



Seaford Town Council

Minutes of a meeting of the Town Council's Assets & Facilities Committee – 20 November 2025

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

Present:

Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, L Boorman, R Buchanan, S Dubas, S Dunn and S Markwell

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & RFO

Peter Cousin, Head of Place

Lucy Clark, Finance Manager

Sharan Brydon, Operations & Facilities Manager

George Raeburn, Senior Committee Clerk

There were no members of the public attendance

The Committee welcomed Councillor S Dubas as a new committee member

AF18/11/25 Apologies for Absence

Apologies for absence were received from Councillors F Hoareau, J Meek (Councillor R Buchanan substituted), and L Wallraven (Councillor L Boorman substituted).

Councillor G Rutland's apologies had been submitted but not picked up at the time of the meeting.

AF19/11/25 Disclosure of Interests

There were no disclosures of interests.

AF20/11/25 Public Participation

There was no public participation.

AF21/11/25 Assets & Facilities Update – November 2025

The Committee considered report 105/25 providing an update on progress and actions relating to the Town Councils assets and facilities.

Members discussed the report due to be brought to Full Council presenting the Seaford Lifeguard's request for a seafront base, the costs of the replacement doors for the Martello Beach Huts, and the upcoming repair works due to take place at Martello Tower involving the closure of Seaford Museum during this period.

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

AF22/11/25 Assets & Facilities Income & Expenditure Report up to 30 September 2025

The Committee considered report 99/25 informing the Committee of the Assets & Facilities income and expenditure up to 30 September 2025.

Members queried the impact on the finances of repaying the The View's Public Works Loan Board (PWLB) loan off in full and the impact of this loan sitting within the Assets & Facilities Committee rather than Golf, Open Spaces & Climate Action Committee.

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

AF23/11/25 Assets & Facilities Committee Draft Budget Report 2026 - 2027

The Committee considered report 102/25 presenting the Assets & Facilities Draft Budget for 2026 – 2027 for consideration and recommendation to the Finance & General Purposes Committee.

Ahead of the meeting, members had submitted queries relating to the proposed budget allocations within the Projects Pool that link to the Town Council's 2025 – 2027 Strategy Programme, the investigation of additional revenue streams, and the allocation of funds for public toilet hire during peak summer periods.

Members discussed the remaining balance of the PWLB loan, where savings could be made in the Assets & Facilities budget presented, the material used for replacement beach hut doors, the purpose of the budget allocation to split the water meter at Bönningstedt, and clarified that the finance reports will show both income and expenditure lines for each cost centre even where there is none.

Officers verbally presented a list of possible items to be removed from, or reduced in, the draft budget figures – these were discussed but none were proposed.

AF23.1 It was **RESOLVED** to **RECOMMEND** the draft Assets & Facilities Committee Budget 2026 – 2027 to the Finance & General Purposes Committee for consideration.

AF23.2 It was **RESOLVED** to **NOTE** that the figures relating to the Grounds Maintenance Contract are not yet known, due to the ongoing tender process, but that following Full Council's approval of the preferred contractor these will be updated in the final draft budget being presented to Full Council in January 2026.

AF24/11/25 Establishment of a Concessions Working Group

The Committee considered report 103/25 proposing to establish a Concessions Working Group, in accordance with the Town Council's 2025-2027 Strategy Programme , and to set the group's terms of reference.

Officers clarified that the lessons learned from the 2025 concessions programme are being fed into a review of the concessions tender process ahead of the 2026 scheme, which is separate from the proposed work of the Working Group which will focus on a new regime to begin from 2027.

Members discussed the proposed timing of the meetings and the draft terms of reference.

AF24.1 It was **RESOLVED** to **APPROVE** the establishment of a Concessions Working Group.

AF24.2 It was **RESOLVED** to **AGREE** the terms of reference for the Concessions Working Group.

Councillors S Dubas and S Dunn were appointed to the Working Group. Officers will issue an invite to all other councillors to fill the three remaining spaces.

AF25/11/25 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 item of business for the reason as set out in the agenda.
(a short break was held from 8.00pm to 8.07pm)

AF26/11/25 Hurdis House Options Appraisal & Recommendations - EXEMPT

The Committee considered report 101/25 providing the Committee with the options appraisal and subsequent recommendations in relation to Hurdis House, 10 Broad Street.

AF26.1 It was **RESOLVED** to **NOTE** the contents of the report and the options appraisal for Hurdis House.

AF26.2 It was **PROPOSED** to **DEFER** consideration of the options for Hurdis House and have Full Council consider this following an informal meeting of councillors to discuss this further; the **MOTION** was **CARRIED**.

The meeting closed at 8.35pm.

Councillor O Honeyman

Chair of Assets & Facilities Committee