



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 4th March 2026** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, M Lawrie, L O'Connor, B Page, C Robinson & N Watts *Deputy Mayor*

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

1983. PUBLIC QUESTION TIME

There were no public present

1984. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd who was away and Cllr Gallagher who was attending the SDNPA parish meeting. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026.

1985. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1986. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 14th JANUARY 2026

It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 14th January 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1987. TO APPROVE & SIGN MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 14th JANUARY 2026

Cllr Page proposed that the minutes of the meeting on 14th January 2026 be accepted and the recommendations adopted, seconded by Cllr Watts and unanimously **RESOLVED** that the minutes of the Grants Sub-Committee on 14th January 2026 were a true record of the proceedings and were signed as correct by the Committee Chair, Cllr Page.

1988. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye	SN	The A1 and A5 signs have been ordered & delivered – the quality of the A5 signs is very poor & I have submitted a complaint to the manufacturer, but heard nothing to date. & will need to be installed.	See overleaf



TELSCOMBE TOWN COUNCIL

1988. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye (Contd)	SN	<i>Replacement signs for the poor quality ones have now been received from the manufacturer & need to be installed.</i> The snap frames have been ordered & delivered & will need to be installed.	Complete
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. <i>Works are due to start the week commencing Monday 16th March and should be completed by the end of the month.</i>	March 2026
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting needs to be arranged to begin the review.	March 2026
14.1.26	Min 1973, p 4504 – To consider replacement for Microsoft Publisher	SN	Other recommendations from Cllr Clarkson have been looked into.	See new agenda item
14.1.26	Min 1974, p 4504 – To consider installing a plaque on a Tye bench in memory of Mr G Webb	SN	Mr Webb's wife is going to come back to me with the family's preference of wording and whether to site on the Tye or at Chatsworth Park.	May 2026
14.1.26	Min 1975, p 4504 – To consider returning two key deposits for the Tye gate	SN	Letters issued and no response received.	See new agenda item
14.1.26	Min 1976, p 4504 – To consider estimates for gate repairs on Telscombe Tye	SN	Purchase order was sent to Ace Landscapes and works have been completed.	Complete
14.1.26	Min 1977, p 4504/5 – To discuss update regarding Tye hedge planting scheme and agree how to proceed	SN	Working group meeting took place & agreed for alternative coastal plants to be purchased & order has been placed. Request put out for volunteers to help with planting.	See new agenda item
14.1.26	Min 1978, p 4505 – To consider updated Email & Internet Usage Policy, to be renamed the IT Policy	SN	Policy was taken to full Council on 21.1.26 and adopted.	Complete



TELSCOMBE TOWN COUNCIL

1988. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
14.1.26	Min 1979, p 4505 – To consider updated Sick-ness & Absence Policy	SN	Policy was taken to full Council on 21.1.26 and adopted.	Complete

Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye:– it was noted that the signs and snap frames needed to be installed and it was **agreed** to get prices for this to be undertaken. It was also **agreed** for one of the large signs regarding driving motor vehicles on the Tye being an offence, be installed on the legs of the information board just off the South Coast Road by gate number two.

Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant:- it was noted that due to funding issues, a pathway from the pavement off the South Coast Road to gate number one by Gorham Court was not going to be installed. There was also a query and discussion regarding the necessity of the ‘boxes’ to the kissing gates on Gorham Way. It was **agreed** that as the work had been approved at the committee meeting on 12th November 2025, it should proceed as agreed and if these were found to hinder disabled access, it would be brought back to a future meeting for discussion.

Min 1963, p 4466 – To consider updating the Tye Management Plan:- Cllr Clarkson advised he thought it would be advantageous to get an ecology report to aid progression of a new management plan.

The remainder of the action list was noted.

1989. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JANUARY 2026

The actual year to date Committee figures at 31st January 2026 were income of £334,633 and expenditure of £170,109. The Town Clerk’s report gave explanations for any significant differences between budget and actual spend figures to date and was accompanied by the full income and expenditure printouts to 31st January 2026 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves. The figures were noted by the Committee.

1990. BUSINESS PLAN REVIEW

It was unanimously **RECOMMENDED** that no alterations to the business plan were required.

1991. TO REVIEW THE SMOKE FREE POLICY

It was noted that several updates had been made to the policy. Following discussion it was proposed by Cllr O’Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve the updated Smoke Free Policy to clarify that smoking included cigarettes, cigars, pipes and ‘E’ electronic cigarettes/vaping; hallways and restrooms were given as examples of enclosed premises for non-smoking and a new item be added regarding employees not being entitled to additional paid smoking breaks. It was also **agreed** that the updated Policy be taken to full Council for adoption.



TELSCOMBE TOWN COUNCIL

1992. TO REVIEW AND AGREE THE EMPLOYMENT HANDBOOK

It was proposed by Cllr Page, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve the updated Employment Handbook which included the following updated Policies – Member Officer Protocol Policy adopted on 19.11.25; the Smoke Free Policy agreed this evening; IT Policy adopted on 21.1.26 and Equal Opportunities Policy adopted on 17.9.25, as well as updated wording which had been streamlined for clarity, while all headings and the substance of the content remained unchanged. It was also **agreed** and that it be taken to full Council for adoption.

1993. TO NOTE UPDATE REGARDING TYE HEDGE PLANTING SCHEME AND AGREE RETURN OF UNUSED GRANT TO THE INTERNATIONAL TREE FOUNDATION

It was noted that following discussion at a working group meeting, the plants were changed to coastal tolerant plants which was agreed by the International Tree Foundation (ITF). This resulted in a cost saving. That, along with a saving for VAT which we can reclaim, left an outstanding balance of grant which should be returned to the ITF. It was also noted that the plants had been delivered and planting will take place on the weekend of 14th/15th March. It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree that the amount of £824.27 be returned to the Internal Tree Foundation to the bank account details provided, being the balance of the unused grant received.

1994. TO REPORT FENCING WORK UNDERTAKEN ON THE TYE AT GORHAM WAS AS AUTHORISED BY THE TOWN CLERK & COMMITTEE CHAIR UNDER THEIR DELEGATED AUTHORITY

An estimate for some gate replacements and spurs to be fitted to loose fence posts on the Tye along Gorham Way was agreed at the last committee meeting. A complaint was subsequently received regarding some broken rails to fencing along Gorham Way and an estimate was received by the same contractor, Ace Landscapes, to replace 9 rails and one post in the sum of £507.72. The estimate was approved by the Committee Chair, Cllr Clarkson and the Town Clerk in accordance with their delegated authority. This action was noted and agreed by the Committee.

1995. TO CONSIDER ESTIMATE FOR TYE FENCING ALONG THE SOUTH COAST ROAD

Unfortunately, further damage was reported regarding broken posts and rails to fencing on the Tye, but this time it is along the South Coast Road. Contractors were asked to quote for repairs/replacement and only one estimate was received. It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the estimate from Ace Landscapes in the sum of £1,521.79 plus VAT to repair the 11 posts, 5 broken rails and stock wiring to fencing and dispose of all removed materials on the Tye along the South Coast Road.

1996. TO NOTE POSITION REGARDING A PROPERTY IN TYE CLOSE ADJOINING THE TYE AND AGREE ACTION TO BE TAKEN

There was lengthy discussion regarding a property that is being built on land at Tye Close adjacent to the Tye and that during the process, the Council's fencing has been removed, a trench has been dug and filled with concrete and Heras fencing has been put on the Tye, all without Council permission.



TELSCOMBE TOWN COUNCIL

1996. To note position regarding a property in Tye Close adjoining the Tye and agree action to be taken (Contd)

The Committee Chair and Vice-Chair had approved a letter to be sent to the land-owner with regard to reinstatement of the Council-owned fencing which had been done via email as we were not aware of his postal address, but no response had been received.

It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to send the same letter to the landowner's agent and give them 14 days to respond and to seek advice from NALC's legal team with a view to instructing a solicitor to look into the situation and clarify responsibility for the Tye boundary fencing.

1997. UPDATE ON KEY DEPOSITS FOR TYE GATE PADLOCK AND AGREE WAY FORWARD

It was agreed at the last committee meeting to make one last attempt to recover the Council owned keys for the padlock so that 2 key deposits could be returned. Two residents were given 21 days and advised that if they did not return the key, they would forfeit their deposit due to non-return of Council property. As 21 days had elapsed and nothing had been heard from the residents and no keys returned, it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree that the 2 key deposits be forfeited due to non-return of Council owned keys and that a virement of £200 be made from earmarked reserve 9043-910 for bridleway 8 key deposits to 9014-910 Telscombe Tye. The former earmarked reserve will therefore be removed for 2026/27.

1998. UPDATE REGARDING USE OF CANVA FOR NEWSLETTER PRODUCTION AND AGREE ACTION TO BE TAKEN

It was noted that although it had been agreed to sign up to Canva in the new financial year to produce the newsletter as Microsoft Publisher is being withdrawn in October, the Admin Assistant had found that she was unable to insert photos into a document. She had tried using an alternative suggested at the last Committee meeting being Libre, which she found more user friendly, although still not a perfect replacement for Publisher. It was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** to still sign up to Canva as this could be used for alternative publications and to let the Admin Assistant use whichever method was preferable to produce the newsletter.

1999. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

2000. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted and the member of the public left the meeting.



TELSCOMBE TOWN COUNCIL

2001. TO APPROVE CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 18th FEBRUARY 2026

Cllr Lawrie proposed that the minutes of the meeting on 18th February 2026 be accepted and the recommendations adopted, seconded by Cllr O'Connor and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Employment Sub-Committee Vice Chair, Cllr Lawrie, in the absence of the Committee Chair.

There being no further business, the meeting closed at 8.38 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 6th May 2026