

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 9<sup>th</sup> March 2020** in Telscombe Civic Centre at 7.30 pm.

**Present:** Cllrs C Cheta, C Clarkson *Chairman*, C Gallagher, D Judd, L Mills,  
L O'Connor, C Robinson & I Sharkey *Mayor*

**Also Present:** Stella Newman, Town Clerk & RFO (*minutes*) and 3 members of the public

## **1346. PUBLIC QUESTION TIME**

There were no questions from the public present.

## **1347. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllrs Harris and Page due to health reasons and Cllr Brindley as he was working. These reasons for absence were **agreed** by the Committee.

## **1348. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1349. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY 2020**

The minutes of the meeting were proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

## **1350. TO NOTE ACTION LIST**

The actions were noted as follows:-

<b>Date of Meeting</b>	<b>Issue Detail</b>	<b>Action Owner</b>	<b>Update</b>	<b>Due Date</b>
11.11.19	Min 1325, p 3070 – Seating for Telscombe Tye	SN	SDNP in agreement with additional bench at southern end of Tye & bench order. Agreed to put on Saltdean side near Ashurst Av first gate. <i>Bench ordered &amp; delivery awaited.</i>	March 2020
11.11.19	Min 1326, p 3070 – Update on Tye Track Surface Works	SN	Response awaited from ESCC re boundaries and responsibilities. ESCC confirmed byway goes North past cattle grid up to County Road. <i>Update on this agenda.</i>	Complete

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11.11.19	Min 1328, p 3070 – Tye ‘E’ piece scrub clearance	SN	SDNP Ranger given authority to instruct contractors. Awaiting start date. <i>Works complete.</i>	Complete
11.11.19	Min 1332, p 3071 – To Consider Happy to Share Scheme	SN	Letters issued but no responses received. <i>Table cards sent to local eateries.</i>	Complete

## **1351. TO NOTE INCOME AND EXPENDITURE TO 31<sup>st</sup> JANUARY 2020**

The Committee’s income and expenditure figures to the 31<sup>st</sup> January 2020, of £133,491 expenditure and £266,117 income were unanimously **agreed**.

## **1352. TO NOTE APPOINTMENT OF TYE MANAGEMENT CONSULTANT**

Cllr O’Connor explained that it had been resolved at the last Council meeting to appoint a Management Consultant, Savills, for the Tye. The Council need to build a professional approach to the Tye Management and need their skills to assist.

Cllr Gallagher advised that she had recently attended a South Downs Land Management Group meeting who had provided interesting talks. This proved that it is necessary to have professional people who understand soil, etc.

Cllr Robinson explained that the Consultant will support the aims of the Tye Commons Group.

## **1353. TYE FENCING UPDATE**

It was resolved at the last Council meeting that fencing along the A259 and Gorham Way and surrounding the Dew Pond will be maintained, but other fencing/gates would not. If deterioration occurred it would be removed to make the area safe. Any fencing adjoining neighbouring properties should be maintained by the landowner and not Telscombe Town Council. The Town Clerk is to obtain legal advice regarding our obligations and bring this information back to a future meeting. Cllr Cheta asked if trees could be used instead of fencing, but he was advised this is not possible due to the Agreement we have in place on the Tye.

It was proposed by Cllr Robinson, seconded by Cllr O’Connor and unanimously **RECOMMENDED** to write to landowners adjoining the Tye advising that they should maintain the fencing.

## **1354. TELSCOMBE TYE COMMONS COMMUNITY GROUP UPDATE**

Cllr Robinson thanked Tye Commons Community Group members Clare Evans for her work in drawing up a Draft Tye Management Plan and Peter Castleton for his work drawing up action plans.

*The meeting was adjourned at 7.45pm to allow the community group’s members to speak.*

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## **1354. Telcombe Tye Commons Community Group Update (Contd)**

Clare Evans advised that she had taken parts from previous drafts and added additional information as a comprehensive document is needed, but it is only draft at this stage. She also advised that chalk grassland is rare.

Cllr Cheta asked what the profile was for members of the Community Group and Cllr Robinson explained the history behind the group. He also asked if a filming policy could be added to the document.

Cllr Gallagher explained that this document sets out why the Tye is special land and can be used as evidence for the Neighbourhood Development Plan.

Cllr O'Connor noted that we may need to change the item on Tye fencing.

*The meeting reconvened at 7.55pm*

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr Robinson, Clare Evans and Peter Castleton finalise the draft and a meeting with Savills be arranged to include the Town Clerk to discuss and finalise the document. It will then be brought back to a future meeting for consideration and approval.

*Clare Evans left the meeting.*

## **1355. TO AGREE DRAFT MAYOR'S POLICY AND HANDBOOK**

The Town Clerk advised that the Mayor's Policy was already in place and was due its 3-year review. No changes had been made. She also advised that she had drawn up a Mayor's Handbook to aid the Mayor in their role. There was discussion regarding the Mayor's charity fundraising and it was subsequently proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Mayor's Policy and Handbook be approved and taken to the next Council meeting for adoption.

## **1356. TO AGREE DRAFT COMMITTEE TERMS OF REFERENCE & DELEGATION SCHEME**

The Committee Terms of Reference and Delegation Scheme are reviewed annually. The only alteration was removal of 2.1.f which was 'matters concerning the community flock' as the flock has now been sold. It was proposed by Cllr Sharkey, seconded by Cllr Mills and unanimously **RECOMMENDED** that the Committee Terms of Reference and Delegation Scheme be approved and taken to the next Council meeting for adoption.

## **1357. TO RATIFY NEW FRANKING MACHINE CONTRACT**

The Town Clerk advised that the franking machine contract was due for renewal and in view of the fact that the current machine was faulty, she had obtained a majority of 7 responses by email from Councillors to agree to its renewal. The contract includes a maintenance agreement which also now covers batteries and print heads which the old one did not, at the same price as previously.

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## **1357. To Ratify New Franking Machine Contract (Contd)**

It was therefore proposed by Cllr O'Connor, seconded by Cllr Cheta and unanimously **RECOMMENDED** to renew the franking contract for a 5 year lease with Pitney Bowes for a mailmark compliant franking machine at a cost of £246 per annum.

## **1358. TO AGREE LGPS – EAST SUSSEX PENSION FUND EMPLOYER DISCRETIONS**

The Town Clerk explained that all employers who participate in the Local Government Scheme (LGPS) are required to draw up a discretions policy. The East Sussex Pension Fund have provided templates for the discretions requiring a written policy. Following a brief discussion it was proposed by Cllr Cheta, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr Gallagher have a meeting with the Town Clerk to draw up responses for Telscombe Town Council and they be taken to the next Council meeting for approval.

## **1359. UPDATE ON TYE TRACK SURFACE WORKS**

The Town Clerk advised that East Sussex County Council (ESCC) have confirmed that the areas south of the cattle grid is a registered Right of Way and advised that *'Highways Authority ESCC have a responsibility to ensure that these routes are suitable for use by walkers and horse riders. However, in circumstances where a route of this kind is also used for private vehicle access, it is usually the owners of the properties who benefit from such access who take responsibility for maintenance of the surface, which is not unreasonable bearing in mind that it is usually the vehicular use which causes the most wear and damage. If the property owner/s want to carry out significant works to the surface of the path, then they do need the Highway Authority's consent before starting work and in some cases may be eligible to apply for a small financial contribution.'*

Regarding the area north of the cattle grid to the boundary of the County Road, ESCC have advised that *'between the Tye boundary and the cattle grid is considered to be part of the Restricted Byway.'* As such this area is also therefore the responsibility of ESCC to maintain and not ourselves. They sent their Rangers out to inspect the area and have advised that *'The Rangers have also discussed their inspection with their Manager and the conclusion is that there is sufficient space for walkers and horseriders to avoid the potholes. The Rights of Way Team receives a limited budget each financial year for path surfacing improvements and across the whole County this is sufficient for around four or five routes. Those which are impassable due to deep mud or gullies are prioritised as a rule.'*

ESCC are therefore not intending to undertake repairs to either area north or south of the cattle grid and we are unable to effect any repairs as it is not our responsibility, despite being part of the Tye. This information was noted by the Committee.

## **1360. TO AGREE INCLUSION OF INTERACTIVE MAPS OF OUR OPEN SPACES ON THE WEBSITE**

Following discussion it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the website designers be asked to include interactive satellite image maps of Chatsworth Park and the Tye in the new website.

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## 1361. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

## 1362. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the remainder of the meeting during consideration of items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, by reasons of the confidential nature of the business to be transacted.

*The 2 remaining members of the public present left the meeting at 8.45 pm.*

## 1363. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 27<sup>th</sup> JANUARY 2020

As the Chairman of the Employment Sub-Committee was not present, the Vice-Chairman, Cllr Judd, requested that the minutes of the Employment Sub-Committee meeting on 27<sup>th</sup> January 2020 be accepted and the recommendations therein be adopted, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. They were signed by Cllr Judd.

There being no further business, the meeting closed at 8.48 pm.

Signed ..... *C Clarkson*.....  
Cllr C Clarkson, Chairman

*Date for next meeting of the Committee – 11<sup>th</sup> May 2020*