



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 5th March 2025** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher *Vice Chair*, D Judd, M Lawrie, L O'Connor *Mayor*, B Page, C Robinson & I Sharkey

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
1 member of the public

1876. PUBLIC QUESTION TIME

There were no questions, either verbal or written from members of the public.

1877. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Perrotta, who was away and this reason for absence was accepted.

1878. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1879. TO APPROVE & SIGN MINUTES OF THE MEETING ON 15th JANUARY 2025

It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 15th January 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1880. TO APPROVE AND SIGN MINUTES OF THE GRANT SUB-COMMITTEE MEETING HELD ON 15th JANUARY 2025

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 15th January 2025 were a true record of the proceedings and were signed as correct by the Sub-Committee Chair, Cllr Page.

1881. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.5.24	Min 1805, p 4114 – To consider replacement Tye signage	SN	Quotes are yet to be sought for signs and notice boards.	Feb '25
13.11.24	Min 1849, p 4233 – To consider dedication/ new gate request for gate 11 on the Tye	SN	Waiting to hear back from the member of the public re progression.	May '25



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1881. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
13.11.24	Min 1860, p 4238 – To consider applying for Tree Foundation grant to fund Tye hedge planting	SN	An expression of interest (EOI) has been submitted and a response is awaited. <i>Jan '25 – The Tree Council have advised our EOI was not successful & cannot give specific feedback.</i>	Complete
13.11.24	Min 1861, p 4238 – To consider contributing financially for solicitors' costs to look into new proposed ESCC highways contract for street lighting maintenance	SN	ESALC have been notified that we would like to participate, but pay max. contribution of £100. They confirmed info sent to solicitors on 6.12.24 & are awaiting their advices. <i>18.2.25 – I chased SALC who said they had chased sols & were hoping to hear shortly.</i>	March '25
15.1.25	Min 1868, p 4276 – Business Plan Update/Review	SN	In order to progress item 4 – funding for the Tye, Town Clerk was asked to contact Gorham Trust re update on tenancy. <i>Town Clerk has emailed and is awaiting a response. Will chase in due course.</i>	April '25
15.1.25	Min 1869, p 4276 – To review Boundary Policy for C'worth Prk & The Copse	SN	No amendments required & Policy taken to full Council and adopted on 22.1.25. Agreed to put article in newsletter re flytipping in C.Prk, the Copse and Tye.	Complete Complete
15.1.25	Min 1870, p 4276 – To review complaints received between 1 st Sept & 31 st Dec '24	SN	Town Clerk was asked to email Cllrs details of complaints older than 30 days.	Complete
15.1.25	Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions	SN	To contact Police re what evidence they need from us. To draft wording for Tye signage re driving on Tye/bridleway 8 being illegal.	April '25 March '25
15.1.25	Min 1872, p 4276 – To consider continuation of Tye gate & fence inspections	SN	6 month's written notice to be given to Ranger. <i>(Notice given & SLA ends in July).</i> New SLA to be drawn up for commencement in July.	Complete May '25



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1881. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
15.1.25	Min 1873, p 4277 – Urgent matters; SDNP request to use Tye dew pond for pond condition assessment training for their volunteer Dragon Fly ambassadors	LOC	Agreed & LOC notified them accordingly.	Complete

Minute 1805, p 4114 – replacement Tye signage

Cllr Robinson advised that the Skylarks are nesting and she is seeing numerous dogs off leads on the Tye. She asked if signs could be put up on gates advising members of the public to keep their dog on a lead which was unanimously **agreed**.

Minute 1849, p 4233 – To consider dedication/ new gate request for gate 11 on the Tye

The Town Clerk advised she had received contact from The Monday Group who were seeking authorisation to replace Tye gate 11, as requested by a member of the Hash House Harriers running group. She had confirmed it was in order, as per agreement at the November committee meeting and will obtain a copy of the group's PL insurance prior to installation.

The remainder of the action list was also noted.

1882. TO AGREE INCOME AND EXPENDITURE FIGURES TO 31st JANUARY 2025

The Town Clerk's report detailed any significant differences between budget and actual spend figures. The report was accompanied by the full income and expenditure printouts detailing the current budget lines for the Committee and actual expenditure to date and also those for Earmarked Reserves.

It was proposed by Cllr Page, seconded by Cllr Judd and unanimously **RECOMMENDED** that the actual total year to date figures to 31st January 2025 for the Committee of £315,838 income (including the precept payment of £299,937) and expenditure of £160,498 be agreed as correct.

1883. BUSINESS PLAN UPDATE/REVIEW

There was discussion regarding how to progress with the Tye Management and the fact that the Gorham Trust had not responded to our email enquiring re an update on the Stud Farm Tenancy. Cllr Lawrie asked for her dissatisfaction to be recorded at the Gorham Trust's lack of contact. Having reviewed the business plan, V2 dated 13th February 2025, it was unanimously **RECOMMENDED** that no amendments were required and that the Town Clerk should take the Gorham Trust's lack of response further with Brighton and Hove City Council.

1884. TO AMEND THE GRANTS POLICY WORDING

In accordance with the current Policy wording, financial grants of up to £500 per financial year are awarded. However, during discussion at the Grants Committee meeting on 11th September 2024, it was agreed to recommend that the Policy wording be amended so that only one application per group



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1884. To amend the Grants Policy wording (Contd)

or organisation could be made in each financial year of up to £500. Following consideration, it was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to amend the Policy wording to read 'Financial grants of up to £500 per application are awarded by the Grants Sub-Committee at meetings twice during a financial year in September and January. Only one application from a group/organisation per financial year will be considered.'

1885. TO AGREE UPDATES REQUIRED TO THE WEBSITE

Following discussion, it was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that updates to the Council's website be undertaken by Still Creative in the sum of £325 plus VAT to ensure that we are compliant with Web Content Accessibility Guidelines (WCAG).

1886. TO DISCUSS AND AGREE REPAIR OPTIONS FOR TYE GATES/FENCING

It was acknowledged that there are some gates and fencing that need fixing and that we are considering repairs in accordance with previous agreement by the Council as to areas that will be maintained. The fencing on the East Saltdean side between gates 10 and 11 is leaning over, but this adjoins Carr's land and it is therefore their responsibility to maintain. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to obtain quotes/have the following work undertaken:-

Gate 2 – to have adjustments/repairs carried out so that it opens/closes correctly.

Gate 4 – to have a new hook fitted to enable closing.

Gate 7 – we are looking to improve disabled access at this location, so although the gate post has broken and the gate cannot be closed, it was agreed to close off this gate for the time being, having first put up warning signs for a few days, rather than spend money for repairs unnecessarily. Gate 6 is immediately next to it which will provide access at this location.

Gate 14 – to have the broken gate post replaced.

Gate 15 – to have adjustments/repairs carried out so that it opens/closes correctly.

Gorham Way fencing – to have repairs carried out to prevent leaning posts.

Small area of southern Tye previously cut to encourage wildflowers – to obtain prices for stakes and plastic mesh fencing to fence of this area to encourage wildflower growth; to check the exact area we can have fenced and ensure we comply with temporary fencing regulations on common land.

1887. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There was brief discussion whether to contact Stud Farm regarding conservation grazing on the Tye, and it was felt this could be discussed at a future Tye working group meeting.

The meeting closed at 8.25 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 7th May 2025