APPENDIX E

**FULL COUNCIL NOVEMBER 25TH 2026 –**

**STRATEGY WORKING GROUP RECOMMENDATIONS**

**OPTIONS APPRAISAL FOR PREMISES**

## 1 Introduction

The Strategy Working Group are recommending to Full Council to undertake an Options Appraisal for our premises future.

The background is set out below.

## 2 Current Position

The Town Council currently employs 13 staff.

The Council currently rents 2 officers:

*A 35 Western Road*

Town Centre Hub with reception open part of each day Monday to Friday.

Base for Town Clerk and Events/Comms/Governance staff [5 staff]

Civic and Memorabilia

Equipment for events

10-year lease – 6 years left with break clause in 2027

*B 44 St Leonard's Road*

Not open to public

Base for RFO plus Rangers and Toilets staff [8 staff]

Storage and workshop space.

3-year lease to June 2029.

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## 3 Looking Ahead

Originally, the Town Council anticipated a significant increase in staffing numbers in 2027 to manage the large number of assets being devolved to the Town Council by Rother DC.

However, with the asset transfer on pause, anticipated staff numbers going forward are 15-17 [2 vacant posts plus possible additional staffing needs for Pebsham, Fountain, War Memorial, Lower Galley Hill and Manor Barn PCs.]

However, Cllrs may wish to bear in mind:

- Having all council staff and services in one place.
- Town Centre v satellite bases
- Opportunities to take on civic or community hub spaces
- Building a new centre for us and possibly others
- Other options.

Given the scale and importance of the task, I would recommend that we commission an options appraisal from an appropriate expert consultant.

## 4 Next Steps

At the meeting, Cllrs will be asked to endorse the recommendation to proceed with the Options Appraisal.

The estimated cost is £5,000.

We have a future projects budget of £10,000 that the RFO advises it could come from here.