



## Seaford Town Council

### **Minutes of an Extraordinary Meeting of Seaford Town Council's Full Council on Thursday 8 January 2026**

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

#### **Present:**

Councillors M Wearmouth (Mayor)

Councillors, L Boorman, C Bristow, R Buchanan, S Dubas, S Dunn, O Honeyman,

R Honeyman, S Markwell, O Matthews, J Meek, G Rutland and I Taylor

Steve Quayle, Town Clerk

Peter Cousin, Head of Place

Georgia Raeburn, Senior Committee Clerk

There were four members of the public in attendance

#### **C69/01/25 Appointment of a Vice Chair**

The Mayor moved that, under Standing Order 9.3, Full Council appoints a Vice Chair for this meeting.

It was **PROPOSED** that Councillor S Dunn be appointed as Vice Chair for this meeting; the **MOTION** was **CARRIED**.

The Mayor shared the sad news that Kay Blackman, wife of Freeman of the Town Keith Blackman, has passed away – the Town Council extends its condolences to Keith and his family and remembered all that Keith and Kay have done for the town and its residents.

#### **C70/01/25 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, F Hoareau, J Lord, L Stirton, R Stirton and L Wallraven.

#### **C71/01/25 Disclosure of Interests**

There were no disclosures of interests.

#### **C72/01/25 Petitions**

There were no petitions presented at this meeting.

## **C73/01/25      Public Participation**

Speaker	Statement
<i>Resident A</i>	<i>Queried whether the town would look to reintroduce the para games that previously used to be held in the summer.</i>
Town Council Response	Officers confirmed that they will make enquiries about the event and thanked the resident for the reminder on this query, which had been raised previously.  Members shared that the event was supported by Wave Active and that the Access Newhaven & Seaford group have been discussing this with Wave Active to try and pursue having this reinstated.

## **C74/01/25      Minutes**

Due to this being an extraordinary meeting, there were no minutes presented for noting – these will be presented at the next ordinary Full Council meeting on 29 January 2026.

## **C75/01/25      Mayor's Update Report \*deferred from October Full Council meeting\***

Full Council considered report 86/25 presenting the Mayor's update report and details of engagements.

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

## **C76/01/25      Town Clerk's Update Report \*deferred from October Full Council meeting\***

Full Council considered report 97/25 updating on key Town Council work and work priorities for the Town Clerk.

Members queried the cleanliness of the compostable toilets at South Hill Barn – it was confirmed that this is being rectified.

Members shared that Lewes District Council have been highlighting information about the new National Planning Policy Framework that will be consulted on this year and the possible proposed impact of this on green spaces and the Town Council's Fields in Trust considerations. Officers confirmed that a paper will be brought to 29 January Full Council meeting regarding Fields in Trust.

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

## **C77/01/25      Complaints, Freedom of Information Requests and Appeals Update Report \*deferred from October Full Council meeting\***

Full Council considered report 79/25 updating on complaints, Freedom of Information requests and appeals.

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

## **C78/01/25      Premier Football Salts Container Proposal**

Full Council considered report 137/25 presenting a report requesting that Full Council consider the request from Premier Football to place a temporary container within The Salts, and the associated disposal of land to accommodate this.

Members queried the former site that had been considered adjacent to the Scouts Hut, the logistics of removing the container after use and Premier Football being responsible for this, the suitability of the location chosen given its potential recreation use in coming years as part of the Salts Development Plan, whether there is an opportunity for Premier to work with the Scouts to utilise the Scouts Hut, this proposal being classed as a disposal of open space and having to be advertised, concerns surrounding setting a precedent for the introduction of containers on Town Council land, and whether the placement would impinge the natural light on the tennis court, in which case it is recommended that the container be placed perpendicular to the placement shown in the report.

**C78.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C78.2** It was **PROPOSED** to **APPROVE** that the location within The Salts, as discussed in the meeting between the skate park and tennis court, be leased to Premier Football for a period of three years, with the specific footprint to be identified by officers; the **MOTION** was **CARRIED**.

**C78.3** It was **PROPOSED** to **APPROVE** in principle for Premier Football to be granted a supplementary licence to place a container on the leased land; the **MOTION** was **CARRIED**.

**C78.4** It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk, in consultation with the Chairs of the Golf, Open Spaces & Climate Action Committee and Finance & General Purposes Committee, to finalise the terms of the associated lease and licence and enter into these agreements on the Town Council's behalf through the application of the Town Council's seal.

*(7.46pm to 7.50pm – a short break was held and one member of the public left the meeting)*

## **C79/01/25      Revision of Pitch Hire Pricing 2026 - 2027**

Full Council considered report 117/25 proposing pitch hire fees for Seaford Town Council's sports pitches for the 2026 – 2027 financial year.

Members welcomed the Town Council having more control over pitch prices and bookings. Members queried what a 'closed match' refers to and clarified that a closed match will not mean the site is closed for the entire match.

**C79.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C79.2** It was **RESOLVED** to **APPROVE** the sport pitch hire fees as detailed in the report for the 2026 – 2027 financial year.

## **C80/01/25      Esplanade Car Park Collaboration Agreement**

Full Council considered report 142/25 seeking approval for the Town Clerk to execute the East Sussex County Council Collaboration Agreement as a Deed, to enable East Sussex County Council to enforce parking at the Esplanade Car Park.

Members queried the definition of a 'beneficial' owner, the arrangements with the parking enforcement and retention of parking fines by the County Council, the benefits of the direct relationship with the County Council's parking team, officers working with the County Council to identify a solution to the contradictory parking signage/markings at Splash Point, the potential for introducing signage onsite limiting the parking duration but this being subject to costly changes to the Traffic Regulation Order, the Town Council having historically maintained the land, and officers pursuing a map from the County Council to define the boundaries of the Esplanade Car Park.

**C80.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C80.2** It was **RESOLVED** to **DELEGATE AUTHORITY** to the Town Clerk to sign the Collaboration Agreement with East Sussex County Council for parking enforcement at the Esplanade Car Park.

## **C81/01/25      Local Government Reorganisation Consultation**

### **Response**

Full Council considered report 143/25 seeking approval of the proposed Seaford Town Council responses to the Government's consultation on local government reorganisation.

It was **PROPOSED** to **APPROVE** the proposed responses, as detailed in Appendix A to report 143/25 and as amended to include mention of Newhaven; the **MOTION** was **CARRIED**.

## **C82/01/25      Seaford Health Stakeholder Group – Seaford Town**

### **Council Representation \*deferred from October Full Council meeting\***

Full Council considered report 94/25 presenting a report proposing to appoint Seaford Town Council representatives to the Seaford Health Stakeholders Working Group. Members discussed the reporting arrangements of the working group directly to Full Council rather than through a committee.

**C82.1** It was **RESOLVED** to **NOTE** the contents of the report.

*(8.22pm - two members of the public left the meeting)*

**C82.2** It was **RESOLVED** to **NOTE** Terms of Reference for the Seaford Health Stakeholders Working Group at Appendix A.

**C82.3** It was **RESOLVED** to **APPOINT** the following Seaford Town Council representatives; Councillors R Honeyman, S Markwell and I Taylor to the Seaford Health Stakeholders Working Group.

## **C83/01/25      Adoption of a Whistleblowing Policy \*deferred from October Full Council meeting\***

Full Council considered report 98/25 presenting the recommendation from the Personnel Committee to adopt the Whistleblowing Policy.

*(8.25pm – two members of the public joined the meeting)*

Members queried the initial review date of this new policy and an overarching update on the review of all policies. Officers shared the intention to look at some policy setting delegation to committees to ease the burden on Full Council – a report will be brought to Full Council in due course on this.

**C83.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C83.2** It was **PROPOSED** to **ADOPT** the Whistleblowing Policy, as recommended by the Personnel Committee and with a review after one year of adoption and thereafter, subject to successful review, would follow the three-year review cycle; the **MOTION** was **PASSED**.

## **C84/01/25      Adoption of the Revised Bad Debt Policy \*deferred from October Full Council meeting\***

Full Council considered report 90/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Bad Debt Policy.

**C84.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C84.2** It was **RESOLVED** to **ADOPT** the revised Bad Debt Policy, as recommended by the Finance & General Purposes Committee.

*(8.38pm to 8.46pm – a short break was held)*

### **C85/01/25      Adoption of the Revised Concessions Policy**

Full Council considered report 144/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Concessions Policy to enable the 2026 concession tender programme to be launched.

Members queried the existence of procedural documents that sit behind the operational delivery of the policy document, the aim and approach of the mission statement, and definition of 'sustainably operated' encompassing financial and environmental sustainability.

**C85.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C85.2** It was **RESOLVED** to **ADOPT** the revised Concessions Policy, as recommended by the Finance & General Purposes Committee, with immediate effect.

### **C86/01/25      Adoption of IT & Data Protection Policies x 4**

Full Council considered report 136/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the four interrelated IT and Data Protection policies.

Members clarified that the Town Council will be considering the possibility of councillor devices ahead of the new administration joining in 2027. Members queried the timing of such a decision on devices to coordinate with the budget setting process, the commendation to the Deputy Town Clerk & RFO and officers for their work on the policies, giving consideration to the specifications of councillor devices and options for councillors wishing to use other devices, and clarity of who the policy documents apply to.

**C86.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C86.2** It was **RESOLVED** to **ADOPT** the revised Data Protection Policy, as recommended by the Finance & General Purposes Committee.

**C86.3** It was **RESOLVED** to **ADOPT** the revised Document Retention Policy, as recommended by the Finance & General Purposes Committee.

**C86.4** It was **RESOLVED** to **ADOPT** the new IT & Cyber Security Policy and, by doing so, archives the previous Acceptable Use of Computer, Internet & Email Facilities Policy, as recommended by the Finance & General Purposes Committee.

**C86.5** It was **RESOLVED** to **ADOPT** the new Bring Your Own Device Policy, as recommended by the Finance & General Purposes Committee.

## **C87/01/25      Asset Management Software**

Full Council considered report 138/25 updating on the proposal to introduce an asset management software and requesting the necessary budget inclusion for this in the 2026 – 2027 budget.

Members queried how the officer time saved would be spent and asked if this could be identified within reports when asking for a financial commitment, welcoming this proposal ahead of the Town Council's asset portfolio potentially increasing, and the current paper-based system in place.

**C87.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C87.2** It was **RESOLVED** to **AGREE** that the associated expenditure for the asset management software be added to the 2026 – 2027 budget and the projected budgets for future years.

## **C88/01/25      Exclusion of the Press & Public**

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

*(9.09pm – three members of the public and the Senior Committee Clerk left the meeting)*

## **C89/01/25      Grounds Maintenance Tender Process Outcome EXEMPT**

Full Council considered exempt report 115/25 presenting the outcome of the Grounds Maintenance Contract Tender process and to seek approval to award the contract.

**C89.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C89.2** It was **RESOLVED** to **INSTRUCT** Officers to award the contract to the preferred bidder/s as identified within exempt report 115-25, and to **DELEGATE** authority to the Town Clerk to agree the operational details of the contracts with the preferred bidder/s and execute the necessary contracts and paperwork for each Lot.

*(9.40pm – Councillors Boorman, Bristow, Rutland and Taylor, and the Head of Place left the meeting)*

## **C90/01/25      Update on Staffing Situation EXEMPT**

Full Council considered exempt report 140/25 updating on a staffing situation and seeking Full Council's support of the proposals contained within the report.

*(Standing Order 3q was suspended to enable the meeting to exceed three hours)*

**C90.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C90.2** It was **RESOLVED** to **APPROVE** the proposals laid out in Section 7 of exempt report 140/25.

The meeting closed at 10.05pm.

Councillor M Wearmouth

Mayor of Seaford

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