



Seaford Town Council

Minutes

Full Council Meeting

Thursday 23 July 2026

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

Present:

Councillors L Stirton (Mayor) and R Buchanan (Deputy Mayor)

Councillors S Adeniji, S Ali, C Bristow, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, J Meek, G Rutland, R Stirton, L Wallraven, and M Wearmouth

Steve Quayle, Town Clerk

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 two members of the public attendance.

C43/07/26 Apologies for Absence

Apologies for absence were received from Councillors L Boorman, S Dunn, O Matthews, and I Taylor.

In accordance with Section 85(1) of the Local Government Act 1972, the reasons for absence were approved as follows: Councillors L Boorman and I Taylor (personal commitments), Councillor S Dunn (personal reasons), and Councillor O Matthews (childcare).

Councillor S Adeniji apologised in advance for his lateness due to work commitments.

(7.07pm – Councillor S Dubas joined the meeting, having pre-advised of her possible lateness)

C44/07/26 Disclosure of Interests

The Chair noted the dispensation that has previously been granted to allow all councillors to discuss the member's mileage claim rate.

There were no disclosures of interests.

C45/07/26 Public Participation

Speaker	Statement
Resident A	Shared that all councillors were being invited to an event hosted by the Seaford Royal British Legion branch to hear the

	<i>story of the part Seaford played in World War I and World War II, seeking to honour the men that fought in the war and recognise this military heritage for future generations. The resident provided an overview of the content that would be shared during the event – more evidence being found to show the crucial part Seaford played in the war, the differing uses of the north and south camps, and stories from troop's diaries that came to Seaford from across the Commonwealth. The South Downs National Park Authority has been supportive of the event, has advised on fundraising proposals, and will help with interpretation boards. If councillors are unavailable to attend one of the two events, offered to arrange a further presentation for the Town Council.</i>
Town Council Response	The Chair thanked the resident for their contribution and expressed support for the event.

(7.14pm – two members of public left the meeting)

C46/07/26 Petitions

There were no petitions presented.

C47/07/26 Minutes

It was **RESOLVED** to **APPROVE** the following minutes:

C47.1	Assets & Facilities	2 July 2026
C47.2	Finance & General Purposes	9 July 2026
C47.3	Full Council	11 June 2026
		25 June 2026
C47.4	Personnel	21 May 2026
C47.5	Planning & Highways	11 June 2026
		7 July 2026

C48/07/26 Mayor's Update Report – July 2026

Full Council considered report 47/26 presenting the Mayor's update report and details of engagements.

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

C49/07/26 Strategy Programme Update – July 2026

Full Council considered report 50/26 presenting an update on progress against the Town Council's 2025 – 2027 Strategy Programme.

The Town Clerk confirmed that the Strategy Programme Working Group has begun its series of meetings to review the Strategy Programme and will be reporting back to October Full Council.

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

C50/07/26 Town Clerk's Update Report – July 2026

Full Council considered report 49/26 presenting an update on key Town Council work and work priorities for the Town Clerk.

In response to queries from members, officers confirmed that:

- the application for the licence to install the bollards at the Martello gravel strip had been submitted but with no timescale for the process, officers await the response to this and will chase this if required.
- officers are looking at whether a small number of lockable Eurobins could be introduced on the seafront for certain stakeholders to be able to access (litter pick groups, for example). Eurobins cannot be made publicly available onsite due to the high risk of fly tipping, the lack of officer presence on the seafront and hence the risk of them being left open at night, which would attract seagulls and vermin, and when it rains would lead to contaminated rainwater runoff across the promenade. Officers confirmed that signs ('take your litter home') for the bins have been ordered and should be displayed soon. Further to Councillor input, officers would be reluctant to include a reduced bin period towards the end of the trial, wanting to ensure consistency with the data and also being mindful of the criticism that the Town Council has already received from reducing the number of bins during the trial, despite the waste capacity actually substantially increasing. Officers will be monitoring the situation with the bins and bin emptying throughout the summer and will further change the collection regime if it is felt to be needed.
- there is not a short term solution to campervans parking at South Hill Barn overnight and this will have to be included within the recommendations coming from the trial pay & display scheme. Securing enforcement by East Sussex County Council for overnight parking is challenging, as it is often very hard to prove overnight camping.
- a very positive Sussex Heritage Coast Partnership meeting was held recently, with a number of partners now conforming their financial contribution towards the consultant fees to devise a new plan. The requirements that the Town Council set have been positively received, with a

commitment being made to ensure a public consultation period and talks underway about a Memorandum of Understanding for partners.

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

C51/07/26 Complaints, Freedom of Information Requests and Appeals Update Report – July 2026

Full Council considered report 43/26 updating Full Council on Complaints, Freedom of Information Requests and Appeals.

The Deputy Town Clerk confirmed that the outstanding Freedom of Information request within the report had been resolved since the papers were published.

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

C52/07/26 Town Council Working Group Updates

Working Group	Update
Councillor L Stirton on behalf of the Concessions Working Group	The group has now met five times and is now preparing its recommendations to be presented to October Full Council.
Councillor L Stirton on behalf of the Strategy Programme Working Group	The group has held the first of its two scheduled meeting.

C53/07/26 Outside Body Representative Updates

Outside Body Representative	Update
Councillor L Wallraven, Bishopstone United Charities	There is an issue with a leaking porch roof but a preferred contractor has been identified to carry out the necessary works.
Councillor J Meek, Trees for Seaford	There have been issues with strimmers damaging young trees. A recommendation is to agree a new approach of not cutting within one foot of trees. This has been reported to Town Council officers to oversee.
Councillor S Markwell, Seaford Chamber of Commerce	Confirmed that the good working relationship with the Chamber remains, as showcased with the positive steps being taken in preparation for this year's Seaford Christmas Magic event.

Councillor S Markwell, Lewes District Joint Action Group	Confirmed the importance of this group, with understanding criminality within the district and updates on community policing.
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C54/07/26 District & County Councillor Update

There were no updates.

C55/07/26 Cliff Gardens – Deed of Dedication Approval

Full Council considered report 59/26 providing an update and seeking approval to enter into a Deed of Dedication for Cliff Gardens.

Members recognised the positive works to date onsite by the South Downs National Park Authority and Seaford Community Partnership.

C55.1 It was **RESOLVED** to **NOTE** the contents of the report.

C55.2 It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk to enter into and execute the Deed of Dedication for Cliff Gardens for a period of five years from the date of practical completion, as detailed in the report.

C56/07/26 Proposal for Memorials Policy

Full Council considered report 37/26 proposing the principle of a new memorials process, and if approved, seeking delegated powers to the Assets & Facilities Committee to fine-tune the detail, adopt the new policy, and implement the new process from the autumn.

In response to queries from members, officers confirmed that:

- the town has reached a sufficient number of memorial benches with 303 benches across the town, in particular on the seafront, hence the proposals setting out that new bench sitings will only be considered where it can be demonstrated that there is not sufficient seating in an area.
- the memorial brochure will be created inhouse and will set out which bench types are suitable for each site.
- an exceptions process can be used for benches or memorials of a unique design, requiring seven councillors to show support for this being considered at the next available Assets & Facilities Committee meeting.
- the Assets & Facilities Committee will be considering the fee structure of the proposed new approach at its meeting in September, which will include a breakdown of how the costs are reached including any admin fee and appropriate maintenance cost to cover the 10-year maintenance period that the Town Council will deliver.

- memorial benches on Seaford Head are the responsibility of the Town Council, as shown in the interactive map at Appendix A of the report.
- there is not currently a plan in place for existing plaques on The Shoal when they reach a point of disrepair – this will have be looked into at an appropriate time in the future.

Members discussed whether The Crouch could accommodate more benches and a whether the unique memorial plaque scheme introduced by Edinburgh Botanical Gardens could be replicated in Seaford.

C56.1 It was **RESOLVED** to **NOTE** the contents of the report.

C56.2 It was **RESOLVED** to **APPROVE** the principle of the new memorials process, as detailed in Report 37/26.

C56.3 It was **RESOLVED** to **DELEGATE AUTHORITY** to the Assets & Facilities Committee to approve the pricing structure for memorials for the remainder of 2026 - 2027.

C56.4 It was **RESOLVED** to **DELEGATE AUTHORITY** to the Assets & Facilities Committee to approve the creation of a new Earmarked Reserve, dedicated to hold the pooled maintenance fund.

C56.5 It was **RESOLVED** to **DELEGATE AUTHORITY** to the Assets & Facilities Committee to adopt the new Memorials Policy.

C56.6 It was **RESOLVED** to **RECOMMEND** that the development of an alternative self-funding (non-bench) memorial project be considered by the Strategy Programme Working Group and for the group to come forward with suggestions for further consideration.

C56.7 It was **RESOLVED** to **APPROVE** the process for exceptions to the new Memorial Policy as detailed in Section 11 of Report 37/26.

C57/07/26 Conclusion of External Audit Relating to the Annual Governance & Accountability Return for the Year ended 31 March 2024

Full Council considered report 60/26 presenting the conclusion to the external audit completed by PKF Littlejohn LLP in respect of the Annual Governance & Accountability Return for the year ending 31 March 2024.

In response to queries from members, both in relation to the report and the email received from a resident relating to this, officers confirmed that:

- the external audit fees relate to 2023 - 2024 only and are a combination of annual fee and investigation fees.
- officers are not aware of any objections relating to the 2024 – 2025 or 2025 – 2026 Financial Years.

- there is no current Council instruction to officers to seek to claim back monies to offset the external audit fees incurred. Given that previous pitch hire fees were handled by the District Council's contractor, the Town Council has no reasonable route to legal recourse.

Members congratulated the Town Council's Strategic Management Team for bringing this matter to a close.

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

C58/07/26 Committee Adoption of Revised Policies

Full Council considered report 62/26 presenting a proposal for adoption of revised policies by committees, complete with the introduction of a 'call-in' process for Full Council.

(8.09pm – Councillor S Adeniji joined the meeting and had no interests to declare in relation to items of business on the agenda)

C58.1 It was **RESOLVED** to **NOTE** the contents of the report.

C58.2 It was **RESOLVED** to **APPROVE** the devolution of revised policy adoption to committees, as detailed in Report 62/26 Appendix A.

C58.3 It was **RESOLVED** to **APPROVE** the implementation of a 'call-in' mechanism for policies to be reconsidered by Full Council, as detailed in Report 62/26.

C58.4 It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk to amend the Committee Terms of Reference document, as necessary.

C59/07/26 Review and Adoption of Standing orders

Full Council considered report 64/26 presenting the revised Standing Orders for adoption by Full Council.

The Town Clerk verbally updated councillors on a number of proposed changes to the draft Standing Orders presented within the report. Members discussed the Standing Orders in relation to debate at meetings, voting on appointments, training for Chairs, and the importance of the Proper Officer retaining control over meeting agendas.

C59.1 It was **PROPOSED** to **AGREE** the inclusion of Standing Order 5.23.a as per report 62/26; the **MOTION** was **PASSED**.

C59.2 It was **RESOLVED** to **ADOPT** the revised Standing Orders, with the amendments agreed in the meeting.

C59.3 It was **RESOLVED** to **ARCHIVE** the Public Participation Policy and Agendas & Minutes Policy due to now being incorporated within the Standing Orders.

(8.42pm to 8.49pm – a short break was held)

C60/07/26 Adoption of Sexual Harassment Policy

Full Council considered report 51/26 presenting the recommendation from the Personnel Committee that Full Council adopts the Sexual Harassment Policy.

Members discussed the revisions to the draft policy document and mention of the protected characteristics.

C60.1 It was **PROPOSED** to **AGREE** the amended wording to section 2.4 of the presented Sexual Harassment Policy, with this shortened to 'The Policy applies to sexual harassment on any grounds'; the **MOTION** was **PASSED**.

C60.2 It was **PROPOSED** to **AGREE** the further amended wording to section 2.4 of the presented Sexual Harassment Policy to read 'The Policy applies to sexual harassment on any grounds; the policy recognises that the initial harassment can be compounded by harassment related any of the nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation'; the **MOTION** was **PASSED**.

C60.3 It was **RESOLVED** to **ADOPT** the amended Sexual Harassment Policy, as recommended by the Personnel Committee.

C61/07/26 Adoption of a Performance Management Policy & Capability Policy

Full Council considered report 52/26 presenting the recommendation from the Personnel Committee that Full Council adopts the Performance Management Policy and Capability Policy.

C61.1 It was **RESOLVED** to **ADOPT** the Performance Management Policy subject to amendment to 14.3.3 to include "One of the possible outcomes of this hearing may be dismissal".

C61.2 It was **RESOLVED** to **ADOPT** the Capability Policy, subject to the amendments at 9.4.2 and 9.4.6, as agreed.

C62/07/26 Members Allowance Policy – Update to Mileage Claim Allowance

Full Council considered report 58/26 providing an update on the Government's recommended mileage claim rates and seek to update the Members Allowance Policy accordingly.

C62.1 It was **RESOLVED** to **AGREE** that the mileage rates within the Members Allowance Policy are increased from 45 pence per mile up to 55 pence per mile and backdated to 1 April 2026, as per Government guidance.

C62.2 It was **RESOLVED** to **AGREE** a permanent delegation of power to the Town Clerk to update the Members Allowance Policy in the event of any further mileage claim rate changes by the Government, reporting any updates back to the Finance & General

Purposes Committee at the next available opportunity. Furthermore, that officers will add this delegation to the Interim Scheme of Delegation Policy.

C63/07/26 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 two items of business for the reasons as set out on the agenda.

(9.07pm – the meeting entered into confidential session)

C64/07/26 The View Seaford Ltd – Lease Arrangements EXEMPT

Full Council considered exempt report 61/26 providing an update on the financial performance of The View Seaford Ltd and presenting requests to vary the existing financial elements of the lease agreement.

(9.58pm – Standing Order 3q was suspended to allow the meeting to continue beyond three hours)

(9.59pm – Councillor J Lord exited the meeting)

C64.1 It was **RESOLVED** to **NOTE** the contents of the report.

C64.2 It was **PROPOSED** to **APPROVE** the first request of The View Seaford Ltd, as set out within exempt report 61/26, as amended in the meeting; the **MOTION** was **NOT PASSED**.

C64.3 It was **PROPOSED** to **REJECT** the first request of The View Seaford Ltd, as set out within exempt report 61/26, but make a counteroffer as amended in the meeting; the **MOTION** was **PASSED**.

C64.4 It was **PROPOSED** to **APPROVE** the second request of The View Seaford Ltd, as set out within exempt report 61/26, as amended in the meeting; the **MOTION** was **PASSED**.

C64.5 It was **RESOLVED** to **REJECT** the third request of The View Seaford Ltd, as set out within exempt report 61/26.

C65/07/26 Amendment to the Staff Structure EXEMPT

Full Council considered exempt report 63/26 presenting proposed amendments to the staff structure.

C65.1 It was **RESOLVED** to **NOTE** the contents of the report.

C65.2 It was **RESOLVED** to **APPROVE** the amendments to the staff structure and the associated increase in spend against the salaries budget for the remainder of 2026 – 2027.

The meeting closed at 10.15pm.

Councillor L Stirton

Mayor of Seaford 2026 - 2027