

TELSCOMBE TOWN COUNCIL



To Chairman and Members of the Planning & Highways Committee:-
Cllr C Clarkson, Cllr C Gallagher *Chair*, Cllr M Lawrie,
Cllr C Ndeloa, 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

28th October 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 5th November 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 15th October 2025 – *attached*
5. To consider the following planning applications:-
LW/25/0584 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH
Case Officer: James Emery
Alterations to fenestration to front/side elevations at lower and ground floor levels and addition of new render at front elevation

LW/25/0591 – 20 Ifield Close, Saltdean, East Sussex BN2 8DL
Case Officer: James Emery
Section 73A Retrospective application for addition of 2no. front dormers
6. To note the planning decisions made by LewesDC – *see attached*
LW/24/0349 – 70 Wicklands Avenue, Saltdean, East Sussex BN2 8EP
Case Officer: Ella Rigluth Retrospective change of balcony finish from railings to solid brickwork
LewesDC GRANTED permission

LW/25/0485 – 8 Walesbeech Road, Saltdean, East Sussex BN2 8EF
Case Officer: Ella Rigluth Extending surrounding wall to existing roof terrace to create brick and glass balustrade and the addition of an external access timber staircase
LewesDC GRANTED permission

LW/25/0487 – 22 Highview Road, Telscombe Cliffs, East Sussex BN10 7AZ
Case Officer: Ella Rigluth Single storey rear and side extension, gable end roof extension and rear dormer with a Juliet balcony and fenestration alterations
LewesDC GRANTED permission

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7. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
8. Neighbourhood Plan update & agree any action required – *see attached*
9. To note complaints relating to this committee – *see attached*
10. To note income & expenditure to 30th September 2025 – *see attached*
11. To note CIL monies received from Lewes District Council – *see attached*
12. To consider whether to comment on the SDNPA Active Travel Network Plan – *see attached*
13. To consider whether to comment on the Coldean Neighbourhood Plan – Regulation 16 Consultation – *see attached*
14. 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.

Next Committee meeting - Wednesday 26th November 2025



TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 15th October 2025** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Councillors C Gallagher *Chair*, L O'Connor, C Robinson, I Sharkey *Mayor*, N Watts *Vice Chair & Deputy Mayor* & T Williamson

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

3810. PUBLIC QUESTION TIME

The secretary of the Telscombe Residents Association (TRA) advised he had today been at a bus watch meeting and it was felt that ESCC have abandoned the local bus lane proposals. He advised of the need to sort something at the junction with Telscombe Cliffs Way and there may be a possibility of more funding via the BSIP scheme in the future. He ended by advising that 'Black Cat' surveys had been completed and results are awaited, which he believes only show the volume of traffic and possibly not the actual speed of vehicles.

The meeting resumed at 7.35pm.

3811. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie due to illness and Cllrs Clarkson and Ndeloa who had work commitments. These reasons were accepted by the Committee.

3812. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3813. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 24th SEPTEMBER 2025

It was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting held on 24th September 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

*It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to bring agenda item 12 forward for discussion as it was regarding a TRA proposal and input from the Secretary, who was present at the meeting, would be beneficial.*

3814. TO CONSIDER SUPPORTING TELSCOMBE RESIDENTS ASSOCIATION'S REQUEST TO ADD PARKING RESTRICTIONS AT TELSCOMBE CLIFFS WAY

The Chair suspended the meeting at 7.38pm to allow the Secretary of the TRA to speak.

The Secretary of the TRA advised that he had met with Cllr O'Connor to explore potential solutions to traffic congestion resulting from the volume of parked vehicles along Telscombe Cliffs Way. He had subsequently prepared 4 proposals as follows:-

TELSCOMBE TOWN COUNCIL



3814. TO CONSIDER SUPPORTING TELSCOMBE RESIDENTS ASSOCIATION'S REQUEST TO ADD PARKING RESTRICTIONS AT TELSCOMBE CLIFFS WAY

1. To extend the double yellow lines on the west side of Telscombe Cliffs Way by 25 metres from outside number 54b down to outside number 50. This will allow buses to turn left from St Peter's Avenue into Telscombe Cliffs Way without having to mount the kerb due to parked cars.
2. To extend the double yellow lines on both sides of the road by 10 metres in Ambleside Avenue outside numbers 40 and 47a, at the junction with St Peter's Avenue. This will allow buses more room to manoeuvre the narrow junction where cars are constantly parked.
3. At the lower part of Telscombe Cliffs Way there were several suggestions as follows:-
 - a) To remove 20 metres of existing double yellow lines from outside numbers 8 and 10 Telscombe Cliffs Way
 - b) To introduce 20 metres of double yellow lines outside numbers 14 to 20 Telscombe Cliffs Way on the west side of the road. This will prevent blockages when vehicles do not give way to on-coming traffic.
 - c) To introduce 35 metres of double yellow lines on both sides of the road between numbers 30 and 38a Telscombe Cliffs Way which will stop parking next to the traffic island causing a blockage which currently results in cars having to drive the wrong side of the traffic island.
4. To introduce 25 metres of double yellow lines at the bend in Ambleside Avenue outside numbers 118 to 121a. This will provide an area for vehicles to pull in on the blind bend as vehicles currently have problems passing, especially when 2 buses meet.

The TRA Secretary confirmed that he has put the proposals to Brighton and Hove Buses who are in favour of all the suggestions.

The Chair resumed the meeting at 7.55pm

Following discussion regarding the proposals put forward by the TRA, it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Council submit to ESCC all the proposed parking restrictions suggested by the TRA as previously recorded.

*It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to bring agenda item 12 forward for discussion as it was regarding highways issues and input from the TRA Secretary, who was present at the meeting, may be advantageous.*

3815. TO CONSIDER HOLDING A JOINT MEETING WITH PEACEHAVEN TOWN COUNCIL ABOUT HIGHWAYS CONCERNS

Cllr Gallagher advised that both Peacehaven and Telscombe Town Councils are addressing similar problems with highways issues such as active travel, road safety and road conditions and she felt it would be beneficial to have a joint meeting with officers and Councillors to share thoughts. Input from the TRA secretary may be useful. Following consideration, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** that Cllrs Gallagher, Watts, O'Connor and Robinson, as well as the Amenities Officer, have a joint meeting with representatives from Peacehaven Town Council.

The TRA secretary left the meeting.



TELSCOMBE TOWN COUNCIL

3816. TO CONSIDER THE FOLLOWING PLANNING APPLICATION

LW/25/0542 – 1 Cissbury Crescent, Saltdean, East Sussex BN2 8EN

Case Officer: James Emery

Variation of Condition 1 (Plans) in relation to approval LW/25/0218 to install an electronic gate at the front and a fence between the boundary wall of nos. 1 and 3 Cissbury Crescent

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

3817. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

LW/25/0459 – 35 Bannings Vale, Saltdean, East Sussex BN2 8DB

Case Officer: Ella Rigluth

Removal of condition 3 (Matching materials) relating to approval LW/25/0250 - build with blockwork and apply rendered finish

Lewes District Council GRANTED permission

Telscombe Town Council made **NO COMMENT** on the application

LW/25/0492 – 39b Rodmell Avenue, Saltdean, East Sussex BN2 8PG

Case Officer: Ella Rigluth

Erection of single-storey rear extension, addition of 2no. dormers (front and rear), raising existing front gable to form 1no. balcony at first-floor level, removal of existing chimney and alterations to fenestration

Lewes District Council GRANTED permission

Telscombe Town Council **SUPPORTED** the application

3818. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Meeting Date	Issue Detail	Action Owner	Update	Due Date
2.7.25	Min 3733, p 4379 - Public question time	LOC	TRA asked TTC to set up a focus group regarding anti-social parking in Telscombe Cliffs Way. Cllr O'Connor has since met with the TRA secretary and provided a report for this meeting.	See new agenda item
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	Response has been shared to Committee from ESCC full Council meeting, re repairs to concrete roads. ESCC has temporarily paused work for 2025/26 and we will ask ESCC to review this from the new financial year.	Apr 2026

TELSCOMBE TOWN COUNCIL



3818. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

23.7.25	Min 3762, p 4400 – To consider potential crossings and islands to improve road safety and accessibility in E.Saltdean and T.Cliffs	LOC	Cllr O'Connor met with TRA / Speed Watch rep on 8.10.25 and will provide an update at tonight's meeting.	Oct 2025
13.8.25	Min 3777, p 4413 – To note the new conditions for installation of temporary road safety posters	BB / SN	The Town Clerk emailed ESCC's Road Safety Team, and a response is awaited. <i>Town Clerk chased ESCC again on 30th September & response now received.</i>	See new agenda item
24.9.25	Min 3806, p 4441 – To consider submitting a request for a new parking control on South Coast Road, Telscombe Cliffs	BB	A parking control request for a time limited bay has been submitted to ESCC via their online form.	Completed
24.9.25	Min 3807, p 4441 – To note East Sussex County Council's designation of a new meadow verge from 2026	BB	Neighbours who live either side and opposite of the allocated verge have been informed via letter. We will inform the grass cutting contractor once the contract is finalised with them.	Completed
24.9.25	Min 3809, p 4441 – Urgent Matters – Evershed Court pathway	BB	LDC have been contacted by phone & email, asking if the fence installation breaches planning regulations, and for their advice. Awaiting reply.	Nov 2025

Regarding Minute 3762, 'To consider potential crossings and islands to improve road safety and accessibility in E.Saltdean and T.Cliffs' Cllr O'Connor provided maps of possible locations and Cllr Robinson advised that there is a need to manage expectations.

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

3819. BUSINESS PLAN UPDATE

The current Business Plan was noted and it was unanimously **agreed** that no amendments were required.

3820. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

There was extreme disappointment that, despite many dates being given for its release, the examiner had still not submitted her report on the draft Neighbourhood Plan. There was discussion as to whether we should consider progressing with an alternative examiner. Cllr O'Connor advised he was having a meeting tomorrow with Nadeem Din, Planning Policy Lead at Lewes District Council and he would discuss this and report back to the Committee.

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3821. TO NOTE THE RESPONSE FROM EAST SUSSEX COUNTY COUNCIL HIGHWAYS DEPARTMENT REGARDING TEMPORARY ROAD SIGNS AND AGREE ANY FURTHER ACTION REQUIRED

The Council had previously been advised by ESCC that they had introduced a new process whereby a parish or town council could take ownership of installing and relocating temporary posters, following guidance from the Road Safety Team, as they were no longer able to install them. The guidance had raised questions which the Town Clerk took up with ESCC and they had now responded. They advised that there is no obligation for a Council to undertake the responsibility if they felt it was not appropriate for their circumstances. They also advised that as the Road Safety Team do not have the resources, they felt it would be beneficial to give town and parish councils ownership of the temporary signs. There was debate regarding this and if we actually had areas where we felt it would be appropriate to put up signs. It was subsequently proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** not to proceed with this due to resources and the risk implications.

3822. TO CONSIDER RESPONDING TO EAST SUSSEX FIRE AUTHORITY'S CONSULTATION ON ITS DRAFT COMMUNITY RISK MANAGEMENT PLAN

It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Council does not respond to the East Sussex Fire Authority's consultation on its draft Community Risk Management Plan.

3823. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Robinson advised that ESCC have decided that it will no longer remove any flags that have been installed on lamp posts.

There being no further business the meeting closed at 8.40pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 5th November 2025



AGENDA ITEM	5
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 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 therefore 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/25/0584 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH
- LW/25/0591 – 20 Ifield Close, Saltdean, East Sussex BN2 8DL

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

3. RECOMMENDATION

To discuss and agree a response to the planning application.

4. ENVIRONMENTAL IMPACT

Building additional properties on land can increase carbon emissions.
Clearing land can disturb biodiversity.
New developments often build on undeveloped land, affecting wildlife habitats.

5. FINANCIAL IMPLICATIONS

None.



PARISH CONSULTATION LETTER

From:	Planning	To:	Telscombe
Comments to be received by:	14.11.2025.		
Case No:	LW/25/0584		
Case Officer:	Mr James Emery		

Location: 141 Rodmell Avenue Saltdean East Sussex BN2 8PH

Proposal: Alterations to fenestration to front/side elevations at lower and ground floor levels and addition of new render at front elevation

I am consulting you on the above development. A copy of the above planning application, together with accompanying plans, drawings and other documents, is available on our Public Access website by following the link below:

[Search and view planning applications - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](http://lewes-eastbourne.gov.uk)

We would be grateful to receive any observations no later than 14.11.2025.

Yours faithfully

Mr James Emery
Case Worker (planning)

Phone: 01273 471600

Email: Customerfirst@lewes-eastbourne.gov.uk

Website: lewes-eastbourne.gov.uk



PARISH CONSULTATION LETTER

From:	Planning	To:	Telscombe
Comments to be received by:	21.11.2025.		
Case No:	LW/25/0591		
Case Officer:	Mr James Emery		

Location: 20 Ifield Close Saltdean East Sussex BN2 8DL

Proposal: Section 73A Retrospective application for addition of 2no. front dormers

I am consulting you on the above development. A copy of the above planning application, together with accompanying plans, drawings and other documents, is available on our Public Access website by following the link below:

[Search and view planning applications - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](http://lewes-eastbourne.gov.uk)

We would be grateful to receive any observations no later than 21.11.2025.

Yours faithfully

Mr James Emery
Case Worker (planning)

Phone: 01273 471600

Email: Customerfirst@lewes-eastbourne.gov.uk

Website: lewes-eastbourne.gov.uk



AGENDA ITEM	6
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 2025
SUBJECT	To note the following planning application decisions made by Lewes District Council

The decisions received are as follows:-

LW/24/0349 – 70 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Case Officer: Ella Rigluth

Retrospective change of balcony finish from railings to solid brickwork

Lewes District Council GRANTED permission

Telscombe Town Council RAISED CONCERNS about the application

LW/25/0485 – 8 Walesbeech Road, Saltdean, East Sussex BN2 8EF

Case Officer: Ella Rigluth

Extending surrounding wall to existing roof terrace to create brick and glass balustrade and the addition of an external access timber staircase

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0487 – 22 Highview Road, Telscombe Cliffs, East Sussex BN10 7AZ

Case Officer: Ella Rigluth

Single storey rear and side extension, gable end roof extension and rear dormer with a Juliet balcony and fenestration alterations

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

Agenda Item 7 – To note actions carried out or required from previous meetings and agree any further measures required



Planning & Highways Action List for 5th November 2025

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	Response has been shared to Committee from ESCC full Council meeting, re repairs to concrete roads. ESCC has temporarily paused work for 2025/26 and we will ask ESCC to review this from the new financial year.	Apr 2026
23.7.25	Min 3762, p 4400 – To consider potential crossings and islands to improve road safety and accessibility in E.Saltdean and T.Cliffs	LOC	Cllr O'Connor met with TRA / Speed Watch rep on 8.10.25. Investigations are ongoing.	Jan 2026
24.9.25	Min 3809, p 4441 – Urgent Matters – Evershed Court pathway	BB / NW	LDC have been contacted by phone & email, asking if the fence installation breaches planning regs, and for their advice. <i>LDC have responded & cannot see any restricted access and have asked for further information/photos.</i>	Dec 2025
15.10.25	Min 3814, p 4453 – To consider supporting TRA's request to add parking restrictions at Telscombe Cliffs Way	SN	The agreed restrictions have been submitted to ESCC via their online request form and also emailed to Jo Reed, East Sussex Traffic & Safety Manager.	Complete
15.10.25	Min 3815, p 4453 – To consider holding a joint meeting with PTC re highways concerns	BB	Meeting to be set up after Amenities Officer's return from annual leave.	December 2025
15.10.25	Min 3816, p 4454 – to consider planning applications	SN	LDC have been advised of Committee's comments.	Complete
15.10.25	NDP update & agree action required	SN	Cllr O'Connor discussed with planning lead at LDC.	See new agenda item



AGENDA ITEM	8
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 2025
SUBJECT	Neighbourhood Plan Update

1. INTRODUCTION

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

2. INFORMATION

The appointed examiner's draft report has still not been received.

As requested at the last Committee meeting, Cllr O'Connor spoke to Nadeem Din, Head of Planning Policy at LDC about the Neighbourhood Plan. He was as concerned as we are about the delay and will do all he can to get the Examiner to provide the report to the Steering Group as soon as possible.

3. RECOMMENDATION

It is recommended to note that the report has still not been received by LDC.

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	9
REPORT TO	Planning & Highways Committee
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	5 th November 2025
SUBJECT	To note complaints related to this Committee

1. INTRODUCTION

A list of any complaints is placed on alternate Planning & Highways meeting agendas.

2. INFORMATION

The attached spreadsheet provides details of each complaint received and the current status.

3. RECOMMENDATION

It is recommended that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

N/A.

Comp No	TTC Ref	Date received	Taken to P&H	Area	Category	Nature of complaint	Current status
397	TTC-25-137	08.07.2025	13.08.2025	Telscombe Cliffs	Graffiti	Graffiti on bus stop in front of the Martins.	Ongoing
420	TTC-25-215	19.09.2025	05.11.2025	Telscombe Cliffs	Fly tipping	Wood and bags of garden waste fly tipped over the gate to Chatsworth Park on Kirby Drive	Completed
421	TTC-25-218	21.09.2025	05.11.2025	Telscombe Cliffs	Fly tipping	Fly tipping as reported in TTC-25-215	Completed
422	TTC-25-226	24.9.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Hedge is overgrown, obstructing the gates and making it difficult to see other cars	Ongoing
423	TTC-25-228	26.9.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Hedge is overgrown, crescent is becoming impassable	Ongoing
424	TTC-25-231	01.10.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Hedges need to be cut	Ongoing
425	TTC-25-232	01.10.2025	05.11.2025	Telscombe Cliffs	Grass verges	Asked if there would be another grass cut this year	Completed
426	TTC-25-232a	01.10.2025	05.11.2025	Telscombe Cliffs	Road speed limits	Enquired about how Saltdean can implement a 20mph protocol but ESCC can't	Completed
427	TTC-25-234	02.10.2025	05.11.2025	East Saltdean	Overgrown vegetation	Hedge is overgrown at Ashurst Ave and resident alleges that she scratched her car on it	Completed
428	TTC-25-235	01.10.2025	05.11.2025	Telscombe Cliffs	Fly tipping	More fly tipping of wood over gate to Chatsworth Park on Kirby Drive	Completed
429	TTC-25-236	01.10.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Enquired about when the hedge will be cut as it's a hazard for kids when they exit the park. Advised had seen contractors but they only completed one side towards Bannings Vale	Completed
430	TTC-25-237	06.10.2025	05.11.2025	Telscombe Cliffs	Road markings	New road markings on Telscombe Cliffs Way are not satisfactory	Ongoing
431	TTC-25-237	22.10.2025	05.11.2025	East Saltdean	Vegetation	Complaint about leaves on the road and Robert Kingan hedge eventually being cut, but badly	Completed
432	TTC-25-238	06.10.2025	05.11.2025	East Saltdean	Road conditions	The concrete road outside 68 Bannings Vale has dropped drastically and it is extremely dangerous and causing damage to cars	Completed
433	TTC-25-240	06.10.2025	05.11.2025	Telscombe Cliffs	Pavement conditions	Pathway raised and cracked on South Coast Road by bus shelter in front of Fairhurst Flats.	Completed
434	TTC-25-253	21.10.2025	05.11.2025	Saltdean & Telscombe Cliffs	Road markings	At Saltdean both lanes heading to Telscombe you can go straight, however at Texaco the inside lane is only for turning left. When it is raining and dark you are unable to see the road markings.	Completed
435	TTC-25-253a	21.10.2025	05.11.2025	Telscombe Cliffs	Parking	There are now a lot of cars parking outside Tesco on the pavement and it will not be long before a child is hit	Completed



AGENDA ITEM	10
COMMITTEE	Planning & Highways
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 2025
SUBJECT	To note income & expenditure figures to 30 th September 2025

1. INTRODUCTION

The Committee Income & Expenditure figures to 30th September 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

Total income for the committee is £6,207 and total expenditure is £15,548. Explanations for significant variances or re possible queries are as follows:-

Income:-

We are due £1,819.60 CIL income from Lewes District Council in October which will show in November's accounts.

Expenditure:-

4102-401 Grass verge cutting – the last cut of the season took place at the end of October and the invoice payment will show in November's accounts.

4350-401 bus shelters – Expenditure of £618 net of VAT was to supply and fit a new perch bench in the shelter opposite Broomfield Avenue.

4354-401 – our agreed contribution for the year to the community bus of £4,040 has been made.

3. RECOMMENDATION

It is recommended to note the figures.

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 30/09/2025

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Planning and Highways401 Planning and Highways

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	8,880	11,900	3,020	3,020	74.6%	
4300	Public lighting	696	1,899	5,790	3,891	3,891	32.8%	
4302	Miscellaneous expenses	0	0	100	100	100	0.0%	
4349	Bus shelter replacement	0	0	2,500	2,500	2,500	0.0%	
4350	Bus shelter maintenance	618	618	1,600	982	982	38.6%	
4352	Bus shelter cleaning	0	111	830	720	720	13.3%	
4354	Community bus	0	4,040	4,040	0	0	100.0%	
4355	Neighbourhood plan	0	0	800	800	800	0.0%	
	Planning and Highways :- Indirect Expenditure	1,314	15,548	27,560	12,012	0	12,012	56.4%
	Net Income over Expenditure	(1,314)	(9,341)	(21,412)	(12,071)			
	Planning and Highways :- Income	0	6,207	6,148	(59)		101.0%	
	Expenditure	1,314	15,548	27,560	12,012	0	12,012	56.4%
	Movement to/(from) Gen Reserve	(1,314)	(9,341)	(21,412)	(12,071)			

07/10/2025

Telscombe Town Council

15:31

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Earmarked Reserves910 Earmarked Reserves

9011 Park/playground refurbishment	919	1,839	120,714	118,875		118,875	1.5%
9012 Civic Centre maintenance	0	3,560	11,630	8,070		8,070	30.6%
9013 Information technology/server	0	0	3,556	3,556		3,556	0.0%
9014 Telscombe Tye	0	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	6,500	6,500		6,500	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/professional fees	0	0	6,250	6,250		6,250	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	919	9,299	347,334	338,035	0	338,035	2.7%
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Net Expenditure

	(919)	(9,299)	(347,334)	(338,035)			
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Earmarked Reserves :- Income

	0	0	0	0			0.0%
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Expenditure

	919	9,299	347,334	338,035	0	338,035	2.7%
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Movement to/(from) Gen Reserve

	(919)	(9,299)	(347,334)	(338,035)			
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AGENDA ITEM	11
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	5 th November 2025
SUBJECT	To acknowledge CIL funds received from Lewes District Council in October 2025

1. INTRODUCTION

CIL payments are made to us by Lewes District Council (LDC), if applicable, in April and October annually.

2. INFORMATION

I have recently received notification from LDC of a payment of £1,819.60 due in October as follows:-

- LW/19/0518 363 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7HH > £558
- LW/25/0118 73 Northwood Avenue, Saltdean, East Sussex, BN2 8RG > £466.90
- LW/24/0173 72 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex, BN10 7DE > £794.70

To ensure we are getting all CIL monies that we are entitled to, I used to contact LDC annually asking for a list/spreadsheet to check against. However, I can now check their database from the link provided by Cllr O'Connor. Having done that, there are 5 more payments due on application LW/19/0518, 363 South Coast Road. Also, they were undertaking enforcement action on one application and the funds are still outstanding. Apart from that, it would appear that we have received all monies due.

The total amount received this year will be added to the Earmarked Reserve at year end.

The funds received have to be spent within 5 years of receipt and can be spent on a wide range of projects to support the development of our area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

3. RECOMMENDATION

To acknowledge the CIL payment received from LDC as noted above.

4. FINANCIAL IMPLICATIONS

The current Earmarked Reserve stands at £16,246.36 and with the addition of £2,377.60 received in this financial year, it will increase to £18,623.96, however the system will round the figure up.

The dates that the amounts received have to be spent by are noted on the attached spreadsheet attached.



AGENDA ITEM	12
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 2025
SUBJECT	To consider whether to comment on the SDNPA Active Travel Network Plan

1. INTRODUCTION

The SDNPA Access Team has prepared a consultation draft of the Active Travel Network Plan (ATNP), their long-term framework for walking, wheeling, and cycling across the National Park and a tool to strengthen future active travel funding bids. The consultation draft and the plan's vision map are attached, but will not be printed due to their size.

2. INFORMATION

The Team have asked that we review the consultation draft and vision map and send any suggested improvements. They are particularly keen that we:-

- Flag missing local assets — pubs, cafés, campsites, and other facilities that matter to walkers, cyclists and people who wheel.
- Propose routes to add — local desire lines, quieter low traffic links, and routes that would join up the network.
- Identify local priorities and quick wins — short, low cost, deliverable improvements we could accelerate into the short-term pipeline.

3. RECOMMENDATION

It is recommended to consider whether to respond before the closing date of 14th November 2025.

4. ENVIRONMENTAL IMPACT

A shift from short car journeys (which make up a high proportion of trips) to active travel can meaningfully reduce transport emissions.

It can reduced traffic and congestion and also means lower noise pollution and less disturbance to local ecosystems and communities.

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	13
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	5 th November 2025
SUBJECT	To consider whether to comment on the Coldean Neighbourhood Plan – Regulation 16 Consultation

1. INTRODUCTION

The Coldean Neighbourhood Forum has formally submitted its draft Neighbourhood Plan to Brighton & Hove City Council for examination. In accordance with Regulation 16 of the Neighbourhood Planning Regulations 2012 (as amended), the draft plan and associated documents are now available for public consultation for a period of six weeks, from 23 October to 4 December 2025. This represents the final opportunity for residents and stakeholders to provide comments on the content of the plan.

2. INFORMATION

All consultation documents are available for review, and comments may be submitted via the council's Your Voice consultation website (<https://yourvoice.brighton-hove.gov.uk/en-GB/projects/help-shape-the-future-of-Coldean>). A Word version of the survey form can be requested by emailing neighbourhoodplanning@brighton-hove.gov.uk.

Hard copies of the plan and supporting documents are available for inspection at:

- Coldean Library
- Jubilee Library

Coldean was designated as a Neighbourhood Area and Neighbourhood Forum by the Council and the South Downs National Park Authority in 2021. Since then, the Forum has prepared its plan in consultation with residents and stakeholders. An initial public consultation on the draft plan was conducted by Coldean Neighbourhood Forum in June 2024. Following this consultation, amendments were made responding to feedback from the council and other consultees.

Upon conclusion of this current consultation, the Council will submit the draft plan, together with all consultation responses received, to an independent examiner. The examiner will assess whether the plan meets all statutory requirements. Based on the examiner's report, the Council will determine whether the neighbourhood plan should proceed to a local referendum. If approved at referendum, the plan will be formally 'made' and will guide development decisions by both Brighton & Hove City Council and the South Downs National Park Authority within the Coldean neighbourhood area.

At the Planning & Highways Committee meeting on 3rd July 2024, minute 3517, it was recommended not to comment on the Regulation 14 consultation for the plan.

3. RECOMMENDATION

As we did not comment on the Regulation 14 consultation, it is recommended not to comment on the Regulation 16 consultation.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

N/A