



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of **Telscombe Town Council** held on **Wednesday 21<sup>st</sup> January 2026** at 7.30pm in the Council Chamber at Telscombe Civic Centre.

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

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

## **2557. PUBLIC QUESTION TIME**

There were no questions from the member of public present.

## **2558. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Lawrie who was away and Cllr Robinson who had a prior engagement. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Clarkson had not sent apologies and arrived a few minutes after the meeting started. The Deputy Mayor, Cllr Watts, chaired the meeting due to the absence of the Mayor.

## **2559. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **2560. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 10<sup>th</sup> DECEMBER 2025**

It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting on 10<sup>th</sup> December 2025 were a true record of the proceedings and were signed as correct by the Deputy Mayor, Cllr Watts.

*7.32pm – Cllr Clarkson arrived and joined the meeting.*

## **2561. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS**

### **a) Planning & Highways – 26<sup>th</sup> November & 17<sup>th</sup> December 2025**

Cllr Gallagher proposed that the minutes of the meeting on 26<sup>th</sup> November 2025 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.

Cllr O'Connor proposed that the minutes of the meeting on 17<sup>th</sup> December 2025 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **b) Policy & Resources – 12<sup>th</sup> November 2025**

Cllr Clarkson proposed that the minutes of the meetings on 12<sup>th</sup> November 2025 be accepted and the recommendations adopted, seconded by Cllr Page and **RESOLVED** that the minutes be accepted and recommendations adopted.

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## 2562. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

| 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 '26             |
| 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. Agreed at full Council on 17.9.25 to continue to try and progress this.<br><i>PTC have not responded so decide how to proceed</i> | March '26             |
| 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 <sup>th</sup> December 2025.   | See new agenda item   |
| 19.11.25        | Min 2535, p 4471 – To consider devolvement of assets from LewesDC   | SN           | As agreed at last meeting, further info is to be obtained from LDC & a possible meeting to be arranged.  | March '26             |
| 10.12.25        | Min 2546, p 4487 – To agree budget and precept figures for 2026/27  | SN           | The precept request for agreed figure of £337,641 was submitted to LDC on 11.12.25.  | Complete              |
| 10.12.25        | Min 2547, p 4488 – To agree response to LGR consultation  | SN           | The agreed response was submitted on 23.12.25.   | Complete              |
| 10.12.25        | Min 2549, p 4488 – To agree draft Governance document between TTC & Telscombe Greenspace Volunteers                                 | SN           | Agreed document has been put on our website.   | Complete              |
| 10.12.25        | Min 2550, p 4488 – To consider commenting on the E.Sx Pension fund (ESPF) Funding Strategy Statement                                | SN           | ESPF were advised we did not want to comment.  | Complete              |
| 10.12.25        | Min 2551, p 4488 – To consider commenting on the E.Sx Pension fund Pension (ESPF) Admin Strategy Consultation                       | SN           | ESPF were advised we did not want to comment.  | Complete              |
| 10.12.25        | Min 2552, p 4488 – To agree new photocopier lease renewal   | SN           | Notice given for current contract & Copier King advised we wanted to re-new with a 5 year lease & a Toshiba e-Studio 3025AC machine.   | Complete              |
| 10.12.25        | Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed cafe in Chatsworth Park & decide how to proceed | SN           | As agreed, SLA has been signed & sent to LDC. Working group to be set up to establish a business case for the café.  | Complete<br>March '26 |



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## **2562. To note action list and agree any further actions required**

Regarding Min 2480, p 4394 – To review possible merger with Peacehaven TC:- Councillors would like to continue to pursue this and Cllr Gallagher agreed to speak to the Town Clerk at PeacehavenTC. The due date will be changed to July 2026.

Regarding Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed café:- The Town Clerk advised she had requested a finalised SLA from LDC with dates included so that she could sign and return it.

The remainder of the action list was noted.

## **2563. TO APPROVE PAYMENTS AND RECEIPTS FOR DECEMBER 2025**

Payments for December 2025 totalling £20,884.79 and receipts of £8,381.69 were proposed as correct by Cllr Clarkson, seconded by Cllr O'Connor it was unanimously **RESOLVED** that they be approved and were signed by the Deputy Mayor, Cllr Watts.

## **2564. TO AGREE INCOME AND EXPENDITURE FIGURES TO 31<sup>st</sup> DECEMBER 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 the reasons for any significant differences between budget and spend figures to date.

It was proposed by Cllr Judd, seconded by Cllr Page and unanimously **RESOLVED** that the actual total figures at 31<sup>st</sup> December 2025 of £369,174 income and expenditure of £215,873 be agreed as correct.

## **2565. TO AGREE BANK RECONCILIATION TO 31<sup>st</sup> DECEMBER 2025**

Cllr Watts advised that he had checked the reconciliations before the meeting and found everything to be in order and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The reconciliation statement was attached to the agenda for Councillors' information and it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RESOLVED** that the bank reconciliation showing total bank and cash balances at 31<sup>st</sup> December 2025 of £645,687.08 be accepted as correct.

## **2566. BUSINESS PLAN UPDATE/REVIEW**

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that no amendments were required to the Council's section of the business plan and the remainder of the plan was acknowledged.

## **2567. TO APPROVE INSURANCE RENEWAL WITH ZURICH INSURANCE**

It was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RESOLVED** that the cover was acceptable and to renew the insurance with Zurich, being year 4 of a 5 year contract, in the sum of £4,257.33

## **2568. TO ADOPT UPDATED IT POLICY**

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** to (a) adopt the



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## **2568. To adopt updated IT Policy**

updated IT Policy (previously known as the Email & Internet Usage Policy) which was based on the new NALC model and to review it in 3 years' time and (b) for all Councillors and staff to acknowledge via email that they had read and understood the Policy.

## **2569. TO ADOPT UPDATED SICKNESS & ABSENCE POLICY**

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** to adopt the updated Sickness & Absence Policy with items 3.2 and 3.3 added clarifying that sickness absence is on a 12 month rolling basis, and that it is reviewed in 3 years' time.

## **2570. TO APPROVE ESTIMATE FOR WET POUR REPAIRS IN OUR 3 COUNCIL OWNED PLAYGROUNDS**

It was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RESOLVED** to accept the estimate from RTC Safety Surfaces in the sum of £17,661 plus VAT for wet pour repairs in our 3 playgrounds, Chatsworth South, Chatsworth North and Robert Kingan.

## **2571. UPDATE ON REQUEST TO MOVE VODAFONE EQUIPMENT AT THE CIVIC CENTRE INCLUDING INSTALLING NEW EQUIPMENT AND TO AGREE WAY FORWARD**

There was lengthy discussion regarding the request from United Infrastructure on behalf of Vodafone to remove the existing cabinet on the patio and install a large cabinet further away from the fencing and to install a 20m high Taurus pole. The Town Clerk confirmed that at a meeting with United Infrastructure they confirmed that a trial hole would need to be dug to see if the site is suitable for the 20m high Taurus pole; a new agreement would need to be set up if they were to go ahead and if we did not agree, the existing equipment would remain as is. Whilst it was noted that mobile phone use is now a standard part of daily life requiring a reliable mobile network coverage, there were concerns regarding loss of use of more of the patio area; the visual impact of a 20m high pole; possible noise pollution from the cabinet equipment and exposure to electromagnetic fields (EMF). It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** to await the outcome of the trial hole exploration which was being undertaken shortly and to place the item on the agenda again for the next meeting to consider the position and a way forward.

## **2572. NEIGHBOURHOOD PLAN UPDATE AND AGREE ANY ACTIONS REQUIRED**

It was noted that the Examiner's report recommended some modifications to the Plan which, in the main, were intended to ensure the Plan was clear and precise and provides a practical framework for decision-making as required by national policy and guidance. The changes did not significantly or substantially alter the overall nature of the Plan. Subject to the modifications, the examiner recommended that the Plan could go forward to a referendum. The Steering Group met to discuss and agree the modifications and it was agreed to engage a Planning Consultant and media professional to undertake the work. This was subsequently reported to and agreed at the Planning & Highways Committee meeting on 17<sup>th</sup> December. The modifications were carried out and the updated plan has been sent to Lewes District Council (LDC) for agreement. The date of the referendum will depend on whether there are County Council elections in May and we are waiting to hear about this. It was also noted that a query had been raised as to who actually pays for the referendum and we are also awaiting clarification from LDC on this.



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## 2573. REPORTS FROM:-

Deputy Mayor:- Cllr Watts advised that he had recently spoken to the Mayor and she had confirmed her intention for her charity fundraising monies to support environmental causes and is currently considering groups/projects accordingly. He also advised that we went to the Kent & Sussex Air Ambulance event in Redhill today and explained that 9% of their funding is corporate with the remainder 91% being donations

County Councillor:- Cllr Robinson was not present and had advised that she had nothing to report.

District Councillors:- Cllr O'Connor updated members regarding the Lewes District Council Local Plan consultation which is running until 28<sup>th</sup> February and advised that there is a public event at Community House in Peacehaven on the afternoon of 6<sup>th</sup> February.

### Representatives on outside bodies:-

Lewes District Association of Local Councils (LDALC) - Cllr Gallagher advised she had attended a recent meeting and the group is trying to get back on track. She advised that the impending Local Council Re-organisation is creating concern and has increased attendance at the LDALC meetings.

## 2574. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters, but Cllr O'Connor advised he had received a complaint regarding parking at the top of Central Avenue which had been reported.

The Deputy Mayor closed the meeting at 8.38 pm.

Signed .....  
Deputy Mayor

*Date of next Council meeting – 18<sup>th</sup> March 2026*