



TELSCOMBE TOWN COUNCIL

Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES
Tel: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

TO ALL MEMBERS OF TELSCOMBE TOWN COUNCIL

11th January 2020

Dear Sir/Madam

You are hereby summoned to attend an online meeting of **Telscombe Town Council** on **Wednesday 20th January 2020** at 7.30pm for the purpose of transacting the following business:-

LOG IN DETAILS:- Meeting ID 920 8918 0452 Login Platform - Zoom
Please email the Town Clerk for meeting password:- stella.newman@telscombetowncouncil.org.uk

Yours faithfully

Stella Newman
Town Clerk

AGENDA

1. Public question time – Members of the public are welcome to attend and may ask questions at the commencement of the meeting for a period of 15 minutes.
2. Apologies for absence
3. To receive members declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the meeting held on Wednesday 16th December 2020 - *attached*
5. To agree minutes from the following Committees and adopt recommendations – *all attached*:
 - a) Planning & Highways – 23rd November and 14th December 2020
 - b) Policy & Resources – 9th November 2020
6. To note action list – *see attached*
7. To approve payments and receipts for December 2020 – *attached*
8. Update on the Neighbourhood Development Plan – *see attached*
9. To agree amended Terms of Reference for Neighbourhood Plan Steering Committee – *see attached*
10. To agree budget and precept for 2021/22 financial year – *see attached*
11. To note Independent Remuneration Panel Report and set Councillor Allowances for 2021/22 financial year – *see attached*
12. To agree Insurance Renewal and Terms for 2021/22 – *see attached*
13. To agree and adopt draft Grievance Policy – *see attached*
14. Provision of Libraries update – *see attached*
15. Cycle route update – *see attached*
16. Business Plan Update – *see attached*
17. Reports from:- Mayor, Deputy Mayor, District Cllrs, County Councillor & Outside Bodies
18. Urgent matters at the discretion of the Chairman for noting and/or adding on a future agenda

TELSCOMBE TOWN COUNCIL



The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. This virtual online meeting will be recorded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.

NB Next Council meeting – 17th March 2021



TELSCOMBE TOWN COUNCIL

DRAFT Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 16th December 2020** at 7.30pm by remote transmission.

PRESENT:- Cllrs C Cheta, C Clarkson, C Gallagher, J Harris, D Judd, L Mills, L O'Connor, B Page, C Robinson, I Sharkey *Mayor*, A Smith

Also present: Stella Newman, Town Clerk & RFO (*minutes*)

The Mayor welcomed everyone present.

1726. PUBLIC QUESTION TIME

There were no public present.

1727. APOLOGIES FOR ABSENCE

Cllr Brindley was not present and had not sent apologies. Cllr Harris was having trouble joining the meeting, but was hoping to connect soon.

1728. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1729. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 18th NOVEMBER 2020

It was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting on 18th November 2020 were correct and were signed by the Mayor, Cllr Sharkey.

1730. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 2nd November 2020

Cllr Robinson proposed that the minutes of the meeting on 2nd November 2020 be accepted and the recommendations adopted, seconded by Cllr Judd and **RESOLVED** that the minutes be accepted and recommendations adopted.

(b) Amenities & Civic Centre – 28th September 2020

Cllr Gallagher proposed that the minutes of the meeting on 28th September 2020 be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

1731. TO NOTE ACTION LIST

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
15.1.20	Min 1597, p 3117 – To consider youth mayor/deputy mayor for Telscombe	SN	Due to Covid-19, no progress made on this to date. Suggest review at Annual Council next year.	May 2021



TELSCOMBE TOWN COUNCIL

DRAFT

1731.	Action List (Contd)			
18.3.20	Min 1615, p 3158 – Climate Change working group	SN	Joint meetings continue, next one 21.1.21. TTC to have their own separate one before then.	Ongoing
15.7.20	Min 1664, p 3216 – to agree CIL report for 2019/20	SN	LDC have sent report re CIL monies due to TTC. Update on this meeting agenda.	Dec 20
15.7.20	Min 1667, p 3217 – cycle route from P/H to Telscombe	LO’C	Cllr O’Connor to update us as and when.	Ongoing
15.7.20	Min 1668, p 3217 - Update on clifftop fencing	SN & working group	2 Zoom meetings held with working group and Mitchells & Butlers representatives. TTC quotes obtained higher than M&B’s – revised quotes awaited from M&B as LDC confirmed we can have their fencing FOC. <i>M&B staff furloughed, awaiting response on their return.</i>	March 21
18.11.20	Min 1711, p 3287 – Devolution Update (Telscombe Playing Fields)	SN	As per resolution SN advised LDC that TTC do not want to progress this.	Complete
18.11.20	Min 1712, p 3287 – Hidden Disabilities Sunflower Scheme	SN	Posters on display at Civic Centre; article to be put in next newsletter; lanyards/pin badges ordered & letter to be sent to local businesses.	Complete
18.11.20	Min 1713, p 3287 - Provision of Libraries	LO’C, IS, CCIk	Working group to work with PeacehavenTC to take this forward	Jan 2021
18.11.20	Min 1715, p 3288 – draft budget percentage increase notification	SN & working group	Remuneration Panel report now received re Cllr allowances and item on this agenda to agree rates. Grounds maintenance contracts to be agreed by working group. Tax base info awaited from LDC. When info to hand working group meeting can take place to agree final draft budget to be approved at Council in January 2021.	Jan 2021
18.11.20	Min 1717, p 3289 – Review new Council website	SN	As agreed, link to Council’s FB page added at bottom of home page & climate change page being investigated.	March 2021

Cllr Robinson queried regarding a Climate Change working group meeting and the Town Clerk agreed to arrange a meeting in the new year.

Cllr Harris joined the meeting at 7.37pm.

Cllr O’Connor advised a response had been sent regarding cycle routes and an update will be placed on the next agenda.

1732. TO APPROVE PAYMENTS AND RECEIPTS FOR OCTOBER AND NOVEMBER 2020

Payments for October of £17,329.60 and receipts of £3,699.16 and payments for November of £25,096.65 and receipts of £5,199.48 were proposed as correct by Cllr O’Connor, seconded by Cllr



TELSCOMBE TOWN COUNCIL

DRAFT

Mills and unanimously **RESOLVED** that they be approved and were signed by the Mayor, Cllr Sharkey.

1733. NOTIFICATION OF INCOME AND EXPENDITURE TO 30th NOVEMBER 2020

The Town Clerk's report was noted and it was unanimously **RESOLVED** to agree the actual year to date figures to 30th November 2020 being £257,905 expenditure and £166,924 income.

1734. UPDATE ON NEIGHBOURHOOD PLAN

Cllr Gallagher advised that the Masterplan consultation document had to be condensed to make it affordable to print. It has now been printed and will be hand delivered in East Saltdean and by the Royal Mail in Peacehaven and Telscombe in the new year. It is also available to complete online. L&N Consultancy have been doing work on greenspaces with assistance from Dr Maureen Berg. Tony Allen, Peacehaven's Town Clerk, has applied for a further financial grant and Peacehaven have allocated a draft budget of £10,000 for the Neighbourhood Plan for the next financial year. There was discussion regarding the Housing Needs Assessment and Cllr O'Connor advised that Matthew Hitchen at LewesDC will take over completion of this as Thea Davis who had started it has now left LDC.

1735. UPDATE ON BUSINESS PLAN

Cllr Robinson asked if there have been any responses regarding the café concession for Chatsworth Park and she was advised that we have not had any.

Cllr O'Connor advised that regarding sea defences, a Memorandum of Understanding has now been agreed between LewesDC and the Environment Agency looking at defences between Ambleside Avenue and Portobello in Telscombe Cliffs.

1736. TO AGREE THE INTERIM INTERNAL AUDIT REPORT

The Internal Auditor's interim report was noted, along with the summary '*Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk*' and also the fact that he made no recommendations for future action. The Town Clerk was thanked for her work in ensuring all procedures are carried out appropriately. It was therefore proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree the Internal Auditor's interim report.

1737. TO NOTE CIL MONIES RECEIVED AND IDENTIFY POTENTIAL PROJECTS

The Town Clerk advised that the Council had received £3,268.18 in October which brings the total of CIL funds held by the Council at £20,348.31.

1737. To Note Cil Monies Received and Identify Potential Projects (Contd)

The Town Clerk also advised that following a query raised by Cllr O'Connor in July, she had managed to get a printout from Lewes District Council of all CIL monies owed to the Council and that, along with the Town Clerk's spreadsheet of funds received had been circulated with the agenda and were noted by Councillors. Cllr O'Connor advised he felt the information was very helpful and thought that we should somehow advise the public regarding CIL money paid following development



TELSCOMBE TOWN COUNCIL

DRAFT

and that it goes to infrastructure in the local area. It was agreed to put an article in the next newsletter.

Regarding potential projects for the CIL money to be spent on, it was proposed by Cllr Sharkey, seconded by Cllr Robinson and unanimously **RECOMMENDED** that an item be placed on each Committee agenda for them to identify potential projects and any agreed be taken to Council for consideration. It was also felt that the funds received for East Saltdean and Telscombe should be separated and spent in those areas.

Regarding the next agenda item, it was noted that papers had been circulated to note the Independent Remuneration Panel's Report and set Councillor Allowances for 2021/22. Unfortunately, however, this item had been missed off the agenda so it could not be discussed. It was agreed to discuss allowances at the next Budget Working Party meeting and place this item on the agenda for January's meeting.

1738. TO AGREE NEW PHOTOCOPIER LEASE

The report from the Town Clerk and associated papers were considered and it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** to agree the quotation from Copier King to provide a Toshiba e-Studio 3515AC machine at a cost of £195 per quarter plus VAT with a print price of colour 2.9p; black 0.29 being the same for A4 and A3 and fixed for the duration of the lease.

1739. UPDATE FROM CITIZENS ADVICE

The update report and figures provided by the Citizens Advice were noted.

1740. REPORTS FROM:-

Mayor: Cllr Sharkey advised she had recently visited a resident in East Saltdean whose neighbours had arranged a socially distanced street party for her 100th birthday.

District Councillors:- Cllr Robinson advised that coastal erosion had been mentioned earlier in the meeting by Cllr O'Connor.

Cllr O'Connor advised about community wealth building which is generating our own economic wealth by contracting within the district .

County Councillor: Cllr Smith advised that thanks to a Government grant regarding adult social care, ESCC will not need to use reserves. He also advised that via the Scrutiny Committee he had recently got involved regarding The Keep in Brighton which is an archive centre organised by ESCC, the University of Sussex and Brighton & Hove City Council.



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1740. Reports From (Contd):-

Representatives on external bodies:-

Crimestoppers – Cllr Harris advised that unfortunately domestic violence is on the increase.

Joint Action Group – Cllr Mills advised that at a recent speedwatch check in Telscombe, 2 cars had been confiscated due to no insurance; 3 youths had been arrested for car theft but they could not be detained due to their age; Police are patrolling cash points due to a rise in scams such as elderly people being forced to withdraw money; Neighbourhood First now have Covid Marshals and finally that we should remember to report anti-social behaviour so that it gets recorded.

Peacehaven and Telscombe Chamber of Commerce – Cllr Gallagher advised she attends their breakfast meetings at 7.30am on a Tuesday morning.

Saltdean Residents' Association – Cllr O'Connor advised that the SRA thanked TTC for placing a wreath at the Peace Stone on Remembrance Sunday; Saltdean United FC had given a talk about who they are and what they do at the last meeting and that residents are not happy regarding the development of 72 houses that had been granted at Coombe Rise.

Sussex Associations of Local Councils – Cllr Robinson advised that she had recently attended their AGM and there had been an interesting talk by the Director of Public Health for East Sussex regarding Covid. He had advised that Hastings should be in tier 3 and the biggest sharing of Covid is via schools and pubs.

South Downs Land Management Group – Cllr Gallagher advised that Vanessa Rowlands, who had attended one of our full Council meetings, was now Deputy Chair and that the 7 Sisters Visitor Park will undergo a refurbishment to make a base for the SDNPA in the East.

1741. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

None.

1742. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1743. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE MEETING HELD ON WEDNESDAY 18th NOVEMBER 2020

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that the confidential minutes of the meeting on 18th November 2020 were correct and were signed by the Mayor, Cllr Sharkey.

There being no further business, the meeting closed at 8.32 pm.

Signed – Cllr I Sharkey, Mayor



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **PLANNING & HIGHWAYS COMMITTEE** held on Monday 23rd November 2020 at 7.30 pm.

PRESENT: Councillors D Brindley *Deputy Mayor*, C Clarkson, J Harris *Chairman*, L Mills & I Sharkey *Mayor*

Also Present: Bianca Buss, Amenities Officer (*minutes*)
Cllrs C Gallagher & O'Connor (*part-meeting*)

2673. PUBLIC QUESTION TIME

There were no members of the public present.

2674. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Cheta due to work commitments, Cllr Judd due to family commitments and Cllr Robinson who was attending a full Council meeting at Lewes District Council. These reasons were accepted by the Committee. The Amenities Officer reported that Cllr O'Connor would attend later concerning Agenda Item 14 but was currently in another meeting and would enter as soon as he was able to. It was noted that Cllr Harris was unable to connect to the meeting due to server issues. It was **agreed** that Cllr Sharkey as the Town Council Mayor would chair the meeting, due to both the Chairman and Vice Chairman of the Committee being unavailable.

2675. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Cllr Harris joined the meeting at 7.34pm and replaced Cllr Sharkey as Chair.

2676. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON MONDAY 2nd NOVEMBER 2020

The Committee considered the minutes of the meeting and it was proposed by Cllr Brindley, seconded by Cllr Mills and unanimously **RESOLVED** that they were a true record of the proceedings and were signed by the Chairman, Cllr Harris.

2677. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/20/0583 – 17 Springfield Avenue, Telscombe Cliffs, East Sussex BN10 7AR

Case Officer: James Emery

Rear extension and loft conversion

The Committee considered the application and it was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously recommended to **OBJECT** to the application as not enough information had been provided to be able to consider the application.

LW/20/0657 – 31 Central Avenue, Telscombe Cliffs, East Sussex BN10 7LY

Case Officer: James Emery

Erection of single storey infill rear extension

The Committee considered the application and it was proposed by Cllr Sharkey, seconded by Cllr Brindley and unanimously recommended to **SUPPORT** the application.



TELSCOMBE TOWN COUNCIL

2677. Planning Applications (Contd)

Cllr Harris lost connection at 7.42pm. Cllr Sharkey proceeded as Chair in his absence.

LW/20/0693 – 110 Rodmell Avenue, Saltdean, East Sussex BN2 8PJ

Case Officer: James Emery

Erection of rear two storey infill extension, with the existing first floor balcony extended across the new flat roof

The Committee considered the application and it was proposed by Cllr Brindley, seconded by Cllr Mills and recommended to **SUPPORT** the application.

Cllr Harris re-joined the meeting at 7.49pm and resumed as Chair.

LW/20/0714 – 16 The Esplanade, Telscombe Cliffs, East Sussex BN10 7HE

Case Officer: James Emery

Front facing balcony

The Committee considered the application and it was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously recommended to **SUPPORT** the application.

LW/20/0718 – 379 South Coast Road, Telscombe Cliffs, East Sussex BN10 7EU

Case Officer: Andrew Hill

Erection of fire escape stairs and associated works

The Committee considered the application and it was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously recommended to **SUPPORT** the application. The Committee additionally wanted to register their support to the restaurant as an important amenity in the town and asked that the planning use is not later converted to flats.

2678. TO CONSIDER THE FOLLOWING PLANNING APPEAL

APP/P1425/3259774 – Flat 1, Martlet House, 10 Bannings Vale, Saltdean, East Sussex BN2 8DX

Case Officer: William De-haviland-Reid

Installation of a scooter store

Telscombe's Planning & Highways Committee objected to the original application (LW/20/0386)

The committee considered the appeal and it was proposed by Cllr Brindley, seconded by Cllr Mills and **RECOMMENDED** to continue to **OBJECT** to the application, for the same reasons as originally specified, and for the Amenities Officer to write to the Planning Inspectorate re-confirming the reasons for objection.

2679. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

LW/20/0584 – 53 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Installation of 2no dormers to the side elevations

Lewes DC **GRANTS PERMISSION**

Telscombe's Planning & Highways Committee **SUPPORTED** the application

The Committee noted the planning application decision.



TELSCOMBE TOWN COUNCIL

2680. TO RECEIVE ACTION LIST

The Action List was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
13.01.2020	Min 2518, p 3112 – Urgent Matters (request for parking signs at Kirby Drive)	BB	Bianca chasing for update on safety sign but no response to date. Cllr Mills met with Speedwatch rep and BB last chased him on 10/11/2020.	Dec 2020
03.02.2020	Min 2529, p 3133 – To consider a tree scheme for Telscombe residents	BB	An agenda item has been added to this meeting.	Completed
18.05.2020	Min 2567, p 3179 – To ratify decision for a wildflower grass verge at Crowborough Rd, ES	BB	Cllr Robinson requested all locations are marked on a map alongside trees planted on the verges for the Committee to note. To be actioned in conjunction with tree scheme. <i>An agenda item has been added to this meeting for the tree scheme.</i>	Completed
29.06.2020	Min 2596, p 3206 – Street Column Structural Testing	BB	Chased ESH for report who confirmed testing to take place end November.	Dec 2020
21.09.2020	Min 2637, p 3255 – To consider the planning application results comparison report	BB	Report comparing LDC's decisions against TTC's to be compiled & placed on agenda for March.	Mar 2021
21.09.2020	Min 2642, p 3257 – Urgent Matters (street sign Arundel Road)	BB	Broken street sign reported to LDC who have ordered a replacement.	Dec 2020
12.10.2020	Min 2651, p 3267 – To discuss the government's consultations on the planning system and agree way forward	BB	An agenda item has been added to this meeting.	Completed
12.10.2020	Min 2653, p 3268 – To ratify community infrastructure levy application for a proposed bus shelter at Bannings Vale	BB	LDC have confirmed a final decision on bids will be made Dec 2020.	Dec 2020



2680. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.10.2020	Min 2654, p 3268 – To consider applying to East Sussex County Council for formally designated wildflower verges	BB	Applications for current wildflower verges sent to ESCC. BB to make contact with Countrymans so that Bannings Vale is added back to the urban grass verge cutting for 2021.	Dec 2020
12.10.2020	Min 2655, p 3268 – To consider progressing a proposed wildflower verge in Telscombe Cliffs	BB	Letters have been sent to residents of Gorham Court with response deadline due 27.11.20.	Dec 2020
02.11.2020	Min 2664, p 3270 – To discuss parking enforcement referred from SLR Meeting	BB	Draft letter re: parking enforcement with Town Clerk before delivery to residents at Highway Road.	Dec 2020
02.11.2020	Min 2671, p 3275 – To consider progressing wildflower verges for 2021	BB	BB written to x3 residents in front of the proposed verge to consult for comments, with deadline of 11.12.20	Jan 2021

Cllr O'Connor joined the meeting at 8.03pm. Cllr Harris as Chair agreed to pull agenda item number 14 forward, after the Neighbourhood Plan update, so that Cllr O'Connor could speak on this item and leave thereafter.

2681. NEIGHBOURHOOD PLAN UPDATE

Cllr Gallagher advised that there had been a slight delay in getting the leaflet printed for the master planning scheme for the Meridian Centre. A Strategic Environment Assessment has also been received and consultation is currently being undertaken with Historic England, Environment Agency, Natural England and the South Downs National Park Authority. The steering group have also received the Housing Need Assessment, with the Design Guide and Character Assessment due soon. Cllr Gallagher finalised by confirming that the steering group are next meeting on Thursday 10th December at 7pm.

2682. TO CONSIDER PARTICIPATING IN EAST SUSSEX COUNTY COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN

East Sussex County Council (ESCC) have invited Telscombe Town Council to participate in their Local Cycling & Walking Infrastructure Plan consultation, which sets out proposed cycling and walking networks within the County, one of which includes a route between Seaford, Newhaven, Peacehaven and Telscombe Cliffs.

Cllr O'Connor spoke about how residents should be encouraged to ride bikes across the towns but that some on the route includes the busy A259 road, which he felt was unsafe for cyclists.



TELSCOMBE TOWN COUNCIL

2682. ESCC's Local Cycling & Walking Infrastructure Plan (Contd)

Cllr O'Connor advised he had spoken with several Councillors at Peacehaven Town Council (PHTC) and asked the Committee if they would consider two or three Councillors joining a working group with PHTC, to draft up a joint response to the consultation. It was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that Cllrs Harris, Sharkey and O'Connor represent Telscombe Town Council in a working group with PHTC concerning a joint response, with the results being taken to a future Planning & Highways Committee.

Cllr O'Connor left the meeting at 8.15pm.

2683. TO RATIFY TELSCOMBE TOWN COUNCIL'S RESPONSES TO THE GOVERNMENT'S CONSULTATION ON THE PLANNING SYSTEM

The Amenities Officer advised the Committee that as agreed at the Planning & Highways Committee meeting on 12th October, a meeting with herself and Cllrs Harris, Mills, O'Connor & Robinson had been set up to draft a response to the governments consultation on the planning system. A copy of the responses were provided with the agenda and it was proposed by Cllr Sharkey, seconded by Cllr Mills and unanimously **RATIFIED** that the responses be sent to the Ministry of Housing, Communities and Local Government.

2684. TO DISCUSS THE PROPOSED TREE SCHEME FOR TELSCOMBE RESIDENTS

The Committee discussed the Amenities Officer's report confirming that ESCC had finalised the scanning of the verges and unfortunately no verges were able to host a tree due to the amount of service cables running through them. Cllr Mills suggested that the Council investigate the potential for adopting wildflower verges instead for those residents and Cllr Gallagher also advised that she knew of a resident who would be very interested in such a scheme. It was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Amenities Officers investigates such a scheme with ESCC, the grass cutting contractors and makes contact with residents to inform them of the outcome.

2685. TO NOTE RESPONSE FROM EAST SUSSEX HIGHWAYS CONCERNING PILOTING A SCHEME AS SUGGESTED AT THE RECENT STRENGTHENING LOCAL RELATIONSHIPS MEETING

The Amenities Officer's report was discussed by the Committee, confirming that East Sussex Highways Customer Service Manager had investigated the Town Council's request to pilot a scheme asking residents to maintain the area outside the house. Unfortunately the County Council were not willing to promote the concept and it was therefore proposed by Cllr Brindley, seconded by Cllr Clarkson and unanimously **RECOMMENDED** not to take the request further.

2686. TO CONSIDER COMMENTING ON BRIGHTON & HOVE COUNCIL'S DRAFT URBAN DESIGN FRAMEWORK SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the Amenities Officer's report and it was proposed by Councillor



TELSCOMBE TOWN COUNCIL

2686. To Consider Commenting on Brighton & Hove Council's Draft Urban Design Framework Supplementary Planning Document (Contd)

Sharkey, seconded by Cllr Mills and unanimously **RECOMMENDED** that the Committee do not comment.

2687. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Brindley informed the Committee that the cover by the Toyota Garage had once again come apart and he had tripped over this gap. The Amenities Officer advised it had been repaired only two weeks earlier but would highlight this again with East Sussex Highways.

There being no further business the meeting closed at 8.26 pm

Signed, Chairman

Next meeting of the Committee – Monday 14th December 2020



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **PLANNING & HIGHWAYS COMMITTEE** held on Monday 14th December 2020 at 7.30 pm.

PRESENT: Councillors C Cheta, C Clarkson, J Harris *Chairman*, D Judd, L Mills, C Robinson *Vice Chairman* & I Sharkey *Mayor*

Also Present: Bianca Buss, Amenities Officer (*minutes*)
Cllr C Gallagher

2688. PUBLIC QUESTION TIME

There were no members of the public present.

2689. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Brindley was absent and sent apologies retrospectively as he was attending a work meeting which overran.

2690. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

2691. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON MONDAY 23rd NOVEMBER 2020

Cllr Robinson was not present at the last Planning & Highways meeting and reported that she was disappointed to learn from the minutes that ESCC had confirmed that no grass verges were able to host a tree. She asked the Amenities Officer to investigate the option of bushes being planted as an alternative.

The Committee considered the minutes of the meeting and it was proposed by Cllr Judd, seconded by Cllr Mills and unanimously **RESOLVED** that they were a true record of the proceedings and were signed by the Chairman, Cllr Harris.

2692. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/20/0725 – 1 Chailey Crescent, Saltdean, East Sussex BN2 8DP

Case Officer: James Emery

Erection of raised timber deck in rear garden, with glass balustrading and new bifold doors to rear elevation

The Committee considered the application and it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously recommended **SUPPORT** the application

LW/20/0761 – 3 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DX

Case Officer: William De-haviland-Reid

Erection of the first storey extension, two-storey front extension, single storey side extension, single storey rear/side extension, rear decking area and internal alterations



TELSCOMBE TOWN COUNCIL

2692. Planning Applications (Contd)

LW/20/0761 – 3 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DX (Contd)

The Committee considered the application and it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously recommended to **OBJECT** to the application for the following reasons:

- i. Overdevelopment
- ii. Out of keeping with the street scene
- iii. Overshadowing

2693. TO CONSIDER THE FOLLOWING PLANNING APPEAL

APP/P1425/W/20/36261253 – 11a Nutley Avenue, Saltdean, East Sussex BN2 8ED

Case Officer: William De-haviland-Reid

Demolition of existing single garage and formation of two storey, two bedroom house

Telscombe's Planning & Highways Committee objected to the original application (LW/20/0488)

The committee considered the appeal and it was proposed by Cllr Sharkey, seconded by Cllr Robinson and **RECOMMENDED** to continue to **OBJECT** to the application, for the same reasons as originally specified.

2694. TO NOTE THE FOLLOWING LAWFUL DEVELOPMENT DECISIONS

LW/20/0708 – 25 Nutley Avenue, Saltdean, East Sussex BN2 8ED

Rear hip to gable extension with two side dormers

Lewes DC certified **IS LAWFUL**

The Committee noted the lawful development decision.

2695. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

LW/20/0583 – 17 Springfield Avenue, Telscombe Cliffs, East Sussex BN10 7AR

Rear extension and loft conversion

Lewes DC **REFUSES PERMISSION**

Telscombe's Planning & Highways Committee **OBJECTED** to the application

LW/20/0680 – 45 Cliff Gardens, Telscombe Cliffs, East Sussex BN10 7BS

Variation of condition 1 to alter the 2nd floor fenestration and materials in relation to planning application LW/19/0065

Lewes DC **GRANTS PERMISSION**

Telscombe's Planning & Highways Committee **SUPPORTED** the application

LW/20/0693 – 110 Rodmell Avenue, Saltdean, East Sussex BN2 8PJ

Erection of rear two storey infill extension, with the existing first floor balcony extended across the new flat roof

Lewes DC **GRANTS PERMISSION**

Telscombe's Planning & Highways Committee **SUPPORTED** the application



TELSCOMBE TOWN COUNCIL

2695. Planning Application Decisions (Contd)

LW/20/0714 – 16 The Esplanade, Telscombe Cliffs, East Sussex BN10 7HE

Front facing balcony (resubmission following LW/20/0258)

Lewes DC **GRANTS PERMISSION**

Telscombe's Planning & Highways Committee **SUPPORTED** the application

SDNP/20/04283/LIS – K6 Telephone Kiosk, Gorham's Lane, Telscombe Village, East Sussex

Conversion of listed telephone box to a defibrillator

Lewes DC **GRANTS** Listed Building Consent

Telscombe's Planning & Highways Committee **SUPPORTED** the application

The Committee noted the planning application decisions.

2696. TO RECEIVE ACTION LIST

The Action List was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
13.01.2020	Min 2518, p 3112 – Urgent Matters (request for parking signs at Kirby Drive)	BB	Speedwatch representative advised will add signs after lockdown.	Jan 2021
29.06.2020	Min 2596, p 3206 – Street Column Structural Testing	BB	Testing actioned end November. Results to be verified.	Jan 2021
21.09.2020	Min 2637, p 3255 – To consider the planning application results comparison report	BB	Report comparing LDC's decisions against TTC's to be compiled & placed on agenda for March.	Mar 2021
21.09.2020	Min 2642, p 3257 – Urgent Matters (street sign Arundel Road)	BB	Broken street sign now fixed.	Completed
12.10.2020	Min 2653, p 3268 – To ratify community infrastructure levy application for a proposed bus shelter at Bannings Vale	BB	LDC have confirmed a final decision on bids will be made Dec 2020. <i>Not received to date.</i>	Jan 2021
12.10.2020	Min 2654, p 3268 – To consider applying to East Sussex County Council for formally designated wildflower verges	BB	Applications for current wildflower verges sent to ESCC who will update us in Jan 2021. BB asked Countrymans to add Bannings Vale back to the urban grass verge cutting for 2021.	Feb 2021



TELSCOMBE TOWN COUNCIL

2696. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.10.2020	Min 2655, p 3268 – To consider progressing a proposed wildflower verge in Telscombe	BB	An agenda item has been added to this meeting.	Completed
02.11.2020	Min 2664, p 3270 – To discuss parking enforcement referred from SLR Meeting	BB	Residents have now been written to advising TTC have received complaints re vehicles parking on grass verge. Responses being received and will be taken to the next P&H meeting.	Jan 2021
02.11.2020	Min 2671, p 3275 – To consider progressing wildflower verges for 2021	BB	BB written to x3 residents in front of the proposed verge to consult for comments, with deadline of 11.12.20	Jan 2021
23.11.2020	Min 2678, p 3293 – To consider the following planning appeal	BB	Bianca has written to the Planning Inspectorate reconfirming the reasons for objection.	Completed
23.11.2020	Min 2682, p 3295 – To consider participating in ESCC’s Local Cycling & Walking Infrastructure Plan	BB	Clrs Harris, Sharkey & O’Connor to draft a response with PHTC, to be ratified at the next P&H meeting.	Jan 2021
23.11.2020	Min 2684, p 3296 – To discuss the proposed tree scheme for Telscombe residents	BB	BB contacted ESCC & Countrymans concerning using wildflower verges as an alternative option to tree planting, before making contact with residents. Awaiting reply.	Jan 2021
23.11.2020	Min 2687, p 3297 – Urgent Matters	BB	Reported broken cover at the Toyota Garage. Case ref 00524729.	Jan 2021

To discuss parking enforcement referred from SLR Meeting – The Amenities Officer confirmed that Cllr Robinson had kindly hand delivered the letters along the road and the Town Council had already received a response from 10 residents. 8 would like the Town Council to investigate enforcement and 2 do not.

2697. NEIGHBOURHOOD PLAN UPDATE

Cllr Gallagher advised she would provide a full update at the Town Council meeting on Wednesday 16th December, but wanted to thank the Town Clerk and Administration Assistant for all their help in getting the survey printed and arranging its distribution.



TELSCOMBE TOWN COUNCIL

2698. TO REVIEW THE BUSINESS PLAN

The Committee **noted** the Business Plan. Cllr Sharkey requested that a Climate Emergency meeting is held in the New Year to discuss this project. Cllr Robinson advised that the District Council cabinet met on Thursday to discuss a memorandum of understanding relating to the sea defences between Ambleside Avenue to the Southern Water works. Cllr Smith initiated this project some time ago and she reported that the Town Council have £30,000 in earmarked reserves for the supporting of this scheme.

2699. TO CONSIDER PROGRESSING A PROPOSED WILDFLOWER VERGE IN TELSCOMBE CLIFFS

The Amenities Officer advised the Committee that consultation had been undertaken with the residents who live in the flats behind the proposed wildflower verge and three out of nineteen properties responded, all confirming their agreement with progression of such a verge. It was proposed by Cllr Sharkey, seconded by Cllr Robinson and unanimously **RECOMMENDED** that this location is added as a wildflower verge for 2021 and that the residents are informed by letter that the Council will be undertaking monthly surveys between April and October in the area to establish what is growing in this location.

2700. TO CONSIDER SWITCHING OFF TTC OWNED STREET LIGHTS IN EARLY HOURS

The Committee discussed the report from the Town Clerk concerning the consideration of turning off the 26 street lights that are owned by the Town Council. The Committee felt that they needed more information concerning the savings and it was **agreed** that the Amenities Officer would make further investigations and bring them back to a future meeting.

2701. TO DISCUSS ELECTRIC POWERED SCOOTERS AND BICYCLES DRIVING ON THE LOCAL PAVEMENTS

The report from the Amenities Officer was discussed by the Committee. Cllr Harris advised that he wanted this item added as he had received complaints from residents that electric powered scooters are driving dangerously fast on the local pathways and reported that one lady had been knocked over by one of these scooters at a bus stop. It is illegal for both electric powered scooters and bicycles to use any pedestrian pathway and any vehicles seen can be reported to the Police via the non-emergency 101 telephone line. This was **noted** by the Committee.

2702. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Mills reported that vans had been parking on the South Coast Road at the property next to Roclyns care home. It's becoming increasingly dangerous and she noted 7 vans in this location. Cllr Mills confirmed she had reported this to the Amenities Officer who advised she had passed on the complaint to the Parking Shop at Lewes and urged for someone to attend as the verge sits in front of double yellow lines and is next to road works being undertaken in this section of the road. The Amenities Officer advised she would continue to chase this with the Parking Shop.



TELSCOMBE TOWN COUNCIL

2702. Urgent Matters (Contd)

The Amenities Officer advised that an email had been received today from Brighton & Hove City Council, inviting Telscombe Town Council to participate in their public consultation on the draft masterplan for the Hove Station area, in the form of a draft supplementary planning document. Although the consultation runs until 7th February 2021, there are two online public meetings via Zoom on 11th January and 14th January 2021 and the Town Council need to advise by Friday 8th January if they would like to attend. As this is before the next Planning & Highways meeting, the Amenities Officer asked if the Councillors would like to comment on this consultation and if they would they like to attend the online public meeting. Following consideration from the Committee, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** not to participate in the consultation.

2703. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

2704. TO CONSIDER BRIDLEWAY 8 GATE APPLICATIONS

The Committee considered the three key applications received for the gate at Bridleway 8.

Applicant 1 lives in Telscombe Village and had requested two keys so that both residents in the property can access facilities in Telscombe Cliffs. It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RECOMMENDED** that only one key is provided for this applicant, in line with the criteria that they live in Telscombe Village and that one key is issued per household.

Applicant 2 lives in Peacehaven and had requested a key to be able to carry out their role at St Laurence Church. It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RECOMMENDED** that a key is not provided to this applicant as they are not an essential user and can access the church via the C7 road.

Applicant 3 lives in Telscombe Cliffs and had requested a key to access the village. The applicant had provided supporting information by way of a statement of truth from residents who previously lived at this address and details listed on the Land Registry official copy of the title register, which confirm that the registered proprietor claims that the land in this title has the benefit of a right of way over the bridleway. As there is no evidence that this right of way has been approved, it was proposed by Cllr Sharkey, seconded by Cllr Judd and unanimously **RECOMMENDED** that a key is not provided to this applicant.

There being no further business the meeting closed at 8.34 pm

Signed, Chairman

Next meeting of the Committee – Monday 13th January 2021



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 9th November 2020 at 7.30 pm.

Present: Cllrs Cheta, Clarkson *Chairman*, Gallagher, Harris, Judd, Mills, O'Connor, Robinson & Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)

1424. PUBLIC QUESTION TIME

There were no public present.

1425. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllrs Brindley and Page sent apologies due to family commitments and the reasons for absence were accepted.

1426. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1427. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 7TH SEPTEMBER 2020

The minutes of the meeting were proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson, who had been sent them in the post.

It was noted that regarding minute 1413 on page 3243, 'To consider wording for proposed TRA Signs' an item had been placed on the agenda for discussion later in this meeting.

1428. TO APPROVE AND SIGN MINUTES OF THE GRANTS SUB COMMITTEE ON 7TH SEPTEMBER AND RATIFY ADDITIONAL GRANT DONATION OF £200 TO MACMILLAN CANCER SUPPORT

In the absence of the sub-committee Chairman, Cllr Robinson proposed that the minutes of the meeting on 7th September 2020 be accepted and the recommendations be adopted, seconded by Cllr Gallagher and **RESOLVED** that the minutes be accepted and recommendations adopted. The minutes will be signed by Cllr Page who had been sent them in the post.

The grant donation of £200 to Macmillan Cancer Support was unanimously ratified.

1429. TO NOTE ACTION LIST

The actions were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.5.20	Min 1373, p 3173 – Unregistered Land on the Tye Update	BB	Information being collated and will be placed on next agenda.	Jan 2021



TELSCOMBE TOWN COUNCIL

6.7.20	Min 1396, p 3211 – To consider clearance of cattle grids on Telscombe Tye	SN	We have sought legal advice regarding clearing cattle grids and maintaining fencing and item added to this agenda.	Nov 2020
6.7.20	Min 1399, p 3212 – To agree payment to CTLA for 2020/21 financial year	SN	A payment of £3,000 has been made. CTLA will provide a report at end of the year and we will review service in Jan 2021.	Jan 2021
7.9.20	Min 1410, p 3241 – to review Financial Regulations	SN	Financial Regulations adopted by full Council on 16.9.20	Complete
7.9.20	Min 1411, p 3242 – to review Grants Policy & Application Form	SN	Grants Policy & application form adopted by full Council on 16.9.20	Complete
7.9.20	Min 1412, p 3242 – to consider draft Single Use Plastics Policy	SN	Single Use Plastics Policy adopted by full Council on 16.9.20	Complete
7.9.20	Min 1413, p 3243 – to consider wording for proposed Telscombe Resident's Association signs	SN	Wording agreed at last meeting, however, update placed on this agenda for consideration.	March 2021
7.9.20	Min 1414, p 3243 – to consider estimates for Tye Grass cutting	SN	Tye grass has been cut as agreed.	Complete
7.9.20	Min 1415, p 3243 – Tye Management Consultant update	SN	Estimate received 3-5 hours @ £140 = £420 - £700 max. Agreed by Cllr Clarkson & purchase order submitted on proviso work completed by year end.	December 2020
7.9.20	Min 1416, p 3244 – to consider removal of the 'E' piece from the HLS agreement	SN	As agreed under previous minute.	December 2020
7.9.20	Min 1417, p 3244 – Tye Commons Community Group update	SN / CR	Zoom meeting held on 15.10.20. Cllr Robinson to give verbal update.	Complete
7.9.20	Min 1418, p 3244 – to consider re-opening The Civic Centre	SN	Reception opened from 1.15 – 4.15pm Monday to Friday from 14 th September, but in line with new government advice, to close again from Thursday 5 th November.	Complete
7.9.20	Min 1419, p 3244 – to agree a Communications Strategy	Admin Asst & Cllrs	Working group of Cllrs Clarkson, Gallagher, Robinson & Admin Asst met & Admin Asst is drawing up draft procedures.	Jan 2021
7.9.20	Min 1420, p 3244 – to consider continuation of L&N Consultancy assistance with NDP	SN	Agreed to continue using L&N Consultancy & Steering group advised accordingly. NDP progressing.	Complete



7.9.20	Min 1421 – urgent matters	SN	<ol style="list-style-type: none"> 1. Cllr Robinson subsequently decided cut back unnecessary. 2. Estimates for dew pond fencing obtained & item placed on this agenda 3. Cllr Mills unable to join Mascot meeting due to technical issues. 	<p>Complete</p> <p>Complete</p> <p>Complete</p>
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Cllr Robinson gave an update on the Tye Commons Community group following a Zoom meeting held in October. Discussion ensued regarding the work undertaken on the Tye ‘E’ piece at the beginning of the year. This had been organised by the South Downs National Park Ranger and agreed by this Committee in November 2019, min 1328, pages 3070-3071. It was agreed that in future if a specification is being drawn up externally, we scrutinise it carefully to ensure we are clear what works are to be undertaken.

There was then discussion regarding progression of the Tye Management Plan and Cllr Robinson advised she had spent a lot of work comparing previous plans and agreed to draft a future plan.

Cllr Gallagher queried if it had been agreed to continue using L&N Consultancy to undertake work on the Neighbourhood Plan and it was confirmed that this was agreed at the last meeting.

1430. TO AGREE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2020

Cllr Robinson queried what 4010-101 Councillor/Civic Expenses had been used on and she was advised that the majority of the money had been spent on purchase of 5 past Mayor’s badges. The Town Clerk confirmed that it was cheaper to buy them in bulk for the next few years due to the artwork cost etc, so it was a one-off purchase for this year.

Cllr Cheta asked why nothing had been spent on insurance to date and the Town Clerk explained that this was detailed in her report accompanying the figures; the insurance premium is paid in full at renewal which is in February annually.

The Committee’s income and expenditure figures to the 30th September 2020, of £78,775 expenditure and £242,492 income were unanimously **agreed**.

1431. TO AGREE BANK RECONCILIATION TO 30th SEPTEMBER 2020

The Town Clerk/RFO confirmed that the bank reconciliations for the 2020/21 financial year up to 30th September had been checked by Cllr Gallagher on 28th October 2020. Cllr Gallagher had found everything to be in order and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The signed bank reconciliation was attached to the agenda for members to check and it was unanimously **RECOMMENDED** that the bank reconciliation showing total bank and cash balances of £514,995.48 be accepted as correct.

1432. TO REVIEW THE HONORARY FREEDOM OF TOWN POLICY

The Committee noted the Policy was due its 3-year review and did not require any amendments. It was therefore proposed by Cllr Judd, seconded by Cllr Cheta and unanimously **RECOMMENDED** that the draft Policy be agreed and taken to the next full Council meeting for adoption. It was agreed to advertise the scheme in the next Council newsletter.



TELSCOMBE TOWN COUNCIL

1433. TO REVIEW THE DATA PROTECTION POLICY

The Committee noted that the Policy was due its 3-year review. SALC's model policy varied slightly from our previous report and was used as a template. It was agreed to add wording regarding GDPR and 1.2 was amended to read 'When handling such information the Council and all staff or others who process or use the information seek to ensure compliance with the Data Protection principles as set out in the Data Protection Act 2018 (the Act) and in line with the General Data Protection Regulations (GDPR). It was also agreed to add additional clarity under the 'use of emails' guidelines for staff members and Councillors regarding forwarding on of emails. It was unanimously **RECOMMENDED** that the amended draft Policy be taken to the next full Council meeting for adoption.

1434. TO REVIEW THE EMAIL & INTERNET USAGE POLICY

The Committee noted that the Policy was due its 3-year review. SALC's model policy was used as a template. It was agreed to provide greater clarity regarding use of the Council's email addresses/domain name and unanimously **RECOMMENDED** that the amended draft Policy be taken to the next full Council meeting for adoption.

1435. TO REVIEW THE DISCIPLINARY POLICY

The Committee noted that the Policy was due its 3-year review. SALC's model policy varied slightly from our previous report and was used as a template. Cllr O'Connor advised he thought unsatisfactory work performance should not be included in the Policy which was agreed by the remaining Committee members. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that (a) the second paragraph of 1.3 and 4 in its entirety be removed and the amended draft Policy be taken to the next full Council meeting for adoption and (b) a separate Work Performance Management Policy be drawn up for consideration at the next meeting in January 2021.

1436. TO REVIEW THE EMPLOYEE/COUNCILLOR CODE OF CONDUCT POLICY

The Committee noted that the Policy was due its first 3-year review. The Town Clerk advised that this Policy had been drawn up by previous Councillors and SALC have a similar but not so detailed policy called Member/Officer Relations Protocol.

Cllr O'Connor felt that the section on social media guidelines was vague and agreed to forward on wording that a working group had drafted for a recent consultation on the Code of Conduct. It was therefore unanimously **RECOMMENDED** that the policy be amended as follows (a) that it be re-named the Member/Officer Relations Protocol Policy (b) that the Town Clerk amend the wording under 'social media guidelines' and that the draft amended policy be taken to full Council for adoption.

1437. RE-LOOK AT WORDING FOR TELSCOMBE RESIDENTS' ASSOCIATION'S (TRA) PROPOSED SIGNS

The TRA had forwarded to the Committee wording for proposed signs they wanted to have drawn up and placed in various areas in Telscombe. It was previously agreed that a working group look at the wording and proposed modifications were agreed at the last P&R Committee meeting. However, after perusal by the TRA, one of their member's felt the wording was not accurate and suggested amendments. It was therefore unanimously **RECOMMENDED** that (a) the working group meet again to look at the suggested amendments and agree draft wording to be brought back to the next meeting for consideration and (b) that the recommendation under minute 1413 on page 3243 of the meeting held on 7th September 2020 is not adopted at the next full Council meeting to allow the wording to be re-visited and amended.



TELSCOMBE TOWN COUNCIL

1438. TO PROGRESS WILDFLOWER SEEDING ON THE TYE

Cllr Robinson advised she did not want this to fall on the Town Clerk's shoulders alone and wanted Councillors to help. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Town Clerk obtain prices for rabbit proof fencing and cutting of certain areas of the Tye in preparation for seeding and bring the costs back to a future meeting for consideration.

1439. TO CONSIDER ESTIMATES FOR RE-FENCING THE TYE DEW POND

It was noted that sheep leaning against the fencing had exacerbated its deterioration. The estimates obtained were discussed and it was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RECOMMENDED** to accept the estimate from Dimension Fencing for total replacement of the fencing in the sum of £2,175 (no VAT applicable) and if necessary the style also be replaced at a further cost of £240 (no VAT applicable).

1440. TO CONSIDER WAY FORWARD RE FENCING AND CATTLE GRIDS ON TELSCOMBE TYE

There was lengthy discussion regarding this item. Advice the Council had obtained from a solicitor was noted as follows:-

- the landowner owns the land and is therefore responsible for the land and its condition sufficient to enable it to discharge its duties of care under the Occupiers' Liability Act
- regarding the fencing and cattle grids that were given consent from the Secretary of State, unless there was a contractual right owed to a third party e.g. through a fencing covenant on the title, then there cannot be objection to the works' removal or non-replacement.

Regarding sheep grazing, they advised that:-

- while a commoner may have the right to graze sheep, the management of the stock is a matter for him or her and the right to graze is just that.
- liability for any damage caused by straying stock is that of the possessor of the stock and not that of the landowner (if different) and it is the keeper or possessor of the stock which is responsible for not allowing his stock to stray onto the highway.



1440. To Consider Way Forward re Fencing and Cattle Grids on Telscombe Tye (contd)

It was noted that if we decide to remove areas of fencing once they fall into disrepair, we will not be able to replace it without another application to the Secretary of State, which may not be granted. Areas of fencing adjoining neighbouring land is down to the landowner to repair and not ourselves. Lengthy discussion ensued regarding this item.

It was proposed by Cllr Gallagher and seconded by Cllr Robinson to clear the cattle grid by bridleway 8. As this proposal was only agreed by Cllr Sharkey and therefore not unanimously agreed, the motion was not carried.

It was then proposed by Cllr Judd, seconded by Cllr Harris and **RECOMMENDED** by the remaining 4 Councillors that we do not clear the cattle grid by bridleway 8.

Following further discussion it was proposed by Cllr O'Connor, seconded by Cllr Judd and **RECOMMENDED** by a majority of 4 Councillors that we get M Evans to repair the fencing next to bridleway 8 gate that has been damaged by Stud Farm's pigs and we write to Stud Farm and set out the Council's position following obtaining legal advice as follows:-

- We will not clear the cattle grid on bridleway 8 belonging to TTC.
- We will not maintain fencing or gates bordering our land that we are responsible for and if they fall into disrepair, they will be removed; we will, however continue to monitor and where necessary at our discretion maintain and repair gates and fencing bordering the South Coast Road and Gorham Way.
- TTC require Stud Farm to take action to prevent their pigs from escaping from their land and causing damage to land and fencing owned by the Council
- Stud Farm only retains Commoners Rights to graze its sheep on Telscombe Tye which means that Stud Farm is entitled to nothing more and nothing less. The management, responsibility and liability of the stock is that of Stud Farm as owners of the stock and they are solely liable for any damage caused by straying stock and must manage the same so as to prevent it from straying onto the public highway.
- Temporary fencing/sheep division pens can be erected for a period of less than 28 days, ie the maximum period allowed in any one year, but we ask that Stud Farm seek permission from the Council as landowners before their erection and ensure they are removed in their entirety after a maximum of 28 days.
- Placing ring feeders on the Tye is in breach of Section 38 of the Commons Act and we therefore ask Stud Farm not to place any feeders on the Tye
- We advise Stud Farm we regret having to contact them by letter and would have preferred a meeting to discuss the situation which was unfortunately declined by them.

1441. TO CONSIDER COMPLAINT REGARDING DISABLED ACCESS TO TELSCOMBE TYE

It was noted that a resident had complained to Cllr Robinson that they could not access the Tye via a field and gate belonging to Stud Farm.



TELSCOMBE TOWN COUNCIL

1441. To Consider Complaint Regarding Disabled Access To Telscombe Tye (Contd)

Cllrs Robinson, Gallagher, Judd and the Town Clerk had met the resident on site and agreed to ask permission from Stud Farm to make alterations to the gate. Unfortunately following several discussions with Stud Farm, they denied the Council permission to make alterations and the resident was informed. As the resident was not happy with the outcome, Cllrs Robinson, Gallagher and Judd have referred the complaint to Committee for consideration.

Discussion ensued. In view of the fact that the resident was requesting alterations to a gate belonging to Stud Farm who had denied the Council permission to make alterations, it was proposed by Cllr Judd, seconded by Cllr Harris and unanimously **RECOMMENDED** that there was nothing more the Council could do. It was noted that there is disabled access to the Tye at Gorham Way in Telscombe Cliffs, Ashurst Avenue in East Saltdean and at the top of Gorhams Lane at the northern border of the Tye.

1442. BUSINESS PLAN UPDATE

Regarding Part 2, item 1, Tye Management Plan, Cllr Robinson queried the date of expiry of the current grants and it was agreed that this be amended to read 2023. The remainder of the current business plan was noted.

1443. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

None.

1444. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1445. TO APPROVE AND SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS OF 14th SEPTEMBER 2020

The Sub-Committee Vice Chairman, Cllr Judd, requested that the minutes of the Employment Sub-Committee meeting on 14th September 2020 be accepted and the recommendations therein be adopted, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. It was agreed that either the Committee Chairman or Vice Chairman sign the confidential minutes when they are next in the Council office.

There being no further business, the meeting closed at 9.45pm.

Signed
Chairman

Date for next meeting of the Committee – 18th January 2021 (tbc)



Full Council Action List for 20th January 2021

Agenda Item 6

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
15.1.20	Min 1597, p 3117 – To consider youth mayor/deputy mayor for Telscombe	SN	As a result of pressure of work due to Covid-19 & lack of staff, no progress made on this to date. Suggest review at Annual Council next year.	May 2021
18.3.20	Min 1615, p 3158 – Climate Change working group	SN	Joint meetings continue, next one 21.1.21. TTC to have their own separate one before then.	Ongoing
15.7.20	Min 1667, p 3217 – cycle route from P/H to Telscombe	LO'C	Update on this agenda to advise being taken over by Planning & Highways Committee	Complete
15.7.20	Min 1668, p 3217 - Update on cliff-top fencing	SN & working group	2 Zoom meetings held with working group and Mitchells & Butlers representatives. TTC quotes obtained higher than M&B's – revised quotes awaited from M&B as LDC confirmed we can have their fencing FOC. <i>M&B staff furloughed, awaiting response on their return.</i>	March 21
18.11.20	Min 1713, p 3287 - Provision of Libraries	LO'C, IS, CClk	Working group to work with PeacehavenTC to take this forward. Update on this agenda.	Jan 2021
18.11.20	Min 1715, p 3288 – draft budget percentage increase notification	SN & working group	Tax base info received from LDC and working group finalised figures. Item placed on this agenda for agreement of budget and precept	Jan 2021
16.12.20	Min 1737, p 3314 – to note CIL monies received & identify potential projects	SN	As agreed, an item is being placed on each Committee agenda to identify potential projects, with suggestions to come back to full Council	May 2021
16.12.20	Min 1738, p 3325 – to agree new photocopier lease	SN	Town Clerk has contacted Copier King and is awaiting contract documentation	March 2021

TELSCOMBE TOWN COUNCIL



Agenda Item 7

PAYMENTS & RECEIPTS - DECEMBER 2020

PAYMENTS

<u>Code No.</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>EX VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £
4043-101	Admin	Ingenio	Website hosting	25.00	5.00	30.00
4411-301	C.Centre	Lewes District Council	Rates Dec 20	1,206.00	0.00	1,206.00
			Tradecard payments:-			
4407-301	C.Centre	Screwfix	Sander & sheets	46.64	9.33	55.97
4404-301	C.Centre	Screwfix (check code)	Consumables	60.54	11.10	71.64
			dd total £127.61			
4101-201	Amn	EH Treecare	Cut back trees C'wrth Prk opp car park in Central Av Town Crier	150.00	30.00	180.00
4030-101	Admin	J Gallagher	newsletter delivery	210.00	0.00	210.00
4352-401	PLAN	D James, 20/20	Cleaning bus shelters Nov	55.00	0.00	55.00
4107-201	Amn	Lewes DC	Play area inspections Dec	195.00	39.00	234.00
4101-201	Amn	M Evans	Repair/replace Copse fencing	360.00	0.00	360.00
4101-201	Amn	HR Goodwin & Sons	Remove ivy from fence rear 69a Central Av	40.00	8.00	48.00
9035-910	ER	HR Goodwin & Sons	Works at R Kingan playground	2,495.00	499.00	2,994.00
			payment total £3,042.00			
4104-201	Amn	G Burley & Sons	Grounds maintenance Nov	281.96	56.39	338.35
4328-201	Amn	G Burley & Sons	Dog bin emptying April - June	416.00	83.20	499.20
			payment total £837.55			
4041-101	Admin	Northstar)	IT support	215.00	43.00	258.00
4022-101	Admin	Northstar)	Cloud back-up	49.00	9.80	58.80
			dd total £316.80			
4022-101	Admin	Northstar	Email hosting/remote access/anti virus	132.83	26.56	159.39
9038-910	ER	Groundwork UK	Return of unused NDP grant	74.60	0.00	74.60
			Credit card payment :-			
4019-101	MA	Nat West:- Brighton Mayor's Charity	Online quiz ticket	5.98	0.00	5.98
4402-301	C.Centre	Wilko	Consumables	8.00	0.00	8.00
4407-301	C.Centre	Solopress	Clear protective screens	79.80	15.96	95.76
			dd total £109.74			
4414-301	C.Centre	British Gas Service	Service contract Oct	73.82	14.76	88.58
4024-101	Admin	Pitney Bowes	Postage - franker refill	308.00	0.00	308.00
4040-101	Admin	Northstar	Webcam & headset x2	155.50	31.10	186.60



TELSCOMBE TOWN COUNCIL

4058-101	Admin	Advo Payroll	Payroll services plus annual fee	123.05	24.61	147.66
4000-101	Admin	Salaries	In Council files	5,917.67	0.00	5,917.67
4021-101	Admin	Premier	Photocopies	76.00	15.2	91.20
4101-201	Amn	M Evans	Repair/replace C'wrth car park knee fencing	250.00	0.00	250.00
4022-101	Admin	Focus Group	Broadband line rental	15.31	3.06	18.37
4022-101	Admin	Fastnet	Internet Dec	55.00	11.00	66.00
4022-101	Admin	Fastnet	Domain renewal	10.00	2.00	12.00
			dd total £78.00			
4000-101	Admin	HMRC	Tax & NI contributions	1,622.38	0.00	1,622.38
4000-101	Admin	ESCC	Pension contributions	2,010.19	0.00	2,010.19
4042-101	Admin	Nat West	Bank charges	49.02	0.00	49.02
				16,772.29	938.07	17,710.36

Signed, Mayor

TELSCOMBE TOWN COUNCIL



RECEIPTS - DECEMBER 2020

<u>Date</u>		<u>Pay-in no.</u>	<u>Details</u>	<u>£.p</u>	<u>£.p</u>
4th Dec	1013-105	slip 101266	J Fox inv 6728 - plaque		15.00
	1013-105		M Barnett - 6732		15.00
4th Dec	1013-105	slip 101267	B Martin inv 6731 - plaque		15.00
7th Dec	1013-105	automated credit	J Pilling - Inv 6733 plaque		15.00
7th Dec	1000-301	automated credit	EDF Fit payment - Sept/Dec		991.73
11th Dec	1000-301	BACS	Vodafone - mast rental		1,653.13
16th Dec	1190-101		Nat West - investment interest		3.78
23rd Dec	1013-105	automated credit	A Evans - inv 6734 plaque		15.00
30th Dec	1190-101		Nat West - bank interest Dec.		0.08
					2,723.72

Signed, Mayor

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REPORT TO	Full Council
AGENDA ITEM	8
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	Neighbourhood Development Plan (NDP) Update

1. INTRODUCTION

In order to keep you advised of ongoing developments, the Chair of the Steering Group, Cllr Cathy Gallagher, has asked that a Neighbourhood Plan update be placed on every Council Agenda.

2. INFORMATION

The Chair of the Steering Group, Cllr Gallagher, will give a verbal update.

3. RECOMMENDATION

It is recommended to note the progress of the NDP.

4. FINANCIAL IMPLICATIONS

Peacehaven Town Council have applied for a final financial grant and been awarded £4,924, the total remaining amount we are entitled to, to go towards L&N Consultant's invoices.

The balance of our budget is £695 and the balance of the Earmarked Reserve will be £5,973 after payment of our third share for L&N Consultancy's invoice for November.

5. ENVIRONMENTAL IMPACT

A Neighbourhood Plan is a way of helping local communities to influence and shape the development of the area in which they live and work.



REPORT TO	Full Council
AGENDA ITEM	9
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	To agree amendments to Neighbourhood Development Plan (NDP) Steering Group's Terms of Reference

1. INTRODUCTION

The Steering Group have agreed amendments to their Terms of Reference.

2. INFORMATION

The only amendment is to item 8.2 and has changed the total number of the Steering Group membership to 10.

3. RECOMMENDATION

It is recommended that the amended Terms of Reference are agreed. Peacehaven Town Council will also be taking this to their next Council meeting for approval.

4. FINANCIAL IMPLICATIONS

Peacehaven Town Council have applied for a final financial grant and been awarded £4,924, the total remaining amount we are entitled to, to go towards L&N Consultant's invoices.

The balance of our budget is £695 and the balance of the Earmarked Reserve will be £5,973 after payment of our third share for L&N Consultancy's invoice for November.

5. ENVIRONMENTAL IMPACT

A Neighbourhood Plan is a way of helping local communities to influence and shape the development of the area in which they live and work.



TELSCOMBE TOWN COUNCIL

PEACEHAVEN & TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP - TERMS OF REFERENCE

1. Background

- 1.1 Peacehaven & Telscombe Town Councils have determined that they should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011 and the Neighbourhood Plan (General) Regulations 2012. In order to produce this plan the two Town Councils have established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Lewes District Council for independent inspection and finally put to a public referendum for adoption.
- 1.2 The Town Councils have advised Lewes District Council of the intent of the residents of Peacehaven & Telscombe in consultation with other stakeholders to produce a Neighbourhood Plan for submission.
- 1.3 The Town Councils have conveyed the drafting of the Neighbourhood Plan to the Steering Group; however major financial decisions and process decisions will continue to be overseen by the two Town Councils, via recommendations made by the Steering Group and taken forward by appointed Councillors to the Towns Full Council meetings for approval. The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan.

2 Purpose/Objectives

- 2.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan in order that it will then progress to Independent Examination, a successful community referendum and ultimately be adopted by both Councils to become planning policy.
- 2.2 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of both Towns The Group will ensure high levels of community engagement throughout the plan-making process, in order to:-
 - a) identify all the important aspects of life in the Towns which are to be considered for planning purposes in the future;
 - b) bring forward proposals which will enhance the quality and wellbeing of life in the Towns in the years to come; and
 - c) provide a planning framework for future use and protection of land within the Town's area.



3 Principles

- 3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-
- a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;
 - b) all decisions made shall be fully evidenced and supported through consultation with the local community.

4 Tasks and activities

- 4.1 The Steering Group will:
- a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;
 - b) arrange meetings and appoint working Groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
 - c) assess existing evidence about the need and aspirations of the Towns;
 - d) liaise with relevant organizations to secure their input in the process;
 - e) develop guiding principles and policies to guide the Neighbourhood Plan;
 - f) appoint professional planning and other relevant expertise that may be acquired during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination;
 - g) inform the Town Councils of progress on a regular basis;
 - h) support the Local Planning Authority and the Towns Council's during the referendum process.
- 4.2 The Town Councils will:



TELSCOMBE TOWN COUNCIL

- a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;
- b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;
- c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;
- d) following the preparation of the draft plan and with the agreement of the Group and Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

5 Roles and Responsibilities

5.1 The Steering Group will carry out the following roles:-

- a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.
- b) Produce, monitor and update a project timetable.
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d) Regularly report back to the Town Councils for endorsement of decisions taken.
- e) To undertake analysis and evidence gathering to support the plan production process.
- e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.
- f) Identify sources of funding.
- g) Liaise with relevant authorities and organisations to make the plan as effective as possible.



h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

6. Decision Making

- 6.1 The Steering Group has authority from the Town Councils to draft its plan making functions up to and including publication of the Consultation Draft Plan.
- 6.2 The Group will report monthly in writing to the respective Councils setting out progress on its work.
- 6.3 The Councils will need to approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- 6.4 The plan-making process remains the responsibility of the two Town Councils as the joint qualifying bodies.
- 6.5 All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Councils with appropriate Councils' positions given in all communications associated with the project.

7. Conduct

- 7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the Steering Group will:-

- a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.



b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

7.2 The Steering Group will achieve this through applying the following principles:-

a) Be clear and open when their individual roles or interests are in conflict.

b) Work together for the benefit of the communities established in the Towns.

c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

7.3 The Steering Group will actively promote equality of access and opportunity.

7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.

7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

8 Group Membership

8.1 Subject to ratification by both Town Councils, the Steering Group will be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. . Effort will be made to seek representation from under-represented sections of the community.

8.2 The steering group will elect 10 Officers for the posts of Chair and Vice Chair and 8 other officers, to be known as the Steering Group Committee. The Committee will become the main decision making body for the Steering Group.

8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.

8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.



TELSCOMBE TOWN COUNCIL

- 8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.
- 8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

9. Working Groups

9.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

9.2 Each working Group should have a lead person from the Steering Group.

9.3 Members of the community will be encouraged to participate in the process at all stages.

10 Meetings & Voting

10.1 The Steering Group will aim to meet monthly, although it may need to meet more frequently. These monthly meetings are open for all to attend and anyone can be nominated to come forward as a Steering Group member. Nominations will need to be seconded by an existing Steering Group member and then voted by the Group.

10.2 Officers of the Steering Group are likely to meet more frequently to progress decision making in association with the neighbourhood plan. The officers' meetings will not be open meetings but all minutes and decisions will be reported back to the overall Steering Group.

10.3 All meetings shall be advertised and open to be attended by residents, the local business community and other relevant stakeholders

10.4 The Steering Group and its sub Groups will keep minutes of meetings which will be open to public scrutiny. These will be published on the Peacehaven and Telscombe neighbourhood plan website.

10.5 Notices, agendas, minutes and associated papers will be emailed where possible to all Steering Group members at least three days prior to the meeting.

10.6 The minutes of each Steering Group meeting will be taken back to each Town Council for review.



TELSCOMBE TOWN COUNCIL

- 10.7 Voting will be by a show of hands by all members of the Steering Group. In the event of an equality of votes, the Chairman will have the casting vote.
- 10.8 Any decisions taken by the Steering Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.
- 10.9 For the purposes of interpretation or any doubt, the Councils' Standing Orders in relation to meetings and voting shall prevail

11 Finance

- 11.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.
- 11.2 Expenditure of over £500 to be approved by both Full Councils
- 11.3 Monthly financial reports will be provided to the Steering Group by the RFOs.
- 11.4 All grants and funding will be applied for and held by the nominated Council Responsible Financial Officer, who will ring-fence the funds for Neighbourhood Development Plan work.
- 11.5 The Steering Group will notify the Councils, of any planned expenditure before it is incurred.

12 Changes to the Terms of Reference

- 12.1 These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.
- 12.2 These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership at a Steering Group meeting and with the approval of both Town Councils.

13 Dissolution of the Group

- 13.1 The Steering Group will be dissolved once its objectives have been attained and/or when at least (two- thirds) of its members and the Town Councils consider its services are no longer required.



TELSCOMBE TOWN COUNCIL

- 13.2 The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Peacehaven Town Council and Telscombe Town Council

Draft 11.01.2021

8



REPORT TO	Full Council
AGENDA ITEM	10
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	To agree Budget & Precept for 2021/22

1. INTRODUCTION

The budget working group has met on a couple of occasions and drawn up draft figures.

2. INFORMATION

The tax base has reduced by 40 which means that even if the precept requirement had remained the same, the Council Tax for a Band D property would have risen.

The detailed figures are attached. The end column gives the increase or decrease from last year. A couple of budget heads have been split as follows:-

Under P&R, 4022 was Telephone, fax and internet. It has now been split and 4022 is for telephones only – we do not have a fax and Internet has been added as a new item.

Under the Civic Centre, 1000 income has been split. 1000 is now purely for room hire and new headings have been added for FIT payments and mast rental.

I will report regarding Earmarked Reserves at our Council meeting in March once we have a clearer picture of what, if any, funds we have available to allocate to earmarked reserves.

This information results in the precept increasing by £8,790 (3.7%) and Council Tax increasing for a band D property by £5.05 (5.3%) to £99.75.

A forward budget planning report is attached.

3. RECOMMENDATION

It is recommended that the budget/precept figure be set at £248,733 in accordance with the attached figures.

TELSCOMBE TOWN COUNCIL



TTC BUDGET 2021/22 YEAR

<u>COMMITTEE</u>	<u>Cost Centre</u>	<u>Expenditure</u>	<u>Income</u>	<u>Net</u>
P&R	101 - Gen Admin	174,275	8,066	166,209
	102- Grants	6,345	0	6,345
	NET P&R	180,620	8,066	172,554
Amenities	105 - Town events	2,600	100	2,500
	201 - Parks/playgrounds	40,950	0	40,950
	202 - General	2,950	1,450	1,500
	NET AMENITIES	46,500	1,550	44,950
Civic Centre	301 - Civic Building	31,900	21,415	10,485
	302 - Civic Loan	9,600	0	9,600
	NET CIVIC CENTRE	41,500	21,415	20,085
Planning & Highways	401 - Planning & Highways	15,300	4,156	11,144
	NET PLANNING & HIGHWAYS			11,144
	TOTAL BUDGET REQUIREMENT	283,920	35,187	248,733

£8,790 inc
from last year



TELSCOMBE TOWN COUNCIL

REPORT TO	Full Council
AGENDA ITEM	11
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	To note Independent Remuneration Panel Report and set Councillor Allowances for 2021/22

1. INTRODUCTION

An Independent Remuneration Panel (IRP) is convened by the District Council as the 'Responsible Authority' to review allowances for Parish/Town Councils. A Parish/Town Council may choose to pay their members an allowance to recognise the time and effort they put into their parish duties, but there is no obligation to pay such an allowance. An allowance can be paid to all members and if so it should be the same, but the amount payable to the chair may differ. If a Parish/Town Council decides to pay a basic allowance, it should have regard to the recommendation from its IRP. The last review was undertaken in December 2003 and the amount paid to Telscombe Town Councillors has remained the same since then at £250.

LDC convened an IRP meeting which took place at the beginning of 2020 and a report was drawn up. This was subsequently updated following a meeting of LDC in November when they set their allowances.

2. INFORMATION

All Parish/Town Councils in Lewes district were invited to provide views via a questionnaire and an interview/workshop session also took place at the end of January 2020.

The Panel's report states that whilst they feel that Parish/Town Councillors did not stand for office for any financial reward, an allowance could actively support someone in the Councillor role and it was essential to be able to attract Parish/Town Councillors from a wide range of backgrounds. Their view was that Councillors should also not be out of pocket for undertaking the role.

The IRP have therefore drawn up recommendations based on the information from the responses to the questionnaire and the interviews. Consideration was given to frequency of meetings, the number of committees, levels of responsibility and hours worked.

3. RECOMMENDATION

The IRP have made the following recommendations:-

- * Parish/Town Councils who feel that a basic allowance would be appropriate should be able to pay an amount of up to 15% of the basic allowance of Lewes District Council. This equates to £489 per annum and is subject to indexation. In accordance with statutory regulations this should only be paid to Councillors who have been elected and not those co-opted.



TELSCOMBE TOWN COUNCIL

- * Parish/Town Councils who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the basic allowance for Lewes District Council. This equates to £978 per annum.
- * Parish/Town Councils should pay travel and subsistence allowances in line with those agreed as part of the members allowances schedule for the District Council when they travel out of the Council area either to visit another Council or to attend conferences or seminars. The current rates that apply are:-
 - for cars & vans, the first 10,000 miles, 45p per mile; each additional mile over 10,000, 25p per mile; supplementary for carrying passengers per mile, 5p per mile for each passenger carried to the same approved duty.
 - for motor cycles - 24p per mile
 - for bicycles - 20p per mile
 - using public transport – to be claimed at standard or cheap day ratesSubsistence may be claimed in exceptional circumstances at the rates applied to employees (receipts should accompany claims), e.g.,
breakfast £7.14; lunch £9.86; tea £3.90; evening meal £12.31
- * The indexation of allowances should be in line with annual staff salary increase when applicable
- * A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town Council.
- * The IRP recommends that Parish/Town Councils publicise the allowances in accordance with Section 5, Paragraph 30 of the Regulations (SI2003 No 1021) as detailed on page 4 of the IRP report.
- * Any changes must take place from the start of a financial year and can be backdated to April 2020 or start in April 2021.

At the recent budget working group meeting, Councillors decided in view of the current economic climate due to Covid-19, it would be inappropriate to increase their allowance for the 2021/22 financial year.

It is therefore recommended that (a) the allowance remains unaltered for the 2021/22 financial year at £250 per Councillor, but they are reviewed again in accordance with the IRP's recommendation, when setting the budget for 2022/23 and (b) the Mayor's Civic allowance remains at £1,500.

The allowance is currently paid in one lump sum in March, and it is recommended that you consider whether you would like to continue to have it paid in one lump sum or at intervals throughout the year.

The IRP also recommended paying travel and subsistence payments and it is recommended that you consider whether to implement this from April 2021.



TELSCOMBE TOWN COUNCIL

It is a requirement that Parish Councils advertise their allowances in a notice conspicuous in our area for a minimum of at least 14 days. Although I have published a notice annually on our website, you may want to consider having a Members Allowance Policy.

4. FINANCIAL IMPLICATIONS

In accordance with the decision made at the budget working group, the draft budget has been set at £3,250 for Councillor allowances and £1,500 for the Mayor's allowance.



REPORT TO	Full Council
AGENDA ITEM	12
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	To agree Insurance Renewal

1. INTRODUCTION

Last year we entered into a new 3 year long term insurance agreement with Zurich Insurance.

2. INFORMATION

The first year ends on 27th February and renewal is due on 28th February 2021. The Policy Schedule is attached for your information, as well as the Policy changes.

The premium for the year is as follows:-

First premium	£2,676.91
Insurance premium tax	<u>£ 321.22</u>
	<u>£2,998.13</u>

3. RECOMMENDATION

It is recommended that we renew the Insurance.

4. FINANCIAL IMPLICATIONS

We have budgeted for the renewal.



<u>AGENDA ITEM</u>	13
<u>REPORT TO</u>	Full Council
<u>REPORT FROM</u>	Stella Newman, Town Clerk
<u>MEETING DATE</u>	20 th January 2021
<u>SUBJECT</u>	To approve and adopt draft Grievance Policy

1. INTRODUCTION

Whilst reviewing the Employment Handbook, it transpires that we do not have a separate Grievance Policy, just a small section noted in the handbook.

2. INFORMATION

I have therefore checked on the SALC website for a model policy and used that as a basis for a draft Policy which will be taken to P&R on 18th January 2021 for consideration.

3. RECOMMENDATION

It is recommended that the attached draft Policy, with any proposed amendments by the P&R Committee, is agreed and adopted.



TELSCOMBE TOWN COUNCIL

DRAFT GRIEVANCE POLICY

1. Introduction

1.1 This policy is based on the 2015 ACAS Code of Practice and guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. A grievance may be any concern, problem or complaint employees wish to raise with the Council. This Policy sets out the arrangements for employees to raise their concerns. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Informal Procedure

2.1 Many problems can be raised and settled during the course of everyday working relationships. Where possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate, it should be raised with the Chair of the Employment Sub-Committee.

2.2 In the case of the Town Clerk raising a grievance, this should in the first instance be raised with the Chair of the Employment Sub-Committee, unless the complaint is about the Chair of the Employment Sub-Committee, in which case the Mayor should handle the Clerk's concerns.

3. Formal Procedure

3.1 If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the Chair of the Employment Sub-Committee.

3.2 If relating to the Town Clerk, the formal grievance letter should be addressed to the Chair of the Employment Sub-Committee or likewise if the Town Clerk is making the grievance this should also be addressed to the Chair of the Employment Sub-Committee, unless the complaint is about the Chair of the Employment Sub-Committee, in which case the letter should be addressed to the Mayor.

3.3 The Employment Sub-Committee will appoint a Grievance Panel of three members to investigate the grievance. Similarly, the Employment Sub-Committee will appoint an Appeal Panel of three members to investigate an appeal. Each panel will appoint a Chairman from one of its members. No Councillor with direct involvement in the matter shall be appointed to the panel.

4. Policy Conditions

This Policy confirms:



TELSCOMBE TOWN COUNCIL

DRAFT

- Employees have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employees' case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Any changes to specified time limits must be agreed by the employee and the Council.
- An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
- Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 2018.
- Recordings of the proceedings at any stage of the grievance procedure can only be taken with the agreement of all parties present.
- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- The Council may consider mediation at any stage of the grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Councils and the employee's consent.
- Discretion and confidentiality will be upheld at all times throughout the process. If required the Chair of the Grievance panel may wish to seek external professional support during this process.



TELSCOMBE TOWN COUNCIL

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5. Upon Receipt of a Grievance Letter

Generally, within a reasonable period of time, e.g., 5 working days of receipt of a written grievance, the employee will be asked in writing to attend a grievance meeting.

The letter will include the following:

- The names of the Grievance Panel Chairman and other members
- A summary of the employee's grievance based on his/her written submission
- The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 10 working days of when the Council received the grievance.
- The employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- A copy of the Council's grievance policy
- Confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- Confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting

6. The grievance meeting

6.1 At the grievance meeting:

- The Chairman will introduce the members of the panel to the employee.
- The employee (or companion) will set out the grievance and present the evidence.
- The panel may ask the employee what action he/she would like to happen as a result of raising the grievance and bear this in mind when preparing a response.
- Any member of the panel and the employee (or the companion) may question any witness called by prior arrangement with the panel.
- The employee (or companion) will have the opportunity to sum up the case.
- A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the panel.
- The grievance committee will discuss the investigation and findings and agree on a response to the grievance.
- The Chairman will provide the employee with the panel's decision, in writing, within ten working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

7. The appeal

7.1 If an employee is dissatisfied with the outcome of his/her grievance investigation, he/she may submit a written appeal to the Grievance Panel Chairman. An appeal must be received within five working days of the employee receiving the panel's decision and must specify the grounds of the appeal.



TELSCOMBE TOWN COUNCIL

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7.2 Appeals may be raised on a number of grounds, e.g:

- The employee thinks the Council's procedure was not applied properly.
- The employee thinks the action proposed by the panel was inadequate/inappropriate
- New evidence has come to light since the grievance meeting

7.3 The appeal will be heard by an Appeal Panel consisting of three members of the Employment Sub-committee who have not been involved in the case. The appeal panel will appoint a Chairman from one of its members.

Generally, within a reasonable period of time, e.g., 5 working days of receipt of a written appeal, the employee will be asked in writing to attend an appeal meeting. The letter will include the following:

- The names of the Appeal Panel Chairman and other members
- A summary of the employee's appeal based on his/her written submission
- The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 10 working days of when the Council received the appeal.
- The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

7.4 At the appeal meeting, the Chairman will:

- Introduce the panel members to the employee
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the grievance panel.
- Explain the action that the appeal panel may take.
- The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.
- The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
- The appeal panel may decide to uphold the decision of the grievance panel or substitute its own decision.
- The decision of the appeal panel is final.



TELSCOMBE TOWN COUNCIL

AGENDA ITEM	14
REPORT TO	Full Council
REPORT FROM	Cllr Laurence O'Connor / Stella Newman, Town Clerk
MEETING DATE	20 th January 2021
SUBJECT	Provision of Libraries Update

1. INTRODUCTION

It was agreed at full Council on 18th November, following a report from Cllr O'Connor, to form a joint working group with Peacehaven Town Council to ensure the redevelopment of the Meridian Centre site includes adequate library provision.

2. INFORMATION

The working group met at the beginning of December when the current library services provision and future requirements were discussed. At the meeting it was agreed to contact ESCC to arrange a meeting with them to try and ascertain a greater understanding of their position including in relation to finance factors and the impending redevelopment of the Meridian Centre site. The working group saw the needs for the community for a modern library facility including things such as educational support, health support, IT support, meeting rooms and a community café.

3. RECOMMENDATION

It is recommended to note this and Cllr O'Connor will keep us updated following a meeting with ESCC.

4. FINANCIAL IMPLICATIONS

n/a



REPORT TO	Full Council
AGENDA ITEM	15
REPORT FROM	Cllr O'Connor / Stella Newman, Town Clerk/RFO
MEETING DATE	20 th January 2021
SUBJECT	Cycle Route Update

4. INTRODUCTION

East Sussex County Council (ESCC) invited Telscombe Town Council to participate in their Local Cycling & Walking Infrastructure Plan consultation, which sets out proposed cycling and walking networks within the County, one of which includes a route between Seaford, Newhaven, Peacehaven and Telscombe Cliffs.

2. INFORMATION

This was first brought up at Council in July, but it has subsequently been discussed at our Planning & Highways (P&H) Committee. Cllr O'Connor attended the P&H meeting on 23rd November and advised that residents should be encouraged to ride bikes across the towns but that some of the planned route included the busy A259 road, which he felt was unsafe for cyclists. He added that he had spoken with several Councillors at Peacehaven Town Council (PHTC) and it was subsequently recommended by the P&H Committee that a joint working group be set up with Peacehaven Town Council to form a joint response to the consultation.

This item will therefore be taken over by the P&H Committee and a joint response submitted to ESCC was reported at the meeting on 11th January 2021.

3. RECOMMENDATION

To note the update.

4. FINANCIAL IMPLICATIONS

n/a



PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council TBA (soon). PART 1 working group Notes

Part I - AMENITIES & CIVIC CENTRE COMMITTEE							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	Ongoing maintenance. <i>Survey undertaken & to be considered at ACC meeting on 28.9.20</i>	TC & AO	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Reports to ACC. Works agreed 30.11.20 & will be undertaken shortly.	TC & AO		ACC	Ongoing
3	Establish a maintenance programme for play equipment in the play spaces in Chatsworth Park & Robert Kingan	Keep the new play equipment in a safe and good condition.	ACC to monitor the inspection reports and authorise repair and maintenance work as needed.	TC & AO	6 monthly	ACC	Ongoing
Part I - AMENITIES & CIVIC CENTRE COMMITTEE							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
4	Look at ways of increasing income at Civic Centre	Increase Council hire income	Officer report on the present situation to ACC and a working group formed to examine whether new options are available. <i>On hold due to Covid.</i>	TC	6 monthly	ACC	November 2021

<u>2020 -2021</u>		<u>2021 -2022</u>		<u>2022 -2023</u>	<u>V1.9 03/12/20</u>
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TELSCOMBE TOWN COUNCIL



4a	Increasing Income ideas to be included	Working group to explore options with TC	To explore additional markets including business meeting rooms and consider hard to rent rooms such as room 6 alternatives and consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. <i>On hold due to Covid.</i> BUDGET IMPLICATIONS	TC	6 monthly	ACC	November 2021
5	Keeping Robert Kingan and Chatsworth Park clean and tidy	Ensure we carry out daily weekday inspections of parks & play spaces and organise litter picks	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers. Volunteer litter picks taking place monthly when possible in Chatsworth Park <i>Litter picking of Chatsworth Park included in new contract currently out for tender. Litter picking of playgrounds already included.</i>	AO, staff and members and volunteers	6 monthly	ACC	2021 when new grounds maintenance contract starts
6	New Café in Chatsworth Park Project.	Examine the feasibility of building a new Café in Chatsworth Park.	Agenda item on ACC and a small working group has already started exploring this idea. Report back to ACC in due course. BUDGET IMPLICATIONS <i>Agreed to trial café concession to test market</i>	AO & TC	Due	ACC	Spring 2021

2020 -2021		2021 -2022		2022 -2023	V1.9 03/12/20
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TELSCOMBE TOWN COUNCIL

7	Declared Climate Emergency - Change Activity for ACC and FC.	Aim for TTC to become carbon neutral by 2030.	<p>Encourage Tree Planting with residents, other partners and replace any tree cut down as part of Chatsworth Park maintenance. Advertise the solar panels savings in CO2 and clean energy generation yearly and explore the opportunities to provide EV charging point(s) on Council property.</p> <p>BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20.</p> <p><i>Tree planting scheme being investigated by P&H committee.</i></p>	TC & AO	6 monthly	ACC & FC	Summer 2021
7a	Explore the possibility of adding cycle routes in Chatsworth Park	In conjunction with the NP working group explore this possibility to encourage the use of cycles safely.	<p>Officer report to ACC for consideration. Explore possibilities of getting grant funding.</p> <p>BUDGET IMPLICATIONS</p>	AO & TC	Yearly	ACC	2022
8	New Council Contracts – Contract specification to pay the minimum wage to employees	Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.	<p>Examine the tender requirements of the new contract and encourage quality over price outcomes.</p> <p><i>New contracts agreed (x3 separate) and tenders received for consideration.</i></p> <p>BUDGET IMPLICATIONS</p>	TC & AO	Start 12 months before renewal	ACC & FC	2021

2020 -2021		2021 -2022		2022 -2023	V1.9 03/12/20
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TELSCOMBE TOWN COUNCIL



9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns.	Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. <i>On hold due to Covid-19</i> BUDGET IMPLICATIONS				
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Part II – POLICY & RESOURCE COMMITTEE

	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tye Management Plan (TMP)	Develop and adopt a 'refreshed' TMP, working towards re-applying for agricultural funding before the present 10 year grants expire in 2023.	With input from the Tye Commons Community Group, help shape a workable management plan for the Tye, E and D piece which works effectively for the owner (TTC) and users equally. <i>Delay due to Covid-19. Cllr Robinson working on draft plan.</i> BUDGET IMPLICATIONS	TC	Yearly	P&R	Autumn 2021
2	Plan to maintain the Tye assets	To agree a regime of ongoing maintenance of the grass downland, stock fencing, gates and barriers. This would include scrub clearance on the E Piece.	P&R to agree the maintenance budget yearly and prescribe the program of work to maintain this asset. <i>P&R agreed maintenance to gates/fencing along Sth Cst Rd and Gorham Way only. Also agreed to remove E piece from HLS Agreement.</i> BUDGET IMPLICATIONS	TC	Yearly	P&R	Ongoing

<u>2020 -2021</u>		<u>2021 -2022</u>		<u>2022 -2023</u>	<u>V1.9 03/12/20</u>
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TELSCOMBE TOWN COUNCIL



3	Value for Money review	A review of council services and costs and explore whether improvements could be made to them.	Officer report to the P&R committee to outline the Town Council services being provided for residents, their relative cost in precept using the band D comparison to neighbouring Town Councils and what potential there is if any to improve economies of scale through sharing services or future joint contract procurement opportunities. BUDGET IMPLICATIONS	TC & AO	6 monthly	P&R	2022
4	Review Member Allowances	Review the yearly allowance paid to elected members which have remained at £250 for over 10 years (with no index linking)	Officer report to be brought to P&R for consideration and recommendation. Follow prescribed procedures including a remuneration review as necessary. <i>LDC remuneration review undertaken and report with recommendations being taken to Council in December 2020.</i> BUDGET IMPLICATIONS	TC	Due	P&R FC	April 2020
5	HLS/ ELS Funding for Tye and E Piece	To consider to re-apply for HLS/ELS Grant funding for Telscombe Tye and the E Piece.	Preparations including Officer report and re-visiting the previous application need to take place. The re- application for the next 10 years of HLS/ELS (Higher and Lower Level Stewardship) funding which has provided significant grants to TTC since 2011. The current grant aid will expire in 2023. A suitably qualified consultant may be needed. <i>Consultant agreed but currently under review.</i> BUDGET IMPLICATIONS	TC	Yearly	P&R FC	2022
2020 -2021		2021 -2022				2022 -2023	

TELSCOMBE TOWN COUNCIL



This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council