



Seaford Town Council

Minutes

Assets & Facilities Committee Meeting

Thursday 2 July 2026

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

Present:

Councillors O Honeyman (Chair) and R Honeyman (Vice-Chair)

Councillors S Ali, C Bristow, S Dubas, S Dunn, S Markwell, O Matthews, G Rutland, and L Wallraven

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Peter Cousin, Head of Place

Sharan Brydon, Operations & Facilities Manager

George Raeburn, Senior Committee Clerk

There were five members of the public attendance.

AF01/07/26 Apologies for Absence

Apologies for absence were received from Councillor J Meek (Councillor G Rutland substituted).

The reasons for absence were approved as follows: Councillor J Meek (work commitment).

(7.05pm – Councillor O Matthews joined the meeting)

AF02/07/26 Disclosure of Interests

Councillors O & R Honeyman declared non-pecuniary interests as members of Seaford Museum & Heritage Society.

AF03/07/26 Public Participation

Speaker	Statement
Resident A	<i>Regarding agenda item 7, spoke in support of the market as a platform for small business, bringing vital footfall to Seaford, and encouraging locals and visitors to shop at both the market and stores. Confirmed that there is a strict maximum of 28 stall in Church Street but that this is logistically very challenging to deliver, due to last minute gaps and changing factors. Confirmed that the organisers are running ongoing communication campaigns and organising signs and adverts</i>

	<i>for the roads. Expressed concern about the mental toll of the ongoing surveying on the market organiser and traders, who are facing uncertainty about the project's future. Requested that the market is allowed to continue and that the Town Council supports its future.</i>
Town Council Response	Thanked the resident for their contribution.
<i>Resident B</i>	<i>Regarding agenda item 7, spoke in support of the market. Feels that the survey shows the positive attitude towards the market by many, although noted that not many businesses has responded. Welcomed the idea of more catering outlets on stall, the only downside of this being that a couple of stores do not agree with catering stalls and have made this known. Expressed concerns that some market traders have felt very uncomfortable onsite and questioned how the Council can police that sort of behaviour. Was pleased that the non-complete clause is not being recommended, as this would close the market.</i>
Town Council Response	Thanked the resident for their contribution.
<i>Resident C</i>	<i>Regarding agenda item 7, raised concerns that the town is diminishing and is losing shops with no new businesses coming in. Stressed that the market is not just about selling but also about the market community, socialising, improving mental health, and sharing tips and tricks. Confirmed that the market traders always signpost people to the town. Shared concerns about the impact of the uncertainty on the market traders and asked the Town Council to help the market moving forwards.</i>
Town Council Response	Thanked the resident for their contribution.

(7.15pm – Councillor C Bristow joined the meeting – there were no interests to disclose)

AF04/07/26 Assets & Facilities Update Report – July 2026

The Committee considered report 33/26 updating on progress and actions relating to the Town Council's assets and facilities.

In response to queries from members, officers confirmed that: officers will share a list of Town Council-owned bus shelters; Lewes District Council is stepping in at short notice to empty the

seafront bins during the summer and have been very accommodating, officers have also lined up another contractor for potential litter picks and clearance of rubbish around bins; the new asset management system, Civic.ly, allows for QR codes to be displayed on assets so problems can easily be reported; officers are reviewing the temporary toilet made available for West View Beach Hut users; the repairs and maintenance budget is being utilised for works at The View and discussions held with the leaseholder around the share of responsibilities; the trial of the Big Belly Bins on the seafront during this summer will provide the data required to inform the decision on a permanent solution, with the Town Council needing to meet a fine balance of appropriate budgetary requirements and the expectations that others have on how bins are managed; larger, Eurobins may be considered for the seafront for additional, overflow litter to be collected into; the Changing Places Facility is closed whilst a fault on the emergency pull cord is fixed; that an analysis of the cleaning contract will give an insight into the level of usage of the Changing Places Facility; officers can reach out to local litter picking groups to gather their views on any impact of the seafront bin trial on volume of litter of the beach; officers can reach out to East Sussex County Council / East Sussex Highways to request highway signage relating to littering, and; a mechanical fault is being fixed with the Martello Café shutters.

Members discussed opportunities to utilise the promotional sign by the boat to set the tone of and highlight the town, and considering how the Town Council's motto can be better displayed.

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

AF05/07/26 Seaford Street Market Consultation Outcome 2026

The Committee considered report 31/26 presenting the results of the 2026 consultation on Seaford Street Market and to seek direction on the issuing of a future street market licence.

Officers confirmed that the survey saw positive engagement levels, with the highest response to any survey.

Members discussed: their thanks to the market traders for attending and speaking at this meeting; their support of the market, and; how the Town Council can support the promotion of the market; In response to queries from members, officers confirmed that: three years is the maximum licence that can be granted at once under street trading powers; any concerns relating to intimidation should be reported to the Police to enable them to be aware of and investigate accordingly, and; it is not possible to guarantee parking enforcement.

(8.05pm – Standing Order 3f was suspended to allow members of the public to respond to queries)
Members of public in attendance confirmed that: there is a maximum of 28 stalls; the market organiser has approached local shops with an offer to have a stall – at the moment there is one with a stall; it is £20 per stall and £6.50 to hire a gazebo; there are many factors that can impact stall

numbers at the market (weather, parked cars, illness etc), and; the market being held twice per month.

(8.07pm – Standing Order 3f was reinstated)

AF05.1 It was **RESOLVED** to **NOTE** the results of the 2026 consultation exercise.

AF05.2 It was **RESOLVED** to **APPROVE** that following on from town-wide consultation processes having been undertaken in both 2025 and 2026 that further such consultations are not now required again until 2029.

AF05.3 It was **RESOLVED** to **DELEGATE AUTHORITY** to the Town Clerk to devise and issue a licence for Seaford Street Market for the remainder of the 2026 – 2027 Financial Year, as well as for the 2027-2028 and 2028-2029 financial years, subject to satisfactory conclusion of key performance indicators included within the new licence.

(8.10pm – five members of the public exited the meeting)

AF06/07/26 Assets & Facilities Income & Expenditure – Year Ended 31 March 2026

The Committee considered report 35/26 presenting details of the final income and expenditure position for this Committee for the financial year ended 31 March 2026 and update on Earmarked Reserve movements for the year.

In response to queries from members, officers confirmed that: officers are investigating the Town Councils annual budget contribution towards the upkeep of the Seaford Head Swimming Pool and that a report will be coming to this Committee in September 2026 around future arrangements; an invite to the Swimming Pool Committee meetings will be shared with the outside body representative; the beach hut maintenance budget includes erection and dismantling costs of the huts and the toilet hire budget include emptying and cleaning costs; 'In Bloom' is a national planting scheme held across the country, with the Town Council taking this on in 2014 following the dissolution of the external Seaford in Bloom Committee; the new Seaford in Bloom contractors are within the four month mobilisation period; the turnover rent at The View takes effect from December 2026; there is no financial benefit to the Town Council of paying off its Public Works Loan Board balances in full, and; a consistent procurement process is now applied to all new / renewing contracts.

(8.30pm – Councillor G Rutland left the meeting)

AF06.1 It was **RESOLVED** to **NOTE** the contents of the report.

AF06.2 It was **RESOLVED** to **NOTE** the Earmarked Reserve transfers that were presented to Full Council on 25 June 2026, as set out within Report 35/26 Appendix D.

AF07/07/26 Assets & Facilities Income & Expenditure Report for the period of 1 April – 31 May 2026

The Committee considered report 38/26 presenting details of the income and expenditure position for this Committee for the period 1 April – 31 May 2026.

In response to queries from members, officers confirmed that the Seaford in Bloom budgeted cost reflects the bid price, and officers will look into the variance with the CCTV maintenance costs.

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

AF08/07/26 Update on Signage Audit

The Committee considered report 29/26 updating on the progress of the signage audit and subsequent programme of improvements.

In response to queries from members, officers confirmed that; the Strategic Management Team will review how councillors can have a voice in the signage project before approval; officers are following the guidance of Lewes District Council and East Sussex County Council with regards to signage in areas with high levels of international visitors; the tourism and visitor consultant for the Sussex Heritage Coast that the Town Council has contributed towards is aiming to submit their findings and recommendations by April 2028; the signage project does not include fingerpost signs; signage on the seafront is challenging due to the sheer number of possible signs that could be displayed, but that officers will consider any requests of the Inshore Fisheries and Conservation Society; all health & safety signage is in place, and; that consistency and branding across all signage will be a priority.

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

AF09/07/26 Review of Town Council-Owned Martello Beach Huts

The Committee considered report 39/26 presenting a review of the current management and financial arrangements of the Seaford Town Council-owned Martello Beach Huts, regarding their future management and/or potential disposal by sale.

In response to queries from members, officers confirmed that; a report will be presented to this Committee in December 2026 reviewing the outcome of the 2026 West View Beach Hut Season and agreeing future plans; moving to an annual licence could be achieved; the officer time and risk of defaulting will likely outweigh the benefits of offering payment plans for rental huts, and; there is a budget to make the required repairs to the beach huts.

Members discussed the importance of having beach huts available for rental and these being affordable.

AF09.1 It was **RESOLVED** to **NOTE** the contents of the report.

AF09.2 It was **PROPOSED** to **APPROVE** retaining the Martello beach huts, offering an annual licence from 2027 onwards with a view to reviewing that in 2028 and that licence holders cannot automatically renew a licence; the **MOTION** was **CARRIED**.

AF10/07/26 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 on the agenda.

(9.11pm to 9.18pm – a short break was held)

AF11/07/26 Town Council Offices EXEMPT

The Committee considered exempt report 42/26 presenting proposals for discussion, for the Town Council to remain at 37 Church Street with a new 20-year lease.

(9.56pm – Standing Order 3q was suspended to allow the meeting to continue until 10.30pm)

AF11.1 It was **RESOLVED** to **NOTE** the contents of the report.

AF11.2 It was **PROPOSED** to **APPROVE** that the agreed direction of travel is for the Town Council to continue to investigate the available options and locations for the Council offices, reporting back to the Assets & Facilities Committee ahead of the 2027 – 2028 budget setting process; the **MOTION** was **CARRIED**.

AF11.3 It was **PROPOSED** to **NOTE** that officers will not continue to pursue the new community centre strategic goal at this stage beyond understanding the need for community space via a public survey and considering if this can be combined with the Council office project; the **MOTION** was **CARRIED**.

Recommendations three and five of the report were not proposed and therefore not voted upon.

AF12/07/26 Legal Position Clarification EXEMPT

The Committee considered exempt report 41/26 sharing, noting and agreeing the next steps based upon legal advice commissioned by the Town Council.

AF12.1 It was **RESOLVED** to **NOTE** contents of the report and legal advice.

AF12.2 It was **RESOLVED** to **AGREE** that no further action should be taken in light of the legal advice.

The meeting closed at 10.07pm.

Councillor O Honeyman

Chair of Assets & Facilities