



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 9th July 2025** at 7.30 pm.

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

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

1911. TO APPOINT A CHAIR AND VICE CHAIR

Cllr Judd nominated Cllr Clarkson as Chair, seconded by Cllr O'Connor and it was unanimously **agreed** that Cllr Clarkson be elected as Chair.

Cllr O'Connor proposed Cllr Robinson as Vice Chair, seconded by Cllr Judd and it was unanimously **agreed** that Cllr Robinson be elected as Vice Chair.

1912. PUBLIC QUESTION TIME

There were no public questions.

1913. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Sharkey who was attending another meeting and Cllr Watts due to work commitments and these reasons for absence were accepted. Cllr Page was not present and had not sent apologies.

1914. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1915. TO APPROVE & SIGN MINUTES OF THE MEETING ON 7th MAY 2025

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meeting held on 7th May 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1916. 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. Temporary signs re ground nesting birds were put up.	July '25 Complete



TELSCOMBE TOWN COUNCIL

1916. 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 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. <i>As per agreement at November's committee and notification at last committee meeting, The Monday Group are constructing the gate which they will fit in due course. They have provided their insurance details. The gate has now been installed.</i>	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. <i>March '25 – Police have responded & working group to be convened to consider way forward.</i>	July '25
15.1.25	Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions		To draft wording for Tye signage re driving on Tye/bridleway 8 being illegal. <i>Wording to be considered at working group meeting.</i>	July '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 August. <i>New SLA drawn up but current ranger unable to undertake inspections/works.</i>	Complete See new agenda item
5.3.25	Min 1886, p 4310 – To discuss and agree repair options for Tye Gates/Fencing	SN	Gorham Way Fencing – M Evans has carried out repairs but advised further posts need supporting – estimate awaited. Fencing re wildflower area – stud Farm have not responded to our request re temporary fencing so this cannot proceed.	See new agenda item Complete
7.5.25	Min 1897, p 4345 – To consider grass cut/fire break cut on the Tye	SN	Estimates have been obtained for a fire break cut.	See new agenda item



TELSCOMBE TOWN COUNCIL

1916. 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
7.5.25	Min 1898, p 4345 – To consider new benches seating for the Tye	SN	The benches have been ordered, but we may need to consider an alternative contractor for installation.	Complete
7.5.25	Min 1899, p 4345 – To agree cost for replacement gate post on the Tye	SN	As agreed at last meeting, the post to gate 14 has been replaced.	Complete
7.5.25	Min 1900, p 4346 – To review & agree Freedom of Information Policy	SN	The amended Policy was taken to full Council on 14.5.25 and adopted.	Complete
7.5.25	Min 1901, p 4347 – To review & agree committee TOR	SN	The amended terms of reference were taken to full Council on 14.5.25 and adopted.	Complete
7.5.25	Min 1902, p 4348 – To review & agree updated SO's	SN	The amended Standing Orders's were taken to full Council on 14.5.25 and adopted.	Complete
7.5.25	Min 1903, p 4346 – To review & agree updated F.Regis	SN	The amended Financial Regulations were taken to full Council on 14.5.25 and adopted.	Complete
7.5.25	Min 1904, p 4346 – To agree draft metal detecting policy	SN	The Policy was taken to full Council on 14.5.25 and adopted.	Complete
7.5.25	Min 1906, p 4346/7 To consider response to LDC's air quality action plan	SN	The agreed responses to the questions were submitted by the Town Clerk.	Complete
7.5.25	Min 1907, p 4347 – To consider/approve cost for new past Mayor's badges, new bar & engraving	SN	As agreed, current badge has been sent off for engraving & note made to increase budget for 25/26 to include purchase of new badges.	Complete

The action list was noted.

1917. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MAY 2025

The detailed lists showing budget and actual spend figures were noted, along with the Town Clerk's report which detailed any significant differences between budget and actual spend figures to date.



TELSCOMBE TOWN COUNCIL

1918. BUSINESS PLAN UPDATE/REVIEW

It was unanimously **RECOMMENDED** that no amendments were required.

1919. TO REVIEW AND AGREE THE MEMORIAL POLICY

It was proposed by Cllr Judd, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the wording be amended regarding the type of plaque used and that the cost to a member of the public for a bench, installation and maintenance as per the policy remain at £1,300. This is to be reviewed in 3 years' time.

1920. TO DECIDE ON WAY FORWARD WITH TYE INSPECTIONS AND NEW SERVICE LEVEL AGREEMENT

It was noted that the current contractor had been given the agreed 6 months' notice with the agreement ending this month. A new Service Level Agreement (SLA) had been drafted and circulated to the Committee. It contained the revised terms previously agreed by the Committee at the meeting on 15th January. Following discussion it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the terms of the SLA be agreed including 1 monthly visit plus minor repairs at the time of inspection; that the cost per inspection be increased to £80 as it included for minor repairs; that it be advertised out for tender for 28 days and that a unanimous decision be made by the Committee via email as to the contractor to be hired.

1921. TO CONSIDER ESTIMATES FOR GRASS CUT ON TELSCOMBE TYE (FIRE BREAK)

It was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the estimate from The Greenfield Company in the sum of £350 plus VAT be accepted to do a fire break cut on the Tye consisting of a strip on the east and west boundaries where the Tye borders properties, approximately 3 swathes/10m wide, and for the cut to commence as soon as possible after 1st August due to ground nesting birds.

1922. TO CONSIDER APPLYING FOR GRANT FUNDING FOR TYE HEDGING

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that consideration of possible grant funding be referred to the Tye Working Group for discussion and their recommendations be brought back to a future meeting.

1923. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Town Clerk advised that the contractors we engaged to carry out the Grounds Maintenance Contract 1 for the park and playgrounds, including emptying of litter bins and dog waste bins on the Tye, were not fulfilling the terms of the contract. We had tried to contact them about this without success and the bins had remained unemptied for over a week.

In view of the urgency to get the bins emptied it was unanimously **agreed** that the Town Clerk try and arrange for temporary emptying of the bins with Lewes District Council and that this be placed on the Council agenda for the meeting on 16th July to agree a way forward.



TELSCOMBE TOWN COUNCIL

1924. 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.

1925. TO APPROVE MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS HELD ON 19th MAY AND 20th JUNE 2025

It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes of the meetings on 19th May and 20th June 2025 be accepted and the recommendations adopted.

There being no further business, meeting closed at 8.35 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 10th September 2025