

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

10th December 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 17th December 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 26th November 2025 – *attached*
5. To consider the following planning applications:-

LW/25/0607 – 98 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: Danielle Durham

Erection of single-storey rear extension to the main building, single-storey side extension to existing garage, removal of side porch, increase in ridge roof height to create living space, hip to gable roof extension AMENDED PLANS

SDNP/25/00228/FUL – Land adjacent to 66, The Lookout, Peacehaven, East Sussex

Case Officer: Samuel Bethwaite

Use of land for small glamping site with 2 wooden cabins, 4 yurts, shepherd hut, 2 healing cabins and replacement stables. Application includes regularisation of existing trailer, toilets, decking, cabins and tiered seating area. [REVISED RED LINE, CERTIFICATE OF OWNERSHIP & DEVELOPMENT]

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

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

LewesDC GRANTED permission

LW/25/0590 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Balustrade balcony to the front facing gable elevation

LewesDC GRANTED permission

TELSCOMBE TOWN COUNCIL



7. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
8. To note complaints relating to this Committee – *see attached*
9. Neighbourhood Plan update & agree any action required – *see attached*
10. To note income & expenditure to 31st October 2025 – *see attached*
11. To note the minutes of the joint meeting held with Peacehaven Town Council regarding highways concerns – *see attached*
12. To note change of date for ESCC's Lewes Parking Review – *see attached*
13. To consider new street lighting Memorandum of Agreement from East Sussex County Council and whether to agree to the terms or take any alternative action – *see attached*
14. To consider change of energy supplier for street lighting - *see attached*
15. 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 7th January 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 26th November 2025** at 7.30 pm.

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

Also Present: Bianca Buss, Amenities Officer (*minutes*)

Cllr Gallagher asked if she could record the meeting and this was unanimously **agreed** by the Committee.

3838. PUBLIC QUESTION TIME

There were no members of the public present.

3839. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Ndeloa, who was working away, and this was accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026.

3840. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr O'Connor declared a non-pecuniary interest in agenda item number 5, planning application LW/25/0571 46 Cissbury Crescent, as he lives near to the property.

3841. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 5th NOVEMBER 2025

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting held on 5th November 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3842. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/25/0571 – 46 Cissbury Crescent, Saltdean, East Sussex BN2 8RJ

Case Officer: James Emery

Replacement of existing conservatory with single storey rear extension, loft conversion at the rear including replacement of existing hip roof with barn gable ends, porch replacement, new render at all elevations and alterations to fenestration

The Committee considered the application and wanted it noted that the Design and Access statement included within the plans was extremely clear and concise. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application.

LW/25/0590 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Balustrade balcony to the front facing gable elevation

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

TELSCOMBE TOWN COUNCIL



3841. To consider the following planning applications (Contd)

LW/25/0607 – 98 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: James Emery

Erection of single-storey rear extension to the main building, single-storey side extension to existing garage, removal of side porch, increase in ridge roof height to create living space, hip to gable roof extension.

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

LW/25/0653 – 434 South Coast Road, Telscombe Cliffs, East Sussex BN10 7BE

Case Officer: James Emery

Removal of conditions 8 (CMP) and 9 (Landscaping Scheme – Front Garden) in relation to approval LW/25/0289 as the requirement seems unnecessary for this minor development

Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to **OBJECT** to the application as the removal of condition 8 will have a significant effect to the major road network and removal of condition 9, alongside the removal of the flint wall, will increase the risk of landslip and flooding onto the A259.

3843. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

LW/25/0518 – 18 Lulham Close, Telscombe Cliffs, East Sussex BN10 7BG

Case Officer: Ella Rigluth

Removal of rear conservatory and replace with single storey rear/side wrap-around extension

Lewes District Council GRANTED permission

Telscombe Town Council neither supported nor objected to the 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

Lewes District Council GRANTED permission

Telscombe Town Council **SUPPORTED** the application

3844. 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
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	ESCC temporarily paused work for 2025/26, and we were due to ask them to review this from the new financial year. BB was asked at last mtg to liaise with Cllr Robinson re ESCC funds for 2025/26 & Cllr Robinson has contacted ESCC for a response.	Dec 2025

TELSCOMBE TOWN COUNCIL



3844. 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
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	Committee requested that an article be added to Town Crier alongside information from leaflet provided by ESH, asking that residents report Highway issues to ESH rather than TTC.	Complete
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 will be progressed following the joint meeting with PTC.	Complete
24.9.25	Min 3809, p 4441 – Urgent Matters – Evershed Court pathway	BB	LDC have advised that the passageway is not an official right of way and is private land. Therefore they are unable to enforce against the erection of the new fencing as no breach of planning control.	Complete
15.10.25	Min 3815, p 4453 – To consider holding a joint meeting with PTC re highways concerns	BB	A joint meeting was held on 18.11.25 & an update on discussions will be provided at the next meeting.	December 2025
05.11.25	Min 3832, p 4460 – To note complaints relating to this Committee	BB	A letter has been drafted to Tesco Express, to request that they place a bike rack on the hard standing to encourage people not to park in this area.	See new agenda item
05.11.25	Min 3833, p 4460 – To note inc & exp to 30 th September 2025	BB	ESCC conf the meadow and wildlife verges will be cut from Wednesday 12 th Nov.	Complete
05.11.25	Min 3835, p 4460-4461 – To consider whether to comment on the SDNPA Active Travel Network Plan	BB	Additional documentation was emailed out to the Committee, to consider if we would like to respond to the consultation. As there were no replies, we did not respond to the consultation before the deadline closing date of 14 th November.	Complete

Minute 3761 – Cllr Robinson advised she has chased East Sussex County Council (ESCC) for a response in relation to their funds for 2025/26 and can confirm that this has now been passed to an Officer to feed back to her. Cllr O'Connor noted that some pothole repairs had been undertaken at the top of Bannings Vale, as well as repairing of kerb stones at Rye Close.

TELSCOMBE TOWN COUNCIL



3844. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Minute 3815 – Cllr Gallagher thanked Cllrs O'Connor and Robinson for their input on the joint meeting with Peacehaven Town Council (PTC), which should assist PTC with any outstanding actions. She noted that although money is tight for ESCC, there will need to be further discussions on traffic islands and road safety. Further meetings to discuss these could be arranged, to also tie in with the Neighbourhood Plan, to include walking and cycling routes. Cllr O'Connor felt that until funding could be obtained, the two Town Councils had gone as far as they could, and it be re-investigated if monies become available in the future. The Committee also discussed progressing with active travel options across the two towns, specifically cycling routes. The Amenities Officer advised she would include this request within the report being taken to the next Committee meeting.

Minute 3833 – Cllr Gallagher confirmed that the wildlife verge at Crowborough Road had not been cut yet and the Amenities Officer advised she would investigate this further with ESCC.

The rest of the action points were **noted**.

3845. BUSINESS PLAN UPDATE

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

3846. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

Cllr Gallagher thanked the Town Clerk for her clear report and noted that PTC's Town Clerk had now forwarded the steering group's response to Lewes District Council (LDC) as the qualifying authority. Cllr O'Connor advised he would be meeting tomorrow with LDC's Head of Planning, Nadeem Din, and would ask what the timescales will be, before full publication of the Plan. Cllr Gallagher advised we would need to re-engage with both the Town Planner and media professional. She noted it had been a long and difficult process, and there had been no Officer support from either Town Council, so the steering group had to employ people to minute take, etc. Cllr Watts thanked Cllrs Gallagher and O'Connor for all their hard work over the last 10 years.

3847. TO CONSIDER DRAFT LETTER TO TESCO EXPRESS REGARDING ANTI-SOCIAL PARKING

The Committee considered the Amenities Officers report. Cllr Clarkson suggested that the high risks of parking on hardstanding has on pedestrians, especially at night, be included within the letter. Cllr Clarkson also asked that we address the letter to Tesco's South East Regional Manager and Cllr O'Connor felt this should also be sent to our local MP. Cllr Robinson asked Cllr O'Connor to bring this issue up at the next JAG meeting, and he agreed to do so. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to send the letter to Tesco Express, including the additional information regarding the safety concerns we have for pedestrians, that the Amenities Officer invites the store to meet with her to discuss this further, and that the Tesco South East Regional Manager and local MP are cc'd into the letter. It was **agreed** not to add concerns with litter into the correspondence.

TELSCOMBE TOWN COUNCIL



3848. TO NOTE SITE VISIT WITH ESCC REGARDING PROPOSED PARKING RESTRICTIONS

The Committee **noted** the Amenities Officer's report. The Secretary of the Telscombe Residents Association organised a site meeting including Cllr Robinson as our East Sussex County Councillor, ESCC's Team Manager for Parking and the Amenities Officer, following submission of several proposed parking restrictions to ease traffic congestion in Telscombe Cliffs Way and Ambleside Avenue, Telscombe Cliffs. Cllr Robinson felt it was a positive meeting and that the ESCC Team Manager for Parking was very helpful and took time out of his busy schedule to assist us with the concerns raised. Cllr Gallagher thanked Cllr Robinson for her work on this matter.

3849. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Clarkson advised that the willow classroom in Chatsworth Park would be installed on 15th and 16th December, as agreed at the Amenities & Civic Centre Committee.

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

Signed

Chairman

Next meeting of the Committee – Wednesday 17th December 2025



AGENDA ITEM	5
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	17 th December 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/25/0607 – 98 Bevendean Avenue, Saltdean, East Sussex BN2 8PE
- SDNP/25/00228/FUL – Land adjacent to 66, The Lookout, Peacehaven, E Sussex

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

3. RECOMMENDATION

To discuss and agree a response to the planning applications.

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:	29.12.2025.		
Case No:	LW/25/0607		
Case Officer:	Ms Danielle Durham		

Location: 98 Bevendean Avenue Saltdean East Sussex BN2 8PE

Proposal: Erection of single-storey rear extension to the main building, single-storey side extension to existing garage, removal of side porch, increase in ridge roof height to create living space, hip to gable roof extension - AMENDED PLANS

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 \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk)

We would be grateful to receive any observations no later than 29.12.2025.

Yours faithfully

Ms Danielle Durham
Senior Case Worker (Planning)

Phone: 01273 471600
Email: customerfirst@lewes-eastbourne.gov.uk
Website: [lewes-eastbourne.gov.uk](https://www.lewes-eastbourne.gov.uk)



Telscombe Town Council
Clerk To Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES

Our Ref: SDNP/25/00228/FUL
Contact Officer: Samuel Bethwaite
Tel. No.: 01730 819271

4 December 2025

Dear Sir/Madam

**CONSULTATION UNDER THE TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT PROCEDURE ENGLAND) ORDER 2015**

Applicant: Mr Barlow & Mrs Lambert

Proposal: Use of land for small glamping site with 2 wooden cabins, 4 yurts, shepherd hut, 2 healing cabins and replacement stables. Application includes regularisation of existing trailer, toilets, decking, cabins and tiered seating area. [REVISED RED LINE, CERTIFICATE OF OWNERSHIP & DEVELOPMENT]

Location: Land adjacent to 66, The Lookout, Peacehaven, East Sussex,

Grid Ref: Eastings: 541328, Northings: 103268

This proposal is within the South Downs National Park.

I am consulting you on the above application, received on 29th January 2025. A copy of the above planning application, together with accompanying plans, drawings and other documents, are available on our Public Access website by using the link below, from where you will also be able to record your response:

<https://planningpublicaccess.southdowns.gov.uk/online-applications/>

Planning Officer Comments: No Comments made

I would be grateful to receive any comments that you wish to make on this application by 25th December 2025. If you are unable to provide any comments within the time period specified above, please contact the case officer, Samuel Bethwaite (01730 819271), as soon as possible, as after this period a decision may be taken.

Yours faithfully

Samuel Bethwaite
Senior Planning Officer
SDNPA (Called In Applications)

South Downs National Park Authority, South Downs Centre, Midhurst, GU29 9DH
Tel: 01730 819361 Email: planning@southdowns.gov.uk
PARNOT

For and on behalf of South Downs National Park Authority

4 December 2025



AGENDA ITEM	6
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	17 th December 2025
SUBJECT	To note the following planning application decisions made by Lewes District Council

The decisions received are as follows:-

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

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0590 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Balustrade balcony to the front facing gable elevation

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 17th December 2025

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.07.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB / CR	Cllr Robinson contacted ESCC, who advised that Bannings Vale will not be scheduled for inclusion in their 2026/27 planned maintenance programme, but will be monitored as part of their ongoing condition assessments.	Complete
15.10.25	Min 3815, p 4453 – To consider holding a joint meeting with PTC re highways concerns	BB	A joint meeting was held on 18.11.25 & has been added as an agenda item for this meeting.	See new agenda item
05.11.25	Min 3833, p 4460 – To note inc & exp to 30 th September 2025	BB	Cllr Gallagher advised that ESCC have cut the wildlife verge at Crowborough Road but have not collected the cuttings. ESCC have been contacted and we are awaiting their reply. This will be actioned under our complaints agenda item.	See new agenda item
26.11.25	Min 3847, p 4476 – To consider draft letter to Tesco Express regarding anti-social parking	BB	Unable to locate Tesco's Regional Manager's contact details, so letter has not been sent out yet. Cllr Robinson has contacted Sussex Police's Road Safety Officer for their contact at Tesco, and we are awaiting his reply.	Jan 2026



AGENDA ITEM	8
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	17 th December 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.

Ref No	Date received	Taken to P&H	Area	Category	Nature of complaint	Current status
TTC-25-137	08.07.2025	13.08.2025	Telscombe Cliffs	Graffiti	Graffiti on bus stop in front of the Martins.	Ongoing
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	Completed
TTC-25-228	26.9.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Hedge is overgrown, crescent is becoming impassable	Completed
TTC-25-231	01.10.2025	05.11.2025	Robert Kingan Playground	Overgrown vegetation	Hedges need to be cut	Completed
TTC-25-237	06.10.2025	05.11.2025	Telscombe Cliffs	Road markings	New road markings on Telscombe Cliffs Way are not satisfactory	Completed
TTC-25-262	29.10.2025	17.12.2025	Saltdean	Broken barriers	Damaged pedestrian barriers behind bus shelter at Longridge Avenue.	Completed
TTC-25-263	10.11.2025	17.12.2025	Telscombe Cliffs	Roadworks	Resident queried when roadworks in Telscombe Cliffs would be completed as they have been delayed.	Completed
TTC-25-272	19.11.2025	17.12.2025	Telscombe Cliffs	Bollards	There is a damaged/rotten bollard on Central Avenue.	Completed
TTC-25-275	01.12.2025	17.12.2025	Saltdean	Trees	Resident reported that trees in Bannings Vale are overhanging highway	Completed
TTC-25-276	01.12.2025	17.12.2025	Saltdean	Non TTC	Resident reported that a property is having work undertaken and building materials have been left on the grass verge and pathway, damaging both.	Ongoing
TTC-25-277	03.12.2025	17.12.2025	Saltdean	Wildflower Verges	ESCC have not cut the wildlife verge at Crowborough Road but not collected the cuttings.	Ongoing



AGENDA ITEM	9
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	17 th December 2025
SUBJECT	Neighbourhood Plan Update

1. INTRODUCTION

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

2. INFORMATION

The appointed examiner's final report has now been received by Lewes District Council (LDC). The examiner has recommended some modifications which, in the main, are intended to ensure the Plan is clear and precise and provides a practical framework for decision-making as required by national policy and guidance. The changes do not significantly or substantially alter the overall nature of the Plan. Subject to the modifications, the examiner recommends that the Plan can go forward to a referendum.

Making the proposed modifications to the Plan will require engaging a Planning Consultant and media professional to facilitate this.

A steering group meeting has taken place with LDC to discuss the next steps and the timeline for the referendum has yet to be agreed.

3. RECOMMENDATION

It is recommended to note that the present position and agree to engaging a Planning Consultant, Brighton Planning, and media expert, Gaston Mallia, to carry out the changes. Their estimated costs are awaited.

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

We are awaiting estimates from the professionals who will be undertaking the modifications to the Plan. We have a 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). Costs are shared with Peacehaven Town Council with us paying one third and Peacehaven two thirds as the larger authority.



AGENDA ITEM	10
COMMITTEE	Planning & Highways
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	17 th December 2025
SUBJECT	To note income & expenditure figures to 31 st October 2025

1. INTRODUCTION

The Committee Income & Expenditure figures to 30th November 2025 are attached 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 £8,026 and total expenditure is £15,821. Explanations for significant variances or re possible queries are as follows:-

Income:-

1026-401 – All CIL funds due from Lewes District Council for this financial year have been received.

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.

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.

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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 Highways**401 Planning and Highways**

1026	Income CIL money	1,820	2,378	500	(1,878)		475.5%
1060	Income ESCC-grass verge cut	0	5,649	5,648	(1)		100.0%

	Planning and Highways :- Income	1,820	8,026	6,148	(1,878)		130.6%
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4102	Grass verge cutting	0	8,880	11,900	3,020	3,020	74.6%
4300	Public lighting	163	2,062	5,790	3,728	3,728	35.6%
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	0	618	1,600	982	982	38.6%
4352	Bus shelter cleaning	111	221	830	609	609	26.6%
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	274	15,821	27,560	11,739	0	11,739	57.4%
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Net Income over Expenditure

		1,546	(7,795)	(21,412)	(13,617)		
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	Planning and Highways :- Income	1,820	8,026	6,148	(1,878)		130.6%	
	Expenditure	274	15,821	27,560	11,739	0	11,739	57.4%

Movement to/(from) Gen Reserve

		1,546	(7,795)	(21,412)	(13,617)		
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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/playground refurbishment	0	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	0	9,299	347,334	338,035	0	338,035	2.7%
Net Expenditure	0	(9,299)	(347,334)	(338,035)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	0	9,299	347,334	338,035	0	338,035	2.7%
Movement to/(from) Gen Reserve	0	(9,299)	(347,334)	(338,035)			



AGENDA ITEM	11
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	17 th December 2025
SUBJECT	To note the minutes of the joint meeting held with Peacehaven Town Council regarding highway concerns

1. INTRODUCTION

At Peacehaven Town Council's (PTC) Planning & Highways Committee meeting on 16th September, it was agreed to arrange an informal meeting with us regarding various highway concerns. This was therefore raised at our Planning & Highways Committee meeting on 15th October, where it was agreed to proceed with the meeting.

2. INFORMATION

The meeting was arranged to provide an opportunity for both Town Councils to share knowledge and information regarding highway concerns, including pedestrian crossings & islands, road safety, active travel, road conditions and environmental improvements. A copy of the notes taken from this meeting are attached.

At our last Committee meeting, there was further discussion on the outcome of this forum under the action list. Cllr Gallagher suggested that further meetings are held between the two towns to progress potential traffic islands and road safety and to tie this in with the Neighbourhood Plan. However, Cllr O'Connor noted that this could not be further progressed until more funding became available. The Committee also raised progressing cycling routes across the two towns, as specified in the Neighbourhood Plan.

3. RECOMMENDATION

It is recommended that the Committee consider if we would like to hold another meeting with PTC and include progression of traffic islands and cycling routes. It should be noted that PTC took the notes of this meeting to their own Committee for consideration, although at the time of our agenda being issued, it is not known what was discussed.

If it is agreed to go ahead, I recommend a process is developed on how these meetings will take place, to stop issues of the large amount of correspondence being received following the last meeting. For example, Councillors for each Town Council deal directly with their allocated Officer to progress any items or comments.

4. ENVIRONMENTAL IMPACT

Collaborating with PTC will support our common goals of improving road safety, although any decisions are ultimately made by ESCC.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

Notes of a meeting between Peacehaven and Telscombe Town Councils on **Highway Concerns** on **18th November 2025** via Zoom at 12.00pm.

Present: Cllr C Robinson (Chair) – ESCC & TTC Councillor
Cllr L O’Connor – TTC Councillor
Cllr C Gallagher – TTC and PTC Councillor
Cllr M Campbell – PTC Councillor
Cllr M Rosser – PTC Councillor
Zoe Polydorou – PTC’s Meeting & Projects Officer
Bianca Buss – TTC’s Amenities Officer (*minutes*)

Cllr Gallagher introduced the meeting as a Councillor at both Town Councils and stated she had previously asked that this meeting take place due to the same issues coming up on both Planning Committees. As the Neighbourhood Plan for the two Towns is in its final stages, she feels that this meeting will help all parties to work together for a positive outcome across the two towns. It was **agreed** for Cllr Robinson, as the ESCC Councillor for Telscombe and North Peacehaven, to Chair the meeting.

1. PEDESTRIAN CROSSINGS & ISLANDS

The Meeting & Projects Officer reported that it had been agreed at PTC’s Planning Committee meeting in September to put together a public consultation on pedestrian crossings and islands, and an informal meeting with TTC be arranged.

Cllr Robinson stated that ESCC do not have money available to progress any pedestrian crossings and that any new crossings across the County are carried out through match funding. She estimated the current costs for pedestrian crossings to be approximately £75,000 to £200,000 and that residents’ expectations must be managed, as she is not aware of any crossings being agreed without match funding during her time as a County Councillor. Cllr Robinson recommended that PTC Cllrs carry out petitions and then present to the relevant ESCC Cllr, so that it goes to the Lead Member of ESCC. This will provide transparency that the Town Council have made the request.

Cllr Campbell advised PTC had investigated this project for a year and they are under pressure from many residents, due to the increase in housing and the need to therefore improve the infrastructure. They are now at an advanced stage and will prioritise all proposed locations into a list. It is hoped that this list will save monies for ESCC, who spent a large amount of their funding on computer surveys when carrying out the BSIP project. Cllr Robinson confirmed that the BSIP funding was for buses only and that all proposed locations should be submitted individually. This will ensure that if unsuccessful in their bid, PTC receive a report from ESCC for each area on why this was not viable. Cllr O’Connor agreed, confirming that Town Council’s are not the responsible authority and ESCC’s Officers reports will help progression.

Cllr Gallagher noted that there was some S106 monies available for A259 improvements. She asked Cllr O’Connor if it could be used for road crossings or cycling. Cllr O’Connor confirmed that monies from Chalkers Rise was used to improve the Sutton Avenue roundabout, as well as other generic repairs across the town. He reported that LDC’s CIL Officer had also contacted ESCC regarding details on their S106 funds but has not received a response to date.

2. ROAD SAFETY, INCLUDING PARKING CONTROLS, SPEED LIMITS, DOUBLE YELLOW LINES, ROAD CROSSINGS AND SAFETY ON THE A259

The Meeting & Projects Officer thanked the Amenities Officer on her assistance with how to apply for double yellow lines through ESCC's website. Cllr Robinson advised she would provide ESCC's criteria list for parking controls to both Officers.

The Amenities Officer recommended that any concerns can initially be highlighted to ESH's Customer Service Manager. She also suggested that residents reporting Highway issues should be directed to ESH in the first instance, so they are aware on whose responsibility Highway safety is.

Cllr O'Connor recommended that each Town Council's Planning & Highways Committee meeting has an agenda item, which asks them to note the minutes of each other's last meeting. This idea seemed to be agreed by the group. It was also agreed this working group should continue to meet so it can be used as a support for both Town Councils.

3. ACTIVE TRAVEL, I.E. CYCLING AND WALKING

Cllr Gallagher requested that the two Town Councils work together on cycling routes. Cllr O'Connor agreed, stating that the work links into the Neighbourhood Plan and there should be long term aims on the progression, once the Neighbourhood Plan is published. Cllr Gallagher stated she was specifically interested in linking the local schools with a cycle track and that both Town Councils should work together, and progress be taken back to both Committees. Cllr Robinson recommended that this item be added to the Business Plans for both Town Councils.

Cllr Campbell advised she had met with a representative from Walk Wheel Cycle Trust (WWCT), who were previously named Sustrans, and has been provided with previous details on a cycle route from east to west of the Town and a cycle loop for the local schools. She advised that ESCC are involved with the school loop link and she has limited permission to write a report on progressing this further. Cllr Gallagher reported that there is a lot of information and papers being gathered on preparation of the Neighbourhood Plan, with input from Roddy Crockett of WWCT.

4. ROAD CONDITIONS, SUCH AS POTHOLES AND RE-SURFACING WORKS

The Meeting & Projects Officer reported that PTC have organised a Public Safety Group, including Police, Councillors and residents. This is reported back to PTC's Planning & Highways Committee and any actions required are taken forward.

Cllr O'Connor advised that he has attended an ESH workshop with Telscombe's Town Clerk. He felt it was helpful, with attendees being provided with the criteria on safety risks. He felt this information should be passed to residents, so they are aware of ESH's priorities.

5. ENVIRONMENTAL IMPROVEMENTS, E.G. CARBON REDUCTION

Cllr Gallagher is aware that the two Town Councils are monitoring their carbon reduction and Cllr O'Connor stated that the Town Councils do not have the money and are not the appropriate lead party. He felt that the Town Councils should keep up to date with other projects in the area, such as BHESCo's study in Saltdean.

Cllr Gallagher noted that Cllr O'Connor has worked closely with LDC's Air Quality Officer and that LDC have measured air pollutant levels in Newhaven. Cllr O'Connor confirmed that all areas have been measured but that particular areas of concern exist in Newhaven and Lewes. A report was completed in August 2025 and can be found on LDC's website (link attached: www.lewes-eastbourne.gov.uk/AQAPconsultation)

There being no further business, the meeting closed at 12.58pm.



AGENDA ITEM	12
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	17 th December 2025
SUBJECT	To note change of date for ESCC's Lewes Parking Review

1. INTRODUCTION

East Sussex County Council (ESCC) have informed us that they have changed the starting date of their next Lewes Parking Review.

2. INFORMATION

In June, ESCC were able to reduce the time it takes to carry out their reviews, and the Lewes Parking Review was meant to start on 1st December 2025. Unfortunately, ESCC did not tell everyone who had previously asked for information about the Lewes review, so have therefore decided to change their start to the original date of March 2026.

ESCC have advised that all previously submitted requests for review are still on the list for consideration. If we want to submit any further applications, we must do so by 28th February 2026.

3. RECOMMENDATION

It is recommended that the Committee note the change of date for the Lewes Parking Review.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

N/A.



AGENDA ITEM	13
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	17 th December 2025
SUBJECT	To consider new street lighting Memorandum of Agreement from East Sussex County Council and whether to agree to the terms or take any alternative action

1. INTRODUCTION

For the last few years we have had the street lights that we own maintained by East Sussex County Council (ESCC). At the end of last year we received a new lengthy Memorandum of Agreement (MOA), with the previous one only being 1 page long and it was agreed at the Committee meeting on 4th September 2024 to sign the agreement. However, several other Councils were unhappy with the content of the MOA and we subsequently agreed to participate in seeking legal advice, along with other Councils, via the East Sussex Association of Local Councils (ESALC), with a letter being sent by solicitors to ESCC in May.

2. INFORMATION

The Committee was advised at the meeting on 23rd July that ESCC had responded advising that they would undertake a further review of the processes and delivery of the street lighting maintenance and energy agreements, including details within the MOA.

I have now heard from ESCC who have sent through a revised MOA and asset list, see attached appendices A and B. They have advised that they hope the revisions to the MOA will address previous concerns and provide clarity needed to support our decision-making process and the management and maintenance of parish and town council assets. At the moment we only arrange maintenance through them and not energy supply.

They have listed the actions required from us as follows:-

- Review the attached agreement due to come into effect 1 April 2026. Please complete the date (page 1), parish/town council name/address (page 1 and 3), and sign (page 4). Please note, charges outlined in *Schedule 1, section 4.1* represent forecast energy prices. ESCC has not yet purchased the full energy requirement for the year. Final costs, which may be subject to slight variation, will be confirmed by email once all energy required has been purchased.
- Review the attached asset list which includes proposed charges for 1 April 2025 – 31 March 2026. Charges in the attached asset list cover maintenance and/or energy costs for the period covering 1 April 2025 – 31 March 2026 only. The asset list reflects the current inventory. Any changes between now and March 2026 will be reflected in your bill due to be issued in March 2026.
- If you wish to participate, please return a signed copy of the agreement by **1 January 2026**.

- If you **do not** wish to continue in the scheme, please respond in writing confirming your intention to withdraw by the same deadline.
- Report any inaccuracies in the asset list to ESCC by **1 January 2026**.

Having checked the asset list, it appears to be in order. I have gone through the new MOA and highlighted any amendments I can see from the original as follows:-

2.4 is an additional item

3.2 the highlighted wording has been added

8.1 the wording has been amended to read that the contract will continue indefinitely, whereas the previous one stated it would be terminated after the 10th anniversary.

Core Services – a list of core service have been added.

3.5, 3.6 and 3.7 are additional items

4 Streetlight energy provision – this is a new item with 4 points

6.1 the wording highlighted has been amended – it previously read that ‘For the avoidance of doubt, the Core Services do not include the provision or exercise of the County Council’s powers under Section 42 of the Highways Act 1980.’

There has therefore been little change to the wording and the queries raised in the solicitor’s letter regarding several items, including with regard to indemnity under item 4, do not appear to have been addressed.

Street light energy provision is being considered under a separate agenda item at this meeting.

ESALC have subsequently been in contact asking if we are happy to sign the revised agreement and if not, would we be prepared to contribute to seek legal advice from Surrey Hills Solicitors who will compare the contract to the previous one and liaise with ESCC on councils’ collective behalf? To go through the amends and advise on whether they are acceptable and deal with the PCs concerns, it is likely to cost in the region of 2–3 hours work at an hourly rate of £300 + VAT. If the parish councils also want to have follow on meetings / correspondence with ESCC, this will be charged on a time basis at £300 + VAT. An indication of these costs can be given once the draft has been reviewed. Our contribution last time was £100.

Once ESALC have heard back from councils, they will be able to advise on the numbers keen to seek advice and therefore give a more accurate breakdown of what it is likely to cost each council.

3. RECOMMENDATION

We need to decide if we are in agreement with the asset list and if we are in agreement to sign the amended Memorandum of Agreement, or if we would like to seek solicitor’s further advice.

4. FINANCIAL IMPLICATIONS

We have a budget line for street lighting, 4300-401, of £5,790 which includes for maintenance and energy supply.

REVISED AGREEMENT



Appendix

A

MEMORANDUM OF AGREEMENT

relating to the discharge of duties and powers under
the Highways Act 1980 and other associated
legislation

East Sussex County Council
County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1SW

THIS AGREEMENT is made the day of 2025/26

BETWEEN :

(1) **EAST SUSSEX COUNTY COUNCIL** of County Hall St Anne's Crescent, Lewes, East Sussex BN7 1SW (the "County Council") and

(2) **PARISH/TOWN COUNCIL** of address:
.....
..... (the "Parish/Town Council").

WHEREAS

- (1) The County Council and the Parish/Town Council are local authorities as defined by the Local Government Act 1972.
- (2) By virtue of Section 1 of the Highways Act 1980 the County Council is the local highway authority for the County of East Sussex.
- (3) By virtue of Section 101 of the Local Government Act 1972 a local authority may arrange for the discharge of any of its functions by any other local authority.
- (4) The County Council and the Parish/Town Council have agreed to arrange for the discharge by the County Council of certain of the functions and powers of the Parish/Town Council upon the terms and conditions set out in this Agreement.
- (5) The County Council and the Parish/Town Council have agreed that certain administrative and professional services as specified in this Agreement shall be provided by the County Council on behalf of the Parish/Town Council.

NOW THEREFORE in pursuance of Section 101 of the Local Government Act 1972, section 3 of the Parish Councils Act 1957, and all other powers so enabling it is hereby agreed as follows:-

1. DEFINITIONS

1.1 For the purposes of this Agreement the following words and expressions have the following meanings:-

- "Agreement Period"** means the period commencing on the Commencement Date and continuing thereafter until terminated in accordance with clause 8 (Term and Termination);
- "Assistant Chief Executive, Governance Services"** means the officer for the time being of the County Council responsible for legal matters, and their authorised representatives;
- "Commencement Date"** means the date of this Agreement;
- "Contractor"** means the contractor duly appointed by the County Council to undertake some or all of the Core Services;
- "Core Services"** means the services described in the Schedule 1;
- "Working Day"** means any day other than a Saturday, Sunday or public holiday in England and Wales; and

1.2 In this Agreement:

- (a) unless the context otherwise requires, the singular includes the plural and vice versa;
- (b) headings and use of bold type face shall be ignored;
- (c) references to any enactment shall include references to such enactment as it may, after the date of this Agreement, from time to time be amended, supplemented or re-enacted;
- (d) a reference to clause, sub-clause, paragraph or sub-paragraph is, unless indicated to the contrary, a reference to a clause, sub-clause, paragraph or sub-paragraph of this Agreement; and

- (e) references to the word "include" or "including" are to be construed without limitation.

2. CORE SERVICES

- 2.1 The County Council shall provide the Core Services to the Parish/Town Council for the Agreement Period, including providing the necessary administrative and technical staff to enable the Core Services to be carried out by the County Council and its approved Contractor.
- 2.2 At all times the Parish/Town Council and the County Council shall adhere to any relevant policies (including in respect of operational and safety), as may exist and be amended from time to time and which will be provided to the Parish/Town Council on request.
- 2.3 The Parish/Town Council shall pay for the Core Services the amounts determined in accordance with Schedule 1. Payments for the Core Services and any other amounts payable under this Agreement shall be made upon receipt of an invoice or other written demand from the County Council in full and in cleared funds to the bank account nominated in writing by the County Council.
- 2.4 The County Council may review the Core Services from time to time but at least on an annual basis. The Parish/Town Council shall be provided with prior written notice of any changes to the Core Services made by the County Council.

3. FAILURE TO PERFORM

- 3.1 If either party fails to carry out an obligation under this Agreement the other party may give notice in writing specifying:
- (i) the nature of the failure;
 - (ii) the action which is reasonably required to be taken in order to rectify the failure; and
 - (iii) the reasonable time within which the failure is to be rectified.
- 3.2 The party receiving a notice under clause 3.1 shall carry out the required action within the time specified where it deems that action to be required reasonably. Where the reasonableness of the notice is in doubt, the parties shall negotiate in good faith an agreement to resolve the alleged failure. If the notice is accepted by the receiving party but the failure has not been rectified by the end of the period specified in the notice, the party who served the notice may rectify the failure themselves. However, if the serving party does not rectify the failure, the receiving party shall nonetheless indemnify the serving party under clause 4.

4. INDEMNITY

- 4.1 The County Council indemnifies the Parish/Town Council for claims made against the Parish/Town Council arising in the performance of the Core Services except to the extent that such claims are due to the negligence of the Parish/Town Council or to a failure by the Parish/Town Council to perform or observe its obligations under this Agreement.
- 4.2 The Parish/Town Council shall indemnify and keep indemnified the County Council against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or at common law in respect of:
- (i) any loss of or damage to property (whether real or personal); and
 - (ii) any injury to any person, including injury resulting in death,
- in consequence of or in any way arising out of the provision of the Core Services by the County Council, its servants or agents except insofar as such loss, damage or injury shall have been caused by negligence on the part of the County Council, its servants or agents (not being the Parish/Town Council or employed by the Parish/Town Council).

5. INSURANCE

- 5.1 The Parish/Town Council shall take out and maintain insurance against all and any third party claims for any liability, loss, claim, damage or proceedings concerning the streetlighting apparatus listed in Schedule 1 in respect of all loss of and damage to property and injury to persons (including death) under which the cover shall not be less than ten million pounds (£10,000,000) in respect of any one incident (public liability insurance).

6. PROVISION OF INFORMATION

- 6.1 The parties acknowledge that both parties are subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the Local Audit and Accountability Act 2014 and where applicable the Local Government Transparency Codes and shall assist and cooperate with each other to enable compliance with their information disclosure obligations.
- 6.2 The Parish/Town Council and the County Council shall make available to each other any information in such form and within such time specified within this Agreement or as either of them may reasonably require for the purposes of this Agreement.

7. ASSIGNMENT

- 7.1 The Parish/Town Council shall not assign or transfer this Agreement or any of the rights or obligations herein.

8. TERM AND TERMINATION

- 8.1 This Agreement shall commence on the Commencement Date and, unless terminated earlier, shall continue indefinitely or until the Agreement is terminated under clause 8.2.
- 8.2 Without prejudice to any other provisions of this Agreement, this Agreement may be terminated by either party giving at least three (3) months' written notice to the other party to expire.
- 8.3 Any termination of this Agreement howsoever caused shall not affect any rights or liabilities which have accrued prior to the date of termination.

9. NOTICE

- 9.1 Notices to be served on either party shall be in writing and addressed to and served on:
 - 9.1.1 in the case of the **Parish/Town Council**: (address)
 - or
 - 9.1.2 in the case of the **County Council**: the Assistant Chief Executive, Governance Services, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SW,
- by recorded delivery, prepaid post, or delivered by hand or email, and shall be deemed to have been served on the third Working Day after the postmark (if posted) or on receipt (if delivered) by hand or email.

10. MEDIATION

- 10.1 The parties will use their best endeavours to resolve by agreement any dispute, difference or question between them with respect to any matter or thing arising out of or relating to this Agreement including a reference to, in the first instance, mediation by an independent person to be agreed between the parties or, in the case of failure of the parties to agree, by a representative of a professional body appropriate in the circumstances of the case. Such an independent person shall be given all information and assistance by the parties in carrying out their duties and may be given by agreement between the parties the duty to recommend or approve terms of settlement between the parties.

IN WITNESS WHEREOF the parties hereto have hereunto caused their duly authorised representatives to set their hands on the day and year first before written.

For and on behalf of

EAST SUSSEX COUNTY COUNCIL

Signature:

Name:

Position:

For and on behalf of

..... **PARISH/TOWN COUNCIL**

acting by and under the signature of:

Signature:

Name:

Position:

Signature:

Name:

Position:

SCHEDULE 1 - CORE SERVICES

1 The Core Services include:

ATTENDANCE

Fault repairs:	General faults, priority repairs and emergency repairs (excluding faults attributed to the electricity company network)	within 10 calendar days within 24 hours within 1 hour
Work orders:	Excluding connections to the electricity company network	minimum 15 working days
Planned Maintenance:	Visual, structural and electrical inspection	6 years

FREQUENCY

Night scouting:		monthly
Planned electrical and structural inspection:		every 72 months
Cable network (private) and pillar inspections		6 year cycle

DETAILS

General maintenance:	Fuse, p.e. cell, emergency make safe response	Included in annual maintenance charge
Works Orders:	Replacing life expired equipment, major repairs and replacements, painting, vandalism, column re-sites and new installations, road traffic accident repairs, tree cutting, etc.	Separate quotation requiring client approval

GENERAL

Provision of a 24-hour fault reporting centre is provided via the East Sussex Highways Contact Centre: 0345 60 80 193 or at www.eastsussexhighways.com

Operational enquiries, for example, estimates, scheme design checks, and general enquiries, are provided by East Sussex Highways Lighting and Traffic Signals department. Please contact Daniel Caulfield: daniel.caulfield@balfourbeatty.com

2 The Core Services relate only to the streetlights within the area identified within the attached spreadsheet.

3 Streetlight maintenance and replacement

3.1 From 1 April 2026, £20.00 per feeder unit, £29.00 per unit under 8 meters, and £40.00 per unit over 8 meters, per annum, for maintenance of the streetlights identified above. The charge will include works covered in the Core Activities.

3.2 Maintenance service does not include repair of damages or replacement of spare parts resulting from any cause external to the supplied equipment or any act of vandalism. The Parish/Town Council shall insure the streetlights against claims arising from third party damage and public liability, as set out in clause 5 of this Agreement.

3.3 The charges for streetlighting maintenance will be reviewed on an annual basis and adjusted in line with any increase in the costs incurred by the Council.

3.4 Where apparatus is life expired or otherwise requires replacement, a quotation can be provided to the Parish/Town Council upon their request, for their acceptance prior to carrying out works. The costs of such replacement works are not included in the maintenance charges described in paragraph 3.1. above. The Parish/Town Council will reimburse the County Council, as an additional charge, for the costs it incurs in carrying out the replacement works.

X 3.5 The County Council will invoice the Parish/Town Council for yearly maintenance charges which reflect the inventory provided by the Parish/Town Council. Any changes to the inventory should be communicated to the County Council by the Parish/Town Council.

X 3.6 If the Parish/Town Council requires inventory checks, this may lead to additional costs.

X 3.7 The County Council will provide yearly reports in arrears for activities undertaken as part of the Core Services for the streetlights listed above.

4 Streetlight energy provision

4.1 From 1 April 2026, the Parish/Town Council will reimburse the County Council at 24.85pp/kWh for each unit of electricity (measured in pence per kilowatt hour, or p/kWh). This figure is a forecast and is subject to change and will be confirmed in April 2026.

4.2 Should the Parish/Town Council decide to remove, or not to replace, any or all of the streetlights, it will be responsible for any costs incurred in removing the equipment or in terminating the electrical supply.

4.3 These charges will be reviewed on an annual basis, in line with any increase in the costs incurred by the Council.

4.4 The County Council will invoice the Parish/Town Council for yearly energy usage which reflect the inventory provided by the Parish/Town Council. Any changes to the inventory should be communicated to the County Council by the Parish/Town Council.

5 Customer Service Management

5.1 The County Council shall provide a comprehensive customer management service throughout the Agreement Period to address and action all queries, enquiries, and complaints relating to the Core Services under this Agreement.

5.2 The County Council shall respond to all queries, enquiries and complaints in accordance with its own adopted policies and protocols.

5.3 The County Council shall keep all appropriate records and data relating to the Core Services as required by the County Council and keep these available for inspection by the County Council at any reasonable time.

5.4 The County Council shall maintain records for the Core Services which includes but is not limited to:

- the dates that the work was carried out and the location;
- details of the services carried out; and
- the name of the Contractor who carried out the work.

6 Highway Act 1980

- X 6.1 For the avoidance of doubt, the maintenance of public highways under Section 42 of the Highways Act 1980 is not part of the services being provided under this contract. District and Borough Councils should seek permission from East Sussex County Council to maintain areas of the Highway which the County Council is responsible for.

Appendix B

central_asset_id	asset_id	site_name	ward_name	area_name	town_name	feature_location	feature_type_name	ownership	control_type	lantern_type	lamp_type	escr_energy_account	feat_cent_east	feat_cent_north
1E+09 A	A	BUCKHURST ROAD	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	R/O 1A On Footpath	SL Standard Column	Telscombe TC	E1/SS9	Not Specified	Not Specified	No	539736.49	101557.3
1E+09 A	A	TELSCOMBE CLIFFS WAY	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	1St From Warren Way	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL SOX	LED	No	540497.42	102571
1E+09 B	B	TELSCOMBE CLIFFS WAY	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	Opp 179	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL SOX	LED	No	540461.7	102492.6
1E+09 F	F	CENTRAL AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	S/O Car Park	SL Standard Column	Telscombe TC	DIM 12 - 5	AXIA LED	LED	No	540422.67	101918.3
1E+09 D	D	PARK AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	4Th From Ambleside	SL Standard Column	Telscombe TC	E1/B35	SRL8	SONT	No	540447.74	101866.9
1E+09 E	E	PARK AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	5Th From Ambleside	SL Standard Column	Telscombe TC	E1/SS6	SRL8	SONT	No	540417.53	101867.3
1E+09 1	1	GORHAM'S LANE	Kingston	ED Ouse Valley West & Dc	TELSCOMBE VILLAGE	O/S 2/3 Hillview	SL Standard Column	Telscombe TC	E1/B35	PS **E950-28-R2P-	LED	No	540566.85	103603.8
1E+09 4	4	GORHAM'S LANE	Kingston	ED Ouse Valley West & Dc	TELSCOMBE VILLAGE	Entrance To Stud Farm	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	PS **E950-28-R2P-	LED	No	540522.19	103361.4
1E+09 2	2	GORHAM'S LANE	Kingston	ED Ouse Valley West & Dc	TELSCOMBE VILLAGE	S/O Manor Cotages	SL Wall Bracket	Telscombe TC	TS 200	OTHER	MBFU	No	540539.66	103472
1E+09 3	3	GORHAM'S LANE	Kingston	ED Ouse Valley West & Dc	TELSCOMBE VILLAGE	Att Old School House	SL Wall Bracket	Telscombe TC	Not Specified	Not Specified	Not Specified	No	540520.54	103408.7
1E+09 A	A	AMBLESIDE AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	1St From Ambleside	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL8	SONT	No	540509.96	101837.3
1E+09 B	B	AMBLESIDE AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	2Nd From Ambleside	SL Standard Column	Telscombe TC	E1/B35	SRL8	PL-ET 23W	No	540493.32	101848.4
1E+09 C	C	AMBLESIDE AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	3Rd From Ambleside	SL Raise and Lower	Telscombe TC	E1/B35	EVOLO	COSMOPOLIS	No	540469.57	101861
1E+09 A	A	THE ESPLANADE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	O/S 3	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL SOX	LED	No	540174.67	101133.5
1E+09 B	B	THE ESPLANADE	East Saltdean & Telscombe Clif	ED Telscombe	TELSCOMBE CLIFFS	O/S 11	SL Standard Column	Telscombe TC	E1/B35	ME B	CDO-TT	No	540063.05	101159
1E+09 A	A	FINDON AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	Opp 3/ 4	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	MI26	LED	No	539150.02	102389.2
1E+09 B	B	FINDON AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	O/S 38	SL Standard Column	Telscombe TC	E1/B35	AXIA LED	LED	No	539201.09	102435.5
1E+09 C	C	FINDON AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	O/S 13/14	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	BETA 5	LED	No	539202.98	102489.5
1E+09 D	D	FINDON AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	O/S 45	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	MI26	LED	No	539275.85	102508.5
1E+09 E	E	FINDON AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	Opp 28	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	BETA 5	LED	No	539355.4	102569.6
1E+09 A	A	NORTHWOOD AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	On Green Opp 69	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	BETA 5	LED	No	539231.28	102378.7
1E+09 B	B	NORTHWOOD AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	O/S 57/58	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL SOX	LED	No	539309.83	102480.7
1E+09 C	C	NORTHWOOD AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	Opp 54	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	SRL SOX	LED	No	539362.09	102498.5
1E+09 D	D	NORTHWOOD AVENUE	East Saltdean & Telscombe Clif	ED Telscombe	SALTDEAN	O/S 76	SL Standard Column	Telscombe TC	E1/B35	AXIA LED	LED	No	539270.74	102400.4
1E+09 A	A	Homebush Avenue	East Saltdean & Telscombe Clif	ED Not Defined	SALTDEAN	Jun Langridge Avenue	SL Standard Column	Telscombe TC	Acro Nema All Night Blue	BETA 5	LED	No	538784.23	102427.5
1E+09 B	B	Homebush Avenue	East Saltdean & Telscombe Clif	ED Not Defined	SALTDEAN	O/S 14/16	SL Standard Column	Telscombe TC	E1/B35	OPALO	PLT42W	No	538924.04	102480.1

Recharge	No of	£/unit	Value
Feeder pil	0	£17	£ -
Columns	0	£34	£ -
Columns	26	£25	£ 650.00
Maintenance Total			£ 650.00
Energy Recharge			£ -
Total recharge			£ 650.00
Recharge inc VAT			£ 780.00



AGENDA ITEM	14
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	17 th December 2025
SUBJECT	To consider change of energy supplier for street lighting

1. INTRODUCTION

We have been experiencing problems with EDF who are our energy supplier for the street lighting since August. They changed our billing from quarterly to monthly without previous advice and when we queried it, they advised that they had changed our contract, again without previous advice. Also, they started charging us a Fixed Distribution Charge – Deemed Availability Charge at £2.511 per kVA which is apparently a daily charge by an energy supplier for providing power to a property before a formal contract is in place. We have been querying the changes and contradictory information from them and found it extremely difficult to get any response and have not had an invoice from them for a couple of months. However, it would appear that the fixed distribution charge will now be a permanent charge.

2. INFORMATION

We therefore sought alternative suppliers for street lighting energy supply. Unfortunately, this is a very limited market and having made enquiries of other Councils via the East Sussex Association of Local Councils, EDF, East Sussex CC and Lumina Energy were the only providers they use. ESCC have provided a price of 24.85p per kWh for each unit used, however, we are yet to agree the Memorandum of Agreement (MOA) regarding streetlight maintenance and this needs to be sorted before we could think of signing up with them for this. They have not quoted for a daily standing charge.

A price has been provided from Lumina as follows, based on a year's supply:-

Supplier	Duration	Standing Charge (p/day)	Unit Rate (p/kwh)	Annual Cost (£)
Valda Energy	12 Months	75	38.5	3696
Valda Energy	24 Months	72	38.0	3650
Valda Energy	36 Months	70	37.5	3589

For a similar number of units from EDF it works out at £5,500.

3. RECOMMENDATION

It is recommended that we consider changing energy suppliers for street lighting, given that Lumina is offering a favourable rate. Although ESCC's tariff appears to be the lowest, a MOA needs to be finalised before this option can be confirmed. Members should also note that all quoted prices remain subject to change until a contract is formally agreed.

It is further recommended that we review our current lighting schedule, which operates on a dusk-to-dawn basis. ESCC has implemented a part-night lighting scheme whereby certain street lights are switched off between midnight and 5.30 am. Adopting a similar approach could reduce our energy consumption and associated costs, however, clarification is required on whether any lamp or equipment upgrades would be necessary to support this change, as this would incur additional expenditure.

4. ENVIRONMENTAL IMPACT

If the electricity comes from fossil fuels (coal, oil, natural gas), powering streetlights contributes to CO₂ emissions and other greenhouse gases.

5. FINANCIAL IMPLICATIONS

We have set a budget for 2025/26 of £6,080, which is to include energy supply and maintenance. The maintenance aspect will be £650 based on the cost provided by ESCC in their MOA, which leaves £5,430 for energy supply.