



Seaford Town Council

Agenda

Extraordinary Full Council Meeting

Thursday 15 October 2026

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

Meeting Date	Thursday 15 October 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Members	Councillors L Stirton (Mayor), R Buchanan (Deputy Mayor), S Adeniji, S Ali, L Boorman, C Bristow, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, R Stirton, I Taylor, L Wallraven, and M Wearmouth

Steve Quayle, Town Clerk

9 October 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
- 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
- The Mayor has chosen to do a short secular reflection ahead of each Full Council 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. Apologies for Absence

To receive details of any apologies for absence.

In accordance with Section 85(1) of the Local Government Act 1972, 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.

2. 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.

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

3. 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.

4. 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.

5. [Seaford Town Council Strategy Programme 2025 – 2027 Refresh](#)

To consider report 125/26 seeking approval of the refresh of the Seaford Town Council Strategy Programme 2025-2027, as recommended by the Strategy Programme Working Group (pages 7 to 15).

6. [Seafront Litter Bin Provision – Findings from the Summer 2026 Trial of Big Belly Bins](#)

To consider report 131/26 presenting findings from the trial and provide recommendations and options for the future (pages 16 to 30).

7. [A & F Concessions Working Group Proposals – Full Council Approval](#)

To consider report 126/26 bringing forward recommendations from the Assets & Facilities Committee, based on the recommendations made to the Committee by the A&F Concessions Working Group (pages 31 to 37).

8. [Memorial Policy Exception – October 2026](#)

To consider report 127/26 seeking approval from Full Council for an exception to be made to the Memorial Policy (pages 38 to 40).

9. [Update on the Cliff Gardens Project](#)

To consider report 129/26 providing an update on the progress with the Cliff Gardens Project and to note the proposed sponsorship funding model (pages 41 to 48).

10. [Approval of the Seaford Community Emergency Plan](#)

To consider report 121/26 presenting the Seaford Community Emergency Plan for approval (pages 49 to 72).

11. [Councillor Motion – Additional Grants Funding](#)

To consider report 122/26 presenting a motion in relation to the Town Council's financial grants, which has been presented by Councillor Sylvia Dunn (pages 73 to 75).

12. [Local Government Reorganisation and Asset Devolution Update](#)

To consider report 128/26 providing a public update in relation to Local Government Reorganisation and the Lewes District Council Asset Devolution process (pages 76 to 79).

13. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next items of business for the reasons as set out below.

The resolutions of the items will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

14. Grounds Maintenance Contract - Lots 2 (Grass Verge Cutting) and Lot 3 (Seaford in Bloom) Arrangements EXEMPT

To consider exempt report 120/26 seeking Full Council's approval to trial the East Sussex County Council's Urban Grass Verge Cutting offer of six cuts for 2027 (Lot 2), followed by a review in autumn 2027. In addition, to inform the Committee of officers' intention relating to the retendering of Lot 3 (Seaford in Bloom) (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of reason: under the Freedom of Information Act 2000 s43(1), disclosure of

this report would likely prejudice the commercial interests or activities of any party.

15. Approval of Out of Hours Provision Arrangements EXEMPT

To consider exempt report 124/26 presenting the results of the on-call officer trial and officer recommendations on next steps (exempt pages).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.

Explanation of reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

16. Update and Next Steps on Hurdis House EXEMPT

To consider exempt report 123/26 providing an update on the disposal of Hurdis House and seek approval of the next steps to be taken (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

- 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 the Town Council's activities and areas of responsibility, 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.

Further guidance on public participation is available to view 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:

If councillors have any questions on the reports and you think that officers may require time to prepare a response, please send these through in writing via email at least 48 hours prior to the meeting. A verbal response will be given when the officer is introducing the item in 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. 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:	125/26
Agenda Item Number:	5
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Seaford Town Council Strategy Programme 2025 - 2027 Refresh
Strategy Programme Ref:	(Whole Document Review)
Purpose of Report:	To seek approval of the refresh of the Seaford Town Council Strategy Programme 2025-2027, as recommended by the Strategy Programme Working Group
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Draft version of the refreshed Strategy Programme 2025-2027

Working Group Recommendations

The Strategy Programme Working Group has made the following recommendation to Full Council:

1. To adopt the refreshed version of the Strategy Programme 2025-2027

Officer Recommendations

2. To note the contents of the report.
3. To note the progress against the refreshed Strategy Programme 2025-2027 will be reported at normal quarterly Full Council meetings from January 2027 onwards, with the original version being reported on at the Full Council meeting on 22 October 2026, due to the close timeframes between meetings.

1. Introduction

- 1.1 On 23 October 2025, Full Council approved the adoption of a new Seaford Town Council Strategy Programme (SP) 2025-2027.
- 1.2 Progress on the SP has been reported on and risk-rated at each normal Full Council since that time.
- 1.3 As part of Report 95/25 that introduced the draft SP, it was proposed that the SP be revisited after one year and for a light-touch review to be undertaken to ensure the document is kept up to date and remains relevant across the 24 months of its intended duration. The refresh was also seen as an opportunity to enable changes to strategies and goals that have developed or evolved since October 2025, and to assist with re-focusing where necessary.
- 1.4 To prepare for this light-tough review, throughout the summer the Strategic Programme Working Group (SPWG) was reconvened and subsequently met three times through July and August to review and discuss each of the strategic goals.
- 1.5 Officers also proposed three brand new strategies and goals, which were discussed with the SPWG, and have now been added to the document.

2. Review of Strategy Programme 2025-2027

- 2.1 The draft revised SP document is attached at **Appendix A**.
- 2.2 No structural changes have taken place to the document in line with this being a light-touch review. However, there are quite a lot of differences in the content.
- 2.3 Officers were proud to report that 34 of the original 79 goals had been completed prior to the review taking place. It was agreed by SPWG that these completed goals should remain on the face of the document to help reiterate the progress that has been made in the last year right across the Town Council.
- 2.4 The review process involved a detailed discussion about each of the remaining yet incomplete goals. This led to multiple wordings being amended and/or changed to reframe some of the goals.
- 2.5 In addition, a number of new goals were created within existing strategies where it has become obvious over the last year that another step in the process is required.

3. Officer Proposals

- 3.1** In addition to the changes mentioned above in Section 2, officer have proposed three brand new Strategies as follows:
- (a)** Strategy 3.6: Newlands Section 106 Monies
 - (b)** Strategy 4.4: Summer Community Event
 - (c)** Strategy 5.5: Wellbeing at Work East Sussex
- 3.2** Each of these new strategies are complete with component goals, as detailed in the SP document.

4. Tracked Changes, Timings, & Future Clean Version

- 4.1** Appendix A demonstrates the changes that have been made in this refresh.
- 4.2** All text in red denotes a change from the original version, and the “Latest Update” column seeks to explain what has changed with each goal and the reasons why it has changed.
- 4.3** Councillors should note that this iteration of the document does not provide a progress update on each goal, as progress updates are reserved for normal Full Council meetings, the next of which will take place on 22 October. Owing to the short interval between the meetings on 15 and 22 October, and the statutory requirement to publish papers in advance, the original version will be presented at the meeting on 22 October. If approved at this meeting, the refreshed version will be reported to each normal Full Council meeting from January 2027 onwards. It will be presented as a clean version of Appendix A, without the red text explaining the changes.

5. Financial Appraisal

- 5.1** There are no direct financial implications as a result of this report for this financial year. However, the 2027-2028 financial budget will need to fund some of the projects included within the revised Strategy Programme. The individual programmes of work will be considered by the relevant Committees as part of the budget setting process and the overall budget proposal will then be scrutinised by F&GP Committee, before being approved by Full Council in January 2027.

STC Strategy Programme 2025-2027																	
October 2025 - October 2027 (Updated October 2026)																	
Strategy	Ref	Goal (Specific, Measurable, Achievable)			Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact</u> <u>underlined</u>)	Progress RAG Rating									Latest Update
								25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	
1																	
1.1	Concession, Licence, Lease Management	A	Establish A&F 'Concessions Working Group' to review the current concession, lease and licence process/arrangements	Nov-25	A&F	Operations Manager, HOP & <u>Town Clerk</u>	A	G	Completed						A) Completed. B) WG's recommendations were presented to A&F in September & FC in Oct C) On track D) New Goal added		
		B	A&F Concessions Working Group to devise recommendations and obtain Full Council approval	Oct-26			G	G	G								
		C	Implement new processes and arrangements	Apr-27			G	G	G								
		D	Interim review by officers of new concessions processes arising from the above	Oct-27													
1.2	Improve Accessibility of STC website & Golf Course website	A	Identify areas of improvement required for 'WCAG 2.2' protocols compliance across both websites	Dec-25	F&GP	Comm.Eng Manager & <u>DTC</u>	Completed									A) Completed B) Completed C) Date changed because monitoring compliance should continue until the end of the Programme's timeframe	
		B	Make necessary changes required to ensure 95% score rating is achieved	Apr-26			G	Completed									
		C	Monitor continued compliance and address failings, as necessary	Mar-27 Oct 27			G	G	G								
1.3	Improve & Refresh Signage	A	Refresh Heritage Board Signage, in conjunction with Museum & Heritage Society and Seaford Chamber of Commerce—Support the Museum & Heritage Society and Seaford Chamber of Commerce with the ongoing town centre review, including Heritage Boards, seeking Full Council approval, if required	May-26 Oct 27	A&F	Operations Manager & <u>HOP</u>	G	R	R						A) Wording and date of goal changed as the project has altered B) Completed C) Date changed due to proposal for A&F Cttee to be sent emailed examples of planned signage for negative consent agreement prior to implementation		
		B	Undertake signage audit across STC sites, identifying improvements available, and where amalgamation can occur	May-26			G	G	Completed								
		C	Commence incremental programme of signage changes, following on from signage audit	Jul-26 Oct 26			G	G	A								
1.4	Golf Course Improvements (* Dependent on Higher Tier Funding from RPA)	A	* Prepare necessary works for the redevelopment of the 17th green and 18th tees	Sep-26	GOSCA	Golf Course Manager, HOP & <u>Town Clerk</u>	G	G	G	Completed						A) Asterisk removed as incorrect. Goal completed since last update B) Wording of goal added to C) Wording of goal changed slightly D) Completed E) Completed	
		B	* Achieve required approvals from external authorities including planning permission, to commence works on 17th green and 18th tees	Sep-27			G	G	G								
		C	Create new rides through scrub areas Commence the creation of rides through the scrub areas	Apr-27			G	G	G								
		D	Install new washdown facilities to recycle water and clippings	Apr-27			G	G	Completed								
		E	Commence a programme of extending wildflower areas	Apr-27			G	G	Completed								

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact</u> <u>underlined</u>)	Progress RAG Rating									Latest Update	
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3		
2																
WELLBEING: Develop & deliver projects to support the wellbeing of the Town's residents																
2.1	Evidence Base for New Community Centre	A	Map the community group provision already existing in the town	Feb-26	A&F	Operations Manager & <u>HOP</u>	G	A	Completed						A) Completed B) Date changed as questionnaire and analysis is ongoing C) Goal wording and date changed to provide space to complete task after B) is completed and bring to FC	
		B	Engage with residents and stakeholders to map the need for further provision	Jul-26			Dec 26	G	A	A						
		C	Finalise and, if approved, work up project including next steps, as appropriate (Oct-26 refresh to dictate next steps) If approved, identify possible locations and bring forward plans for consideration	Oct-26			Mar 27	G	G	G						
2.2	The Salts Improvement Plan	A	Undertake Stage 1 consultations with key stakeholders and the public	Mar-26	Nov 26	GOSCA	Operations Manager & <u>HOP</u>	R	A	A						A) Wording and date changed due to requirement to undertake proper full consultation periods to ensure project complies with funding rules for potential funding partners B) Date changed to provide more time following on from Stage 1 Public Consultation C) Wording changed due to another round of public consultation being required, as per A) D) Remove wording aimed at reviewing goal in this review
		B	Develop a selection of plans in partnership with planning authority	Oct-26	Mar 27			G	G	G						
		C	Undertake Stage 2 public consultation on proposed plans, to find a preferred solution	Mar-27	July 27			G	G	G						
		D	Finalise and achieve Full Council resolution for preferred solution (Oct-26 refresh to dictate next steps)	Oct-27	G			G	G							
2.3	Acquisition / Disposal of Assets	A	Work to acquire appropriate LDC assets, ensuring they deliver positive impact for Seaford and are sustainable for STC	May-27	A&F	Operations Manager, <u>HOP & Town Clerk</u>	G	G	G						A) STC has submitted list of nominated sites and awaits LDC's response B) The building is now being remarketed for sale C) Date changed to accommodate decision making process for A&F Extraordinary Meeting D) New goal added E) Re-lettered to make way for new D), but completed	
		B	Reach a final decision on future of Hurdis House - then action decision	Feb-26			G	G	Completed							
		C	Devise plan for future office location of STC (including the option to remain at Church Street, if appropriate)	May-26			Aug 26	A	A	R	Completed					
		D	Progress decision of Full Council in relation to future office location	Oct 26												
		E	Review management / potential sale of STC-owned Martello Beach Huts and obtain approval for recommendation	May-26			G	R	Completed							
2.4	Parking Solutions	A	Undertake a comprehensive review all STC car parking management	Mar-27	GOSCA	Operations Manager & <u>HOP</u>	G	G	G	Completed						A) Wording changed due to limited amount of car parking management in Seaford. Goal completed since last update B) Completed C) New goal added to review pay and display trial D) Re-lettered to make way for new C). Delayed by ESCC, now awaiting approval for license, but date change not required
		B	If approved, undertake trial of pay and display (consider BN25 resident discount) at South Hill Barn car park	Jun-26			G	G	Completed							
		C	Review outcome of pay and display trial and determine future plans	Jan-27												
		D	Plans for gravel strip options west of Martello Tower, and obtain approval for recommendation	Oct-26			G	G	G							
2.5	Emergency Plan	A	Establish links with Sussex partners and understand overarching SRF's plans and how to complement them	Jan-26	Full Council	Operations Manager, <u>HOP & Town Clerk</u>	R	R	Completed						A) Completed B) Date changed, delayed by SRF's resistance for Town Councils to become involved until shipping containers incident C) On track	
		B	Develop a Seaford Community Emergency Plan involving councillors, community groups and local emergency services	Jun-26			Oct 26	G	G	A						
		C	Seek Full Council adoption of the Seaford Community EP, and then monitor and adapt plan as circumstances dictate	Oct-26			G	G	G							

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers <u>(main contact underlined)</u>	Progress RAG Rating									Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

3	FACILITIES / ASSETS: Develop and maintain assets, settings and recreational facilities																					
3.1	South Hill Barn Project	A	Compile reports and studies needed to bring Stage 1 of the project to a conclusion Obtain finalised legal advice needed to bring Stage 1 of the project to a conclusion	Dec-25	Dec 26	SHB WG & Full Council	Senior Projects Officer, Assets & Contracts Manager & HOP	R	R	R								A) Wording and date changed to update current situation - Still working to achieve clear legal position B) Wording split and altered from previous B and date changed as per the above C) New Goal = remainder of former B) goal with date changed to avoid PEP D) Re-lettered to make way for new C). Wording and date changed as per the above				
		B	Recommence works to p Present Stage 1 of project to Full Council. Seek to obtain approval to move to Stage 2 including necessary budget	Jan-26	Mar 27			R	R	R												
		C	Seek to obtain Full Council approval to move to Stage 2 including necessary budget		Jul-27																	
		D	Subject to Full Council approval, commence Stage 2 of project in-line with project plan (Oct-26 refresh to dictate next steps)	Apr-26	Jul 27			A	R	R												
3.2	Toilet Provision	A	Review and run tender for toilet cleaning and maintenance		Feb-26	A&F	Operations Manager & HOP	G	A	Completed										A) Completed B) On track C) New goal added to investigate new scheme to alleviate pressure on toilets D) Re-lettered. Wording changed to remove wording aimed at reviewing goal in this review E) Re-lettered. Wording Changed to remove wording aimed at reviewing Goal in this review. Date changed due to unavoidable delays in progress		
		B	Review toilet provision - town centre, seafront and open spaces, considering options for internal/external provision		Oct-26			G	G	G												
		C	Work with Seaford Chamber of Commerce to investigate feasibility of Open Toilet Scheme		Jan-27																	
		D	Develop plan for toilets provision and obtain approval for recommendation (Oct-26 refresh to dictate next steps)-		Jan-27			G	G	G												
		E	Establish viability of the reinstatement of public toilet at The Crouch (Oct-26 refresh to dictate next steps)	Jul-26	Oct 26			G	G	G												
3.3	Seafront Bin Provision	A	Undertake review to ensure best possible management of seafront bins, including options to help prevent overspill		Mar-26	A&F	Operations Manager & HOP	G	G	Completed										A) Completed B) Completed C) Wording & date changed following on from Big Belly Bin trial not going fully as planned		
		B	Trial various options through summer 2026 to see what has an impact		Jun-26			G	G	Completed												
		C	Review success of Consider learnings from 2026 trials and work up future plans, informed by review (Oct-26 refresh to dictate next steps)	Nov-26	Oct 26			G	G	G												
3.4	Grounds Maintenance Contract	A	Undertake tendering process to appoint Ground Maintenance Contractors		Nov-25	GOSCA	Operations Manager, HOP & Town Clerk	Completed														A) Completed B) Completed C) New Goal added following on from contractor surrendering contracts for Lots 2 and 3 D) Re-lettered to make way for new Goal c) - On track
		B	Award and onboard new Grounds Maintenance Contract appointed contractor		Apr-26			G	Completed													
		C	Retender/reconsider contract arrangements for Lots 2 and 3 of Grounds Maintenance Contract, following on from contractor's surrender of contract		Oct-26																	
		D	One year comprehensive review of Grounds Maintenance Contract		Apr-27			G	G	G												
3.5	Hope Gap Steps	A	Make an informed, final Full Council decision on the future of Seek approval of a fully costed solution for Hope Gap Steps	Oct-25	Jan 27	Full Council	Senior Projects Officer & HOP	R	R	R							A) Wording and date changed due to change of approach to Hope Gap Steps since the original programme was written B) Wording and date changed, as per above					
		B	Commence process of implementing decision (Oct-26 refresh to dictate next steps)- If approved, work with partners (such as Natural England and SDNPA) to work up a full design and obtain necessary permissions	Apr-26	Oct 27			R	R	R												
3.6	Newlands s106 Monies	A	Establish Full Council approval for spending s106 monies to improve football facilities at The Crouch and/or The Salts		Mar-27	GOSCA	HOP, Operations Manager & Town Clerk										A whole new strategy and associated goals added					
		B	Make application to LDC to access CIL monies once cascade allows improvement of existing facilities		Jul-27																	

Strategy	Ref	Goal (Specific, Measurable, Achievable)		Realistic Timeframe	Committee Oversight	Lead Officers (main contact underlined)	Progress RAG Rating									Latest Update
							25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	
4																
4.1	Communications Strategy & Working Digitally	A	Review STC's website and establish need for revised website, or completely new website	Dec-25	F&GP	Comm.Eng Manager & <u>DTC</u>	Completed									A) Completed B) Goal completed since last update C) New goal added D) Re-lettered. Wording changed. Goal completed since last update E) New goal added
		B	Make improvements to website resulting from review, or commence tender for new website if replacement necessary	Mar-26			G	G	G	Completed						
		C	Launch new STC website	Oct-26												
		D	Review STC's communication methods. Map audiences and preferred communication methods and-branding-of-STC-	Dec-26			G	G	G	Completed						
		E	Introduce a new Communications Strategy, including a comprehensive public complaints policy	Jan-27												
4.2	Youth Ambassador Board	A	Establish Youth Ambassador Board in conjunction with Seaford Head School and other educational settings	Oct-25	F&GP	<u>Comm.Eng</u> Manager	G	G	Completed						A) Completed. B) Date Changed. Goal changed from completed to Ongoing since last update due to change of approach by having YAB as a continuing process C) Date changed due to change in B) above and this being an ongoing feedback process	
		B	Facilitate rolling schedule of meetings with Youth Ambassador Board	Nov-25 Oct 27			G	G	G							
		C	Obtain feedback from participants on effectiveness and potential improvements going forwards	Jun-26 Oct 27			G	G	A							
4.3	Weekend Cover/Seafront Management Plan	A	Review need for an on-call weekend officer or a Seafront Officer to patrol weekends in peak season	Jan-26	Personnel	HR Manager, <u>DTC</u> & HOP	Completed									A) Completed B) Completed C) Completed D) New Goal to assess need for On-Call Officer following trial
		B	Obtain approval for preferred solution. Recruit appropriate officer, if necessary. Personnel policies to be updated	Mar-26			G	G	Completed							
		C	If approved, implement either on-call officer or Seafront management officer in line with new staffing budgets	May-26			G	G	Completed							
		D	Review provision of on call officer and implement decision for 2027/28 financial year	Jan-27												
4.4	Summer Community Event	A	Establish and fund a summer community event for June 2027, in conjunction with key partners & local community groups	Oct-26	A&F	<u>Operations</u> Manager & HOP										A whole new strategy and associated goals added
		B	Undertake and facilitate a operations group of key partners to shape, organise and deliver the event	Jan-27												
		C	Gather feedback to evaluate the effectiveness of the event to inform if this should become an annual event	Jul-27												

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers <u>(main contact underlined)</u>	Progress RAG Rating									Latest Update	
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3		
5 GOVERNANCE: Practice ethical and sustainable governance that demonstrates fiscal responsibility and sustainability																
5.1	Land & Leases	A	Review of existing leases and contracts, including the undertaking of rent reviews	Sep-26- Mar 27	Full Council	<u>Assets & Contracts Manager</u>	G	G	G						A) Date changed as much more complex and time consuming than originally envisaged B) Wording and date changed due to delays experienced with LDC, solicitors and HMLR	
		B	Undertake all STC work required to Rregister all land owned by STC correctly at HM Land Registry	Sep-26 Dec 26			G	G	G							
5.2	Financial Management	A	Identify areas of STC governance practice for review and improvement	Mar-26	F&GP	Finance Manager, <u>DTC, HOP</u> & Town Clerk	G	G	Completed				A) Completed B) Completed C) Date changed due to SMT opinion we will not be ready for this by Jan D) Wording changed to remove wording aimed at reviewing goal in this review E) New goal seeking to utilise the Funding & Contracts Officer to apply for grant funding for other organisations, not just STC			
		B	Carry out internal audit and implement recommendations	Jul-26			G	G	Completed							
		C	Undertake a 'peer review' of STC's performance and management	Jan-27 Sep 27			G	G	G							
		D	Confirm priorities for CIL spending plans for 2027-2028 (Oct-26-refresh-to-dictate-next-steps)-	Oct-26			G	G	G							
		E	Develop a 'grant capture' strategy to support other organisations in need of external funding	Jan-27												
5.3	Policy & Risk Management	A	Review all STC policies and identify priority list of those that need creating / reviewing / updating	Dec-25	Personnel/ F&GP	<u>Policy & Risk Officer, HR Manager, DTC</u> & Town Clerk	Completed									A) Completed B) On track C) Completed D) Date changed to provide opportunity to fully test the BCP
		B	Develop, seek approval, and implement policy creation, review and update for all policies	Mar-27			G	G	G							
		C	Update, maintain and publish Risk Register, alongside establishment of SMT quarterly review of risk register	Mar-26			G	G	Completed							
		D	Develop / test BCP for continued operation of STC in the event of fire, flood, building loss, cyber attack, etc	Jun-26 Oct 26			G	A	A							
5.4	Back Office Digitalisation	A	Establish options for digitalising and modernising processes, including base lines and improvement aspirations	Mar-26	F&GP	<u>DTC</u> & Town Clerk	G	G	Completed				A) Completed B) Date changed due to need for some new IT packages to commence at start of financial year in Apr 27 C) Wording changed so we don't review packages too early for those less than one year old			
		B	Commission best option/s, following on from approval	Jul-26 Apr 27			G	G	G							
		C	One year comprehensive review of efficacy and improvements gained from new option/s, alongside lessons learned, excluding packages less than one year old	Jul-27			G	G	G							
5.5	Wellbeing at Work East Sussex	A	Launch the East Sussex Wellbeing at Work (WAW) programme to all STC staff	Nov-26	Personnel	<u>HR Manager</u> & DTC									A) Brand new initiative, recommended by officers to be added to SP B) First step towards programme, involving an initial health needs survey that staff will complete, and from that, commence work towards Bronze level	
		B	Work towards achieving the WAW Commitment Award	Oct-27												

G

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact</u> <u>underlined</u>)	Progress RAG Rating									Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

6	CLIMATE: To help create a sustainable Seaford, resilient to the effects of climate change														
6.1	Climate Action Plan & Climate Emergency Policy	A	Working Group and officers to pull together final proposals and obtain approval from Committee and Full Council	Apr-26	GOSCA	HOP	G	A	A	Completed					A) Completed since last update B) New Goal C) Wording changed to remove wording aimed at reviewing goal in this review. Date changed to correlate with FC meeting
		B	Subject to energy audit outcomes, develop new Climate Action Plan and Climate Emergency Policy	Oct-26											
		C	Ensure all features from Climate Action Plan are successfully rolled out (Oct-26 refresh to dictate next steps)	Nov-27 Oct 27			G	G	G						
6.2	Fields in Trust	A	Establish pros and cons of Fields in Trust and bring paper to Full Council enabling informed decision	Jan-26	Full Council	Assets & Contracts Manager & Town Clerk	A	G	Completed					A) Completed B) Wording and date changed due to level of work required and only taking forward two sites at this time C) Date changed due to very slow Asset Devolution process by LDC	
		B	Subject to approval of proposal, rollout Fields in Trust status to Martello Fields, The Crouch and The Salts. Progress Deed of Dedication for Martello Fields and The Crouch and obtain final approval from FC	Jun-26 Mar 27			A	A	A						
		C	Consider Fields in Trust status on other land, including applicable land acquired from LDC's asset devolution agenda	Jan-27 Oct 27			G	G	G						
6.3	Chalk Paths - Seaford Head Estate	A	Restoration of chalk paths on route past Coastguard Cottages, consideration given to sinking fund to restore five-yearly	May-27 Jan 27	GOSCA	Operations Manager & HOP	G	G	G						A) Date changed. Path done but 'sinking fund' element of goal needs to be addressed at Budget Setting FC in Jan B) Date changed. ESCC have agreed, but are unable to afford this project in this financial year and don't have spare officer capacity, so have advised this should take place in 2027-2028 C) CIL application has been made to SDNPA & LDC
		B	Work alongside ESCC for restoration of chalk footpath from Splash Point to Seaford Head via external funding	Apr-27 Oct 27			G	A	A						
		C	Restoration of path and improvements to access and conservation at High & Over in conjunction with SDNPA and NT	Mar-27			G	G	G						
6.4	Cliff Gardens	A	Establish a Memorandum of Understanding with SDNPA & SCP. Provide SDNPA with a Licence to Occupy	Oct-25	GOSCA	Senior Projects Officer & HOP	Completed					A) Completed B) Date changed due to delayed completion of project due to ESCC Highways requirements C) Date changed to correlate with discussions ongoing about future maintenance and management			
		B	Assist and oversee the delivery of the Cliff Gardens project - delivered by SDNPA but with STC project officer oversight	Jun-26 Oct 26			A	G	A						
		C	Establish Management & Maintenance (M&M) framework with SCP. Implement M&M to oversee ongoing maintenance	Sep-26 Jan 27			G	G	G						

Glossary of acronyms:

- A&F Assets & Facilities Committee
- BCP Business Continuity Plan
- CIL Community Infrastructure Levy
- Comm. Eng. Manager Community Engagement & Democratic Services Manager
- DTC Deputy Town Clerk & Responsible Financial Officer
- EA Environment Agency
- EP Emergency Planning / Plan
- ESCC East Sussex County Council
- F&GP Finance & General Purposes Committee
- FC Full Council
- GOSCA Golf, Open Spaces & Claimte Action Committee
- HLF Higher Level Funding
- HOP Head of Place
- LDC Lewes District Council
- M&M Management and maintenance
- NE Natural England
- NT National Trust
- PEP Pre Election Period
- Q Quarter (of the year)
- RAG Red, Amber, Green rating
- RPA Rural Payments Agency
- s106 Section 106 Monies
- SCP Seaford Community Partnership
- SDNPA South Downs National Park Authority
- SHB South Hill Barn
- SMT Strategic Management Team
- SRF Sussex Resilience Forum
- STC Seaford Town Council
- WAW Wellbeing at Work East Sussex
- WCAG Web Content Accessibility Guidelines
- WG Working Group
- YAB Youth Ambassador Board

RAG Rating Glossary

- R

Red = significant problems or delay in timescale or unacceptable risk
- A

Amber = caution / potential issues
- G

Green = good / on track
- Completed



Seaford Town Council

Report Number:	131/26
Agenda Item Number:	6
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Seafront Litter Bin Provision – Findings from the Summer 2026 Trial of Big Belly Bins
Strategy Programme Ref:	6.4
Purpose of Report:	To present findings from the trial, and provide recommendations and options for the future
Contact Officer:	Peter Cousin, Head of Place Authored by: Peter Cousin, Head of Place, Sharan Brydon, Operations & Facilities Manager and Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Bin Locations Appendix B – Data-evidenced hot spot locations Appendix C – Waste Images Appendix D – Feedback Appendix E – List of local authorities invested in Big Belly Bins

Officers Recommendations

1. To note the contents of the report.
2. To note a competitive tender process for bin emptying will be undertaken in coming months and that the emptying costs detailed in sections 6 and 7 are estimates, which may change as a result of the tender process.
3. To approve Option 1, purchase of Big Belly Bins, for seafront bin provision, to enable officers to proceed with procurement and implementation ready for spring/summer 2027.

Should Recommendation 3 fail:

4. To approve Option 2, purchase 19 new standard 'closed style' dual bins to enable officers to proceed with procurement and implementation ready for spring/summer 2027.

Should Recommendations 3 and 4 fail:

5. To note the existing standard open style dual bins will remain in situ throughout 2027
6. To approve/reject option 4, to instruct officers to undertake investigations regarding extra 1,100 litre Eurobins at 'waste' hotspots.

1. Introduction

- 1.1 Within the 2025-2027 Strategy Programme, Strategic Goal 3.3 sets out a phased approach to improving the management of seafront bins, including a review of current provision, trialling alternative bins during summer 2026, and a subsequent evaluation to help inform future plans.
- 1.2 On 29 April 2026, Full Council approved a trial of 13 Big Belly Smart Max compaction bins ('BB bins') along Seaford seafront from 1 June to 30 September, replacing 19 old open-style bins. See **Appendix A** for locations.
- 1.3 This report sets out the findings, recommendations, and options for the future.
- 1.4 For clarity:
 - (a) Litter is produced by people during their days out etc, it is generally small individual pieces of rubbish.
 - (b) Waste is generally large bags of rubbish; this often includes domestic or commercial waste or waste produced from larger groups and then bagged.

2. Information – Trial Delivery and Service Arrangements

- 2.1 **Installation and Removal** – 13 BB bins were installed as planned in time for the 1 June trial start date. At the time of writing, the units are scheduled to be removed in early October, with the 19 original open-style bins being reinstalled for the autumn and winter, in accordance with the trial agreement.

- 2.2 Waste Collection Arrangements** – at the beginning of the trial, idverde Ltd were contracted to carry out the BB bin emptying, however it quickly became apparent that operational challenges prevented them from doing so effectively, so it was mutually agreed during June that their agreement would end. Lewes District Council's (LDC) waste collection service was contracted from 29 June 2026 to provide daily emptying and litter-picking services, whilst a separate local contractor, ATW Clearances, was contracted to provide additional ad hoc weekend collections and litter picking because LDC were logistically unable to provide a second collection on the weekends, which the early evidence showed was required.
- 2.3 Impact of Changes to Collection Arrangements** – these unavoidable changes in bin emptying arrangements significantly increased the anticipated costs for the trial and so resulted in a requirement for significant additional expenditure. Due to this mid-trial change of contractor, a fixed collection schedule was agreed with LDC at very short notice. As a result, the software management system on the BB bins could not be utilised to its full capacity because LDC were unable to offer a dynamic emptying service where only those bins that had reached a certain fill capacity were emptied. Instead, all bin collections had to be undertaken to the pre-agreed schedule, rather than in response to the BB bin's system alerts.

3. Key Findings and Observations

- 3.1 Litter Bin Performance** – no issues were reported with the compaction functionality of any of the BB bins throughout the trial. The BB bins consistently operated as designed and performed exceptionally well. Overall, the BB bins themselves were a significant success, demonstrating reliable and effective performance throughout the trial.
- 3.2 Litter and Waste Hotspots** –
- (a) Four bin locations were identified as consistent hotspots, regularly generating fullness system alerts. These were concentrated in the area between Splash Point and the junction with Ringmer Road and experienced the highest levels of use.
 - (b) The wider area opposite the Buckle Car Park and Buckle House was also identified as a significant hotspot where fishing communities have developed. Large quantities of discarded fishing equipment, including

line and other tackle, were regularly left beside the bins, contributing to the wider waste problem.

- (c) See **Appendix B** for the data evidencing the hot spots from the software management system.

3.3 Seasonal Demand and Weather Conditions –

- (a) Spring and summer 2026 were exceptionally hot and dry, with four distinct heatwaves and record UK summer temperatures, reaching 35°C in May, June, and July, and a peak of 38°C in August.
- (b) This prolonged hot and dry weather drove exceptionally high visitor numbers to Seaford, placing significant additional pressure on public facilities. Litter bins experienced substantially increased usage over a prolonged daily basis and required frequent emptying. Overall usage was notably higher than in previous years, with the high level of demand extending well beyond daytime hours and late into the evening during both weekdays and weekends.

3.4 Behavioural Factors –

- (a) Although the BB bins performed well with general litter once the new contractors were installed, there was an ongoing significant issue with bags of waste being left next to the BB bins. The trial demonstrated that any type of conventional litter bin alone is unlikely to resolve the issue of large household-sized waste bags being deposited beside the public bins. This is a behavioural issue rather than a matter of litter bin capacity.
- (b) Throughout the trial, officers received hearsay/anecdotal reports of large waste bags being deposited next to bins by campervan dwellers, householders, and informal litter pickers.
- (c) Additionally, large coach groups of fishermen are known to have generated waste volumes which exceeded the capacity of individual BB bins, resulting in large waste bags and fishing equipment being left beside the BB bins.
- (d) It has also been identified that some concessions do not consistently provide external bins, increasing pressure on the public bins. (This will begin to be addressed via license conditions as part of future concession contracts.)

(e) See **Appendix C** for images of typical waste left beside the bins.

3.5 Feedback - in addition to officers' findings, feedback was sought from waste operatives, voluntary groups (including litter picking groups), regular users, and the BB bins provider FutureStreet. See **Appendix D** for the feedback received.

4. Waste Management

4.1 Officers have considered and debated the challenges of waste management, as opposed to litter.

4.2 The Town Council is not the statutory authority responsible for waste disposal and does not have a budget assigned to deal with this issue. That said, the Town Council is keen to maintain the town and the seafront in a presentable and attractive way, so a balance needs to be struck, and a decision made as to what is the best way forward for this intractable issue.

4.3 Councillors will recall the report in April 2026 considered, but recommended against, the installation of 1,100 litre Eurobins at strategic hot spots along the seafront to act as receptacles for bags of waste. Whilst it is anticipated this would prompt some disposers of waste to use them, there are serious concerns about the lids being left open at night which would attract seagulls, foxes and rodents, and would cause contaminated rainwater run-off across the prom and onto the beach if it rained heavily overnight. The Town Council does not employ seafront officers to close and lock the lids each evening like some other larger coastal towns do. In addition, due to the seawall and the need for the bins to be emptied by large waste disposal vehicles, there are only a number of specific sites these bins could reasonably and effectively be located without creating obstructions.

4.4 Alternatively, the Town Council could contract with a provider to offer regular sweeps on foot for bags of waste, however this is labour intensive and would require a significant budget provision. In addition, a significant amount of the side waste appears in the evenings and at night and thus paying a contractor to collect this out of office hours would be even more expensive.

4.5 As has been discussed by councillors through the summer months, in many coastal towns the same local authority receives substantial parking revenue which helps them offset their bin emptying, public toilets, and seafront

officer provision. In Seaford, however, no parking income is available and even if street parking were to become chargeable in the future, the income would be retained by the County Council as the Highways Authority. This means the Town Council retains the burdensome cost of bin emptying and public toilet provision, with no associated income to offset these costs.

5. Future Options for Consideration

- 5.1** Officers have identified four future options for consideration, although officers recommend Option 1 be pursued.
- 5.2** The costs associated with each option are set out below, however emptying costs are covered separately in Section 5.
- 5.3** **Option 1** – Purchase or hire 13 BB bins (replicating the trial), plus another 4 BB bins to be placed at the four identified hotspot locations (BB1–BB4), totalling 17 BB bins on the seafront.

BB bins capacity = 570 litre

Hire Costs	Purchase Costs
£85.00 + VAT per unit, per month (delivery & installation included) £17,340 per annum	£4,500 per unit + approximately £200 per unit for delivery & installation, includes 5 years maintenance £79,900 one off payment (This would be a legitimate use of CIL funding, if approved)

- 5.4** **Option 2** – Purchase 19 new standard ‘closed style’ dual bins. These would represent the same capacity as is currently in place through the winter, but with the added benefit of flaps to prevent animal access into the litter.

Dual bin capacity = 160 litre

Hire Costs	Purchase Costs
n/a	£479.99 per unit (without add-ons: branding/ashtrays etc) £9,120 one off payment

	(This would be a legitimate use of CIL funding, if approved)
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5.5 Option 3 – Continue with the existing 19 standard ‘open style’ dual bins.

Existing bin capacity = 160 litre

The bins that the Town Council currently owns could continue to be used but this would continue the issue of wildlife being able to access the rubbish. As these are already owned, there would be no capital outlay or ongoing hire costs with this option.

Hire Costs	Purchase Costs
n/a – already owned by STC	n/a – already owned by STC

Option 4 – (as a supplement to options 1-3) instruct officers to investigate further options for managing the separate waste issue, including undertaking research into whether Eurobins (1,100 litre) could be a suitable option, subject to vehicle access and weight restrictions in their placement.

6. Emptying Costs

- 6.1** A substantial part of the ongoing costs of the provision of any type of bins comes from emptying them. The Town Council’s bin emptying contract will be going out for competitive tender in coming months, so for the purposes of this report the current bin emptying fees have been included as an example.
- 6.2** It should be noted that there exists the potential for significant savings to be made by finding a contractor who is capable of offering a dynamic emptying regime. A transition to modern, higher-capacity bins incorporating fill-level monitoring technology, supported by waste management software, would enable a capable contractor to collect only when triggered by actual capacity, rather than on a pre-determined timetable. This would significantly reduce unnecessary collections, particularly outside of the main summer season, when volumes are substantially lower.
- 6.3** Because BB bins can accommodate approximately 4.8 times more waste than standard litter bins, this allows for significantly fewer collections and hence significant savings, particularly during winter months if the contractor is capable of offering a dynamic emptying regime. The cost of emptying BB bins, whilst higher than standard bins, is not 4.8 times higher, so the fewer

collections needed for the same amount of litter can make a significant difference to the overall costs of emptying.

6.4 The table below explains costs:

Bin type	Current Cost Per Empty
BB bin	£11.44
Dual Bin	£6.34

Bin type	Annual Cost
BB bins using a dynamic emptying regime	Estimated as half the bins emptied on average every 4 days, with the other bins emptied daily during the week and twice daily on weekends Emptied 4 times a week (on average) between 1st October and 31st March Total: £59,339.28 (This is based on an estimated number of times the bin will require emptying, lower usage of bins would result in lower costs, whilst higher usage of bins would result in higher costs, however, the estimates are based on the data available from the summer of 2026, which was an exceptionally busy summer period.)
Dual Bins using a pre-determined emptying schedule	£6.34 x 19 = £120.46 per day x 365 = £43,967.90, plus a second collection daily from 1 April to 30 September (183 days/extra collections) = £20,044.18 Total: £64,012.08

7. Financial Appraisal

7.1 Councillors must bear in mind that these figures are very much estimates as they are based on the current fees charged, whereas a competitive tender process needs to be undertaken before an emptying contract can be entered into. It cannot be known in advance how much the fees would be for emptying under that contract.

7.2 The estimated total costs for each option in the first year are as follows (costs in future years will only be for emptying and hire, if the hire option is selected):

- 7.3 Option 1** – Hire / Purchase 17 BBB: Hire £17,340 / Purchase £79,000 + Emptying costs estimated at £59,339.28 = **£79,679.28 (hire) or £138,339.28 (purchase)**. (The purchase of these bins would be a legitimate use of CIL funding, if approved)
- 7.4 Option 2** – Purchase 19 new standard ‘closed style’ dual bins £9,120.00 + Emptying costs estimated at £64,012.08 = **£73,132.08**. (The purchase of these bins would be a legitimate use of CIL funding, if approved)
- 7.5 Option 3** – Continue with existing bins £0.00 + Emptying costs estimated at **£64,012.08**.
- 7.6 Option 4** - cost is not detailed here because a further report would be presented regarding the potential options and cost associated with additional Eurobins if this option is chosen to complement one of the three options above.

Big Belly Bin Locations

No / Name	What3words
001 SplashPoint	https://w3w.co/butterfly.most.passively
002 Just after Holy Cow	https://w3w.co/feasted.majoring.cherish
003 Martello Cafe	https://w3w.co/ports.searching.shipwreck
004 Opposite Ringmer Rd	https://w3w.co/isolating.entire.premature
005 Opposite St. John's Rd	https://w3w.co/golden.oasis.october
006 Fankies Cafe	https://w3w.co/postage.moods.glow
007 Opposite Dane Rd	https://w3w.co/tungsten.whimpered.graphics
008 Opposite Salts (cafe end)	https://w3w.co/slouched.puff.unity
009 Opposite Edinburgh Rd	https://w3w.co/lipstick.visual.flagging
010 Skipper/Sauna / Steps	https://w3w.co/lipstick.visual.flagging
011 Opposite Claremont Rd	https://w3w.co/uppermost.facing.soggy
012 Before buckle car park	https://w3w.co/stealthier.combos.refreshed
013 Opposite Buckle House	https://w3w.co/super.segmented.ranges

Hotspot locations – Big Belly Bin data from 1 June 2026 to 17 September 2026

Description	Litres	Fullness Alerts	Hopper Openings	Compactions	Average Time to Fill
No.3 - Martello Café	58,484	102	26,038	3,146	14.8 hours
No.2 - Holy Cow	47,128	79	18,872	2,236	1.0 days
No.1 - SplashPoint	44,289	69	14,939	1,981	1.6 days
No.4 - Ringmer Rd	41,109	63	13,827	1,815	1.1 days
No.9 - Edinburgh Rd	40,314	60	11,987	1,666	2.3 days
No.5 - St. Johns Rd	38,838	58	11,314	1,452	1.5 days
No.7 - Dane Rd	37,702	51	11,072	1,503	1.4 days
No.6 - Frankies Café	35,203	47	11,759	1,489	2.7 days
No.13 - Buckle House	31,229	45	9,058	909	2.7 days
No.8 - Opposite Salts	29,185	34	8,103	1,188	3.0 days
No.10 - Skipper/Sauna/Steps	19,646	23	6,074	529	7.7 days
No.11 - Claremont Rd	17,488	23	7,318	686	5.2 days
No.12 - Buckle Car Park	8,971	7	4,184	253	9.6 days

Images





Feedback

Waste Collection Operatives – reported the following:

- Reduced mess and scattered litter, with improved waste containment.
- Faster emptying and litter-picking times.
- Effective compaction of high-volume takeaway waste.
- Operational benefits associated with having fewer bins.
- Recurring blockages, however, it is important to note these were mainly caused by oversized items, including fishing equipment and household-sized bags.
- Groups of fishermen generating waste volumes exceeding bin capacity, resulting in bags and equipment being left next to bins.
- Some concessions not consistently providing external bins, increasing pressure on public bins.

Voluntary Groups and Regular Seafront Users – reported the following:

- No clear overall reduction in litter, although the enclosed design of the BB units reduced wildlife access to waste.
- Waste left beside bins remains a significant issue, particularly large bags which can be opened by wildlife and dispersed.
- Fewer Bigbelly units appeared to have reduced overflowing; however, waste continued to be left beside bins. Notably, this occurred only at locations where a bin was provided.
- Existing signage encouraging visitors to take waste home is too small and ineffective.
- The reinstatement of LDC collection and litter-picking services was viewed positively.
- Public behaviour remains a key factor in the effectiveness of any bin system.

Bigbelly Provider – FutureStreet reported the following:

- To consider additional units at identified hotspots where the system has proved beneficial.
- There is no conventional public litter bin capable of reliably accommodating household-sized bags. Larger hoppers may increase capacity but would not address the underlying behavioural issue.
- Future provision should therefore combine appropriately sized bins, strategic placement at identified hotspots, dedicated facilities for bulky waste where required, clear public messaging and targeted enforcement.

**List of 46 local authorities invested in BB as Permanent Solution
(Coastal Authorities Highlighted & Underlined)**

• Aberdeen City • <u>Adur & Worthing</u> • <u>Arun</u> • Basildon • Bath & NE Somerset • Billericay • Bradford • Brentwood • <u>Brighton</u> • Bristol Waste (on behalf of Bristol Council) • Cambridge • Central Bedfordshire • City of Lincoln • City of London • Coventry City Council • Darlington • Derbyshire Dales • <u>Dover</u> • <u>East Devon</u> • <u>East Lothian</u> • <u>Fife</u> • <u>Folkestone</u> • Glasgow • Gravesham	• <u>Hartlepool</u> • Henley • Leeds • Leighton-Linslade • LB of Croydon • LB of Ealing • LB of Elmbridge • LB of Enfield • LB of Sutton • LB of Tower Hamlets • Manchester CC • Milton Keynes • <u>North Norfolk</u> • Reigate • Rugby • Sheffield • South Gloucester • <u>Southampton</u> • Stirling • Stratford upon Avon • <u>Swisco on behalf of Torbay Council</u> • Watford
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Seaford Town Council

Report Number:	126/26
Agenda Item Number:	7
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	A&F Concessions Working Group Proposals – Full Council Approval
Strategy Programme Ref:	1.1
Purpose of Report:	To bring forward recommendations from the Assets & Facilities Committee, based on the recommendations made to the Committee by the A&F Concessions Working Group
Contact Officers:	Steve Quayle, Town Clerk
Supporting Documents:	N/A

Recommendations from Committee

At its meeting on 24 September 2026, the Assets & Facilities Committee made the following recommendations to Full Council:

- A. To approve delegated authority be granted to Assets & Facilities Committee to agree the location of concessions.
- B. To approve delegated authority be granted to Assets & Facilities Committee to accept or reject new concession proposals, excluding alcohol requests.
- C. To approve delegated authority be granted to Assets & Facilities Committee to determine requests for landowner approval to serve and/or sell alcohol from a concession only where the applicant would need a Temporary Event Notice (not those requiring a premises license, which would remain with Full Council).
- D. To approve that any individual, business, or group of businesses with common controlling interests be limited to holding a maximum of 2 licences and/or leases with the Town Council at any one time, unless no other tenders are received, with effect from the 2027 concessions process onwards.
- E. To approve delegated authority be granted to Assets & Facilities Committee to accept or reject any request for changes to a concession's permitted use.

Should Recommendation A fail, Full Council is recommended to consider the following recommendations:

- F. To approve a new concession location at High & Over Car Park for a mobile unit operating between 1 April (or Easter Weekend if earlier) to 30 September be tendered in the 2027 round of concessions tenders.
- G. To approve the general principle of exploring the possibility of a new concession location at The Crouch for a mobile unit be tendered, if and when a new public toilet facility is opened within the Crouch, with detailed consideration to be undertaken and Committee approval to be revisited in the future.
- H. To approve/reject that The Old Town Hall continues as a concession opportunity at the conclusion of the current licence in March 2027.

Should Recommendation B fail, Full Council is recommended to consider the following recommendation:

- I. To delegate power to the Town Clerk to reject speculative enquiries related to new concession opportunities.

Officer Recommendations

- | |
|--|
| 1. To note the contents of the report. |
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1. Caveat

- 1.1 Due to the variety of recommendations contained within this report, officers recommend that each motion be considered one at a time and voted upon by Full Council in turn, before moving onto the discussion for the next recommendation. This is to avoid confusion and complication, and to assist in efficient decision making.
- 1.2 If Recommendation A or B fail, there are further Recommendations F to I for consideration. If Recommendation A and B pass, Recommendations F to I need not be considered, as the Assets & Facilities (A&F) Committee has made these under prospective delegated power anticipated at this meeting.

2. Introduction

- 2.1 At the A&F Committee meeting on the 20 November 2025, it was resolved to establish an A&F Concessions Working Group. This was in pursuit of Strategic Programme Goal 1.1.

- 2.2 Following some initial teething difficulties, the working group of five councillors was established, and met five times between March and July 2026, ultimately formulating 15 recommendations which were presented to the A&F Committee on 24 September 2026.
- 2.3 Many of the recommendations were determined via delegated powers at the Committee meeting and as such are not replicated in this report. Councillors wishing to view the full list of Working Group recommendations can see Report 86/26 on the [Town Council's website](#) (page 26 onwards).
- 2.4 The first five Working Group recommendations, however, were beyond the scope of A&F Committee's delegated authority and so were recommended to be referred to Full Council.
- 2.5 Those five recommendations make up the content of this report, as set out below.

3. Committee Recommendation A

- 3.1 **To approve delegated authority to be granted to the Assets & Facilities Committee to agree the locations of concessions.**
- 3.2 It is currently unclear and uncertain how much delegation the A&F Committee holds in relation to the location of concessions. This recommendation seeks to codify the situation and set on record that this activity is ceded to the A&F Committee.

4. Committee Recommendation B

- 4.1 **To approve that decisions relating to accepting or rejecting new concession proposals be delegated to the Assets & Facilities Committee, excluding alcohol requests.**
- 4.2 This recommendation was amended by the A&F Committee to add the words "*excluding alcohol requests*" at the end of the recommendation to add clarity.
- 4.3 It is currently unclear and uncertain how much delegation the A&F Committee holds in relation to new concession proposals. This recommendation seeks to codify the situation and set on record that this activity is ceded to the A&F Committee.

5. Committee Recommendation C

- 5.1 **To approve delegated authority be granted to Assets & Facilities Committee to determine requests for landowner approval to serve and/or sell alcohol from a concession only where the applicant would**

need a Temporary Event Notice (not those requiring a premises license, which would remain with Full Council).

- 5.2** This recommendation was amended by the A&F Committee to add the words *“only where the applicant would need a Temporary Event Notice”*. It was the view of the Committee that Temporary Event Notices, which signify a temporary and/or short term period for alcohol sales, was acceptable to be decided upon by the A&F Committee, but that long term alcohol licenses (premises licenses) should remain under the remit of Full Council to decide upon.
- 5.3** It is currently unclear and uncertain how much delegation the A&F Committee holds in relation to the approval or rejection to serve and/or sell alcohol from a concession. This recommendation seeks to codify the situation and set on record that this activity is ceded to the A&F Committee.
- 5.4** It was noted at the Committee meeting, and is further noted here, that acquiring a Temporary Event Notice or Premises Licence from the District Council would still be required by the concession in addition to the Committee’s or Full Council’s approval.

6. Committee Recommendation D

- 6.1 To approve that any individual, business, or group of businesses with common controlling interests be limited to holding a maximum of 2 licences and/or leases with the Town Council at any one time, unless no other tenders are received, with effect from the 2027 concessions process onwards.**
- 6.2** This measure is to protect the plurality of control across concessions, and to retain competitiveness amongst concessions. The Working Group were concerned by experiences of other towns which have witnessed many or all of their concession opportunities being awarded to one single operator, which reduces choice and increases prices for residents, whilst generating more risks to the Town Council should that operator fail.

7. Committee Recommendation E

- 7.1 To approve delegated authority be granted to Assets & Facilities Committee to accept or reject any request for changes to a concession’s permitted use**

- 7.2** It is currently unclear and uncertain how much delegation the A&F Committee holds in relation to the approval or rejection of changes to a concession's permitted use, for example its hours or days of operation or its authorised products for sale. This recommendation seeks to codify the situation and set on record that this activity is ceded to the A&F Committee.

8. Committee Recommendation F (only to be considered if Recommendation A fails)

- 8.1 To approve a new concession location at High & Over Car Park for a mobile unit operating between 1 April (or Easter Weekend if earlier) to 30 September be tendered in the 2027 round of concessions tenders.**
- 8.2** For a one-season trial concession opportunity to be made available for High & Over Car Park from Easter 2027 to Sept 2027, and for the outcomes of the provision to be reviewed by the A&F Committee in autumn 2027 with a view to whether or not to make this a permanent ongoing opportunity.
- 8.3** The Working Group felt that this was a popular and busy spot and that a mobile food/drink unit would enhance the provision at the site during the busier summer months.
- 8.4** The A&F Committee voted to approve this motion, subject to Full Council approval of Recommendation A.

9. Recommendation G (only to be considered if Recommendation A fails)

- 9.1 To approve the general principle of exploring the possibility of a new concession location at The Crouch for a mobile unit be tendered, if and when a new public toilet facility is opened within the Crouch, with detailed consideration to be undertaken and Committee approval to be revisited in the future.**
- 9.2** The Working Group felt this was a popular spot which would benefit from the enhancement of a food/drink opportunity, but only once there is a public toilet facility to complement the provision of refreshments.
- 9.3** The A&F Committee voted to approve this motion, subject to Full Council approval of Recommendation A. However, as part of discussions in a separate paper it was requested that officers also investigate incorporating the new concession attached to the new toilet block.

10. Recommendation H (only to be considered if Recommendation A fails)

10.1 To approve/reject for The Old Town Hall to continue as a concession opportunity at the conclusion of the current licence in March 2027.

10.2 The Working Group felt the A&F Committee should discuss and consider whether this asset should remain a concession, or instead become a small community provision that could be rented out on a daily/hourly basis, given the very limited income raised from the asset being treated as a concession.

10.3 At the A&F Committee meeting, members discussed: concerns around removing a concession opportunity from the community; the growth and impact of the current concessionaire; the specialised nature of the venue; the last round of modernisations on the building three years ago; whether the process could be staged and tender the concession but if no bids are forthcoming, look at offering this as a short-term rental venue, and; concerns about the impact on officer time if the Old Town Hall were offered as a short-term rental venue.

10.4 The A&F Committee voted to reconsider this proposal should Full Council approve Recommendation A. Where Recommendation A fails, this would become a decision for Full Council to consider.

11. Recommendation I (only to be considered if Recommendation B fails)

11.1 To delegate power to the Town Clerk to reject speculative enquiries related to new concession opportunities.

11.2 Currently all such enquiries are brought to A&F Committee for consideration, even if they are likely to be refused, or even if officers have strong reasons to recommend rejection of the proposal, (such as if it would jeopardise an existing licensed concession), because it is unclear and uncertain whether the Town Clerk holds sufficient delegated authority to reject such requests at officer level. This recommendation seeks to firm up the process and provide clarity.

11.3 The A&F Committee resolved to delegate power to the Town Clerk, subject to Full Council approval of recommendation B.

12. Policy Updates

- 12.1** Full Council has delegated power to the A&F Committee to review and adopt the Town Council's Concessions Policy, as required. At the A&F Committee meeting on 24 September, the Committee delegated power to the Town Clerk to update the Concessions Policy in accordance with the decisions made by both the Committee and, subsequently, Full Council at this meeting. The policy will therefore be updated following this meeting and issued ahead of preparatory works for the 2027 concessions tender scheme that will launch in early-2027.
- 12.2** With regards to the additional, permanent delegations to the A&F Committee contained herein, these will be added into the Committee Terms of Reference Policy, if approved.

13. Financial Appraisal

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



Seaford Town Council

Report Number:	127/26
Agenda Item Number:	8
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Memorial Policy Exception – October 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To seek approval from Full Council for an exception to be made to the Memorial Policy
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of this report
2. To approve an exception to the Memorial Policy in recognition of the late Josh Ingram.

1. Caveat

- 1.1** At its meeting on 24 September 2026, the Assets & Facilities (A&F) Committee adopted a revised Memorial Policy, creating the framework for the new approach to memorials on Town Council-owned land.
- 1.2** The revised policy includes an exceptions process to the Memorial Policy, similar to that originally introduced by Full Council in January 2025. The difference being that exceptions are now to be considered by the A&F Committee, instead of by Full Council.
- 1.3** Despite this change, this request is being presented to Full Council to avoid unduly delaying this request which has been in the pipeline for a number of months and already delayed by external factors. The next A&F meeting is not scheduled until December 2026 which would delay it still further. Going forwards, all other exceptions requests will be presented to A&F Committee.

- 1.4** The exceptions process allows for exceptional one-off cases to be considered, in the event of at least seven elected Town Councillors writing to the Town Clerk expressing clear support for an exception to be made.
- 1.5** The Town Clerk can confirm that at least seven Town Councillors have written to him expressing clear support for an exception to be considered in the case of a memorial tree for Josh Ingram.

2. Information

- 2.1** As Councillors will be sadly aware, Josh was murdered at Seaford railway station on 10 September 2025, aged just 16 years old. This tragic event shocked the town of Seaford, including many young people who knew Josh well.
- 2.2** In the immediate aftermath of his passing, many young people from Seaford and Newhaven (where Josh lived) came together and created a makeshift shrine to Josh outside the former Lloyds building at the top of Pelham Road, opposite the entrance to Morrison's.

3. Proposal

- 3.1** Since that time, the Town Council has been approached by Sharing Skills CIC with a request to plant a miniature pear tree with a plaque in the flower bed in the same location. They have proposed that this will not only serve as a memorial to Josh, but also as a small connection between young people and nature.
- 3.2** Sharing Skills CIC will organise, fund and maintain this memorial; this report is simply a request to the Town Council to approve the proposal as the landowner of the flowerbed.
- 3.3** Sharing Skills CIC is a Seaford-based Community Interest Company, run by local people, which exists to promote skills sharing, sustainability and the circular economy through community projects. Some of their projects include:
 - (a)** Seaford Repair Café
 - (b)** Pre-loved school uniform exchange
 - (c)** Incredible Edible Seaford
 - (d)** Sustainability support for local schools through Schools-Ecolink

4. Family Consent

- 4.1** The Town Clerk has reached out to Josh's bereaved mother to enquire as to her consent and support for this proposal, and she has confirmed that she is supportive.

5. Financial Appraisal

- 5.1** There are no direct financial implications resulting from this report.



Seaford Town Council

Report Number:	129/26
Agenda Item Number:	9
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Update on the Cliff Gardens Project
Strategy Programme Ref:	6.4
Purpose of Report:	To provide an update on the progress with the Cliff Gardens Project and to note the proposed sponsorship funding model
Contact Officer:	Peter Cousin, Head of Place
Supporting Documents:	Appendix A - Draft Cliff Gardens Maintenance and Management Plan

Officer Recommendations

1. To note the contents of the report.
2. To note that the long term Cliff Gardens Management and Maintenance Plan will be brought to Full Council for approval in January 2027.
3. To note that, in the interim, the plan detailed within Appendix A of Report 129/26 will form the basis of a temporary management and maintenance plan.
4. To note the proposed Sponsorship Funding Model.
5. To delegate authority to the Town Clerk to amend the Memorial Policy to insert the Mussel Plaques at Cliff Gardens as an option for memorials.

1. Caveat

- 1.1 Recommendation 5 above is properly delegated to Assets & Facilities (A&F) Committee, however a previous motion of Full Council requires that the Cliff Gardens Maintenance and Management Plan is a matter reserved only for

Full Council. Because this paper deals with both issues, it has been presented to Full Council, instead of to the A&F Committee.

2. Introduction

- 2.1** The Cliff Gardens Project is a community-led environmental and regeneration initiative, transforming a former neglected, unmade roadway near the seafront into an educational coastal beach garden and public green space.
- 2.2** The project concept was led by the Seaford Community Partnership (SCP), on a site owned by Seaford Town Council, but its delivery is being project managed by South Downs National Park Authority (SDNPA).
- 2.3** Full Council first considered the project back in January 2022, with final approval eventually being awarded in August 2025. At that meeting, Full Council approved the following:
 - (a)** The granting of a licence to occupy the site to SDNPA to enable them to deliver the project onsite;
 - (b)** That the Town Clerk would enter the Town Council into a Memorandum of Understanding with SDNPA and SCP to clarify roles and responsibilities during the project delivery;
 - (c)** That the Town Clerk would draft a Management and Maintenance Agreement (Plan) with SCP and for this to be brought back to Full Council for approval, and
 - (d)** That the asset would be adopted by the Town Council upon completion.

3. Update

- 3.1** The delivery of the project is now entering its final stages. The majority of works were completed in August, however, following a road safety inspection by East Sussex County Council (ESCC), some additional works were required. At the time of writing, this work is scheduled to be completed in early October 2026. Pending further inspection and confirmation from ESCC, Cliff Gardens will then be ready to open to the public. The soft opening of Cliff Gardens is estimated to be in mid-October.
- 3.2** Post-opening, Cliff Garden's ongoing management and maintenance will be handed to SCP. However, following a recent meeting with the Chair of SCP, officers have been informed that the organisation is expecting to undergo significant changes in the coming months including the likelihood of SCP

ceasing to exist in its current form with a new successor organisation taking its place; likely a CIO arrangement. Based on this development, officers do not believe it appropriate to agree the long-term Management and Maintenance Plan (MMP) with the current SCP organisation until after their reorganisation has taken place.

- 3.3** In addition, some elements of the ongoing proposed plan are still being agreed between the parties, and these have not been concluded in time for approval at this meeting.
- 3.4** It is therefore proposed that the MMP is presented to the January 2027 Full Council meeting for consideration. In the meantime, (between the asset being handed over to the Town Council in October and the meeting in January 2027), Appendix A provides an overview of the different elements of the asset and outline proposals around the management and maintenance that will form the basis for the final MMP. The appendix also identifies the differing responsibilities that will be clearly set out within the final MMP.

4. Sponsorship Funding Model

- 4.1** As part of the development of the MMP, officers have been working with SCP and SDNPA to clarify the longer-term funding arrangements to ensure that suitable plans are in place to safeguard the asset and avoid maintenance costs falling to the taxpayer via the Town Council. The preferred funding model is detailed below:
 - (a)** Opportunities will be made available for residents to add a sponsored mussel shaped metal plaque (similar to the fish plaques on The Shoal), in exchange for a fixed donation. The value of these donations will be determined in partnership between the South Downs National Park Trust (SDNPT) – the charitable arm of SDNPA, SCP and the Town Council.
 - (b)** The Mussel Plaques will be administered by SDNPT. This will allow the donations associated with the plaques to benefit from gift-aid, increasing the funds available further.
 - (c)** SDNPT will hold the monies collected in a separate fund, which will then be available to both SCP and the Town Council to draw upon should there be a maintenance requirement. The money will be ringfenced solely for use at Cliff Gardens.

- (d) SDNPT has both the systems and software to be able to handle these donations with relative ease. This will include organising the inscriptions and the supply of the plaques.
- 4.2 A similar fundraising page that the SDNPT are administering for a separate project can be seen on SDNPT's website [here](#).
- 4.3 Officers are supportive of this funding model for the following reasons:
 - (a) SDNPT will take on the entire process from ordering through to install and has the necessary software and systems in place to deliver this with relative ease. SDNPT will be responsible for facilitating all processes, handling all financial transactions, and dealing with all queries, complaints or information requests.
 - (b) As a result of the above, Town Council officer time involvement will be very limited, as opposed to the delivery of the sponsorship project at The Shoal which was hugely time-consuming for Town Council officers, demanding a dedicated officer to deliver the scheme over a period of months. The Town Council would not have the capacity to deliver this scheme instead.
 - (c) The Town Council's involvement financially will be limited to drawing down funds from SDNPT as required for maintenance works onsite – there will be no requirement for the Town Council to manage the financial aspects of the sponsorship process, the ordering and payment of plaques and installation fees, or holding the funds securely in reserves and accounting for these. This is a significant saving in terms of officer time.
 - (d) SDNPT is financially secure, with SDNPA funding the operating and staffing costs of SDNPT, ensuring long-term institutional stability. In addition, it operates as an independent registered charity, overseen by a board of trustees, who actively monitor financial reserves and organisational risk.
 - (e) This model is not specifically reliant on SCP and can therefore withstand the impending reorganisation of SCP.
 - (f) The Shoal was hugely popular with sponsorship requests and the Town Council still receives queries to this day as to whether this will be reopened for further sponsorship or a new sponsorship project delivered.

It is therefore hoped this opportunity will be just as popular and is delivering a facility that residents have expressed an interest in.

4.4 Some of the finer details are still being finalised, including:

- (a) How the sponsorship opportunities will be identified, donation amounts agreed, and who will be responsible for publicising this.
- (b) How long the plaques will remain in place for once installed.

4.5 Because the plaques will be installed on Town Council property and may include plaques of a memorial nature, officers are seeking approval for this as an exemption of the recently agreed Memorials Policy. That policy does not currently envisage Mussel Plaques at Cliff Gardens, although it is noteworthy that the plaques are not intended solely for memorial purposes.

5. Financial Appraisal

5.1 There are no direct financial implications resulting from this report as it is predicted that Cliff Gardens ongoing management and maintenance will be cost neutral to the Town Council.

Cliff Gardens - Management & Maintenance Plan Key Elements to be Covered

The Cliff Gardens MMP will cover the following responsibilities for the differing elements as set out in the table below:

- Financial
- Insurance
- Ongoing maintenance
- Repairs and replacements, including from graffiti and vandalism
- Handling complaints
- Health & Safety matters and risk assessments
- Record-keeping
- Decision-making abilities / limitations
- Liabilities

Element	Description	Comments
1. Shared cycle/footpath	Tarmac shared path and link from north end; approx. 560 sq metres including sloping access to gate to Martello Field East.	When available, check contractor (True Grip) warranty period and Operation and Maintenance (O&M) documentation. Tarmac Expected life is over 20 years so unlikely to require any significant repairs in short-medium term. Possible edging issues at entrance to Martello Field East due to compaction of MOT type 1 surfacing, however vehicular access via that entrance for events etc will be unavailable so unlikely to be a problem.
2. Meander footpath	Resin path through planter area; approx. 250 sq metres.	When available check True Grip warranty period and O&Ms. Expected to be resilient and have longevity, so little if any expenditure expected in early years.
3. Bollards	Timber bollards at south end of path.	Ongoing maintenance likely (apply wood preservative or similar every 2/3 years); check O&Ms with True Grip when available. Replacement if damaged etc; who will be responsible for arranging; est cost £80 per bollard (awaiting confirmation).

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Element	Description	Comments
4. French drains	Linear underground soakaway along join between shared path and shingle/meander area.	Understood to feed into planters at appropriate locations; as-built plans and O&Ms required from contractor when available. Unlikely to be a long-term requirement as planters will become less reliant on additional watering. Possibly require some maintenance in the short term, minimal expense expected.
5. Planter timber surrounds.	Small wooden blocks surrounding upper edge of planters. Intention is to affix sponsored plaques similar to fish plaques at the Shoal.	Over time they will deteriorate and/or become detached leaving unprotected metal framework. Sculptor to advise on replacement methodology; likely to be on an ad hoc basis, however at minimal cost.
6. Shingle/soil	The soil in the 7 planter beds and shingle areas adjacent to the resin meander path.	Planter soil may settle in the short term and therefore need some topping up in the (first 2 yrs). Minimal expense anticipated. Shingle may migrate onto shared path etc and require sweeping back (by SCP volunteers); suggest check weekly/monthly depending on time of year.
7. Plants and general weeding etc.	Replacement planting may be required in first few years as the site is very exposed therefore further plants will probably be needed in 5-10 years. Similarly, soil replacement may be required in a few years should there be prolonged periods of heavy rain.	Planter weeding more likely required in short term (yrs 1 and 2) but not long term (by volunteers?). All plant care to be undertaken by SCP as not covered in STC Grounds Maintenance contract. Weeding the shingle area around the planters and meander will be required as there are no weed blocks underneath. Suggest regular weeding (monthly by volunteers?). In order to minimise losses and costs, plants have been grown from local seeds. In time when plants have matured sufficiently, plants should not require significant watering, however consideration will be given to providing a long-term watering solution should it be necessary.
8. Sealant/paint on planters and buoys	Sealant applied to preserve Corten steel planters.	Monitor coating annually and check sealant/paint warranty when available. Suggest repainting every 2 yrs (volunteers). Corten steel lifetime uncertain but expected to be long term (20-25yrs+).
9. Signage	Interpretation boards at each of CG and on each planter.	Check O&Ms for interpretation boards when available. Unlikely to require any significant maintenance therefore maintenance cost minimal however if

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DRAFT VERSION for Full Council information only – not for approval

Element	Description	Comments
	Road signage	replacement is required what is likely cost? Life expectancy 10yrs(?); replace like for like if required. Damage/vandalism repairs may be required on an ad hoc basis. Who is responsible for repairs to road signs; ESCC Highways? To be confirmed.
10. Misc	Graffiti Fences either side of the CG pathways bordering Martello Field East and the Pump Field. Operation and Maintenance manuals, plans etc. Financial impact. Cycle Rack	Who deals with and pays for removal? The fences are recently installed post and rail and therefore should not require any maintenance for several years. They may require repairs if damaged, but their location is probably safe from vehicular damage so likely to be minimal. It would be useful if STC could have a copy of all O&M documents, plans, highways reports etc. for future reference. Will request copies from SDNP/CMP. It is understood that SCP will bear costs of any future maintenance by in-kind volunteer time and income from sponsorship (Mussels) Occasional repairs may be required, however, as it's set back from the Highway it is unlikely to be damaged very often so costs will be minimal. Contractor (CF) to advise on ongoing maintenance however likely to be minimal (O&Ms will be required)



Seaford Town Council

Report Number:	121/26
Agenda Item Number:	10
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Approval of the Seaford Community Emergency Plan
Strategy Programme Ref:	2.5
Purpose of Report:	To present the Seaford Community Emergency Plan for approval
Contact Officer:	Peter Cousin, Head of Place
Supporting Documents:	Appendix A – Draft Community Emergency Plan

Officer Recommendations

1. To note the contents of the report.
2. To approve the Seaford Community Emergency Plan.
3. To pass a motion of gratitude to all individuals and groups that have volunteered to be listed within the Seaford Community Emergency Plan in the case of an emergency.

1. Introduction

- 1.1** Strategy 2.5 of the Town Council's Strategy Programme pertains to the creation and subsequent adoption of a Seaford Community Emergency Plan.
- 1.2** The delivery of the strategy was split into three goals, as follows:
 - (a)** Establishing links with Sussex partners and understand overarching SRF's plans and how to complement them.
 - (b)** Developing a Seaford Community Emergency Plan involving councillors, community groups, and local emergency services.
 - (c)** Seek Full Council adoption of the Seaford Community Emergency Plan, and then monitor and adapt plan as circumstances dictate.

- 1.3** Following completion of the first two goals, this report is now presenting the draft Seaford Community Emergency Plan for adoption.

2. Research

- 2.1** In its most basic form, a community emergency plan is a simple, written document created and managed locally to help a neighbourhood, village, or town coordinate its own resources and respond effectively during a crisis or disruptive event.
- 2.2** There is no statutory or legal obligation for anyone to make a community emergency plan. However, local volunteers, groups, or parish/town councils may choose to create one. The party that creates the document is responsible for holding copies of the plan, reviewing the plan regularly, keeping it updated, and, ultimately, activating the plan if a crisis occurs.
- 2.3** Whilst communities manage their own localised plans, the Civil Contingencies Act 2004 governs overarching legal responsibility for major incidents and bestows statutory duties on Category 1 Responders (emergency services, the NHS, and local county and district councils, for example) and legal duties to cooperate and share information on Category 2 Responders (utility providers, transport providers, and communications networks, for example).
- 2.4** The Town Council's non-statutory role in emergency planning would be one of providing local knowledge, communication and signposting, community coordination, and support for vulnerable residents. Ultimately, the Town Council would seek to bridge the gap between Category 1 Responders and the local community.
- 2.5** Town Council officers have held meetings with representatives from East Sussex County Council (ESCC) and Lewes District Council (LDC) who work within the Emergency Planning teams. These teams have provided advice on how the Seaford Community Emergency Plan can complement their plans.
- 2.6** Officers have also liaised with the Sussex Resilience Forum, which is a multi-agency partnership that brings together emergency services, local authorities, health agencies, and voluntary groups to prepare for, respond to, and recover from major emergencies.

- 2.7 Council Officers also issued a public invite for any individuals or groups that have services, skills, or resources that may be of use during an emergency and that they would be willing to volunteer for listing in the plan.

3. Draft Seaford Community Emergency Plan

- 3.1 The draft Seaford Community Emergency Plan is included at **Appendix A**.
- 3.2 Officers have used the Government's Community Emergency Plan template to create the draft plan, as this provides a standard and recognised format for the information.
- 3.3 The plan includes the following information:
- (a) Local risk assessment - risks highlighted are taken from the Sussex Resilience Forum's Community Risk Register, which can be found here: [Community Risk Register for Sussex: 2026](#). Officers have included the risks that may reasonably be considered appropriate to Seaford and appropriate preparations or actions to be taken. Many of these include suitable training for Town Council officers and councillors to clarify roles in supporting delivery of the plan.
 - (b) Local skills and resources – as per 2.7 above, is a list of individuals or groups with services, skills, or resources that may be of use during an emergency e.g. medical expertise, 4x4 vehicle driver, or ability to offer support to the elderly / vulnerable.
 - (c) Rest centre / shelter – a list of venues (and the main contacts) within the town that could provide suitable shelter / rest, if required.
 - (d) Telephone tree – consisting of certain Town Council officers and the Mayor and Deputy Mayor, this will ensure swift awareness of the emergency.
 - (e) Activating the plan – this is usually by the notification from ESCC or LDC direct to STC but the plan does allow for activation by STC where notification is not received but the emergency is known.
 - (f) First steps in an emergency – a simple, written checklist to facilitate the Community Emergency Group being called to an emergency meeting.
 - (g) Community Emergency Group first meeting draft agenda – an example agenda to aid this meeting, ensuring that key topics are covered and clear actions set.

(h) Actions in the event of an evacuation – allowing for any support the Town Council may be able to provide in the event of evacuations within the town.

(i) Alternative communication arrangements – setting out how the Community Emergency Group may look to communicate if internet and digital communication routes no longer function.

3.4 The full version of the plan contains personal data, which has been redacted for the purposes of the publicly available document. The full unredacted version will be shared with those that have a bona fide need to hold this information. This will include a selection of Town Council officers, the Mayor and Deputy Mayor, East Sussex and Lewes Emergency Planning Teams, and the Sussex Resilience Forum. All those who have provided personal information have given permission for their data to be shared with the above organisations

3.5 All those who volunteered to be listed as providing a service on the plan have been thanked for their kind offers, but Full Council is recommended to pass a motion formally recording this gratitude.

3.6 Should officers be required to attend to an emergency as detailed in the plan outside of their standard working hours, it will be considered as an 'out of hours' activity which will potentially require additional staff payments and will also provide affected officers with delegated authority to spend up to £500 if required. A paper detailing the proposed out of hours facility appears elsewhere on the agenda.

4. Financial Appraisal

4.1 Should an emergency requiring the plan to be enacted happen outside of standard working hours, the Town Council may need to cover the cost of these additional staff hours. As the nature of any emergency and its timings are unpredictable, it is not possible to give an estimated cost to this.

4.2 Officers would be provided with delegated authority to spend up to £500 in an out of hours emergency. Additionally, the Town Clerk retains permanent delegated authority to spend up to £10,000 in an emergency.

Seaford Town Council

Community Emergency Plan

Plan last updated on: DD/MM/YYYY

Public Version (redacted)

**If you or others are in immediate danger,
call 999**

1. Information

Although there are no statutory responsibilities for town councils to plan for, respond to, or recover from emergencies, it is good practice to identify risks and make simple plans on how to effectively respond to them.

2. Aim

In the event of an emergency, to support, liaise, and respond to requests from East Sussex County Council (ESCC) and Lewes District Council (LDC) or other appropriate authorities.

3. Activation

In the event of an emergency or major incident being activated by a relevant authority e.g. ESCC or LDC, the Town Council will respond to requests to assist. The initial contact will be with the Town Clerk (or Deputy Town Clerk or Head of Place in the Town Clerk's absence).

4. Roles & Responsibilities

The Town Council will support and assist the community's response to any emergency that may develop. This includes, but is not limited to, ensuring that vulnerable people are cared for, promoting self-help to householders, etc.

The Town Council is also responsible for keeping this plan up to date.

5. Resources

Key resources available to support the local community in an emergency are listed in this plan. This list should be reviewed and updated after any relevant personnel changes, plan reviews, major incidents, training, and exercising.

6. Plan Review

The Town Council will review the plan every two years or following an emergency situation, and will update contact details as required.

7. Definitions

Community Emergency Group: The officers and councillors listed on the distribution list

Emergency Responders: The emergency services and professionals who are trained to respond in an emergency situation

Emergency Services: Fire and Rescue Service, Police, Ambulance and Coast Guard

Plan distribution list /community emergency group

Name	Role	Phone number/email address	Issued on
[redacted]	Town Clerk	[redacted]	
[redacted]	Deputy Town Clerk	[redacted]	
[redacted]	Head of Place	[redacted]	
[redacted]	Operations and Facilities Manager	[redacted]	
[redacted]	Community Engagement and Democratic Services Manager	[redacted]	
[redacted]	Mayor	[redacted]	
[redacted]	Deputy Mayor	[redacted]	
Sussex Resilience Forum		[redacted]	
East Sussex County Council / Lewes District Resilience and Emergencies Partnership		[redacted]	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by

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Local risk assessment

The below table shows risks for which there is a reasonable possibility of an occurrence affecting Seaford. They are not placed in any order of severity or likelihood. The list follows a review of the Sussex Resilience Forum's list of risks affecting Sussex¹.

For quick reference:

- scan the first column to identify the relevant risk,
- the second for its likely effects, and
- the third for the actions the Town Council can take.

Several actions apply across multiple risks, including coordinating with the East Sussex Resilience and Emergencies Partnership, sharing official messages, maintaining local contacts, and training officers and councillors.

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
Pandemic (flu, COVID etc)	• High mortality rates (risk to life) • Disruption to key supply chains • Social isolation • Economic impact	• Hold a list of community support groups that could support vulnerable people • Communications from Seaford Town Council (STC) aligned with Local and National government messaging • STC Business Continuity Policy in place • STC Councillors offered training on the role they can play in emergency situations
Coastal Pollution	• Economic impact to agriculture and tourism economy • Closure of Newhaven Port affecting movement of passengers and freight causing a knock-on effect to local area	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • Hold a list of groups likely to want to support clean-up efforts and ensure they are communicated with to ensure any clean-up is carried out appropriately and safely • Provide access to coastal areas • STC Councillors offered training on the role they can play in emergency situations

¹ <https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/community-risk-register-for-sussex.pdf>

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	• Unrecoverable damage to coastal businesses	
Animal Disease	• Damage to local agricultural economy • Mass cull/disposal of animal carcasses • Loss of livelihoods for farmers and farm workers • Health risks to farm workers	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC to close off access to Seaford Head and South Hill Farm (if required) • STC to facilitate Disease Control Measures on access track to South Hill Barn, including tyre and foot disinfectant • STC to report sick or dead animals suspected of disease to Animal Plant Health Agency (APHA) on 03459 33 55 77 • STC Councillors offered training on the role they can play in emergency situations
Coastal Flooding	• Risk to life • Disruption to utilities (electricity and water supply) • Damage to properties • Evacuation of residents • Short, medium and long-term accommodation required for those whose homes are flooded • Unrecoverable damage to businesses • All roads to Seaford flooded, key supply	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC holding contacts such as medically trained staff, 4x4 drivers, and food suppliers in Seaford • STC Officers to be offered training to aid with the running of emergency rest centres • STC Councillors offered training on the role they can play in emergency situations

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	chains disrupted, lack of access to medical services	
Inland Flooding	• Risk to life • Disruption to utilities (electricity and water supply) • Flooding of properties • Evacuation of residents • Short, medium and long-term accommodation required for those whose homes are flooded • Unrecoverable damage to businesses • All roads to Seaford flooded, key supply chains disrupted, lack of access to medical services	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC holding contacts such as medically trained staff, food suppliers, and 4x4 drivers in Seaford • STC Officers to be offered training to aid with the running of emergency rest centres • STC Councillors offered training on the role they can play in emergency situations
High Temperatures / Heat Waves	• An increased number of admissions to hospital and consultations with GPs due to sunburn, heat exhaustion, respiratory problems, and other illnesses	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC holding contacts such as medically trained staff and community groups who can check on the most vulnerable • STC Councillors offered training on the role they can play in emergency situations

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	such as food poisoning • Vulnerable people exposed to health threatening temperatures • Hot weather can place a strain on water and energy networks, road and rail transport, and health and fire services • Increased risk of wildfires (see assessment elsewhere) • Power and water failures / shortages • School and public building closures	
Low Temperatures / Snow	• Travel disruption • Vulnerable people exposed to health threatening temperatures • Power and water failures • School and public building closures • Lack of access to medical services	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC holding contacts such as medically trained staff, 4x4 drivers, and food suppliers in Seaford • STC have contractors in place who offer path gritting services • STC Councillors offered training on the role they can play in emergency situations

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
Wildfires	• Damage to ecosystems, resulting in widespread deaths of plants and animals • Increased risk to people's lives, as well as worsening air quality, which exacerbates respiratory and cardiovascular conditions of those who inhale smoke • Economic costs of rebuilding areas after damage to homes, businesses, and infrastructure	• Add bin provision to suitable open spaces (including South Hill Barn) to minimise risk of littered glass waste causing fires • Car Park Attendants to undertake litter pick in car park area at South Hill Barn to minimise risk of glass waste causing fires • During periods of Very High and Exceptional fire risk (as per Natural England's Fire Severity Index), additional signage shown at appropriate open spaces (including South Hill Barn and Seaford Head Golf Course) • No Barbecue sign to be included in new signage on suitable open spaces (including South Hill Barn) • Use STC communication channels to amplify key messages • STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • STC Councillors offered training on the role they can play in emergency situations • STC Officers to be offered training to aid with management of emergency rest centres
Major Fire	• Loss of life or serious injury • Damage to property • Disruption to local transport • Extended pressures on local housing to provide residents requiring temporary housing • Cost of rebuilding homes,	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC Council communication channels to amplify key messages • STC Officers to be offered training to aid with the running of emergency rest centres • STC Councillors offered training on the role they can play in emergency situations

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	businesses, and infrastructure	
Fuel Shortage	- Public filling stations exhausted within 48 hours - Up to 10 days to return normal supply - Inability to provide essential services to vulnerable individuals - Local and national economic impact	- STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information - Use STC communication channels to amplify key messages - Contact details for Seaford filling stations held by STC, to aid communication with managing supplies (to be handled by East Sussex Resilience and Emergencies Partnership) - STC's list of contacts to help minimise impact to vulnerable people in the area
Major Storm	- Danger to life from windswept objects and structural failures - Damage to property - Damage to infrastructure and communications networks - Travel disruption	- STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information - Use STC communication channels to amplify key messages - STC holding contacts such as medically trained staff, 4x4 drivers, and food suppliers in Seaford - STC have list of contractors which include tree surgeons who are available for emergency work. - STC Officers to be offered training to aid with the running of emergency rest centres - STC Councillors offered training on the role they can play in emergency situations
Loss of Critical Infrastructure	People exposed to poor sanitation and lack of drinking water	- STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information - Use STC communication channels to amplify key messages

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	• Homes without heating and limited ability to heat food and water • Limited ability to keep food cold or frozen • No ability to get fuel from filling stations • People unable to get cash from cash machines or make card purchases • Disruption to essential services and activities • Endangerment of vulnerable people • Financial impact on businesses • Civil unrest • Increased demand on emergency services	• STC holding contacts such as medically trained staff, 4x4 drivers, and food suppliers in Seaford • STC holding contacts such as medically trained staff and community groups who can check on the most vulnerable • STC Officers to be offered training to aid with the running of emergency rest centres • STC Councillors offered training on the role they can play in emergency situations
Major Transport Accidents	• Disruption to normal travel capabilities • Death or injury to affected people • People stranded in vehicles potentially in extreme weather conditions	• STC Officers liaise with East Sussex Resilience and Emergencies Partnership to provide up to date information • Use STC communication channels to amplify key messages • STC Officers to be offered training to aid with the running of emergency rest centres • STC Councillors offered training on the role they can play in emergency situations

Risks	Impact on community	What can the Community Emergency Group do in response or to prepare?
	• Environmental impacts if goods are spilled into the local environment • Possible damage to buildings or infrastructure • Impact on local businesses through delayed or failed deliveries • Delays in emergency services reaching people • Delays in the transportation of materials and goods that are critical to the local supply chain • Implications for other local and onward transport networks	

Local skills and resources

Below is a list of individuals and organisations who have made contact with Seaford Town Council to offer their services in an emergency situation.

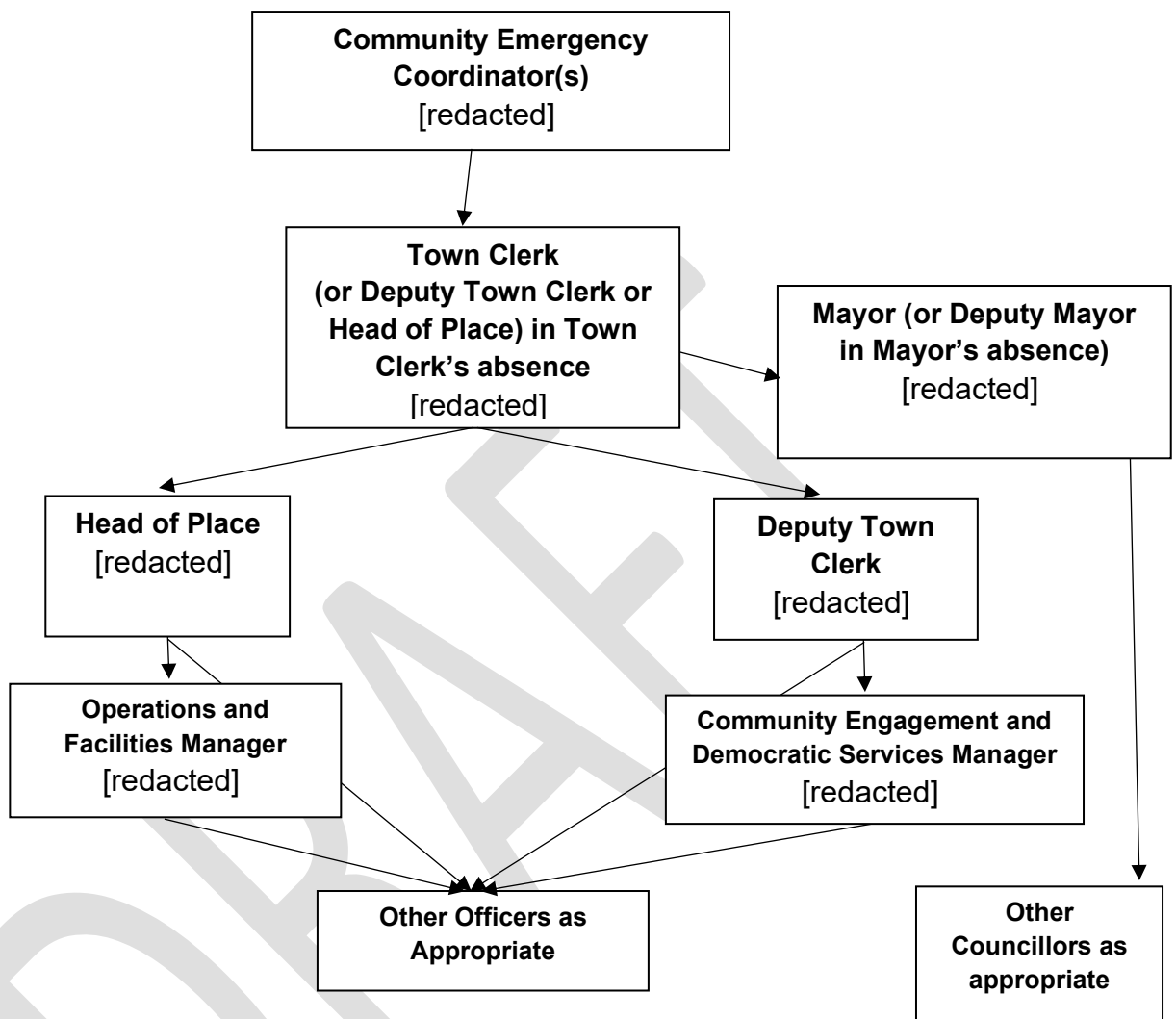
Skill/Resource	Who?	Contact details	Location	When might it / they not be available?
Catering services; Community volunteer group; Charity or community organisation	[redacted]	[redacted]	[redacted]	[redacted]
Medical or healthcare expertise; First aid provision	[redacted]	[redacted]	[redacted]	[redacted]
Community Radio for East Sussex	[redacted]	[redacted]	[redacted]	[redacted]
4x4 vehicle and driver; Plant or machinery operator; Mechanical engineer	[redacted]	[redacted]	[redacted]	[redacted]
Medical or healthcare expertise; First aid provision; 4x4 vehicle and driver; Support for elderly or	[redacted]	[redacted]	[redacted]	[redacted]

Skill/Resource	Who?	Contact details	Location	When might it / they not be available?
vulnerable residents				
First aid provision; Support for elderly or vulnerable residents	[redacted]	[redacted]	[redacted]	[redacted]
Electrician	[redacted]	[redacted]	[redacted]	[redacted]
First aid provision; hold a drone with licence and insurance [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Qualified Minibus driver and wheelchair user transport [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
First aid provision; Catering services;	[redacted]	[redacted]	[redacted]	[redacted]

Rest Centre / Shelter

Building	Location	Potential use in an emergency	Contact details of key holder
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

Telephone Tree



Activating the plan

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life

- In most situations the plan will be triggered by a call from the local emergency responders who will instruct the Town Council to activate their plan
- Should no contact be received from the emergency services then any officer listed on the Plan Distribution List can elect to activate the plan if they deem appropriate.

- If you become aware of an emergency situation, first make sure that the emergency services have been contacted (if appropriate), the emergency services will contact the Sussex Resilience Forum and Emergency Responders at East Sussex County Council / Lewes District Council.

First steps in an emergency

	Instructions	Tick when complete
1	Ensure you are in no immediate danger	
2	Call 999 (unless already alerted)	
3	Activate the telephone tree and meet to discuss the situation	
4	Implement plan based on Local Risk Assessments	

Community Emergency Group first meeting draft agenda

The below agenda is proposed as a draft for the initial meeting of the Community Emergency Group. The agenda can be modified and altered as needed.

Date:

Time:

Location: (online or in-person)

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school
- A vulnerable area
- A main access route

Type of emergency:

- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Households with children

What resources do we need?

- Food
- Off-road vehicles
- Blankets
- Shelter

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Actions agreed with emergency responders in the event of an evacuation

During an emergency, it might be necessary for some residents of Seaford to be evacuated from their homes to a safe place.

If requested by the emergency responders or emergency services, the Town Council can offer assistance with:

1. Helping the Police / district or county council with door knocking, if safe to do so
2. Telling emergency services who might need extra help to leave their home
3. Offering to help run / assist running of rest centres
4. Mobilising any community support groups / local resources that are able to support efforts

Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location / contact details
Radio (VHF two way radio or similar)	[redacted]	[redacted]

Storage of document

It is essential that this document is kept both secure, whilst also being easily accessible including in the event internet and telecommunications services go down. Copies will be stored as follows:

[redacted]

[redacted]

[redacted]

[redacted]

A redacted version will be shared with those that have offered their skills and resources and be made available online.

DRAFT



Seaford Town Council

Report Number:	122/26
Agenda Item Number:	11
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Councillor Motion - Additional Grants Funding
Strategy Programme Ref:	N/A
Purpose of Report:	To present a motion in relation to the Town Council's financial grants, which has been presented by Councillor Sylvia Dunn
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Councillor Dunn's Motion

**Please Note: This is not an officer recommendation.
Any queries and questions should be directed to Councillor Dunn.**

Councillor Dunn's Recommendations
1. To approve supplementary funding of £1,450 to bridge the specific shortfalls, with £700 allocated to Seaford Bonfire Society and £750 allocated to Seaford Motorfest. 2. To delegate authority to the RFO to identify the most appropriate funding source. <i>(Should Recommendations 1 and 2 be approved):</i> 3. To delegate authority to the RFO to release these top-up funds immediately to ensure the financial viability and safe planning of the upcoming events.

1. Introduction

- 1.1** In accordance with Standing Order 7 (Part 1), the Town Clerk has received a compliant motion from Cllr Sylvia Dunn. The motion forms **Appendix A**.

2. Information

- 2.1** Whilst this matter relates to the Discretionary Grants Process, which is delegated to Finance & General Purposes Committee, the request relates to the Town Council approving an additional spend of £1,450 against the 2026 – 2027 grants process, which would incur an overspend against budget and therefore require Full Council approval.

3. Financial Appraisal

- 3.1** If approved, the proposal would cost the Town Council £1,450, with the RFO being tasked to identify the most appropriate funding source. This would be either come from an underspend in the current year's budget, or from General Reserves.

Purpose of Report:

To seek Full Council's approval for supplementary funding from the Council's General Reserves or unallocated funds to bridge the specific shortfall for both Seaford Bonfire Society and Seaford Motorfest.

To delegate authority to the RFO to release these top-up funds immediately to ensure the financial viability and safe planning of the upcoming events.

Recommendations:

1. To approve supplementary funding of £1,450 to bridge the specific shortfalls, with £700 allocated to Seaford Bonfire Society and £750 allocated to Seaford Motorfest.
2. To delegate authority to the RFO to identify the most appropriate funding source.

Should 1 and 2 be approved:

3. To delegate authority to the RFO to release these top-up funds immediately to ensure the financial viability and safe planning of the upcoming events.

Introduction

The vital community, and economic contributions made by both Seaford Bonfire Society and Seaford Motorfest to our town which draws thousands of residents and visitors annually.

The recent Grant Allocation process resulted in a funding shortfall for both organisations leaving a gap between the awarded amounts and the costs required to safely and successfully run these events.

Without this additional financial support, these landmark community events face potential cancellation, both organisations are Seaford's largest events, covering summer and winter, should this happen then this will have an impact on the town, community, and residents.



Seaford Town Council

Report Number:	128/26
Agenda Item Number:	12
Meeting:	Extraordinary Full Council
Date:	15 October 2026
Title:	Local Government Reorganisation and Asset Devolution Update
Strategy Programme Ref:	2.3A
Purpose of Report:	To provide a public update in relation to Local Government Reorganisation and the Lewes District Council Asset Devolution process
Contact Officer:	Steve Quayle, Town Clerk Authored by: George Raeburn, Senior Committee Clerk
Supporting Documents:	N/A

Officers Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1** In April 2026, Full Council considered two reports relating to the potential transfer of assets from Lewes District Council (LDC) – one published report providing a public update, and one confidential report facilitating Full Council's approval of which assets to nominate for transfer.
- 1.2** Despite six months having passed, progress with the transfer process has been very slow for reasons outside of the Town Council's control. This report is therefore providing an update, rather than seeking any decisions.
- 1.3** In addition to the above, Full Council considered a report in June 2026, facilitating approval of the Town Council's response to the Government's consultation on Local Government Reorganisation (LGR) in Sussex.
- 1.4** However, following the Government's pause of LGR in all areas apart from Surrey on 7 September 2026, there is uncertainty around the future of the

LGR programme in Sussex – what shape this could take, when this will happen, and, crucially, even if this will happen.

2. Update – Local Government Reorganisation

- 2.1** On 7 September 2026, the Government announced a review of the LGR programme and paused implementation in 14 areas, including East Sussex and West Sussex. The Government said the review was intended to ensure that the process was legally robust and aligned with the new administration's priorities for reforming the state and devolving power.
- 2.2** LGR in Surrey was not paused because its transition to two new unitary authorities (East and West Surrey) is already firmly established in law and advanced transition stages, unlike the other affected areas.
- 2.3** For Sussex, this means that the Government's earlier decisions and outstanding proposals are on hold while the review is undertaken. In East Sussex, the initial decision to establish a new unitary authority for most of the county from April 2028, with changes affecting East Saltdean, Peacehaven, and Telscombe, is not being implemented at present. In West Sussex, where no final decision had been made, the competing options remain unresolved.
- 2.4** What this means is that there is no immediate change to council boundaries, responsibilities, or service delivery. Existing county, district, borough, city, town, and parish councils continue to operate as now. Councils are advised they may continue proportionate preparatory and partnership work, but should avoid assuming that any previously preferred structure or implementation date will be confirmed.
- 2.5** The next formal step is for the Ministry of Housing, Communities and Local Government to complete its programme-wide review. This will reconsider the areas where decisions were withdrawn, decisions announced earlier in 2026, and the outstanding cases (including West Sussex). Sussex councils will then need to assess any revised decision, implementation requirements, transitional governance, finance, staffing, assets, and service-continuity arrangements.
- 2.6** No date has been published for completion of the review. The Government has acknowledged that prolonged uncertainty is undesirable, but its current commitment is only to provide clarity as quickly as possible. April 2028 had

previously been the anticipated date for new unitary arrangements in Sussex, but that date can no longer be treated as confirmed and will depend on the outcome and timing of the review, any further consultation or legal steps, and the implementation period required for elections and transition.

- 2.7** The Government has confirmed that local elections scheduled for May 2027 will proceed on existing council boundaries. For Seaford, this is taken to mean that elections in May 2027 will proceed for both Seaford Town Council and Lewes District Council.
- 2.8** The pause of LGR does not impact the timeline, powers, or broader setup of the Sussex & Brighton Mayoral Strategic Authority, which is a separate programme being progressed under the English Devolution and Community Empowerment Act 2026. Elections for the Sussex & Brighton Mayoral Strategic Authority will continue to take place in May 2028.

3. Update – Asset Devolution

- 3.1** The last public report relating to asset devolution was presented to Full Council on 23 April 2026. This can be viewed on the [Town Council's website](#) (from page 59).
- 3.2** This was accompanied by a confidential report that facilitated Full Council determining which LDC assets were to be nominated for transfer to the Town Council.
- 3.3** Following this, on 5 May 2026 the Town Council submitted its nominations for 10 sites to be considered for transfer (albeit, spread across 14 different land titles).
- 3.4** On 3 September 2026, officers received notification from LDC that 8 sites (consisting of 11 different land titles) would be progressed to the due diligence stage. At this stage, LDC has imposed that the detail of the sites being progressed remains confidential until the due diligence stage has been completed. A separate email communication has been sent to councillors confirming details of the sites being progressed.
- 3.5** The due diligence stage will consist of a full evaluation of the legal, financial, and operational aspects of the assets, to ensure value for money and mitigate public risk.

- 3.6 As per Report 206/25 in April 2026 linked above, the next stages following due diligence will be public consultation and final decision making.
- 3.7 At this stage, it is not possible to put a timescale to the above processes. LDC has advised that it would likely be looking to finalise any asset transfers during this financial year, but this is not set in stone.
- 3.8 With regards to the impact of the LGR pause on the asset devolution process, this is not yet known and, unless informed otherwise, LDC officers have confirmed that they will continue to progress the transfer process in accordance with the LDC Corporate Property & Assets Strategy, which is [available to view online](#).
- 3.9 In the meantime, Town Council officers await the first tranche of information from LDC to enable the due diligence process to get underway and continue to monitor for any updates to the asset devolution process as a result of the LGR pause, being ready to react accordingly if required.

4. Financial Appraisal

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