



Seaford Town Council

Report No:	10/24
Agenda Item No:	20
Committee:	Full Council – Annual Meeting
Date:	9th May 2024
Title:	Annual Lease Update 2024 - 2025
By:	Georgia Raeburn, Governance Manager, and Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To provide Full Council with an overview of the leases held by the Town Council

Recommendations

Full Council is recommended:

1. To note the contents of the update report.

1. Introduction

- 1.1** The Town Council is acknowledged within the local council sector as having a larger than average portfolio of assets, land and properties. The current value for insurance purposes is approximately £12m.
- 1.2** This portfolio grew significantly between the years of 1999, when the Town Council was formed, and 2005, when the Town Council received its third devolution of assets from Lewes District Council.
- 1.3** Not including a significant number of benches, notice boards and other street furniture, these three phases of asset transfer saw 25 parcels of land (and the properties/structures within them) across the town transferred to the Town Council's ownership.
- 1.4** A number of these properties and open spaces transferred with tenants in situ – whether this be leasing a building or managing the land on the

Council's behalf – their original leases with Lewes District Council transferring across with the land.

- 1.5** Some of these original leases have ceased, some have been renewed and a number of new leases have been entered into since the Town Council took on ownership.

2. Current Leases

- 2.1** In order to aid understanding of the leases held by the Town Council, this report sets out an overview of the leases held and their expiry dates – please see the table at Appendix A.
- 2.2** The Town Council is currently lessor for:
12 leases
3 sub-leases (including one to be finalised)
2 management agreements
and has 3 arrangements to be reviewed and, where necessary, formalised
- 2.3** In addition to the above, the Town Council itself is lessee for two properties – both of which are sub-let (in parts).
- 2.4** The Town Council is also entering into a number of discussions with 'friends of' groups about taking on the management of certain green spaces. The work on these is ongoing.
- 2.5** For clarity, this report does not relate to the concession licences operated by the Town Council – including fixed concession licences, such as those at The Salts Café and Martello Kiosk.

3. Ongoing Work for 2024 - 2025

- 3.1** The appendix sets out the leases that will be worked on this year. This includes:
1. South Hill Farm
 2. Martello Tower / Museum
 3. The Base
 4. Lifeguard Shed
 5. Golf Club Office Space at The View
- 3.2** Efforts are ongoing to review the lease for South Hill Farm, with the intention of presenting it to Full Council for adoption in June 2024. This process entails significant engagement with relevant parties, including

legal advisors, to ensure a thorough review and modernisation of existing agreements.

3.3 Similarly, the list at 3.1 above sets out various other property-related matters.

3.4 Each of these initiatives requires meticulous attention to detail, legal expertise, and substantial officer time to facilitate necessary revisions and rewrites of agreements, ensuring alignment with current regulations and organisational objectives.

4. Lease Review Process

4.1 Terms of leases are agreed by Full Council. Relevant committees would usually be involved earlier in the lease review process but the final decision to approve a lease is reserved to Full Council.

4.2 In addition to the specific lease work above, the lease review process (including the rent review process and process for ensuring relevant permissions are in place) is being reviewed, with the aim being to formalise the process, ensuring a robust, fair and transparent process. The review will be finalised once the outcome of the review into the Town Council's staffing structure is known, to ensure complete clarity over where involvement in and responsibility for the different aspects of lease reviews sit within the structure.

4.3 In the interim, lease reviews are largely being taken forward by the Head of Assets, Projects & Services, in consultation with other relevant officers, such as the Responsible Financial Officer.

5. Financial Appraisal

5.1 There are no direct financial implications of this report.

6. Contact Officer

6.1 The Contact Officers for this report Georgia Raeburn, Governance Manager, and Louise Lawrence, Head of Assets, Projects & Services.

Report 10-24 Appendix A

Seaford Town Council Leases

(sorted by end date)

Site	Type	Lessee	Original Start	Current Start	Current End	Current Period
<i>Current leases held:</i>						
Seaford Head Estate, Chyngton Farm	Lease	Tom Masters	Pre-STC	Sep-19	Sep-23	4 years
Martello Tower	Lease	Seaford Museum & Heritage Society	Pre-STC	Dec-14	Dec-24	10 years
Salts, The Base	Lease	The Base Management Committee	2015	Apr-15	Mar-25	10 years
Crouch, Community Garden	Lease	Seaford Community Garden	2007	Nov-10	Oct-25	15 years
Salts, Scout Hut	Lease	6th Seaford Scouts Group	2010	Aug-12	Aug-27	15 years
37 Church Street, Ground Floor	Sub-Lease	Citizen's Advice Bureau	2008	Jul-08	Jan-28	20 years
37 Church Street, Ground Floor	Sub-Lease	Lewes District Council – Tourist Information	2007	Dec-07	Jan-28	21 years
Sutton Drove Allotments	Management Agreement	Seaford Allotments Society	2000	Apr-14	Mar-28	14 years
Blatchington Pond	Management Agreement	East Blatchington Pond Society	2003	Apr-23	Mar-33	10 years
Seaford Head Estate, Part of	Lease	NATS (National Air Traffic Services)	2014	Nov-14	Nov-34	20 years
Seaford Head Local Nature Reserve	Lease	Sussex Wildlife Trust	2017	Sep-17	Sep-42	25 years
Crouch, Bowling Pavilion	Lease	Crouch Bowling Club	Pre-STC	Jul-17	Apr-47	29 years
Salts, Rugby Clubhouse	Lease	Seaford Rugby Football Club	Pre-STC	May-21	May-71	50 years
Crouch, Football Clubhouse	Lease	Seaford Town Football Club	Pre-STC	Feb-22	Feb-72	50 years

Site	Type	Leasee	Original Start	Current Start	Current End	Current Period
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In the process of being reviewed:

Hurdis House	Lease	Richard Alun Jenkins and EC Seaford Ltd	2017	Jan-17	Dec-41	25 years
- Review following request by tenant to change use of building						
Salts, Cricket Pavilion	Lease	Seaford Cricket Club	Pre-STC	Apr-17	Mar-47	30 years
- Review following Council agreement to lease Club the land adjacent to the club's leased area for a new storage unit						
23 Church Street – The Crypt	Sub-Lease	Seaford Contemporary Illustrators & Printmakers (SCIP)	2002	TBC-2024	TBC	TBC
- SCIP holds a rolling monthly licence until lease finalised						

To be formalised:

Salts, Lifeguard Storage Shed	TBC	Seaford Lifeguards	Pre-STC	TBC	TBC	TBC
- Lifeguards have Council permission to occupy the former boating shed at the south-eastern entrance to The Salts. No formal agreement on file around this arrangement						
Crouch, Groundsman Store	TBC	Grounds Maintenance Contractor	Pre-STC	TBC	TBC	TBC
- An agreement was in place from 1996 – 2001 allowing use of the groundsman store building in The Crouch (between the Bowling Club and ornamental gardens) for storage of necessary grounds equipment. No current formal agreement on file						
Golf & The View, Office Space	TBC	Seaford Head Golf Club	TBC	TBC	TBC	TBC
- An agreement was in place from 2005 – 2013 relating to office space rented by the Golf Club within the clubhouse building. This is to be reviewed and if relevant, an updated agreement introduced						

Site	Type	Lessee	Original Start	Current Start	Current End	Current Period
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Town Council as a leasee:

37 Church Street - first floor, part ground floor, garage, parking spaces	Lease	Lessee: Seaford Town Council Lessor: Sussex Police	2008	23-Mar-08	22-Jan-28	20 years
23 Church Street – The Crypt	Lease	Lessee: Seaford Town Council Lessor: Lewes District Council	2009	01-Apr-09	31-Mar-69	60 years