



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of **Telscombe Town Council** held on **Wednesday 10th December 2025** at 7.30pm in the Council Chamber at Telscombe Civic Centre.

Councillors Present:- Cllrs Clarkson, Gallagher, Lawrie, Ndeloa, O'Connor, Page, Robinson and Watts *Deputy Mayor* & Williamson

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

The meeting was adjourned to take questions from the public.

2538. PUBLIC QUESTION TIME

One member of the public advised she was hoping traffic problems in Telscombe Cliffs Way would be discussed at the meeting. She was advised it was not an agenda item and that it is covered by the Planning & Highways Committee. However, she was advised that Cllr Robinson and the Amenities Officer had recently met with an East Sussex County Council (ESCC) Highways Officer on site to highlight the problems. The resident was also advised that the Council had been liaising with the bus company who were in support of our requests to ESCC Highway's Department for double yellow lines in certain areas in Telscombe Cliffs Way and other nearby roads in Telscombe Cliffs.

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

2539. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Judd who was away and this reason for absence was accepted. Cllr Sharkey has been granted leave of absence until May 2026. The Deputy Mayor, Cllr Watts, chaired the meeting due to the absence of the Mayor.

2540. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllrs Clarkson and O'Connor declared an interest in agenda item 12 - to agree draft governance document between Telscombe Town Council and the Telscombe Green Space Volunteers CIO - as they are Trustees of the charity.

2541. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 19th NOVEMBER 2025

It was proposed by Cllr Robinson seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting on 19th November 2025 were a true record of the proceedings and were signed as correct by the Deputy Mayor, Cllr Watts.

2542. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

a) Amenities & Civic Centre – 1st October 2025

Cllr O'Connor proposed that the minutes of the meeting on 1st October 2025 be accepted and the recommendations adopted, seconded by Cllr Lawrie and **RESOLVED** that the minutes be accepted and recommendations adopted.



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2542. To agree minutes from the following Committees and adopt recommendations (Contd)

b) Planning & Highways – 5th November 2025

Cllr Gallagher proposed that the minutes of the meetings on 5th November 2025 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.

2543. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list below was noted.

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.24	Min 2362, p 4243 – To consider purchasing Adobe Pro	SN	It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date.	March 2026
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>PTC have not responded so decide how to proceed</i>	Dec '25
17.9.25	Min 2511, p 4436 – To agree SLA from LDC re assistance for café project	SN	LDC informed we were in agreement with the draft SLA. Final costed SLA now received from LDC yet.	See new agenda item
19.11.25	Min 2525, p 4469 – To agree funding for CTLA for the Community Bus Service for 2026/27	SN	A note has been made to pay the agreed £4,300 in the new financial year once an invoice is received & for the Town Clerk to sign the SLA.	Complete
19.11.25	Min 2526, p 4470 – to agree contribution for Citizens Advice for 2026/27	SN	A note has been made to pay the agreed grant funding of £4,585 in the new financial year.	Complete
19.11.25	Min 2527, p 4470 – To consider draft budget figures for 2026/27	SN	The draft budget of £337,641 was agreed in principle.	See new agenda item
19.11.25	Min 2534, p 4471 – To consider request to move Vodafone equipment at the Civic Centre into the car park and associated works	SN	A meeting has been arranged with United Infrastructure, Cllr O'Connor and the Town Clerk for 11 th December 2025.	Dec 2025
19.11.25	Min 2535, p 4471 – To consider devolvement of assets from LewesDC	SN	As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss.	January 2026



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2544. TO APPROVE PAYMENTS AND RECEIPTS FOR OCTOBER & NOVEMBER 2025

Payments for October 2025 totalling £19,905.56 and receipts of £3,672.91, and payments for November 2025 totalling £24,923.98 and receipts of £3,950.95 were proposed as correct by Cllr Robinson, seconded by Cllr O'Connor it was unanimously **RESOLVED** that they be approved and were signed by the Deputy Mayor, Cllr Watts.

2545. TO AGREE INCOME AND EXPENDITURE FIGURES TO 31st OCTOBER 2025

The full income and expenditure lists which showed the budget and actual spend figures were circulated and the Town Clerk/RFO's report detailed any significant differences between budget and spend figures to date.

It was proposed by Cllr Lawrie, seconded by Cllr Page and unanimously **RESOLVED** that the actual total figures at 30th October 2025 of £358,651 income and expenditure of £171,939 be agreed as correct.

2546. TO AGREE BUDGET AND PRECEPT FIGURES FOR 2026/27

As per Financial Regulation 4.3 the Town Clerk/RFO had drawn up a draft budget which had then been considered in detail by the Working Group and minor amendments made. The updated draft budget figures were then taken to full Council on 19th November 2025 for consideration and were agreed in principle. Paperwork and spreadsheets which explained the variations to each budget line, detailed the full budget line figures, the Council tax calculation and the overall budget summary per Committee were circulated with the agenda for this meeting and it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** to:-

- Agree the proposed changes to cost centres and nominal codes as follows:-
 - To have a new cost centre for Civic items, code 100, under Policy & Resources for the Mayor's allowances and a new Civic Expenses nominal code
 - To have a new cost centre for Telscombe Tye, code 106, under Policy & Resources for Telscombe Tye items and Tye joint litter/dog bin emptying
 - To have a new nominal code for the summer fayre income and expenditure under cost centre 105 Town Events for Amenities
- To agree the budget figures as set out in the detailed lists provided, with an overall budget and precept for the 2026/27 financial year of **£337,641**
- For the Deputy Mayor, Cllr Watts and the Town Clerk/RFO to sign the Council Tax Demand form to be submitted to Lewes District Council in the sum of £337,641
- To review general and earmarked reserves at the full Council meeting on 18th March 2026.

The agreed figure of £337,641 resulted in the precept increasing by £15,565 (4.8%) and Council Tax increasing for a Band D property by £4.89 (3.9%) to £129.93 as there was a slight increase in the tax base of 22.7 to 2,598.6. The breakdown of the agreed budget and precept figures per Committee is as follows:-

COMMITTEE	EXPENDITURE	LESS INCOME	NET
Policy & Resources	236,300	5,441	230,859
Amenities	74,700	4,900	69,800
Civic Centre	41,155	27,413	13,742
Planning & Highways	31,040	7,800	23,240
TOTALS	383,195	45,554	337,641



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2547. TO AGREE RESPONSE TO LOCAL GOVERNMENT RE-ORGANISATION CONSULTATION

It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RESOLVED** that a Working Group consisting of Cllrs Lawrie, O'Connor, Robinson and Williamson be set up to formulate a response to the consultation, and that full explanations be given on the questions relating to East Sussex and Brighton and Hove, with the answers to be agreed by a majority of Councillors via email and then submitted by the Town Clerk before the closing date.

2548. TO AGREE MEETINGS DATES FOR THE MUNICIPAL YEAR MAY 2026 TO MAY 2027

It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RESOLVED** that the meetings dates for the 2026/27 municipal year be agreed.

2549. TO AGREE DRAFT GOVERNANCE DOCUMENT BETWEEN TELSCOMBE TOWN COUNCIL AND THE TELSCOMBE GREEN SPACE VOLUNTEERS CIO

The Working Group had met and agreed the draft governance document which was circulated with the agenda. It was proposed by Cllr Robinson, seconded by Cllr Lawrie and **RESOLVED** by a majority that the Governance Framework between Telscombe Town Council and the Telscombe Greenspace Volunteers be adopted. Cllrs Clarkson and O'Connor abstained.

2550. TO CONSIDER COMMENTING ON THE EAST SUSSEX PENSION FUND FUNDING STRATEGY STATEMENT

After consideration, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** not to comment on the East Sussex Pension Fund Funding Strategy Statement consultation.

2551. TO CONSIDER COMMENTING ON THE EAST SUSSEX PENSION FUND PENSION ADMIN STRATEGY CONSULTATION

After consideration it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RESOLVED** not to comment on the East Sussex Pension Fund Pension Admin Strategy consultation and to note the minimum contribution rate for the 3 year period 1 April 2026 to 31 March 2029 of 18.1%.

2552. TO AGREE NEW PHOTOCOPIER LEASE RENEWAL

The various options available were considered and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RESOLVED** to give notice for the current contract with Copier King that ends in March and to re-new with a 5 year lease at £61 per month with Copier King for a Toshiba e-Studio 3025AC machine (30 pages per minute) with a copy price of 2.9p for colour and 0.29p for black for both A4 and A3, to include replacement consumables and servicing.

2553. TO REVIEW CIVIC CENTRE HIRE CHARGES FOR 2026/27

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RESOLVED** not to increase room hire charges or incidentals such as the music licence or round table hire charges for the 2026/27 financial year.



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2554. TO CONSIDER THE COSTED SERVICE LEVEL AGREEMENT FROM LEWES DISTRICT COUNCIL FOR THE PROPOSED CAFÉ IN CHATSWORTH PARK AND DECIDE HOW TO PROCEED

The Town Clerk highlighted the fact that Lewes District Council (LDC) had advised we should give careful consideration to the financial implications of the project as, once a build cost had been received, we may not have enough funds to proceed with the project after payment for consultants’ costs and LDC’s costs for managing the project for us. This could result in us having to either obtain a larger loan than anticipated, secure extra grant funding or shelving the project. Long debate ensued regarding this and whether to proceed with signing the Service Level Agreement which would enable an architect to draw up a plan, a topographic survey and ecologist assessment to be undertaken, and also cover consultants’ fees for various aspects to complete the stages up to planning at an estimated cost of £36,000 including VAT. It was agreed that a lot of work had been put into the project thus far, that it is a landmark project and we should continue with the groundwork up to planning stage. It was therefore proposed by Cllr Clarkson, seconded by Cllr O’Connor and unanimously **RESOLVED** to sign the SLA with LDC and proceed to the planning stage and to set up a Working Group meeting to establish a business case for the café.

2555. REPORTS FROM:-

Deputy Mayor:- Cllr Watts advised that he had attended an event in Seaford with the Ashdown Singers Choir in aid of Homelink.

County Councillor:- Cllr Robinson advised that ESCC were in financial difficulties and were going to apply for an Exceptional Support loan.

District Councillors:- Cllr O’Connor highlighted progress with the Lewes Local Plan and the requirement for 8,570 additional homes.

Cllr Robinson advised that local school children had designed posters which will go on lamp posts and they also did artwork which will be placed in local retirement homes.

Representatives on outside bodies:-

Cllr O’Connor advised that he and Cllr Page had attended the first meeting of the Saltdean Residents’ Association and Saltdean Community Association that had now amalgamated.

Cllr Gallagher advised that the Examiner had submitted her final report on the Neighbourhood Plan and some wording required updating to reflect technical changes.

2556. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

The Deputy Mayor closed the meeting at 8.40 pm.

Signed
Deputy Mayor

Date of next Council meeting – 21st January 2026