

Agenda Item:	6a
Report to:	Full Council
Date:	25th February 2026
Subject:	Town Council Office Scenarios.
Summary:	The Council is asked to consider the scenarios in relation to Town Council Offices.

1. Background and objective

- 1.1 The council is asked to review the scenarios detailed below for the Town Council Offices as per recommendation from Amenities Committee Meeting 4th February 2026.

2. Purpose of the report

- 2.1 The purpose of this report is to review the scenarios based on Cllr Wilson motion to full council (yet to be discussed due to agenda time constraints) and Amenities committee agenda item.

3. Town Council Offices

3.1 This report, combining information on premises and costings, has been compiled to establish a feasible solution to imminent staffing requirements for office space and to address the need for storage areas for seven office staff, three town rangers, and up to three additional cleaning operatives.

It must be borne in mind over the coming months and in the longer term, years, the council' staffing needs will dictate growth and an urgent need for a comfortable, lawful and flexible working environment and office space.

The need for storage space, both for light machinery and general office hardware, is a necessity when considering the lease of any further property/location.

It is worthy of note that there is limited amount of readily available office space, fulfilling the above criteria available in the Bexhill Area.

There are several on-street retail premises available in Bexhill Town Centre area, but these do not offer the space or storage that the council staff/operative's need or require

for daily duties. And in many cases, they replicate the existing office – The Hub, which, as the council is aware is now becoming unfit for purpose.

Whatever the outcome, whether it is deemed worthy of splitting the “officer” team among different locations, mindful presence should be considered to the logistics of this move, the communications and working cohesion aspect, and, in parallel, the effect it has on morale and motivation. A split office workforce can have drawbacks.

4. The Scenarios

The Scenarios as highlighted at the Amenities Committee meeting –

- a) Remain at the Hub, and officers work from home.
- b) Procure Land and Build the whole site
- c) Rent and leave Vehicles in current locations
- d) Rent and have space for Vehicles
- e) Buy and leave Vehicles in current locations
- f) Buy and have space for Vehicles
- g) Stay in the hub and look for additional overflow office space.

5. Overview

With reference to the foregoing, a short list of 4 options has been suggested for rent. Covering Scenario c), d) and g).

Option	Address	Size	Rent £ per annum	Parking	Scenario
Options 1	17-21 Devonshire Rd	2,745 Sq. Ft Over 2 floors	£25,000	No	C
Option 2	Middlesex Rd	990 Sq. ft	£11,000	Yes – 2 spaces	D
Option 3	Unit 18, Beeching Rd	2,298 Sq. ft	£23,000	Yes – 1 space	D
Option 4	Napier House Elva Way	306 Sq. ft	£6,942	Yes – 1 space	G
Option 5	High Weald, Bexhill Innovation Park	From 620 Sq. Ft	From £11,472	Yes – 1 space	G

Each comes with apparent pros and cons, both in size, locations, and costing. And this has been highlighted within each of the appendix documents. (supplied separately to this report).

The table below is for Scenario b) listed above.

Option	Address	Size	Purchase £	Parking	Scenario
Option 6	Ninfield Rd	2-acre site with 6,950 Sq	£1.5 - £1.9 Million	Yes	B

		Ft warehouse building			
Option 7	Bexhill Enterprise	Various size plots of land	POA	Yes	B

The council would have to consider a Public Work Loan Board (PWLB) Loan, which would require in depth research.

The table below is for scenario e) and f)

Option	Address	Size	Purchase £	Parking	Scenario
Option 8	Devonshire road (similar size to the hub)	2,000 Sq Ft	£350,000	No	E

It has not been possible in the time allocated to further investigate commercial property for sale or the possibility of procurement of land for purpose of building as this would be a protracted and in-depth project.

The lease break clause on 35 Western Road is 1st August 2027, must be triggered 1st February 2027.

6. Financial Implications

The budget for 2026-2027 has been set with the costings of up to two locations for the Town Council offices in that financial year.

Budget for Town Council Offices - £67,416.00

The Hub – Lease - £1,833.33 per month plus utilities (£371.00) and rates (£592.56) plus cleaning and alarm contract.

A PWLB loan would be dependent on the amount of the loan and the WAP at the time the loan is taken out.

The costings listed above are basic based on the information available at the time of the report, further details on utilities, rates, telephone etc would need to be investigated.

7. Recommendations

7.1 To consider the Scenarios provided based on the options available at the time of the report.

