the range of payment options and customer service in time for the summer season.
10. The Council's Cabinet approved the capital expenditure for this work at their meeting held on 6th March 2017.

## Consultation

11. The Coastal Users Group was consulted on these proposals at their meeting on 7th March 2017. They appeared to be generally supportive of the proposals. One member of the group asked whether pay on exit could be considered. It was explained that this was not feasible, or indeed necessary for the following reasons:-

- High capital cost and need for ongoing maintenance arrangements;
- The car parks would need an access lane to accommodate queuing through barriers, which would be costly and reduce the number of spaces available;
- Queues would develop during peak times causing additional traffic congestion. This would be extremely problematic on busy summer weekends;
- Ringo pay by phone allows for easy remote extension of the original parking period, meaning that customers aren't under pressure to leave a restaurant or tourist attraction by a specified time.

12. A member of the group representing the disabled community advised that pay on exit would be problematic for him, and also asked that when the pay and display machines were renewed we should ensure that they were accessible for disabled customers. It should be noted that he hadn't experienced any access issues with our car parks, and was simply saying that this was an ideal opportunity to check access was satisfactory.

## Financial Implications

13. The Council's 2016/17 revised budget included a sum of £70,000 in the Capital Programme for the purchase of new parking machines and boards. The annual borrowing costs are estimated at £9,100 p.a. (based on a ten year life expectancy and an interest rate at 3% p.a.).
14. There will be some off setting savings arising from lower cash collection costs due to fewer machines – these have yet to be fully quantified.
15. There would be significant financial consequences should the machines become unreliable and unserviceable.

16. As some of the car parks are on Foreshore Trust land (Pelham Place and Rock a Nore), if approved, the costs will need to be shared. Pelham Place Car Park and Rock a Nore Car Park are the two largest and busiest car parks operated by the Council and there are currently 10 machines. One is in the small Rock a Nore Car Park, which is not Foreshore Trust land. The Council is proposing to upgrade 7 of those on Foreshore Trust land (3 in Rock a Nore and 4 in Pelham) to the new style machine, which will cost £17,934. Plus the associated signage upgrades which will cost £3,171. Making a total cost for work within the Foreshore Trust area of £21,105. There are agreed standard recharging protocols between the Council and the Foreshore Trust governing how the costs are recharged.

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### Wards Affected

None

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### Area(s) Affected

Central Hastings, East Hastings

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### Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

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### Background Information

None

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### Officer to Contact

Mike Hepworth - Assistant Director Environment and Place  
01424 783332  
mhepworth@hastings.gov.uk  
Paul Cosson - Enforcement Manager  
01424 783365  
pcosson@hastings.gov.uk

# Agenda Item 12



**Report to:** Charity Committee

**Date of Meeting:** 20<sup>th</sup> March 2017

**Report Title:** Proposal to work with the RNLI (Royal National Lifeboat Institution) to provide a beach lifeguard service for Hastings Borough Council and Hastings & St Leonards Charitable Foreshore Trust

**Report By:** Kevin Boorman  
Marketing and Major Projects Manager

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## Purpose of Report

To update charity committee on the proposal for the RNLI to run the beach lifeguard service in Hastings for a trial summer season in 2017, and to recommend its acceptance.

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## Recommendation(s)

It is recommended that HBC and the FT enter into a one season agreement with the RNLI for the RNLI to provide a beach lifeguard service at Hastings for the 2017 season, this operation to be reviewed at the end of the season.

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## Reasons for Recommendations

Because the RNLI can offer a comparable beach lifeguard service to our in-house provision, directly managed by the RNLI, at a lower price.

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## Introduction

1. This paper proposes that the RNLI operates our beach lifeguard service for a one year trial for the summer of 2017.
2. Time is critical, and the RNLI have already started recruiting for their operation at Camber and Bexhill this year; they would like to appoint to Hastings using the same pool of potential recruits if possible. A swift decision in principle is needed to allow the RNLI to proceed. We would normally have started the process for recruiting for our own staff now so time really is of the essence.
3. The members of the charity committee, the protector, and the chief legal officer have all agreed that this can be considered as an urgent item at the charity committee meeting on 20<sup>th</sup> March.

## Background

4. Hastings Borough Council/the Foreshore Trust has operated an 'in house' seasonal Lifeguard Service since 2000. This has developed over the years in response to risk assessment, visitor habits and service review.
5. In 2016 HBC/FT employed a total of 18 seasonal lifeguards to provide a service at Pelham and Marina, our main resort beaches, which are also designated bathing waters and award beach areas. The service operated from 16<sup>th</sup> July until 11<sup>th</sup> September.
6. A full review of the service was planned for autumn 2017 assisted by the RNLI and in anticipation of this process and in response to other changes; HBC was planning to operate a trial extended service for the 2017 season that included an additional lookout post at White Rock and an earlier start date in late May/early June.

## Recent Developments

7. This review would have assessed a partnership approach for the RNLI to provide the service in Hastings. This is an option that been actively considered since the RNLI initiated a Beach Lifeguard Service about 10 years ago.
8. The RNLI currently provides a 24/7 on call lifeboat service to cover search and rescue requirements to 100 nautical miles out from the coast of the UK, and also provides beach lifeguard services on many of beaches in the south, east, and southwest of England and Wales. More recently this has expanded to beaches in other parts of the country.
9. Following the tragic incidents involving multiple drownings at Camber Sands last year Rother District Council have been in discussion with the RNLI for them to provide a Lifeguard Service at Camber Sands and Bexhill. This has now been agreed and will start in early summer 2017.

10. In light of the forthcoming retirement of HBC's beach inspector and the imminent departure of the current resort services manager through voluntary redundancy, there will be a gap in our operational knowledge and experience. We have therefore explored the possibility of the RNLI providing a beach lifeguard service at Hastings for 2017, for a one season trial, to be reviewed at the end of the season.

## **RNLI Proposal**

11. Where the RNLI provide lifeguard services they carry out a full risk assessment and service level audit for each of the patrolled beaches, to identify and assess the risks posed by potential hazards and specify control measures. The RNLI will staff, resource and equip the beach appropriately based on the risk assessment, service level audits and subsequent discussions with the beach operator.
12. The RNLI operate a joint funding arrangement to cover the costs associated with running the lifeguard service. The RNLI ask for a contribution from the beach operator equivalent to the seasonal wage bill for the time the operational lifeguards spend patrolling, with the RNLI funding the remainder of the service. They also ask for permission from the beach operator to fundraise and promote the Institution on the beach during the lifeguarded season.
13. The RNLI and the beach operator - HBC/FT - enter into a contractual agreement for the provision of lifeguard services, usually for a minimum five year term, although in this instance the RNLI are happy to offer an initial one year trial contract.
14. The RNLI and the beach operator agree a season plan. The RNLI will then commit to provide the lifeguard patrols in accordance with its Standard Operating Procedures and site specific Local Operating Procedures. Both of these will be made available for inspection to the beach operator.
15. In providing the lifeguard patrols the RNLI will endeavour to provide the lifeguard service in accordance with the criteria for beach lifeguard services required for compliance with the European Blue Flag and/or Seaside Award.
16. RNLI lifeguards act with high standards of courtesy and consideration towards members of the public at all times and will notify members of the public using the patrolled beaches of the relevant local byelaws which directly relate to beach safety. They will inform the appropriate officer responsible for environmental services regarding any beach cleaning requirements or pollution incidents noted by the lifeguards.

## **Financial Implications**

17. The RNLI have indicated a charge of £27 183 for an equivalent service to last year. If they are able to recruit early enough then they would provide an earlier service from 27<sup>th</sup> May, just at Pelham, for a cost of £40 085. This would be HBC's only financial contribution to providing the service. All other costs for equipment, training, supervision and buildings would be met by the RNLI.

18. At present the cost of the lifeguard service is split between Hastings Borough Council and the Foreshore Trust according to agreed ratios of 65% FT, 35% HBC.
19. For comparison the service cost HBC/FT approximately £54 000 for staff in 2016, this figure did not cover any internal supervision costs, and there were additional costs of £7500 for training, induction and supervision from our lifeguard consultant.
20. The RNLI proposal will therefore be cheaper than in-house provision, even though the RNLI pay their lifeguards a higher hourly rate than HBC/FT would, because the RNLI pick up training, overhead and management costs, and the cost of providing the equipment
21. The RNLI have previously undertaken an audit of our existing signage and PRE (Public Rescue Equipment) which they have offered to update and have also made a commitment to cover 50% of the cost of replacement signage to RNLI standard. This was already in the Foreshore Business Plan for 2017/18 and could potentially save up to another £10 000.

## Summary

22. Although we have to move very quickly to get the RNLI to operate our service this year it will mitigate some of the risks HBC/FT might be exposed to through the loss of specialist knowledge and experience with both the beach inspector and resort services manager leaving HBC within the next few weeks. It will also provide public reassurance, as the RNLI is a recognised household name for saving lives at sea. A full review of the service will still be undertaken at the end of the 2017 season with support from the RNLI.
23. HBC has maintained an active dialogue with the RNLI and an open approach to the potential for them to run the service on our behalf. Previous concerns around an initial 5 year contract, lack of cost benefit and loss of other lifeguard roles (eg litter picking/painting etc. in wet weather) appear to be negated given the benefits and cost savings.
24. The RNLI are keen to extend their coverage of this part of the UK and have made substantial concessions in their proposal to HBC.

## Next Steps

25. Initial visits have been made to existing buildings and facilities (lifeguard station and beach office), the RNLI will want to agree leases for these as soon as possible so that they can be enhanced where necessary, at their cost.
26. The RNLI also require an operational base - usually a 5000sqm industrial unit - and may consider renting one from HBC if we have something suitable available.
27. A meeting with the RNLI has been set up to agree Service Level and Local Operating Procedures.

28. Our legal team are currently reviewing a draft contract which will need to be signed by both parties but in the short term we have a draft letter of intent if we wish to proceed.

29. The coastal users' group was briefed on the proposal at its meeting on 7<sup>th</sup> March and enthusiastically, and unanimously, supported the principle of the RNLI providing the beach lifeguard service at Hastings.

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### Wards Affected

Old Town  
Castle  
Central St Leonards

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### Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	
Crime and Fear of Crime (Section 17)	
Risk Management	X
Environmental Issues	X
Economic/Financial Implications	X
Human Rights Act	
Organisational Consequences	X
Local People's Views	X
Anti-Poverty	

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### Additional Information

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### Officer to Contact

Kevin Boorman  
kboorman@hastings.gov.uk  
01424 451123

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# Agenda Item 13

Coastal Users Group – notes of 7<sup>th</sup> March 2017

## NOTES OF

### **Hastings & St. Leonards Coastal Users' Group Held on Tuesday, 7<sup>th</sup> March 2017 @ 1800hrs Stade Hall, The Stade, Hastings**

#### **Present:**

Cllr Dawn Poole (Chair) – HBC (Old Hastings Ward)  
Cllr James Bacon – HBC (Old Hastings Ward)  
Laurence Bell – White Rock Business Group  
Kevin Boorman – Hastings Borough Council  
Hannah Brookshaw – Hastings Borough Council  
Christine Boulton-Lane – West of Haven Beach Users Association  
Alan Care – Hastings and Rother Disability Forum  
Paul Carter – East Hastings Sea Angling Association  
Paul Cosson – Hastings Borough Council  
Dick Edwards – Hastings Old Town Residents Association  
Amy Godfrey – Hastings Borough Council  
Mike Hepworth – Hastings Borough Council  
Theresa Hodge – Disability Inclusion CIC  
Cliff Meaden – Epic Life  
Yasmin Ornsby – Stade Partnership  
Allison Pascual – Hastings Borough Council  
Steve Peak – Friends of Hastings Country Park  
Andre Palfrey-Martin – Save Our Heritage Group  
Nick Sangster – Hastings Borough Council  
Anne Scott – Old Hastings Preservation Society  
Aaron Woods – Hastings Borough Council

#### **1. WELCOME, INTRODUCTION AND APOLOGIES**

##### **Apologies have been received from:**

Di Cooke – Hastings Lifeguards  
Cllr Colin Fitzgerald – HBC (Charity Committee Chair)  
Cllr Mike Howard – HBC (West St Leonards Ward)  
Cllr Judy Rogers – HBC (Castle Ward)  
Cllr Trevor Webb – HBC (Central St Leonards Ward)  
Karen Trimmings – Hastings Pier Charity

Everyone was welcomed to the meeting. The Chair informed those present that this would be Nick's last meeting before he leaves Hastings Borough Council (HBC). Gratitude for his hard work over the years was expressed by all. It was also

explained that Kevin would be taking over some of the seafront work for the interim along with other HBC officers who were present at the meeting.

## **2. NOTES OF THE LAST MEETING (29<sup>th</sup> November 2016)**

The minutes were agreed as an accurate record.

### **Matters arising:**

- Preservation/cleaning of the net shops environment – issue will be passed on to HBC officers dealing with the FLAG funding, as it may be possible to include it when the next round of funding commences.
- Caves at Rock-a-Nore Road fence – this was discussed with HBC's Homelessness team, who was aware of the issue.
- Plant pots along the seafront – were removed and one set that was still intact has been put into storage.

## **3. ACCESS AUDIT FOR HASTINGS AND ST LEONARDS SEAFRONT**

- Theresa Hodge from Disability Forum CIC and Amy Godfrey from HBC attended the meeting to talk about the Seafront Access Audit report which has been prepared by Disability Inclusion CIC.
- The audit was undertaken by Disability Inclusion with support from volunteers of the HAVE (Hastings Access to Venues and Events) group and was carried out along Hastings and St Leonards seafront.
- Accessibility issues along the promenade and other facilities were highlighted and it was suggested that accessibility arrangements should be met, publicised and included as a condition of any event contract.
- In addition, the available electronic pre-arrival mechanisms were tested, including the Hastings Borough Council, 1066 Online, Visit 1066 Country and DisabledGo websites, the 1066 Country Smartphone App, and the social media channels i.e. Facebook and Twitter.
- A number of potential improvements have been identified and recommendations made which will be used to inform decisions to be taken by the Foreshore Trust and Hastings Borough Council. The recommendations have been categorised according to cost and ease of implementation. The full report will be circulated to CUG members.
- It is recognised that the areas in question are either HBC, Foreshore Trust, East Sussex County Council or privately owned land so a number of people would have to be involved in discussions to establish responsibilities, costs and timescales involved.
- The full report will be circulated to CUG members.

## **4. FORESHORE TRUST ITEMS**

### **Off-Street Parking Infrastructure Improvements**

- Mike Hepworth, HBC's Assistant Director for Environment and Place and Paul Cosson, Parking Enforcement Manager, attended for this item.

- Mike explained that there is a need to upgrade the pay and display parking and associated signage in the off street car parks borough wide. Out of a total of 45 machines, 35 will soon be obsolete, hence the need to bring in new ones. In addition, in order to improve customer service there is a need to introduce alternative payment methods, including Ringo pay by phone, chip and pin and contactless.
- The total cost of the works to the Foreshore Trust would be £21,105. Approval will be sought from the Charity Committee at its meeting on 20<sup>th</sup> March. Feedback is also sought from this group. At its meeting last night, HBC's Cabinet approved its share of the capital expenditure (£50,000) for this work.
- Anne queried whether the 'pay on exit' option has been considered and would be made available. It was explained that this option was explored but the capital costs involved were very prohibitive and not viable. There would also be a need to build a special access road and it would be difficult to get wardens to respond quickly if problems arose.
- Alan asked if the machines could be made wheelchair accessible. In some cases, even though disabled spaces are already taken up, disabled people still may want to park and would need to pay in order to do so. This would be looked into.
- CUG members will be informed once the work has been completed.

### **Public Space Protection Orders for Hastings (PSPOs)**

- At its meeting last night, HBC Cabinet also gave its approval to carry out a formal public consultation on draft PSPOs, relating to 1) dog control measures and 2) anti-social behaviour associated with drug and alcohol abuse in public places.
- CUG members will be informed once the consultation period starts and comments and feedback will be very welcome. Clarification around dog control measures and the need to have dogs on leads was asked for and will be made as clear as possible as part of the process.

### **Improving the Hastings Street Scene**

- HBC Cabinet also approved a 6-12 month appointment with a specialist enforcement contractor, to supplement the warden service. It is hoped that the trial will start at the end of May.
- There was general agreement that there are many problem areas. CUG members were asked to put their feedback and proposals forward as responses to the PSPOs consultation.
- There was also discussion around cafes and restaurants spreading their tables and chairs across the street. CUG members were asked to give specific details and businesses which are not adhering to their licenses will be dealt with accordingly.
- Mike and Paul were thanked for attending the meeting and for all the hard work that they carry out to make the borough safer. Mike is happy to be contacted for any specific issues and emails should be sent to: [MHepworth@hastings.gov.uk](mailto:MHepworth@hastings.gov.uk)

### **Seaside Cycle Hire Review**

- Aaron Woods, HBC's Facilities Development Officer attended for the item, for which a report is going to the Charity Committee on 20<sup>th</sup> March.

- The report reviews the operation of the service to date and recommends that 1) alternative options are explored to provide a more sustainable business model, 2) that the current services runs from mid-July to early September this year and 3) that £4.5k is committed from the 2017/18 Business Plan to fund the purchase of the replacement bikes
- The review is necessary as the existing business model is not financially sustainable. The service has proven popular, serving over 1300 users over the three years it has been operating, but there is a need to provide a different model especially with some of the bikes coming to the end of their life.
- Initial discussions have been held with the Bike Lab, who has expressed an interest in a potential social enterprise model and providing the service, although it is planned to engage with other potentially interested parties.
- It was suggested that Hastings Pier Charity be approached as there may be potential to move the operation onto the pier. Nick commented that it wouldn't be practical to relocate the existing cycle hire service onto the Pier but they could consider it themselves as part of their new business plan.
- The full report will be circulated to CUG members once it is published.

### **Seafront Water Play Facilities**

- Hannah Brookshaw, HBC's Regeneration Officer attended to give an update.
- At its last meeting in December, the Charity Committee approved the proposal to have a water play facility installed on land owned by the Foreshore Trust at Pelham Place.
- The facility will be free to use for residents and visitors and will be made as accessible as possible, without blocking the cycle path or pedestrian access.
- As agreed by the Charity Committee, tenders will be invited shortly and once returned final approval to proceed will be sought from the Charity Committee.
- It is aimed that the facility will be open next year and anticipated that it will be operational between April to September every year.
- In addition to the water play facility, a small kiosk will be required to act as a plant room to house the pumping equipment and controls. This could also be used as a base to hire deckchairs, sun loungers, etc.
- Most of the group welcomed the introduction of another play facility, including the consideration of the disabled access, although it was noted that the St Leonards area could also use additional facilities. Hannah explained that an assessment of Foreshore Trust land was carried out but this was the only identified site that would be suitable to house the underground tank.
- Hannah and Nick were thanked for their efforts for the work carried out to date. CUG members will be kept up to date with progress.

### **Charity Committee Minutes (12<sup>th</sup> December 2016)**

- The minutes of 12<sup>th</sup> December 2016 were noted.
- Minute 72, Annual report of Grant Advisory Panel (GAP) – Anne queried the membership of the GAP, as the minutes stated changes have been made. She expressed deep concerns about the two new members being related to current councillors or HBC employees. Clarification will be sought and the details circulated. **Action: Allison**

## Review of Lifeguard Services

- Kevin explained that HBC is looking into the possibility of the Royal National Lifeboat Institution (RNLI) operating the lifeguard service for a trial this summer season.
- The proposal will be cheaper than in-house provision, as the RNLI will pick up training, overhead and management costs and the cost of providing any equipment.
- Kevin also explained that Di Cooke has been approached and is aware of the proposal. Di was also thanked for her hard work over the years.
- The RNLI has already spoken to the fishing fleet, who have indicated their full support.
- An urgent paper is being taken to the next Charity Committee meeting under urgent provisions.
- The meeting indicated its full support to the proposal. Kevin will report back in due course.

## 5. COASTAL ITEMS UPDATE

### Harbour Arms Works

- Nick explained that further to receiving the funding to improve our sea defences, the first part of the work was completed last summer.
- The second part of the work will be to improve the Harbour Arm. HBC are just in the process of tendering for this piece of work. These tenders are due to be returned by Friday of this week and it is anticipated work will start in the first week of June and will be completed before the end of the summer season.

## 6. MEMBER UPDATES / ANY OTHER BUSINESS

- Request to have written reports circulated prior to CUG meetings – will be carried out for future meetings where possible.
- Exhibition at the White Rock Theatre – will be taking place from 5<sup>th</sup> to 8<sup>th</sup> April to celebrate 90 years of cultural and musical experiences in the area. Andre advised that anecdotal stories are still being sought. Information will be circulated.
- Storytelling festival – Dick raised the safety issue at the Stade Open Space, as there is a need to find a way to reduce the risk to those attending this (and other) events. Often drivers may not be aware that events are taking place and there is a potential that someone may get hurt. Paul Cosson will be asked to look into the issue of the barriers being raised when events are taking place and the Chair agreed to facilitate a discussion between users.

### **Action: Cllr Poole**

- Beach Clean event – is being facilitated by the Aquarium on the morning of 25<sup>th</sup> March.
- Gate at car park near fishmarket – HBC surveyors have been asked to look into the issue as the gate is yet to be installed.
- Shopmobility – query about available funding. Details to be sent through to Alan. **Action: Nick**

- New Beach Huts – these are currently being procured and it is hoped they will be in place by mid-May.
- Needles under the pier – Cliff raised the issue. Kevin advised that this has been brought up and discussion is taking place with Hastings Pier Charity.
- Pier to pier challenge from Hastings to Eastbourne – Cliff advised that this is taking place soon and Epic Life is looking for those who may be interested in competing as a two man team.
- Sign at St Leonards Pier – it has previously been agreed that this is a good idea. Steve was advised to send the relevant material through to HBC so this could be set in motion.

**7. DATE OF NEXT MEETING:**

6pm, Tuesday, 13<sup>th</sup> June, East Hastings Sea Angling Association

Meeting closed: 2003 hours

**Distribution:**

Hastings & St Leonards Coastal Users Group  
Charity Committee