

TELSCOMBE TOWN COUNCIL



To Chairman and Members of the Planning & Highways Committee:-

Cllr C Clarkson, Cllr C Gallagher *Chair*, Cllr M Lawrie,
Cllr L O'Connor, Cllr C Robinson, Cllr I Sharkey *Mayor*,
Cllr N Watts *Vice Chair & Deputy Mayor* and
Cllr T Williamson

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

16th July 2025

You are summoned to attend a meeting of the **Planning & Highways Committee** to be held in Room 1 at Telscombe Civic Centre on **Wednesday 23rd July 2025 at 7.30pm.**

Stella Newman
Town Clerk

AGENDA

1. Public question time - Members of the public are welcome to attend and may ask questions relevant to the Committee - maximum time allotted 15 minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve the minutes of the Planning & Highways meeting held on Wednesday 2nd July 2025 – *attached*
5. To consider the following planning applications:-

LW/25/0289 – 434 South Coast Road, Telscombe Cliffs, East Sussex BN10 7BE

Case Officer: Ella Rigluth

Addition of 3no. front dormers, 1no. rear dormer, driveway with cross-over and alterations to fenestration at all elevations

LW/25/0317 – 16 Rustic Road, Peacehaven, East Sussex BN10 7SS

Case Officer: James Emery

Demolition of garage and erection of a detached bungalow with associated landscaping

LW/25/0357 – 5 Fairlight Avenue, Telscombe Cliffs, East Sussex BN10 7BN

Case Officer: James Emery

Replacement of single storey rear extension, single storey front porch extension, hip-to-gable side roof extension, dormer to front and rear roof slope, front roof light, alterations to fenestration, white rendering and cladding

6. To note the planning decisions made by LewesDC – *see attached*

LW/25/0022 - 11 Tye View, Telscombe Cliffs, East Sussex BN10 7DN

Conversion of an existing integral garage into an additional bedroom and small utility room

LewesDC GRANTED permission

LW/25/0232 - 118 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Erection of front dormer with pitch roof to create w.c. on first floor, installation of 2no sets of French doors to rear on both ground and first floors and enlargement of front porch

Lewes District Council GRANTED permission

TELSCOMBE TOWN COUNCIL



To note the planning decisions made by LewesDC (contd) – *see attached*

LW/25/0233 – 102 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Single storey rear extension with flat roof & loft conversion with rear dormer

Lewes District Council GRANTED permission

LW/25/0250 - 35 Bannings Vale, Saltdean, East Sussex BN2 8PH

Replacement of existing single-storey rear extension with two-storey extension, addition of double driveway with cross-over and alterations to fenestration at first floor level side elevation

Lewes District Council GRANTED permission

LW/25/0260 - 188 Bannings Vale, Saltdean, East Sussex BN2 8DJ

Replacement of existing conservatory with wider single-storey rear extension, replacement of existing rear dormer with wider one and alterations to fenestration at side and rear elevations

LewesDC GRANTED permission

7. To note the following tree work application decision made by Lewes District Council:- *see attached*

LW/25/0037/TPO – 155 Ambleside Avenue, Telscombe Cliffs, BN10 7LH

T2- Sycamore – Removal by dismantling in sections to approx. ground level, and clearing of arisings

LewesDC REFUSED consent

8. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
9. To note income and expenditure to 30th June 2025 - *see attached*
10. Business Plan update/review – *see attached*
11. Neighbourhood Plan update – *see attached*
12. To note the response from ESCC re the solicitor's letter sent regarding street light maintenance contract – *see attached*
13. Update on Bannings Vale road surface works – *see attached*
14. To consider potential crossings and islands to improve road safety & accessibility in East Saltdean and Telscombe Cliffs – *see attached*
15. To consider commenting on The SDNPA Partnership Management Plan – *see attached*
16. To consider commenting on Brighton & Hove Council's Our City Transport Plan 2035 – *see attached*
17. To consider commenting on Brighton & Hove Council's Electric Vehicle Charging Plan – *see attached*
18. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

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. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 2nd July 2025** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Councillors C Gallagher *Chairman*, M Lawrie, L O'Connor, N Watts *Vice Chairman & Deputy Mayor* & T Williamson

Also Present: Angela Greenfield, Admin & Finance Assistant (*minutes*)
1 member of the public

7.30 pm – *The meeting was adjourned to take questions from the member of the public.*

3733. PUBLIC QUESTION TIME

The Secretary of the Telscombe Residents Association (TRA) raised the following points:-

1. Mr Horner wished to follow on from comments by other members of the public at our last meeting regarding the traffic on Telscombe Cliffs Way. He advised the parking in this road is getting worse with buses unable to get through. Also, he stated that Grassmere Avenue had been completely blocked and traffic came to a standstill. He felt that the East Sussex Parking Review is not sufficient to combat the problems and asked if the Committee could set up a focus group to discuss the situation.

Cllr Gallagher advised that this would be discussed with the Town Clerk on her return from holiday.

2. Could we please kindly bring agenda item 11 forward – To consider request from Telscombe Residents Association for a perch seat to be added to the bus shelter opposite Broomfield Avenue.

The Chair was in agreement to bring item 11 forward and it was proposed by Cllrs Watts, seconded by Cllr Lawrie and unanimously agreed.

3734. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson due to work commitments, Cllr Robinson who was away, and Cllr Sharkey for medical reasons. These reasons for absence were accepted by the Committee.

3735. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3736. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 11th JUNE 2025

It was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting held on 11th June 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.



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3737. TO CONSIDER REQUEST FROM TELSCOMBE RESIDENTS' ASSOCIATION FOR A PERCH SEAT TO BE ADDED TO THE BUS SHELTER OPPOSITE BROOMFIELD AVENUE ON THE SOUTH COAST ROAD

After discussion it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to purchase a 2m seat to be placed along the back of the shelter from G W Shelter Solutions at a cost of £618.00 which includes installation.

Councillors also requested that, in future, when we purchase new bus shelters, we obtain prices to include a perch bench to avoid having to retrofit after installation.

The member of the public left and the meeting resumed and 7.42pm.

3738. CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/25/0233 – 102 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: James Emery.

Single storey rear extension with flat roof & loft conversion with rear dormer

Following consideration of the application it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application with the following recommendation:-

- i) Request that the Planning Officer considers any overlooking aspects to all the neighbouring properties, both sides and back, especially when standing on the raised decking.

LW/25/0304 – Land Adjacent Tye Chalet, Tye Close, Saltdean, East Sussex

Case Officer: James Emery

Variation of condition 1 (Plans) relating to approval LW/23/0372 – changed location of garage

Following consideration of the application it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **OBJECT** for the following reasons:-

For the same reasons as we objected to the previous application, namely that this whole development causes concern regarding the narrow access road. We are concerned regarding the pitched roof of the garage which would have an impact on the street scene. We would prefer a flat roof to the garage to minimise that impact. We note that part of the land that this development will be built upon is Common Land and is subject to a decision by the Secretary of State.

3739. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISION

The following planning decision was noted:-

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

Case Officer: Ella Rigluth. Proposed rear and side veranda and fenestration alterations

LewesDC **GRANTED** permission

Telcombe's Planning & Highways Committee **SUPPORTED** the application.



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3740. 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
21.5.25	Min 3716, p 4362 – Consider whether to comment on the draft East Sussex Freight & Rail Strategies Public Consultation		Cllrs Gallagher, Williamson & O'Connor to be on working group (other Committee members invited to join, but no takers) to formulate & submit a response. Meeting to be arranged. <i>12.6.25 Meeting took place & response agreed.</i>	Complete – see new agenda item.
11.6.25	Min 3723, p 4372 – To consider request from TRA for TTC to support their letter/position regarding BSIP funding	SN	SN drafted letter based on LOC's suggestions at the meeting, sent draft to LOC & Committee Chair/Vice Chair for approval & submitted to Rupert Club (cc'd Cllr C Dowling).	Complete
11.6.25	Min 3728, p 4374 – Business Plan update/review	SN	Updated information re item 1, Neighbourhood Plan carried out – new version 2.2 dated 18.6.25.	Complete

The action list was **noted**.

3741. TO NOTE THE INCOME & EXPENDITURE TO 31st MAY 2025

The Committee **noted** the income & expenditure figures which included a comparison of budget and actual spend to date.

3742. TO CONSIDER RESPONSE TO EAST SUSSEX COUNTY COUNCIL REGARDING A CLAIMED PUBLIC RIGHT OF WAY: PUBLIC FOOTPATH FROM FINDON AVENUE TO NORTHWOOD AVENUE, SALTDEAN

It was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to respond to the consultation advising that we strongly support the application as this is a vital link for residents of East Saltdean and is in regular use.

Cllr O'Connor commented that East Sussex County Council have to maintain the hedges, but the hedge between Cissbury Crescent and Findon Avenue is greatly encroaching the twitten. He asked for an action point for him to take photographs of the hedge to raise with the office staff to take forward.

3743. TO NOTE CHANGES TO THE BUS SERVICES IN EAST SUSSEX THIS SUMMER

The changes were **noted**. Cllr Williamson suggested that as we do not have a supermarket in Telscombe/Peacehaven it would be better if there could be more 14B bus services to Brighton Marina to access Asda. Cllr Gallagher suggested speaking with Mr Alec Homer from the Telscombe Residents Association.



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3744. NEIGHBOURHOOD PLAN UPDATE

Cllr O'Connor advised that there are no updates at present but he will be speaking with the Head of Planning and Policy next Thursday, 10th July, and will report back.

Cllr Gallagher mentioned that Peacehaven Town Council has asked for the NDP boards to be displayed at their Summer Fayre on 12th July and asked for support with this. Cllrs O'Connor and Williamson agreed to attend.

3745. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The Committee noted the complaints listed on the spreadsheet.

3746. TO NOTE SOUTHERN WATER'S STATEMENT OF RESPONSE ON THEIR DRAFT WATER RESOURCES MANAGEMENT PLAN

The Committee noted the statement of response.

3747. TO NOTE COMMENTS FROM THE WORKING GROUP ON THE DRAFT EAST SUSSEX FREIGHT & RAIL STRATEGIES PUBLIC CONSULTATION

The Committee noted the comments compiled by the working group.

3748. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr O'Connor highlighted that James McCleary MP had raised concerns about how unsafe the A259 is during Parliamentary Question Time after the serious accident involving a child on Lewes Road in Newhaven. This also included the A259 in Seaford, Newhaven and surrounding coastal areas. He advised the House that the funding for the road improvements remains blocked. The Prime Minister advised that he is aware of this road due to the fact that it is also part of Chris Ward MP's constituency, Brighton Kemptown and Peacehaven, and he will be looking at the funding.

Cllr O'Connor advised that Peacehaven Town Council reported an audit of some of the crossings in their area to their Planning & Highways Committee and suggested that it would be a good idea if we do something similar at Telscombe Council. He suggested we look at where crossings currently are and where we would like them to be. He advised that he was aware that there is no money available but if we have something ready, when the money becomes available and we have written to East Sussex County Council, it might help. Cllr Gallagher explained that any money Peacehaven Town Council are holding on historic S106 can only be used for the A259. Cllr O'Connor asked that a report about potential crossings and islands to improve road safety and accessibility in East Saltdean & Telscombe Cliffs be taken to a future Planning & Highways Committee meeting.

Cllr Watts thanked Andy Strickland of Lewes District Councils' Neighbourhood First Team. Cllr Watts recently found a bench that had been damaged which he reported on the Lewes District Council app and it was sorted within 2 days.



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3748. Urgent matters at the discretion of the chairman for noting or adding on a future agenda (Contd)

Cllr O'Connor stated that Lewes District Council are running a project looking at the coastal path and improving its use from the undercliff path at East Saltdean to East Peacehaven, including making the benches more distinctive so that they are identifiable as a meeting place.

Cllr Williamson asked if there were any updates regarding the Fairlight Avenue toilet block. Cllr O'Connor advised that Lewes District Council (LDC) are investing money to refurbish the building and creating another community building space outside with decking. LDC had advertised an Expression of Interest (EOI) and they are going through the selection process at the moment. It was noted that once this area is in use, it will create more pedestrian activity.

Cllr Watts thanked the Admin & Finance Assistant for attending the meeting.

There being no further business the meeting closed at 8.41 pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 23rd July 2025



AGENDA ITEM	5
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To consider planning applications received from Lewes District Council

1. INTRODUCTION

It was agreed at the Committee meeting on 29th January 2025, min 3638, p4287 to no longer print planning application papers and not to circulate them with the agenda.

2. INFORMATION

The front sheet for the planning applications that have been received are attached as follows:-

LW/25/0289 - 434 South Coast Road, Telscombe Cliffs

LW/25/0317 - 16 Rustic Road, Peacehaven

LW/25/0357 - 5 Fairlight Avenue, Telscombe Cliffs

The information regarding these was emailed to Committee members when it was received to enable members to access and view the details via Lewes District Council's website.

3. RECOMMENDATION

To discuss and agree a response to the planning applications.



AGENDA ITEM	6
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To note the following planning application decisions made by Lewes District Council

LW/25/0022 - 11 Tye View, Telscombe Cliffs, East Sussex BN10 7DN

Case Officer: Kathryn Andrews

Conversion of an existing integral garage into an additional bedroom and small utility room

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0232 - 118 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Case Officer: Ella Rigluth.

Erection of front dormer with pitch roof to create w.c. on first floor, installation of 2no sets of French doors to rear on both ground and first floors and enlargement of front porch

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0233 – 102 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: James Emery

Single storey rear extension with flat roof & loft conversion with rear dormer

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0250 - 35 Bannings Vale, Saltdean, East Sussex BN2 8PH

Case Officer: Ella Rigluth.

Replacement of existing single-storey rear extension with two-storey extension, addition of double driveway with cross-over and alterations to fenestration at first floor level side elevation

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0260 - 188 Bannings Vale, Saltdean, East Sussex BN2 8DJ

Case Officer: James Emery.

Replacement of existing conservatory with wider single-storey rear extension, replacement of existing rear dormer with wider one and alterations to fenestration at side and rear elevations

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application



AGENDA ITEM	7
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To note the following tree work application decision made by Lewes District Council

LW/25/0037/TPO – 155 Ambleside Avenue, Telscombe Cliffs, BN10 7LH

Case Officer: Mark Pullen

T2- Sycamore – Removal by dismantling in sections to approx. ground level, and clearing of arisings

LewesDC REFUSED consent

Telscombe Town Council OBJECTED to the application

Agenda Item 8 – To note actions carried out or required from previous meetings and agree any further measures required



Planning & Highways Action List for 23rd July 2025

Meeting Date	Issue Detail	Action Owner	Update	Due Date
2.7.25	Min 3733, p 4379 - Public question time	CG	The TRA asked for the Council to set up a focus group regarding anti-social parking in T.Cliffs Way. <i>The Committee Chair is to make contact with the Town Clerk</i>	September 2025
2.7.25	Min 3737, p 4360 – To consider request from TRA for a perch seat to be put in bus shelter on Sth Cst Rd opposite Broomfield Av	SN	Purchase order has been issued – installation due in September 2025	September 2025
2.7.25	Min 3742, p 4381 – To consider response to ESCC re a claim public right of way; footpath from Findon Av to Northwood Av, ES	SN	An email in support has been sent to ESCC as agreed at the last meeting.	Complete
2.7.25	Min 3748, p 4382 – Urgent matters	LOC	LOC requested a report re potential crossings & islands to improve road safety be added to a future meeting agenda.	See new agenda item



AGENDA ITEM	9
COMMITTEE	Planning & Highways
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To note income & expenditure figures to 30 th June 2025

1. INTRODUCTION

The Committee Income & Expenditure figures to 30th June 2025 are attached, Appendix A, along with the Earmarked Reserves for information. The figures show the actual year to date spend compared with the current annual budget.

2. INFORMATION

4102-401, Grass verge cutting – this has been carried out twice, but to date we have only paid one invoice as the second one only came in recently.

4354-401, Community bus - Our agreed annual contribution of £4,040 has been paid to the CTLA for the community bus provision.

3. RECOMMENDATION

It is recommended that the figures are noted.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Budget spending is closely monitored and reported regularly to this Committee.

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Planning and Highways</u>							
<u>401 Planning and Highways</u>							
1026 Income CIL money	0	558	500	(58)			111.6%
1060 Income ESCC-grass verge cut	0	5,649	5,648	(1)			100.0%
Planning and Highways :- Income	0	6,207	6,148	(59)			101.0%
4102 Grass verge cutting	0	2,960	11,900	8,940	8,940	8,940	24.9%
4300 Public lighting	0	0	5,790	5,790	5,790	5,790	0.0%
4302 Miscellaneous expenses	0	0	100	100	100	100	0.0%
4349 Bus shelter replacement	0	0	2,500	2,500	2,500	2,500	0.0%
4350 Bus shelters	0	0	1,600	1,600	1,600	1,600	0.0%
4352 Bus shelter cleaning	0	0	830	830	830	830	0.0%
4354 Community bus	0	4,040	4,040	0	0	0	100.0%
4355 Neighbourhood plan	0	0	800	800	800	800	0.0%
Planning and Highways :- Indirect Expenditure	0	7,000	27,560	20,560	0	20,560	25.4%
Net Income over Expenditure	0	(793)	(21,412)	(20,619)			
Planning and Highways :- Income	0	6,207	6,148	(59)			101.0%
Expenditure	0	7,000	27,560	20,560	0	20,560	25.4%
Movement to/(from) Gen Reserve	0	(793)	(21,412)	(20,619)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park/playground refurbishment	0	0	120,714	120,714		120,714	0.0%
9012 Civic Centre maintenance	2,960	2,960	11,630	8,670		8,670	25.5%
9013 Information technology/server	0	0	3,556	3,556		3,556	0.0%
9014 Telscombe Tye	690	690	55,082	54,392		54,392	1.3%
9018 Tye signage expenditure	0	0	1,200	1,200		1,200	0.0%
9020 Youth projects expenditure	0	0	2,548	2,548		2,548	0.0%
9021 Election expenses	0	0	19,899	19,899		19,899	0.0%
9023 Street lighting expenditure	0	3,210	28,000	24,790		24,790	11.5%
9026 Councillor training	0	0	3,140	3,140		3,140	0.0%
9027 Burial fees	0	0	8	8		8	0.0%
9028 Bus shelters	0	0	6,500	6,500		6,500	0.0%
9029 Street furniture	0	0	2,605	2,605		2,605	0.0%
9030 CCTV	0	0	2,344	2,344		2,344	0.0%
9032 Website	0	0	1,810	1,810		1,810	0.0%
9033 Telephones	0	0	2,500	2,500		2,500	0.0%
9035 Grounds maintenance	0	0	16,500	16,500		16,500	0.0%
9036 Coastal management	0	0	10,000	10,000		10,000	0.0%
9037 CIL monies	0	0	16,247	16,247		16,247	0.0%
9038 Neighbourhood plan	0	0	3,851	3,851		3,851	0.0%
9039 Clifftop fencing	0	0	5,000	5,000		5,000	0.0%
9040 Community cafe	0	0	19,500	19,500		19,500	0.0%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	550	550		550	0.0%
9043 Bridleway 8 gate key deposits	0	0	200	200		200	0.0%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
9045 Legal fees	0	0	2,750	2,750		2,750	0.0%
9046 Kitchen appliances	0	0	3,000	3,000		3,000	0.0%
9047 Solar panels	0	0	3,000	3,000		3,000	0.0%
9048 Recruitment advertising	0	0	500	500		500	0.0%
Earmarked Reserves :- Indirect Expenditure	3,650	6,860	347,334	340,474	0	340,474	2.0%
Net Expenditure	(3,650)	(6,860)	(347,334)	(340,474)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	3,650	6,860	347,334	340,474	0	340,474	2.0%
Movement to/(from) Gen Reserve	(3,650)	(6,860)	(347,334)	(340,474)			



AGENDA ITEM	10
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To review/update the Business Plan

1. INTRODUCTION

A Business Plan update is included on the agenda at alternate Committee meetings to ensure we are working towards the agreed activities.

2. INFORMATION

Attached is the Planning & Highways section III of the Business Plan version 2.2 dated 18th June 2025.

As agreed at the meeting on 11th June 2025, an update regarding item 1 for the Neighbourhood Plan was made regarding submission of the Habitat Regulation Assessment Report to LewesDC and the current position.

3. RECOMMENDATION

That the Committee review and update any comments in the Business Plan.

4. ENVIRONMENTAL IMPACT

The Business Plan includes a climate emergency response.

5. FINANCIAL IMPLICATIONS

There will be financial implications for progressing some elements of the plan. Item 1, the Neighbourhood Plan, requires some expenditure, whilst item 3, may require replacement of some street lighting. We have a budget line and earmarked reserve for both of these.

SECTION III – PLANNING & HIGHWAYS							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Develop a Neighbourhood Plan with PHTC	Produce a Neighbourhood Plan.	Undertake necessary activity to develop a consulted NDP for both Councils to agree and submit to LDC for adoption. Consultant employed & Steering Group continuing with progressing draft plan. Revised Steering Group Terms of Reference agreed at full Council in Dec 2023. Draft Plan submitted to LDC & they have put out for Reg 16 consultation. Results awaited. Revised plan submitted to LDC & has gone out for another Reg 16 consultation which ends Nov '23. Results awaited. Jan '24 – Plan awaiting examination. Examiner requested Habitat Regulation Assessment Report (HRA) & Aecom	Members, officers & steering group	TBA	Planning & Highways & FC	2023
					May 2023	FC	Complete
					Dec 2023		
					March 2024		

Business Plan 2023/2027 - v 2.2

			<p>commissioned to undertake. HRA Report submitted to LDC & they have shared with the statutory consultees (EA, Historic England, etc) for 4 weeks during May. Results to be forwarded to examiner for perusal & her comments awaited.</p> <p>BUDGET IMPLICATIONS</p>		<p>March '25</p> <p>May '25</p> <p>July '25</p>		2026
2	Road grass verges - P&H	Explore the opportunities to extend the wild flower verges and additional street tree planting in the Towns.	<p>New sites continuing to be put forward. Tree or bush planting cannot go ahead due to underground services. ESCC decide if a verge is allocated as wildflower or meadow status depending on the diversity of flower species. Wildflower verge cuttings are collected but meadow verges are not. Residents were consulted on wildflower verges as part of grass verge consultation.</p>	AO/P&H	<p>Ongoing</p> <p>May '24</p>	<p>P&H</p> <p>P&H</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p>

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.2

3	Maintain street lighting	To keep street lights in good working order	<p>To include all street lights in maintenance contract with ESCC and set aside funds annually for ER for ultimate replacement.</p> <p>Agreed ongoing maintenance cost from ESCC at meeting on 16.10.23.</p> <p>To work with other agencies to try and follow with dark skies best practice when replacing TTC owned street lights</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>	P&H	March annually	P&H	Ongoing
4	Maintain bus shelters	To keep bus shelters in good order	<p>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).</p>	Amenities Officer	6 monthly	P&H	Ongoing



AGENDA ITEM	11
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	Neighbourhood Plan Update

1. INTRODUCTION

A Neighbourhood Plan update is placed on every Planning & Highways agenda.

2. INFORMATION

The appointed examiner has advised Lewes District Council (LDC) that she will soon be sending them the draft examination report for the Fact Check Stage.

This is not a formal meeting stage, but rather an opportunity to make sure that the factual elements such as the names, dates, references are accurate and that the overall report is clear and coherent. The examiner has requested that no changes be made to the report itself. However, any factual inaccuracies or recommended modifications are asked to be highlighted at this stage by both Town Councils and LDC.

It is anticipated the report will be issued for fact checking by 11th August and there will be a 10 day window to review it and provide feedback. I will therefore add an agenda item for the next meeting on 13th August to agree a way forward regarding formulating a response.

3. RECOMMENDATION

To note the progress.

4. 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.

5. FINANCIAL IMPLICATIONS

Unknown at this stage. We have a new budget of £800 (nominal code 4355-401) for the 2025/26 financial year and an earmarked reserve of just over £3,800 (nominal code 9038-910).



AGENDA ITEM	12
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To note the response from ESCC re the solicitor's letter sent regarding the street light maintenance contract

1. INTRODUCTION

It has previously been agreed at Committee meetings to participate in a joint solicitor's letter with various other Councils (via ESALC) to be sent to ESCC regarding concerns about their new street lighting maintenance contract.

2. INFORMATION

At the committee meeting on 30th April, it was agreed for our Council's name to be added, along with various other Councils, to the draft letter compiled by Surrey Hills Solicitors.

ESALC have confirmed that the solicitors have now received a response from ESCC as follows:-

Good afternoon Kate,

In 2023, East Sussex Highways entered a new 7-year highways contract with Balfour Beatty Living Places (BBLP). As part of this new contract, East Sussex County Council (ESCC) reviewed services and delivery across the contract. The previous agreements underwent a legal review to bring them up to date and ensure relevancy to the new highways contract.

However, in response to the queries raised from your clients listed within your letter dated 05/06/2025, ESCC have made the decision to undertake a further review of the processes and delivery of the streetlighting maintenance and energy agreements, including the details within the Memorandum of Agreement. ESCC recognise the need to provide parish and town councils the precise detail of the level of service provided under the Core Services, and as such, these details will be provided as part of the review of the Memorandum of Agreements.

Our target implementation date for these revisions will be Autumn 2025, and all parish and town councils, including those outside of your representation, will be provided with a draft which sets out our proposals moving forward prior to the implementation date.

ESCC will be back in contact in Autumn 2025.

Kind regards,

*Stakeholder and Engagement Officer
Contracts Management Group - Communities, Economy and Transport*

I will therefore update the Committee again once I have heard back from ESCC with draft proposals.

3. RECOMMENDATION

To note ESCC's response.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

There will be financial implications, but we have budgeted for street lighting maintenance.



AGENDA ITEM	13
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	Update on Bannings Vale road surface works

1. INTRODUCTION

We received notification in February 2024 that patch repairs were due to take place in Bannings Vale, East Saltdean, but unfortunately they were not carried out. When we queried this with them, we were advised that it was now due to take place as part of the concrete road programme.

We were subsequently advised that the planned patching works would not stick to the road surface and would have failed almost immediately and works at that location were under review by their asset management team and as soon as they had further information, they would be in contact.

2. INFORMATION

We did not hear further for over a year and Cllr Robinson subsequently contacted the East Sussex Highways' Stakeholder Liaison Team to see if the asset management team had reviewed Bannings Vale and if there were any plans to carry out any maintenance work on it.

They replied advising that unfortunately non-emergency, planned maintenance on concrete roads had been temporarily paused for 2025/26. They also advised that:-

'We manage our roads through a structured asset management approach, carefully prioritising where and when work is carried out. This ensures we focus on factors such as road safety, usability, and the long-term value of maintenance. While concrete roads can develop some surface issues over time – such as discolouration, minor cracking, or wear around joints – these issues rarely impact their safety or structural integrity. Such roads often remain safe and serviceable for many years despite visible wear.'

Given limited funding, we need to focus resources where they are most urgently required. Following a thorough assessment, concrete roads were identified as lower risk compared to other parts of the network with more immediate safety concerns or a higher likelihood of service failure.

This decision was not taken lightly and allows us to prioritise urgent repairs in higher-risk areas, ensuring the overall road network remains safe and reliable for all users.

The Highway Steward will regularly monitor the condition of concrete roads to ensure no significant deterioration occurs, and we will review this decision regularly. Maintenance on concrete roads will resume as soon as funding and priorities allow.'

3. RECOMMENDATION

It is recommended to note ESCC's advices and decide if we want to respond to them.

4. ENVIRONMENTAL IMPACT

Poor road surfaces, such as those with potholes and cracks, force vehicles to work harder, leading to increased fuel consumption and higher emissions of greenhouse gases and other pollutants.

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM	14
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To consider potential crossings and islands to improve road safety & accessibility in East Saltdean and Telscombe Cliffs

1. INTRODUCTION

Under urgent matters at the last committee meeting, Cllr O'Connor asked if this item could be added to the agenda.

2. INFORMATION

Cllr O'Connor will give a verbal update at the meeting.

3. RECOMMENDATION

To consider Cllr O'Connor's proposals.

4. ENVIRONMENTAL IMPACT

Encouraging walking or cycling through safer crossings may reduce car dependency, leading to lower greenhouse gas emissions over time and traffic calming from islands can slow vehicles down, leading to lower road noise.

5. FINANCIAL IMPLICATIONS

TBA



AGENDA ITEM	15
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To consider commenting on The SDNPA Partnership Management Plan

1. INTRODUCTION

The SDNPA are reviewing The Partnership Management Plan which is the most important document for the National Park. The Plan is for the National Park as a whole and sets out the shared ambitions of many different partners for the next five years, including the work of the National Park Authority. Following feedback from the public and partners, the new plan will be adopted and begin from January 2026.

2. INFORMATION

There are two surveys, one for the general public and one for partners/organisations. We would be completing the latter. SDNPA have requested our input on their new draft vision and the seven ambitious, shared aims identified for the next five years. The consultation ends on 1st August 2025 and you can find out more and read the draft Partnership Management Plan 2026–31 via their website. A PDF version of the draft Plan will be emailed separately, but not included in the paperwork due to its size.

Our SDNPA Councillor representatives, Cllrs Clarkson & Gallagher, attended a recent webinar that took them through the new vision and aim for the next five years.

The survey has multiple choice questions, with the option of adding additional information. They advise it is anticipated to take 20 minutes to complete. The link to their website where both the public and partner/organisation surveys are accessed is as follows:- full survey is as follows:-

<https://www.southdowns.gov.uk/national-park-authority/our-work/partnership-management/>

3. RECOMMENDATION

To consider responding to the consultation.

4. ENVIRONMENTAL IMPACT

Improved community engagement can often boost public education, volunteering, and awareness campaigns, which in turn support long-term conservation.

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	16
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To consider commenting on Brighton & Hove Council's 'Our City Transport Plan 2035'

1. INTRODUCTION

Brighton and Hove City Council (BHCC) are currently consulting on 'Our City Transport Plan 2035' and would like to hear our views on this.

2. INFORMATION

The plan is a draft version of the plan setting out their strategic vision for getting around a cleaner, fairer growing city. They want views on whether the draft plan has identified the correct transport challenges the city faces and ask about solutions to best address these challenges.

The plan is 48 pages long and will not be printed to accompany this report due to its length. It will, however, be emailed as a separate document for you to look through prior to the meeting.

The consultation is open until midnight on Sunday 10 August 2025. A link to the survey is:- [Our City Transport Plan 2035](#) and the consultation questions are contained in Appendix A attached.

3. RECOMMENDATION

To consider whether to respond to the consultation.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

None.

APPENDIX A

CONSULTATION QUESTIONS FOR 'OUR CITY TRANSPORT PLAN'

What transport challenges does our city face?

The starting point for Our City Transport Plan 2035 was to identify the transport challenges the city currently faces and what the best solutions to address them are.

Having looked at data, central government policy and responses to our previous consultation responses, we think there are 5 key transport challenges the city faces.

Challenge 1: enabling more people to live safer, healthier and more active lives

Fewer than half of children under 16 in the city meet recommended activity guidelines each day which can negatively affect their health.

The fear of being injured or safety concerns about using streets at night puts many people off walking, wheeling or cycling.

146 people were killed or seriously injured on our roads in 2023. We think this can and should be reduced.

By creating streets that people feel safe to use, we can help address inactivity and improve health.

Challenge 2: improving the flow of traffic on our roads

The delays caused by congestion in Brighton & Hove are among the highest of any local authority outside London.

This creates additional costs to business, deters visitors to our city and is frustrating for anyone who lives here.

Our challenge is to try and reduce this congestion, especially at peak times.

Challenge 3: supporting the transition to low and zero emission vehicles

Emissions from vehicles on our roads are a major source of pollution that affects the quality of the air we breathe and contributes to climate change.

Over the next 10 years, we need to switch to using low and zero emission vehicles, such as electric vehicles.

Central government has said that local councils have an important role in providing public charging infrastructure.

In Brighton & Hove, 54% of households have no access to off-street parking and will rely on the public charging network if they were to own an electric vehicle.

Challenge 4: creating a transport network that is more inclusive

It can be a challenge for people with disabilities to use and access transport, whether that is private or public.

Other groups, such as people on low incomes, find transport difficult to access because of a lack of provision where they live or because it's unaffordable.

Our challenge is to create a more inclusive transport network.

Challenge 5: maintaining our roads and managing them as efficiently as possible

Levels of funding for road maintenance over the past decade have been insufficient to prevent a decline in the condition of the city’s roads and pavements.

The roads are in a worse condition than we want them to be.

In addition, pavement parking is an issue in the city and causes additional wear and tear to the pavements.

We face a challenge to repair and maintain our roads and pavements to bring them up to a good condition.

Do you agree or disagree that these 5 challenges are what we should focus our resources on tackling?

(optional)

Multiple choice answers for each objective as follows:-

Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
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What transport challenges does our city face?

Do you wish to share any comments to support your answers?

(optional)

If you've disagreed, it's useful for us to know what other transport and travel challenges you think the city faces.

How will Our City Transport Plan 2035 address these challenges?

We've set 6 objectives to directly address these challenges.

Objective 1: increase public transport use

This includes providing Park & Ride for the city and improving traffic flow by reducing the number of cars on the road.

Switching car journeys to public transport will lower carbon emissions too.

In 2019, journeys by car of 5 miles or less generated 36% of carbon emissions in Brighton & Hove.

While we don't run the buses or trains, we work in close partnership with transport companies to improve punctuality, reliability and affordability of services.

Objective 2: enable the uptake and use of low and zero carbon emission vehicles

There are just over 100,000 cars and vans registered in Brighton & Hove. By 2035, 64,000 or more of them could be electric vehicles.

Anyone who parks their electric vehicle on-street will rely on the public charging network. We manage highways and can provide kerbside public charge points in residential areas.

Our Electric Vehicle Charging Plan provides more detail on how we plan to achieve this objective. Please visit the Your Voice homepage to take part in this survey separately.

We also need taxis and Car Clubs to be as environmentally efficient as possible.

We will continue work on zero emission buses and ensure that Beryl BTN Bikeshare continues to support the use of e-bikes and considers the use of e-scooters when national legislation allows.

Objective 3: deliver a safe, inclusive and integrated transport system

We plan to improve the safety, accessibility and integration of our transport network over the coming 10 years.

This will involve measures such as providing new dropped kerbs, road safety improvements and creating neighbourhood mobility hubs, providing convenient car and cycle hire and access to public transport.

Objective 4: create well-maintained streets and pavements

Over the coming 10 years, we aim to increase investment in our roads and pavements so they are kept in good condition.

We'll make the case that central government needs to give greater priority to maintenance, after a period of under investment.

Objective 5: provide active travel choices for all and excellent public spaces

To make walking and cycling a genuine option for everyone, we aim to deliver schemes that address safety concerns and provide safe and attractive spaces to walk, wheel and cycle.

We will continue to provide residential cycle parking in areas where people cannot easily store a bike in their home.

We'll also support the provision of Car Clubs that cater for occasional car trips by providing hourly car hire.

Objective 6: promote and use technology to reduce and manage travel

Technology holds great potential to transform and improve our experience of travelling. Better connected and driverless vehicles have been in development for many years and should be on our roads before 2035.

Refurbishment of signalised crossings and junctions can optimise traffic flows, potentially reducing traffic congestion in some locations.

Better enforcement of traffic restrictions can ensure our road network is managed effectively.

We'll be open and responsive to opportunities that new technology creates.

Do you agree or disagree that these objectives will address the challenges facing the city?

(optional)

Multiple choice answers for each objective as follows:-

Strongly
agree

Agree

Neither agree or
disagree

Disagree

Strongly disagree

How will our City Transport Plan 2035 address these challenges?

Do you wish to provide any comments to support your answer?

(optional)

If you've disagreed it's useful for us to know what transport and travel objectives, you think we should have.

Projects to achieve our objectives

To achieve our objectives, we'll need to use our resources to:

- change road layouts
- build new infrastructure
- make public transport more affordable

Please rank the project types below in order of importance to you.

Rank the most important as 1 and 7 for the least important.

- Improving the accessibility of our streets.
-

Improving the accessibility of our streets

- Subsidising public transport to make it more affordable.

Subsidising public transport to make it more affordable

- Installing electric vehicle chargepoints.

Installing electric vehicle chargepoints

- Improving safety with new crossings for pedestrians, targeted improvements at junctions and outside schools.

Improving safety with new crossings for pedestrians, targeted improvements at junctions and outside schools

- Maintenance of our roads and pavements.

Maintenance of our roads and pavements

- Supporting and encouraging residents, visitors and businesses to use public transport and active travel.

Supporting and encouraging residents, visitors and businesses to use public transport and active travel

- Providing local transport hubs where a range of transport modes can be accessed.

Providing local transport hubs where a range of transport modes can be accessed

Major projects to achieve our objectives

Our draft plan also includes ambitious major schemes that would need funding over and above what we typically receive from central government.

Please rank the below major schemes in order of importance to you.

Rank the most important as 1 and 6 for the least important.

Drag and drop to rank options.

- Improving bus journey times in the city through bus lanes and red routes .

Improving bus journey times in the city through bus lanes and red routes

- Improvements to access the city centre.

Improvements to access the city centre

- Sussex Coast Mass Rapid Transit – an express bus or tram that provides quicker connections between Brighton & Hove and other nearby coastal towns.

Sussex Coast Mass Rapid Transit – an express bus or tram that provides quicker connections between Brighton & Hove and other nearby coastal towns

- Improve the look and feel of the city centre to make it more pedestrian friendly.

Improve the look and feel of the city centre to make it more pedestrian friendly

- New transport hubs at the city's edge offering Park & Ride, EV charging, vehicle hire and help reduce city truck traffic.

New transport hubs at the city's edge offering Park & Ride, EV charging, vehicle hire and help reduce city truck traffic

- Improving priority routes for active travel (walking, wheeling and cycling).

Improving priority routes for active travel (walking, wheeling and cycling)

Any other comments?

Please share any other comments about Our City Transport Plan 2035.

(optional)

How did you hear?

How did you hear about this consultation?

(optional)



AGENDA ITEM	17
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd July 2025
SUBJECT	To consider commenting on Brighton & Hove Council's Electric Vehicle Charging Plan

1. INTRODUCTION

Brighton and Hove City Council (BHCC) would like to hear our views on expanding their electric vehicle charging network, which is open for public consultation until midnight on Sunday 10 August 2025.

2. INFORMATION

BHCC advise they are already leading the way in electric vehicle charging and are planning on expanding their network even further. They are committed to cleaner air, quieter streets and a sustainable future. The transition to EVs is key to reducing carbon emissions and creating greener transport options.

They have plans to install a minimum of 1,600 more charge points over the next three years and thousands more over the next 15 years. This major investment in EV charging infrastructure, funded by government grants and private partnerships, will ensure better access to charging for residents, businesses and visitors.

A link to the consultation page is below and the consultation questions are contained in Appendix A attached:-

<https://yourvoice.brighton-hove.gov.uk/en-GB/projects/electric-vehicle>

3. RECOMMENDATION

To consider whether we want to respond to the consultation.

4. ENVIRONMENTAL IMPACT

-

5. FINANCIAL IMPLICATIONS

None.

Appendix A

Electric Vehicle Charging Consultation

About your vehicle

Do you own or have access to a vehicle?

This does not include access to Car Club or rental vehicles.

Do you own or have access to a vehicle?

Yes No

About your vehicle

If you own or have access to a vehicle, we would like to ask you a few questions about up to 3 of your vehicles.

How many vehicles do you own or have access to?

(optional)

Primary vehicle, second vehicle, third vehicle

Options:- car, van, motorbike

Daily mileage

How many miles do you drive your primary vehicle on a typical day?

Multiple choice answers (not listed here)

Parking your vehicle

Where do you usually park your vehicles when you're at home?

Multiple choice for each 3 primary vehicles as follows:-

Garage or driveway; shared private car park; on street; elsewhere; n/a

Parking your vehicle

If you park your vehicles elsewhere, please tell us more about this.

Using your vehicle for work

Do you use any of your vehicles for work?

Yes No

Using your vehicle for work

What do you do for work?

Multiple choice answers not listed here

Type of vehicles

Are any of your vehicles electric or plug-in hybrid?

Yes No

Switching to an electric vehicle

Are you thinking about getting an electric vehicle?

Yes No I don't need to drive Thinking about it

Cross-pavement charging

Would you support the installation of cross-pavement charging gullies?

Yes No Not sure

Cross-pavement charging

Do you have any other comments about cross-pavement charging gullies?

Thoughts about the charging network

How do you feel about the charging network in Brighton & Hove?

You may have thoughts about the charging network even if you don't drive or own an electric vehicle.

Really bad Bad Okay Good Really good

Explain your answer _____

Any other comments

Do you have any other comments on electric vehicle charging in the city?
