



Seaford Town Council

Minutes of an Extraordinary Meeting of Seaford Town Council’s Full Council on Wednesday 29 April 2026

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

Present:

Councillors M Wearmouth (Mayor) and L Stirton (Deputy Mayor)
 Councillors L Boorman, C Bristow, R Buchanan, S Dubas, S Dunn, O Honeyman,
 R Honeyman, S Markwell, J Meek, G Rutland, I Taylor, and L Wallraven
 Steve Quayle, Town Clerk
 Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
 George Raeburn, Senior Committee Clerk
 Peter Cousin, Head of Place
 Sharan Brydon, Operations & Facilities Manager
 There was one member of the public in attendance

The Mayor began by reading out a message from the Town Crier, Peter White, providing an update on his recent medical episode and recovery.

C152/04/25 Apologies for Absence

Apologies for absence were received from Councillors S Adeniji, S Ali, F Hoareau, J Lord, O Matthews, and R Stirton.

C153/04/25 Disclosure of Interests

There were no disclosures of interests.

C154/04/25 Public Participation

Speaker	Statement
Resident A	<i>In relation to agenda item 5 (and in part item 6 too), is attending to represent the residents of Martello Mews. Shared that the residents had unanimously voted to support the installation of bollards, observing that campers and caravans are getting increasingly belligerent and rude, as well as attracting large sacks of rubbish in or near to the seafront bins.</i>

	<i>Queried whether the Town Council had considered the option of no bins, encouraging personal responsibility along the lines of 'pack it in, pack it out'.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that councillors had received several emails and supporting videos on this matter. Reassured that the Town Council has pursued not only the parking issues but also the antisocial behaviour issues with the relevant authorities.

C155/04/25 Petitions

There were no petitions presented at this meeting.

C156/04/25 Proposals for the Gravel Strip Alongside the Esplanade, Adjacent to the Martello Tower

Full Council considered report 214/25 presenting the recommendation from the Golf, Open Spaces & Climate Action Committee that Full Council approves bollards to be installed along the outer edge of the gravel strip. In addition, to consider new information related to this matter.

In response to queries from members, officers confirmed that: a suggestion could be put to East Sussex County Council (ESCC) as the responsible highways authority to widen the tarmacked highway up to the bollards in order to allow a wider road that is easier for road users; a suggestion could be put to ESCC to introduce disabled parking spaces on part of the gravel strip; the Town Council has not yet been able to ascertain from ESCC its intentions for the site and whether any traffic calming measures have been considered; the bollards being proposed are specifically designed to yield if hit by a vehicle but not so easily that drivers can just park over the top of them without causing damage to their vehicles; the proposed gap of 1.2 metres between bollards avoids small cars being able to park on the area; officers would make sure a budget existed for bollard replacements as required in future years; whilst the area does have highway rights, it is not believed to be adopted highway and therefore ESCC can determine how it maintains the area, meaning that ESCC is not automatically responsible for the financial implications of works to the area; the quotes obtained by officers include some removeable bollards; the Town Council would be required to obtain permission from ESCC for the bollards and for potential future uses, and;

timescales for the licence and work are not yet known but the aim will be to have this in place for summer 2026.

Members raised: concerns about the motorhomes being displaced to other areas on the seafront and the likelihood of complaints from these areas; the narrowness of the road by the gravel strip slowing down traffic flow in a busy area; whether the Town Council should look at providing an area for campervan parking to avoid displacement problem; the Buckle Caravan Park often being full over the summer so not being an alternative option; giving consideration to pedestrian users of the area and the lack of pedestrian crossings on the seafront, and; the poor surface conditions of the gravelled area and which authority would be liable for accidents as a result of defects in the area.

C156.1 It was **RESOLVED** to **NOTE** the contents of the report.

C156.2 It was **RESOLVED** to **APPROVE** a budget of £15,500 from Community Infrastructure Levy funds to install bollards along the gravel strip, plus the requirement to pay appropriate fees to the County Council totalling £515, to be funded from General Reserves.

C157/04/25 Seafront Bin Provision – Approval of Preferred Option to Trial Summer 2026

Full Council considered report 221/25 seeking approval of the preferred option of seafront bin provision to be trialled for summer 2026.

In response to queries from members, officers confirmed that: the quotes obtained are specifically for emptying the Big Belly bins and that the units come apart to allow access to the interior bin for emptying; officers will confirm that the Big Belly bins have appropriate coastal protection; choosing to purchase Big Belly bins after the trial would limit which provider/s can be used to empty the bins; 13 bins would allow a gap of just less than 300 metres between each unit, limiting the likelihood of fly tipping; officers will review the emptying frequency of the bins throughout the trial; the Town Council having access to the software reports rather than the emptying contractor; issues with a lack of education and compliance and therefore potential contamination if recycling bins were introduced onsite; there will be some monitoring by officers of the impact of the trial relating to litter on the beach, but a trial of no bins would be likely to require significant monitoring; the technology of the Big Belly bins has enhanced since being installed by Brighton & Hove City Council a decade ago, and; the reasons why officers have not recommended Eurobins as a solution, as set out within the report.

Members raised: research into the removal of signage/bins in other locations and the outcome of these trials when relying on public intuition; whether the Town Council should be looking to trial the introduction of recycling bins on the seafront, aligning with the Town Council's Climate Emergency Policy, and; whether the Town Council should be trialling no bins along the seafront and the experiences of other authorities and the severe litter issues this caused.

- C157.1** It was **RESOLVED** to **NOTE** the contents of the report.
- C157.2** It was **RESOLVED** to **APPROVE** Option 1 for seafront bin provision, to enable officers to proceed with procurement and implementation for summer 2026 trial.
- C157.3** It was **RESOLVED** to **APPROVE** an increase in funding for the trial from Community Infrastructure Levy (CIL) funds by up to £5,000 over the pre-approved budget of £10,000.
- C157.4** It was **RESOLVED** to **DELEGATE** authority to the Head of Place to finalise operational arrangements, exact locations, contracts for installation, removal and emptying services.
- C157.5** It was **RESOLVED** to **NOTE** the estimated financial impact of future seafront bin emptying costs post-trial.

(8.09pm – one member of the public exited the meeting)

C158/04/25 Review of the Mayor's Portfolio – Introduction of a Mayor and Deputy Mayor Roles and Responsibilities Policy and Mayoral Role Guidance and Expectations Policy

Full Council considered report 219/25 presenting a review of the Mayor's Portfolio and the recommended two replacement policies for adoption.

Officers confirmed that all statutory duties of the Mayor would be highlighted in bold within the policy documents.

(8.10pm – Councillor S Markwell joined the meeting)

(8.16pm – Councillor G Rutland exited the meeting)

In response to queries from members, officers confirmed that: in order to enable the review of these policies before the Annual Meeting in May 2026, full consultation with previous Mayors and the current Deputy Mayor was not able to take place; Past Mayors will only receive one Past Mayors Badge, for any subsequent terms of office as mayor, a certificate would be provided; officers can update the social media wording to encompass all social media rather than just Facebook, and; the Mayoral Role Guidance and Expectations Policy will be reviewed after six months.

Members raised: welcoming clarity of some of the points within the Mayoral policies that make expectations of the role clearer, and better portray the support that is available to the Mayor and what the Mayor is responsible for organising themselves; support for the removal of the term 'Mayoress'; the 2025 review of the Mayoral policies providing much more clarity on the role and the current policy documents continuing to be a work in progress, and; the need to strengthen and highlight the working in partnership with the Mayor and Deputy Mayor within future versions of the policy documents.

C158.1 It was **RESOLVED** to **NOTE** the contents of the report.

C158.2 It was **RESOLVED** to **AGREE** to separate the Mayor's Portfolio into two separate policies.

C158.3 It was **RESOLVED** to **ADOPT** the Mayor and Deputy Mayor Roles and Responsibilities Policy.

C158.4 It was **RESOLVED** to **ADOPT** the Mayoral Role Guidance and Expectations Policy.

C158.5 It was **PROPOSED** to **DELEGATE AUTHORITY** to the Town Clerk to amend the policies after this meeting with the non-gender specific alternative "Mayor's Consort".

(8.30 to 8.38pm – a short break was held)

C159/04/25 Review and Adoption of Website Accessibility Statements Policy

Full Council considered report 220/25 presenting Full Council with a draft Website Accessibility Statements Policy for consideration and approval.

In response to queries from members, officers confirmed that the policy statements need to be updated and published to ensure that the new websites are compliant with the Web Content Accessibility 2.2 AA guidelines.

C159.1 It was **RESOLVED** to **NOTE** the contents of the report.

C159.2 It was **RESOLVED** to **ADOPT** the Website Accessibility Statements Policy.

C160/04/25 Adoption of an Interim Scheme of Delegation to Officers Policy

Full Council considered report 207/25 presenting the recommendation from the Finance & General Purposes Committee to adopt an Interim Scheme of Delegation to Officers Policy.

C160.1 It was **RESOLVED** to **NOTE** the contents of the report.

C160.2 It was **RESOLVED** to **ADOPT** an Interim Scheme of Delegation to Officers as recommended by the Finance & General Purposes Committee, and, by doing so,

archive the previous Scheme of Delegation Policy, noting that a comprehensive review of the Policy will take place within the next 12 months.

C161/04/25 Adoption of the Display Screen Users Policy

Full Council considered report 208/25 presenting the recommendation from the Personnel Committee to adopt the revised Display Screen Equipment Users Policy.

Members thanked officers for their work on the policy documents and confirmed that the review by committees provides a useful opportunity to discuss the proposed policies, assisting with the smooth flow of policies through Full Council.

C161.1 It was **RESOLVED** to **NOTE** the contents of the report.

C161.2 It was **RESOLVED** to **ADOPT** the revised Display Screen Equipment Users Policy as recommended by the Personnel Committee.

C162/04/25 Adoption of the Staff Travel Expenses Policy

Full Council considered report 209/25 presenting the recommendation from the Personnel Committee to adopt the revised Staff Travel Expenses Policy.

C162.1 It was **RESOLVED** to **NOTE** the contents of the report.

C162.2 It was **RESOLVED** to **ADOPT** the revised Staff Travel Expenses Policy as recommended by the Personnel Committee.

C163/04/25 Adoption of the Rebranded Bookings, Hire & Events Policy

Full Council considered report 210/25 presenting the recommendation from the Assets & Facilities Committee to adopt the rebranded Bookings, Hire and Events Policy.

Members thanked officers for bringing this policy and for the introduction of the pitch hire booking system, enabling members of the public to see the pitch booking details.

C163.1 It was **RESOLVED** to **NOTE** the contents of the report.

C163.2 It was **RESOLVED** to **ADOPT** the rebranded Bookings, Hire and Events Policy and, in doing so, archive the current Events Policy and Premises Hire Charge Policy.

C164/04/25 Adoption of the Discretionary Grants Policy

Full Council considered report 218/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Discretionary Grants Policy.

Members discussed grant applicants that were believed to be receiving funding from multiple agencies, and the addition of a new section header to better clarify the repayment terms of unused discretionary grants, where required.

C164.1 It was **RESOLVED** to **NOTE** the contents of the report.

C164.2 It was **RESOLVED** to **ADOPT** the revised Discretionary Grants Policy as revised in the meeting to better highlight the repayment terms of the discretionary grants scheme.

The Deputy Mayor took the opportunity to pay tribute to Councillor M Wearmouth as she chairs her final meeting before the end of her term in mayoral office.

C165/04/25 Exclusion of the Press & Public

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

C166/04/25 Toilet Cleaning Contract – Approval of Preferred Bidder-EXEMPT

Full Council considered exempt report 223/25 informing Full Council of the results of the cleaning contract tender process, and seeking approval of the appointment of the preferred bidder.

C166.1 It was **RESOLVED** to **NOTE** the contents of the report.

C166.2 It was **RESOLVED** to **APPROVE** the appointment of the preferred bidder as detailed in the report.

The meeting closed at 9.24pm.

Councillor M Wearmouth

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Mayor of Seaford