



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Full Council on Thursday 26 June 2025

Held at Council Chambers, 37 Church Street, Seaford, BN25 1HG at 7.00pm.

Present:

Councillors M Wearmouth (Mayor) and L Stirton (Deputy Mayor)

Councillors, S Ali, L Boorman, R Buchanan, S Dubas, J Lord, S Markwell, O Matthews, J Meek, I Taylor and L Wallraven

Steve Quayle, Town Clerk

Georgia Raeburn, Governance & Policy Manager

Sharan Brydon, Operations & Facilities Manager

Natalie Simpson, Assets & Contracts Manager

Becky Terry, Governance & Policy Officer

There were five members of the public in attendance.

C12/06/25 Apologies for Absence

Apologies for absence were received from Councillors S Adeniji, C Bristow, F Hoareau, G Rutland, O Honeyman, R Honeyman and R Stirton.

C13/06/25 Disclosure of Interests

There were no disclosures of interests.

C14/06/25 Public Participation

Speaker	Statement
Resident A	<i>Agenda item 19 - Resident A discussed the potential assets moving from Lewes District Council to Seaford Town Council and requested that the working group consider Sutton Downs and Walmer Road recreation ground as assets that Seaford Town Council take on. Gave some history on the areas of land and queried that both sites seem to be unprotected. Expressed concerns that these sites are vulnerable to future development if not owned by Seaford Town Council.</i>

	<i>Confirmed that the Friends of Sutton Downs has been created to improve the site.</i>
Town Council Response	Thanked the resident for their contribution.
<i>Resident B</i>	<i>Agenda Item 19 - Resident B explained that Fields in Trust (FIT) was reported to Community Services on 4 February 2021, this was to allocate and approve FIT designations for The Salts, The Crouch and Martello Fields, and requested that an update on this be provided, on the above sites and an update on the Downs and Walmer Road. Asked that, when the Working group is created, Seaford Town Council consider local control and to ensure that the transfer of each asset is cost effective and beneficial to the public. Seaford has well under the accepted level of open green spaces, the evidence was found during the research carried out for the Neighbourhood Plan.</i>
Town Council Response	Thanked the resident for their contribution.
<i>Resident C</i>	<i>Agenda Item 19 - Resident C requested that the Town Council consider Walmer Road recreation grounds and The Downs as part of the devolution programme. Expressed concerns that these areas will be more vulnerable to development if not owned by Seaford Town Council. Stressed that spaces are well used by the whole community and taking care of them for the future is important.</i>
Town Council Response	Thanked the resident for their contribution.

(7.14 to 7.17pm short break as four members of the public exited the meeting)

C15/06/25 Petitions

There were no petitions presented for consideration at this meeting.

C16/06/25 Minutes

It was **RESOLVED** to **APPROVE** the following minutes

16.1	Full Council	27 March 2025
		10 April 2025
		07 May 2025
16.2	Golf & The View	15 April 2025
16.3	Personnel	21 March 2024

		20 March 2025
		29 May 2025
16.4	Planning & Highways	13 March 2025
		03 April 2025
		24 April 2025
		20 May 2025
		12 June 2025

C17/06/25 Mayor's Update Report

Full Council considered report 36/25 presenting the Mayor's update and details of engagements attended.

The Mayor noted that they did not attend the event on 16 June 2025 as they were raising the flag for Sussex Day.

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

C18/06/25 Town Council Working Group reports

There were no working group reports.

C19/06/25 Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body

Representative	Statement
Councillor S Markwell, Seaford Chamber of Commerce	Confirmed that the relationship with the Chamber of Commerce is strong. There were 44 representatives of Seaford at the last event. The Chamber is also giving positive support for the Christmas Magic event. Encouraged any local private enterprises to join the Chamber. Feels that the Chamber is helping Seaford Town Council understand what is happening in Seaford.

C20/06/25 District & County Councillor Update report

A standard agenda item to give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

There were no updates given.

C21/06/25 Town Clerk's Update Report

Full Council considered report 37/25 updating on key Town Council work and priorities for the Town Council.

Members discussed the rerouting of the proposed footpath for the Chyngton Brooks project and what information will be given to confirm the route, how to prevent campervans from still putting chemical waste in the compostable toilets after they are moved to South Hill Barn, sponsorship of golf buggies and signage at The View, the accuracy of the dog ban signage on the seafront, toilet cleaning contracts, planned activities for Armed Forces Day, and thanks to the departing Governance & Policy Manager for their years of service.

C21.1 It was **RESOLVED** to **NOTE** the contents of the report.

C21.2 It was **RESOLVED** to **AGREE** to defer the Full Council 'in principle' approval of the Chyngton Brooks scheme, pending confirmation from the National Trust of the re-routing of the path around the newly discovered 'WW1 camp'.

C22/06/25 Complaints, Freedom of Information Requests and Appeals Update Report

Full Council considered report 35/25 updating on complaints, Freedom of Information requests and appeals.

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

C23/06/25 2024 – 2025 Fixed Asset Register Review

Full Council considered report 41/25 presenting the Town Council's Fixed Asset Register for adoption.

Town Clerk passed on apologies from the Responsible Financial Officer (RFO), who can answer any questions that cannot be answered via email after the meeting.

Members queried when the insurance valuations would be updated, Seaford Head Estate being just one asset on the register despite the amount of different elements within the estate, the need to correct - the defibrillator location to St Andrews Drive,

It was **RESOLVED** to **ADOPT** the Fixed Asset Register as of 31 March 2025, as presented with report 41/25.

C24/06/25 Annual Internal Audit Report Year Ended 31 March 2025

Full Council considered report 31/25 updating on the final Internal Audit report from Mulberry & Co Ltd for 2024 – 2025 and formalising the appointment of Parish and Town Audit Services for the 2025 – 2026 financial year.

Members thanked the Town Clerk and officers for finding a new auditor to support the Town Council in the future.

C24.1 It was **RESOLVED** to receive and **NOTE** the Annual Internal Auditor report, Appendix A.

C24.2 It was **RESOLVED** to **NOTE** the Final Report of the Internal Auditor, Appendix B.

C24.3 It was **RESOLVED** to **APPROVE** that the RFO sign the engagement letter appointing Parish and Town Audit Services as the Town Council's Internal Auditor for the 2025 – 2026 financial year.

C25/06/25 Annual Governance Statement 2024 – 2025

Full Council considered report 32/25 enabling Full Council to discuss and approve the Annual Governance Statement 2024 - 2025.

C25.1 It was **RESOLVED** to **AGREE** that to the best of its knowledge and belief, it has complied with all assertions in the Annual Governance Statement for the year ended 31 March 2025.

C25.2 It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31 March 2025 (Appendix A) and authorise the Chair and Town Clerk to sign Section 1 of the Annual Governance and Accountability Return (AGAR) on behalf of the Town Council.

(7.54 – 7.56 pm short break while paperwork was signed)

C26/06/25 Annual Governance and Accountability Return - Accounting Statements (Section 2) and Final Accounts 2024 - 2025

Full Council considered report 33/25 presenting the Final Accounts and Annual Governance and Accountability Return (Section 2) for the year ended 31 March 2025 for approval and adoption.

Members discussed the Civic expenses, underspend on playground budget and looking to utilise this in the coming year, the Community Infrastructure Levy (CIL) funds, the S106 monies from the Newlands development for new sports pitch provision and timescales around access to these funds by submitting a bid to Lewes District Council.

C26.1 It was **RESOLVED** to **APPROVE** Section 2 of the Annual Governance and Accountability return - Accounting Statements 2024 – 2025, by resolution.

- C26.2** It was **RESOLVED** to **AGREE** to authorise the Mayor, as Chair of the Town Council, to sign Section 2 of the Annual Governance and Accountability Return 2024 – 2025, on behalf of the Town Council.
- C26.3** It was **RESOLVED** to **NOTE** the Earmarked Reserve movements and Capital Receipts and Expenditure in the year.

C27/06/25 Annual Lease Review Update 2025 - 2026 Municipal Year

Full Council considered report 43/25 providing Full Council with an overview of the of the leases currently under review during 2025-2026 Financial Year.

Members queried the two different names of the adjacent Chyngton Farm and South Hill Farm.

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

C28/06/25 South Hill Farm - Farm Business Tenancy

Full Council considered report 42/25 seeking Full Council's agreement to grant a new business tenancy for South Hill Farm.

Members queried the process for and definitions of the expression 'disposal of land', which includes entering into leases.

C28.1 It was **RESOLVED** to **AGREE** the Farm Business Tenancy subject to written consent from Lewes District Council.

C28.2 It was **RESOLVED** to **NOTE** that Council officers will agree the finalised Farm Objectives Plan with the tenant and BTF Partnership, with this being presented to a future meeting of the Golf, Open Spaces and Climate Action Committee for noting and commenting on.

C29/06/25 Final Approval of Granting a New Lease – The Base

Full Council considered report 44/25 seeking Full Council's approval of the granting of a new lease for The Base, as recommended by the Golf, Open Spaces & Climate Action Committee.

Members raised a previous query on the length of the lease, the option of a break clause, having a policy to govern the lease process and systems, and how leased properties are made available for other potential tenants.

C29.1 It was **RESOLVED** to **NOTE** the contents of the report.

C29.2 It was **RESOLVED** to **APPROVE** the granting of a new lease to members of The Base Committee.

C29.3 It was **RESOLVED** to **DELEGATE** power to the Town Clerk to agree any minor changes whilst the lease is prepared and signed, under the proviso that any major

changes that represent material changes to the terms would be brought back to Full Council for consideration.

C30/06/25 Devolution Priority Programme - Update

Full Council considered report 39/25 updating on the developments within the devolution agenda and how it relates to Lewes District Council assets.

Members discussed how the working group is going to be formed and when councillors will be invited to join this group, the desirability of having a map of the District Council assets being discussed, and whether the work of the group is better being carried out by officers in the first instance, and the route for consideration and approval ahead of October Full Council.

C30.1 It was **RESOLVED** to **NOTE** the contents of the report.

C30.2 It was **PROPOSED** to **APPROVE** that officers oversee the process of identifying potential District Council assets that the Town Council may be interested in acquiring under a Local Control Transfer, and compiling a list of information and an options appraisal for Full Council consideration; the **MOTION** was **CARRIED**.

(8.55pm - Councillor O Matthews exited the meeting)

C31/06/25 Introduction of Strategic Plan Refresh

Full Council considered report 49/25 introducing the Town Clerk's desire to refresh the Town Council's Strategic Plan 2023 - 2027 by devising a simpler, SMART strategy document to guide the remainder of the administration.

C31.1 It was **RESOLVED** to **APPROVE** the establishment of a Strategic Plan Refresh Working Group.

C31.2 It was **RESOLVED** to **APPROVE** that the working group devise a new draft strategy document.

C31.3 It was **RESOLVED** to **AGREE** that a new draft strategy document is brought to Full Council in October 2025 for consideration.

Councillors L Boorman, R Buchanan, S Dubas and S Markwell nominated themselves for the working group, leaving one remaining seat to be offered to those councillors not in attendance at the meeting.

(9.02 - 9.11pm Break)

C32/06/25 Adoption of The Revised Standing Orders

Full Council considered report 45/25 presenting the annual review of the Town Council's Standing Orders policy document as recommended by the Finance & General Purposes Committee.

- C32.1** It was **RESOLVED** to **ADOPT** the Standing Orders policy document as presented with report 45/25
- C32.2** It was **RESOLVED** to **NOTE** the work that is continuing by officers to review the criteria and process around a councillor's vacation of office by failure to attend meetings, the consideration of apologies at Town Council meetings, and the linkage between Town Council policies.

C33/06/25 Committee Membership Requests

Full Council considered 34/25 seeking Full Council's approval to appoint members to committees with vacancies and delegate power to the Town Clerk to fill remaining vacancies after the Annual meeting of the Town Council each municipal year.

- C33.1** It was **RESOLVED** to **APPROVE** the appointment of one additional member to the Golf, Open Spaces & Climate Action, and one additional member to all of the Finance & General Purposes Committee, the Assets & Facilities Committee and the Appeals Committee for the remainder of the 2025 – 2026 municipal year.
- C33.2** It was **RESOLVED** to **DELEGATE** power to the Town Clerk to fill uncontested committee vacancies after the Annual Meeting of the Town Council each municipal year.

C34/06/25 Cycle Rack in The Crouch

Full Council considered 48/25 seeking Full Council's approval to acquire a new cycle rack through Lewes District Council's Cycle Parking Rack Grants Scheme, to be located in The Crouch.

Members queried whether more cycle racks could be applied for in other areas within the town.

It was **RESOLVED** to **AGREE** that the Town Council takes on ownership and future maintenance of a new cycle rack, to be installed in The Crouch, subject to external funding being sought from Lewes District Council's Cycle Parking Rack Grants scheme and necessary permissions being obtained.

C35/06/25 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next two items of business for the reasons as set out in the agenda.

C36/06/25 External Auditor Complaint EXEMPT

Full Council considered report 40/25 asking Councillors to agree the Town Council's formal response by resolution to the objections submitted to the External Auditor in relation to the 2023 – 2024 financial year end accounts.

- C36.1** It was **RESOLVED** to **NOTE** the contents of the report.
- C36.2** It was **RESOLVED** to **AGREE** to waive the exempt confidentiality of this report solely for PKF Littlejohn LLP so that they can satisfy themselves of the details of the investigations and conclusions reached in respect of the objections.
- C36.3** It was **RESOLVED** to **APPROVE** officers' recommendation in respect of Objection 1 that a commitment be made that the Town Council will always retain a separation between statutory roles and as such will not again appoint an Internal Auditor as the RFO, on a locum (temporary) or permanent basis.
- C36.4** It was **RESOLVED** to **APPROVE** officers' recommendation in respect of Objection 2 that no action be taken in respect of the Fixed Asset Register as the Town Council has acted correctly.
- C36.5** It was **RESOLVED** to **APPROVE** officers' recommendation in respect of Objection 3 that no further action be taken regarding the loss of the Crouch Public Conveniences, following on from extensive research which has yielded no definitive answer as to what happened to the facility.
- C36.6** It was **RESOLVED** to **APPROVE** officers' recommendation in respect of Objection 7 that the Town Council approach Lewes District Council to raise concerns over its contractor's management of sports facilities, with particular regard to the fact that hire charges have been incorrectly applied during 2023 - 2024 for the sports teams that have hired facilities, and ascertain why the incorrect hire fees have been applied during the 2023 - 2024 financial year for all except one hirer.

C37/06/25 Grounds Maintenance Contract EXEMPT

Full Council considered report 38/25 presenting options to Councillors related to the future Grounds Maintenance Contract for the town's open spaces.

- C37.1** It was **RESOLVED** to **NOTE** the contents of the report
- C37.2** It was **RESOLVED** to **APPROVE** officers to formally notify the Town Council's withdrawal from Lewes District Council's Grounds Maintenance Contract at the end of the current term on 31 March 2026.
- C37.3** It was **RESOLVED** to **APPROVE** officers to work with the District Council to devise and create a compliant procurement process to enable the Town Council

to run its own tender process for a Seaford Town Council Grounds Maintenance Contract service from 1 April 2026.

- C73.4** It was **RESOLVED** to **NOTE** that officers will present a report to the pre-existing extraordinary Full Council meeting in relation to the required officer capacity required to procure, prepare and monitor said contract, alongside administering and booking pitch hire requests received.

The meeting closed at 9.56pm.

Councillor M Wearmouth
Mayor of Seaford

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