



Seaford Town Council

Agenda
Full Council Annual Meeting
14 May 2026

To the Members of the Full Council, you are summoned to attend a meeting as follows:

Meeting Date	Thursday 14 May 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Full Council Members	Councillors M Wearmouth (2026 – 2027 Mayor), L Stirton (2026 – 2027 Deputy Mayor), S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, R Stirton, I Taylor, and L Wallraven

Steve Quayle
Town Clerk
1 May 2026

PLEASE NOTE:

- For members of the public that have registered to attend the meeting, please see the end of the agenda for further details of public access and participation
- 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
- 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

For further information about items on this Agenda please contact:

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Postal Address: Seaford Town Council, 37 Church Street, Seaford, BN25 1HG

AGENDA

1. Election of Mayor for the Municipal Year 2026 - 2027

To receive nominations for the office of Mayor.

2. Declaration of Acceptance of Office – Mayor

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

3. Handover of Mayoral Office

Following a handover of the Mayor's Chain, the newly appointed Mayor will be formally introduced to the meeting.

4. Election of Deputy Mayor for the Municipal Year 2026 - 2027

To receive nominations for the office of Deputy Mayor.

(there will be a short transition period – allowing for any seating changes and the Mayor to liaise with the Clerk in preparation for the remaining items of business on the agenda)

5. Apologies for Absence

To receive details of any apologies for absence.

To approve or not the reasons for absence.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

6. Disclosure of Interests

To receive any disclosure by councillors of interests that they are aware of in relation to matters on the agenda, whether registered or not, and confirmation of any procedural steps they will take because of this.

Councillors arriving late in the meeting will be asked to confirm if they have any interests to disclose at the point that they arrive.

Members are reminded that the Localism Act 2011 stipulates they have 28 days to update their Member's Register of Interests with any changes or additions to their interests, including changes in the Outside Bodies the member is appointed as representative to.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

7. Update from James MacCleary MP

James MacCleary MP will be joining the meeting for this agenda item to provide a verbal update on Seaford-related matters and respond to any queries from Town Councillors.

(there will be a short pause to allow for James MacCleary MP to exit before the meeting resumes)

8. 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 Town Council Policy.

9. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

10. Minutes

To note the following minutes in the table below.

Where there are recommendations to Full Council within the minutes, these are subject to a separate report elsewhere on the agenda, at which point the recommendation will be considered.

10.1	Finance & General Purposes	26 March 2026	<u>26.03.26 F&GP Minutes DRAFT</u>
10.2	Full Council	23 April 2026	The draft minutes have not yet been approved by the Chair, so will be presented at the next Full Council meeting
		29 April 2026	The draft minutes have not yet been approved by the Chair, so will be presented at the next Full Council meeting
10.3	Planning & Highways	12 May 2026	At the time of issuing the agenda, the meeting had not yet taken place, so the draft minutes will be presented at the next Full Council meeting

11. [2026 - 2027 Committee Membership](#)

To consider report 01/26 presenting Full Council with necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees (pages 6 to 18).

12. [2026 - 2027 Outside Body Review & Appointments](#)

To consider report 02/26 presenting Full Council with the necessary details to review the Town Council’s representation on outside bodies and appoint representation for the 2026 – 2027 Municipal Year (pages 19 to 39).

13. Seaford Health Stakeholder Working Group Membership

To consider report 03/26 seeking appointment of members to the Seaford Health Stakeholder Working Group (pages 40 to 41).

- Agenda End -

INFORMATION – MEMBERS OF THE PUBLIC

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 meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting. 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:

Public participation must take place in person during the designated agenda item. Members of the public may make a verbal statement relevant to an agenda item, for up to four minutes, when invited by the Chair. Speakers do not have to give their name and will be guided by the Chair on when to speak. Statements are recorded in summary form in the minutes of the meeting (without personal details) and public participation will normally last no more than 20 minutes, with the Chair having overall discretion.

The full version of the Town Council's Public Participation Policy can be viewed on the [Town Council's website](#).

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 or by post to the Town Council offices.

INFORMATION – COUNCILLORS

Councillor Questions:

Councillor should normally raise queries at the meeting so responses are shared with everyone. If a question needs advance preparation, it should be sent to the report's contact officer beforehand so it can be answered verbally at the meeting.

Councillor Apologies for Absence:

Section 85 of the Local Government Act requires that councillors must attend meetings regularly and that failure to attend any meetings for six consecutive months without an approved reason may lead to disqualification. Apologies must be submitted directly to an officer in advance, include a reason, and be formally approved by the meeting to be recorded. Apologies received late can be considered at the next appropriate meeting, but absences without a reason cannot be approved.

Councillor Interests:

Please see the [Town Councillor Interests Guide](#) for information about what interests councillors must declare, when those interests become a problem for decision-making, and what councillors must do if they have them.



Seaford Town Council

Report Number:	01/26
Agenda Item Number:	11
Meeting:	Full Council – Annual Meeting
Date:	14 May 2026
Title:	2026 - 2027 Committee Membership
Strategy Programme Ref:	N/A
Purpose of Report:	To appoint members to committees, appoint the chairs and vice-chairs, and consider the appointment of any new committees
Supporting Documents:	Appendix A – Committee Membership Table
Contact Officer:	George Raeburn, Senior Committee Clerk
Although, please note that any outside body preferences should be sent via email to meetings@seafordtowncouncil.gov.uk	

Officer Recommendations

1. To note the contents of the report.
2. To note the approved 2026 – 2027 Committee Structure.
3. To appoint members to the standing committees (excluding the Appeals Committee membership).
4. To appoint chairs to the standing committees.
5. To appoint vice-chairs to the standing committees.
6. To appoint the Chair of the Disciplinary/Grievance Panel.
7. To appoint members to the standalone Appeals Committee.
8. To appoint the Chair and Vice-Chair of the Appeals Committee.
9. To appoint the Chair of the Committee Chairs' Management Group

Guidance on Agenda Item Format

1. Pre-meeting preparation
 - Councillors should email meetings@seafordtowncouncil.gov.uk with their preferred committee memberships in advance of the meeting.

2. Appointment of committee members (Report Section 3)

- Committees will be considered one at a time, in the order in Appendix A.
- For each committee, interested councillors that haven't done so in advance can be nominated.
- Council will vote on the committee membership as a whole committee, not on individual seats.

3. Appointment of chairs and vice-chairs (Report Section 4)

- Chair and vice-chair roles will be taken in the same order as Appendix A.
- Each role will be dealt with separately.
- Nominations will be sought, followed by a vote on that specific role.

4. Appointment of Chair of the Disciplinary/Grievance Panel (Report Section 5)

- The Chair of the Disciplinary/Grievance Panel will have to be a member of the Personnel Committee.
- Interested Nominations will be sought, followed by a vote on that specific role.

5. Appeals Committee (Report Section 6)

- Officers will identify councillors who remain available to serve.
- Nominations will be sought, followed by a vote on the Appeals Committee membership as a whole.
- Once appointed, a chair and vice-chair will be nominated, with each role voted on separately.

6. Chair of the Committee Chairs' Management Group (CCMG) (Report Section 7)

- Officers will confirm councillors eligible for this role.
- Nominations will be sought, followed by a vote to appoint the Chair of CCMG.

7. Voting process

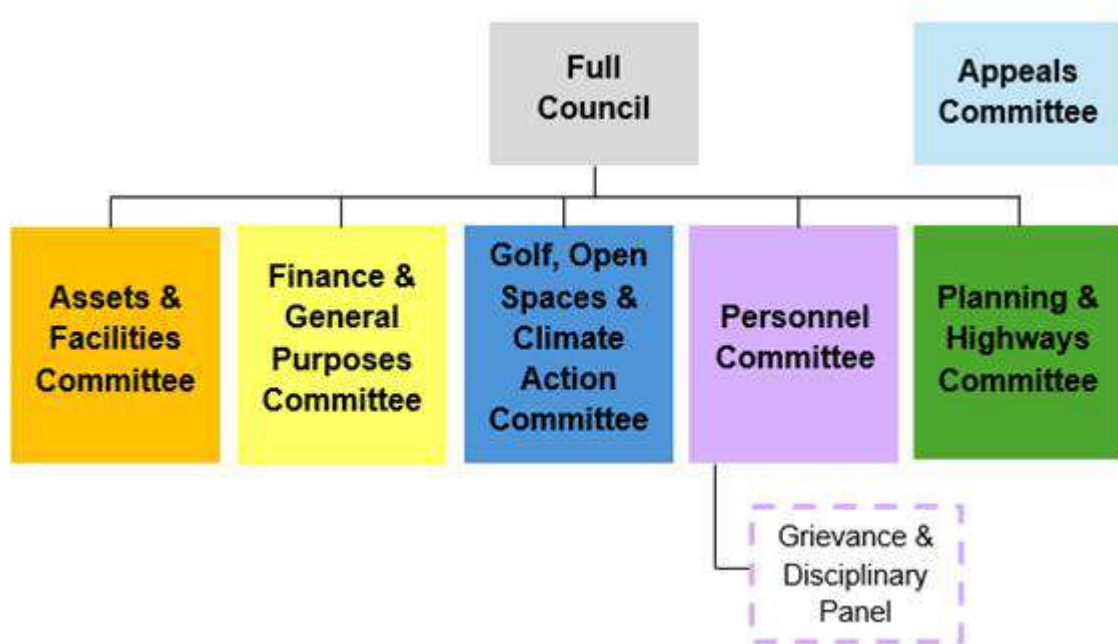
- Where there is more than one nomination, it is recommended that voting takes place in the order nominations are seconded.
- The Chair of the meeting has discretion over the final voting order.
- Once a nomination is successfully approved, no further votes are required for that position.

1. Introduction

- 1.1 In accordance with its Standing Orders, the Town Council is required to review its committee structure annually and then appoint membership of those committees.
- 1.2 There is a set order in which these tasks must take place to ensure appointments are made appropriately. This order is set out in motions 1 to 8 above.
- 1.3 To aid with the above, this report is set out in the following sections:
Section 2 – Committee Structure
Section 3 – Appointing Committee Membership
Section 4 – Appointing Committee Chairs and Vice-Chairs
Section 5 – Appeals Committee
Section 6 – Chair of the Committee Chairs Management Group (CCMG)
- 1.4 In order to facilitate and support Full Council in making these appointments, officers will work closely with the Chair during the meeting to guide Full Council through the process.

2. Committee Structure

- 2.1 At its meeting on 29 January 2026, Full Council approved that the trial of the new committee structure introduced for 2025 – 2026 be continued throughout the 2026 – 2027 municipal year.
- 2.2 The agreed committee structure is as follows:



- 2.3** Given its recent approval, officers are working on the basis that the structure will be as presented above for the coming municipal year. In accordance with protocol, Full Council is however at liberty to make changes to the structure should it deem this to be necessary.
- 2.4** With regards to the details of each committee, the Committee Terms of Reference policy document sets out the membership size and quorum of each committee. The Committee Terms of Reference can be viewed on the [Town Council's website](#). The terms of reference will be due for review alongside the review of the committee structure trial in the late-summer/autumn 2026.
- 2.5** Councillors are reminded of a few key points relating to specific committees:
- (a)** Finance & General Purposes (F&GP) – councillors joining this Committee are automatically invited to attend meetings of the Grants Working Group. This is usually a meeting once per year (in June / July) to discuss and consider grant applications received from community and voluntary groups. The group makes its recommendations to the F&GP Committee, which agrees the outcome of each application.
 - (b)** Personnel – the Disciplinary/Grievance Panel can only consist of members of the Personnel Committee and, as such, councillors joining this Committee will need to be willing to volunteer to join the Panel as and when it is required to meet. The panel consists of three councillors – the Chair that will already have been appointed (at this meeting) and two other members from the Personnel Committee.
 - (c)** Planning & Highways (P&H) – this Committee meets on a monthly basis, predominantly to consider any planning, tree works or road closure applications and agree the Town Council's response ahead of the District Council determining the application. Due to its monthly frequency, the meetings are generally shorter than other standing committees. In this coming Municipal Year, the Committee will also be considering the Lewes Local Plan and South Downs National Park Local Plan, both of which are key planning policy documents that determine how and where development can take place within the town and look to protect specific sites from future development. The Committee has had a

particularly engaging year with members of the public, through public attendance at Committee meetings and separate forums/public sessions facilitated by the Town Council to allow more open discussion of a matter – this has been very well-received by members of the public.

3. Appointing Committee Membership

- 3.1** Appendix A presents the blank committee membership list to guide the appointments to be made at the meeting.
- 3.2** Councillors are invited to nominate themselves for any committee seats that they would like to fill.
- 3.3** If councillors would like more information about the commitment being made with certain committees, please speak with the Town Clerk, Governance team, the current chair of the committee, or a current committee member, where applicable.
- 3.4** To assist with preparation and discussion on the night, councillors are asked to email meetings@seafordtowncouncil.gov.uk with their committee requests in advance of the meeting.
- 3.5** Officers will begin to populate a committee membership list based on email requests received and this will then be issued at the meeting for members to vote on appointments. Where there are more members requesting to join a committee than seats on said committee, Full Council will need to discuss this.
- 3.6** The Mayor's Portfolio includes a provision that the Mayor (or in their absence, the Deputy Mayor) may attend any standing committee in a non-voting ex-officio capacity. Where the Mayor or Deputy Mayor are appointed to committees however, they act as a councillor, not in their mayoral/deputy mayoral capacity.
- 3.7** See Section 5 below for information about the Disciplinary/Grievance Panel membership and chair.

4. Appointing Committee Chairs and Vice-Chairs

- 4.1** Once committee membership has been allocated (excluding the Appeals Committee) Full Council will need to elect a chair and vice-chair for each of the relevant committees.
- 4.2** It is the usual practice at the Town Council for a councillor to only hold one chair position. This is to avoid any one councillor taking on an

unproportionate workload, for business continuity, and effectiveness i.e. more councillors forming part of CCMG or to be consulted with as part of any decision-making process outside of meetings, and also if that councillor is incapacitated for any reason, it is only one chair that is out of action.

4.3 Attached at **Appendix B** is the overview of the roles and responsibilities of the committee chairs, for councillors' information.

4.4 There is also a CCMG Policy that is available to view on the [Town Council's website](#) and sets out the purpose and activities of this group that most chairs automatically become a part of (with the exception of the Chair of Appeals and Chair of the Disciplinary/Grievance Panel). Please see section 7 below for details about the election of Chair of CCMG.

5. Chair of the Disciplinary/Grievance Panel

5.1 Membership of the Grievance & Disciplinary Panel will be members of the Personnel Committee, with the panel members identified as and when required.

5.2 Full Council is however asked to appoint a panel chair at this meeting, so this point of contact is known and ready to be liaised with should any relevant matters arise. The panel chair will need to be a member of the Personnel Committee.

6. Appeals Committee

6.1 To confirm, the Appeals Committee membership and then Appeals Chair and Vice-Chair appointments will be the final committee items of business to be determined.

6.2 Members of the Appeals Committee should not be:

(a) Members of the Personnel Committee, or

(b) A chair or vice-chair of another committee (ideally).

6.3 This is in order to reduce the risk of a conflict of interest arising in any appeals presented to the Committee as a result of having been involved in the matter previously.

6.4 The Appeals Committee only meets as and when there is an appeal to be considered.

7. Chair of Committee Chairs' Management Group

7.1 In accordance with the CCMG Policy, Full Council is asked to appoint the Chair of CCMG at each annual meeting.

7.2 The Chair of CCMG will be one of the following:

- (a)** Deputy Mayor
- (b)** Chair of Assets & Facilities
- (c)** Chair of Finance & General Purposes
- (d)** Chair of Golf, Open Spaces & Climate Action
- (e)** Chair of Planning & Highways

7.3 Those councillors holding the above positions will be asked in the meeting to indicate if they are interested and a vote then taken to elect the Chair of CCMG.

8. Financial Appraisal

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



Seaford Town Council

Committee Chair Role and Responsibilities

– Guidance Document 2026 - 2027

This is a guidance document that aims to provide councillors with an insight into the role of committee chair to aid their consideration when appointing chairs and vice-chairs at the annual meeting.

This document does not include the Chair of the Council (the Mayor), as these details are set out within the separate Mayoral policies.

Committee Chairs

Role

1. To chair the meetings of the committee.
2. To work collectively via the Committee Chairs' Management Group (CCMG) to keep informed on Town Council functions.

Responsibilities

3. Meetings:
 - a. To manage committee meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
 - b. To ensure committee meetings are introduced to attendees, following the Town Council's meeting guidance.
 - c. In the event of a guest speaker(s) attending a committee meeting, to make the speaker(s) feel welcome and to facilitate questions.
 - d. To move meetings through the agenda, complying with Standing Orders.
 - e. To use the casting vote, in the event of a tied vote.
 - f. To check draft minutes of the relevant committee meetings prior to them being published.
 - g. To communicate regularly with the relevant officer/s to discuss committee meeting agendas to support meeting preparation.

- h. To attend and take part in CCMG meetings (with the exception of the Chair of Appeals and Chair of Disciplinary & Grievance), complying with the adopted CCMG Policy.

4. Members and Officers:

- a. To professionally work with Town Council officers on procedural and legal matters that may arise, including seeking officer advice as required.
- b. To act as a conduit between committee members and officers to help harness and maintain an effective and positive working environment.

5. Specified within Town Council Policy:

APRIL 2026 UPDATE: the section below reflects delegations and responsibilities within Town Council policy although officers recognise that many policies are awaiting review and therefore the list will be updated accordingly as the policies are reviewed in the coming months.

a. *All Committee Chairs*

- i. To be aware of and observe the Town Council's Standing Orders (Standing Orders).
- ii. To manage public participation in committee meetings (Public Participation Policy).
- iii. To review draft minutes of meetings they have chaired in advance of these being published (Agendas & Minutes Policy).
- iv. Sign off agendas for extraordinary meetings of their committee (Agendas & Minutes Policy).
- v. Meet with relevant officers in advance of meetings they will chair to discuss items on the agenda in preparation for the meeting (Agendas & Minutes Policy).
- vi. To be involved in the Town Council's tender selection process on tenders relevant to committee, if required (Financial Regulations Policy).

b. *Chair of Assets & Facilities*

- i. To review a Temporary Event Notice licence application from a concessionaire with the Head of Place (Concessions Policy).

c. *Chair of Finance & General Purposes*

- i. To be familiar with and observe the Town Council's Financial Regulations (Financial Regulations Policy).

- ii. To be notified of any discrepancies relating to the Town Council's debit card monthly reconciliations (Purchase Ordering and Payment for Goods and Services Policy).
 - iii. To be consulted by the Town Clerk and RFO where an excess of £1,000 is to be spent on additional work by the external auditor (Financial Regulations Policy).
 - iv. To be consulted by the RFO during year end closedown procedures prior to underspends being earmarked (Financial Regulations Policy).
- d. *Chair of Golf, Open Spaces & Climate Action*
- i. No responsibility specified within Town Council Policy.
- e. *Chair of Planning & Highways*
- i. No responsibility specified within Town Council Policy.
- f. *Chair of Personnel*
- i. To consider and approve, with the Chair of Committee Chairs Management Group (CCMG), requests for access to a councillor's email account or files, where this is not appropriate to be discussed with the councillor themselves or access has been denied (IT & Cyber Security Policy).
 - ii. To be notified by the Town Clerk of how they intend to handle gifts or hospitality they receive, or where they have refused any gifts or hospitality from a person who has or seeks to have dealings with the Town Council (Gifts & Hospitality Policy).
 - iii. In the longer term absence of the Town Clerk, in the case of the Town Clerk's direct line report, act with the Mayor to take on the line manager role acting together where probationary period tasks are concerned (Probationary Period Policy).
 - iv. (Alongside the Mayor) To be notified by the Town Clerk where there are concerns about the ability to deliver the demands of the role in the contracted hours, enabling a review of the workloads in relation to working hours (Additional Hours Policy).
 - v. (Alongside the Mayor) To receive and approve the Town Clerk's monthly timesheet, giving authorisation for TOIL accrual or paid overtime (Additional Hours Policy).
 - vi. To receive information from officers about additional hours across the workforce on a monthly basis (Additional Hours Policy).
 - vii. Review, with the Town Clerk and Mayor, where the Clerk has worked in excess of 48 hours per week (Additional Hours Policy).

- viii. (Alongside the Mayor) To be notified by the Town Clerk of their sickness absence (Sickness Absence Policy).
- ix. (Alongside the Mayor) To consider and decide upon requests from the Town Clerk to undertake paid work at another employer or business whilst on sickness absence from the Town Council (Sickness Absence Policy).
- x. Various delegations - supporting delivery of and adherence to whistleblowing procedures (Whistleblowing Policy).
- xi. (With the Chair of CCMG) To appraise the Town Clerk (Appraisal Scheme Policy).
- xii. To receive and process any complaints of bullying and/or harassment from employees against the Town Clerk (Dignity at Work Policy).

g. *Chair of Grievance/Disciplinary Panel*

- i. To receive and deal with any formal grievances raised by or against the Town Clerk (Grievance Policy).
- ii. To take steps in arranging, with relevant officers, Grievance Panel meetings and employee hearings. In accordance with the Town Council's Grievance Policy and with relevant officer or external support (Grievance Policy).
- iii. To lead on investigating grievances, reporting back to the Grievance Panel (Grievance Policy).
- iv. To take steps in arranging, with relevant officers, Disciplinary Panel meetings and employee hearings. In accordance with the Town Council's Disciplinary Procedure and with relevant officer or external support (Disciplinary Policy).
- v. In instances of the Town Clerk being subject to the disciplinary Hearing, or in circumstances where the Town Clerk is unable to act as the Chair of the Hearing, the Chair of the Disciplinary & Grievance Panel will Chair the Hearing as part of a Panel of three Councillors (Disciplinary Policy).
- vi. Supporting the Deputy Town Clerk with the handling of whistleblowing disclosures relating to the Town Clerk (Whistleblowing Policy).

h. *Chair of Appeals*

- i. To receive and bring to the Appeals Committee any appeals made by an employee against a disciplinary decision (Disciplinary Policy).
- ii. To receive and bring to the Appeals Committee any appeals made by an employee against a grievance decision (Grievance Policy).

- iii. To receive and bring to the Appeals Committee any appeals made by an employee against a decision relating to gifts or hospitality received (Gifts & Hospitality Policy).
- iv. To receive and bring to the Appeals Committee any appeals made by any individual that cannot be handled by officers and so long as this is not appealing a decision of the Full Council.

6. General:

- a. To commit to a standard level of availability for contact during the year (save for where illness or other similar unexpected factors come into force).
- b. To 'lead by example' as a councillor by complying with the Code of Conduct and the Town Council's Civility and Respect Pledge and to assist with the promotion of best practise and support of fellow councillors.
- c. To understand and respect that the position of committee chair has no delegated powers (unless specifically granted by Full Council) or any powers to act on or make decisions on behalf of the Town Council.

Duties: None, unless specifically delegated

Committee Vice-Chairs

Role

- 1. To deputise the committee chair's role above.

Responsibilities

- 1. To chair committee meetings in the absence of the committee chair, encompassing all of the committee chair's responsibilities above.
- 2. To work closely with the committee chair to be informed of committee activity, and to ensure continuity should it be necessary for the vice-chair to deputise in the chair's absence.

Duties: None, unless specifically delegated



Seaford Town Council

Report Number:	02/26
Agenda Item Number:	12
Meeting:	Full Council – Annual Meeting
Date:	14 May 2026
Title:	2026 - 2027 Outside Body Review and Appointments
Strategy Programme Ref:	N/A
Purpose of Report:	To review the Town Council's representation on outside bodies and appoint representation for the 2026 – 2027 Municipal Year
Supporting Documents:	Appendix A – Outside Body Representative Reports
Contact Officer:	Isabelle Mouland, Community Engagement and Democratic Services Manager
Although, please note that any outside body preferences should be sent via email to meetings@seafordtowncouncil.gov.uk	

Officer Recommendations

1. To note the representative reports submitted from the 2025 – 2026 Municipal Year.
2. To note or agree (as specified) the recommendations of changes to outside bodies listed under 2.7 and 2.8 of the report.
3. To appoint councillors to represent the Town Council on its outside bodies for the 2026 - 2027 Municipal Year.

1. Introduction

- 1.1** In order to strengthen communication and partnership working with external community bodies, the Town Council appoints councillor representatives to a number of pre-agreed organisations (known within the Town Council as 'outside bodies').
- 1.2** These outside bodies are either based in Seaford or, if not, undertake work that directly affects the town, its businesses, visitors and/or residents.

- 1.3 The Town Council's Standing Orders state that, at its annual meeting, the Town Council will review its formal representation on any outside bodies and the arrangements for the representatives to report back.
- 1.4 The Town Council has a Representation on Outside Bodies Policy which can be found on the [Policies Page](#) of the Town Council website.

2. Outside Body Review

- 2.1 In preparation for the meeting, a number of steps have been taken to assist Full Council in undertaking the necessary reviews.

2025 – 2026 Representatives' Written Reports

- 2.2 Under Town Council policy, councillors appointed to represent the Town Council on outside bodies are required to provide a formal written report at the end of the municipal year.
- 2.3 This report ensures that the Town Council is receiving key updates from these bodies and has an opportunity to review the representation based on up-to-date information.
- 2.4 This process also assists with the appointment of representatives for the following municipal year by ensuring clarity for councillors as to the purpose and activities of each of the bodies, and the role and level of involvement that may be expected of the representative.
- 2.5 The table at **Appendix A** lists the outside bodies, the number of representatives, the 2025 - 2026 councillor representatives, and the reports that have been returned.
- 2.6 Representatives are encouraged in the written report to make any recommendations relating to the arrangements for the specific outside body.
- 2.7 Full Council is now asked to consider these representative recommendations, as set out below:

To note:

- (a) **Seafriends:** This charity has now closed so this outside body is to be removed from the list.

For consideration:

- (b) **Bishopstone United Charities:** Non-Councillor Penny Lower is willing to continue as one of two Town Council representatives (see further information on this in section 3 below) – a recommendation that can be CONSIDERED by Full Council.

- (c) **Cuckmere Community Buses:** Non-Councillor John Edson is willing to continue as the Town Council's representative and also suggests that the representation is increased from one to two representatives to ensure continuity at meetings – a recommendation that can be CONSIDERED by Full Council.
- (d) **Seaford Town Football Club:** The representatives have reported that they have not been invited to a meeting since the end of last year and therefore it is recommended to remove Seaford Town Football Club from the outside bodies list – a recommendation that can be CONSIDERED by Full Council.
 Related to the above, it should be highlighted that the Football Club recently extended an invite for a Town Council officer to attend the Football Club Committee meetings, which has been accepted, ensuring that regular, two-way communication continues.
- (e) **Seaford Traders Group:** The representative has advised that there have been no Seaford Traders Group meetings this year and that, following advice from the Chamber of Commerce, whilst this group is being re-established by local traders, Town Council presence would not be appropriate. Therefore, it is recommended to remove this from the outside bodies list and not appoint representatives – a recommendation that can be CONSIDERED by Full Council.

Officer Feedback

2.8 Officers may also identify possible changes to the outside body arrangements mid-year and will present them for consideration as part of this annual review. The recommendations for this review are set out below:

For consideration:

- (a) **Sussex Community Development Association (SCDA):** The Town Clerk has received a request from SCDA to be a Seaford Town Council outside body. SCDA is a registered charity which aims to support people and communities to thrive by delivering a wide range of services, projects and activities which improve health and wellbeing, increase financial resilience and opportunity and support community integration, connection and assets.

More information about SCDA can be found here -

<https://sussexcommunity.org.uk/>

SCDA holds two briefings per year at dates/times according to general availability of the group, usually June/July and October/November. SCDA has requested one outside body representative to build understanding of the work SCDA undertakes and the services it delivers to support people from Seaford, with an opportunity for closer links on specific issues as required – a request that can be CONSIDERED by Full Council.

- (b) **Seven Sisters National Nature Reserve:** Now that the Seven Sisters National Nature Reserve has been formally declared, the immediate priority is to establish a clear governance and engagement framework setting out how partners, affiliates and stakeholders will work together, including roles, responsibilities, and mechanisms for engagement (how, when, and through which forums).

At this stage, it is suggested that this work is led operationally by officers, working collaboratively with relevant partners, affiliates and stakeholders to develop and embed effective working arrangements. Once established and operating, it would then be appropriate to revisit the involvement of an outside body representative, informed by a clearer understanding of the outside body's needs and structures – a recommendation that can be CONSIDERED by Full Council.

3. Bishopstone United Charities

- 3.1 Due to its unique arrangement – in that councillor representatives become charity trustees - Bishopstone United Charities is highlighted within this report.
- 3.2 Bishopstone United Charities is responsible for the maintenance of a listed building within Bishopstone Village (Eadric House) and the welfare of the two almshouse tenants.
- 3.3 The charity's constitution requires that the Town Council nominates two representatives that sit on the charity as 'representative trustees' – the representatives are therefore pivotal in the operation and decision-making of the charity.

- 3.4** Since 2019, Full Council has approved each year that a former councillor continues to act as a chosen Town Council representative, due to their experience in this role and continued commitment to the charity. This former councillor has expressed that they are happy to continue in one of the two representative positions.
- 3.5** As a result of the above, previous experience as a trustee or with almshouse management will be beneficial for this appointment.

4. 2026 – 2027 Representation

- 4.1** To confirm, the table at Appendix A sets out the outside bodies and representative numbers that are to be appointed by Full Council at this meeting.
- 4.2** Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current councillor representative/s, where possible, or failing that, with the Community Engagement and Democratic Services Manager.
- 4.3** To assist with preparation and discussion on the night, any councillors wishing to be appointed to represent an outside body should email officers on meetings@seafordtowncouncil.gov.uk in advance of the meeting, who will make a note of all proposals.
- 4.4** This will then be issued at the meeting for Full Council to vote on appointments; where there are more councillors requesting to act as representative than the current allocated number, Full Council will need to discuss this.

5. Financial Appraisal

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

Outside Body	No. Reps	Representative/s	Report Received?	Report Ref.
Access in Newhaven & Seaford	2	Olivia Honeyman Richard Honeyman	Yes	A
Bishopstone United Charities	2	Linda Wallraven non-cllr Penny Lower	Yes	B
Citizen's Advice - Lewes District	2	Lindsay Stirton Imogen Taylor	Yes	C
Community Rail Partnership	2	Richard Honeyman Vacant	Yes	D
Cuckmere Community Bus	1	non-cllr John Edson	Yes	E
East Sussex & Lewes District Association of Local Councils	2	Liz Boorman Richard Honeyman	No	-
Friends of Bishopstone Station	1	Stephanie Dubas	No	-
Lewes Community Safety Partnership- Joint Action Group	2	Shah Ali Sally Markwell	Yes	F
Plastic-Free Seaford Steering Group	2	Rod Buchanan James Meek	Yes	G
Save Seaford's Swifts	1	Rod Buchanan	Yes	H
SeaFriends	1	Sally Markell	No, charity closed	-
Seaford Allotments	1	Christina Bristow	No	-
Seaford Beach User Group	1	James Meek	No	-
Seaford Chamber of Commerce	3	Sally Markwell James Meek Geoff Rutland	Yes	I
Seaford Community Partnership (inc. Ouse Valley Climate Action Project)	2	Rod Buchanan Richard Honeyman	Yes	J

Outside Body	No. Reps	Representative/s	Report Received?	Report Ref.
Seaford Environmental Alliance	2	Rod Buchanan Richard Honeyman	Yes	K
Seaford Head Local Nature Reserve Management Committee	2	Christina Bristow Maggie Wearmouth	No	-
Seaford Head Swimming Pool	1	Christina Bristow	No	-
Seaford Town Football Club	2	Jim Lord Sally Markwell	Yes	L
Seaford Traders Group	1	Sally Markwell	Yes	M
Seven Sisters National Nature Reserve	1	Christina Bristow	No	-
Strengthening Local Relationships	3	Sally Markwell Maggie Wearmouth Linda Wallraven	Yes	N
Trees for Seaford	1	James Meek	No	-

Outside Body Reports

A. Access in Newhaven & Seaford – Responses from Cllr

Richard Honeyman on behalf of both Cllrs Richard and Olivia Honeyman

Meeting days, times, place: The meetings are held on the third Monday of the month at 6.30pm. There are no meetings in August or December. The venue is Cheney's Lodge in the café, Sutton Avenue, Seaford. Sometimes there are site meetups ad hoc in the daytime.

How many meetings did you attend? 10 meeting between both representatives.

Principal activities and purpose: To raise awareness of access issues in Seaford and Newhaven.

Achievements: The group continues to raise awareness of access issues in, for example, pubs, restaurants and various venues. They have continued to raise the issues of the lack of accessible housing in the Lewes District. Since its recent reopening after major refurbishment, the group has been visiting Newhaven Fort looking at that major historical site.

The Access group members are in regular contact with officers and councillors at Seaford Town Council and Lewes District Council to try to resolve the access issues.

Any current issues of importance/current work significant to the Town

Council: The Engagement Manager for South East Sight Loss Council, has been attending some of the Access meetings throughout the year, to talk about their work.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes, it works well, having two representatives who ensure that one of them can attend the meeting.

Recommendations (if any) to the Town Council or next Councillor(s) who

might become representative on this Outside Body: The group is very committed to ensuring that access issues are addressed.

Any other comments relating to this Outside Body: This is a very important group for the Town Council to be part of.

B. Bishopstone United Charities – Response from non-cllr Penny

Lower

Meeting days, times, place: 2 x trustee meetings per annum and the Annual General Meeting.

How many meetings did you attend? All meetings.

Principal activities and purpose: To alleviate poverty and disadvantage with the provision of affordable housing for qualifying local residents.

Achievements: Properties maintained. Grants acquired for essential repairs. Policies and procedures reviewed and agreed. A new vicar has joined the trustees.

Any current issues of importance/current work significant to the Town

Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: The role is one of a trustee with attendant formal/legal responsibilities and obligations.

Any other comments relating to this Outside Body: I am willing to continue in the role.

C. Citizen's Advice - Lewes District – Responses from Cllr

Imogen Taylor and Cllr Lindsay Stirton.

Meeting days, times, place: Irregular, apart from AGM and Councillor Briefing

How many meetings did you attend? Cllr Lindsay Stirton attended LDCA's Councillor Briefing on 17 July 2025 in St James's Trust. Cllr Imogen Taylor attended LDCA's AGM meeting in person on 16 October 2025, held at Telscombe Civic Centre.

Principal activities and purpose: LDCA provides free, independent, confidential advice and practical support to residents on problems such as benefits, debt, housing, employment, and consumer issues, while also using evidence from client cases to campaign for improvements in local services and policy.

Achievements: In 2025–26, Lewes District Citizens Advice continued to deliver

tangible benefits for Seaford residents through a well-regarded and effective local service. It supported 240 people with 571 separate issues, with the greatest areas of need being benefits, charitable support, and housing, and with 67% of those helped being disabled or living with a long-term health condition. The service secured over £50,000 in income gains and debt write-offs, with Personal Independence Payment (PIP) emerging as the single largest benefits issue, underlining its importance in helping vulnerable residents navigate complex welfare systems. The organisation's wider work also appears to be active and well run: its AGM was reported to be informative and well attended, and its continued outreach presence through the Friends of Bishopstone Station meetings has attracted dedicated funding and been renewed for a further year, extending access to advice within the local area.

Any current issues of importance/current work significant to the Town

Council: The most significant current issues are the interaction of welfare problems, debt, housing pressures and ill-health affecting local residents. Evidence from Citizens Advice points to persistent problems with benefit delays and decisions, shortfalls between rents and housing support, homelessness and insecure housing, and the difficulty many vulnerable residents face in accessing effective debt help. These are matters of clear relevance to the Town Council because they directly affect resident wellbeing and increase demand for accessible local advice and outreach services, including the Bishopstone outpost.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes, two representatives ensures that all important meetings can be attended

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: LDCA do invaluable work in Seaford and could do more if given the resources they need to do so. This is under discussion.

Any other comments relating to this Outside Body: None.

D. Community Rail Partnership – Response from Cllr Richard Honeyman

Meeting days, times, place: Reduced from four to three times a year – alternate between Monday afternoon (2-4pm) and Friday morning (11am-1pm), at or near a railway stations on the Seaford to Brighton line.

How many meetings did you attend? All meetings.

Principal activities and purpose: To connect people, places and opportunities to their railways; to promote active and sustainable travel; to boost local tourism especially in off peak days and times. Operational issues have been dropped in favour of community aspects according to national guidance.

Achievements: Supported activities within both Seaford rail stations and wider promotion of the line to Brighton itself.

Any current issues of importance/current work significant to the Town

Council: None.

Areas of Concern: Station adoption groups are stronger for the two stations within Seaford with Friends of Bishopstone Station prominent in the west and Seaford Community Partnership for transport links after Seaford e.g. bus, walking and platforms itself at the main Seaford station.

Do you think representation should continue? Yes, as an observer as partnership are involved more with the work.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Ideally should be a regular railway user on the line to understand the issues but will be more of an observer if on this group as difficult to contribute to.

Any other comments relating to this Outside Body: 200th anniversary celebrations did take place which was more station led than line itself, including Bishopstone and including the Rail 200 anniversary special train that visited Lewes in March 2026 as part of national tour.

E. Cuckmere Community Buses – Response from non-cllr John Edson

Meeting days, times, place: The Company holds two Stakeholders' meetings a year, in April and October.

How many meetings did you attend? Last year I attended one meeting in October, I was prevented by illness from attending the April Stakeholders' meeting.

Principal activities and purpose: The bus company provides a local bus service covering various routes in and around Seaford linking up various local towns and villages. All staff are unwaged volunteers.

Achievements: Providing local bus services for over 50 years.

Any current issues of importance/current work significant to the Town

Council: The bus company operates several bus routes within Seaford, bringing residents into the town centre.

Areas of Concern: N/A

Do you think representation should continue? Yes, the bus company provides an excellent service for Seaford residents.

Is the number of representatives correct? It would be ideal to have two representatives, to ensure continuity of representation.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Continue support for an important local service.

Any other comments relating to this Outside Body: Although this post should be filled by an elected representative from the Town Council, I am willing to continue in post.

F. Lewes Community Safety Partnership – Joint Action Group (JAG) – Response from Cllr Sally Markwell

Meeting days, times, place: Meetings held via Microsoft Teams on the first Thursday of each month at 1pm.

How many meetings did you attend? Attended 10/11 so far this year.

Principal activities and purpose: To meet with Statutory members of the Community Safety Partnership including Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue

Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust. They are joined by voluntary agencies and representatives from business and community groups, to work together to tackle crime, the underlying causes of crime, and the fear of crime to make Lewes District a safer place to live, work and visit.

Achievements: We have been able to discuss sensitive issues relating to crime and road safety affecting Seaford Residents through partner updates across the district from Police, Fire, LDC, licensing, and Road Safety. We also discuss Planned Events and encourage emergency services to offer educational displays. We also discuss emergency threats and risks.

Any current issues of importance/current work significant to the Town

Council: N/A

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: This is an extremely helpful Forum that has been instrumental in providing specific information on how concerns are being addressed in our town.

G. Plastic Free Seaford Steering Group – Response from Cllr

Rod Buchanan

Meeting days, times, place: Ad hoc meetings arranged as needed plus frequent beach cleaning events.

How many meetings did you attend? I attended two meetings which were convened to catch up on current activities, campaign priorities and future projects.

Principal activities and purpose: To raise awareness of the problems of plastic pollution and support the town to eliminate single use plastics.

PFS also supports 'Surfers Against Sewage' and organises events to highlight poor seawater quality through a 'addle Out Protest' which will include coincident beach cleaning activities.

Information about the work and efforts of PFS is discussed and presented on the

WhatsApp Group. The enthusiasm is there to see.

Achievements: Continued heroic beach cleaning efforts. Promoting 'plastic free' ideas to local schools through educational school assemblies. The long awaited memorial to Clair Sumner was unveiled last July.

Continued collaboration with the newly inaugurated Plastic Free Newhaven team.

Any current issues of importance/current work significant to the Town

Council: The Council should continue to consider how to ameliorate the profusion of plastic wares at Seaford's annual bonfire night and also consider how to deal with the resulting firework debris in and around Splash Point. These efforts to be maintained. Also, how to develop and enforce STC's single use plastic policy.

Areas of Concern: No specific issues noted, although PFS are looking at how to better make use of membership of the Chamber of Commerce.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: Keep up the good work.

H. Save Seaford's Swifts – Response from Cllr Rod Buchanan

Meeting days, times, place: No set times for formal meetings.

How many meetings did you attend? A number of ad hoc informal discussions.

Principal activities and purpose: The number of swifts has seen a serious decline in recent years. These birds are now Red Listed by the Royal Society for the Protection of Birds. Save Seaford's Swifts is actively involved with helping to preserve the swift population.

Achievements: Swifts often nest in urban environments. Over the last year, around fifty potential new nesting sites have been installed in Seaford.

Any current issues of importance/current work significant to the Town

Council: As there is no current government requirement to include swift boxes/swift bricks in building developments the onus falls to local authorities. The STC Planning and Highways Committee now includes a request for swift nesting to be included where appropriate when planning applications are reviewed. This is still only a request as there are no enforcement measures available.

Through the STC response to the draft Lewes Local Plan, STC have reinforced the requirement for swift boxes/swift bricks to be included in all new and retrofitted developments and will continue to pursue this as the Local Plan solidifies. Similar requirements will be included in the next update of the Seaford Neighbourhood Plan. As part of the work overseen by GOSCA, it is planned to review STC assets to determine which buildings may be appropriate for the inclusion of swift boxes.

Areas of Concern: No specific concerns although more engagement with local residents will assist Save Seaford Swifts to survey where swifts may be nesting.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: As this is a relatively new outside body, I think we are on a learning curve as to how best to support the work of Save Seaford's Swifts.

I. Seaford Chamber of Commerce – Response from Cllr Sally Markwell & Cllr Geoff Rutland

Meeting days, times, place: First Monday of the month, 5.30pm for the Chamber Committee and then first Thursday of the month, 7.00am, for the Breakfast Meeting at The View.

How many meetings did you attend? Cllr Markwell: 9 committees and 11 breakfasts; Cllr Rutland: 1 committee and 10 breakfasts.

Principal activities and purpose: To support for small businesses in Seaford. Cllrs attend the Chamber Committee to listen to discussions concerning Chamber activities and provide updates on relevant projects from Seaford Town Council (STC).

Achievements:

- We continue to provide an STC presence at Chamber Committee and Breakfasts throughout this year, which has been welcomed and has increased our networking opportunities for STC.
- We have been able to contact a variety of organisations that have supported STC activities this year, including Seahaven Business Awards, Christmas

Magic, the Community Volunteers Lunch and development of the Tourist Trail.

- We are supporting the Chamber navigate communication between the local Town Traders, Market Traders and STC in planning Christmas Magic.
- We have been involved in developing our relationships with Chamber members through social events e.g. Bowls evening and award ceremonies.
- We have been able to provide support and ideas at the Committee level to progress the focus and marketing of the Chamber.

Any current issues of importance/current work significant to the Town

Council: There will always be an opportunity for those attending this group to align STC projects with those relevant organisations and to promote the work of STC across the business community.

Areas of Concern: Need to attend regularly as there is a high expectation of STC attendance at each meeting. This means being part of the Committee as well as attending the breakfast.

Do you think representation should continue? Yes definitely.

Is the number of representatives correct? Three is a helpful number so there is always representation at both Committee and Breakfast meetings.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: This is an enjoyable group to belong to and very worthwhile in terms of local networking and improving communications between the business community and STC.

Any other comments relating to this Outside Body: Come along, it's a great group.

J. Seaford Community Partnership (SCP) (inc. Ouse Valley Climate Action (OVCA) Project) – Responses from Cllr Rod Buchanan and Cllr Richard Honeyman

Meeting days, times, place: SCP meetings: Various times, on various days, but generally daytime afternoons, up to 4 times a year, plus AGM

For OVCA, there are no specific regular meetings scheduled, rather multiple events over the course of the year.

How many meetings did you attend? (Cllr Rod Buchanan) I attended all but one of the SCP Directors meetings plus the AGM.

I attended a number of events arranged by OVCA; Effective Community Engagement for Climate Change and Environmental Action (May 2025) and Climate and Nature Annual Partnership (September 2025) including other events organised by OVCA/partners such as the Seaford Eco Home visits in Seaford and Lewes. (Cllr Richard Honeyman) I attended all but one of the SCP Directors meetings plus the AGM.

Principal activities and purpose: SCP is a long-established partner with STC/LDC and has helped to set up various community groups like On the Verge and Trees for Seaford many of which are separate to the partnership now. Enhancing the green credentials of the town and particularly at this time, promoting cycling and walking around Seaford.

OVCA Project: Ouse Valley Climate Action (OVCA) is a partnership project aligning with SDNP, LDC, OVESCO and SCP amongst others. It oversees programmes designed to bring the community together to inspire positive action to mitigate the effects of climate change in the lower Ouse Valley and encompassing Seaford.

Achievements: (Cllr Rod Buchanan) SCP's main achievement has been the progression of the Cliff Gardens project through various stages of authority planning and to progress the work through partnership with South Downs National Park. SCP also arranges ongoing maintenance of the Beach Garden.

(Cllr Richard Honeyman) Sustainable Transport reports are ready to be delivered within SCP or the Town Council subject to resourcing and permissions. The SCP are involved in consultation in the various Plans which are ongoing at the moment.

Ouse Valley is mainly dealt with elsewhere now again with STC officer involvement. This project has progressed towards Lewes and surroundings so less involvement.

Any current issues of importance/current work significant to the Town

Council: (Cllr Rod Buchanan) The Cycling Study overseen by SCP, with support from OVCA, should be kept on STC's radar for future staged review and implementation

(Cllr Richard Honeyman) Cliff Gardens project. Construction almost completed as project now led mainly by South Downs National Park.

Areas of Concern:

(Cllr Richard Honeyman) There is officer involvement from the Town Clerk and as such makes communication with the representatives difficult to manoeuvre and also with the Ouse Valley issues which also has officer involvement. These have been

mainly resolved as monies issues have needed the processes to become more transparent and secure.

Do you think representation should continue? (Both) Yes.

Is the number of representatives correct? (Both) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: (Cllr Rod Buchanan) SCP's work in moving the Cliff Gardens project forward this year has been intensive and time-consuming for the senior representatives. STC should continue to support SCP in their endeavours which is for the benefit of Seaford.

OVCA and their partners continue to provide valuable education through their events in many areas and particularly promoting sustainability at the community level. I am always impressed by the energy and enthusiasm that accompanies the various events both from the organisers and attendees.

(Cllr Richard Honeyman) It is not a true Outside Body as such, due to officer involvement.

K. Seaford Environment Alliance (SEA) – Response from Cllr Rod Buchanan & Cllr Richard Honeyman

Meeting days, times, place: (Cllr Rod Buchanan) No set times or venues for formal meetings. SEAHub is currently based in part of the refurbished old Nat West Bank building and is open to residents on Thursday, Friday and Saturday mornings.

How many meetings did you attend? (Cllr Rod Buchanan) No specific attendance however I have called into the SEAHub space on numerous occasions and enjoy a welcome cup of coffee whilst discussing some of the displays and perusing the books available in the library.

The basement now houses an extraordinary array of children's apparel etc for use by Seaford Residents.

Attendance at other events promoted by SEAHub included; Community Energy Pathways (February 2026), The Peoples Energy Briefing (April 2026) and a number of films offered by the Little Green Cinema.

Principal activities and purpose: Education, skills sharing and community building around the climate and ecological crises and supporting development of local and

global solutions.

Achievements: (Cllr Rod Buchanan) Continued organisation of events including Climate Conversation sessions and supporting the Community Larder. Also, collaboration with Ouse Valley Climate Action/OVESCO on promotion of energy initiatives.

SEAHub's Little Green Cinema having previously won the British Film Council's 'Cinema for All' Green Award and a commendation for outstanding individual achievement, continues to offer an excellent range of engaging films.

Any current issues of importance/current work significant to the Town

Council: (Cllr Rod Buchanan) No specific issues.

Areas of Concern: (Cllr Rod Buchanan) No specific issues however SEAHub's current location may be tenuous depending on the short/medium/longer term leasing arrangements.

Do you think representation should continue? (Cllr Rod Buchanan) Yes.

Is the number of representatives correct? (Cllr Rod Buchanan) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who

might become representative on this Outside Body: (Cllr Rod Buchanan) A well-informed group that engages with the community.

Any other comments relating to this Outside Body: (Cllr Rod Buchanan) To continue to support SEA and the work that they do.

(Cllr Richard Honeyman) I was welcomed to be the second representative for STC. As SEA have relocated and refurbished accordingly, this year has been limited in its involvement, but I look forward to attending more events and generally promoting SEA in the wider community. They are hosting a major film event this week in Seaford which I hope to attend.

**L. Seaford Town Football Club – Response from Cllr Jim Lord
and Cllr Sally Markwell**

Meeting days, times, place: N/A

How many meetings did you attend? N/A

Principal activities and purpose: N/A

Achievements: N/A

Any current issues of importance/current work significant to the Town

Council: N/A

Areas of Concern: N/A

Do you think representation should continue? No

Is the number of representatives correct? N/A

**Recommendations (if any) to the Town Council or next Councillor(s) who
might become representative on this Outside Body:** N/A

Any other comments relating to this Outside Body: Neither representative has
been invited to a meeting since last year and it is recommended that councillor
outside body representation is discontinued.

M. Seaford Traders Group – Response from Cllr Sally Markwell

Meeting days, times, place: N/A

How many meetings did you attend? N/A

Principal activities and purpose: N/A

Achievements: N/A

Any current issues of importance/current work significant to the Town

Council: N/A

Areas of Concern: N/A

Do you think representation should continue? No

Is the number of representatives correct? N/A

**Recommendations (if any) to the Town Council or next Councillor(s) who
might become representative on this Outside Body:** N/A

Any other comments relating to this Outside Body: There have been no Seaford
Traders Group Meetings this year. Following advice from the Chamber of
Commerce, whilst this group is being re-established by local traders it is felt that an
STC presence would not be appropriate.

N. Strengthening Local Relationships – Response from Cllr Sally Markwell

Meeting days, times, place: The meetings are held twice per year, usually March and September. daytime (10.30am) on a Thursday in the Council Chamber.

How many meetings did you attend? Only one meeting was held this year in November (Monday 13th); with good cross-agency representation from ESCC, ES Highways, STC officers and Councillors.

Principal activities and purpose: Primarily to connect the Town Council with other local authorities, particularly the County Council over issues such as roads and parking.

Achievements: Discussed ESCC Parking Review, Road safety, Manholes and Urban Grass Cutting.

Any current issues of importance/current work significant to the Town

Council: N/A

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: This is a positive and useful forum and should continue.



Seaford Town Council

Report Number:	03/26
Agenda Item Number:	13
Meeting:	Full Council – Annual Meeting
Date:	14 May 2026
Title:	Seaford Health Stakeholder Working Group Membership
Strategy Programme Ref:	N/A
Purpose of Report:	To appoint members to the Seaford Health Stakeholder Working Group
Supporting Documents:	N/A
Contact Officer:	Steve Quayle, Town Clerk

Officer Recommendations

1. To note the contents of the report.
2. To appoint membership of the Seaford Health Stakeholder Working Group.

1. Introduction

- 1.1** Through its Seaford Health Stakeholder Working Group, the Town Council aims to facilitate communications and engagement between stakeholders across health, social care, and health-related services, with a view to improving health and wellbeing within the town.
- 1.2** The Working Group's Terms of Reference state that it is an ongoing working group, with no specific end date, and as such that membership of the Working Group will be reviewed at each annual meeting.

2. Information

- 2.1** Full Council is now asked to appoint town councillor membership to the Working Group.
- 2.2** The Terms of Reference (available to [view online here](#)) do not stipulate the number of councillor members. At present, there are three town councillors appointed to the Working Group. There are approximately 15 other

stakeholders represented on the Working Group and, as such, it is probably sensible for the Town Council to look to keep membership at three or four councillors.

- 2.3 Any councillors wishing to better understand the work of the Working Group are recommended to speak with one of the current town councillor members (Councillors R Honeyman, S Markwell, or I Taylor).

3. Looking Ahead

- 3.1 This Working Group is an anomaly in its reporting lines, membership renewal, and its ongoing status. As a result, in preparation for 2027, officers will review all working group, stakeholder group, and user group terms of reference with a view to ensuring consistency and oversight.

4. Financial Appraisal

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