



TELSCOMBE TOWN COUNCIL

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

COMMITTEE MEMBERS PRESENT: Councillors C Clarkson, C Gallagher *Chair*, L O'Connor & T Williamson

Also Present: Bianca Buss, Amenities Officer (*minutes*)
1 member of the public

The meeting was adjourned to take questions from the member of the public present.

3824. PUBLIC QUESTION TIME

The Secretary of the Telscombe Residents Association (TRA) informed the Committee he had arranged a site visit next week with a representative from Brighton and Hove Buses, an Officer from East Sussex County Council's (ESCC) Parking Team, Cllr Robinson as our East Sussex County Councillor and the Amenities Officer, to highlight problems with parked cars blocking junctions in Telscombe Cliffs. Cllr O'Connor asked if he could also be present and the TRA Secretary agreed.

The TRA Secretary also asked if there was an update on a joint meeting with Peacehaven Town Council (PTC) with regards to Highway concerns. Cllr Gallagher informed him that a meeting can now be scheduled as the Amenities Officer has returned from leave. Cllr O'Connor noted that a lot of the issues raised by the Town Councils are under ESCC's remit and members of the public should also be directed their way when reporting highway issues.

The meeting resumed at 7.43pm and the member of the public left the meeting.

3825. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Sharkey due to illness, Cllr Robinson who had a previous engagement, Cllr Lawrie who was on leave and Cllrs Ndeloa and Watts, both of whom had work commitments. These reasons were accepted by the Committee.

3826. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3827. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 15th OCTOBER 2025

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

3828. 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

Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to **SUPPORT** the application.

4457



TELSCOMBE TOWN COUNCIL

3828. To consider the following planning applications (Contd)

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

The Committee considered the application and it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to note that the new drawings had a better design, with the dormer height and scale proportions superior from the previous designs.

3829. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

LW/25/0349 – 70 Wicklands Avenue, Saltdean, East Sussex, BN2 8DL

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 – 70 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

3830. 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
23.07.25	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



3830. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.07.25	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
24.09.25	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

Minute 2761, Bannings Vale road surface works - Cllr O'Connor reported that the road conditions at Bannings Vale were deteriorating. The Amenities Officer advised several residents had recently reported this issue to the Town Council, stating that the road had dropped and was dangerous. Both herself and the Admin Officer visited and took a video of the road conditions when driving and sent it to East Sussex Highways (ESH). The Highway Steward inspected the site and reported that although there was some deterioration, it was not causing a safety issue and there were no plans to carry out any maintenance work. Cllr Gallagher advised that she understands ESCC do not have funds to repair concrete roads for the next financial year, and asked the Amenities Officer to discuss further with Cllr Robinson as our County Councillor. She also asked that an article be added to the next Town Crier to advise that although the Town Council report these issues to Highways, residents should also report any concerns directly to ESH. Cllr O'Connor confirmed he had recently attended an East Sussex Highways Stakeholder Event with the Town Clerk and they were provided with a leaflet from ESH detailing their intervention levels. He asked if this could also be included within the article.

TELSCOMBE TOWN COUNCIL



3830. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Minute 3762, improving road safety – Cllr O'Connor asked if this item could be removed from the action list, as it will be progressed by the joint meeting with PeacehavenTC.

Minute 3809, Evershed Court pathway – The Amenities Officer advised that the maps and photos had been re-sent to Lewes District Council and their response is awaited.

Minute 3815, joint meeting with PeacehavenTC – The Amenities Officer confirmed that the Officer at PTC had provided her with some dates for the following week which had been passed to the working group for their consideration. Cllr O'Connor confirmed that it was too short notice to attend any of the proposed dates for next week but provided the Amenities Officer with his availability for week commencing 17th November 2025, so it can be progressed.

3831. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

The Committee **noted** the Town Clerk's report confirming that the appointed examiner's draft report has still not been received. Cllr O'Connor advised he would re-raise the issue with the Head of Planning Policy at Lewes District Council (LDC), who had also expressed concerns about the delay.

3832. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The list of complaints was **noted** by the Committee. Cllr Williamson asked if the Town Council can resolve the issue with parking on the hard standing outside Tesco Express, as listed under complaint number 435. Cllr Clarkson advised that we had previously asked Tesco Express to place a bike rack in this location to stop people from parking there. He also confirmed that the Parking Shop have visited several times, but that the anti-social parking reverts once they have left. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the Amenities Officer re-writes to Tesco Express to request that they place a bike rack on the hard standing to encourage people not to park in this area. Cllr Williamson advised he can provide the Amenities Officer with photographs to highlight the issue.

3833. TO NOTE INCOME & EXPENDITURE TO 30th SEPTEMBER 2025

The Committee **noted** the year-to-date income & expenditure figures of £6,207 income and expenditure of £15,548. The report also confirmed that the last grass cut had been carried out on the verges and Cllr Gallagher asked when the wildlife and meadow verge cuts would be undertaken. The Amenities Officer advised she would ask ESCC and report back to Committee.

3834. TO NOTE CIL MONIES RECEIVED FROM LEWES DISTRICT COUNCIL

The Town Clerk's report, which provided a list of CIL payments received in this financial year from Lewes District Council, was **noted** by the Committee.

3835. TO CONSIDER WHETHER TO COMMENT ON THE SDNPA ACTIVE TRAVEL NETWORK PLAN

The Committee considered the Town Clerk's report. The South Downs National Park Authority (SDNPA) Access Team have prepared a consultation draft of the Active Travel Network Plan, which is their long-



TELSCOMBE TOWN COUNCIL

3835. To consider whether to comment on the SDNPA Active Travel Network Plan (Contd)

term framework for walking, wheeling and cycling across the National Park. It was noted that the draft consultation had not been sent to Committee via email. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the additional documentation is sent to the Committee for them to consider if they would like to respond and if they do, it will need to be carried out before the deadline closing date of 14th November. It will therefore need to be ratified at a future meeting.

3836. TO CONSIDER WHETHER TO COMMENT ON THE COLDEAN NEIGHBOURHOOD PLAN – REGULATION 16 CONSULTATION

Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** not to comment on the Coldean Neighbourhood Plan – Regulation 16 consultation.

3837. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 8.36pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 26th November 2025