



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 12th November 2025** at 7.30 pm.

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

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

1947. PUBLIC QUESTION TIME

There were no members of the public present.

1948. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Watts who was working, Cllrs Sharkey and Page for health reasons and Cllr Judd who was away. These reasons for absence were accepted.

1949. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1950. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING AND THE GRANTS SUB-COMMITTEE MEETINGS BOTH HELD ON 10th SEPTEMBER 2025

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on 10th September 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the Grants sub-committee meeting held on 10th September 2025 were a true record of the proceedings and in the absence of the sub-committee chair and vice-chair, were signed as correct by the P&R Chair, Cllr Clarkson.

1951. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list as detailed below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.5.24	Min 1805, p 4114 – To consider replacement Tye signage	SN	This was considered at a recent Tye Working Group meeting.	See new agenda item
15.1.25	Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions	SN	To contact Police re what evidence they need from us. <i>March '25 – Police have responded & working group meeting arranged for end of September 2025.</i>	See new agenda item



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1951. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
15.1.25	Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions		To draft wording for Tye signage re driving on Tye/bridleway 8 being illegal. <i>Wording to be considered at working group meeting at end September 2025.</i>	See new agenda item
9.7.25	Min 1922, p 4387 – To consider applying for grant funding for Tye hedging.	SN	As agreed, this will be considered by the Tye working group at the meeting at the end of Sept 2025.	See new agenda item
10.9.25	Min 1935, p 4427 – To agree update to the Memorial Policy regarding additional plaques	SN	To be adopted by full Council at November's meeting	Nov 2025
10.9.25	Min 1936, p 4427 – To review the Tree Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1937, p 4427 – To review the Equal Opportunities Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1938, p 4427 – To review the Media & Communications Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1939, p 4427 – To review the Code of Conduct	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1940, p 4427/28 – to consider a Mayor's cadet	SN	As agreed, the Newhaven & Seaford Sea Cadet Corps were notified we would like to have a Mayor's cadet and Cadet 1 st Class Jacob Warr-Lord has been appointed by them.	Complete
10.9.25	Min 1941, p 4428 – To consider applications to carry out Tye Inspections	SN	J Tovey Garden Services were appointed – they have signed the SLA, undertaken the first inspection & submitted a report.	Complete
10.9.25	Min 1942, p 4428 – to agree cost for installation of benches on the Tye	SN	Position of benches was agreed by Tye Working Group. Contractor was notified & he treated the legs before installing the benches.	Complete
10.9.25	Min 1943, p 4428 – to consider cost for new joint waste bin at southern end of Telscombe Tye	SN	The bin has been purchased & installed. LDC have been notified of change of bins from 2 dog bins to 1 joint bin which result in £9 saving per empty.	Complete



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1952. TO NOTE INCOME AND EXPENDITURE FIGURES TO 30th SEPTEMBER 2025

The actual year to date Committee figures at 30th September 2025 were income of £327,873 and expenditure of £103,338. The Town Clerk's report gave explanations for any significant differences between budget and actual spend figures to date and was accompanied by the full income and expenditure printouts to 31st September 2025 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves.

Regarding the earmarked reserve 9027-910 for burials of £8, as we no longer have an arrangement for burials, it was **agreed** that this be looked at when earmarked reserves are reviewed by full Council at year end, as well as the earmarked reserve 9043-910 for bridleway 8 gate key deposits of £200.

1953. TO AGREE THE BANK RECONCILIATION FOR THE SECOND QUARTER OF 2025 TO 30th SEPTEMBER 2025

The bank reconciliations covering July to September 2025 and all associated paperwork were checked by Cllr Gallagher on 24th October 2025. Everything was found to be in order and she signed all the documentation. A copy of the bank reconciliation and bank statements etc for September 2025 were circulated with the agenda. The total bank and cash balances at 30th September 2025 were £692,925.50. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree the bank reconciliations for July to September 2025.

1954. BUSINESS PLAN UPDATE/REVIEW

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

1955. TO REVIEW THE MEMBER/OFFICER RELATIONS PROTOCOL POLICY

The Member/Officer Relations Protocol Policy was last adopted by full Council on 16th November 2022 and was due its 3 year review. It was noted that as part of the Civility & Respect Pledge, that the Council resolved to sign up to in December 2023, the National Association of Local Councils and the Society of Local Council Clerks had produced a model Councillor Officer Protocol that was more comprehensive than the Council's existing Policy and provided greater clarity on the respective roles and working relationships between Councillors and Officers. Following consideration of the new model, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the new Councillor Officer Protocol is agreed and taken to full Council for adoption, and that it is reviewed in 3 years' time, in conjunction with the Council's Code of Conduct.

1956. TO REVIEW THE SAFEGUARDING POLICY

The Safeguarding Policy was due its 3 year review and following consideration, it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that no amendments were required to the current policy and that it is taken to full Council for adoption.

1957. TO REVIEW THE INVESTMENT POLICY

The Investment Policy was due its annual review and following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that under No 4 Annual Activity, the working capital requirement figure be increased to £30,000 and that the Policy be taken to full Council for adoption.



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1958. TO AGREE NOT TO PROGRESS WITH DRIVING ON THE TYE ACTION PLAN

Members reviewed all available options in detail, including the advantages and disadvantages and it was proposed by Cllr Lawrie, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the 'Driving on the Tye' Action Plan should not be taken forward, as it would not meet the intended objectives and the associated costs were considered prohibitive. However, it was agreed that appropriate signage would be introduced as an alternative measure.

1959. TO CONSIDER PRICES FOR VARIOUS SIGNS ON TELSCOMBE TYE

It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the wording for the A1 signs in appendix L be approved.

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the wording for the A5 signs in appendix M be approved.

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the following signs be purchased:-

- x3 A1 aluminium composite signs regarding driving on the Tye being illegal (approved wording in appendix L) from Printed Today at a price of £78 plus postage and VAT
- x30 A5 aluminium composite signs regarding prohibited activities on the Tye (approved wording in appendix M) from Printed Today at a price of £67.50 plus postage and VAT
- x20 lockable and waterproof A4 snap frames from Snap Frame Warehouse for £399 plus postage and VAT
- x3 round sign posts with fixing clips from Safety Signs for Less for £336.60 plus postage and VAT
- To get prices for installation of the round sign posts and A1 signs

1960. TO CONSIDER DRAFT PROPOSALS FOR TYE ACCESS IMPROVEMENTS FROM LEWES DISTRICT COUNCIL FUNDED VIA A GRANT FROM THE SDNPA

Following consideration of the information provided by Lewes District Council, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the proposals from Lewes District Council for replacement of Tye gates and associated fencing works with Worcester bridle self-closing gates 1600mm wide at 3 locations off Gorham Way, the gate off the South Coast Road and to replace the current gates 6 & 7 off Ashurst Avenue in East Saltdean with one gate and associated works to improve the ramp at East Saltdean and gate access areas with MOT, to be funded by a grant from the South Downs National Park Authority.

1961. TO APPROVE DRAFT SPECIFICATION FOR TYE GATE WORKS

It was agreed at the Tye Working group meeting to draw up a specification for some Tye gate repairs and it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the specification be sent out and any estimates received be considered at a future meeting.

1962. TO AGREE TO PROCEED WITH GRANT APPLICATION WITH THE INTERNATIONAL TREE FOUNDATION FOR TYE HEDGING

After a previous grant application had been turned down, the International Tree Foundation advised



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1962. To Agree To Proceed With Grant Application With The International Tree Foundation For Tye Hedging

that they had funding for approximate 1,000 trees for the Council to carry out proposed hedging along the existing fence line of the Tye adjacent to the South Coast Road and recommended we submit a detailed grant application. Our previous application to them was for more trees, but the planting distance was adjusted accordingly and it worked out at 1,150 trees plus stakes, rabbit guards and feed/root treatment at a cost of £2,196.89. It was agreed by Councillors via email for me to submit the grant application and it has been approved. It was therefore proposed by Cllr Lawrie, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the grant and that the Town Clerk complete the paperwork accordingly. Planting will be carried out by the Telscombe Greenspace Volunteers.

1963. TO CONSIDER UPDATING THE TYE MANAGEMENT PLAN

Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the Tye Management Plan needed updating and it was agreed that a working group consisting of Cllrs C Clarkson, C Gallagher, M Lawrie, L O'Connor, C Robinson and the Town Clerk be formed to start the process.

1964. TO CONSIDER WHETHER TO COMMENT ON THE EAST SUSSEX & BRIGHTON & HOVE LOCAL NATURE RECOVERY STRATEGY

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Cllr Clarkson formulates a response to the consultation, that it be approved by Committee members via email, and that the Town Clerk subsequently submits the response.

1965. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

There being no further business, the meeting closed at 8.57 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 14th January 2026