

Telscombe Town Council Annual Report 2022-2023

We cover Telscombe Cliffs, Telscombe Village and East Saltdean



**Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs,
East Sussex, BN10 7ES**

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A Message from the Mayor, Cllr David Judd

Spring is almost upon us and as we all look forward to longer daylight evenings, I reflect on the last 2 years. I feel incredibly proud to have served two terms as Mayor of Telscombe and East Saltdean.

I would like to take this opportunity to thank all of the community, local businesses, Councillors and other fundraisers for their generosity and to those who have given so much of their valuable spare time to help raise funds for the Mayor's Charities. It truly is very much appreciated from the beneficiaries.

I wanted to ensure there was a 50/50 split between Telscombe and East Saltdean. The beneficiaries are:-

The CTLA, £1,100 - This transport service provides such an important role throughout the Community.

Seahaven Food Bank £1,100 - This facility is relied upon by an ever increasing number of families and individuals. Please do continue to donate to any food bank facility whenever you can afford to do so.

Boomerang Kids Childrens Nursery, £3,000 - The funds donated are to ensure children can still attend if their parents or carers are struggling financially.

Kempton House, £1,500 - The day Centre is a hive of activity and we are delighted to donate funds to support this much used facility.

Over the last year I have attended many functions and events and from May onwards I am very much looking forward to supporting the new Mayor in their role, helping to fundraise for good causes and charities in the Community.

May I take this opportunity to wish you a very enjoyable Spring and Summer .



Cllr David Judd, Mayor of Telscombe
April 2023

Councillors

The role of a Councillor is to make decisions that impact on their ward and across the Council as a whole. Becoming a Councillor is a rewarding form of public service which involves a lot of hard work.

The Town Council has 13 Councillors, eight in the Telscombe Cliffs Ward:-



Cllr Daryll Brindley
07917 393050



Cllr Claude Cheta
07869 069332



Cllr Ciarron Clarkson
01273 024717



Cllr Job Harris
01273 583050



Cllr Adrian Selby
07711 805850



Cllr Lyn Mills
07976 910182



Cllr Isobel Sharkey
07818 243405



Cllr Andy Smith
01273 584484

and five in the East Saltdean ward:-



Cllr Cathy Gallagher
07810 560337



Cllr Laurence O'Connor
01273 309444



Cllr Brian Page
01273 302220



Cllr David Judd
07729 817558



Cllr Christine
Robinson
01273 579613

The term of office for the current Councillors, above, will finish on 9th May 2023, after the date of poll being 4th May 2023.

An election will also take place for District Councillors and Telscombe has 3 covering its area.

Cllr Robinson was elected as an East Sussex County Councillor for this area in May 2021 and will remain in office for 4 years.

The Mayor is appointed at the Annual Council meeting in May. Councillor David Judd was appointed as Mayor and Councillor Daryll Brindley as Deputy Mayor in May 2022 for the 2022/23 year.

Understanding How Councils Work

There are three tiers of local government:-

County Councils

District, Borough or City Councils

Parish, Community and Town Councils

In some parts of the country, mainly cities, there's just 1 (unitary) tier of local government providing all the local services.

County Councils

They are responsible for services across the whole of a county such as:

- * education
- * transport
- * fire and public safety
- * social care
- * libraries
- * waste management
- * trading standards

District, Borough and City Councils

They cover a smaller area than County Councils. They're usually responsible for services including:

- * rubbish collection
- * recycling
- * Council Tax collections
- * housing
- * planning applications

Parish, Community and Town Councils

They operate at a level below District and Borough/County Councils.

They can help on a number of local issues and can provide:

- * bus shelters
- * play areas and play equipment
- * grants to help local organisations
- * community centres/village halls
- * public clocks
- * allotments

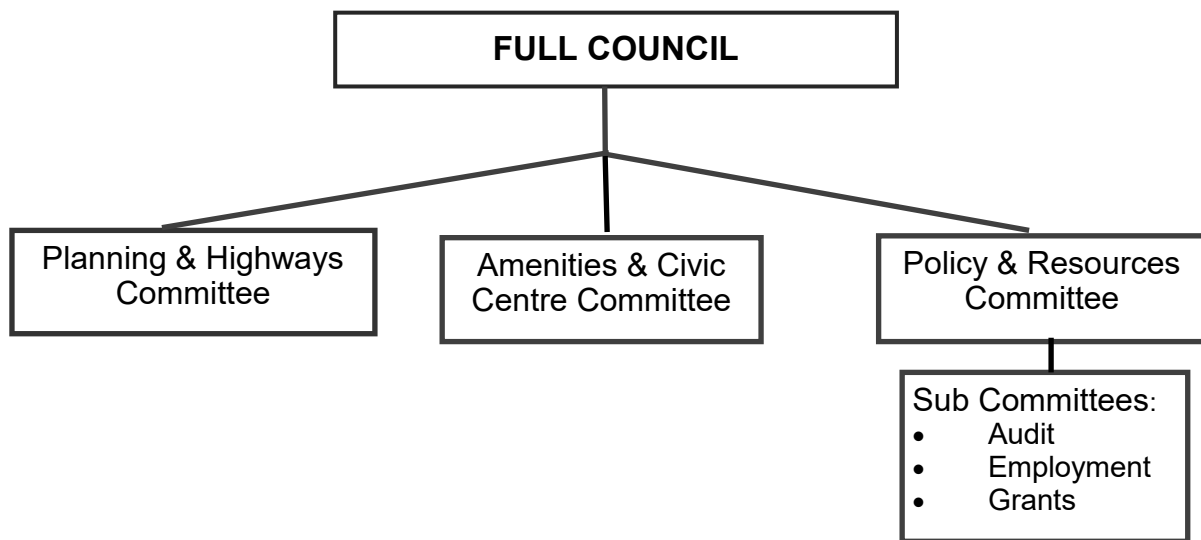
In our area we have:-

East Sussex County Council

Lewes District Council

Telscombe Town Council

Telscombe Town Council



Telscombe Town Council serves Telscombe Cliffs, East Saltdean and Telscombe Village and has approximately 7,400 residents.

Local Councils have a range of powers and duties including the power to provide and maintain bus shelters. Telscombe Town Council owns several and they can be identified by their light blue colour. We also have the power to light public places and own several lighting columns off the main highways, including those along the pathway through Chatsworth Park from Ambleside Avenue to Park Avenue.

The Town Council owns and manages important local community facilities including the Civic Centre on the South Coast Road, Chatsworth Park including two equipped playgrounds, the Robert Kingan playground in East Saltdean, and Telscombe Tye which is 211 acres of open access Common land. We have also agreed to undertake grass verge cutting on behalf of East Sussex County Council.

The various aspects of the Council's responsibilities and activities are undertaken by several committees which are detailed above.



Council and Committee meetings are held on a bi-monthly basis, apart from the Planning & Highways Committee which meets every 3 weeks. A list of meetings dates can be found on our website or in our notice boards.

Members of the public are welcome to attend meetings and there is a 15 minute period at the beginning of each meeting for public questions relevant to the Committee being attended.

Policy & Resources Committee

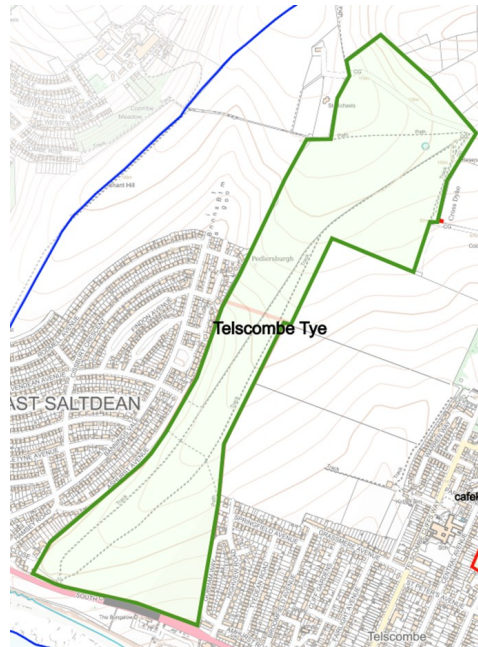
This Committee is responsible for reviewing and implementing the many policies and regulations required by law for a Town Council. Standing Orders and a Code of Conduct are adopted by the Town Council to ensure that all procedures and people connected with the Council operate within agreed boundaries.

There are many Financial Regulations as well, covering Council spending, the amount of reserves held and the uses identified for those reserves to be spent on.

There are also 3 sub-Committees reporting to Policy and Resources namely Audit, Employment and Grants.

Telscombe Town Council benefits from an experienced team of staff lead by The Town Clerk who is also the Responsible Financial Officer (RFO). The finances have been carefully managed over several years to allow for all commitments to be covered with investment into improved amenities as well.

This Committee is also responsible for Telscombe Tye which is Common Land and owned and managed by Telscombe Town Council. It is unique chalk grassland and part of the South Downs National Park extending to the cliff edge. It is subject to legal Agreements and many laws of the land as laid down by Parliament. To make any changes to the maintenance and what happens on the Tye, the Council as owners have to seek professional or legal advice to make sure we are not breaching Commoners or public rights. The current Higher Level Stewardship Agreement by which the Council gets a grant to manage and protect the Tye comes to an end in April 2023 and an inspection is due by Natural England before a decision on the way forward will be taken.



An Access Report was commissioned in April 2021 and we are working through the report and it's recommendations to improve accessibility for all and hopefully there will be better entrances and more resting places as we move through 2023.

Cllr Gallagher, Chairman of Policy & Resources Committee

A spreadsheet of complaints received in 2022/23 is available on page 15.

A list of the grants awarded by the Council for the 2022-23 financial year are listed on page 12 under the Finance Section of this report.

Amenities & Civic Centre Committee

I want to open my Amenities and Civic Centre annual report by thanking the Council staff for their hard work and commitment over the last 12 months. The output of the Council and its ability to deliver for residents is nothing without the dedication and hard work of the staff and I am incredibly grateful for what they do.

The responsibilities of the ACC Committee are the upkeep, running and ongoing improvement of the town's amenities like parks and playgrounds as well as the Civic Centre. To help us with this an access survey was conducted of Chatsworth Park and more recently a survey of park users. The responses have allowed the committee to begin to focus on specific areas for improvement. Information has been added to the town website and with the support of the Telscombe Residents Association, new information boards have been installed in the park.

The ACC Committee also covers the events working group which has been key to planning some incredible events not just to raise funds for the Mayor's charities, but to celebrate our community. The highlights of the last 12 months were the outstanding summer fayre and the Disney Sing-a-long hosted at the Civic Centre. I am very pleased to say I played a small role in assisting with these events.

The Chatsworth Park Volunteer Group has been coordinated by the ACC Committee and they have gone from strength to strength. An enthusiastic group of residents and Councillors meet monthly to carry out the work of the Chatsworth Park and Copse management plan. This includes wildflower meadows, bulb planting, dead wood cutbacks and the installation of 2 hibernaculum and several log pile habitats.

The ACC Committee has been building strong links with the community and encouraging people into the park. This includes the Wander Coffee concession in the park, use of the forest school area for a local community interest company and Meridian Primary School students making bee homes and bat boxes, all of which brings people out to the park and I hope helps them to feel invested in the town.

The value of our green spaces has never been more clear and I am very grateful I have had an opportunity to work with this committee. We have at times been pretty unrelenting with plans, projects and ideas so I want to thank the Council staff again.

Report by Cllr Ciarron Clarkson,
Chair Amenities & Civic Centre Committee

Planning & Highways Committee

The Planning and Highways committee meets every three weeks in the Civic Centre and members of the public are always welcome to attend the meetings. We are consulted by Lewes District Council (LDC), the local planning authority, on various planning applications within our town. As a Committee we are only advisory as the ultimate decisions are made by LDC, but our comments and suggestions are taken into consideration when LDC are making planning decisions.

Planning applications for 2022/23 to date are 53. We supported 36, of which 18 have been approved by LDC, we objected to 14 of which 4 have been approved by LDC, and provided comments on 3. There are still 29 applications awaiting a decision from LDC.

The Planning and Highways Committee are also responsible for Telscombe Town Council owned bus shelters, arranging the grass verge cutting contract, some street lighting in and around our parks and are involved in the Peacehaven and Telscombe Neighbourhood Development Plan. We discuss many varied items each time we meet.

Cllr Daryll Brindley , Chair of Planning and Highways Committee

Neighbourhood Development Plan

Peacehaven and Telscombe
Neighbourhood Plan Steering Group



After some six years of evidence gathering, the Peacehaven and Telscombe Neighbourhood Plan to 2030 is due to enter its final stage and go to Referendum around September 2023, after being verified by a Government approved examiner chosen by the planning authority, Lewes District Council. All of the documents, including the Plan Policy Document and a Design Guide, and evidence gathered and compiled can be found on Lewes District Council website with links from the Town Council and NDP Steering Group websites.

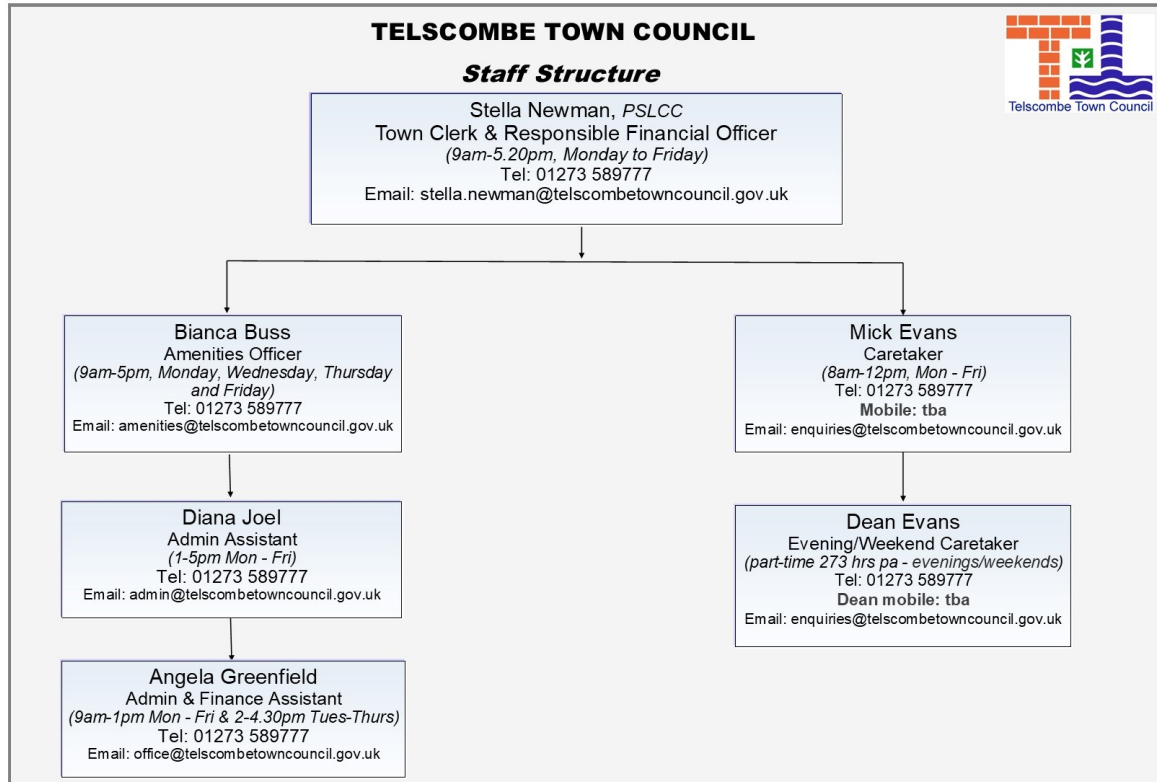
The plan has been written to ensure that policies are in place to protect the unique landscape and biodiversity of Peacehaven, Telscombe and East Saltdean, recognising the climate pledge signed by both Councils and the move towards net zero carbon emissions.

Neighbourhood Development Plans are all about the use of land within the planning boundaries and allowing local communities a chance to have a say in how development progresses and where shops, homes and offices are built. Once we started in earnest on the NDP in 2017, speculative house building was halted.

The protection of the biosphere and the flora and fauna are all covered in the NDP which will protect our parks, green spaces and improve active travel routes. Also, community buildings and the public realm will be enhanced to help to provide inclusive, healthy and welcoming Towns.

Cllr Gallagher, Chairman of the Steering Group

Meet the Staff



The Town Clerk is the Proper Officer of the Council and ensures that the Council as a whole conducts its business properly and provides independent, objective and professional advice. The Clerk is under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

As head of the administration, the Clerk advises the Council on new developments in procedures, law, and local Council work and covers all areas such as employment, health & safety, legal and all other matters relating to employment and Council work. The Clerk is supported by all members of the Council.

The Clerk is also the Responsible Financial Officer and is responsible for all financial records of the Council and the careful administration of its finances such as:-

- Managing budgets and all aspects of any business transaction
- Completing Annual returns for assessment by external auditors
- Accounting responsibilities (Cash flow etc)

The Town Clerk is supported by part-time admin & finance staff who, amongst other things, cover the Civic Centre reception desk, as well as an Amenities Officer who works 4 days a week and deals with the Council's outside spaces.

Two part-time caretakers are employed to look after the Civic Centre during the day, evenings and weekends and set up the requirements of hirers.

Finance

The Council has built a reputation for sound financial management over recent years and has developed a financial strategy that has value for money at its core – making sure every penny counts.

We continue to ensure that decisions around service priorities are supported by the resources needed and that we continue to deliver the high quality services our community needs. Our financial strategy is underpinned by the strong foundation of the Council's reserves and balances to assist us to deal with any unplanned eventualities as and when they may arise.

The Income & Expenditure accounts for the 2022/23 financial year are below.

TELSCOMBE TOWN COUNCIL

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
248,733	Precept Received	261,489
<u>189</u>	Interest Received	<u>4,095</u>
248,922	Sub total	265,584
	Operating Income	
10,131	General Administration	11,286
30	Town Events	955
1,553	Amenities General	6,507
18,726	Civic Building	26,880
<u>19,000</u>	Planning and Highways	<u>11,673</u>
298,362	Total income	322,883
	Running Costs	
165,682	General Administration	178,095
6,152	Grants	6,455
557	Town Events	1,322
24,586	Parks, Open Spaces/Playgrounds	26,642
1,043	Amenities General	3,571
25,955	Civic Building	29,860
9,357	Civic Building Loan	8,934
26,808	Planning and Highways	19,180
<u>50,781</u>	Earmarked Reserves	<u>49,664</u>
310,920	Total expenditure	323,723
	General Fund Analysis	
102,072	Opening Balance	106,398
<u>298,362</u>	Plus : Income for Year	<u>322,883</u>
400,434		429,281
<u>310,920</u>	Less : Expenditure for Year	<u>323,723</u>
89,514		105,558
<u>(16,884)</u>	Transfers TO / FROM Reserves	<u>(2,860)</u>
106,398	Closing Balance	108,418

Unaudited accounts

Following a successful application, we were pleased to receive a CIL grant from Lewes District Council of £1,984.50 towards new information boards in Chatsworth Park.

COUNCIL TAX

Council tax is a tax on the occupiers or owners of domestic properties such as houses and flats.

We are committed to keeping any necessary council tax increases to a minimum, especially in the current challenging economic climate and have worked hard to minimise unnecessary additional financial burdens on our residents. However, due to the rising cost of utilities and materials etc, we have recently had to implement small increases.

For the forthcoming financial year 2023/24 Telscombe Town Council's portion of the council tax has increased by 6% or £6.25 monthly for a Band D property.



The aim of the Council's small grants scheme is to promote an active local community. The Town Council supports local voluntary and charitable organisations across a wide range of activities through this scheme. These organisations provide valuable services and support to local residents and help enhance the entire

community of Telscombe Town which incorporates Telscombe Cliffs, Telscombe Village and East Saltdean. The maximum payable is £500.

The Council has given grants to the following organisations during the 2022/23 financial year totalling £2,495:-

Deans Senior Tea Club
Denton Cricket Club
Friends of Peacehaven Library
Kempton House Day Centre
Newhaven Cricket Club
Peacehaven Horticultural Society
Peacehaven Rangers
Peacehaven & Telscombe Football Club
Saltdean Residents Association
Telscombe Cliffs WI
Telscombe Residents Association
1st Peacehaven Brownies

There is also a separate grant provision which was given to the Citizens Advice Bureau of £3,960.



Community involvement is paramount to the Town Council. The Council has five outside notice boards across the Town and in Telscombe Village. These are used to advertise forthcoming Council meetings and community events.

The Council also publishes and delivers to households in its area a quarterly newsletter called The Town Crier which gives details of Council meetings, local news and events. The Town Crier is distributed free to properties within the Council's area of East Saltdean, Telscombe Cliffs and Telscombe Village, as well as having copies available in local shops and restaurants and the Civic Centre. The newsletter is also published on the Council's website, www.telscombetowncouncil.gov.uk, along with any other up-to-date news. The use of social media also ensures that the Council can communicate promptly with residents.



Telscombe Town Council has appointed Councillors to serve on several outside bodies including:-



- * The Telscombe Residents' Association who meet monthly at the Telscombe Civic Centre.
- * The Saltdean Resident's Association which covers both East and West Saltdean
- * The Citizens Advice Bureau who have a representative for the public to meet and give advice to at the Civic Centre on the last Tuesday of the month from 10.30am-12.30pm
- * The Community Transport for Lewes Area (CTLA) who provide the 4 Towns Community Bus operating in our area
- * Age Concern
- * The British Legion
- * Crimestoppers
- * East Sussex Association of Local Councils
- * Lewes District Association of Local & Parish Councils
- * Peacehaven Chamber of Commerce
- * Peacehaven & Telscombe Football Club
- * Peacehaven & Telscombe Housing Association
- * Peacehaven & Telscombe Towns Forum
- * The South Downs National Park Authority

Telscombe Civic Centre

The Civic Centre provides a focus for the community and is the venue for Civic events, Councillor surgeries, Council/Committee meetings and private and community events. It also houses the Council offices.

The Council continues to invest in upgrading and renewing facilities.



We are pleased to support the FareShare foodbank and have a food collection basket in the foyer.

FareShare are the UK's largest charity fighting hunger and food waste. They redistribute surplus food to charities, including homeless hostels, children's breakfast clubs, lunch clubs for older people, domestic violence refuges and community cafés. This facility is needed now more than ever and we encourage residents to bring in whatever they can.



Civic Centre Reception

The Town Council operates a reception and enquiries point between 9.00am and 4.30pm Monday to Friday. In addition to being able to book rooms for meetings and functions in the Civic Centre, staff will assist in answering queries and provide contact details in respect of services provided by the District and County Councils.

Phone: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

A notice board and display stands are available for local groups to display details of their events and services in the reception area.

Council Offices

Staff in the Council offices deal with a large variety of enquiries and complaints on a weekly basis.

Some are not the responsibility of the Town Council, and may therefore need to be referred to the appropriate authority or utility company. Below is a list of the complaints received and dealt with during 2022-23:-

Annual Report 2022/23			Complaints/Requests Received by Residents 1st April 2022 - 31st March 2023													
Totals			Beach	Chatsworth Park	Chatsworth Park North	Chatsworth Park South	Civic Centre	Clifftops	Communications	Cycle Lane	East Saltdean	Robert Kington Playground	Telscombe Cliffs	The Copse	The Tye	Non TTC land
In process	8	Includes 1 from 2019														
Resolved	234	1 from 2020 & 1 from 2022														
Method of Contact																
Email	98	42%														
In person	35	15%														
Letter																
Phone	88	37%														
Phone & Email	1	0%														
Raised by TTC	13	6%														
	235	100%														
Time taken to resolve																
Same day	98	42%														
1-7 days	83	35%														
8-30 days	24	10%														
31-90 days	16	7%														
91-180 days	6	3%														
181-270 days	2	1%														
271-365 days	2	1%														
366+ days	3	1%														
	234	100%														
			Beach	Chatsworth Park	Chatsworth Park North	Chatsworth Park South	Civic Centre	Clifftops	Communications	Cycle Lane	East Saltdean	Robert Kington Playground	Telscombe Cliffs	The Copse	The Tye	Non TTC land
Complaints/Requests by residents, received 1st April 2022 to 31st March 2023																
Animals (Misc)																
Anti Social Behaviour				3												
Benches																
Bins				3												
Boundaries				2												
Bridleway 8 Gate																
Bus Shelter																
Café				1												
Car Park																
Cycle Lane																
Dogs							3									
Drains																
Fencing/Gates								1								
Flag							1									
Fly tipping				4	1											
Food Recycling Bins																
Graffiti																
Grass																
Grass Verges				1												
Health & Safety				3			1									
Land ownership																
Litter																
Memory Garden																
Non TTC				1												
Overgrown vegetation				1												
Parking																
Pathways				6												
Pavement																
Planning																
Playground Equipment						1										
Playgrounds																
Prohibited Activities																
Recycling																
Road conditions																
Road Signs																
Signs																
Street lighting																
Town Crier																
Traffic Lights																
Trees/Hedges				7												
Twittens																
Vehicles on Tye																
Wildflower Verges																
TOTALS			0	32	1	4	2	1	0	0	34	6	74	2	52	27

Civic Centre Room Hire

The Centre offers a wide range of modern, attractive, flexible yet affordable accommodation for hire.

Whether you want a room for a small meeting, exercise class, business meeting, training course or a larger function such as an exhibition, we have the answer.

The Civic Centre has a well-equipped kitchen for self-catering events and a private patio area.

Reduced hire charges are available for local charitable or community groups.





***Check out our website
www.telscombetowncouncil.gov.uk***

Email us - enquiries@telscombetowncouncil.gov.uk

