



## Seaford Town Council

### **Seaford Town Council Assets & Facilities Agenda – 26 February 2026 To the Members of the Assets & Facilities Committee**

Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, S Dubas, S Dunn, F Hoareau, G Rutland, S Markwell, J Meek and L Wallraven.

A meeting of the **Assets & Facilities** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 26 February 2026** at **7.00pm**, which you are summoned to attend.

Steve Quayle,  
Town Clerk

13 February 2026

#### **PLEASE NOTE:**

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting
- See the end of the agenda for further details of public access and participation
- Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email

## **AGENDA**

### **1. Apologies for Absence**

To consider apologies for absence.

### **2. Disclosure of Interests**

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

### **3. Public Participation**

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

### **4. [Assets & Facilities Update Report – February 2026](#)**

To consider report 170/25 updating the committee on progress and actions relating to the Town Council's assets and facilities (pages 6 to 16).

### **5. [Assets & Facilities Income & Expenditure Report up to 31 January 2026](#)**

To consider report 171/25 informing the Assets & Facilities Committee of Income and Expenditure up to 31 January 2026 (pages 17 to 26).

### **6. [Armed Forces Day – Future Arrangements](#)**

To consider report 167/25 presenting options for how the Town Council can continue to recognise Armed Forces Day and to seek approval for the revised approach (pages 27 to 29).

### **7. [West View Beach Seasonal Beach Huts Scheme 2026](#)**

To consider report 169/25 presenting a review of the trial of daily beach hut hire and consider the pricing proposals for 2026 (pages 30 to 33).

### **8. [Proposal for a Land Train on Seaford Promenade – Agreement in Principle](#)**

To consider report 177/25 presenting a proposal to introduce a land train to Seaford Promenade and seek the Committee's agreement in principle (pages 34 to 41).

**9. Introduction of a Bookings, Hire and Events Policy**

To consider report 168/25 presenting an updated and revised Events Policy rebranded as the 'Bookings, Hire and Events Policy' for consideration and recommendation to Full Council for adoption (pages 42 to 54).

**10. Seafront Litter Bin Provision**

To consider report 172/25 providing an update on the project to ensure best possible management of the seafront bins and the options being explored by officers ahead of the 2026 peak season (pages 55 to 61).

## AGENDA NOTES

### **For further information about items on this Agenda please contact:**

Steve Quayle, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors and registered email recipients.

### **Public Access:**

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

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

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

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

OR

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

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

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

Entrance through the rear fire escape of the building will not be allowed.

There is a lift for those requiring it to access the first floor. Please note that motorised scooters cannot be brought into the lift. Electric and other wheelchairs can be accommodated but there is a maximum weight limit of 400kg.

### **Public Participation:**

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

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

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

### **Public Comments:**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>170/25</b>
<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Assets &amp; Facilities Update Report – February 2026</b>
<b>By:</b>	<b>Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To update the Committee on progress and actions relating to the Town Council’s assets and facilities</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the updates within the report.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.

## **1. Introduction**

- 1.1** Presented below is the Assets & Facilities update, incorporating the areas of responsibility detailed in the Committee’s Terms of Reference, in alphabetical order.
- 1.2** Officers will continue to ensure the committee receives an update across its areas of responsibility.
- 1.3** All updates are for noting, but any questions or comments from the committee are welcomed.

## **2. Asset Management System – Civic.ly**

- 2.1** The Projects & Facilities team have been working with the Deputy Town Clerk on the introduction of the new assets management system from April

2026. This has included demonstrations of the system and how it will work for the Town Council. Officers have programmed a schedule of work to populate the system with its many assets and facilities.

### **3. Beach Huts**

#### **3.1 Bönningstedt Beach Huts**

No specific update for this meeting.

#### **3.2 West View Seasonal Beach Huts**

A separate report appears elsewhere on this agenda in relation to the West View Seasonal Beach Huts.

#### **3.3 Lifeguards Hut**

No specific update for this meeting. Committee will recall Full Council deferred the matter relating to the location for a new base for the lifeguards to the Golf, Open Spaces & Climate Action (GOSCA) Committee at Full Council on 29 January 2026.

#### **3.4 Martello Beach Huts**

Doors for Beach Huts 54 and 58 have been manufactured, the next stage will be installation of the doors.

Officers are currently preparing for the annual licence renewals. This year it includes the renewal of one rental hut licence. At the same time, officers will update the beach hut waiting list by contacting applicants to confirm they remain Seaford residents and wish to stay on the list.

### **4. Bus Shelters**

**4.1** Officers have not yet been able to undertake inspection and remedial works for the bus shelters due to other time-sensitive and reactive operational demands. The Council is currently recruiting for a Maintenance Officer, and once appointed, this task will be added to their job list for completion.

### **5. CCTV**

**5.1** The Committee was advised in a previous update report that officers were obtaining and reviewing quotes for available CCTV options. Due to ongoing time-sensitive and reactive operational demands, this work has not yet been completed. Officers will continue to progress this task and report back to Committee once further information is available.

## **6. Concessions & Street Trading**

### **6.1 Concession opportunities for 2026**

The 2026 concession opportunities are currently at the application stage. This year these include Bönningstedt Promenade Forecourt (opposite Edinburgh Road) and four West View Beach Hut concessions. The deadline for submission of applications is 4 March 2026. In accordance with the tender process, all questions and answers relating to these concession opportunities are being published on the Town Council's website.

### **6.2 Concessions Working Group**

In pursuit of Strategy 1.1 of the Town Council's Strategy Programme 2025–2027, the Concessions Working Group has been established to focus on the development of a future concession's regime for 2027. Four Councillors have now been sourced to join the Working Group. Officers are now organising dates for this group to meet. Its findings and recommendations will feed back to this Committee before being presented to Full Council in the autumn.

### **6.3 Street Market Consultation**

The Street Market consultation for 2026 is ongoing and will be reported to the next Assets & Facilities Committee meeting in July 2026. The outcome of the consultation will help inform this Committee which will be asked to approve the Street Market licence for the next year.

In the meantime, the existing Street Market licence will be permitted to continue until the outcome of the July 2026 Committee meeting.

## **7. Esplanade Car Park**

**7.1** The Town Clerk met on site with the County Council's Team Manager for Parking. This meeting was in relation to two aspects of the Esplanade Car Park:

- (a)** Firstly, the Town Council does not own the land east of the southern junction of Cliff Gardens (except for the land occupied by the beach huts) and the land is shown at HM Land Registry as unregistered. As far as the Town Council is concerned this land does not form part of the Esplanade Car Park and should not be treated as such. There is a parking display board at the foot of the hills leading up from Splash

Point which is erroneous because it claims that area is the Esplanade Car Park, and so it has been requested for it to be taken down.

- (b) Secondly, the Town Council remains concerned about parking within the 'turning circle' at the very end of the seafront road (by Splash Point) given that area is required to be kept free of cars for emergency vehicles at all times.

7.2 As a result of this meeting the County Council officer advised they would review the situation and report back to the Town Council in due course.

## **8. Events (Town Council events – not civic events - and external events on Town Council land)**

8.1 The following figures relate to external events on Town Council land between November to January 2025:

- (a) Martello Fields – 1 booking – Seaford Striders Cross Country
- (b) South Hill Barn – 0 bookings
- (c) Promenade – 1 booking – 10k run MCC Promotions
- (d) The Crouch – 0 bookings
- (e) The Salts – 0 bookings
- (f) Street Markets – 3 bookings – Seaford Street Market

### **8.2 Seaford Christmas Magic**

Last year's Seaford Christmas Magic event was due to take place on Saturday 29 November 2025 but, due to inclement weather forecasts, the Christmas Magic Committee reluctantly moved the event to Saturday 13 December 2025.

Fortunately, all stakeholders, traders and entertainers were able to attend the revised date. Crucially, this also enabled delivery of the event in accordance with the promotion and sponsorship, which officers and the events committee had worked hard to achieve.

This is the second year of Seaford Christmas Magic being managed and delivered by representatives from Seaford Chamber of Commerce, Seaford Street Market, Seaford Traders Group and Town Council officers.

The committee have attended a debrief meeting for the event and all representatives wish to continue working together to deliver the event for the community in 2026.

This year, the event committee will focus on the lessons learnt and what worked well in organising and delivering the 2025 event.

During the debrief, the re-scheduled date was discussed and all members agreed that the later date in December worked well and will be scheduling the 2026 date for Saturday 12 December. The date for Christmas lights to be switched on will be advised nearer the time.

### **8.3 Remembrance Commemorations**

The Remembrance Sunday service and parade in November 2025, organised by the Royal British Legion, was successfully delivered and well attended by members of the community.

The Seaford Silver Band supported the wreath laying at the War Memorial, followed by the memorial service at 11.00am, and the subsequent parade to St Leonard's Church for the Service of Remembrance and gathering at the Seaford British Legion.

The Mayor of Seaford attended and laid a wreath on behalf of the Town Council.

The Commonwealth Service of Remembrance took place at Seaford Cemetery on Tuesday 18 November at 10.30am.

In addition, lamppost poppies were once again displayed throughout the town in partnership with Plumbwells Plumbing Ltd, providing a visible and well-received tribute across Seaford.

### **8.4 Armed Forces Day**

A separate report appears elsewhere on this agenda looking at future arrangements to mark Armed Forces Day.

## **9. Hurdis House**

**9.1** Officers continue to inspect the building while it remains unoccupied.

**9.2** Following the exempt report considered at the Full Council meeting on 29 January 2026, where options for next steps were presented to Full Council, officers are now progressing the disposal via sale of Hurdis House.

## **10. Martello Café**

**10.1** Officers have undertaken internal repair works to the door locks and extractor fan at Martello Café, along with repairs to the external kitchen door which had bowed due to winter weather.

## **11. Martello Tower**

- 11.1** Works have been carried out within the Martello Tower to the ceiling soffits, resulting in the removal of significant quantities of visibly cracked and delaminated concrete. Further areas have since been identified and will be included in subsequent phases of removal.
- 11.2** Cracking and blown render has also been identified on an external area of the Martello Tower. Officers have sought the necessary approvals for these repair works and have instructed a contractor to undertake the repairs.

## **12. Memorials (including benches, trees and The Shoal)**

### **12.1 Jon Freeman**

On 23 October 2025, Full Council agreed that a memorial bench would be installed for Jon, recognising his commitment as a past serving town councillor and Mayor of Seaford, and his contribution to various other projects and initiatives throughout the town and the wider community. Officers are still in liaison with Jon's family with regards to agreeing a site to place a memorial bench. Officers will give further updates as and when they become available.

## **13. Old Town Hall**

- 13.1** No specific update for this meeting.

## **14. Policies**

### **14.1 Events Policy**

A separate report appears elsewhere on this agenda presenting a revised policy for consideration – now entitled Bookings, Hire and Events Policy.

### **14.2 Memorials Policy**

Officers are currently finalising work on a refreshed Memorials Policy to bring back to Full Council for consideration. Due to capacities and time constraints, the policy will be taken directly to Full Council on 23 April 2026 for review and adoption.

## **15. Public Toilets**

### **15.1 Martello, Salts & South Street toilets**

Officers continue to undertake regular maintenance across these facilities.

The locks at the Martello Toilets have required maintenance due to winter weather conditions and sea spray, along with issues arising from the expansion of wooden doors. In addition, a vandalised door is scheduled for replacement, which is currently causing one unit of the Martello toilets to be out of order.

The Salts toilets are experiencing high levels of graffiti and officers are working with contractors to arrange removal.

South Street toilets have required drainage clearance works, and netting within the courtyard behind the building has been replaced to prevent pigeons nesting and causing further blockages to the drainage system.

### **15.2 Changing Places Facility**

Officers have been working closely with the manufacturer for the replacement door and frame but production issues have caused delays. These are being actively chased by officers to enable receipt of the replacement components, installation and completion of the necessary safety checks ahead of reopening of this facility.

Officers recognise the importance of this facility, particularly for those who rely on it, and continue to prioritise this matter.

### **15.3 Toilet Cleaning Tender**

Officers are currently working up an Invitation to Tender application pack for the provision of toilet and changing facility cleaning services.

Through this tender process, the Town Council aims to appoint a reliable, high-quality service provider that delivers good value for money while maintaining high standards of cleanliness, accessibility, and safety.

The proposed contract will cover cleaning services at the following locations: Martello Toilets, the Changing Places Facility, Salts Recreation Ground, South Street Toilets, South Hill Barn (compostable toilets), and The View changing rooms at the Golf Course facilities.

The tender will be issued in line with the Town Council's procurement processes.

## **16. Sponsorship**

- 16.1** Renewal of the sponsorship for the double-sided promotional sign displayed next to the decorative boat on Station Approach, opposite Morrison's Petrol Station, will be available from 1 April 2026. An advertisement has been

placed inviting bids from local businesses and organisations for this promotional opportunity.

**16.2** The sponsorship will be awarded for a three-year term through a sealed-bid process. Bids are invited from £750 plus VAT for the first year, with the sponsorship fee reviewed annually and adjusted in line with the Consumer Price Index (CPI).

**16.3** All submissions will be assessed in accordance with the Town Council's Corporate Sponsorship Policy.

## **17. Tennis Courts**

**17.1** Officers are preparing to advertise for a tennis coach to operate at The Salts Tennis Courts under a three-year agreement.

**17.2** The appointment process will follow an approach similar to the Town Council's concession tender procedures to ensure transparency and fairness. Officers are working with the Lawn Tennis Association (LTA) to obtain guidance and ensure best practice. An Expression of Interest will be issued ahead of the concession tender going live.

**17.3** The proposed contract is intended to commence in spring 2026.

## **18. Street Furniture (including bins, noticeboards, lighting and non-memorial benches)**

### **18.1 Seaford in Bloom**

The provision of Seaford in Bloom is now incorporated within the Town Council's Grounds Maintenance Contract (GMC) Lot 3, namely the Annual Bedding aspect of the contract. The GMC comes under the remit of the Golf, Open Spaces & Climate Action (GOSCA) Committee and, as such, updates relating to Seaford in Bloom are proposed to be brought to GOSCA going forwards.

### **18.2 Sutton Park War Memorial**

Officers have now removed the poppy wreaths following the Remembrance Day service at Seaford War Memorial.

## **19. The Crypt**

**19.1** No specific update for this meeting.

## **20. The View**

- 20.1** Officers are currently seeking quotes for repair works at The View, specifically to the downstairs changing facilities and the entrance hall used by golf members.
- 20.2** The shared lift within The View has been deemed out of order. Contractors are liaising with officers to determine whether components of the lift can be repaired or whether a full replacement will be required.

## **21. Other assets & facilities as per the Town Council's Fixed Asset Register and not within the remit of the Golf, Open Spaces & Climate Action Committee**

### **20.3** Bönningstedt Wall

No specific update for this meeting.

### **20.4** Christmas Lights

No specific update for this meeting.

### **20.5** Promenade Lighting

Officers reported at the last Assets & Facilities Committee meeting that the promenade lights from Splash Point through to Martello Café/Toilets have experienced further water ingress following works undertaken at the end of summer 2025, resulting in blown fuses. Contractors continue to work with officers to carry out repairs.

- 20.6** Officers will make the necessary arrangements to obtain further specialist advice on potential repair or replacement of the lamppost heads, to assess whether this would provide a suitable long-term resolution. This inspection will be undertaken once weather conditions improve, as a cherry picker will be required. Officers will then be in a position to establish next steps and report back to Committee.

### **20.7** Promenade Shelters

Following vandalism resulting in broken panes of glass, officers have worked with contractors to replace and restore.

### **20.8** Graffiti Vandalism

Graffiti vandalism is continuing to be found across Town Council assets; officers continue to report instances and work with other partners or stakeholders where appropriate.

## **21. Assets & Facilities – Strategic Programme Update**

- 21.1** The Committee will be aware there are six strategies detailed within the Strategic Programme 2025 – 2027 that Assets & Facilities (A&F) Committee has oversight of. Whilst the formal RAG ratings are evaluated at each quarterly Full Council meeting, officers felt the Committee would be keen to receive an update on the A&F specific strategies and goals as part of this update.
- 21.2** The Town Council's Strategic Programme 2025 – 2027 is available to view on the [Town Council's website](#)
- 21.3** Strategy 1.1 – see section 6.2 above (*A&F Concessions Working Group*).
- 21.4** Strategy 1.3, Goal A – ongoing dialogue for the Heritage Board Signage refresh between Seaford Museum & Heritage Society and Seaford Chamber of Commerce with the District Council.
- 21.5** Strategy 1.3, Goal B – the Head of Place is scheduling a work programme regarding the signage audit across the Town Council's sites.
- 21.6** Strategy 2.1 – this strategy to build the evidence base for a new community centre has been assigned to a Projects & Facilities Officer to progress.
- 21.7** Strategy 2.3, Goal A – despite the Town Council having received a small amount of extra information about the assets it has expressed an interest in, officers are still not in receipt of large tracts of information which the Town Council would need to enable it to make an informed decision. To this end, officers have contacted the District Council and requested specific information about the sites previously mooted.
- 21.8** Strategy 2.3 Goal B – see section 9 above (*Hurdis House*).
- 21.9** Strategy 2.3, Goal C – the Town Clerk and Head of Place had a recent meeting with Sussex Police regarding the ongoing suitability of Church Street as a base for the Town Council; further work will continue.
- 21.10** Strategy 3.2, Goal A – see section 15.3 above (*toilet cleaning tender*).
- 21.11** Strategy 3.2 Goal D – quotes are in the process of being obtained to establish the viability of reinstating public toilets at The Crouch.
- 21.12** Strategy 3.3, Goal A – a separate paper appears elsewhere on this agenda in relation to seafront litter bin provision.

## **22. Former Projects Log**

**22.1** The adoption of this new strategy programme has superseded the individual committee project logs, including the Assets & Facilities Projects Log, that has historically been presented to this Committee.

**22.2** To ensure that key updates are not missed, officers have reviewed the list of ongoing projects and have included additional headings within this report to share the operational management updates.

## **23. Financial Appraisal**

**23.1** There are no direct financial implications as a result of this report.

## **24. Contact Officer**

**24.1** The contact officer for this report is Sharan Brydon, Operations & Facilities Manager.



## Seaford Town Council

<b>Report No:</b>	<b>171/25</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Assets &amp; Facilities Income &amp; Expenditure Report up to 31 January 2026</b>
<b>By:</b>	<b>Lucy Clark, Finance Manager</b>
<b>Purpose of Report:</b>	<b>To inform the Assets &amp; Facilities Committee of Income and Expenditure up to 31 January 2026</b>

### **Actions**

#### **The Committee is advised:**

1. To consider and discuss the contents of the report.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.

## **1. Information**

**1.1** Attached at **Appendix A** is the detailed income and expenditure for the period of 1 April 2025 – 31 January 2026 for the Assets & Facilities Committee, compared with the annual budget.

**1.2** The significant variances are attached at **Appendix B**.

## **2. Financial Appraisal**

**2.1** This report represents the income and expenditure figures from 1 April 2025 to 31 January 2026.

**2.2** The overall income currently stands at £218,697 representing a 94.7% of the annual budget.

**2.3** Overall expenditure stands at £293,068, representing 88.1% of the annual budget. Of this, £61,832 has been funded from Earmarked Reserves. After taking this into account, net revenue expenditure is £231,236.

**2.4** With 83% of the financial year complete, the overall financial position for the Assets & Facilities Committee remains stable. Income performance reflects the timing of invoicing and advance payments, while expenditure levels remain appropriate for this stage of the financial year. Based on expenditure to date and the current budget position, the year-end outturn is expected to be under budget, although this will continue to be monitored over the remaining period.

### **3. Contact Officer**

**3.1** The Contact Officer for this report is Lucy Clark, Finance Manager

# APPENDIX A

09/02/2026

Seaford Town Council 2025/2026 Current Year

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12:20

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Assets and Facilities</b>							
<u>103 The View</u>							
1050 Income Rent	49,070	48,750	(320)			100.7%	
1093 Income Rates	5,653	5,848	195			96.7%	
The View :- Income	<b>54,723</b>	<b>54,598</b>	<b>(125)</b>			<b>100.2%</b>	<b>0</b>
4051 Rates	5,653	5,848	195		195	96.7%	
4115 Insurance	3,071	3,030	(41)		(41)	101.4%	
4261 General Maintenance	80	1,000	920		920	8.0%	
4270 Vehicles & Equipment Maint	245	1,000	755		755	24.5%	
4275 Building Maintenance	4,652	4,092	(560)		(560)	113.7%	
4279 Fire & Security	1,806	752	(1,054)		(1,054)	240.1%	
The View :- Indirect Expenditure	<b>15,507</b>	<b>15,722</b>	<b>215</b>	<b>0</b>	<b>215</b>	<b>98.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,216</b>	<b>38,876</b>	<b>(340)</b>				
<u>104 The View Capital Costs</u>							
4301 Public Works Loan Payment	69,591	105,000	35,409		35,409	66.3%	
The View Capital Costs :- Indirect Expenditure	<b>69,591</b>	<b>105,000</b>	<b>35,409</b>	<b>0</b>	<b>35,409</b>	<b>66.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(69,591)</b>	<b>(105,000)</b>	<b>(35,409)</b>				
<u>109 Memorials</u>							
4052 Water & Sewerage	101	190	89		89	53.2%	
4115 Insurance	266	266	0		0	99.9%	
4204 War Memorial (Sutton Road)	93	800	707		707	11.6%	
4250 Memorial Bench	25	2,500	2,475		2,475	1.0%	
4254 Martello Entertainments Area	23,350	0	(23,350)		(23,350)	0.0%	9,770
4255 The Shoal Maintenance	0	500	500		500	0.0%	
Memorials :- Indirect Expenditure	<b>23,835</b>	<b>4,256</b>	<b>(19,579)</b>	<b>0</b>	<b>(19,579)</b>	<b>560.0%</b>	<b>9,770</b>
<b>Net Expenditure</b>	<b>(23,835)</b>	<b>(4,256)</b>	<b>19,579</b>				
6000 plus Transfer from EMR	9,770	0	(9,770)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,065)</b>	<b>(4,256)</b>	<b>9,809</b>				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	605	1,800	1,195			33.6%	
1058 Income Water Recharge	356	315	(41)			113.0%	
1063 Income Gas Recharge	409	1,148	739			35.6%	
Crypt :- Income	<b>1,370</b>	<b>3,263</b>	<b>1,893</b>			<b>42.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	356	315	(41)		(41)	113.0%	
4055 Electricity	605	1,800	1,195		1,195	33.6%	
4056 Gas	409	1,148	739		739	35.6%	
4115 Insurance	319	320	1		1	99.7%	
4154 Land Registry Fees	300	0	(300)		(300)	0.0%	
4275 Building Maintenance	0	10,000	10,000		10,000	0.0%	
4279 Fire & Security	173	150	(23)		(23)	115.1%	
<b>Crypt :- Indirect Expenditure</b>	<b>2,162</b>	<b>13,733</b>	<b>11,571</b>	<b>0</b>	<b>11,571</b>	<b>15.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(792)</b>	<b>(10,470)</b>	<b>(9,678)</b>				
<b>114 Public Toilets</b>							
4115 Insurance	626	627	1		1	99.9%	
4203 Public Toilet Cleaning	33,476	53,500	20,024		20,024	62.6%	
4275 Building Maintenance	6,009	2,380	(3,629)		(3,629)	252.5%	
4279 Fire & Security	180	0	(180)		(180)	0.0%	
4502 Toilet Hire	150	0	(150)		(150)	0.0%	
<b>Public Toilets :- Indirect Expenditure</b>	<b>40,442</b>	<b>56,507</b>	<b>16,065</b>	<b>0</b>	<b>16,065</b>	<b>71.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(40,442)</b>	<b>(56,507)</b>	<b>(16,065)</b>				
<b>115 Martello Tower</b>							
4115 Insurance	3,590	3,590	0		0	100.0%	
4275 Building Maintenance	0	18,000	18,000		18,000	0.0%	
<b>Martello Tower :- Indirect Expenditure</b>	<b>3,590</b>	<b>21,590</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>16.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,590)</b>	<b>(21,590)</b>	<b>(18,000)</b>				
<b>118 Beach Huts</b>							
1054 Income Other	689	0	(689)			0.0%	
1057 Income Electricity Recharge	41	50	10			81.0%	
1060 Beach Huts Site Licence	29,004	28,987	(17)			100.1%	
1061 Beach Hut Annual Rent	11,903	13,222	1,320			90.0%	
1094 Income Seasonal Beach Huts	10,587	14,000	3,413			75.6%	
<b>Beach Huts :- Income</b>	<b>52,223</b>	<b>56,259</b>	<b>4,036</b>			<b>92.8%</b>	<b>0</b>
4051 Rates	5,115	5,045	(70)		(70)	101.4%	
4052 Water & Sewerage	873	480	(393)		(393)	181.9%	
4055 Electricity	198	1,006	808		808	19.7%	
4115 Insurance	678	565	(113)		(113)	120.0%	
4156 Bank Charges	11	0	(11)		(11)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4258 Seasonal Beach Hut Revenue Exp	9,273	13,500	4,227		4,227	68.7%	
4259 Bönningstedt Wall	45,973	0	(45,973)		(45,973)	0.0%	45,973
4275 Building Maintenance	3,041	900	(2,141)		(2,141)	337.9%	2,939
4502 Toilet Hire	1,272	1,313	41		41	96.9%	
<b>Beach Huts :- Indirect Expenditure</b>	<b>66,435</b>	<b>22,809</b>	<b>(43,626)</b>	<b>0</b>	<b>(43,626)</b>	<b>291.3%</b>	<b>48,912</b>
<b>Net Income over Expenditure</b>	<b>(14,212)</b>	<b>33,450</b>	<b>47,662</b>				
6000 plus Transfer from EMR	48,912	0	(48,912)				
<b>Movement to/(from) Gen Reserve</b>	<b>34,700</b>	<b>33,450</b>	<b>(1,250)</b>				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
<b>Seaford in Bloom :- Income</b>	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4402 Seaford in Bloom	6,287	6,263	(24)		(24)	100.4%	
<b>Seaford in Bloom :- Indirect Expenditure</b>	<b>6,287</b>	<b>6,263</b>	<b>(24)</b>	<b>0</b>	<b>(24)</b>	<b>100.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,787)</b>	<b>(5,763)</b>	<b>24</b>				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
<b>Other Recreation :- Indirect Expenditure</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				
<u>134 CCTV</u>							
4055 Electricity	2,265	4,163	1,898		1,898	54.4%	
4115 Insurance	110	110	(0)		(0)	100.1%	
4276 Maintenance - CCTV	4,461	9,718	5,257		5,257	45.9%	
<b>CCTV :- Indirect Expenditure</b>	<b>6,836</b>	<b>13,991</b>	<b>7,155</b>	<b>0</b>	<b>7,155</b>	<b>48.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,836)</b>	<b>(13,991)</b>	<b>(7,155)</b>				
<u>135 Events</u>							
1075 Income Christmas Event	2,755	0	(2,755)			0.0%	
<b>Events :- Income</b>	<b>2,755</b>	<b>0</b>	<b>(2,755)</b>				<b>0</b>
4080 D-Day 80	392	2,000	1,608		1,608	19.6%	
4115 Insurance	67	68	1		1	99.1%	
4195 Events Expenditure	1,000	1,500	500		500	66.7%	
4273 Christmas Lights	9,842	10,000	158		158	98.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4281 Christmas Event Expenses	13,203	6,500	(6,703)		(6,703)	203.1%	
Events :- Indirect Expenditure	<b>24,505</b>	<b>20,068</b>	<b>(4,437)</b>	<b>0</b>	<b>(4,437)</b>	<b>122.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,750)</b>	<b>(20,068)</b>	<b>1,682</b>				
<u>140 Lifeguard Hut</u>							
4115 Insurance	51	51	(0)		(0)	100.6%	
4274 Projects Expenditure	6,032	5,000	(1,032)		(1,032)	120.6%	
Lifeguard Hut :- Indirect Expenditure	<b>6,083</b>	<b>5,051</b>	<b>(1,032)</b>	<b>0</b>	<b>(1,032)</b>	<b>120.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,083)</b>	<b>(5,051)</b>	<b>1,032</b>				
<u>145 Concessions &amp; Street Trading</u>							
1024 Salts Cafe Concession	21,606	24,000	2,394			90.0%	
1026 South Hill Barn Concession	5,400	3,500	(1,900)			154.3%	
1027 Splash Point Concession	6,695	6,500	(195)			103.0%	
1028 Martello Cafe Concession	13,981	14,808	827			94.4%	
1029 West View Kiosk Concession	8,340	8,340	0			100.0%	
1031 Dane Road Concession	10,000	3,600	(6,400)			277.8%	
1032 Marine Parade Concession	21,500	21,500	0			100.0%	
1033 Bonningstedt Prom Concession	8,400	6,000	(2,400)			140.0%	
1034 Bonningstedt Steps Concession	3,500	2,500	(1,000)			140.0%	
1035 Old Town Hall Concession	2,515	2,664	149			94.4%	
1036 West View Beach Hut Concession	0	4,900	4,900			0.0%	
1057 Income Electricity Recharge	2,455	12,234	9,779			20.1%	
1058 Income Water Recharge	1,057	5,356	4,299			19.7%	
1063 Income Gas Recharge	1,206	0	(1,206)			0.0%	
1083 Income Street Market	471	471	0			100.0%	
Concessions & Street Trading :- Income	<b>107,126</b>	<b>116,373</b>	<b>9,247</b>			<b>92.1%</b>	<b>0</b>
4052 Water & Sewerage	704	5,343	4,639		4,639	13.2%	
4055 Electricity	2,504	11,375	8,871		8,871	22.0%	
4056 Gas	1,414	0	(1,414)		(1,414)	0.0%	
4115 Insurance	538	538	0		0	99.9%	
4275 Building Maintenance	12,306	1,735	(10,571)		(10,571)	709.3%	3,150
Concessions & Street Trading :- Indirect Expenditure	<b>17,465</b>	<b>18,991</b>	<b>1,526</b>	<b>0</b>	<b>1,526</b>	<b>92.0%</b>	<b>3,150</b>
<b>Net Income over Expenditure</b>	<b>89,661</b>	<b>97,382</b>	<b>7,721</b>				
6000 plus Transfer from EMR	3,150	0	(3,150)				
<b>Movement to/(from) Gen Reserve</b>	<b>92,811</b>	<b>97,382</b>	<b>4,571</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>146 Martello Changing Places</u>							
4055 Electricity	168	2,000	1,832		1,832	8.4%	
4115 Insurance	112	112	0		0	100.0%	
4275 Building Maintenance	227	400	173		173	56.8%	
<b>Martello Changing Places :- Indirect Expenditure</b>	<b>507</b>	<b>2,512</b>	<b>2,005</b>	<b>0</b>	<b>2,005</b>	<b>20.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(507)</b>	<b>(2,512)</b>	<b>(2,005)</b>				
<u>206 Premises - Hurdis House</u>							
4115 Insurance	540	541	1		1	99.9%	
4154 Land Registry Fees	35	0	(35)		(35)	0.0%	
4155 Professional Fees	1,250	2,000	750		750	62.5%	
4275 Building Maintenance	71	5,000	4,929		4,929	1.4%	
4301 Public Works Loan Payment	7,501	7,500	(1)		(1)	100.0%	
<b>Premises - Hurdis House :- Indirect Expenditure</b>	<b>9,397</b>	<b>15,041</b>	<b>5,644</b>	<b>0</b>	<b>5,644</b>	<b>62.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,397)</b>	<b>(15,041)</b>	<b>(5,644)</b>				
<u>301 Planning &amp; Highways</u>							
4263 Bus Shelter Maintenance/Clean	427	1,000	573		573	42.7%	
<b>Planning &amp; Highways :- Indirect Expenditure</b>	<b>427</b>	<b>1,000</b>	<b>573</b>	<b>0</b>	<b>573</b>	<b>42.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(427)</b>	<b>(1,000)</b>	<b>(573)</b>				
<b>Assets and Facilities :- Income</b>	<b>218,697</b>	<b>230,993</b>	<b>12,296</b>			<b>94.7%</b>	
<b>Expenditure</b>	<b>293,068</b>	<b>332,534</b>	<b>39,466</b>	<b>0</b>	<b>39,466</b>	<b>88.1%</b>	
<b>Net Income over Expenditure</b>	<b>(74,371)</b>	<b>(101,541)</b>	<b>(27,170)</b>				
plus Transfer from EMR	61,832	0	(61,832)				
<b>Movement to/(from) Gen Reserve</b>	<b>(12,539)</b>	<b>(101,541)</b>	<b>(89,002)</b>				
<b>Grand Totals:- Income</b>	<b>218,697</b>	<b>230,993</b>	<b>12,296</b>			<b>94.7%</b>	
<b>Expenditure</b>	<b>293,068</b>	<b>332,534</b>	<b>39,466</b>	<b>0</b>	<b>39,466</b>	<b>88.1%</b>	
<b>Net Income over Expenditure</b>	<b>(74,371)</b>	<b>(101,541)</b>	<b>(27,170)</b>				
plus Transfer from EMR	61,832	0	(61,832)				
<b>Movement to/(from) Gen Reserve</b>	<b>(12,539)</b>	<b>(101,541)</b>	<b>(89,002)</b>				

# APPENDIX B

## Assets & Facilities 2025 - 2026

1000 Codes = Income  
4000 Codes = Expenditure

Financial Variance Report for Assets & Facilities				
		16-Jul-25 (Report 50-25)	20-Nov-25 (Report 99-25)	26-Feb-26 (Report 171-25)
<b>103</b>	<b>The View</b>			
1050	Income Rent			Income is slightly over budget due to the way the lease income falls across financial years.
4115	Insurance	This has been fully paid for the year which is the same for all insurance accounts within this Committee. Whilst some cost centres show insurance as slightly overbudget, these are offset by those that are under budget.	As previously reported	As previously reported
4275	Building Maintenance		The budget has now been overspent due to the need to replace the Mikrofill unit in the kitchen.	As previously reported
4279	Fire & Security	The budget is currently higher than the linear % due to upfront payments for annual and quarterly maintenance costs.	As previously reported	Costs are over budget following a bi-annual fire extinguisher test that was not anticipated when the budget was set.
<b>109</b>	<b>Memorials</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4254	Martello Entertainment Area	This cost relates to refunds to all the plaque purchases as previously approved at Full Council. The total costs are expected to reach £31,350; £9,770 of which will come from an earmarked reserve (EMR).	As previously reported	As previously reported
<b>113</b>	<b>The Crypt</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4154	Land Registry			Unbudgeted expenditure relates to Land Registry information required in connection with the lease.
4275	Building Maintenance			The budget is not anticipated to be fully spent by the year end and will therefore be requested to be transferred to an EMR.
4279	Fire & Security			Costs are over budget following a bi-annual fire extinguisher test that was not anticipated when the budget was set.
<b>114</b>	<b>Public Toilets</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4275	Building Maintenance		When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. There may, however, be underspends within other related account codes that will offset this overspend.	As previously reported, this budget variance arose due to the reallocation of estimates under the new committee structure. However, the overall expenditure within the Public Toilet cost centre is currently on track to be under budget.
4279	Fire & Security			Unbudgeted expenditure was incurred for the first annual fire alarm maintenance, as no budget provision had originally been made.
4502	Toilet Hire			Unbudgeted expenditure relates to a short-term trial of a portable urinal during the summer, which was not progressed beyond one week.
<b>115</b>	<b>Martello Tower</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4275	Building Maintenance			The £18,000 budget is intended to supplement the £12,000 already held within the Building Maintenance EMR for the required ceiling works in the museum. If the works are not completed and paid in full by year end, any unspent budget will be requested for transfer to the EMR to cover any costs incurred in the new financial year.
<b>118</b>	<b>Beach Huts</b>			
1054	Income Other	The unbudgeted income relates to admin fees received following the sale of beach huts	As previously reported	As previously reported
1060	Beach Hut Site Licence	Fully invoiced for this year	As previously reported	As previously reported
1061	Beach Hut Annual Rent	Fully invoiced for this year. The number of huts available to rent out to the public on a 3 year licence has reduced from 10 to 9 (due to one hut being utilised by Seaford Lifeguards) - therefore the income in this account will be slightly lower than budget.	As previously reported	As previously reported

		16-Jul-25 (Report 50-25)	20-Nov-25 (Report 99-25)	26-Feb-26 (Report 171-25)
1094	Income Seasonal Beach Huts		The hire structure was changed in 2024/25 from a fixed weekly hire to a daily hire rate, with a 20% discount offered to bookings exceeding seven days. The aim of this change was to increase flexibility whilst still performing to budget. However, income has remained lower than anticipated, suggesting that the new structure is a possible reason. As a result, a review of the current pricing will be undertaken.	A separate report on the West View Beach Huts can be found elsewhere on this agenda.
4015	Office Refreshments	The expenditure has been coded to the wrong account and will be rectified via a journal in period 3.	The previous error has been rectified and this account no longer shows in the I&E report	As previously reported
4052	Water & Sewerage			Expenditure is over budget due to higher usage than anticipated. Officers are reviewing options for installing separate water meters for each concession to enable appropriate recharging of costs.
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4156	Bank Charges	The unbudgeted expenditure relates to the new PDQ machine used to take the seasonal beach hut bookings.	As previously reported	As previously reported
4258	Seasonal Beach Hut Expenditure			The underspend relates to the beach hut concession installation and dismantling not taking place, as no concession licences were awarded this year, and will offset the reduction in expected income within this cost centre.
4259	Bonningstedt Wall	This expenditure was originally approved in November 2024 to be funded from £50K in general reserves. As the spend did not occur in 2024-2025, the £50,000 was transferred into an EMR at year end and is now being drawn down in 2025-2026.	As previously reported	As previously reported
4275	Building Maintenance			The account is showing as overspent, however, £2,939 has been used from the building maintenance EMR for two new Martello Beach Hut doors that are in urgent need of replacement. As this is only 50% of the cost, a further £2,939 will be spent out of this budget and EMR by the year end.
121	<b>Seaford In Bloom</b>			
1025	Income Sponsorship	Fully invoiced for the year	As previously reported	As previously reported
4402	Seaford In Bloom	The majority of this expenditure occurs in the summer months with the remaining portion being charged in winter.	As previously reported	As previously reported
134	<b>CCTV</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4676	Maintenance - CCTV	The budget is currently higher than the linear percentage due to upfront payments for annual and quarterly maintenance costs.	The budget remains 40.3% of the annual allocation, consistent with July's position. This continues to reflect the upfront payments made earlier in the year for annual and quarterly maintenance costs.	As previously reported
135	<b>Events</b>			
4080	D-Day 80		There is no further spend anticipated to come from this budget, however the underspend will part offset the Christmas Event expenditure which is projected to reach £10,000.	As previously reported.
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4281	Christmas Event Expenditure		The cost of lanterns for the Christmas Magic event has increased significantly since last year and which was not known at the time the budgets were set. It is projected that total costs could exceed £10,000 but will be offset by the underspend within 4080 (mentioned above) and the income raised for the event.	As previously reported, costs for the Christmas Magic event have increased significantly compared with previous years, with total expenditure reaching £13,203. Income of £2,755 was generated for the event, and an underspend of £1,608 within the 4080 budget (D-Day) will further offset these costs. This results in a net expenditure of £8,840, which is £2,340 over budget.
140	<b>Lifeguard Hut</b>			
4115	Insurance	As explained in cost centre 103 above	As previously reported	As previously reported
4274	Projects Expenditure	This budget relates to essential works required for the conversion to the new lifeguard hut.	The projects budget of £5,000 for the conversion of the new lifeguard facility was based on estimates at the time of budget setting. Final costs were higher than anticipated, resulting in an overspend of £1,032.	As previously reported
145	<b>Concessions &amp; Street Trading</b>			
1024	Salts Café Concession	The income is slightly under budget for the first quarter due to the concessions delayed start.	As previously reported	As previously reported. The income has now been fully received.
1026	South Hill Barn Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.

		16-Jul-25 (Report 50-25)	20-Nov-25 (Report 99-25)	26-Feb-26 (Report 171-25)
1027	Splash Point Concession	The income received appears higher than expected at this stage in the year as invoicing is spread across a 7-month period, rather than evenly throughout the year.	The income has now been fully received	As previously reported
1028	Martello Café Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported
1029	West View Kiosk Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported
1031	Dane Road Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.
1032	Marine Parade Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported
1033	Bonningstedt Prom Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.
1034	Bonningstedt Steps Concession	Income will exceed annual budget as the new tender is higher than original budget.	As previously reported	As previously reported. The income has now been fully received.
1035	Old Town Hall Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported
1036	West View Beach Hut Concession	The budget will not be realised in 2025-2026 as the WVBH concessions are not operating, following a decision made subsequent to budget approval.	As previously reported	As previously reported
1056	Income Gas Recharge			This recharge relates to the Salts Café, where the gas account temporarily reverted to Seaford Town Council following the previous tenant's departure but has now been transferred to the new concession holder.
1083	Income Street Market	This has been fully invoiced for the year.	As previously reported	As previously reported
4056	Gas			As explained above, the gas account for the Salts Café temporarily reverted to Seaford Town Council following the departure of the previous tenant. The difference between the expenditure incurred and the recharge received relates to the period between concessions, during which the account was the responsibility of the Town Council.
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4275	Building Maintenance	Due to essential works required at the Salts Café, this budget has already been exceeded. Further electrical works are anticipated, and it is likely that total expenditure under this code could exceed £7,000. However, the overspend can be offset by the higher-than-budgeted income received from concessions.	When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. However, due to essential works at the Salts Cafe and Martello Cafe not known at the time of budget setting, the costs of these additional spends will be taken from the Building Maintenance EMR.	As previously reported
146	<b>Martello Changing Places</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
206	<b>Hurdis House</b>			
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported
4301	Public Works Loan Payment		The PWLB loan for Hurdis House came to an end in August when the final instalment was paid.	As previously reported.



## Seaford Town Council

<b>Report No:</b>	<b>167/25</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Armed Forces Day – Future Arrangements</b>
<b>By:</b>	<b>Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present options for how Seaford Town Council can continue to recognise Armed Forces Day and to seek approval for the revised approach</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the proposal within the report.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report
2. To approve the revised approach to marking Armed Forces Day as set out in this report.
3. To endorse the use of the Town Council's communication channels to promote Armed Forces support services and digital campaigns.
4. To approve that any underspend of the Armed Forces Day budget line at the 2026 – 2027 year end be earmarked for any future spends associated with the event and avoiding placing additional requirement on the next precept.

## **1. Background**

- 1.1** Seaford Town Council has historically hosted Armed Forces Day events that included a parade and entertainments on Martello Fields to mark the national Armed Forces Day.

- 1.2 Larger neighbouring towns also host enlarged Armed Forces Day events, with many of these are organised by registered charities, allowing them to access external funding streams and deliver larger scale celebrations.
- 1.3 As all Armed Forces Day events take place on the same day across the nation (usually the last Saturday in June), Seaford's event has increasingly become smaller and unable to attract much focus compared to larger neighbouring events, meaning it has seen a significant decline in footfall, along with reduced participation from veterans, military vehicles, cadet groups and stallholders.
- 1.4 Officers have therefore explored alternative ways in which the Town Council could continue to mark Armed Forces Day in a respectful, visible, and achievable manner within existing resources.

## **2. Proposed Approach**

- 2.1 Officers propose that the Town Council adopts a revised format for Armed Forces Day from 2026, consisting of the following elements:
- 2.2 Flag Raising:
  - (a) Raise the official Armed Forces Day flag at the Sutton Road War Memorial.
  - (b) The flag to remain flying for the full week of Armed Forces Day.
- 2.3 Small-Scale In-Person Gathering:
  - (a) Hold a small, respectful gathering at the Sutton Road War Memorial to coincide with the flag raising.
  - (b) Officers will apply for a precautionary road closure in advance of the event, enabling appropriate arrangements to be in place and allowing the closure to be implemented on the day if required, subject to attendance and site conditions.
  - (c) This would replace the historical parade and entertainment event held on Martello Fields.
- 2.4 Information Sharing and Awareness:
  - (a) Use the Town Council's website, social media platforms, and officers' email signatures to share information on:
    - Neighbouring town's enlarged Armed Forces Day events,
    - Local Armed Forces Champion groups,
    - Veterans' support services,

- The Armed Forces Covenant.

#### **2.5 Virtual and Digital Support:**

**(a)** Participate in and promote the national “Salute Our Forces” and similar digital campaigns.

**(b)** Use online platforms to demonstrate the Town Council’s support.

**2.6** The flag raising and small-scale gathering will ensure that Seaford is visibly marking Armed Forces Day – across the whole week rather than just one day - and enable those wishing to attend a local gathering to mark their respects to do so. The larger scale events held in nearby towns (such as Eastbourne), provide accessible, family-friendly events and entertainment.

**2.7** In addition, the information sharing will help improve and raise awareness of services available to veterans and armed forces families within the community.

### **3. Financial Implications**

**3.1** There are no costs associated with this proposal, outside of officer time, due to officer’s ability to manage the event in house. There will, however, be a significant reduction in officer time compared with organising a large public event, with arrangements being managed within existing staffing resources.

**3.2** There is a budget of £500 assigned for 2026 – 2027 for the delivery of Armed Forces Day. Officers propose that the underspend on this budget line be earmarked at 2026 – 2027 year end, enabling funds to remain available in the future (should a replacement Armed Forces Day flag be required, for example, or external support at the event) and avoiding placing additional requirement on the next precept.

### **4. Contact Officer**

**4.1** The Contact Officer for this report is Sharan Brydon, Operations & Facilities Manager.



## Seaford Town Council

<b>Report No:</b>	<b>169/25</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>West View Seasonal Beach Huts Scheme 2026</b>
<b>By:</b>	<b>Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present a review of the trial of daily beach hut hire and consider the pricing proposals for 2026</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the information presented within the report.
2. To move to a vote on the motions below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the outcome of the daily hire trial for seasonal West View beach huts.
2. To approve the continuation of a daily hire model for all eight seasonal beach huts for the peak and off-peak seasons.
3. To approve the proposed pricing schedule, including the application of a Consumer Price Index increase and the continuation of a 20% discount for bookings of seven consecutive days or more.
4. To note that officers will explore additional promotional opportunities to increase off-peak and mid-week usage.
5. To note that a further review report will be presented to the Assets & Facilities Committee after the 2026 scheme has concluded.

## 1. Background

- 1.1** In 2021, planning permission was granted for the Town Council to install eight beach huts adjacent to West View on Seaford Promenade for use during the summer period.
- 1.2** In accordance with the planning permission, the Town Council is permitted to have the huts in situ between 15 April and 30 September each year.
- 1.3** In 2025, the Town Council took the decision to trial daily hire of the huts, in order to allow more flexibility to users who do not want to, or cannot afford to, commit to a longer hire and in doing so, make the offering more attractive and accessible to a wider range of people. At the point of making this decision, it was recognised that this would likely not serve to drastically increase the Town Council's income from these huts, but would help develop the huts as a community facility and increase the number of people, across a wider demographic, that are able to access and enjoy the facilities.
- 1.4** Below are the income and expenditure figures for the West View Beach Huts for the previous four years.

Year	Income	Expenditure	Overall Surplus
2025 – 2026	£10,586.66	* £9,273.51	£1,313.15
2024 – 2025	£10,720.00	* £10,024.82	£695.18
2023 – 2024	£14,550.00	£13,286.22	£1,263.78
2022 – 2023	£15,262.50	£12,378.14	£2,884.36

\* These years show a reduced expenditure due to not including the concession hut costs and therefore not being directly comparable to the previous years where these costs were included.

- 1.5** Expenditure associated with the huts includes installation and dismantling, toilet hire, general repairs, maintenance, and cleaning.

## 2. Proposed Pricing Schedule

- 2.1** Officers propose to continue with the daily hire model using the following pricing schedule, with a Consumer Price Index (CPI) increase of 3.85%

applied. This approach provides a consistent, transparent, and objective method for applying annual price increases.

Month	Cost per day
April, May, June and September (off peak)	£26
July and August (peak)	£31
20% off daily rate when booking seven days or more - up to a maximum of 14 consecutive days can be booked	

- 2.2** Officers are proposing that a 20% discount continues to be applied to any bookings of seven consecutive days or more. This is intended to encourage longer-term hires, while maintaining competitive pricing and consistency with comparable local offers.
- 2.3** Bookings, which were previously processed through the Seaford Tourist Information Centre, will from 1 April 2026 be processed through the Town Council’s new booking system and coordinated by Town Council staff. This reduces the expenditure slightly as there will no longer be a need to pay commission for their involvement.
- 2.4** The concessionaire at the West View Kiosk will remain responsible for key management and cleaning arrangements.

### **3. Recommendations / Next Steps**

- 3.1** The daily hire model trial in 2025 was successful, with an increase in the overall number of bookings compared to previous years. As predicted, when approving the trial of daily hire in 2025, this has not served to increase the income from these huts, however, the increase in booking numbers indicates that the revised structure offers greater flexibility and broader appeal.
- 3.2** Officers recommend that the daily hire model is continued for the 2026 season, with a full review of pricing and operational processes in Autumn 2026 to ensure the scheme remains accessible and financially sustainable.
- 3.3** Subject to Town Council approval, officers will explore opportunities to promote the huts more widely through Seaford Town Council’s communication channels and other advertising methods, to increase off-peak and mid-week usage.

- 3.4** A further report will be brought to the Assets & Facilities Committee after the 2026 scheme has concluded, to provide a comprehensive review of the year's performance and recommendations for future operation.

#### **4. Financial Appraisal**

- 4.1** If the report and pricing schedule are approved as proposed, there should be no direct financial implications as a result of this report – the budget for the coming 2026 – 2027 financial year sets a budgeted income of £12,000, reflecting officer's intentions to enhance the promotion of the huts (in particular at off-peak and mid-week times) to increase income compared to the 2025 outturn.

#### **5. Contact Officer**

- 5.1** The Contact Officer for this report is Sharan Brydon, Operations & Facilities Manager.



## Seaford Town Council

<b>Report No:</b>	<b>177/25</b>
<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Proposal for a Land Train on Seaford Promenade – Agreement in Principle</b>
<b>By:</b>	<b>Peter Cousin, Head of Place</b>
<b>Purpose of Report:</b>	<b>To present a proposal to introduce a land train to Seaford Promenade and seek the Committee’s agreement in principle</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the proposal presented within the report.
2. To move to vote on the recommendations below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report
2. To provide the Committee’s agreement in principle with the proposal for a temporary licence to operate a Land Train for a trial period in May 2026.
3. To delegate power to the Head of Place to agree the final details of and issue the temporary licence, subject to the necessary documentation being approved by officers and the necessary permissions being sought.
4. To note that any requests for a longer-term arrangement with the land train would be brought back to the Committee for consideration.

## 1. Introduction

- 1.1 Officers have been approached by “Land Train Hire Nationwide” who are acting as consultants for a local business group who are considering the viability of running a land train service on Seaford seafront.
- 1.2 The request is for a trial period over the May half term week (Saturday 23 May – Sunday 31 May 2026) including both weekends, to allow the business to see if the operation is viable and give the Town Council the opportunity to ensure it is happy with the operation.
- 1.3 Due to this being the first time a request of this nature has been submitted, officers are seeking the Committee’s agreement in principle. If the agreement in principle is given, officers will work with the proposed operator and consultant on the finer operational details and, subject to these being satisfactory, issue a licence for the temporary trial period.

## 2. Information

- 2.1 **Appendix A** is information received from Land Train Hire Nationwide in support of their request for a temporary concession to operate a Land Train Service on Seaford Seafront.
- 2.2 In summary, the proposal is to run a land train from the western end of the seafront (by the Sailing Club) to Splash Point. The train would run along the promenade for most of the journey, coming on to the highway (Esplanade) at the Martello Tower for the remainder of the journey to Splash Point. There would be a stop on the promenade opposite the junction with Dane Road.
- 2.3 Appendix A sets out the added value of the land train service (in terms of tourism, economy, and climate action) alongside an overview of the proposed operator. The appendix also makes reference to permissions that would be required in addition to that of the Town Council, namely a Vehicle Special Order to allow the land train to operate on the highway.
- 2.4 There is further information that officers would require before issuing a licence for the trial. These include:
  - (a) Charges to the public - confirmation of what charges would be levied to the public to use the land train,
  - (b) Operating times - proposed hours of operation,

- (c) A site-specific risk assessment - officers have seen example risk assessments of the activity, but would require a site-specific risk assessment to satisfy the Town Council that the specifics of Seaford seafront have been considered. For example:
- i. the logistics of navigating pinch points currently experienced on the promenade (such as narrower areas of the promenade or seafront concessions and their customer areas / queues),
  - ii. any impact on the existing 'Share with Care' scheme,
  - iii. the suitability and condition of the promenade's surface,
  - iv. a suitable speed limit for the land train given the age demographic within Seaford (the proposed operator has advised that the train is limited to 10 miles per hour but in reality that it would operate at or slightly above walking pace), and
  - v. the management plan for safely navigating turning circles and access points on and off the promenade.

- (d) Confirmation of consultation with the Environment Agency - officers would request confirmation from the proposed operator and/or their consultant that they have consulted with the Environment Agency to operate along Seaford promenade and ascertain if a Flood Risk Activity Permit (FRAP) would be required.

**2.5** Confirmation of Protocols – the proposed operator has confirmed that a driver and conductor will be on the train. Officers would look to better understand the protocols in place while the train is running – passenger protocols, emergency protocols, contingency plans e.g. if the turning circle is not useable. This would include a site meeting with the proposed operator to walk through the route and protocols.

- (a) Confirmation of Training Requirements – the proposed operator has confirmed that all drivers would hold a category D Bus/Coach driving licence, which would be the legal requirement to operate the train on the highway. It will be beneficial to understand any other training that will be required for those operating the train e.g. first aid, DBS, etc

**2.6** If approval is granted, officers would ensure that proof of insurance is provided prior to any operation beginning.

**2.7** Similarly, any licence would include a clause that would allow officers to curtail the trial at any time should it be considered that there are reasonable safety concerns.

**2.8** The proposal touches on the intention to make this a longer-term arrangement, subject to the trial being successful. At this stage, the Committee is just being asked to consider agreement in principle for a trial period of nine days in May 2026.

### **3. Financial Appraisal**

**3.1** There are no financial implications as part of this paper. It is not proposed to charge the operator for the trial; the majority of councils do not charge a licence fee for land trains as they are seen as an attraction to the area and beneficial to the local economy.

### **4. Contact Officer**

**4.1** The Contact Officer for this report is Peter Cousin, Head of Place.

## **177-25 Appendix A - Proposal for Land Train**

It is proposed to operate the Land train between the sailing club at the west end of the Seaford esplanade and splash point at the east end.

The Esplanade at the sailing club is sufficiently wide enough for the train to turn around.

It is envisaged the train would stop along the way, the natural halfway point being the end of Dane Road Seaford giving access to the town centre, trains, busses, shops, and supermarkets etc.

At the east end of the esplanade there is the Martello tower, the train will leave the esplanade here and travel to splash point where there is ample room to turn around. It is necessary to go onto the road at the Martello as the esplanade is blocked off at that point. There is parking either side of the road at the splash point end and cafe and toilet facilities at the newly constructed Martello cafe and ample space to turn around.

### **Why a Land Train would add value to Seaford**

- A Land train would provide a delightful visitor experience while improving connectivity along the seafront. A Tourist Land Train would complement existing attractions, offering visitors an easy, charming and accessible way to travel along the seafront promenade.
- The service would support existing business' and promote additional footfall and economic activity, benefiting local businesses along the promenade and in of itself the Land should promote additional visitors to Seaford in general.
- Importantly, by providing a reliable, low-impact transport system along the seafront the Land Train would help reduce reliance on private cars to visit both ends of promenade who may have limited mobility— thereby contributing to a reduction in traffic congestion and carbon emissions.
- Local employment and voluntary opportunities.

### **Supporting the Council's Net-Zero / Climate Ambitions**

We understand Town and District councils are committed to carbon-neutrality by 2030 which proposes to decarbonise transport, promote zero-emission and low-emission travel, and embed sustainable transport options where possible.

The proposed Land Train aligns directly with those goals:

- By carrying circa 30 passengers at once, each trip replaces potentially many individual car or taxi journeys — significantly reducing per-capita emissions.
- The Land Train could form part of a broader sustainable transport offering, supporting the Council's objective to “encourage active and public transport as the primary modes of movement in the Borough.”

- This proposal represents a tangible, visitor-facing initiative that can help Seaford move closer to its 2030 carbon-neutral target.

- The operator would hope to move 'electrification' as the technology evolves which could well involve hybrid conversion options.

### **About our client and consultancy services**

[The proposed operator] have many years of business experience much of it in the local community. However and recognising that they do not yet have direct experience in operating a Land Train, he has appointed us to act as his consultants — to bring relevant expertise, ensure compliance with best practices, and oversee all aspects of the operation.

Through the association with Land Train Hire — the UK's specialist provider for Land Train concessions and staffed services across a broad variety of events and towns — he can draw on proven operational models and deliver a high-standard service from the outset.

Further information regarding Land Train Hire Nationwide is available at [landtrainhirenationwide.co.uk](http://landtrainhirenationwide.co.uk)

Once [the proposed operator] has your consent will form a limited company to engage in a formal arrangement with the Town Council.

### **Operational issues**

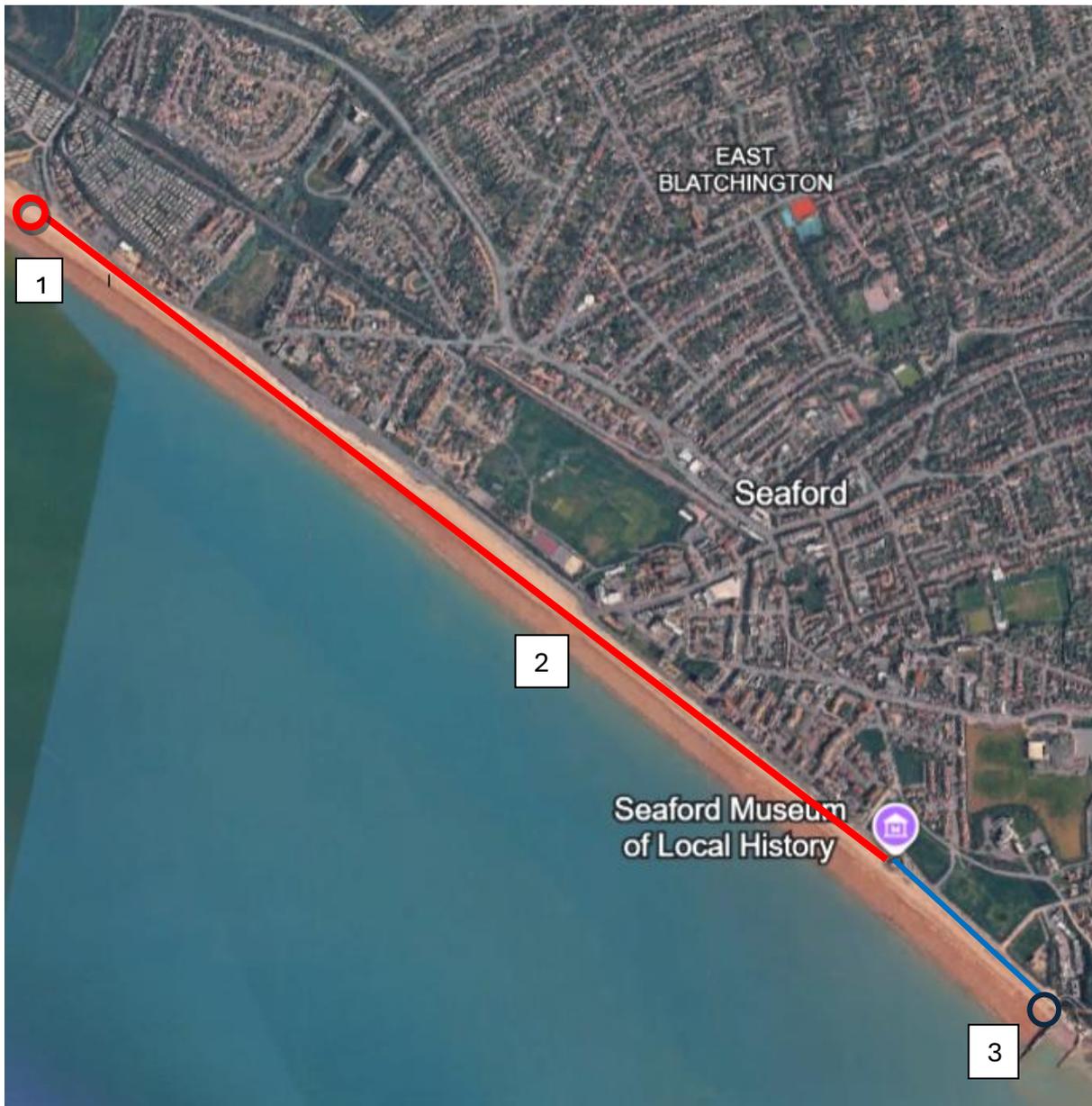
It is envisaged that the Land train will operate more throughout the tourist season but operate throughout the year and offer 'special' events such as Easter, Halloween and Christmas.

As I'm sure you are aware Land trains are operated on promenades, public highways and private land throughout the UK. The guidelines for operating on the public highway are issued by the DfT (Department for Transport) which includes technical and operational instructions. As the proposed route operates on council land we will require consent. We also be required to apply for a Vehicle Special Order for the VCA office (an executive agency of the DfT) to operate on the short stretch of 'highway' that leaves the highway and leads to 'Splash point'.

The land train will operate with public and employers liability insurance and road insurance for the highway. All of which will be put in place once the council's & Highways consent has been granted and the VSO put in place. A risk assessment will also be provided.

## Next Steps

Our clients are considering a 'trial' of a land train and I hope on receipt of this proposal and understanding that Land Train Hire Nationwide are involved in the implementation of the operation that you will be in 'principal' be able to confirm you would be content for a Land train to operate on the esplanade. I have appended a route plan and itinerary for your consideration.



ITINERARY - SEAFORD LAND TRAIN The esplanade route is coloured red on the plan. The 'highway' route is coloured blue on the plan. The Land train starts/finishes and turns around, collects and drops off passengers, at the sailing club. Numbered 1 on the plan.

It then travels along the Esplanade as far as Dane road where there is a collection/drop off point. Numbered 2 on the plan.

Continuing along the Esplanade then until the Land train exits and heads to the Splash Point.

The Land train finishes here and turns around, collects and drops of passengers. Numbered 3 on the plan.

The land train then repeats the route.



The above image shows an example of the type of train that would be used for the trial.



## Seaford Town Council

<b>Report No:</b>	<b>168/25</b>
<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Introduction of a Bookings, Hire and Events Policy</b>
<b>By:</b>	<b>Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present an updated and revised Events Policy rebranded as the 'Bookings, Hire and Events Policy', for consideration and recommendation to Full Council for adoption</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the draft policy presented within the report.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report
2. To recommend the revised Bookings, Hire and Events Policy to Full Council for adoption.
3. To recommend to Full Council that the Town Clerk be instructed to update the Mayor's Portfolio, as required, to ensure there is no contradiction with regards to Town Council events (section 11 of the Bookings, Hire and Events Policy).

## **1. Introduction**

- 1.1** The existing Events Policy was adopted in January 2022 and is scheduled for review in 2025 – 2026.
- 1.2** The existing policy sets out the procedures for the booking of events. However, with the changes to the Grounds Maintenance Contract in April

2026, which means the taking of bookings and payments for sports pitch hires becomes the responsibility of the Town Council, it is felt appropriate to include all types of hire within the proposed policy.

**1.3** The proposed policy can be found at **Appendix A**.

## **2. Information**

**2.1** The proposed Bookings, Hire and Event Policy captures the hire of all facilities, including sports pitches, events and seasonal beach huts, detailing how these can be booked and managed. This has been carefully worded to remain applicable to the different hiring processes, whether this be via the use of online software or via an emailed application form, for example.

**2.2** The existing policy detailed Town Council event information that was not up to date and was too detailed, meaning it quickly became outdated. The proposed policy strips back this detail allowing greater flexibility in the management of these events and the ability to make operational changes and adaptations as required.

**2.3** The existing policy referred to a Plastic Free Events Charter. Since the adoption of this policy, legislation has come into force - the Environmental Protection Regulations 2023 - which effectively deals with the vast majority of these issues in statute. The proposed policy reflects these changes and summarises the offences for breaches.

**2.4** In addition, the existing policy quoted hire prices, which renders the policy quickly out of date, as these change at least annually. These have been removed and will be available via the website under the proposed policy.

**2.5** Clear guidance on the proposed policy is provided in dealing with cancellations, refunds, non-payment and unauthorised access, addressing identified areas of weakness and/or risk with the Town Council's current hiring processes.

## **3. Implementation**

**3.1** This proposed policy is planned to come into effect as soon as it is adopted by Full Council.

**3.2** To ensure effective implementation of the proposed policy, in particular the new responsibility of pitch hire bookings, the Town Council has incorporated these duties within the existing staff structure, identifying a

main point of contact for booking queries and management, and enabling a consistency in approach towards the handling of bookings. The Town Council will issue clear guidance on its website, and directly to all sports clubs and regular hirers, as to how the pitch hire booking process will work from April 2026.

- 3.3** With regards to the events listed within section 11 of the proposed policy, some of these events are also detailed within the Mayor's Portfolio. Officers are therefore recommending that, following adoption of this policy by Full Council, the Town Clerk be instructed to update the Mayor's Portfolio as required, without the need to bring this back to Full Council for adoption, to ensure there are no contradicting statements between the two policies.

#### **4. Financial Appraisal**

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

#### **5. Contact Officer**

- 5.1** The Contact Officer for this report is Sharan Brydon, Operations & Facilities Manager.



SEAFORD  
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COUNCIL



## BOOKINGS, HIRE & EVENTS POLICY

*This policy provides a clear and accountable framework for the booking, hire and management of Town Council facilities and events, ensuring fair access and effective use of public spaces*

*Working with our community to secure Seaford's best future"*

## Policy Status

<b>Version</b>	0.3	<b>Last Review Date</b>	February 2026
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Four years from adoption
<b>Review Period</b>	Four years	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
August 2020	0.1	Full Council	Adopted Policy
January 2022	0.2	Full Council	Updated Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
CC4	Mayors Portfolio
CE9	Communications Policy
F6	Purchase Ordering and Payment for Goods and Services Policy
FS2	Concessions Policy
FS3	Corporate Sponsorship Policy

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5.0	Hire of Facilities for Mini, Small & Medium Events
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7.0	Event Management Plan
8.0	The Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.) (England) Regulations 2023
9.0	Event Bookings Terms of Hire
10.0	Hire Charges
11.0	Town Council Events

## 1. Introduction

- 1.1. Seaford Town Council (the Council) fully recognises that our outdoor facilities are of great value to the town, improving community well-being and visitor enjoyment. As such, the Council is pleased to allow, in principle, and subject to the conditions of this policy, organised hire of playing fields and events to be held in open spaces owned by the Council.
- 1.2. This policy outlines the responsibility of the Council in managing its own events and also the hiring of its open spaces and sports facilities.
- 1.3. This policy ensures that the management, booking and regulation of facility hire and events of the Council's facilities is for the mutual benefit of all.

## 2. Bookings and Use of the Council's Open Spaces, Seasonal Beach Huts for Hire

- 2.1. Hire of Open Spaces fall into two categories:

<p><b>Hire of Sport Pitches</b> for supporting use by clubs, teams or associations, or for individual use. Facilities available for hire include:</p> <ul style="list-style-type: none"> <li>• The Crouch - 11-a-side pitch</li> <li>• The Crouch - Mini pitch</li> <li>• The Salts - Rugby pitches x 2</li> <li>• The Salts - Cricket pitches x 2</li> <li>• The Salts - Football pitch</li> <li>• The Salts - Tennis courts</li> </ul>	<p><b>Hire of Facilities</b> for event use. These facilities include:</p> <ul style="list-style-type: none"> <li>• Crouch Gardens</li> <li>• Martello Fields</li> <li>• The Salts Recreation Ground</li> <li>• South Hill Barn</li> <li>• Seaford Promenade</li> </ul>
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- 2.2. In addition to the outside spaces, six seasonal beach huts are available for hire on a daily basis from the beginning of June to the end of September each year. These are located on the promenade by Frankie's Beach Café.

## 3. Hire of Sports Pitches

- 3.1. With effect from 1 April 2026, sports pitches are available for hire, enquiries for hire can be taken via our website [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk) or via [bookings@seafordtowncouncil.gov.uk](mailto:bookings@seafordtowncouncil.gov.uk). A booking form must be completed for all hire of facilities.

- 3.2. Recognised Seaford sporting partner clubs will be given a priority booking window of sports pitches prior to these areas being released for hire by other organisations. These include:
  - Seaford Town Football Club
  - Premier Football Club
  - Seaford Rugby Football Club, and
  - Seaford Cricket Club
- 3.3. All bookings must be confirmed by a Council officer prior to use. Any facilities used or accessed without consent will be charged at the full commercial rate.
- 3.4. Late payments of any hire fees will result in the suspension of all future bookings until payment is received in full.
- 3.5. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.
- 3.6. The Hirer must provide written proof of documentation to satisfy the requirements of booking. These may include an up to date Public Liability Insurance, Safeguarding Policy and confirmation that all relevant staff and coaches have valid DBS checks, and that lead coaches have recognised coaching qualifications from their recognised governing body.
- 3.7. Full terms and conditions of hire are included on the booking forms.

#### **4. Hire of Seasonal Beach Huts**

- 4.1. With effect from 1<sup>st</sup> April 2026 Seasonal Beach Huts can be booked online via the Council's website [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)
- 4.2. Booking confirmation and details regarding how to access pre-booked beach huts will be emailed to the Hirer within 24 hours of booking.
- 4.3. Cancellation of Seasonal Beach Hut bookings are not refundable.
- 4.4. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.
- 4.5. Full terms and conditions of hire are provided at point of booking.

## 5. Hire of Facilities for Mini, Small & Medium Events

5.1. The size of the event determines how to apply as detailed below:

Size	Audience Capacity	How to Apply
Small	Under 500	Submit an Application for Hire Form
Medium	500 – 3,000	Submit an Application for Hire Form and Event Management Plan
Large	Over 3,000	

- 5.2. For small and medium events, the event organiser must submit an Application for Hire Form ('application form') a minimum of 3 months before the event set up on site begins. However, officers may consider a shorter lead time for small events depending on the type of event and officer workload at the time.
- 5.3. Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size.
- 5.4. The application form is assessed by the Projects & Facilities team and consent will be issued in the form of an email if permission is granted.
- 5.5. The application form questions will need to be completed in full before submission. Depending on the nature of the event, the Hirer may need to plan for some of the areas listed below under 'large events'.
- 5.6. A risk assessment is mandatory for all events, and the application form contains a template for completion.
- 5.7. The information required above ensures that officers have the necessary information to satisfy themselves that any event will comply with the Health & Safety Executive, Guide HSG 195 The Event Safety Guide (second edition): "A guide to health, safety and welfare at music and similar events". This guide is available from [www.hse.gov.uk](http://www.hse.gov.uk). Professional firework displays must comply with Health & Safety Executive Guide HSG 123.
- 5.8. All event requests will be considered, with approval subject to open space availability and the event delivery supporting the Council's strategic objectives.

## 6. Large Events

- 6.1. Following an application being submitted and an initial discussion with the Projects & Facilities team, an Event Management Plan must be submitted at least 3 months before the event set up on site begins.

- 6.2. If further development of the plan is necessary, a timescale greater than 3 months is likely to be required. If the timescale for event planning is not met, the Council's consent may be withdrawn.

## 7. Event Management Plan

- 7.1. Organisers of large events will need to produce a plan that will be subject to the approval of the Projects & Facilities team. The plan will include but not be limited to:

1. Access Provision
2. Cancellation procedure including adverse weather conditions
3. Child and vulnerable adult protection
4. Complaints procedure
5. Concessions and caterers
6. Crowd management
7. Emergency control
8. Entertainment
9. Environmental / Sustainability impact
10. Event communication plan including named contacts
11. Fire safety and evacuation
12. First aid / medical
13. Food safety
14. Infrastructure
15. Licensing requirements
16. Lost children and property procedures
17. Marketing
18. Noise management
19. Public liability insurance
20. Risk assessments
21. Sanitary provision
22. Security and stewarding provision
23. Site plans
24. Statement of intent
25. Production and event timetable
26. Toilet provision (additional to Council public toilet facilities)
27. Traffic management
28. Transport management
29. Waste management

- 7.2. Where the applicant is seeking permission for alcohol sales at an event, they must inform the Council of this in the application form and set out

the necessary risk and impact assessments specific to an event with alcohol on sale.

- 7.3. Upon reviewing the assessment documentation, the Strategic Management Team in consultation with the Chair of the Assets & Facilities Committee, may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process, timescales and fees involved.
- 7.4. It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- 7.5. It is the applicants' responsibility to arrange licenses as required, in order to ensure the event complies with the most up to date legislation. Once licenses have been obtained, copies need to be provided to the Council to support the application.
- 7.6. It remains the responsibility of the applicant to notify the Council in writing of any change of address or contact details. If required, for whatever reason, the Council will only contact the applicant via the email address or telephone number supplied by them.
- 7.7. The Council will support the marketing of the event, where possible, by sharing details on the Council's website, social media, notice boards and staff email signatures, once the application form and deposit have been received and hire provisionally agreed.

## **8. The Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.)(England) Regulations 2023**

- 8.1. Those organising events on the Council land or taking part in the Council events, are required to comply with [The Environmental Protection Regulations 2023](#) legislation.
- 8.2. Officers will carry out unannounced spot checks to assess adherence to the above legislation. Where it is found that the law is being violated, officers will address any concerns with the event Hirer and report their concerns to East Sussex County Council Trading Standards and or Lewes District Environmental Health Department.

## **9. Event Bookings Terms of Hire**

- 9.1. The Council will request a non-refundable deposit if an open space booking is made more than 3 months in advance.
- 9.2. Full payment must be made a minimum of 2 months in advance of the booking or set up date whichever is sooner.

- 9.3. If an event is cancelled by the Hirer, the Council will require notice in writing and the following refund protocols will apply to the fees paid:
- Cancellation between three months and two months before your event date – 75% refund, less deposit
  - Cancellation between two months and one month before your event date – 50% refund, less deposit
  - Cancellation less than one month before your event – no refund
- 9.4. In the case of an event cancellation due to inclement weather conditions, the Council is unable to offer a refund. However, if an alternative date can be found to host the event within a 6-month period at no additional cost to the Council, and on the same hire terms, then the Council will allow the event to be moved.
- 9.5. Refundable security deposits may be requested should the event place the open space at risk of damage. The deposit would be refundable within 10 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS.
- 9.6. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.

## **10. Fitness Licences**

- 10.1 The following process applies to all fitness instructors or businesses wishing to operate on Council land.

A Fitness Licence and the appropriate permissions must be obtained prior to any activity taking place.

This requirement applies to activities including (but not limited to):

- Yoga
- Boot camps
- Personal training sessions
- Outdoor fitness classes
- Group exercise sessions

- 10.2 The Council supports local fitness providers and offers an annual licensing arrangement to enable instructors to operate within designated outdoor spaces. From April 2026 Fitness Licences are charged at £100 per annum.
- 10.3 All fitness providers must provide written proof of documentation to satisfy the requirements of the annual licence. These may include an up-to-date Public Liability Insurance, Safeguarding Policy and confirmation that all providers have a valid DBS check and that instructors have a recognised qualification to instruct or coach.
- 10.4 Fitness licences are offered free of charge to registered charities and not-for-profit organisations (subject to eligibility criteria).

## 11. Hire Charges

- 11.1. Hire charges for facilities are reviewed annually in line with CPI (Consumer Price Index). Once set, charges will apply without change for the full financial year (1 April to 31 March). A full list of hire charges can be found via the Council website, [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

## 12. Town Council Events

- 12.1. The Council hosts a number of important annual events. Officers will either be directly responsible for running these events or will work in partnership with local and national organisations to deliver these on behalf of the residents of Seaford. The details of these can be found below:

- **Sussex Day** is arranged by the Town Council, in conjunction with the Town Crier, to celebrate the identity and landscape of Sussex and is held on or as close as possible to 16 June.
- **Armed Forces Day** is usually marked with a flag-raising ceremony arranged by the Town Council and is held on or as close as possible to the national day (usually a Saturday in late June). The Council will also use its communication channels to raise awareness of the armed forces and support available to its members, veterans and/or their families.
- **Remembrance Sunday** is arranged by the Royal British Legion, with the support of the Council, usually held on Remembrance Sunday at the Sutton Road War Memorial. In addition, the Council will send representative/s to the Commonwealth Service, usually held on the Tuesday following Remembrance Sunday in Seaford Cemetery.
- **Seaford Christmas Magic** is arranged by a standalone non-Council committee including Council officers, local traders, working partners

and other volunteers as approved by the committee. Each year, the committee will identify the preferred format, date and specific details of the event, under the oversight of Council officers.

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## Seaford Town Council

<b>Report No:</b>	<b>172/25</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>26 February 2026</b>
<b>Title:</b>	<b>Seafront Litter Bin Provision – Progress Update</b>
<b>By:</b>	<b>Peter Cousin, Head of Place</b>
<b>Purpose of Report:</b>	<b>To provide an update on the project to ensure best possible management of the seafront bins and the options being explored by officers ahead of the 2026 peak season</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the contents of the report and make any comments on the options being explored by officers.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.

## **1. Introduction**

- 1.1** At its meeting on 23 October 2025, Full Council approved the Strategy Programme 2025 – 2027 and relinquished the former Strategic Plan.
- 1.2** Strategy 3.3 of the new Strategic Programme sets out the following goals:
  - a) To undertake a review to ensure the best possible management of seafront bins, including options to help prevent overspill – by March 2026
  - b) To trial various options through summer 2026 to see what has an impact – by June 2026

c) To review the success of the 2026 trials and work up future plans, informed by the review – by November 2026

1.3 This strategy is designated to be overseen by this Committee.

1.4 The budget approved for this project for the 2026 - 2027 financial year is £10,000.

## **2. Background**

2.1 The Town Council is responsible for providing litter bin infrastructure along approximately 2.5 miles of promenade.

2.2 There are currently 19 standard sized litter bins positioned along the seafront, most of which have double open apertures facing the sea.

2.3 Lewes District Council has advised that the existing bins are no longer adequate to manage the large and increasing volumes of litter generated during peak periods. However, this issue is largely seasonal and associated with the summer months. Outside of this period, reports of overflowing bins are minimal.

2.4 During peak periods, challenges include overflowing bins, increased littering, additional operational cost pressures arising from more frequent emptying, and public dissatisfaction with littered beach and promenade areas during times of high visitor numbers.

2.5 Research into comparable locations indicates that additional signage alone does not adequately mitigate increased litter volumes during the peak season.

2.6 Officers are therefore exploring alternative bin solutions with a view to identifying a suitable option for trial during spring/summer 2026 that, subject to a successful trial, would enable a longer term solution to be implemented.

2.7 Officers welcome any comments from Committee on the options being explored ahead of a trial being rolled out.

2.8 Lewes District Council has also approached the Town Council to request an audit of the Town Council's existing bins to ensure charging is accurate, officers therefore believe that the Town Council may see an increase in costs for bin emptying going forward.

## **3. Progress Update**

3.1 Officers have been exploring four options.

### **3.2** Option 1 – Addition of 8 x 1,100 litre Eurobins

- (a)** This option would see eight 1,100-litre Eurobins (large wheelie bins) placed at identified hotspot locations along the promenade during the peak season only.
- (b)** The bins would be made from high-density polyethylene plastic (HDPE), which are durable, commonly used for municipal purposes, and withstand the coastal elements (sun, salt spray, cold) better than the galvanised steel alternative. Plastic bins are also the significantly cheaper alternative.
- (c)** Eastbourne Borough Council (EBC) has recently adopted a similar approach, utilising Eurobins during peak visitor periods and at large-scale events such as Airbourne, Pride, the Eastbourne International Tennis Tournament, and the Continental Market.
- (d)** A key advantage of this option is that the bins could also be reused for Town Council events, including Christmas Magic, or potentially hired to external event organisers for events on Town Council land, such as Bonfire Night, MotorFest and Seahaven Pride.

**3.3** Unlike smaller bins, the Eurobins require a large vehicle to empty them as they cannot be emptied manually, this may restrict the locations to which these bins can be sited.

### **3.4** Option 2 – Addition of 8 x 960 litre Bigbelly Solar Compaction Bins

- (a)** Bigbelly solar-powered smart compacting bins have been identified as an alternative solution suitable for busy coastal environments.
- (b)** Research indicates that the number of standard sized bins can be reduced by approximately 33% when replaced with solar compaction bins, due to their increased capacity.
- (c)** Units are robust, weatherproof, and vandal resistant. Most damaged units can be repaired, even following significant incidents.
- (d)** The sealed hopper (the enclosed disposal opening) mechanism keeps waste out of sight and out of reach, preventing seagulls, rats, and other animals from accessing or scattering rubbish.
- (e)** Units provide real-time data via the CLEAN cloud-based management system, with alerts received via email or mobile application. Officers and the District Council would have access to dashboards showing fill

levels, alerts, maintenance notifications, and historical data. This data can be used to optimise collection routes and emptying schedules. Even when reported as full, units typically retain at least 24 hours of additional capacity.

- (f) Units are supplied with a five-year parts warranty, with extension options available. With appropriate maintenance, units are expected to have a lifespan of 15 years or more.
- (g) Examples of coastal authorities currently using Bigbelly bins include Dover, Folkestone, North Norfolk, and Torbay.

### **3.5 Option 3 – Upgrade of Existing Bins**

- (a) This option would see an upgrade of the existing bins to address issues in relation to the aesthetics and pest-proofing. It would not however address the issue of litter overspill at peak times.
- (b) This would see the bins upgraded to the ‘closed style’, similar to that in place within The Salts. The enclosed opening keeps waste out of sight and out of reach, preventing seagulls, rats, and other animals from accessing or scattering rubbish.
- (c) The existing seafront bins offer 160 litre capacity (two 80 litre bins within one unit).
- (d) This option would see a permanent upgrade to the existing bins, rather than a trial period. Subject to available funding, this option does not prevent other options being explored to address the issue of the limited bin capacity on the seafront during peak times.

### **3.6 Option 4 – Replacement of Existing Bins**

- (a) This option would see the current bins replaced with larger closed style bins, offering more capacity and keeping the litter hidden / inaccessible to pests. There are various models available, including increasing the bin size to 224 litres. This option would however trigger the issue with bin emptying (see section 4 below).

## **4. Waste Collection Arrangements**

- 4.1 It is imperative that the Town Council also has the necessary waste collection arrangements in place. At the time of writing, officers are continuing to explore options for this with Lewes District Council, which carries out the waste collection from the existing bin stock. Unfortunately,

the District Council has very recently advised that its fleet would be unable to empty larger capacity bins, and that it may even experience issues increasing the number of bins being emptied beyond the current agreement in place. Officers are therefore ready to explore other options for waste collection, including external contractors that may be able to carry out this service for any additional bins introduced onsite.

- 4.2** The waste collection arrangements only cause potential issue with Options 1, 2 and 4, Option 3 would be deliverable within the existing arrangement with the District Council.

## **5. Financial Implications**

- 5.1** The trial of Options 1 and 2, so far as unit costs are concerned, would be deliverable within the budget of £10,000 allocated for 2026 – 2027, with indicative costs as follows:

- (a)** Option 1 – Eurobins – approximately £1,340 for eight 1,100 litre bins
- (b)** Option 2 – Bigbelly – approximately £1,600 for eight 960 litre smart compaction bins

- 5.2** Options 3 and 4 would require the purchase of new bins and would need to be rolled out in stages or exceed the budget allocation (requiring Full Council approval). The indicative costs are as follows:

- (a)** Option 3 – Upgrade Existing – approximately £11,400 to upgrade all units (£600 per unit)
- (b)** Option 4 – Replace Existing – approximately £13,300 to replace all units (£700 per unit)

- 5.3** At this stage, however, the bin emptying costs for the above options are an unknown. As a revenue cost, officers will also need to seek advice as to whether Community Infrastructure Levy (CIL) funds can be used to cover these costs in this initial year (the £10,000 budget being assigned from CIL funds held by the Town Council). Whilst CIL monies are primarily intended for capital infrastructure projects (e.g. the new bin units), they can at certain times be spent on the operation of the infrastructure to support the development of the area. If the additional emptying costs cannot be met from CIL funds, officers will need to seek Full Council's approval of this additional, unbudgeted spend.

**5.4** With regards to the bin emptying costs for the current stock of bins, officers will have to assess the impact of any changes to this, as and when known, and any steps that may need to be taken in response to this e.g. seeking quotes to ensure that best value is being obtained.

## **6. Officers' Preference**

**6.1** Officers have negotiated a six-month free trial of eight Bigbelly bins with a supplier. Standard rental charges are waived for the duration of the trial period, with the agreement subject only to delivery costs. The offer includes:

- (a)** Transport
- (b)** Installation (either freestanding or bolted to the floor; bolted is preferable for health and safety reasons)
- (c)** Vinyl wrap design and fitting
- (d)** Eight Smart Max Bigbelly units
- (e)** Access to the CLEAN Management software system
- (f)** Regular maintenance and cleansing
- (g)** Removal of units after the trial

**6.2** Officers' preferred option is Option 2 (Bigbelly), or alternatively Option 1 (Eurobins). Officers are not intending to pursue Option 3, as this is both expensive and does not address the capacity issue. Option 4 is also expensive and only addresses the capacity issue minimally. Officers will therefore continue to pursue Options 1 and 2 and look to obtain options for their emptying.

## **7. Next Steps**

**7.1** Through the Strategy Programme 2025 – 2027 and allocated budget, officers are able to progress the trial of an option/s for the best possible management of seafront bins.

**7.2** Through this report, officers are updating Committee on the progress of this work and would welcome any comments that Committee members may have on the options being explored.

**7.3** Officers are continuing discussions with the District Council around bin emptying arrangements and are poised ready to reach out to external contractors to discuss options and quotes, should this be required. Any additional bin emptying and use of external contractors may increase costs.

**7.4** Officers are working at pace to improve bin provision on the seafront by April 2026.

**7.5** If none of the above options are deliverable, or there are issues with available funding or a more permanent decision being sought (e.g. the purchase of units), officers will bring a report back to Committee or Full Council (whichever most appropriate and/or timely) to explore / seek approval of next steps.

## **8. Contact Officer**

**8.1** The Contact Officer for this report is Peter Cousin, Head of Place.