



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 30<sup>th</sup> April 2025** at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** Councillors C Clarkson, C Gallagher *Chairman*, C Robinson, I Sharkey *Deputy Mayor* & N Watts *Vice Chairman*

**Also Present:** Stella Newman, Town Clerk & RFO  
Cllr T Williamson  
1 member of the public

## 3690. PUBLIC QUESTION TIME

There were no questions from the member of public present.

## 3691. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs O'Connor and Lawrie who were on leave. These reasons for absence were accepted by the Committee.

## 3692. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

## 3693. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 9<sup>th</sup> APRIL 2025

It was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> April 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

## 3694. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

**LW/25/0186 – 12 Brambletyne Avenue, Saltdean, East Sussex BN2 8EJ**

*Case Officer: Ella Rigluth*

Proposed rear and side veranda and fenestration alterations

Following consideration of the application it was proposed by Cllr Sharkey, seconded by Cllr Robinson and unanimously **RECOMMENDED** to **SUPPORT** the application.

**LW/25/0218 – 1 Cissbury Crescent, Saltdean, East Sussex BN2 8EN**

*Case Officer: James Emery*

Part single and part two storey side/rear wraparound extension with replacement of existing garage

Following discussion, it was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to neither support or object to the application, but to submit a comment only that the committee had concerns regarding overshadowing and the proximity of the extension to the boundary.



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## 3694. To consider the following planning applications (Contd)

**LW/25/0221 – 26 Bannings Vale, Saltdean, East Sussex BN2 8DB**

*Case Officer: James Emery*

Single storey extensions to side and rear

Following consideration of the application, it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to **SUPPORT** the application.

## 3695. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISION

The following planning decision was noted:-

**LW/25/0086 – 36 Cissbury Crescent, Saltdean, East Sussex BN2 8RJ**

*Case Officer: James Emery*

Garage conversion including raising of roof height, single storey rear extension and extension of raised decking

LewesDC **GRANTED** permission

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

## 3696. TO NOTE THE FOLLOWING TREE PRESERVATION ORDER APPLICATION DECISIONS MADE BY LEWESDC

The Committee **noted** the following decisions:-

**TW/24/0125/TPO – 70B Telscombe Road, Peacehaven, East Sussex BN10 7UH**

*Case Officer: Mark Pullen*

T1 - Ash - Fell/Removal      T2 - Ash - Fell/Removal      T3 - Ash - Fell/Removal

LewesDC **REFUSED** permission

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

**TW/25/0013/TPO – The Copse, Telscombe Cliffs Way, Telscombe Cliffs, East Sussex**

*Case Officer: Mark Pullen*

**G10 - Common Hawthorn - Crown lift to 3m**

G11 - Sycamore - Cut back tree to fence line

G12 - Bird Cherry/Holm Oak/Hawthorn - Crown reduction to all trees 3m

LewesDC **CONSENTED** to the works, with the following conditions:

(1) The specified works hereby approved shall not exceed those approved above and shall conform to British Standard BS:3998: 2010 Tree Work – Recommendations.

(2) The above works must be completed within two years of the date of this consent and in the event of the works not being completed by that date, further consent will be required.

Telscombe's Planning & Highways Committee made **NO COMMENT** as it was the Council's application.



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## 3697. TO NOTE THE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Meeting Date	Issue Detail	Action Owner	Update	Due Date
6.11.24	Min 3592, p 4232 – Urgent Matters – damage to wildflower verge	BB	<p>Damage to the wildflower verge on A259/Fairlight Ave from building material has been reported to ESCC. They have written to the residents and if not removed, will be completed by their contractors.</p> <p><i>19.2.25 - Still not rectified and officers were asked to chase this up.</i></p> <p><i>26.2.25 Chased up &amp; ESCC advised they will visit the resident.</i></p> <p><i>13.3.25 - ESCC were chased again. They advised resident not in when they visited &amp; will follow up with another letter and visit.</i></p> <p><i>9.4.25 - Resident has started to clear this area although building works are still being undertaken</i></p>	May 2025
27.11.24	Min 3597, p 4246 – To discuss speeding traffic in East Saltdean and consider preventative measures	BB	<p>ESCC Traffic &amp; Safety Manager advised ESCC are carrying out a new assessment approach to be completed in summer 2025. They will carry out the assessment &amp; advise us of their findings. ESCC will also add temporary yellow &amp; black road safety posters to these sites in their next order, raise concerns of speeding with Sx Police &amp; concerns of parking with their Parking Team.</p> <p><i>9.4.25 - Five signs have been added to the relevant roads and it was therefore agreed to remove this from the action list.</i></p>	Complete
27.11.24	Min 3609, p 4251 – To consider final cost from East Sussex Highways to replace a damaged street light column in Telscombe Village	BB	<p>Committee agreed to accept the new cost but to hold off signing the T&amp;C's until solicitor has provided us with their comments. Details were sent to solicitor by ESALC on 6.12.2024.</p> <p><i>18.2.25 – SN chased SALC who said they had chased sols &amp; were hoping to hear shortly.</i></p> <p><i>28.3.25 – No update received.</i></p> <p><i>Continued overleaf</i></p>	



# TELSCOMBE TOWN COUNCIL

## 3697. To note the actions carried out or required from previous meetings and agree any further measures required (Contd)

Meeting Date	Issue Detail	Action Owner	Update	Due Date
27.11.24	Min 3609, p 4251 – To consider final cost from East Sussex Highways to replace a damaged street light column in Telscombe Village (Contd)		9.4.25 - An invoice has been received for this work, however, no purchase order was raised and the contract was not signed as there was a query with the terms. The Town Clerk has contacted Balfour Beatty to advise them of these facts and is awaiting a reply. 22.4.25 – Chased Balfour Beatty for a response/update and have received a response.	See new agenda item
29.1.25	Min 3642, p 4288 – To consider commenting on SDNP Local Plan review	LOC/CG	Cllrs O'Connor & Gallagher to formulate a response. 9.4.25 - A response has been submitted and it was agreed that this item can be removed from the action list.	Complete
29.1.25	Min 3644, p 4288 Urgent matters:- re 72 Telscombe Cliffs Way & removal of hedge	LOC	Cllr O'Connor to check with LDC planning dept re removal of the hedge. 9.4.25 - Cllr O'Connor to chase Lewes District Council Enforcement Team again.	May 2025
12.3.25	Min 3667, p 4316 – Business plan update/review	SN	As agreed, the proposed update will be done and considered at the meeting on 30.4.25.	See new agenda item
9.4.25	Min 3694, p 4334 – Neighbourhood Plan Update	LOC	Cllr O'Connor had contacted Lewes District Council and spoken to the Planning Policy Lead regarding the delay in progressing the plan following the member of staff that was dealing with it leaving their employment. They apologised and advised they may have to hire a consultant to progress this and Cllr O'Connor will contact them again for an update.	See new agenda item
9.4.25	Min 3686, p 4335 – note B&HCC 2025-26 Bus Grant Delivery Plan & changes to bus services in Lewes District		It was agreed that an article be placed in the Town Crier newsletter combining the information provided in the reports for minute number 3685 and 3686 regarding the Bus Services. Article has been placed in the newsletter.	Complete



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## 3697. To note the actions carried out or required from previous meetings and agree any further measures required (Contd)

Meeting Date	Issue Detail	Action Owner	Update	Due Date
9.4.25	Min 3688, p 4335 – consider commenting on the Ovingdean Neighbourhood Area & Forum Applications		Recommended to respond and ask Brighton & Hove City Council to check the boundaries of the proposed neighbourhood area to ensure that there is no overlap between Ovingdean, Woodingdean & Rottingdean. <i>The agreed response was submitted on 17.4.25.</i>	Complete

Minute 3592, p 4232 – Urgent Matters; damage to wildflower verge – Cllr Robinson advised that the area is still a mess and works are still being carried out, so it is hoped that when works are completed, the area will be returned to its former state. It was therefore **agreed** to leave this on the action list.

The remainder of the action list was **noted**.

## 3698. TO NOTE INCOME AND EXPENDITURE TO 31<sup>st</sup> MARCH 2025 AND NEW YEAR'S FIGURES

The Town Clerk's report detailed any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the end of year budget lines for the Committee and actual expenditure to 31<sup>st</sup> March 2025. The Committee's total year's figures were expenditure of £17,349 (88.4%) and income of £8,652 (181.5%). It was explained that the income was high due to CIL monies received from Lewes District Council. Only a minimal amount is included for this in the budget, as the monies received are not included as part of general spending and are transferred to a CIL earmarked reserve at year end.

The new year's budget figures were noted and the Town Clerk was thanked for a clear and concise report.

## 3699. BUSINESS PLAN UPDATE/REVIEW

Following discussion it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** to add a new item, Maintenance of Bus Shelters, with the following wording:-

Objective:- To keep bus shelters in good order

Activity:- To have bus shelters inspected regularly by the Amenities Officer and bi-annually with a company who should provide a report as to their condition, along with any recommended work necessary. To also have them cleaned every other month throughout the year (April, June, August, October, December, February).

Responsible person:- Amenities Officer

Key review dates:- 6 monthly

Committee:- P&H

Projected delivery date:- Ongoing



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## 3700. NEIGHBOURHOOD PLAN UPDATE

The Committee noted the current position with the Neighbourhood Plan and that we are now awaiting to hear back from the examiner following submission by Lewes District Council of the extra information the examiner had requested.

## 3701. TO AGREE TO PAY BALFOUR BEATTY'S INVOICE FOR REPLACEMENT STREET LIGHT AT THE MANOR HOUSE IN TELSCOMBE VILLAGE

It was noted that Balfour Beatty had replaced the street light in Telscombe Village, even though we hadn't signed the Terms and Conditions, or issued a purchase order to authorise the work taking place. We had, however, agreed to its replacement at the meeting on 27<sup>th</sup> November, subject to signing of the Terms and Conditions which we were querying. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to pay the invoice for replacement of the street light in the sum of £3,209.96 plus VAT as Balfour Beatty had now confirmed we did not need to sign the Terms and Conditions.

## 3702. TO AGREE TO TELSCOMBE TOWN COUNCIL BEING ADDED TO THE DRAFT LETTER BEING ISSUED BY SOLICITORS VIA THE EAST SUSSEX ASSOCIATION OF LOCAL COUNCILS REGARDING THE NEW STREET LIGHTING MAINTENANCE CONTRACT

In accordance with agreement via email, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree to Telscombe Town Council's name being added to the draft letter to be issued by solicitors via ESALC querying the proposed new Street Lighting Maintenance Contract with Balfour Beatty and ESALC were asked if the wording could be amended to make it more generic and not mention specific areas as several Council's names were being added to the letter.

## 3703. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Watts queried works that were being undertaken at a property along the South Coast Road as he believed that the Committee had objected to the work. The Town Clerk subsequently checked Lewes District Council's (LDC's) website and the application at 398 South Coast Road and been granted permission on 4<sup>th</sup> December 2024 by LDC.

There being no further business the meeting closed at 8.05 pm.

Signed, Chairman .....

*Next meeting of the Committee – Wednesday 21<sup>st</sup> May 2025*