

# TELSCOMBE TOWN COUNCIL



Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES  
Tel: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

6<sup>th</sup> March 2026

All members of Telscombe Town Council are summoned to attend the **Full Council meeting** to be held on **Wednesday 18<sup>th</sup> March 2026 at 7.30pm** in the Council Chamber at Telscombe Civic Centre.

Stella Newman  
Town Clerk

## AGENDA

1. Public question time Members of the public are welcome to attend and may ask questions relevant to the Council's remit - maximum time allocated 15 minutes
2. Apologies for absence
3. To receive members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the Extra-Ordinary Council meeting held on Wednesday 11<sup>th</sup> February 2026 - *attached*
5. To agree minutes from the following Committees and adopt recommendations – *all attached:-*
  - a) Amenities & Civic Centre – 3<sup>rd</sup> December 2025
  - b) Planning & Highways – 7<sup>th</sup> & 28<sup>th</sup> January, 18<sup>th</sup> February 2026
  - c) Policy & Resources – 14<sup>th</sup> January 2026
6. To note actions carried out or required from previous meetings and agree any further measures required
7. To approve payments and receipts for January 2026 – *see attached*
8. To agree income and expenditure figures to 31<sup>st</sup> January 2026 – *see attached*
9. To review general and earmarked reserves; agree amounts to be put into earmarked reserves for the 2026/27 financial year and agree virement of funds – *see attached*
10. Business Plan update/review – *see attached*
11. To note internal auditors interim report for 2025-26 and agree action to take on recommendations – *see attached*
12. To consider estimate from the Parkinson Partnership on advice re VAT on café project – *see attached*
13. To consider if the Council meets the requirements for the new Assertion 10 on the Annual Governance & Accountability Return (AGAR) – *see attached*
14. To approve Health & Safety Policy – *see attached*
15. To approve Risk Assessment – *see attached*
16. To approve Asset Register and Land & Buildings Asset List – *see attached*
17. To adopt the Smoke Free Policy – *see attached*
18. To adopt the Employment Handbook – *see attached*
19. Update on café project and agree further actions required – *see attached*
20. Update on devolvement of Lewes District Council assets and agree if we want to take on any assets – *see attached*
21. Update on proposed 20m high telecoms pole and associated telecoms equipment on the patio at the Civic Centre and agree way forward – *see attached*
22. Update on the Neighbourhood Plan, agree any further actions and associated cost to update the Council's website – *see attached*
23. To review Civic Centre hire charges for political parties – *see attached*
24. To consider options for a possible repair café at the Civic Centre – *see attached*
25. To note that no applications were received regarding co-option of candidates to fill the 2 Councillor vacancies – *see attached*



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26. To consider tenders received for Grounds Maintenance Contract 2 for 2026/27 and agree to appoint a contractor – *see attached*
27. Verbal reports from:- The Mayor, the Deputy Mayor, District Councillors, County Councillor & Outside Bodies representatives
28. Urgent matters at the discretion of the Chairman for noting and/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 ensure that they are not included in any filming.*

*NB Next Council meeting – Annual Meeting 20<sup>th</sup> May 2026*



# TELSCOMBE TOWN COUNCIL

Minutes of an Extra-Ordinary meeting of **Telscombe Town Council** held on **Wednesday 11<sup>th</sup> February 2026** at 7.30pm in the Council Chamber at Telscombe Civic Centre.

**Councillors Present:-** Cllrs Gallagher, Judd, O'Connor, Page, Robinson & Williamson

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

In the absence of both the Mayor and Deputy Mayor, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RESOLVED** that Cllr O'Connor chair the meeting.

## **2575. PUBLIC QUESTION TIME**

There were no questions from the public present.

## **2576. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Clarkson who was working, Cllr Lawrie who was away, and Cllr Watts who was attending another meeting. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was absent but had not sent apologies.

## **2577. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

Cllr Gallagher declared that she is Chair of the Neighbourhood Plan Steering Group Committee and Cllr O'Connor declared that he is the Lewes District Council (LDC) Cabinet Member for Planning & Infrastructure and will be one of the people to sign the Decision Statement issued by LDC.

## **2578. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 21<sup>st</sup> JANUARY 2026**

It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting on 21<sup>st</sup> January 2026 were a true record of the proceedings and were signed as correct by the Chair of the meeting, Cllr O'Connor.

## **2579. 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. <i>Agreed at meeting on 21.1.26 to continue to pursue &amp; Cllr Gallagher to follow up with PTC.</i>	July '26

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## 2579. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
19.11.25	Min 2535, p 4471 – To consider devolvement of assets from LewesDC	SN	As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss. <i>Meeting arranged for early February and update to be taken to next Council meeting</i>	March '26
10.12.25	Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed case in Chatsworth Park & decide how to proceed	SN	Final updated SLA awaited from LDC which will then be signed & returned. Working group to be set up to establish a business case for the café.	March '26
21.1.26	Min 2567, p 4508 – To approve insurance renewal with Zurich Insurance	SN	Zurich notified we agreed renewal, being year 4 of a 5 year contract.	Complete
21.1.26	Min 2568, p 4508/09 – To adopt updated IT Policy	SN	New Policy now published on our website. Councillors & staff have been emailed requesting acknowledgement that they have read & understood it.	Complete
21.1.26	Min 2569, p 4509 – Adopt updated Sickness & Absence Policy	SN	New Policy now published on our website.	Complete
21.1.26	Min 2570, p 4509 – Approve estimate for wetpour repairs in 3 playgrounds	SN	The purchase order has been issued and a date for the works to be undertaken is awaited.	Complete
21.1.26	Min 2571, p 4509 – Update on request to move Vodafone equipment at the Civic Centre including installing new equipment and to agree way forward	SN	Trial hole exploration being undertaken on 12.2.26 and updated awaited after that from United Infrastructure.	May 2026
21.1.26	Min 2572, p 4509 – Neighbourhood Plan update and agree any actions required	SN	Noted that some minor amendments recommended by the examiner.	See new agenda item

The action list was noted.

## 2580. TO AGREE THE UPDATED NEIGHBOURHOOD PLAN AND THAT IT IS PUT OUT FOR A REFERENDUM

The progress of the plan was briefly summarised. Following submission of the amended plan to Lewes District Council (LDC), incorporating the Examiner's recommended modifications, LDC advised that further minor amendments were required. These had now been completed, and Councillors had been provided with a copy of the updated Plan and the Examiner's Report.



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## **2580. To agree the updated Neighbourhood Plan and that it is put out for a Referendum (Contd)**

The Examiner concluded that the Plan was presented to a high standard, with a clear and effective vision supported by seven aims and nine well-articulated objectives relating to the development and use of land and are unique to the Plan.

Councillors were verbally advised that LDC's Legal Services had confirmed no further decision was required from this Council or Peacehaven Town Council regarding progression to referendum, as this had been determined at the time of submission for examination. The Council's current role is solely to agree the accuracy of the modified Plan. Responsibility for confirming that the Plan meets the basic conditions and for formally deciding to proceed to referendum rests with LDC.

Thanks were given to the Steering Group chair and planning consultant for their work on the plan.

It was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RESOLVED** to agree the modifications to the Plan and to note it will be forwarded for a referendum.

## **2581. REPORTS FROM:-**

County Councillor:- Cllr Robinson advised that ESCC have a £55m budget gap and had applied for exceptional support of £70m. Cllr Robinson also advised that East Sussex has the second highest population of elderly people in the Country and that there had been a 40% increase in spending for adult social care and 55% for children's services.

District Councillors:- Cllr O'Connor reminded everyone that the Lewes Local Plan consultation ends on 28<sup>th</sup> February and there had been several consultation events. He also advised that earlier in the day Cllr Robinson as Deputy Leader of LDC had opened Lilian's Room at the Downs Leisure Centre in Seaford which is a new dedicated space designed to support gentle, low-impact exercise and rehabilitation in a calm, welcoming environment.

## **2582. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA**

There were no urgent matters and the meeting was closed at 7.58pm.

Signed .....  
Deputy Mayor

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



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 3<sup>rd</sup> December 2025** in Room 1 at Telscombe Civic Centre.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson, M Lawrie, C Robinson & T Williamson

**Also Present:** - Bianca Buss, Amenities Officer (*minutes*)  
Stella Newman, Town Clerk/RFO

## 2045. PUBLIC QUESTION TIME

There were no members of the public present.

## 2046. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Watts and Ndeloa who had work commitments, Cllr Judd who was away, and Cllr O'Connor who was unwell. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. As both the Chair and Vice Chair were not present, it was unanimously **agreed** for Cllr Robinson to Chair the meeting. Although Cllr O'Connor was not present, it was noted that he had provided comments to some of the agenda items.

## 2047. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Clarkson declared an interest in agenda number 17, to agree level of public liability insurance cover for the Telscombe Greenspace Volunteers CIO, as he is a Trustee of the CIO.

## 2048. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 1<sup>st</sup> OCTOBER 2025

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 1<sup>st</sup> October 2025 were a true record of the proceedings and were signed as correct by Cllr Robinson.

## 2049. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.5.24	Min 1851, p 4144 – To consider adding a living willow classroom in Chatsworth Park	CCL	The willow classroom will be installed on 15 <sup>th</sup> and 16 <sup>th</sup> December.	Dec 2025
2.10.24	Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park	BB	Materials were purchased, but tree contractor failed to cut back the vegetation behind the ball wall when required. Will need to be re-looked at next year when the weather is drier.	Apr 2026

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## 2049. 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
2.10.24	Min 1911, p 4219 – To consider submitting final grant claim to the Tree Council for mini forest in Chatsworth Park	SN	Agreed for SN to submit the final grant form and associated reports to the Tree Council. <i>Claim submitted &amp; nothing further heard. Have frequently chased for a payment date but no response. To consider way forward or whether to close off.</i>	End 2025
4.12.24	Min 1932, p 4258 – Update re high priority items on Access Report for TTC's greenspaces & agree actions required	SN	The Town Clerk has contacted ESALC re disability confidence training and they are looking at setting up a training event in the coming months.	End 2025
28.5.25	Min 1991, p 4368 – To consider estimate for professional report in Chatsworth Park to enable progression of tree works	SN/BB	Phlorum have visited the site, and their findings have been taken to this meeting.	See new agenda item
30.7.25	Min 2009, p 4406 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Possible refurbishment of playgrounds due to be re-looked at in March 2026.  Estimates have been obtained for filling the wet pour gaps.	Mar 2026  See new agenda item
30.7.25	Min 2018, p 4408 – To consider cost of replacement glazing in new noticeboard in Ambleside Avenue	BB	Installation costs to be obtained.	Feb 2026
30.7.25	Min 2019, p 4408 – To agree service level agreement with East Sussex County Council for youth service provision at the Joff and contribution of funds.	SN	SN has signed SLA and forwarded to ESCC who have also signed. ESCC invoice has been received and payment made.	Complete
30.7.25	Min 2021, p 4408 – To consider future of the piano at the Civic Centre	BB	We have advertised the piano free of charge on social media, but no firm interest received to date.	Jan 2026
1.10.25	Min 2032, p 4447 – To consider way forward with needles from Chatsworth Park encroaching onto a resident's property	BB	Resident has been contacted with Committee's response. They replied to advise they will seek independent advice.	Complete

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## 2049. 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
1.10.25	Min 2033, p 4447 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Specification documents for agreed works have been sent to contractors, and a response has been received.	See new agenda item
1.10.25	Min 2035, p 4448 – To agree cost of perch bench installation in Chatsworth Park	BB	A price was agreed for installation & Cllr Williamson and the Town Clerk were to meet the contractor on site to agree positioning.	See new agenda item
1.10.25	Min 2036, p 4448 – To agree cost of goal post installation in Chatsworth Park	BB	A price was agreed for installation & Cllr Williamson and the Town Clerk were to meet the contractor on site to agree positioning.	See new agenda item
1.10.25	Min 2037, p 4448 – To agree cut back of trees in car park at Chatsworth Park	BB	The trees have been cut back in the car park.	Complete
1.10.25	Min 2038, p 4448-9 – To consider tree cutting in Chatsworth Park for the summer fayre	BB	Specification document has been drawn up, and this will be put out to tender imminently.	Feb 2025
1.10.25	Min 2040, p 4449 – To consider use of Civic Centre car park for general public	SN	The Town Clerk has contacted the manager of the café to inform them of the Committee's decision not to open the Civic Centre car park for use by the general public.	Complete
1.10.25	Min 2043, p 4450 – To consider new CCTV camera for the front of the Civic Centre	SN	A subsequent upgrade to the agreed camera was proposed, agreed via email and progressed.	See new agenda item
1.10.25	Min 2044, p 4450-1 – Urgent Matters – public liability insurance cover for Telscombe Greenspace Volunteer group	SN	CCL to arrange public liability insurance cover for £2m and to forward to SN. £2m cover to be agreed at next meeting.	See new agenda item

## 2050. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> OCTOBER 2025

The Town Clerk's report advised that the actual year to date Amenities' figures at 31<sup>st</sup> October 2025 were income of £5,444 and expenditure of £11,969, and Civic Centre figures at 31<sup>st</sup> October 2025 were income of £17,263 and expenditure of £15,582. The accompanying lists detailed the actual spend and budget figures. This was **noted** by the Committee.



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## 2051. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee reviewed the Business Plan. The Amenities Officer reported that Cllr O'Connor had commented asking if item number 6, the café concession, could include where Lewes District Council (LDC) and Eastbourne Borough Council (EBC) are with the project. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the following amendments be made to the business plan: -

- Item number 6 New Café in Chatsworth Park Project:- That the completed items are removed, and a sentence be added to confirm that Telscombe Town Council (TTC) are pursuing the project with LDC and EBC.
- Item number 10 Youth Services:- That the information regarding the joint project is kept on the plan and that it is updated to reflect that the invoice for youth services has been received from East Sussex County Council and paid by TTC.
- Item number 11 Civic Centre Sustainability:- That all completed items are removed and that a report for the Net Zero figures is taken to the next Committee meeting.
- Item number 13 Civic Centre security:- That the completed item is removed but the security review is kept on the Plan for future assessments/inspections.

## 2052. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints received. Cllr Clarkson offered to fix the hole in the fencing at Chatsworth Park under complaint number 220.

## 2053. TO NOTE UPDATE REGARDING THE CAFÉ PROJECT IN CHATSWORTH PARK AND TO AGREE NEXT STEPS

The Committee discussed the Town Clerk's report which detailed that LDC had advised that before we commit to further expenditure, we need to agree factors such as the operational model for the café, lease details etc to clarify the financial risk of incurring initial costs when full affordability has not yet been established. LDC have now provided a costed Service Level Agreement (SLA) for the proposed cafe, which will be taken to Full Council next week. The Amenities Officer advised that Cllr O'Connor had provided a comment that he is in favour of moving forward with the project, that he thought electric was the only option and a working group should be formed to discuss. As the costed SLA received will be taken to the next Full Council meeting, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to agree that an electricity supply is the only option for the café, that we continue to proceed with the project and that a request for a working group to discuss the outstanding issues raised by LDC be arranged at the full Council meeting when the SLA is discussed.

## 2054. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS, AGREE ANY WORK REQUIRED AND POSSIBLE FURTHER ACTIONS

A copy of the most recent weekly playground inspection report from LDC was provided. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to agree with the Officer's recommendation to note the report and that we contact Playsafe for estimates on the higher risk wooden items. Cllr O'Connor who was not present had provided his comments before the meeting that he was also in agreement with this recommendation.



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## **2055. TO NOTE ANNUAL PLAYGROUND INSPECTION REPORTS**

The Committee considered the annual safety inspection reports for Chatsworth Park North, Chatsworth Park South and Robert Kingan playgrounds and it was proposed by Cllr Lawrie, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to note the suggested actions from the report and that the Amenities Officer makes further investigations, starting with the medium risk findings, and brings details back to future Committee meetings. Cllr O'Connor had provided a comment that he agreed with the Amenities Officer's recommendation.

## **2056. TO CONSIDER ESTIMATES FROM ACE LANDSCAPES FOR REPAIRS TO PLAYGROUND EQUIPMENT**

The Amenities Officer's report was discussed by the Committee. Ace Landscapes had provided quotations for works in the three playgrounds, for the following groups: a) minor repairs to play equipment, b) treating of rust, c) grounds maintenance repairs and d) damage to the wooden surround around the junior swing unit at Robert Kingan Playground. The Amenities Officer had recommended not to progress with the wooden surround around the junior swing unit until a decision was made regarding possible wet pour repairs to this location. Cllr O'Connor had provided a comment that he agreed with the Officers' recommendation. The Committee discussed the estimates and it was felt that repairs to the wooden surround at the junior swing unit in Robert Kingan Playground should be undertaken before any possible wet pour repairs were carried out, as actioning the work afterwards may damage the new wet pour. It was therefore proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the estimates for repairs in the 3 playgrounds from Ace Landscapes as detailed in Appendix's A to E and repair to the wooden surround in Robert Kingan Playground detailed in Appendix G, in the total sum of £2,844.15 plus VAT.

## **2057. TO CONSIDER ESTIMATES FOR WET POUR REPAIRS IN PLAYGROUNDS**

It was previously agreed to obtain estimates for wet pour repairs in the three playgrounds due to the weekly and annual play inspection reports having highlighted low and medium risk findings of wet pour damage. As there was a large amount of damage under the junior swing unit at Robert Kingan, contractors were asked to provide an additional cost to fully replace the wet pour in this location. Estimates had been received by 4 companies, although only RTC Safety Surfaces had attended site to undertake an inspection of the damaged areas before providing their price. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from RTC Safety Surfaces in the sum of £17,661 plus VAT for wet pour repairs in the 3 playgrounds, including full replacement of the wet pour on top of the existing sub-base at the junior swing unit in Robert Kingan playground. Cllr O'Connor had submitted a comment prior to the meeting that he agreed with the works being undertaken. This will be taken to full Council for approval as the value is above the spending limit agreement for this Committee, as per Financial Regulation 5.15.

## **2058. TO NOTE ISSUES WITH THE CONTRACTORS APPOINTED TO DELIVER GROUNDS MAINTENANCE CONTRACTS 2 AND 3 AND DECIDE HOW TO PROCEED**

The Committee discussed the report from the Town Clerk. It detailed that the contractor appointed to deliver Grounds Maintenance Contracts 2 and 3 had failed to fulfil key elements of the contracted services contained in Contract 2 since July. It was noted that the Amenities Officer had chased the contractor and had a meeting with them, but no progress had been made. In accordance with the 'Default in Performance' clause in Contract 2, the Town Clerk had therefore provided the contractor with notice of 7 days to complete all outstanding works.

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## **2058. To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed (Contd)**

This was not carried out despite assurances and therefore a formal default notice was issued. The contractor subsequently submitted photographic evidence of work and assured the Council that the total cut back at Ashurst Avenue had been carried out, but upon inspection it was clear that it had not. As the contractor did not respond regarding a request from us as to when they were going to complete the outstanding issues, a second default notice was issued in November.

The Amenities Officer provided comments from Cllr O'Connor that the staff are having to spend time on closely overseeing the work and this should not be necessary. He felt that we should monitor the situation and start contingency work to find a new contractor, whilst deciding whether to issue the third and final notice. Discussion ensued as to how to progress and whether a third default notice should be issued which would terminate the contract. It was ultimately proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the contractors are advised they have one week to undertake the outstanding work, otherwise the third and final default notice would be issued by the Town Council. If the contract is terminated, Officers should look at what emergency works are required up until March 2026 and a tender be put out for the final contract year from 1<sup>st</sup> April 2026 until 31<sup>st</sup> March 2027.

## **2059. TO CONSIDER COST FOR A WATCHING BRIEF FOR TREE WORKS IN CHATSWORTH PARK NEXT TO TWO LIVE BADGER SETTS**

The report from the Amenities Officer was considered by the Committee. An ecologist from Phlorum had assessed 2 areas in Chatsworth Park where badger setts are located and advised that an ecological watching brief would need to be undertaken when works to trees were carried out. They quoted £655 plus VAT per day for the brief and £400 plus VAT if a report was required. EH Treecare were contacted to see how long they expected tree works would take and they advised 2 days should be allocated for the works. The Amenities Office advised Cllr O'Connor had provided a comment that he thought the Town Council had no choice but to have the watching brief carried out. It was therefore proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to accept Phlorum's quotation of £655 plus VAT per day x 2 days, totalling £1,310 plus VAT for their ecological watching brief and that we do not ask them to produce a report. The Amenities Officer will contact EH Treecare to see if their agreed original price quoted for the tree works is still valid.

## **2060. TO NOTE POSITION REGARDING PREVIOUSLY APPROVED GROUNDWORKS AND AGREE TO OBTAIN ALTERNATIVE ESTIMATES**

The Committee noted that the previously agreed contractor had passed away and expressed their sadness. It was **agreed** that alternative estimates should be obtained.

## **2061. TO AGREE LEVEL OF PUBLIC LIABILITY INSURANCE COVER FOR THE TELSCOMBE GREENSPACE VOLUNTEERS CIO**

It was proposed by Cllr Williamson, seconded by Cllr Lawrie and **RECOMMENDED** that in view of the small-scale work that the Telscombe Greenspace Volunteers CIO undertake, the Council was in agreement with them holding public liability cover of £2m. However, any contractors carrying out work will require a greater level of cover. Cllr Clarkson abstained as he had previously declared an interest in this agenda item.

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# TELSCOMBE TOWN COUNCIL



## 2062. TO AGREE REPLACEMENT LIGHTING COSTS FOR CIVIC CENTRE

The Town Clerk's report proposed an upgrade to LED light fittings in high footfall areas at the Civic Centre and replacement of a faulty light in the car park. It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the estimate from Evans All Electrical in the sum of £2,190 plus VAT be accepted for replacement LED lighting in the offices, Room 1, Council Chamber low ceiling lights, entrance lobby/reception lights, upstairs landing ceiling lights/wall lights and car park light at the Civic Centre. The Amenities Officer confirmed that Cllr O'Connor's comment was that he was also in agreement with this proposal.

## 2063. TO AGREE AN UPGRADE TO THE NEW CCTV CAMERA AT THE FRONT OF THE CIVIC CENTRE

It was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the upgraded camera at a cost of £412 plus VAT, being £86 more than previously agreed, be approved.

## 2064. FUTURE EVENTS

The Committee **noted** the updates on events as specified in the Admin Assistant's report. A working group meeting would be held in early January to progress these further. The Committee discussed the summer fayre and were disappointed that we had not been able to contact animal handlers and felt that there should be a limited amount of information stalls available at the summer fayre, with the majority being entertainment and fun activities, such as face painting.

There was discussion regarding purchasing food for the Christmas coffee morning and it was **agreed** that Cllr O'Connor would undertake this. The Town Clerk advised that one of the caretakers had kindly agreed to unlock and lock the Civic Centre for the Christmas coffee morning.

## 2065. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

Cllr Clarkson advised he would like to arrange a nighttime walk in Chatsworth Park in spring or autumn, with red torches, so that people could see the wildlife in the dark. This will be progressed in the first instance through the future events working group.

The Town Clerk advised that prices for PAT testing had just been received and as this is required to be undertaken in January, it cannot wait until the next Committee meeting. It was therefore unanimously **agreed** that the costings be agreed by a majority of Committee members via email and it be reported under an agenda item at the next Committee meeting.

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

Signed .....  
Chairman

*NB Next Committee meeting – Wednesday 4<sup>th</sup> February 2026, 7.30 pm*

4484

*Amenities & Civic Centre meeting 3.12.25*



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 7<sup>th</sup> January 2026** at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** 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*)  
1 member of the public

*The meeting was adjourned at 7.32pm to take questions from the member of the public present.*

## **3865. PUBLIC QUESTION TIME**

Mr Tann, who was happy for his name to be recorded in the minutes, was present to discuss the Town Council's submission to extend the double yellow lines at Telscombe Cliffs Way to East Sussex County Council (ESCC). He noted that at the Committee meeting held on 15<sup>th</sup> October 2025, it was agreed to extend the double yellow lines on the west side of the road from outside number 54b down to outside number 50 Telscombe Cliffs Way. However, the current double yellow lines stop at 58 Telscombe Cliffs Way, so if successful, would leave a gap without double yellow lines between 58 and 54b Telscombe Cliffs Way. He asked if the Town Council could therefore apply for continuous double yellow lines to be added from outside 58 Telscombe Cliffs Way, ending outside 50 Telscombe Cliffs Way.

*7.37pm Cllr Lawrie joined the meeting.*

Mr Tann advised he is planning on laying a new driveway but is concerned that if the double yellow lines are not added to this section of road, buses will continue to drive over his driveway and grass verge, to avoid vehicles when turning into St Peter's Avenue.

Cllr O'Connor asked that the Amenities Officer submits a new request to ESCC for double yellow lines to be extended from outside 58 Telscombe Cliffs Way to outside 50 Telscombe Cliffs Way and this was **agreed** by the Committee.

*The meeting was resumed at 7.51pm and the member of the public left the meeting.*

## **3866. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Clarkson due to work commitments, but these were not received prior to the meeting due to network outage in the local area. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.

## **3867. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

Cllr Gallagher declared an interest in planning application LW/25/0725 11 Nutley Avenue, as she is a friend of the agent who has drawn up the plans.

## **3868. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 17<sup>th</sup> DECEMBER 2025**

It was proposed by Cllr Watts, seconded by Cllr Lawrie and unanimously **RESOLVED** that the minutes of the meeting held on 17<sup>th</sup> December 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

4496



# TELSCOMBE TOWN COUNCIL

## 3869. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

### **LW/25/0021 – 66 The Lookout, Peacehaven, East Sussex BN10 8AA**

*Case Officer: Christopher Wright*

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 – (Amended Plans)

The Committee considered the amended plans. It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to **OBJECT** to the application for the same reasons as stated in February in response to the application sent from the South Downs National Park Authority, namely:

- i) The application contravenes the National Planning Policy Framework, the South Downs Local Plan and the Lewes Local Plan.
- ii) There is no sensitivity to the local landscape and road. This location is a delicate area that transitions into the National Park and therefore needs thoughtful consideration.
- iii) The lighting is not in conjunction with the South Downs National Park's Dark Skies Technical Advice Note.
- iv) The proposal will reduce the visual amenity of the 'E-Piece' which is part of the Telscombe Tye.
- v) Use of the bridleway for commercial traffic.
- vi) No traffic assessment has been carried out.
- vii) Detrimental effect on local wildlife.

The Council believes that the application contravenes the public rights of way for a footpath and bridleway and does not give an automatic right of access to the property, and cannot see how the application can be approved.

### **LW/25/0681 – 19 Central Avenue, Telscombe Cliffs, East Sussex BN10 7LY**

*Case Officer: Danielle Durham*

Demolition and replacement of existing single storey rear extension

The Committee considered the application. It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **SUPPORT** the application.

### **LW/25/0688 – 107 Bevendean Avenue, Saltdean, East Sussex BN2 8PE**

*Case Officer: Danielle Durham*

Single storey rear extension

The Committee considered the application. It was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to neither support or object to the application, but raise concerns that the extension is too large, 2 fruit trees are being removed and there is no biodiversity net gain.

### **LW/25/0704 – 77 Central Avenue, Telscombe Cliffs, East Sussex BN10 7NB**

*Case Officer: James Emery*

Demolition of existing rear conservatory and replacement with single storey rear extension, demolition of existing side extension and replacement with single storey side extension

The Committee considered the application. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **SUPPORT** the application.

# TELSCOMBE TOWN COUNCIL



## 3869. To consider the following planning applications (Contd)

**LW/25/0725 – 11 Nutley Avenue, Saltdean, East Sussex BN2 8ED**

*Case Officer: James Emery*

Single storey garage extension

The Committee considered the application. It was proposed by Cllr Watts, seconded by Cllr Lawrie and **RECOMMENDED to SUPPORT** the application. Cllr Gallagher did not vote due to her declaring an interest in this planning application.

## 3870. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

**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

**Lewes District Council GRANTED permission**

Telscombe Town Council **SUPPORTED** the application

**LW/25/0591 – 20 Ifield Close, Saltdean, East Sussex BN2 8DL**

*Case Officer: James Emery*

Section 73A Retrospective application for addition of 2no. front dormers

**Lewes District Council GRANTED permission**

Telscombe Town Council **NOTED** the application

## 3871. 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
26.11.25	Min 3847, p 4476 – To consider draft letter to Tesco Express regarding anti-social parking	BB	Letter regarding anti-social parking has been sent to Tesco Express and a copy provided to their CEO and our MP.	Complete
17.12.25	Min 3858, p 4493 – Neighbourhood Plan update & agree any action required	SN	Updates to the plan are being carried out by the Planning Consultant & media expert, as required in the examiner's report.	Jan 2026
17.12.25	Min 3860, p 4493 – To note the minutes of the joint meeting held with Peacehaven Town Council regarding highway concerns	BB	Agenda items will be added to all future Committee mtgs, asking Cllrs to note PTC's P&H mtg paperwork. PTC have been informed & we will contact them in June to see if both Councils wish to hold another joint meeting to discuss highway concerns.	See new agenda item



# TELSCOMBE TOWN COUNCIL

## 3871. 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
17.12.25	Min 3862, p 4493-4 – 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	SN	MOA to be signed.	Jan 2026
17.12.25	Min 3863, p 4494-5 – To consider change of energy supplier for street lighting	SN / BB	Exit terms from EDF, ESCC rates, and part night street lighting to be investigated and taken back to a future meeting.	Jan 2026

Minute 3847 anti-social parking at Tesco Express – Cllr Williamson reported that he had witnessed a near miss between a vehicle and pedestrian due to poor parking in this location. Cllr Watts asked if Tesco had responded to the letter and the Amenities Officer advised that they had not, but that the MP's Office had acknowledged our letter and asked to be notified of any updates.

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

## 3872. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

Lewes District Council (LDC) had received the appointed examiners final report, detailing some minor modifications required. Cllr Gallagher, as Chair of the Neighbourhood Plan, advised that the planning consultant and media professional have made the required amendments over the Christmas period by the due date of 5<sup>th</sup> January. The amended plan was sent to Peacehaven Town Council's (PTC) Town Clerk to forward to LDC, but there was a slight delay and it is due to be sent out this afternoon. Cllr Gallagher advised the fee for both professionals will be approximately £2,000, of which Telscombe Town Council will be paying one third. She lastly asked Cllr O'Connor to contact LDC's Planning Policy Lead for an approximate timetable going forward.

## 3873. TO NOTE REVIEW/UPDATE THE BUSINESS PLAN

The Committee **noted** the Business Plan, with no amendments to be made.

## 3874 TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING & HIGHWAYS COMMITTEE MEETING PAPERWORK AND MINUTES

PTC's Planning & Highways Committee meeting paperwork and minutes were **noted**. Cllr Lawrie noticed that at PTC's meeting on 9<sup>th</sup> December, there was an agenda item to note the report on the joint meeting with Telscombe Town Council. However, there was no report included within the agenda paperwork, just the minutes from the meeting. She asked if PTC would be taking anything forward and what their report included. Cllr Gallagher advised she would progress this with PTC's Meetings & Projects Officer for clarification.



## TELSCOMBE TOWN COUNCIL

### 3875. TO CONSIDER WHETHER TO RESPOND TO LEWES DISTRICT COUNCIL'S CONSULTATION ON "A SPATIAL STRATEGY FOR DEVELOPMENT AND SITE ALLOCATIONS – LEWES LOCAL PLAN"

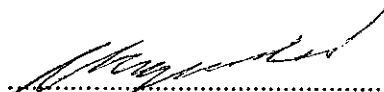
The Committee discussed the invitation from Lewes District Council to participate in their consultation, which incorporates Site Allocations. Cllr Gallagher noted that the Plan mentions strategic green gap allocations to maintain town identities, with our nearest being land south side of the A259 road, between Peacehaven and Newhaven. She raised concerns that the north side of the A259 has not been designated, nor the land by the Valley. Cllr O'Connor agreed and advised that the Town Council should be looking at this on behalf of our residents, especially as the green spaces information has been removed from our Neighbourhood Plan. Taking this into account, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** that Cllr O'Connor formulates a report for the next Planning & Highways meeting for the Committee to consider how they would like to respond to the consultation. The Committee thanked Cllr O'Connor for offering to undertake this piece of work.

### 3876. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Gallagher informed the Committee that a parked trailer is causing an obstruction at Cissbury Crescent, and she has reported it to the Police. Cllr Lawrie agreed, stating it is difficult for vehicles to pull in and out when there is traffic coming the other way, and that it is at a level where car headlights cannot clearly see the trailer. Cllr O'Connor confirmed he is attending a meeting with Road Safety tomorrow and will raise this with them then.

There being no further business the meeting closed at 8.52pm.

Signed

  
.....  
Chairman

*Next meeting of the Committee – Wednesday 28<sup>th</sup> January 2026*

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 28<sup>th</sup> January 2026** at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** C Clarkson, C Gallagher *Chair*, L O'Connor, C Robinson & T Williamson

**Also Present:** Bianca Buss, Amenities Officer (*minutes*)  
2 members of the public

*The meeting was adjourned at 7.31pm to take questions from the members of the public present.*

## **3877. PUBLIC QUESTION TIME**

A resident expressed disappointment that the bus fares for Brighton & Hove buses were increasing between 40% to 100%. The Local Authority bus scheme provided 4 years of funding, and he asked what East Sussex County Council (ESCC) were spending the remaining monies on. Cllr Robinson advised that ESCC would be holding a Full Council meeting on 10<sup>th</sup> February, and she understood that our area would have priority for funding after the Exeat Bridge works had been completed. She advised she would raise this with Cllr Dowling, Lead Member for Transport, at the meeting. Cllr Robinson asked the resident if he could speak with Brighton & Hove bus company to ask what is important for them, and the Committee discussed the possibility of obtaining public feedback once the fares have increased from February.

The resident also noted that although East Sussex County Council had painted white lines outside Haven Care Home on Telscombe Cliffs Way, they were inadequate as vehicles were still being blocked.

As a member of the public was present regarding the Lewes Local Plan consultation on Regulation 18 Phase 2, Cllr O'Connor proposed that this agenda item be bought forward for discussion after item 4 on the agenda and this was unanimously **agreed** by the Committee.

*The meeting resumed at 7.38pm.*

## **3878. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Lawrie, who was away and Cllr Watts, who was working. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.

## **3879. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

There were no declarations of interest.

## **3880. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 7<sup>th</sup> JANUARY 2026**

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 7<sup>th</sup> January 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.



# TELSCOMBE TOWN COUNCIL

## 3881. TO CONSIDER RESPONSE TO LEWES DISTRICT COUNCIL'S CONSULTATION ON THE LEWES LOCAL PLAN, REGULATION 18 PHASE 2

The Committee discussed Cllr O'Connor's report. He advised that the Government's National Planning Policy Framework calculated a housing need of 15,000 homes in the district, although Lewes District Council (LDC) have identified through this consultation that they can achieve 8,580 homes. This will include areas where residents are likely to object, such as 90 homes in the area between Valley Road and Telscombe Road in Peacehaven, which will have a traffic impact to residents of Telscombe. Cllr O'Connor also reported that PeacehavenTC (PTC) have undertaken an ecological study in this location, which raises concerns of building on this land, and that there is a balancing act between providing homes and the effect this has on the environment.

The Committee also discussed the Green Gap policy within the Local Plan. Our Neighbourhood Plan had identified green spaces within Telscombe and Peacehaven, although Cllr O'Connor advised that as the Government had withdrawn the funding to support these Plans, there may be some uncertainty. As LewesDC (LDC) is now covering green spaces within their Local Plan, this should provide some weight when considering any development up until the Plan's end date of 2042. LDC are applying a minimum size threshold of 0.2 hectares, as sites below this size are unlikely to meet the requirements of designation of a green space. There was some discussion if green spaces could be less than 0.2 hectares if it holds an important and/or special area for the local community. The Committee suggested that all green spaces as specified in the Peacehaven and Telscombe Neighbourhood Plan be included in our recommendations for green spaces, e.g. pocket parks.

Cllr Gallagher noted that a drop-in consultation event is being held at Peacehaven Community House on 6<sup>th</sup> February and that the deadline for responses to the consultation is 28<sup>th</sup> February. Cllr Gallagher also advised that there are some questions on the Local Plan this Committee have not yet considered and Cllr O'Connor confirmed that we can comment on the elements of the Plan we feel affect us most. He also suggested that we provide constructive comments rather than negative ones, such as asking if LDC could consider the ecological impacts on building within The Valley, Peacehaven.

Cllr Clarkson asked if there is a separate allocation of 'blue' infrastructure such as ponds, or if it is included within the green infrastructure. He felt that either way, this Committee should comment on its importance within the Local Plan.

Cllr O'Connor suggested that this Committee work with PTC, as if both Town Councils have similar opinions, it should give more weight to our responses. Cllr O'Connor stated that he had provided a copy of this report to PTC's Town Clerk.

Following this discussion, it was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that a working group involving Cllr's Gallagher, O'Connor and Williams be formed to draft a response to LDC's consultation including the following details: a) that we recommend the inclusion of identified green spaces within the Local Plan be designated as Local Green Spaces, b) to support PTC to ensure that the spaces within their boundary are also included, c) consider requesting land north of Valley Road be submitted as a Local Green Space, d) consider how we stand on the proposal to build 90 homes on land south of Valley Road and e) that we ask LDC to consider amending the minimum green space size of 0.2 hectares, to include land within its criteria that is special to a local community. This will be taken back to the next Committee meeting for consideration before the consultation deadline of 28<sup>th</sup> February 2026.

*The Chair suspended the meeting at 8.19pm to allow Cllr Campbell from PeacehavenTC to speak.*



# TELSCOMBE TOWN COUNCIL

## **3881. To consider response to Lewes District Council's consultation on the Lewes Local Plan, Regulation 18 Phase 2 (Contd)**

Cllr Gallagher asked Cllr Campbell how PTC are progressing with the consultation. Cllr Campbell advised it had been agreed in December for a working group to be set up to prepare a draft response. She advised that none of the information they have put together disagrees with details discussed at this meeting. Cllr Campbell reported that the interactive map within the consultation is not correct, e.g. Lake Drive in Peacehaven is currently being reported as part of the Dell, Peacehaven. PTC's Parks Officer also reported that some of the boundaries do not align, such as Chalkers Rise and the land south of the development. Their working group are recommending opposing to site reference 41PT within the Local Plan (Valley Road) as concerns have been raised about potential flooding. Cllr Campbell lastly confirmed that a draft response is being taken to PTC's Planning Committee next week, under confidential matters.

*The Chair resumed the meeting at 8.27pm and the 2 members of the public left the meeting.*

## **3882. 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

The Committee considered the application. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application.

### **LW/25/0744 – 52 Warren Way, Telscombe Cliffs, East Sussex BN10 7DJ**

*Case Officer: James Emery*

Removal of existing conservatory and replacement single storey rear extension with flat roof, 2no, rooflights, side bifold patio doors, rear facing window and raised patio.

The Committee considered the application. It was proposed by Cllr Robinson, seconded by Cllr Gallagher and **RECOMMENDED** to **SUPPORT** the application.

## **3883. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS**

The following planning decisions were noted:-

### **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

**Lewes District Council REFUSED permission**

Telscombe Town Council **OBJECTED** to the application

### **LW/25/0688 – 107 Bevendean Avenue, Saltdean, East Sussex, BN2 8PE**

*Case Officer: Danielle Durham*

Single storey rear extension

**Lewes District Council REFUSED permission**

Telscombe Town Council **NEITHER SUPPORTED NOR OBJECTED** to the application



# TELSCOMBE TOWN COUNCIL

## 3883. To note the following planning application decisions (Contd)

**LW/25/0681 – 19 Central Avenue, Telscombe Cliffs, East Sussex, BN10 7LY**

*Case Officer: Danielle Durham*

Demolition and replacement of existing single storey rear extension

**Lewes District Council GRANTED permission**

Telscombe Town Council SUPPORTED the application

**LW/25/0704 – 77 Central Avenue, Telscombe Cliffs, East Sussex, BN10 7NB**

*Case Officer: James Emery*

Demolition of existing rear conservatory and replacement with single storey rear extension, demolition of existing side extension and replacement with single storey side extension

**Lewes District Council GRANTED permission**

Telscombe Town Council SUPPORTED the application

**LW/25/0742 – Evershed Court, Fairlight Avenue, Telscombe Cliffs, East Sussex**

*Case Officer: James Emery*

Non-material amendment relating to approval LW/21/0977 – Enhancements to access and parking, together with the omission of flat roof details

**Lewes District Council GRANTED permission**

Telscombe Town Council WERE NOT CONSULTED on the application

## 3884. TO NOTE THE FOLLOWING PLANNING APPEAL DECISION

**APP/P1425/W/25/3372142 (LW/25/0317) – 16 Rustic Road, Peacehaven, East Sussex BN10 7SS**

*Case Officer: James Emery*

Demolition of garage and erection of a detached bungalow with associated landscaping

The Planning Inspectorate **DISMISSED** the appeal

Telscombe Town Council SUPPORTED the original application but were not consulted on the appeal

## 3885. 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
17.12.25	Min 3858, p 4493 – Neighbourhood Plan update & agree any action required	SN	The Planning Consultant & media expert have made amendments, as required in the examiner's report.	Completed
17.12.25	Min 3862, p 4493-4 – To consider new street lighting Memorandum of Agreement from ESCC and whether to agree to the terms or take any alternative action	SN	A new Memorandum of Agreement has been issued by ESCC.	See new agenda item
17.12.25	Min 3863, p 4494-5 – To consider change of energy supplier for street lighting	SN / BB	Exit terms from EDF, ESCC rates, and part night street lighting to be investigated and taken back to a future meeting. <i>To be actioned once MOA has been agreed and signed.</i>	Feb 2026

# TELSCOMBE TOWN COUNCIL



## **3885. 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
7.1.26	Min 3865, p 4496 – Public Question Time – double yellow lines at Telscombe Cliffs Way	BB	New application for double yellow lines to include areas 58 to 50 Telscombe Cliffs Way, has been submitted.	Completed
7.1.26	Min 3872, p 4499 – Neighbourhood Plan update	LOC	LOC will contact LDC's Planning Policy Lead for an approximate timetable and will update the Committee once a response is received.	Completed
7.1.26	Min 3874, p 4499 – To note Peacehaven Town Council's Planning & Highways paperwork and minutes	CG	CG contacted PTC's Meeting & Projects Officer, asking for clarification on their minutes, and we are awaiting their reply.	Feb 2026
7.1.26	Min 3875, p 4500 – To consider whether to respond to LDC's consultation on a 'spatial strategy for development and site allocations – Lewes Local Plan	LOC	A report has been taken to this meeting for Committee to consider how they would like to respond to the consultation.	See new agenda item
7.1.26	Min 3876, p 4500 – Urgent Matters – parking obstruction	LOC	The parked trailer causing an obstruction was raised by Cllr O'Connor at the Road Safety meeting on 8/1/26.	Completed

The action points were **noted**. Cllr Gallagher confirmed that the trailer as specified under minute 3876 had been removed.

## **3886. NEIGHBOURHOOD PLAN UPDATE & AGREE COSTS INCURRED**

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to note the present position and authorise payment of invoices received of £256.66 plus VAT from Brighton Planning and £320 no VAT applicable, from G Mallia regarding amendments required to the Neighbourhood Plan.

## **3887. TO NOTE INCOME AND EXPENDITURE TO 31<sup>st</sup> DECEMBER 2025**

The Committee **noted** the year-to-date income & expenditure figures of £8,026 income and expenditure of £18,781.

## **3888. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE**

The Committee **noted** the complaints.

# TELSCOMBE TOWN COUNCIL



## 3889. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING & HIGHWAYS COMMITTEE MEETING PAPERWORK AND MINUTES

PTC's Planning & Highways Committee meeting paperwork and minutes were **noted**.

## 3890. TO CONSIDER APPROVAL OF UPDATED STREET LIGHTING MEMORANDUM OF AGREEMENT

The Committee discussed the report from the Town Clerk. ESCC had undertaken further discussion with participants of the ESCC Streetlighting maintenance and electricity agreements, and two minor amendments had been made to the Memorandum of Agreement (MOA) previously circulated. ESCC advised that we can contact them with any questions and welcome any feedback on the proposed Agreement, to ensure it meets the needs of Parish and Town Councils. The new MOA, alongside the asset list, was provided for the Committee to consider if they agreed for it to be signed.

The Chair reported that the Town Clerk had forwarded an email to the Committee that afternoon from the East Sussex Association of Local Councils, detailing a communication from Wadhurst Parish Council (WPC). In the email, WPC raised two key areas of concern: indemnification requirements and designation of Parish and Town Council's being the 'Designer'. WPC are considering further legal advice and welcome contact from any Parish or Town Councils who wish to participate further.

Cllr Clarkson advised that he is not concerned with the word designer as ESCC provide the design as the experts, and the Parish and Town Councils sign this off if happy with the information provided. Cllr Gallagher raised concerns that the email from WPC specified that this could 'trigger responsibilities and potential liabilities under industry standards and the CDM Regulations' and that once signed, the Town Council are therefore responsible for the construction design. Cllr Clarkson stated ESCC are installing and designing any new lighting, so it would come under their responsibility. Cllr O'Connor agreed and stated that he noted the Town Clerk's concerns but does not feel this is an issue.

Cllr Robinson noted that on the asset list, there is a recharge fee of £650 plus VAT, and was concerned this may have been added without our knowledge. The Amenities Officer advised this charge is listed under the maintenance, but the Committee were unsure if this was included within the 2026/27 budget. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the Town Clerk is asked if this fee is included within our budget and it be taken back to the next meeting for consideration. If the MOA needs to be signed prior to the next meeting, Councillors asked if this could be considered via email and ratified at the next meeting.

## 3891. TO NOTE EAST SUSSEX COUNTY COUNCIL'S DECISION TO GRANT AN APPLICATION FOR A CLAIMED RIGHT OF WAY

The Committee **noted** ESCC's decision to grant an application for a Claimed Right of Way between Findon Avenue and Northwood Avenue in East Saltdean.

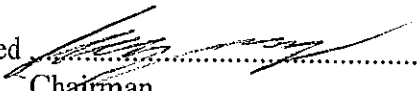
## 3892. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 9.02pm.

# TELSCOMBE TOWN COUNCIL



Signed   
Chairman

*Next meeting of the Committee – Wednesday 18<sup>th</sup> February 2026*

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 18<sup>th</sup> February 2026** at 7.30 pm.

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

**Also Present:** Bianca Buss, Amenities Officer (*minutes*)  
1 member of the public

*The meeting was adjourned at 7.32pm to take questions from the member of the public present.*

## **3893. PUBLIC QUESTION TIME**

The Secretary of the Telscombe Residents Association (TRA), who was happy to have his title recorded on the minutes, was present to ask if the Town Council were aware of a suspected planning breach in Telscombe Cliffs Way. The Committee advised that they were not aware of any breach.

The TRA Secretary also advised that East Sussex County Council (ESCC) had managed to obtain funding for better night bus service in the local area. This would mean that from April 2026 there would be an hourly bus service for both the 12 and 14 bus routes, 24 hours a day, 7 days a week. Cllr Robinson advised this money has been provided from a government grant. The TRA Secretary reported that he is in contact with Brighton & Hove buses to ask that all 14 bus routes go via the Royal Sussex Hospital in Brighton, to serve both employees and patients.

Lastly, the Secretary of the TRA advised that the TRA are very much in favour with the modification to the East Sussex Public Footpath Definitive Map for Public Footpaths, as stated in agenda item number 13.

*The meeting resumed at 7.40pm and the member of the public left.*

*Cllr Williamson joined the meeting at 7.42pm.*

## **3894. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Clarkson, who was away and Cllr Ndeloa, who was working. Cllr Sharkey has been granted leave of absence until May 2026.

## **3895. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

There were no declarations of interest.

## **3896. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 28<sup>th</sup> JANUARY 2026**

Cllr Williamson reported that his name was spelt incorrectly on page 4512 of the previous minutes, which was altered and initialled by the Chair. Following this amendment, it was proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes of the meeting held on 28<sup>th</sup> January 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.





# TELSCOMBE TOWN COUNCIL

## 3897. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

**LW/25/0645 – 3 Cowden Road, Saltdean, East Sussex BN2 8DD**

*Case Officer: Danielle Durham*

Part retrospective single storey front extension

The Committee considered the application, and it was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **OBJECT** to the application as the plans were unclear and there was insufficient information to consider.

**LW/26/0006 - 81 Lincoln Avenue, Peacehaven, East Sussex BN10 7JU**

*Case Officer: Danielle Durham*

Erection of 1no. semi-detached, two-storey dwelling, replacement of existing conservatory with patio/lawn, addition of 1no. car parking space, cycle storage and associated landscaping

The Committee considered the application. It was proposed by Cllr Williamson, seconded by Cllr Robinson and **RECOMMENDED** to **OBJECT** the application for the following reasons:

- i) Overshadowing
- ii) Overdevelopment
- iii) Loss of light
- iv) No biodiversity net gain
- v) The application is against Policies PT1, PT6, PT17 and PT18 in the Peacehaven and Telscombe Neighbourhood Plan
- vi) The application is against Policies DM1, DM20, DM22, DM23, DM25, DM26 and DM27 of the Lewes Local Plan

## 3898. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISION

The following planning decision was noted:-

**LW/25/0725 11 Nutley Avenue, Saltdean, East Sussex BN2 8ED**

*Case Officer: James Emery*

Single storey garage extension

**Lewes District Council GRANTED permission**

Telscombe Town Council **SUPPORTED** the application

## 3899. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The following action points were **noted**.

Meeting Date	Issue Detail	Action Owner	Update	Due Date
17.12.25	Min 3863, p 4494-5 – To consider change of energy supplier for street lighting	SN / BB	Exit terms from EDF, ESCC supplier rates, and part night street lighting to be investigated and taken back to a future meeting. <i>To be actioned once Memorandum of Agreement has been agreed and signed.</i>	Mar 2026

# TELSCOMBE TOWN COUNCIL



## 3899. 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
07.01.25	Min 3874, p 4499 – To note Peacehaven Town Council's Planning & Highways paperwork and minutes	CG	CG contacted PTC's Meeting & Projects Officer, asking for clarification on their minutes, but did not hear back.	Completed
28.01.26	Min 3881, p 4512 – To consider response to Lewes District Council's consultation on the Lewes Local Plan, Regulation 18, Phase 2	CG, LOC & TW	Working group consisting of Cllrs CG, LOC and TW to draft a response to the consultation.	See new agenda item
28.01.26	Min 3890, p 4516 – To consider approval of updated street lighting Memorandum of Agreement	SN / BB	Further details requested before a decision to be made.	See new agenda item

## 3900. NEIGHBOURHOOD PLAN UPDATE

The Committee discussed the report from the Town Clerk and **noted** the current position. Cllr Gallagher thanked the Town Clerk for all her detailed reports and involvement with the Neighbourhood Plan. Cllr Gallagher also advised that the decision statement from Lewes District Council (LDC) had been received, which was very detailed and had some crucial and interesting information included.

The Committee suggested that a Neighbourhood Plan steering group meeting would need to be arranged to consider how to promote the Plan prior to the referendum on 7<sup>th</sup> May 2026. Cllr Gallagher advised that the Town Clerk for Peacehaven Town Council (PTC) is currently not at work but had reported he would be available on his laptop. It was suggested a leaflet is put together to explain the Neighbourhood Plan, including a list of facts, how a Neighbourhood Plan will provide residents with greater control over what planning will take place in our area and asking people to vote. Cllr O'Connor recommended this is actioned prior to Purdah starting on 25<sup>th</sup> March 2026 and that information is provided on both Town Council's websites to help provide information to residents. Cllr Robinson also suggested information is added on social media and to our noticeboards, to ensure many residents have access to the information before voting.

## 3901. BUSINESS PLAN UPDATE

The Committee considered the Business Plan. It was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** that project number 1, Develop a Neighbourhood Plan with PTC, is updated with recent information including that a small number of minor amendments had been recommended by the appointed examiner, that these minor amendments were accepted at the recent Extra-Ordinary Council meeting and that LDC signed the decision notice to have this taken forward for referendum on 7<sup>th</sup> May 2026.

## 3902. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING & HIGHWAYS COMMITTEE MEETING PAPERWORK AND MINUTES

PTC's Planning & Highways Committee meeting paperwork and minutes were **noted**.

4532

# TELSCOMBE TOWN COUNCIL



## **3903. TO NOTE UPDATE TO STREET LIGHTING MEMORANDUM OF AGREEMENT FROM EAST SUSSEX COUNTY COUNCIL AND DECIDE WHETHER TO AGREE TO THE TERMS AND ASSET LIST**

The Committee considered the Town Clerk's report. Cllr Gallagher advised she had re-read the Memorandum of Agreement (MOA) from ESCC and felt her earlier concerns were inaccurate. It was therefore proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree with the asset list and revisions to the MOA, and authority be given to the Town Clerk to sign this on behalf of the Town Council.

## **3904. TO NOTE UPDATE ON THE WORKING GROUP'S PROGRESS WITH A RESPONSE ON LEWES DISTRICT COUNCIL'S CONSULTATION ON A SPATIAL STRATEGY & SITE ALLOCATIONS – LEWES LOCAL PLAN AND AGREE HOW TO PROGRESS**

The Committee discussed the update from the working group. Cllrs O'Connor, Gallagher and Williamson had met on 16<sup>th</sup> February and drafted a consultation response. This was emailed over to the Committee on 17<sup>th</sup> February, alongside suggested areas for designation as Local Green Spaces. These areas included Chatsworth Park, the Copse, Robert Kingan Playground and Telscombe playing fields, as specified in the Neighbourhood Plan, as well as the greens at Northwood and Findon Avenues, the wildlife verge behind Homeridge House and the verge which houses the Saltdean peace stone. The Committee discussed the comments provided by the working group which highlighted that although we support LDC, we have some concerns regarding transport and the Valley Road development.

It was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the Amenities Officer submits the Committee's response to the consultation, alongside the local green space submission forms for Chatsworth Park, the Copse and Telscombe playing fields in Telscombe Cliffs, and the greens at Northwood and Findon Avenue, Robert Kingan Playground, and the grass verge which houses the Saltdean peace stone and the wildlife verge behind Homeridge House in East Saltdean. The Committee thanked the working group for all their work.

## **3905. NOTIFICATION OF A DEFINITIVE MAP MODIFICATION ORDER FROM THE PLANNING INSPECTORATE ON PROPOSED PUBLIC FOOTPATHS IN TELS COMBE CLIFFS RUNNING FROM AMBLESIDE AVENUE TO CENTRAL AVENUE, TELS COMBE CLIFFS WAY, FAIRLIGHT AVENUE, CLIFF GARDENS AND ENDING AT GRASSMERE AVENUE AND TO DECIDE IF WE WANT TO COMMENT**

The Committee **noted** the update from the Planning Inspectorate advising that they had proposed a modification to the East Sussex Public Footpath Definitive Map for Public Footpaths, to include the two additional routes listed as footpaths named Telscombe 21 commencing at Fairlight Avenue and terminating at Cliff Gardens and Telscombe 22 commencing at Cliff Gardens and terminating at Grassmere Avenue.

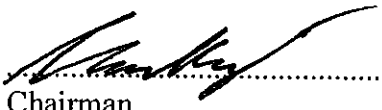
## **3906. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA**

Cllr O'Connor reported that a resident had contacted him to advise the owner of a nearby property was cutting down trees on their property and he felt that they were going to build in their back garden which will require access to the road outside his property. The resident felt that they had rights to the land and had asked if this could be investigated. Cllr O'Connor reported that he advised the resident this is a civil matter and would need to be progressed through a Solicitor.

# TELSCOMBE TOWN COUNCIL



There being no further business the meeting closed at 8.50pm.

Signed .....  
Chairman

*Next meeting of the Committee – Wednesday 11<sup>th</sup> March 2026*



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 14<sup>th</sup> January 2026** at 7.30 pm.

**Committee Members Present:** Cllrs C Clarkson *Chair*, C Gallagher, D Judd, L O'Connor, B Page & N Watts *Deputy Mayor*

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

## 1966. PUBLIC QUESTION TIME

There were no questions for the member of public present

## 1967. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was unwell and Cllr Robinson who had family commitments. These reason for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026.

## 1968. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

## 1969. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 12<sup>th</sup> NOVEMBER 2025

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> November 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

## 1970. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
10.9.25	Min 1935, p 4427 – To agree update to the Memorial Policy regarding additional plaques	SN	The revised Memorial Policy was adopted by full Council on 19.11.25	Complete
12.11.25	Min 1955, p 4464 – To review the Member/Officer Relations Protocol Policy	SN	This was renamed the Councillor Officer Protocol Policy, taken to full Council on 19.11.25 and adopted.	Complete



# TELSCOMBE TOWN COUNCIL

## 1970. 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 1956, p 4464 – To review the Safeguarding Policy	SN	The Safeguarding Policy was taken to full Council on 19.11.25 and adopted.	Complete
12.11.25	Min 1957, p 4464 – To review the Investment Policy	SN	The Investment Policy was taken to full Council on 19.11.25 and adopted.	Complete
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. The snap frames have been ordered & delivered & will need to be installed by a contractor.	March 2026
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 on the Tye and we are awaiting a further update from them.	March 2026
12.11.25	Min 1961, p 4465 – To approve draft spec for Tye gate works	SN	The spec for Tye gate repairs was put out to tender with a closing date of 19 <sup>th</sup> December.	See new agenda item
12.11.25	Min 1962, p 4466 – To agree to proceed with grant application with the ITF for Tye hedging	SN	The grant was submitted and the money has been received. Plants not ordered as trying to arrange meeting with SNDPA Ranger. Decision needs to be made when planting will take place.	See new agenda item
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
12.11.25	Min 1964, p 4466 – To consider whether to comment on the ES & Btn/Hove Local Nature Recovery Strategy	SN	CC's response was agreed and submitted by the Town Clerk.	Complete



# TELSCOMBE TOWN COUNCIL

## **1971. TO NOTE INCOME AND EXPENDITURE FIGURES TO 30<sup>th</sup> NOVEMBER 2025**

The actual year to date Committee figures at 30<sup>th</sup> November 2025 were income of £330,275 and expenditure of £134,562. 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 30<sup>th</sup> November 2025 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.

## **1972. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE**

The Committee **noted** the complaints.

## **1973. TO CONSIDER REPLACEMENT FOR MICROSOFT PUBLISHER**

Following discussion regarding alternatives to be used to produce the newsletter and other documents once Publisher is withdrawn in October this year, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to sign up to Canva Pro at an annual subscription of £100 from 1<sup>st</sup> April 2026.

## **1974. TO CONSIDER INSTALLING A PLAQUE ON A TYE BENCH IN MEMORY OF MR G WEBB**

Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to approach Mrs Webb to see if she was in agreement for a plaque to be placed either on a perch bench on the Tye or a non-memorial bench in Chatsworth Park in memory of Mr G Webb and what wording is preferred, with the cost to be paid for by the Council.

## **1975. TO CONSIDER RETURNING TWO KEY DEPOSITS FOR THE TYE GATE**

It was noted that the Council are still holding deposits for 2 keys issued for a padlock on a gate on bridleway 8 leading across Telscombe Tye. Although the 2 residents had previously been written to requesting return of the key so their deposit could be refunded, no response had been received. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to issue one more reminder to the 2 residents requesting that they return the key within 21 days for refund of the £100 deposit and inform them that if nothing is heard within the 21 days, they will forfeit the deposit due to non-return of Council property. A recommendation will then be made for the money to be transferred to the Tye earmarked reserve, nominal code 9014-910.

## **1976. TO CONSIDER ESTIMATES FOR GATE REPAIRS ON TELSCOMBE TYE**

It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** that the estimate from Ace Landscapes in the sum of £5,502.09 plus VAT for repairs to gates on the Tye, (including additional latching post for gate 15 and additional hanging post for gate 22), as well as repairs to fencing at Gorham Way be accepted.

## **1977. TO DISCUSS UPDATE REGARDING TYE HEDGE PLANTING SCHEME AND AGREE HOW TO PROCEED**

After careful consideration as to whether to proceed with the previously agreed hedge planting along the existing fence line of the Tye adjacent to the South Coast Road and taking into account comments



# TELSCOMBE TOWN COUNCIL

## 1977. To discuss update regarding Tye hedge planting scheme and agree how to proceed

made by the SNDPA Ranger, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and **RECOMMENDED** by a majority that as it had previously been agreed to apply for a grant from the International Tree Foundation of £2,196.89 which had been approved and the funds received, the planting should proceed which will be undertaken by volunteers; that the Town Clerk orders the plants etc when required and that a working group be set up to facilitate the planting. Cllr O'Connor was against. Members of the working group were **agreed** as follows - Cllrs Clarkson, Gallagher, O'Connor and the Town Clerk.

## 1978. TO CONSIDER THE UPDATED EMAIL AND INTERNET USAGE POLICY, TO BE RE-NAMED THE IT POLICY

It was proposed by Cllr Judd seconded by Cllr Watts and unanimously **RECOMMENDED** to agree the updated IT Policy using the NALC template which had been adapted to the Council's requirements and that the second sentence of 2.1.6 be removed. This will be taken to full Council on 21<sup>st</sup> January recommending adoption.

## 1979. TO CONSIDER UPDATED SICKNESS & ABSENCE POLICY

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to add additional items 3.2 and 3.3 detailing that the Council pays sickness absence on a 12 month rolling basis and that the updated Policy be taken to full Council on 21<sup>st</sup> January recommending adoption.

## 1980. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

## 1981. 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.

## 1982. TO APPROVE CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 12<sup>th</sup> NOVEMBER & 10<sup>th</sup> DECEMBER 2025

Cllr Judd proposed that the minutes of the meeting on 12<sup>th</sup> November 2025 be accepted and the recommendations adopted, seconded by Cllr Watts and unanimously **RESOLVED**.

It was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** that the minutes of Employment Sub-Committee meeting held on 10<sup>th</sup> December 2025 were a true record of the proceedings and were signed as correct by the sub-committee Chair, Cllr Judd.

There being no further business, the meeting closed at 8.20 pm.

Signed, Chair ..... *C. Clarkson* .....

*Date for next meeting of the Committee – Wednesday 4.3.26*

**Agenda Item 6 - To note actions carried out or required from previous meetings and agree any further measures required**

Action List for Full Council meeting on 18<sup>th</sup> March 2026

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. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>Agreed at meeting on 21.1.26 to continue to pursue &amp; Cllr Gallagher to follow up with PTC.</i>	July '26
19.11.25	Min 2535, p 4471 – To consider devolvement of assets from LewesDC	SN	As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss. <i>Meeting arranged for early February.</i>	See new agenda item
10.12.25	Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed case in Chatsworth Park & decide how to proceed	SN	Final updated SLA awaited from LDC which will then be signed & returned. Working group to be set up to establish a business case for the café.	See new agenda item
21.1.26	Min 2571, p 4509 – Update on request to move Vodafone equipment at the Civic Centre including installing new equipment and to agree way forward	SN	Trial hole exploration being undertaken on 12.2.26 and updated awaited after that from United Infrastructure.	See new agenda item
11.2.26	Min 258, p's 4528/9 – To agree the updated Neighbourhood Plan and that it is put out for a referendum	SN	Lewes District Council issued the decision notice on Friday 13 <sup>th</sup> February and the referendum is scheduled to take place on 7 <sup>th</sup> May.	See new agenda item

<b>AGENDA ITEM</b>	7
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To approve payments and receipts for January 2026

## **1. INTRODUCTION**

The payments and receipts list for January 2026 are attached, Appendix A.

## **2. INFORMATION**

Payments for January total £46,152.04 and receipts £3,316.06.

Payments by direct debit are for contracts etc and have previously been approved by full Council. Online payments were authorised by the Councillor signatories before payment was made.

## **3. RECOMMENDATION**

It is recommended to approve the payments made and funds received for January 2026 and that the sheets are signed by the Deputy Mayor as the Mayor has been granted leave of absence until May next year.

## **4. ENVIRONMENTAL IMPACT**

N/A

## **5. FINANCIAL IMPLICATIONS**

Any payments made that would result in a budget overspend are taken to Council/Committee for approval. The current budget implications are detailed in the income and expenditure report which is the next agenda item.

**PAYMENTS & RECEIPTS - JANUARY 2026**

**PAYMENTS JANUARY 2026**

<u>Code</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>Excl. VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £	<u>Method</u>
4043-101	Admin	Ingenio	Website hosting	25.00	5.00	30.00	dd
<b>4369-202</b>	<b>Amn</b>	Site Equip	Portaloo hire 29/10/25 - 25/11/25	176.00	35.20	211.20	dd
<b>4369-202</b>	<b>Amn</b>	Site Equip	Portaloo hire 26/11/25 - 25/12/25	193.60	38.72	232.32	dd
				<b>dd total £443.52</b>			
4411-301	C. Centre	Lewes District Council	Rates Jan	1,206.00	0.00	1,206.00	dd
4021-101	Admin	Grenke Leasing	Photocopier rental 1.1 - 31.03.26	195.00	39.00	234.00	dd
4022-101	Admin	Tower Leasing Limited	Phone handset rental 6/1 - 5/2	50.00	10.00	60.00	dd
4041-101	Admin	Northstar )	IT support	270.00	54.00	324.00	dd
4027-101	Admin	Northstar )	Cloud back-up	59.00	11.80	70.80	dd
				<b>dd total £394.80</b>			
4027-101	Admin	Northstar	Email hosting/anti virus & Defender email filtering -PO 828	212.36	42.47	254.83	dd
				<b>Nat West Credit Card payment:-</b>			
<b>9018-910</b>	<b>E.R.</b>	Printed Today	Signs for the Tye as PO 943	166.48	0.00	166.48	dd
4021-101	Admin	Moo Print Ltd	Notebooks - as PO 944	23.03	4.61	27.64	dd
<b>4019-101</b>	<b>M.A.</b>	Tesco.com	Food for Christmas event as PO 947	74.24	0.00	74.24	dd
				<b>dd total £268.36</b>			
4058-101	Admin	Advo Payroll	Payroll services - January	86.25	17.25	103.50	bacs
<b>4107-201</b>	<b>Amn</b>	Lewes District Council	Playground inspections Jan	195.00	39.00	234.00	online
4021-101	Admin	County Office Supplies	Stationery PO 945	6.87	1.37	8.24	online
4419-301	C. Centre	Gregory Gas Heating	Attend site to investigate leaking water heater & isolate as PO 954	70.00	14.00	84.00	online
4030-101	Admin	J Gallagher	Town Crier delivery	210.00	0.00	210.00	online
<b>4104-201</b>	<b>Amn</b>	Ace Landscapes	Contract 1 ground wrk Dec	353.48	70.70	424.18	online
4005-101	Admin	D Joel	Mileage claim 6/11/25 - 20/11/25	8.10	0.00	8.10	online
<b>4101-201</b>	<b>Amn</b>	EH Treecare	Treeworks in C'worth Park - PO 890	7,973.67	1,594.73	9,568.40	online
4414-301	C. Centre	E-ON Next Gas	Civic Centre gas December	399.78	79.96	479.74	dd
4413-301	C. Centre	E-ON Next Elec <b>5%</b>	Electricity December	181.12	9.06	190.18	dd
4001-101	Admin	HMRC )	PAYE December	1,095.80	0.00	1,095.80	BACS
4001-101	Admin	HMRC)	NI employee December	428.58	0.00	428.58	BACS
4002-101	Admin	HMRC)	NI employer December	1,276.86	0.00	1,276.86	BACS
				<b>HMRC total £2801.24</b>			
4001-101	Admin	Salaries	Salaries January 2026	7,974.92	0.00	7,974.92	bacs
4025-101	Admin	Zurich Insurance	Insurance renewal as PO 605	4,257.33	0.00	4,257.33	online
				<b>balance c/f</b>			
				<b>27,168.47</b>	<b>2,066.87</b>	<b>29,235.34</b>	

Signed, Deputy Mayor .....

Payments continued overleaf

**PAYMENTS JANUARY 2026 (Contd 1)**

				<u>Excl.</u>			
<u>Code</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>VAT</u>	<u>VAT</u>	<u>TOTAL</u>	<u>Method</u>
			<b>balance b/f</b>	<b>27,168.47</b>	<b>2,066.87</b>	<b>29,235.34</b>	
4104-201	Amn	Lewes District Council )	Empty Tye litter bins as PO 904 01/11/25 - 31/12/25	18.00	3.60	21.60	online
4104-201	Amn	Lewes District Council )	Empty Tye litter bins as PO 904 01/01/26 - 31/03/26	26.00	5.20	31.20	online
4104-201	Amn	Lewes District Council )	Empty the litter/dog bins in CP as PO 904 01/08/25 - 30/09/25	900.00	180.00	1,080.00	online
4104-201	Amn	Lewes District Council )	Empty the litter/dog bins in CP as PO 904 01/10/25 - 31/12/25	1,112.00	222.40	1,334.40	online
4104-201	Amn	Lewes District Council )	Empty the litter/dog bins in CP as PO 904 01/01/26 - 31/03/26	1,014.00	202.80	1,216.80	online
4107-201	Amn	Lewes District Council )	Play area inspections Feb	195.00	39.00	234.00	online
			<b>Lewes DC total £3918.00</b>				
4300-401	PLAN	EDF Energy ) 5%	Street lighting 01/09/25 - 30/09/25	520.95	26.05	547.00	online
4300-401	PLAN	EDF Energy ) 5%	Street lighting 01/10/25 - 31/10/25	599.92	29.99	629.91	online
4300-401	PLAN	EDF Energy ) 5%	Street lighting 01/11/25 - 30/11/25	666.45	33.33	699.78	online
4300-401	PLAN	EDF Energy ) 20%	Street lighting 01/12/25 - 31/12/25	737.61	147.53	885.14	online
			<b>EDF total £2761.83</b>				
4100-201	Amn	Ace Landscapes )	For playground repairs as Quote QT00094 & PO 949	311.28	62.26	373.54	online
4101-201	Amn	Ace Landscapes )	Topsoil & turf replacement in CPSth playground as Quote QT00090 & PO 949	306.00	61.20	367.20	online
4101-201	Amn	Ace Landscapes )	Chestnut fencing replacement RKingan Playground as Quote QT00093 & PO 949	111.49	22.30	133.79	online
4101-201	Amn	Ace Landscapes )	To supply and install a new handrail near CPNrth playground as PO 957	46.00	9.20	55.20	online
4100-201	Amn	Ace Landscapes )	For playground repairs as Quote QT00089 & PO 949	500.00	100.00	600.00	online
4100-201	Amn	Ace Landscapes )	To repair sleeper surround in CPNrth playground as PO 956	243.57	48.71	292.28	online
4100-201	Amn	Ace Landscapes )	Sleeper surround replacement CPNrth playground as Quote QT00091 & PO 949	241.38	48.28	289.66	online
			<b>Ace Landscapes total £2111.67</b>				
4403-301	C.Centre	Thomas Door & Window Controls	To remove and replace faulty back- up battery on front door as PO 955	395.00	79.00	474.00	online
9018-910	E.R	Snap Frame Warehouse	20 A4 Waterproof/ Lockable Snap Frames for Tye - PO 942	385.00	77.00	462.00	online
4355-401	PLAN	Peacehaven TC )	G Mallia Invoice 317 for the NDP updates	320.00	0.00	320.00	online
4355-401	PLAN	Peacehaven TC )	Brighton Planning inv for proofreading the NDP	256.66	51.33	307.99	online
			<b>Peacehaven TC total £627.99</b>				
			<b>balance c/f</b>	<b>36,074.78</b>	<b>3,516.05</b>	<b>39,590.83</b>	

Signed, Deputy Mayor .....

Payments cont. overleaf

**PAYMENTS JANUARY 2026 (Contd 2)**

<u>Code</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>Excl.</u>		<u>TOTAL</u>	<u>Method</u>
				<u>VAT</u>	<u>VAT</u>		
			balance b/f	<b>36,074.78</b>	<b>3,516.05</b>	<b>39,590.83</b>	
4352-401	PLAN	Twenty 20 - D James	Bus shelter cleaning, PO 856 Dec	110.50	0.00	110.50	online
4419-301	C. Centre	Evans All Electrical	To replace LED lights- PO 946	2,340.00	468.00	2,808.00	online
4419-301	C. Centre	Evans All Electrical	To replace x2 LED lights - PO 959	120.00	24.00	144.00	online
			<b>Evans Electrical total £2952.00</b>				
4061-101	Admin	J Tovey Garden Services	Tye fence/gate inspections - January	80.00	0.00	80.00	online
4075-102	Admin	Kempton House Day Centre	Grant payment	150.00	0.00	150.00	online
4075-102	Admin	Peacehaven & Telscombe Bowls Club	Grant payment	300.00	0.00	300.00	online
4075-102	Admin	Telscombe Residents Association	Grant payment	150.00	0.00	150.00	online
4075-102	Admin	Telscombe Cliffs W.I.	Grant payment	250.00	0.00	250.00	online
4010-101	Admin	Cllr C Clarkson	Expenses	18.00	0.00	18.00	online
4027-101	Admin	Fastnet	Domain Reg - org.uk Renewal	10.00	2.00	12.00	dd
4027-101	Admin	Focus Group (CVD)	Sogea line rental (broadband) & Cloud Rental (telephones) 1/2 - 28/2	54.70	10.94	65.64	dd
4021-101	Admin	CK Office Solutions	Photocopies Dec	19.26	3.85	23.11	dd
4001-101	Admin	ESCC )	Pension payments Jan employee	569.24	0.00	569.24	BACS
4003-101	Admin	ESCC )	Pension payments Jan employer	1,839.48	0.00	1,839.48	BACS
			<b>bacs total £2,408.72</b>				
4042-101	Admin	Nat West	bank charges	41.24	0.00	41.24	dd
				<b>42,127.20</b>	<b>4,024.84</b>	<b>46,152.04</b>	

Signed, Deputy Mayor .....

*Please see separate sheet for Receipts January 2026*

**RECEIPTS - JANUARY 2026**

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£.p</u>	<u>£.p</u>	<u>£.p</u>
5th Jan	1000-301	automated credit	Thankful Flow Yoga - inv 8506		66.60
6th Jan	1000-301	automated credit	Diversity Resource Int. - inv 8514		18.60
7th Jan	1000-301	automated credit	ES Family Group - inv 8474		60.30
9th Jan	1000-301	automated credit	Living Lights Pilates - inv 8515		69.27
	1000-301	automated credit	Dimensions - inv 8488		68.60
12th Jan	1190-101		Nat West - Investment interest		1,934.88
13th Jan	1000-301	automated credit	Mrs N M Wiedemann - inv 8516		12.40
16th Jan	1000-301	automated credit	Living Lights Pilates - inv 8521		69.27
	1000-301	automated credit	Care for the Carers - inv 8509		37.20
22nd Jan	1000-301	Slip 101406 - <i>cash</i>	A Smith - inv 8511/17/22	46.20	
	1063-202		K Beard - inv 8513 <i>plaque</i>	20.00	
	1000-301		Southdown Housing - inv 8518	34.20	
	1063-202		Mrs C Belton - inv 8524 <i>plaque</i>	20.00	
	1000-301		U3A Keep Fit - inv 8507 <i>balance</i>	0.50	
	1010-101		Photocopy money	<u>20.00</u>	140.90
23rd Jan	1000-301	automated credit	Living Lights Pilates - inv 8525		69.27
	1000-301	automated credit	F Ambrus - inv 8526		50.00
26th Jan	1000-301	automated credit	Bereavement Group - inv 8492		19.60
26th Jan	1000-301	Slip 101407 - <i>cheque</i>	WI - inv 8520	<u>41.25</u>	41.25
27th Jan	1000-301	automated credit	Jane Chant Yoga - inv 8530		96.80
	1066-202	automated credit	Wander Coffee - inv 8529		176.00
	1000-301	automated credit	Thankful Flow Yoga - inv 8512		22.20
28th Jan	1000-301	automated credit	Diversity Resource Int - inv 8523		18.60
	1000-301	automated credit	Deans Senior Tea Club - inv 8531		165.00
29th Jan	1000-301	automated credit	Meridian Labour Party - inv 8532		72.50
30th Jan	1000-301	automated credit	Living Lights Pilates - inv 8536		69.27
30th Jan	1190-101		Nat West - bank acct interest Jan		<u>37.55</u>
					<u><u>3,316.06</u></u>

Signed, Deputy Mayor .....

<b>AGENDA ITEM</b>	8
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To agree income and expenditure figures at 31 <sup>st</sup> January 2026

## 1. INFORMATION

The attached sheets printed from our accounting package show the actual year to date spend for all budget lines compared with the current annual budget and the variance amount, Appendix B.

## 2. INFORMATION

The actual year to date figures at 31<sup>st</sup> January 2026 are income of £372,387 and expenditure of £258,004. Explanations for main differences are as follows. Income nominal codes begin with a '1' and expenditure nominal codes begin with a '4':-

### **Policy & Resources Committee**

#### Income 101

1050-101 Grants received - £2,197 is the grant received from the International Tree Foundation to fund hedge planting on the Tye. The expenditure the purchases will be allocated to 4061-101 which will therefore show as over budget at year end, but will be off-set by the grant received.

#### Expenditure 101

4001 and Employee salaries, PAYE, NI and pension - the monthly payments to HMRC for PAYE and NI are actually made the following month, hence the figures may appear to be a little low.

4002 NI contributions employer – again the payments to HMRC are made in arrears. For example, our employer NI contribution payment of £1,277 made in January was for December's liability.

4012 Councillors basic allowance – payments will be made in March 2026 to those Councillors who choose to claim their allowance (it is not payable to co-opted Councillors).

4023 Subscriptions – the majority of subscriptions that are due are paid at the beginning of the financial year, with the highest being for ESALC/NALC of £1,965 and the SLCC of £415.

4024 Postage – savings have been made as we have cancelled the franking machine contract and are utilising email more.

4025 Insurance – this is showing an overspend of £257 and we were aware the renewal was going to be more than budgeted for. This was because the budget for 2025/26 was set before we were notified of the renewal cost for 2024/25 which had increased a lot more than anticipated. The increases have been taken into account for 2026/27, with the budget increasing to £4,450. I will suggest at the Council meeting on 18<sup>th</sup> March to make a virement of £300 from 4024-101 postage to 4025-101 insurance to cover the deficit.

4050 Legal fees – In July we spent £100 for legal fees which was a contribution via ESALC for the ESCC street lighting maintenance contract query and £295 for an OH referral for an employee. Another OH referral for another employee of £595 has also been made from this budget line.

4056 Professional fees - the main payment from this budget line is for the bookings and accounts annual maintenance package and payment has been made.

4058 payroll services – our payroll provider notified us in March last year that they were increasing their cost as from 1<sup>st</sup> April and the increase was agreed at our full Council meeting in March. Unfortunately, our budget had already been set and we will therefore go slightly over budget at year end of approximately £135, but again I can recommend a virement of £140 from the remaining budget in 4024-101 postage to cover the deficit

4059 elections – we haven't incurred any election expenses in this financial year and the £1,000 will therefore go into the earmarked reserve for elections, 9021-910, which will increase it to £19,899. This will be used for any by-election that may take place and for the main election which is due in May 2027.

4061 Telscombe Tye – costs to date are £350 for the Tye cut, minor fencing repairs and the Tye inspections which have now resumed.

### **Amenities Committee**

#### **Expenditure (201):-**

4098 playground equipment replacement – some equipment has had to be purchased and the remaining £9,478 will be transferred at year end to earmarked reserve 9011 for park/playground refurbishment.

4104 relates to contract 1 which was previously awarded to Countrymans who have now gone into administration. No work was carried out by them since the end of June. This contract has now been awarded to Ace Landscapes as from 1<sup>st</sup> September and they have been carrying out the required works to a good standard.

4105 & 4106 Grounds maintenance work contracts 2 and 3 - The same contractor, Countrywide Contractors, were awarded both contracts and they have not been carrying out the works as per the requirement of the contracts. Contract 2 was terminated at the end of December and we are awaiting correct invoices for works that have been carried out – they erroneously submitted invoices for work they had not carried out under a contract that was not awarded to them.

4107 playground inspections – allocation has been made for annual inspections for which we have not been invoiced yet. Payments made have been for the weekly inspections.

### Income (202):-

1062 Income memorial benches – we budgeted for one application for the year, but have received 3 so far which is why we are showing a credit. This will be offset by expenditure under 4357 for the bench purchase and installation. The remaining funds will be transferred to an earmarked reserve at year end, 9042-910, for bench maintenance.

### Expenditure (202):-

4360 café concession – progress has been slow and therefore no expenditure has been incurred to date. I will therefore recommend that the £3,500 be transferred at year end to earmarked reserve 9040 community café.

4367 youth services – the invoice from ESCC for youth services has been paid with some coming from this budget line and the remainder from earmarked reserve 9020 youth services.

4368 PWLB café loan – in view of the slow progress, it has not been necessary to apply for a loan yet. I will therefore recommend that the £7,000 be transferred at year end to earmarked reserve 9040 community café.

### Civic Centre Committee

#### Income (301):-

1000 income Civic Centre room hire – we are slightly under budget, having lost a couple of regular hirers, and it is doubtful that we will reach the budgeted income.

#### Expenditure (301):-

4412 water and sewage – the invoice for the whole year was paid at the beginning of the year and was higher than anticipated and budgeted for. However, it was agreed to make a virement from 4414-301 gas of £475 to cover the overspend which has been done.

4413 & 4414 electricity & gas – the new contracts with EON have now been put in place and invoices are being received monthly. The final invoices for the 2024/25 year were not as high as anticipated and allowed for so the c/f credit has had a positive affect on this year's figures.

4417 kitchen appliances – this amount will go into an earmarked reserve at year end.

4418 solar panels – this amount will go into an earmarked reserve at year end.

4419 internal/external works – Various works were recommended at the last Amenities/Civic Centre committee meeting and will use the remaining balance of the budget.

#### Expenditure (302):-

4060 loan account – the final Civic Centre loan payment was made in May.

## **Planning & Highways**

4349-401 bus shelter replacement – I will recommend that this amount transfers to the earmarked reserve 9028 bus shelters towards future works/replacements.

## **Earmarked Reserves**

9012-910 Civic Centre maintenance – payment has been made for the upgraded sound system.

9014-910 Telscombe Tye – payment was for the 3 new perch benches and a replacement gate post (14). Fencing work on the Tye has recently been carried out and will be deducted from this earmarked reserve.

9023-910 street lighting expenditure – payment has been made for a new street light in Telscombe Village, as agreed by the Planning & Highways Committee.

### **3. RECOMMENDATION**

It is recommended that the income and expenditure sheets are agreed.

### **4. ENVIRONMENTAL IMPACT**

N/A

### **5. FINANCIAL IMPLICATIONS**

As detailed above.

Budget spending will be reported to each Council meeting.

Summary Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Policy and Resources</u></b>							
Income	1,992	334,633	326,942	(7,691)			102.4%
Expenditure	19,735	170,109	224,182	54,073	0	54,073	75.9%
Movement to/(from) Gen Reserve	(17,743)	164,523	102,760	(61,763)			
<b><u>Amenities</u></b>							
Income	236	6,136	3,530	(2,606)			173.8%
Expenditure	13,916	29,920	70,480	40,560	0	40,560	42.5%
Movement to/(from) Gen Reserve	(13,680)	(23,784)	(66,950)	(43,166)			
<b><u>Civic Centre</u></b>							
Income	984	23,592	26,865	3,273			87.8%
Expenditure	4,716	24,476	42,270	17,794	0	17,794	57.9%
Movement to/(from) Gen Reserve	(3,732)	(884)	(15,405)	(14,521)			
<b><u>Planning and Highways</u></b>							
Income	0	8,026	6,148	(1,878)			130.6%
Expenditure	3,212	21,993	27,560	5,567	0	5,567	79.8%
Movement to/(from) Gen Reserve	(3,212)	(13,967)	(21,412)	(7,445)			
<b><u>Earmarked Reserves</u></b>							
Income	0	0	0	0			0.0%
Expenditure	551	11,505	347,334	335,829	0	335,829	3.3%
Movement to/(from) Gen Reserve	(551)	(11,505)	(347,334)	(335,829)			
<b>Grand Totals:- Income</b>							
	3,213	372,387	363,485	(8,902)			102.4%
<b>Expenditure</b>							
	42,131	258,004	711,826	453,822	0	453,822	36.2%
<b>Net Income over Expenditure</b>							
	(38,919)	114,383	(348,341)	(462,724)			
<b>Movement to/(from) Gen Reserve</b>							
	(38,919)	114,383	(348,341)	(462,724)			

**Detailed Income & Expenditure by Budget Heading 31/01/2026  
Committee Report**

Month No: 10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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**Policy and Resources****101 General Administration**

1010	Income miscellaneous	20	70	0	(70)		0.0%
1031	Income Wayleaves	0	16	16	(0)		100.6%
1040	Income Newsletter	0	400	350	(50)		114.3%
1050	Grants Received	0	2,197	0	(2,197)		0.0%
1176	Precept Received	0	322,076	322,076	0		100.0%
1190	Interest Received	1,972	9,874	4,500	(5,374)		219.4%

<b>General Administration :- Income</b>		<b>1,992</b>	<b>334,633</b>	<b>326,942</b>	<b>(7,691)</b>		<b>102.4%</b>
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4001	Salary inc TAX/NI/Pen Emp'ee	10,069	106,239	133,250	27,011	27,011	79.7%
4002	NI contributions Employer	1,277	11,103	16,000	4,897	4,897	69.4%
4003	Pension contributions Employer	1,839	20,486	26,250	5,764	5,764	78.0%
4005	Staff expenses	8	105	300	195	195	35.1%
4008	Staff training/conferences etc	0	375	750	375	375	50.0%
4009	Mayors Allowance 1	0	534	1,007	473	473	53.0%
4010	Councillors/civic expenses	18	299	400	101	101	74.8%
4011	Councillor training	0	120	200	80	80	60.0%
4012	Councillors basic allowance	0	0	4,100	4,100	4,100	0.0%
4019	Mayors allowance 2	74	105	1,500	1,395	1,395	7.0%
4020	Miscellaneous expenses	0	0	200	200	200	0.0%
4021	Stationery, copier etc	244	1,366	2,100	734	734	65.0%
4022	Telephone	69	740	1,200	460	460	61.7%
4023	Subscriptions	0	2,717	3,465	748	748	78.4%
4024	Postage	0	41	500	459	459	8.2%
4025	Insurance	4,257	4,257	4,000	(257)	(257)	106.4%
4027	IT services	317	3,309	4,400	1,091	1,091	75.2%
4030	Newsletter & publicity	210	2,175	3,650	1,475	1,475	59.6%
4040	Computer equipment	0	0	750	750	750	0.0%
4041	Computer maintenance	270	2,694	3,400	706	706	79.2%
4042	Bank charges	41	409	750	341	341	54.6%
4043	Website	25	250	400	150	150	62.5%
4050	Legal fees	0	990	1,000	10	10	99.0%
4056	Professional fees	0	1,521	1,650	129	129	92.2%
4057	Audit fees	0	838	1,650	813	813	50.8%
4058	Payroll services	86	863	900	38	38	95.8%
4059	Elections	0	0	1,000	1,000	1,000	0.0%
4061	Telscombe Tye	80	1,672	2,500	828	828	66.9%

<b>General Administration :- Indirect Expenditure</b>		<b>18,885</b>	<b>163,209</b>	<b>217,272</b>	<b>54,063</b>	<b>0</b>	<b>54,063</b>	<b>75.1%</b>
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**Net Income over Expenditure**

	<b>(16,893)</b>	<b>171,423</b>	<b>109,670</b>	<b>(61,753)</b>			
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**Detailed Income & Expenditure by Budget Heading 31/01/2026**

**Month No: 10**

**Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Grants</u>							
4075 Grants	850	2,490	2,500	10		10	99.6%
4081 Citizens Advice contribution	0	4,410	4,410	0		0	100.0%
Grants :- Indirect Expenditure	<b>850</b>	<b>6,900</b>	<b>6,910</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>99.9%</b>
<b>Net Expenditure</b>	<b>(850)</b>	<b>(6,900)</b>	<b>(6,910)</b>	<b>(10)</b>			
<b>Policy and Resources :- Income</b>	<b>1,992</b>	<b>334,633</b>	<b>326,942</b>	<b>(7,691)</b>			<b>102.4%</b>
Expenditure	<b>19,735</b>	<b>170,109</b>	<b>224,182</b>	<b>54,073</b>	<b>0</b>	<b>54,073</b>	<b>75.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(17,743)</b>	<b>164,523</b>	<b>102,760</b>	<b>(61,763)</b>			

**Detailed Income & Expenditure by Budget Heading 31/01/2026  
Committee Report**

Month No: 10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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**Amenities****105 Town Events**

1054 Income entertainment	0	0	100	100			0.0%
<b>Town Events :- Income</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>

4363 Town entertainment /events	0	1,186	1,500	314		314	79.0%
4365 Entertainment consumables	0	0	100	100		100	0.0%

<b>Town Events :- Indirect Expenditure</b>	<b>0</b>	<b>1,186</b>	<b>1,600</b>	<b>414</b>	<b>0</b>	<b>414</b>	<b>74.1%</b>
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**Net Income over Expenditure**

	<b>0</b>	<b>(1,186)</b>	<b>(1,500)</b>	<b>(314)</b>			
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**201 Parks, Open Spaces/Playgrounds**

4098 Playground equip. replacement	0	522	10,000	9,478		9,478	5.2%
4100 Playgrounds spare parts/repair	463	535	2,000	1,465		1,465	26.8%
4101 Grounds maintenance	9,270	11,867	14,700	2,833		2,833	80.7%
4104 Works contract 1, playgrounds	3,423	8,807	15,000	6,193		6,193	58.7%
4105 Works contract 2 -trees/hedges	0	80	6,000	5,920		5,920	1.3%
4106 Works contract 3 - small works	0	100	2,500	2,400		2,400	4.0%
4107 Playground inspections	390	1,540	3,000	1,460		1,460	51.3%

<b>Parks, Open Spaces/Playgrounds :- Indirect Expenditure</b>	<b>13,547</b>	<b>23,451</b>	<b>53,200</b>	<b>29,749</b>	<b>0</b>	<b>29,749</b>	<b>44.1%</b>
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**Net Expenditure**

	<b>(13,547)</b>	<b>(23,451)</b>	<b>(53,200)</b>	<b>(29,749)</b>			
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**202 Amenities General**

1062 Income memorial benches	0	3,900	1,150	(2,750)			339.1%
1063 Income memory garden plaques	60	300	200	(100)			150.0%
1066 Cafe concession	176	1,936	2,080	144			93.1%

<b>Amenities General :- Income</b>	<b>236</b>	<b>6,136</b>	<b>3,430</b>	<b>(2,706)</b>			<b>178.9%</b>
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4351 Seats and notice boards	0	480	1,250	770		770	38.4%
4357 Memorial benches	0	2,478	1,150	(1,328)		(1,328)	215.5%
4358 Memory garden plaques	0	92	200	108		108	45.9%
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%
4367 Youth services	0	500	500	0		0	100.0%
4368 PWLB Cafe loan	0	0	7,000	7,000		7,000	0.0%
4369 Cafe portaloos hire	370	1,734	2,080	346		346	83.3%

<b>Amenities General :- Indirect Expenditure</b>	<b>370</b>	<b>5,283</b>	<b>15,680</b>	<b>10,397</b>	<b>0</b>	<b>10,397</b>	<b>33.7%</b>
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**Net Income over Expenditure**

	<b>(134)</b>	<b>853</b>	<b>(12,250)</b>	<b>(13,103)</b>			
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<b>Amenities :- Income</b>	<b>236</b>	<b>6,136</b>	<b>3,530</b>	<b>(2,606)</b>			<b>173.8%</b>
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<b>Expenditure</b>	<b>13,916</b>	<b>29,920</b>	<b>70,480</b>	<b>40,560</b>	<b>0</b>	<b>40,560</b>	<b>42.5%</b>
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**Movement to/(from) Gen Reserve**

	<b>(13,680)</b>	<b>(23,784)</b>	<b>(66,950)</b>	<b>(43,166)</b>			
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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Civic Centre</u></b>							
<b><u>301 Civic Building</u></b>							
1000 Income Civic Centre -room hire	936	11,703	15,000	3,297			78.0%
1002 Income - C Centre FIT payments	0	6,479	5,000	(1,479)			129.6%
1003 Income - C Centre mast rental	0	4,959	6,615	1,656			75.0%
1005 Income music licence	48	450	250	(200)			180.0%
<b>Civic Building :- Income</b>	<b>984</b>	<b>23,592</b>	<b>26,865</b>	<b>3,273</b>			<b>87.8%</b>
4402 Consumable supplies	4	437	880	443	443	443	49.6%
4403 Equipment maintenance	395	1,593	2,200	607	607	607	72.4%
4406 Refuse collection	0	1,063	1,400	337	337	337	75.9%
4407 Equipment	0	983	1,210	227	227	227	81.3%
4411 Rates	1,206	12,059	16,000	3,941	3,941	3,941	75.4%
4412 Water and sewage	0	2,730	2,730	0	0	0	100.0%
4413 Electricity	181	944	4,450	3,506	3,506	3,506	21.2%
4414 Gas	400	905	5,600	4,695	4,695	4,695	16.2%
4417 Kitchen appliances	0	0	500	500	500	500	0.0%
4418 Solar panels	0	0	500	500	500	500	0.0%
4419 Internal/external works	2,530	2,530	5,500	2,970	2,970	2,970	46.0%
<b>Civic Building :- Indirect Expenditure</b>	<b>4,716</b>	<b>23,244</b>	<b>40,970</b>	<b>17,726</b>	<b>0</b>	<b>17,726</b>	<b>56.7%</b>
<b>Net Income over Expenditure</b>	<b>(3,732)</b>	<b>348</b>	<b>(14,105)</b>	<b>(14,453)</b>			
<b><u>302 Civic Building Loan</u></b>							
4060 Loan accounts	0	1,232	1,300	68		68	94.8%
<b>Civic Building Loan :- Indirect Expenditure</b>	<b>0</b>	<b>1,232</b>	<b>1,300</b>	<b>68</b>	<b>0</b>	<b>68</b>	<b>94.8%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,232)</b>	<b>(1,300)</b>	<b>(68)</b>			
<b>Civic Centre :- Income</b>	<b>984</b>	<b>23,592</b>	<b>26,865</b>	<b>3,273</b>			<b>87.8%</b>
<b>Expenditure</b>	<b>4,716</b>	<b>24,476</b>	<b>42,270</b>	<b>17,794</b>	<b>0</b>	<b>17,794</b>	<b>57.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,732)</b>	<b>(884)</b>	<b>(15,405)</b>	<b>(14,521)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Planning and Highways</u></b>							
<b><u>401 Planning and Highways</u></b>							
1026 Income CIL money	0	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	<b>0</b>	<b>8,026</b>	<b>6,148</b>	<b>(1,878)</b>			<b>130.6%</b>
4102 Grass verge cutting	0	11,840	11,900	60	60	60	99.5%
4300 Public lighting	2,525	4,587	5,790	1,203	1,203	1,203	79.2%
4302 Miscellaneous expenses	0	0	100	100	100	100	0.0%
4349 Bus shelter replacement	0	0	2,500	2,500	2,500	2,500	0.0%
4350 Bus shelter maintenance	0	618	1,600	982	982	982	38.6%
4352 Bus shelter cleaning	111	332	830	499	499	499	39.9%
4354 Community bus	0	4,040	4,040	0	0	0	100.0%
4355 Neighbourhood plan	577	577	800	223	223	223	72.1%
Planning and Highways :- Indirect Expenditure	<b>3,212</b>	<b>21,993</b>	<b>27,560</b>	<b>5,567</b>	<b>0</b>	<b>5,567</b>	<b>79.8%</b>
<b>Net Income over Expenditure</b>	<b>(3,212)</b>	<b>(13,967)</b>	<b>(21,412)</b>	<b>(7,445)</b>			
<b>Planning and Highways :- Income</b>	<b>0</b>	<b>8,026</b>	<b>6,148</b>	<b>(1,878)</b>			<b>130.6%</b>
<b>Expenditure</b>	<b>3,212</b>	<b>21,993</b>	<b>27,560</b>	<b>5,567</b>	<b>0</b>	<b>5,567</b>	<b>79.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,212)</b>	<b>(13,967)</b>	<b>(21,412)</b>	<b>(7,445)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Earmarked Reserves</u></b>							
<b><u>910 Earmarked Reserves</u></b>							
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	551	551	1,200	649		649	46.0%
9020 Youth projects expenditure	0	1,060	2,548	1,488		1,488	41.6%
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	595	6,250	5,655		5,655	9.5%
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%
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>551</b>	<b>11,505</b>	<b>347,334</b>	<b>335,829</b>	<b>0</b>	<b>335,829</b>	<b>3.3%</b>
<b>Net Expenditure</b>	<b>(551)</b>	<b>(11,505)</b>	<b>(347,334)</b>	<b>(335,829)</b>			
<b>Earmarked Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Expenditure</b>	<b>551</b>	<b>11,505</b>	<b>347,334</b>	<b>335,829</b>	<b>0</b>	<b>335,829</b>	<b>3.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(551)</b>	<b>(11,505)</b>	<b>(347,334)</b>	<b>(335,829)</b>			

<b>AGENDA ITEM</b>	9
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To review general and earmarked reserves; agree amounts to be put into earmarked reserves for the 2026/27 financial year and agree virement of funds

## 1. INTRODUCTION

Earmarked reserves (ER) are amounts set aside for specific purposes. Funds are normally transferred to earmarked reserves at year end ready for the beginning of the new financial year.

## 2. INFORMATION

### General Reserves

In addition to holding earmarked reserves (ERs), the Council should maintain general reserves as a financial safeguard. These reserves help manage fluctuations in cash flow and provide a safety net against unforeseen events or emergencies. However, if general reserves are set too high, local taxpayers may be funding amounts that are not currently being applied for the benefit of the community. A recommended level for general reserves is approximately four to six months of the precept.

Our current general reserve for 2025/26 is £147,803 which equates to approximately 5.5 months of our precept of £322,076. Last year our general reserve equated to approximately 5.35 months of the £299,937 precept at £133,615. It would be beneficial to maintain a general reserve of approximately 5 to 5.25 months of our precept for 2026/27. The precept has increased to £337,641 and we would therefore be looking at a general reserve of between £140,685 to £147,720. It is, however, impossible to predict accurately what the ultimate figure will be until the year end accounts and transfers to and from ER's have been completed.

Unused budget monies at year end are transferred into the general reserve which is how it is increased, but they are also used to transfer into ER's. Some budget monies are committed for ER's, such as nominal code 4098-201 playground equipment replacement. Spending this year has been close to budget, but there have been some savings and also some unexpected income which has given us allowance to both increase the general reserve in line with the increased precept and put some funds into ER's. For example, interest received, nominal code 1190-101, is just over £5,000 more than budgeted as at 31<sup>st</sup> January and we will be due just over £1,500 in interest on our investment in March.

## Earmarked Reserves

Committed expenditure for ER's are as follows:-

4059-101 elections – The budget is £1,000 which will go into the elections ER to cover any forthcoming election costs, both a main election or by-election. This will bring the ER to just over £20,000. The 2023 election was uncontested so costs were minimal and the one prior to that in 2019 cost just over £9,000. The budget for 2026/27 has been set at £1,000 again and will transfer into the ER at the end of the next financial year.

4098-201 play equipment replacement – The budget was set at £10,000, but some has been used to fund expenditure. The remaining amount, approximately £6,800, will go into ER 9011-910 for park/playground refurbishment.

Other allocated funds for ER's are as follows:-

### Amenities:-

1062-202 Income memorial benches – the remainder of the monies, £1,422, should go to the ER 9042-910 for memorials/bench maintenance to cover future maintenance requirements.

4360-202 Café concession – the unspent budget of £3,500 should go to the community café ER, 9040-910.

4368-202 PWLB café loan – the unspent budget of £7,000 should go to the community café ER, 9040-910.

### Civic Centre

4417-301 Kitchen appliances – the unspent budget of £500 is to go to ER 9046-910 for kitchen appliances.

4418-301 Solar panels – the unspent budget of £500 is to go to ER 90447-910 solar panels

### Planning & Highways:-

1026-401 income CIL money - we have received £2,378 from LewesDC which will go into the ER for CIL monies, 9037-910. It has to be spent within 5 years.

4355-401 Neighbourhood plan – any remaining budget to go to the NDP ER, 9038-910.

4349-401 Bus shelter replacement – the unspent budget of £2,500 to go to ER 9028-910 bus shelters.

A list of our ER's at 31<sup>st</sup> January was contained in the Income & Expenditure figures under agenda item 8.

## General

I have gone through the accounts in detail as at 31<sup>st</sup> January looking at each nominal code and working out where we have achieved savings and where we have had additional income. As several payments are still due to be made during February and March, the figures are currently estimated. Based on the present projections, however, it is anticipated that approximately £30,000 could be transferred to earmarked reserves, which would enable the general reserve to remain within the recommended range of four to six months of the Council's precept.

### **3. RECOMMENDATION**

I recommended putting the following amounts into ER's:-

- From allocated funds:-
  - £1,000 from 4059-101 elections into ER 9021-910 election expenses
  - £6,870 from 4098-201 playground equipment replacement into ER 9011-910 park/playground refurbishment
  - £500 from 4417-301 kitchen appliances to ER 9046-910 kitchen appliances
  - £500 from 4418 solar panels to ER 9047-910 solar panels
  - £2,500 from 4349-401 bus shelter replacement to ER 9028-910 bus shelters
  - £500 from 4350-401 bus shelter maintenance to ER 9028-910 bus shelters
  - £1,422 from 1062-202 Income memorial benches to the ER 9042-910 for memorials/bench maintenance
  - £3,500 from 4360-202 Café concession to the community café ER, 9040-910
  - £7,000 from 4368-202 PWLB café loan to the community café ER, 9040-910
- CIL monies:-
  - £2,378 from 1026-401 Income CIL money into 9037-910 CIL monies
- From general budget savings/increased income from various nominal codes:-
  - £ 3,000 into 9011-910 playground refurbishments
  - £10,000 into 9012-910 Civic Centre maintenance
  - £ 750 into 9013-910 IT/server
  - £5,000 into 9023-910 street lighting
  - £ 250 into 9030-910 CCTV
  - £ 250 into 9033-910 phones
  - £5,500 into 9035-910 grounds maintenance
  - £2,500 into 9039-910 clifftop fencing
  - £2,500 into 9040-910 community café
  - £ 250 into 9048-910 recruitment advertising

### Virements:-

- £300 from 4024-101 postage to 4025-101 insurance to cover the deficit
- £140 from 4023-101 subscriptions to 4058-101 payroll services to cover the deficit

#### ER virements:-

- £200 from Bridleway 8 gate key deposits to 9014 Telscombe Tye (as agreed at P&R on 4.3.26)
- £1,500 from 9044 Wave Leisure to 9020 Youth projects
- £8 from 9027 burials to 9035 grounds maintenance

At this stage I recommend leaving the ER 9036 Coastal Management of £6,500 as it is.

If at year end any alterations are encountered to proposed funds, it is recommended to allow the Town Clerk/RFO to amend figures with prior agreement via email from a majority of Councillors. This may include reducing figures if not enough funds are available, or increasing figures for earmarked reserves if extra funds are available, whilst keeping the general reserve within the 4 – 6 months bracket.

#### **4. FINANCIAL IMPLICATIONS**

All the financial implications have been detailed above, although the final spending, savings and resultant general reserve will not be known until the end of year accounts have been completed.

<b>AGENDA ITEM</b>	10
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	Business Plan Update/Review

## **1. INTRODUCTION**

The business plan is reviewed at each Committee and Full Council meeting.

## **2. INFORMATION**

Attached is the latest version of the full plan, V 2.6 dated 25<sup>th</sup> February 2026, Appendix C. Updates were agreed at the last Planning & Highways Committee meeting and these have been carried out. Section IV relates specifically to full Council and no changes were recommended at the last meeting.

## **3. RECOMMENDATION**

It is recommended to review the updated plan and decide whether any amendments are necessary at this stage to the Full Council items and leave the Committees to decide on amendments to their relevant sections.

## **4. FINANCIAL IMPLICATIONS**

There will be financial implications to some of the plan's actions.

Appendix C

## Business Plan 2023/2027 - v 2.6

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council. PART 1 working group Notes

SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE						
Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tree Survey To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting. Bat roost survey carried out – 10 trees identified as having bat roost potential. Bat boxes have been fitted throughout the park.	AO, TC	Yearly	ACC	Ongoing
2	Tree Works Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Once report on trees received, take to ACC Committee to agree works to be undertaken.	AO, TC	Yearly	ACC	Complete Ongoing
3	Mini Forest Project in Chatsworth Park To plant a mini forest in line with the Miyawaki Method	ACC in Nov '23 agreed to apply for grant funding from Tree Council/National Rail. Grant offer received in Jan '24 & ACC in Jan '24 agreed for Town Clerk to sign acceptance agreement & submit application if can be done within this financial year. Grant received & saplings planted.	CC, TC	March '24	ACC	Complete

# Business Plan 2023/2027 - v 2.6

3	Mini forest project in Chatsworth Park	Final grant submitted & saplings to be watered regularly.				Ongoing
4	Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Bin emptying and litter picking included in contracts. Monthly volunteer litter picks organised in addition to being included in contracts.	Keep the play equipment in a safe and good condition and all areas clean and tidy	AO, TC & ACC & volunteers	6 monthly	Ongoing
5	New Council Contracts – Contract specification to pay the living wage to employees	Revised grounds maintenance contracts x3 were drawn up, went out to tender and contractors appointed. Started from 1.4.24 for 3 years. <b>BUDGET IMPLICATIONS</b>	Appraisal of grounds maintenance contracts when due 3 year renewal. (Next due in Spring 2026 for April 2027 start).	TC & AO	3 yearly	Complete

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

6	<p><b>New Café in Chatsworth Park Project</b></p>	<p>Examine the feasibility of building a new café in Chatsworth Park</p>	<p>Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 &amp; reviewed 6 monthly in April &amp; September. Additional Cllrs &amp; staff joined working group to take project forward. LDC &amp; EBC assisting with project delivery – SLA agreed. <b>BUDGET IMPLICATIONS</b></p>	<p>AO &amp; TC</p>	<p>Ongoing</p>	<p>ACC</p>	<p>Ongoing</p>
7	<p><b>Climate Change Emergency - Activity for ACC and FC</b></p>	<p>Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.</p>	<p>Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed due to underground services &amp; same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species. Advertise the solar panels savings in CO2 and clean energy generation in newsletter.</p>	<p>TC &amp; AO</p>	<p>Ongoing</p>	<p>ACC &amp; FC</p>	<p>Complete</p>

# Business Plan 2023/2027 - v 2.6

			Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point. <b>BUDGET IMPLICATIONS</b> Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23.	CR	On hold	ACC	Complete
8	Active Travel – cycles and walkways	Safe walking/shared pathways	In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park. <b>BUDGET IMPLICATIONS</b>	AO	Yearly	ACC	n/a
9	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov '21. Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.	AO/CC	Yearly	ACC/FC	Ongoing
10	Youth Services	Look at expanding opportunities to provide youth	Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA	TC & CR		ACC	Complete

# Business Plan 2023/2027 - v 2.6

		services support in the Towns	was signed by all parties, invoice received from ESCC and payment made. New SLA agreed & signed by TC for 2025/26, invoice received & paid. To include budget for future years – budget for 2026/27 financial year has been included. <b>BUDGET IMPLICATIONS</b>				Complete Ongoing
11	Civic Centre Sustainability	Explore ways of cost reduction	Net Zero Working Group set up – reports to go to ACC meetings quarterly. <b>BUDGET IMPLICATIONS</b>	ACC	Ongoing	Working group/ACC	Ongoing
12	Civic Centre room hire/marketing	To maximise income from room hire	Working group to discuss & report back to Committee.	Officers & Cllrs	July 2026	ACC	Ongoing
13	Civic Centre security	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre.	Officers & Cllrs	Yearly	ACC	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

## Section II – POLICY & RESOURCES COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Value for Money review A review of council services and costs.	To be agreed. <b>BUDGET IMPLICATIONS</b>	TC & Cllrs	Ongoing	P&R	
2	Tye Management Plan (TMP) Develop and adopt a 'refreshed' TMP	Draft plan drawn up by CR & CCLK, taken to P&R for agreement & then full Council in Sept '21 & adopted. <b>KEEP UNDER REVIEW</b> <b>BUDGET IMPLICATIONS</b>	Working Group	Annually	P&R	Ongoing
3	Plan to maintain the Tye assets To agree a regime of ongoing maintenance of the grass downland, stock fencing, gates and barriers.	P&R to agree the maintenance budget yearly & prescribe programme of work to maintain this asset. Review Management Plan once Tye objectives & new scheme agreed. Agreed to maintain gates & fencing along Sth Cst Rd and Gorham Way, and in East Saltdean gates 3 to 7 and fencing immediately either side only. <b>BUDGET IMPLICATIONS</b>	TC/P&R  TC/P&R	Annually	P&R/budget working group  P&R	Ongoing  Ongoing

# Business Plan 2023/2027 - v 2.6

4	<p>Funding for Telscombe Tye</p>	<p>To consider Grant funding for Telscombe Tye.</p>	<p>Previous HLS/ELS scheme has ended. Tye Objectives Working Group set up to consider options &amp; to report back to P&amp;R Committee. Various meetings have taken place and no scheme identified to date. Will continue to explore options.</p> <p><b>BUDGET IMPLICATIONS</b></p>	<p>Working Group/P&amp;R/TC</p>	<p>P&amp;R FC</p>	<p>Complete</p>
						<p>Ongoing</p>

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

## SECTION III – PLANNING & HIGHWAYS

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Develop a Neighbourhood Plan with PHTC	Produce a Neighbourhood Plan.	Members, officers & steering group	TBA	Planning & Highways & FC	2023
		Undertake necessary activity to develop a consulted NDP for both Councils to agree and submit to LDC for adoption. Consultant employed & Steering Group continuing with progressing draft plan. Revised Steering Group Terms of Reference agreed at full Council in Dec 2023. Draft Plan submitted to LDC & they have put out for Reg 16 consultation. Revised plan submitted to LDC & has gone out for another Reg 16 consultation which ends Nov '23. Results awaited. Jan '24 – Plan awaiting examination. Examiner requested Habitat Regulation Assessment Report (HRA) & Aecom		Dec 2023 March 2024	FC	Complete Complete

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

2	Road grass verges - P&H	Explore the opportunities to extend the wild flower verges and additional street tree planting in the Towns.	<p>commissioned to undertake.</p> <p>HRA Report submitted to LDC &amp; they have shared with the statutory consultees (EA, Historic England, etc) for 4 weeks during May.</p> <p>Results forwarded to examiner for perusal &amp; her comments awaited.</p> <p>Examiner recommended minor amendments which have been carried out &amp; were accepted at Extra-Ordinary Council meeting.</p> <p>LDC signed decision notice to take to referendum on 7<sup>th</sup> May 2026.</p> <p><b>BUDGET IMPLICATIONS</b></p>	March '25	2026	Ongoing
				May '25		
				August '25		
				January '26		
				May '26		
				AO/P&H	Ongoing	P&H

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

3	Maintain street lighting	To keep street lights in good working order	<p>To include all street lights in maintenance contract with ESCC and set aside funds annually for ER for ultimate replacement.          Agreed ongoing maintenance cost from ESCC at meeting on 16.10.23.          To work with other agencies to try and follow with dark skies best practice when replacing TTC owned street lights</p> <p><b>BUDGET IMPLICATIONS</b></p>	P&H	March annually	P&H	Ongoing
4	Maintain bus shelters	To keep bus shelters in good order	<p>To have bus shelters inspected regularly by the Amenities Officer and bi-annually with a company who should provide a report as to their condition, along with any recommended work necessary. To also have them cleaned every other month throughout the year (April, June, August, October, December, February).</p>	Amenities Officer	6 monthly	P&H	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

## Section IV – FULL COUNCIL

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1 <b>Review Member Allowances</b>	Review the yearly allowance paid to elected members.	LDC remuneration review undertaken and their report Nov '23 with recommendations considered at full Council in March 24 & agreed to increase allowances for 2025/26 year. To review annually. July 2025 – agreed to leave the same for 2026/27 year. Review again in July 2026 for 2027/28 year. <b>BUDGET IMPLICATIONS</b>	TC & members	July 25 July 26	FC FC	Complete Complete Ongoing
2 <b>Review of Town Assets</b>	To review assets held by TTC	Annual review by Audit Sub-Committee & then report to FC for approval.	TC	Yearly	Audit & FC	Ongoing
3 <b>Council Governance review</b>	To examine committee structure, speed of decisions & reduce printing by introducing	Agendas & reports to be emailed - limited Cllrs to have printed copies which are to be collected not posted. Consideration of hybrid meetings in accordance	Members, TC & officers	May 2025	FC, P&R FC	Complete July 2026

2023-24	2024 - 2025	2025-26	2026-27
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# Business Plan 2023/2027 - v 2.6

	with government consultation. <b>BUDGET IMPLICATIONS</b>		
4	<p><b>Sea Defences</b></p> <p>To maintain small ER in case decide to make a contribution to any emerging coastal erosion project for Telscombe and East Saltdean.</p>	<p>Maintain contact with LDC. 2021 - Memorandum of Understanding signed between LDC &amp; Environment Agency for the sea defences between Ambleside Av and the Southern Water Works in Telscombe Cliffs.</p>	<p>Members &amp; TC</p> <p>FC, P&amp;R</p> <p>Ongoing</p>

### Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- CC – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- ACC – Amenities & Civic Centre Committee
- P&H – Planning & Highways Committee
- Policy & Resources Committee
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

<b>AGENDA ITEM</b>	11
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To note the Internal Auditor's interim report for 2025/26 and agree action to take on recommendations

## 1. INTRODUCTION

Our internal auditors for the 2025/26 financial year are April Skies Accounting and they carried out their interim internal audit in January. Their Report is attached for your information, Appendix D.

## 2. INFORMATION

The audit was conducted remotely by April Skies. As outlined in their report, they initially requested documentation, which was scanned and sent electronically for their review. They subsequently selected a sample of income and expenditure transactions at random for more detailed examination to confirm that the appropriate procedures had been followed. We also had an online meeting to discuss the audit process and address any queries. In addition, they reviewed our website to verify that all required information is being published in accordance with transparency obligations.

Their report confirmed that we had maintained a satisfactory system of financial control.

## 3. RECOMMENDATION

The Auditor reported 2 matters arising with recommendations as follows:-

1. For 2025-26 an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioner's Guide in this area

*Recommendation – For clarity it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.*

2. I note that the Council is considering construction of a café in Chatsworth Park, has applied for a CIL grant and is considering a PWLB loan to fund this work.

*Recommendation – VAT advice should be taken prior to construction to ensure most efficient VAT decisions are implemented. I recommend the Council should contact the Parkinson Partnership.*

It is recommended to note the Auditor's report.

The auditor's recommendation 1 relating to consideration of paragraphs 1.47 to 1.54 of the Practitioners' Guide relates to the new Assertion 10 - Digital and data compliance on the Annual Governance and Accountability return. I have therefore added an agenda item, number 14, for consideration at this meeting.

Regarding recommendation 2, I recommend we agree taking advice from the Parkinson Partnership. I therefore contacted them for a price and this will be considered under the next agenda item, number 13.

#### **4. FINANCIAL IMPLICATIONS**

We have a budget to cover the audits undertaken, both internal and external. There will be a budget implication in seeking advice from the Parkinson Partnership.

#### **5. ENVIRONMENTAL IMPACT**

N/A

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# April Skies

Accounting

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Stella Newman  
Telscombe Town Council

3 February 2026

Dear Stella

**Telscombe Town Council**  
**Interim Audit Report – 25-26**

Following the remote interim audit completed on 3 February, I attach my report for consideration by the Council. This was the first of two audits I intend to carry out to support my opinion on the 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 9 months of financial year
- Testing of income – first 9 months of financial year
- Risk management and insurance
- Salaries and wages
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has maintained a satisfactory system of financial control. Recommendations are at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

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Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

**A - Appropriate books of account have been kept properly throughout the year**  
**Interim Audit**

The Council uses the RBS Omega accounting system. This is industry specific accounting software well suited to this Council. Income is collected using this system, with the integrated booking module in place for hall bookings.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on the accounting system
- All reconciliations tested are working well and are up to date
- Council is making use of the reporting available to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on the accounting system could be agreed back to the audited AGAR for 24-5. The closing balance in box 7 of the audited accounts was £495,137. This agrees to the opening balance sheet value on the accounting system. The Council received a clear audit certificate, so there is nothing to take into account in the current financial year.

I reviewed the Council's VAT records and checked that the VAT return had been submitted to HMRC for the three months to 30 September 2025. VAT reclaimed of £4,133 could be agreed to a schedule of transactions recorded on the accounting system. I reviewed the VAT account at 31 December. This could be agreed to the VAT return submitted to HMRC.

I note that the Council is considering construction of a café in Chatsworth Park, has applied for a CIL grant, and is considering a PWLB loan, to fund this work. VAT advice should be taken prior to construction to ensure most efficient VAT decisions are implemented. I recommend the Council should contact the Parkinson Partnership. [Home](#)

**B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.**  
**Interim Audit**

**Governance**

The Financial Regulations were last reviewed in May 2025, and an appropriate minute recorded in a meeting of Council ( minute 2452), these are based on the updated NALC template regulations, adapted to comply with local processes at TTC. Standing Orders were last reviewed at the same meeting (minute 2453).

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## **Expenditure Testing**

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to the accounting system by office staff. The Clerk then prepares a payment listing setting out a schedule of all supplier accounts requiring payment. This is emailed to councillors, once 2 councillors have emailed approval to pay, the Clerk makes payment to suppliers by BACS. Payments are reported retrospectively to Full Council, and an appropriate minute recorded.

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 9 months of 25-26. I tested 6 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
- Payment included in payment approval list as reported to Council - payment list signed by councillor
- Signature of 2 councillors viewed on invoice approving payment.

## **C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

### **Interim Audit**

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. The Clerk confirmed that this is still in place, and the annual review of the risk assessment will be considered at the Audit Sub Committee in March, with Full Council approval due at the meeting later that month. I will review the risk assessment at my final audit.

The Council is insured by Zurich Municipal, on a standard local council policy. I reviewed the insurance certificate and confirmed it is in date with an expiry date of 27 February 2026. One building is insured, the Town Council building, with an insurance value of £1.794m.

Other assets insured are:

# April Skies

## Accounting

Item Description	Sum Insured	Excess
Street Furniture	£138,759.25	£250
Stone Memorial & Bronze Plaque	£483.50	£100
Portland Stone Weather Vane	£9,422.07	£250
Gates & Fences	£67,837.86	£250
Playground Equipment	£495,833.07	£250
Civic Regalia	£5,177.89	£250
Paintings	£6,016.59	£250
Personal computers, small micro computers and other similar equipment	£943.57	£100
Photocopier - Toshiba eStudio 3535ac - noted interest of Grenke Leasing	£3,002.12	£100
Portaloo with the noted interest of: WC Hire	£1,796.24	£100
Portable Toilet	£2,100.00	£100

This appears consistent with the asset register. Fidelity cover is sufficient at £1 million.

I checked that the final internal audit report for 24-25 was considered at the Full Council meeting in May 2025, (minute 2442).

IT support is provided by an external company, Northstar. The Clerk has provided evidence that back up of computer data was tested on October 13 2025, and that a restore test was successful.

The Council completed a review of the effectiveness of the system of internal control at the Annual Council meeting in May 2025 – minute 2444.

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.

**D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

### **Interim Audit**

The Council continues to monitor its financial position effectively. Budget monitoring reports, extracted directly from the accounting system, are presented to each Council meeting, showing budget v actual figures for that committee. I have reviewed the reports for the period to 31 December 2025, which were presented to the Full Council meeting on 21 January . A detailed narrative report has been prepared to support the following budget monitoring reports extracted from the accounting system:

- Summary income and expenditure report – whole council
- Detailed income and expenditure report by budget heading – each committee
- Earmarked reserves report

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# April Skies

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## Accounting

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I am satisfied that budget reporting is being carried out as required by Financial Regulations.

Budget setting for 26-27 has been completed, and precepting authority deadlines were met. The budget and precept were approved at the Full Council meeting on 10 December 2025 (minute 2546). A precept of £337,641 was approved, alongside the budget, which is summarised below:

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

Minutes show proper consideration of the budget prior to approval.

I will review reserves at the year end audit

**E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

**Interim Audit**

Civic Centre hire charges for 25-26 were approved at a meeting of Full Council in January 2025, (minute 2397). I selected a sample of income credits from the cashbook for the first nine months of the financial year. For all items selected I was able to confirm the following

- Income received could be agreed to appropriate documentation, such as remittance advice from third party, or invoice from TTC
- Income derived from appropriate activities for this Council
- Where appropriate fees charged by the Council could be agreed to approved hire fees.

I reviewed the Council's debtors ledger at 21.1.26. Debts outstanding at this time stood at £152, and all debts were less than 60 days old.

**F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for.**

The Council retains a small petty cash balance. I will review at the year-end audit.

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**G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.**  
**Interim Audit**

Payroll is processed by an external bureau (Advo Group) once preparation work has been completed by staff at the Council. Monthly changes to payroll (usually timesheet based) are prepared by the Clerk, and emailed to the payroll company. Once processing is complete, Advo notify the Clerk, who logs into the payroll portal and downloads reports for the month. These are checked by the Clerk and who notifies Councillors of BACS payments as part of the payment approval process. Staff are paid by BACS and access payslips from the payroll company. This is a robust system, and I make no recommendation for change.

All annual pay awards for officers are minuted at a Full Council meeting - the 25-26 pay award was reported as a confidential item to the July 25 meeting of the Employment Sub – Committee.

I tested payroll for 2 members of staff from August 2025 payroll. I was able to confirm:

- general ledger payroll could be agreed back to payroll summary from Advo
- Pay agreed to minuted pay award for the officer
- Gross pay per payroll recalculated and agreed to JNC pay award documentation.

I also confirmed HMRC and pension payments for August 2025 were made promptly, and could be agreed to reports from the payroll provider.

**H - Asset and investments registers were complete and accurate and properly maintained.**

Year-end test

**I – Periodic and year-end bank account reconciliations were properly carried out.**

**Interim Audit**

I reperformed the bank reconciliations for December 2025. I was able to agree balances in the bank reconciliation to bank statements and to the December balance sheet. Arithmetic was checked, and there are no uncleared balances. Councillor review was evidenced on the face of the bank reconciliation and the bank statements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to Council on a regular basis – the December bank reconciliation was reported to the January 2026 Full Council meeting (minute 2565)

The Council has recently reviewed the investment strategy – this was reviewed at the Full council meeting in November 2025 – minute 2530.

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**J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and**

Year-end test

**L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

As a larger Council, with income / expenditure in excess of £200K, Telscombe is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located on the Transparency tab on the Council website, and specifically confirmed that the following information was up to date

- Payments over £500, published to end December 2025
- 25-26 grants published

I will carry out further checks at the year-end audit.

**M - Arrangements for Inspection of the Council's accounts**

Inspection period for 24-5 accounts was set as follows

<b>Inspection - Key date</b>	<b>24-5 Actual</b>
<b>Accounts approved at Full Council</b>	14 May Full Council
<b>Date Inspection Notice Issued</b>	30 May
<b>Inspection period begins</b>	3 June
<b>Inspection period ends</b>	14 July
<b>Correct length</b>	Yes - 30 working days

The Council also published the "Summary of Rights" document on the website.

I can confirm that regulations were followed in this respect and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

**N: Publication requirements 24-5 AGAR**

The Statement of Accounts, Annual Governance Statement and the external audit certificate are published on the AGAR page of the Council website. The Conclusion of Audit Notice is also published, dated 24 August, before the statutory deadline of 30 September. The clear audit certificate, dated 21 July was reported to the September meeting of Full Council (minute 2505). The Council has met its reporting obligations.

# April Skies

## Accounting

**K - Trust funds (including charitable) The council met its responsibilities as a trustee.**

The Council is not a trustee – confirmed with Clerk.

I would like to thank you for your assistance with the audit. I attach my invoice, for your consideration. I look forward to seeing you for the year end audit on 7 May. In the meantime, do not hesitate to contact me if you have any questions at all.

Yours sincerely



Mike Platten CPFA

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# April Skies

## Accounting

### Appendix A

#### Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
1. For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.	
2. I note that the Council is considering construction of a café in Chatsworth Park, has applied for a CIL grant, and is considering a PWLB loan, to fund this work.	VAT advice should be taken prior to construction to ensure most efficient VAT decisions are implemented. I recommend the Council should contact the Parkinson Partnership. <a href="#">Home</a>	

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<b>AGENDA ITEM</b>	12
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To consider estimate from the Parkinson Partnership on advice re VAT on café project

## **1. INTRODUCTION**

Following the internal auditors' interim audit, one of their recommendations was to get VAT advice from the Parkinson Partnership prior to construction of the café to ensure the most efficient VAT decisions are implemented.

## **2. INFORMATION**

I have therefore contacted the Parkinson Partnership who have been commissioned to advise over 300 parish and town councils on VAT over the last 10 years. They also provide advice to NALC and County Associations of Local Councils. All advice is covered by their professional indemnity insurance. They have responded as follows:-

Advice on the VAT implications of the project, including any options to maximise VAT recovery, would be a fixed fee of £875 plus VAT. This doesn't include a visit, as they think they can do it without one. They would also need to look at the council's other income generating activities as these could be affected by the project.

The fee includes one online consultation, a report and reasonable aftercare (for example answering any questions as the council considers and implements the advice). It does not include attending any meetings, any travel, consultation with stakeholder groups, representing the council to HMRC or rescuing the council if they ignore the advice given.

## **3. RECOMMENDATION**

I recommend that we accept the fixed fee price of £875 plus VAT and instruct the Parkinson Partnership to assist with advice on VAT on the café project.

## **4. FINANCIAL IMPLICATIONS**

We have a budget for professional fees, nominal code 4056-101, which currently has £129 available funds, but will shortly have a new budget for the new financial year.

## **5. ENVIRONMENTAL IMPACT**

N/A

<b>AGENDA ITEM</b>	13
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To consider if the Council is compliant with paragraphs 1.47 to 1.54 of the Practitioners' Guide & meets the requirements of the new Assertion 10 on the Annual Governance & Accountability Return (AGAR)

## 1. INTRODUCTION

The internal auditor advised in his interim report that for 2025-26 an additional assertion had been added to the Annual Governance Statement on the Annual Governance & Accountability Return (AGAR). It covers digital and data compliance. He therefore recommended that for clarity, the Council should consider compliance with paragraphs 1.47 to 1.54 of the Practitioners Guide which covers the points under Assertion 10.

## 2. INFORMATION

The paragraphs contained in the Practitioners Guide are as follows:-

**1.47 Email management – every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.**

Our compliance details:- Officers and Councillors all have .gov.uk email addresses, and the Council also has a general email address enquiries@telscombetowncouncil.gov.uk

**1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.**

Our website must comply with UK General Data Protection Regulation; Data Protection Act 2018; Freedom of Information Act 2000; Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018; Privacy and Electronic Communications Regulations 2003 (cookies & electronic communications); Accounts and Audit Regulations 2015 (publication of AGAR & public rights)

Our compliance details:- Our website publishes required governance and financial documents; protects personal data; is accessible to disabled users; lawfully uses cookies and is continuously available.

**1.49 All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 (where applicable).**

Our compliance details:- To ensure our website met the WCAG 2.2AA requirements, our website provider scanned the website, gave recommendations for work to be carried out to ensure compliance, the work was approved at a P&R meeting on 5<sup>th</sup> March 2025 and was then carried out.

We publish an Accessibility Statement on our website which gives contact details for any accessibility requests; documents on the website are in PDF format and are not scanned images.

**1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for small authorities (where applicable).**

Our compliance details:- Under the FOI Act 2000, we have adopted and publish a compliant Model Publication Scheme on our website under the 'Policies/Reports' heading. Also, under the Transparency Code we publish under a 'Transparency/Grants' heading on our website the required information including – a quarterly list of items of expenditure above £100, we publish end of year accounts and the Annual Governance & Accountability Return; we publish the internal audit report; we publish Councillor details; we publish our Asset register including land and building assets; we publish agendas, meeting papers and minutes; we publish a staff structure and pay multiple; details of grants awarded and details of invitations to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

**1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.**

Our compliance details:- We have policies and information in place and demonstrate accountability as follows - have a Data Protection Policy; Privacy Notice & Policy; Document Retention Policy and details of who to contact for data subject access.

**1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.**

Our compliance details:- We have a statement in place saying 'The Council processes personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and applies the principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability.' We also publish various policies as detailed under 1.51.

**1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.**

Our compliance details:- We have a Data Protection Policy and Privacy Notices in place demonstrating how we process data.

**1.54 All smaller authorities (excluding parish meetings) must also have an IT Policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.**

We recently reviewed our IT Policy and used the newly issued NALC template which was adopted at full Council on 21<sup>st</sup> January 2026.

### **3. RECOMMENDATION**

It is recommended to agree that we meet all the requirements of the new Assertion 10 on the AGAR as detailed in paragraphs 1.47 to 1.54 of the Practitioners' Guide as we have a continuously available, accessible website containing all required governance and audit documents, a published, Transparency Code compliance publish agendas & minutes, an Accessibility statement and compliant documents. I will also ensure that in the future we review the website accessibility on an annual basis.

### **4. ENVIRONMENTAL IMPACT**

N/A

### **5. FINANCIAL IMPLICATIONS**

None.

<b>AGENDA ITEM</b>	14
<b>COMMITTEE</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To approve and adopt the Health & Safety Policy

## **1. INTRODUCTION**

The Health and Safety Policy is reviewed annually by the Audit Sub-Committee and then taken to full Council for ultimate approval.

## **2. INFORMATION**

We base our Policy on the Health & Safety Executive (HSE) template. After consideration at the recent Audit Sub-Committee, no amendments were made to the current document. A draft is attached, Appendix E.

## **3. RECOMMENDATION**

The Audit Sub-Committee recommend approval and adoption of the attached Health & Safety document and that it is signed by the Mayor, or Deputy Mayor in the Mayor's absence.

## **4. FINANCIAL IMPLICATIONS**

There will be financial implications for any staff training that is required, but we have a budget to cover this.

# Health and Safety Policy



This is the statement of general policy and arrangements for:		Telcombe Town Council	
Overall and final responsibility for health and safety is that of:		Telcombe Town Council	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		All Employees	
<b>Statement of General Policy</b>			
The purpose of our Health and Safety Policy aims to:-		<b>Arrangements for Health and Safety</b> (Customise to meet your own situation)	
1. To prevent accidents and cases of work-related ill health and manage health and safety risks in the workplace.	Responsibility of (Name / Title)	We will complete a Risk Assessment and take any action required. We will review the Risk Assessment annually or when working conditions change.	
2. To provide clear instructions and adequate training to ensure employees are competent to do their work.	Town Clerk / All staff	We will provide appropriate training for all staff.	
3. To engage and consult with employees on matters affecting their health and safety.	Town Clerk / All staff	Ensure caretaking staff keep building clean and tidy and free of obstructions and all staff keep their work areas tidy. Any updates to be advised to staff at weekly team meeting.	
4. To implement emergency procedures including evacuation in case of fire or another significant incident.	Town Clerk / All staff	We will ensure that all staff have carried out fire marshal training. Fire alarms and emergency lighting to be tested weekly. Carry out 6 monthly fire drills and update the Evacuation Plan if required. Separate Fire Risk Assessment undertaken by a professional. Ensure escape routes are well signed and kept clear at all times.	
5. To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage and use of substances	All employees	Maintenance of equipment should be undertaken at regular periods by outside contractors. Maintenance contracts are in place. We will provide appropriate personal protective equipment. All hazardous substances should be placed in lockable cabinet in Room 2.	



# Health and Safety Policy

Statement of General Policy The purpose of our Health and Safety Policy aims to:-	Responsibility of (Name / Title)	Arrangements for Health and Safety (Customise to meet your own situation)
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage and use of substances (Contd)	All employees	All employees should co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety, and report all health and safety concerns to their line manager.
6. <u>General information</u> :- First-aid boxes and accident book are located in kitchens and reception. Health & Safety Law poster is displayed in lobby and kitchens Defibrillator located on wall near main entrance.		
<b>Subject to review, monitoring and revision by:</b>	Town Clerk	Every 12 months or sooner if work activity changes
<b>Subject to subsequent review &amp; agreement by:</b>	Audit Sub-Committee	Every 12 months or sooner if work activity changes
<b>Subject to subsequent approval by:</b>	Full Council	Every 12 months or sooner if work activity changes
<b>Signed by:</b> Cllr N Watts, Deputy Mayor - on behalf of Telscombe Town Council		<b>Date:</b>

<b>AGENDA ITEM</b>	15
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To approve and adopt the Risk Assessment for 2026/27

## **1. INTRODUCTION**

In accordance with Financial Regulation 2.2, I should prepare annually a risk assessment covering all activities of the Council and it should be reviewed, along with consequential risk management arrangements.

## **2. INFORMATION**

The risk assessment was considered by the Audit Sub-Committee at a recent meeting – see Appendix F attached. Minor amendments to wording were agreed, but there were no alterations to headings or the risk factors.

## **3. RECOMMENDATION**

The Audit Sub-Committee recommend approval and adoption of the attached risk assessment and that it is signed by the Mayor or the Deputy Mayor in their absence.

## **4. FINANCIAL IMPLICATIONS**

There may be financial implications to implement actions to mitigate risks.



# TELSCOMBE TOWN COUNCIL

## Draft Risk Assessment March 2026

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No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
1	<b>Information Technology</b>	Desktop PC Crash/Network Crash	2	2	4 (low)	All the computers are under a maintenance contract with an IT company.	The system is backed up daily via the on-site server and off site in the cloud. Back-up is checked annually	All staff to ensure that storage of main files are kept on 'g' drive which is backed-up.
2		Website crash	2	2	4 (low)	External support is available. Back up kept daily. Back up is kept off site.	Control procedures in place.	All Staff
3		Disaster recovery IT crash	2	2	4 (low)	Back up in the cloud via IT consultant.	Control procedures are in place.	IT Consultant/ Town Clerk
4		Sabotage by computer hackers/virus/security	1	2	3 (low)	Virus software is regularly updated and we have ransomware protection.	System is password controlled. Multi factor authentication in place.	IT Consultant/ staff
5		Using the internet for private purposes	2	1	2 (low)	System is password protected.	Internet usage policy in place.	Town Clerk
6		Theft, loss or damage to Computer system	2	2	4 (low)	The premises are secured and alarmed & insured for loss and theft. IT company have loan computers available for use.	Control procedures are in place.	Town Clerk/ IT Consultant
7	<b>Premises</b>	Inadequate Insurance Cover	2	2	4 (low)	Insurance cover is fully reviewed. New 5-year agreement started 28.2.23 & year 4 of 5 recently renewed. Risk assessments undertaken yearly. Facilities are regularly maintained to ensure good condition.	Control procedures are in place but require regular review and monitoring.	Town Clerk
8		Theft and vandalism of sites	3	2	6 (med)	Record of assets is maintained and reviewed yearly. Regular visits of all sites are undertaken. CCTV operational at Civic Centre.	Need to ensure that all sites are visited. Encourage residents to report vandalism.	Town Clerk/staff/ Councillors
9		Absence of service level agreements for facility management	1	3	3 (low)	Service contracts in place for fire extinguishers & fire alarm, lift, intruder alarm, IT network, CCTV and automatic front door.	Ensure contracts are regularly reviewed and monitored & identified works are undertaken.	Town Clerk/staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
10		Failure to obtain necessary licenses	2	2	4 (low)	Licences for entertainment and music obtained. Alcohol licence 'TEN' applied for when needed.	Entertainment licence obtained for Civic Centre in 2011.	Town Clerk/admin staff
11		Failure to complete user/hire agreements	2	2	4 (low)	Completion of hire agreement is a prerequisite of facility hire. Arrange annual review of conditions and charges. Damage deposit required and public liability insurance details must be provided where required.	Systems in place to ensure agreements are signed & completed prior to hire and all other required documentation is obtained.	Admin staff
12		Failure to get user satisfaction	2	2	4 (low)	Ensure that all bookings are recorded on system along with set up requirements and that all staff are made aware of forthcoming bookings & requirements at weekly team meeting. User survey should be undertaken.	Need to ensure all staff adequately trained in procedures and ensure that caretakers are aware of room requirements.	Admin staff/ caretakers/ Town Clerk
13		Fire/ loss due to disaster	2	3	6 (med)	Insurance cover provided. Ensure members of staff are trained as fire marshal and that fire alarms/fire extinguishers are regularly tested. Ensure that all users of facilities are aware of sound of fire alarm and have read fire escape plan. Ensure that appropriate signage in place. Ensure fire escapes clear of blockages.	Contracts in place to ensure regular testing of fire alarm and checking of fire extinguishers. Staff training and fire plan to be kept up to date. Separate professional fire risk assessment undertaken in Feb 2024 and no major problems highlighted.	Town Clerk & all staff
14		Hazardous substances	2	2	4 (low)	Training provided where required. Appropriate protective clothing provided where required. Ensure cleaning products/paints etc protected in lockable cabinet.	Procedures and job descriptions in place.	All staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
15		Slips and trips	2	2	4 (low)	All areas well lit, including stairs. Ensure there are no trailing leads or cables. Staff to keep work areas clear, eg, no boxes left in walkways, deliveries to be stored immediately. Trolley provided and to be used for moving heavy items delivered etc. Tables in rooms used by hirers have wheels & chair trolley provided for moving stacks of chairs. No high shelf storage.	Building cleaning regime in place.	All staff
16		Manual handling	2	2	4 (low)	Breaks to be taken, and no staff to work in excess of 6 hours without a break. Work station and equipment to be set to ensure good posture and to avoid glare and screen reflections. Lighting and temperature controlled – adjustable blinds on windows, windows can be opened for ventilation. Fans/heaters available if too hot/cold. Staff policy to allow eye test paid for by Council.	Manual handling training carried out by caretaking staff.	All staff
17		Display screen, equipment/desk arrangement	2	2	4 (low)	Any work at height should be undertaken by caretakers who should use appropriate ladders.	Remind staff to inform line manager if they have any pain that may be linked to computer use or work station. Self-assessment of work station/chair to be carried out. Remind staff they are entitled to an eye test paid for by the Council.	All staff
18		Working at height	2	2	4 (low)	Annual PAT testing undertaken on electrical appliances. Defective equipment to be taken out of use safely and promptly – regular monitoring to be undertaken by all staff. Electrical installation inspection undertaken by qualified contractor every 5 years.	Ladders to be checked regularly to ensure in good working order. Ladder safety training to be undertaken by all staff.	All staff
19		Electrical	2	2	4 (low)		Ensure PAT test report reviewed and any items that failed are either repaired or replaced.	All staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
20		Use of vehicles for Council business	2	2	4 (low)	Private motor vehicle insurance documents & MOT certificates to be checked by Manager to ensure cover is current and adequate. Copy documents to be kept on employee's personnel file.	Electrical installation report to be reviewed and recommendations actioned. Remind staff that vehicles need to be insured for business purposes if undertaking Council activities off site.	All staff
21		Lone working	2	2	4 (low)	Staff to inform one another where they are going and estimated time for return to office. All staff have access to each other's mobile numbers. Staff keep office doors locked at all times. Keypad locks on corridor/room doors for security – to be kept locked if no hirers in. Maglock on front door & office staff have option to release lock to give public access.	Remind office-based staff that whereabouts of staff 'out of the office' should be monitored to ensure that if late, call made to mobile. Staff do not allow any unknown persons in the office with them when alone.	All staff
22		Pandemic measures	2	2	4 (low)	Cleaning measures in place.	Ensure full stocks of hand sanitiser, cleaning equipment, masks and gloves and any current legislation is adhered to.	All staff
23		Income loss due to groups not being able to use building due to disaster.	2	2	4 (low)	Insurance in place to protect from loss of income.	Ensure insurances are monitored & adequate. Business Continuity Plan in place.	Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
24		Health and Safety – Risk to visitors and staff	2	2	4 (low)	Arrange regular inspections of site. Ensure that all staff have appropriate training and adhere to health and safety policy. Ensure that hirers have public liability insurance where necessary. Ensure that appropriate signage/contracts and disclaimers are in situ.	Public liability and insurances regularly checked for all hirers. Maintain record of any injuries. Ensure that staff are aware of Health and Safety policy/responsibility – training is undertaken & recorded on staff records.	Caretakers/ all staff
25		Clock Maintenance	2	1	2 (Low)	Maintenance to be carried out as required & contractor to have appropriate insurance.	Clock not working & agreed not to have it repaired.	Caretakers/ Town Clerk
26	<b>Car Park at Civic Centre</b>	Maintenance of surfaces and boundaries/barriers	2	2	4 (low)	Carry out inspections. Maintain records on works needed. Ensure any repairs/ works undertaken.	Civic Centre car park inspection to be undertaken quarterly.	Caretakers / all staff
27		Security and Safety	2	2	4 (low)	24 hour CCTV surveillance available in Civic Centre car park. Maintain sensor/timed control lighting. Ensure adequate signage available.	CCTV cameras & lights checked to ensure that they are operational.	All staff
28		Cleaning and litter control	2	2	4 (low)	Litter bin provided in car park. Staff job descriptions show responsibility for cleaning.	Contract with LDC to empty car park litter bin. Job descriptions in place re cleaning.	Caretakers/all staff
29	<b>Bus Shelters</b>	Vandalism	2	2	4 (low)	Arrange regular inspections of bus shelters. Policy decision to use polycarbonate to replace glass when necessary.	Inspections carried out by Amenities Officer.	Amenities officer
30		Maintenance and Cleaning	2	2	4 (low)	Annual inspections undertaken. Maintain records of works carried out.	6 weekly cleaning undertaken by outside contractor.	Amenities officer
31	<b>Seats/ benches</b>	Damaged seats due to vandalism or weathering	2	2	4 (low)	Annual inspections undertaken and replacement/ repair budget maintained.	Procedures in place – job description re inspections.	Amenities officer

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
32	Telscombe Tye	Inadequate management plan	2	3	6 (med)	Options for alternative to HLS agreement which ended in April 2023 are ongoing.	Management Plan adopted by Full Council on 15.9.21. Review due to be undertaken.	Town Clerk/Cllrs
33		Dog Fouling causing a detrimental effect on land and public enjoyment.	2	3	6 (med)	Ensure adequate signage in place. Provision of dog waste bins.	Signage in place and various dog waste bins provided. PSPO covering dog fouling issued by LDC.	Town Clerk/ Amenities Officer/Cllrs
34		Fly-tipping, Hazardous waste	2	2	4 (low)	Monthly inspections undertaken by external contractor. Reports by members of the public.	Removal to be dealt with by an external waste management company.	Town Clerk/ All staff
35		Inadequate maintenance of fences and gates	2	2	4 (low)	Monthly inspection undertaken by external contractor and issues reported.	Gates all numbered. Use volunteer assistance where required. Records of work done are kept.	Town Clerk / External contractor
36		Inadequate maintenance of paths/bridleways	2	2	4 (low)	Define responsibility and ensure maintenance is carried out in accordance with agreed management plan.	Bridleway/footpaths jurisdiction of ESCC.	Town Clerk / ESCC
37		Personal Injury	2	2	4 (low)	Ensure that gates, fences & hedges maintained in accordance with Council Policy and inspected to minimise risk. Ensure notices and warning signs are in situ. Ensure adequate insurance cover in force. Maintain appropriate records concerning repairs and maintenance.	Public liability insurance cover in place. Inspection reports reviewed.	Town Clerk / Ranger
38		RTA involving vehicle driving on the Tye or bridleways. Dog	2	3	6 (med)	Signage on entrance(s) to Telscombe Tye. Engagement with those with commoners grazing rights & access rights to communicate rules for vehicle usage of the Tye.	Monitor public complaints.	Town Clerk / P&R Committee

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
39		walkers, walkers, horse riders or cyclists using Tye/bridleway may not expect vehicles to be present which could lead to RTA Accident involving horses galloping or being ridden without due consideration for other Tye users	2	3	6 (med)	Council Website advises no vehicles permitted to be driven on the Tye. Social media messaging to reinforce that no vehicles permitted to be driven on the Tye. Signage on entrance(s) to Telscombe Tye. Engagement with local stables/horse riders to outline rules for horse riding on the Tye. Council website reflects that galloping or riding of horses without consideration for other land users is forbidden on the Tye. Social media messaging to reinforce this message.	Monitor public complaints related to horse riding on the Tye.	Town Clerk / P&R Committee
40		Public Order disruption between users of the Tye. Competing stakeholder interests for use of Tye could lead to verbal / physical confrontations between individuals.	2	3	6 (med)	TTC zero tolerance for abuse or harassment of staff. Use of Police 101 to report incidents or 999 if there is a credible threat or crime occurring.	Tye Working Group review common land management models to assess if there are more inclusive land management approaches, which could minimise inter Tye stakeholder conflict.	Town Clerk / P&R Committee
41	<b>Parks &amp; Playgrounds</b>	Personal injury	2	3	6 (med)	Ensure that regular site inspections are undertaken and full annual inspection (ROSPA or equivalent) in respect of play equipment. Risk assessments to be undertaken for one off events in Chatsworth Park. Ensure adequate notice given and appropriate insurance cover in place.	Weekly inspections of playgrounds undertaken by LewesDC and reported to us. Grounds maintenance contracts in place to undertake works in park. Insurance cover in place.	Amenities Officer / Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
42		Vandalism	2	2	4 (low)	Take reasonable action to maintain security of sites.	Full annual inspection of playgrounds undertaken via LDC. Ensure bollards, barriers & gates are in situ and locked.	Amenities Officer / Town Clerk / outside contractors
43		Inadequate budget provision to ensure maintenance and repair of parks and playgrounds	1	2	2 (low)	Equipment inspected and maintained/replaced as needed.	Budget for parks and playgrounds reviewed annually to ensure funds in place for required works.	Town Clerk/RFO
44		Failure to maintain trees	1	3	3 (low)	Full tree reports undertaken regularly by arboriculturist, also general maintenance contract in place.	Tree works carried out in accordance with survey report recommendations and general maintenance plan	Amenities Officer / Town Clerk
45	<b>Employment of Staff</b>	Failure to comply with employment law / regulations	2	4	4 (low)	Ensure that appropriate contracts are issued to all employees in accordance with ESALC/NALC model template. Maintain subscription to ESALC/NALC for advice when needed. Policies & Employment Handbook in place.	SALC/NALC/SLCC updates/ networking training events.	Town Clerk / Employment Sub Committee
46		Loss of key staff	3	6	9 (high)	All key functions are documented and recorded. Have succession policy in place and if possible include hand over period. Contact SALC re locum Clerk.	Continue to review and monitor. Refer to Business Continuity Plan.	Town Clerk
47		Inability to recruit	2	2	4 (low)	Relook at advert and job description, can changes be made – is it being publicised effectively. To use agency staff for recruitment.	Recruitment policy included in employment handbook	Town Clerk / Employment Sub Committee

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
48		Lack of job satisfaction	2	2	4 (low)	Annual appraisal system in place, supported by one-to-ones and team meetings. Ensure training and other support available for personal development.	Have training budget available to meet staffing needs. Include professional development requirements.	Town Clerk / Employment Sub Committee
49		Stress	2	2	4 (low)	Staff duties and responsibilities are via job descriptions – annual appraisals undertaken. Weekly team meetings held for staff to be kept up-to-date & have opportunity for discussion.	Staff can speak confidentially to manager or Cllrs (on no blame basis) if they are feeling unwell or ill at ease because of work.	All staff
50		Attacks on personnel	2	2	4 (low)	Ensure lone working is kept to a minimum, security for building is operational and that lone workers are equipped with contact telephone numbers for other staff.	Staff contact details are all circulated and distributed. Ensure CCTV operational & all door security locks are operational.	Town Clerk/all staff
51	<b>Staff Communication</b>	Lack of boundaries or discretion	2	2	4 (low)	Staff meetings, Equal Opportunities Policy	Staff handbook/policies in place	Town Clerk
52		Breach of confidentiality	2	2	4 (low)	Supervisory line of command, regular staff meetings undertaken	Staff handbook/policies in place	Town Clerk/Councillors
53		Information overload/ineffective meetings	2	2	4 (low)	Meetings are planned and for set purposes; action plans are updated regularly	Line managers required to follow up action points and set clear deadlines	Town Clerk/Councillors
54	<b>Service Quality &amp; Development</b>	Poor service provided to residents	2	2	4 (low)	Easy, clear complaints procedure in place which is followed. Council meetings open to public to ask questions/see work undertaken by Council.	Complaints now regularly reviewed at Committee/Council meetings.	All staff & Councillors

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
55		Statutory services not provided	1	2	2 (low)	Standing orders regularly updated. All staff trained.	Project timetable to ensure all Standing Orders are updated.	Town Clerk/RFO
56		Poor development of new services	2	2	4 (low)	Review and monitor activities	Evaluate services provided and seek possible new services for users.	Town Clerk/staff/ Councillors
57		Public records not kept	1	2	2 (low)	Documents are all kept and archived in accordance with document retention policy. Minutes stored at The Keep in Brighton.	Update staff retention requirements. Review policies regularly.	Town Clerk
58		Failure to effectively process documents.	2	2	4 (low)	Define clear procedure for document progression. Ensure all staff trained.	Review policies regularly.	Town Clerk / staff
59	<b>Governance &amp; Risk Management</b>	Lack of relevant skills among Councillors	1	3	3 (low)	Training undertaken. Experienced Councillors act as mentors.	Ensure regular training undertaken.	Town Clerk / Councillors
60		Councillors not keeping up to date with legislations	2	2	4 (low)	Councillor training & Councillor briefings.	Forward briefing updates from ESALC etc to Cllrs.	Town Clerk
61		Meetings lack quorum	1	2	2 (low)	Dates of meetings set in advance, notice of next meeting/agenda sent within statutory period.	Cllrs asked to arrange a substitute if they cannot attend.	Admin staff/ Town Clerk
62		Conflict of interest	2	2	4 (low)	Disclosure of interest made at each meeting, policy of abstaining on such decisions; Register of Interest kept.		Town Clerk / Amenities Officer
63		Disagreement/ conflict between Councillors	2	2	4 (low)	Cllr Code of Conduct.	Training & development for Cllrs.	Town Clerk
64		Disagreement/ conflict between the Clerk & Councillors	2	2	4 (low)	Supervision, annual appraisals, regular meetings with Councillors.		Councillors / Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
65		Lack of information; materials sent not received	1	2	2 (low)	Regular contact with Councillors before meetings. Feedback from Councillors.	Get delivery & read receipts for emails. Cllrs to collect agendas & paperwork if possible.	Support staff/ Amenities Officer/ Town Clerk
66		Personal Injury	1	3	3 (low)	Insurance cover in place. Ensure that at public meetings controls are in place to minimise risk to officers/members of public. Ensure that Health and Safety assessment updated annually.	Caretaker to ensure layouts are clear of trip hazards etc.	All staff - Town Clerk
67	<b>Financial Risks</b>	Budget Overspend	2	3	6 (med)	Regular budget monitoring & accurate reporting. Councillors monitor budget spend. Reserves kept.	Budget spend figures and remaining budget information taken to each Committee and full Council meetings. Audits & reconciliations undertaken & comply with legislation.	Town Clerk/RFO - Councillors
68		Cash flow problems	1	2	2 (low)	Monthly reconciliation of accounts. Debt collection & financial procedures in place.	Forward spending prediction carried out to ensure available funds accessible in bank acct.	Support staff / Town Clerk/RFO
69		Failure to maintain record of Council assets	1	2	2 (low)	Audit requires update of documents annually. Records kept secure.	Asset register updated on ongoing basis and reviewed by full Council annually in March.	Town Clerk/RFO
70		Inadequate insurance cover	1	2	2 (low)	Insurance checked and reviewed with insurance company	Insurance reviews annually & amended if required to prevent under insurance.	Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
71		Failure to comply with Inland Revenue	1	2	2 (low)	Payroll outsourced. Records kept of income tax, NI payments etc. Internal and External financial controls.		Town Clerk/RFO
72		Fraud	1	2	2 (low)	Financial monitoring and procedures in place. Staff appraisal and supervision.		Town Clerk/RFO
73		Failure to set precept within sound budgeting arrangements	1	2	2 (low)	Budget setting undertaken by RFO with Chairs of committees in advance of precept setting to ensure budgets are set as required for next financial year.	Full Council review/approval of budget.	Town Clerk/RFO - Councillors
74		Failure to keep proper financial records	1	2	2 (low)	Standing orders and financial regulations in place. Independent internal & external audits undertaken. Regular financial reporting.	Financial transactions approved at Committee & full Council meetings & budget balances reported. Bank reconciliations checked by a Councillor quarterly & reported to full Council/P&R Committee.	Town Clerk/RFO/ Cllrs
75		Failure to maintain an effective payment system	1	2	2 (low)	Determine responsibility for control of expenditure. All payments supported by invoice/PO. All payments recorded & approved. Signatories approved.	Procedures & Financial Regulations reviewed annually.	Town Clerk/RFO
76		Cash income and expenditure for hire & events are not properly recorded	1	2	2 (low)	Records of cash received for each event are reconciled with payment into Council's bank account.	Payments & receipts lists taken to full Council for approval.	Admin staff / Town Clerk/RFO
77	<b>Investments</b>	Failure to maintain investment register	2	2	4 (low)	Investment transactions are recorded and reported to Council.	Investments made are reported quarterly to full Council or P&R Committee within the	Town Clerk/RFO

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
78		Inappropriate investment	2	2	4 (low)	Investment with approved organisations, no speculative investment undertaken.	bank reconciliation report. Money to be spread over more than one organisation. Investment Policy in place & subject to regular review.	Town Clerk/RFO - Councillors

RISK ASSESSMENT UNDERTAKEN BY STELLA NEWMAN ON 19.2.2026

REVIEWED & AGREED BY AUDIT SUB-COMMITTEE ON 5.3.26

**RISK ASSESSMENT APPROVED BY FULL COUNCIL ON 18.3.2026**

SIGNED BY: ..... CLLR N WATTS, DEPUTY MAYOR & CHAIR OF MEETING ON 18<sup>TH</sup> MARCH 2026

Likelihood	Highly likely (3)	Low (3)	Medium (6)	High (9)
	Possible (2)	Low (2)	Low (4)	Medium (6)
	Unlikely (1)	Low (1)	Low (2)	Low (3)
	(Likelihood x impact)	Negligible (1)	Moderate (2)	Severe (3)

Telscombe Town Council

Impact

<b>AGENDA ITEM</b>	16
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To approve the Asset Register for 2025/26

### 1. INTRODUCTION

In accordance with Financial Regulations 16.2 and 16.3, an accurate Register of Assets should be kept up to date and verified at least annually.

### 2. INFORMATION

The Asset Register summary is attached, Appendix G, is attached which was reviewed at a recent Audit Sub-Committee. The full document will be emailed due to its size. Disposals are shown in red and purchases in green.

Total purchases over the last year for all sections totalled £9,252 and disposals were £3,765, resulting in a total asset register value increasing to £1,814,667.

Main purchases were:- The new sound system for the Council Chamber; 3 memorial benches and 1 perch bench; replacement of 1 street lighting column in Telscombe Village and 3 new perch benches on Telscombe Tye

The main removals were:- The old sound system; old benches; a failed street lighting column and the pool table.

We are also required to keep a separate list of Land and Buildings Assets and this was also reviewed by the Audit Sub-Committee and is attached, Appendix H. There were no changes from last year.

### 3. RECOMMENDATION

The Audit Sub-Committee recommend that the Asset Register in the total sum of £1,814,667 and Land & Buildings Asset list are approved and signed by the Mayor, or the Deputy Mayor in their absence.



LAND AND BUILDING ASSETS - Telscombe Town Council - Year to 31st March 2026

Unique Property Ref No	Unique Asset Identity	Name of the building/land or both	Street number or numbers	Street Name (postal road address)	Post Town	UK postcode	Map Ref (ordnance survey)	Freehold or Lease
200001926775		Telscombe Civic Centre	360	South Coast Road	Peace-haven	BN10 7ES	Easting / Northing 540040 / 101281	Freehold - occupied by Telscombe Town Council
10033259184		Telscombe Tye		South Coast Road	Peace-haven	BN2 8DN	Easting / Northing 539468 / 102284	Freehold - registered common land
10033259315		Chatsworth Park		Ambleside Avenue	Peace-haven	BN10 7DF	Easting / Northing 540495 / 101902	Freehold - parkland
10033273007		The Copse		Telscombe Cliffs Way	Peace-haven	BN10 7DQ	Easting / Northing 540346 / 102150	Freehold - woodland
200001468483		Robert Kingan playground		Bannings Vale	Brighton	BN2 8DP	Easting / Northing 539381 / 102373	Freehold - parkland
10025096270		Plots 17 and 18		South Coast Road	Peace-haven	BN10 7BE	Easting / Northing 539609 / 101371	Freehold - cliff-top scrubland

Approved by full Council on 18.3.26

**Signed** Cllr I Sharkey, Mayor

**DRAFT**

**Date** 18th March 2026

<b>AGENDA ITEM</b>	17
<b>COMMITTEE</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To review the Smoke Free Policy

## 1. INTRODUCTION

We have a Smoke Free Policy in place that was taken from the official Smoke Free website. This followed legislation introduced on the 1<sup>st</sup> July 2007 making it illegal to smoke in all public enclosed or substantially enclosed area and workplaces.

## 2. INFORMATION

Our Policy was due its 3 year review which was undertaken at the recent Policy & Resources (P&R) Committee meeting. Some minor additions were agreed which are listed below:-

- No 1 Purpose – additional sentence:-

For the purposes of this policy the term “smoking” includes the use of cigarettes, cigars, pipes and “E” electronic cigarettes/vaping.

- No 2 Policy – additional wording (in italics) to the end of the following sentence:-

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace (*e.g., offices, hallways, restrooms*).

- Addition of a new item as follows:-

### No 4. Breaks

Employees are not entitled to additional paid smoking breaks. Smoking is only permitted during scheduled, unpaid breaks and must be taken away from the curtilage of the building.

The draft Policy with the above amendments is attached, Appendix I.

## 3. RECOMMENDATION

The P&R Committee recommend adoption of the amended Smoke Free Policy, with a 3-year review date.

## 4. ENVIRONMENTAL IMPACT

Positive environmental impacts are as follows:- a reduction in litter and waste; improved air quality; lower cleaning and maintenance requirements; reduced fire risk.

# TELSCOMBE TOWN COUNCIL

## Smoke Free Policy

### 1. Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

For the purposes of this policy the term "smoking" includes the use of cigarettes, cigars, pipes and "E" electronic cigarettes/vaping.

### 2. Policy

It is the policy of Telscombe Town Council that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on Sunday, 1 July 2007.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace (e.g., offices, hallways, restrooms). This includes company vehicles. In addition, Telscombe Town Council does not allow smoking at the front door or in the curtilage of the building, including the garden/patio and car park. This policy applies to all employees, consultants, contractors, customers or members, visitors and hirers.

### 3. Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within the premises and in all smoke free vehicles.

### 4. Breaks

Employees are not entitled to additional paid smoking breaks. Smoking is only permitted during scheduled, unpaid breaks and must be taken away from the curtilage of the building.

### 5. Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

# TELSCOMBE TOWN COUNCIL



## 6. Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mayor of Telscombe  
On behalf of Telscombe Town Council

DRAFT

<b>Policy</b>	Smoke Free Policy
<b>Review Cycle</b>	Every 3 years, or earlier in the event of legislative changes
<b>Date Last Adopted</b>	18 <sup>th</sup> March 2026
<b>Previous Adoption Dates</b>	1.2.18; 18.3.20; 15.3.23
<b>Responsibility</b>	Policy & Resources Committee and then adoption by Full Council

<b>AGENDA ITEM</b>	18
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To adopt the updated Employment Handbook

### 1. INTRODUCTION

At an Employment Sub-Committee meeting at the end of last year, it was agreed to update the wording in the Sickness and Absence Policy to reflect that sick pay is on a 12-month rolling basis. As the Sickness and Absence Policy is contained with the Employment Handbook, it was agreed to update it too.

### 2. INFORMATION

The updated Sickness and Absence Policy was adopted at Full Council on 21<sup>st</sup> January 2026. The updated version was therefore inserted into the draft Employment Handbook, along with the following updated Policies:- Member Officer Protocol Policy adopted on 19.11.25; Smoking Policy (*to be adopted at this meeting*); IT Policy adopted on 21.1.26 and Equal Opportunities Policy adopted 17.9.25.

Some of the wording in the handbook has been streamlined for clarity, although all headings remain unaltered.

Two other policies in the handbook are due to be reviewed in November 2026 being the Grievance and Disciplinary Policies and the Dignity at Work Policy is due to be reviewed in March 2027. However, there is a sentence in the Handbook which states that '*When any Policies are updated, the ones in this handbook will be superseded with the new ones which will be available to view on the TTC website or folder in the Town Clerk's office.*'

The Employment Handbook was reviewed at the Policy & Resources meeting on 4<sup>th</sup> March and agreed. Due to its length, it hasn't been included with the papers for this meeting, but has been emailed separately.

### 3. RECOMMENDATION

The Policy & Resources Committee recommend that the updated Employment Handbook is adopted and reviewed in 3 years' time.

### 4. FINANCIAL IMPLICATIONS

N/A

<b>AGENDA ITEM</b>	19
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To note update regarding the café project in Chatsworth Park and to agree further actions required

## 1. INTRODUCTION

It was agreed that Lewes District Council (LDC) would manage the café project going forward and a draft Service Level Agreement (SLA) with no costings was taken to full Council on 17<sup>th</sup> September and agreed. Although this is progressing via LDC, the Officers involved are actually employed by Eastbourne Borough Council (EBC) and the SLA is therefore with EBC. However, I will refer to LDC in this report.

At a recent meeting with LDC Officers, they advised some key considerations should be resolved before the project progressed to the next stage being financial risks and the overall business case for the scheme. This was reported to the Amenities & Civic Centre (ACC) Committee meeting on 3<sup>rd</sup> December for discussion. A working group meeting will be held to discuss the business case.

## 2. INFORMATION

We subsequently received a draft costed SLA and Project Order from LDC, which at that stage did not include a commencement or end date. It was taken to the full Council meeting on 10<sup>th</sup> December 2025. LDC also advised that they had set out the service they thought was needed, including project management, oversight and architectural design. They provided estimates for external consultants/reports needed through to planning and felt that overall we should allow a budget of £36,000. At the meeting on 10<sup>th</sup> December members discussed the project's overall sustainability and whether it represented a worthwhile investment as there was a financial risk of incurring initial costs, when full affordability had not yet been established. As a significant amount of work had already been undertaken on the project, it was agreed to proceed to the planning stage. The Town Clerk was authorised to sign the SLA once a final, dated version was received.

I had a recent meeting with LDC when they advised that the SLA had been passed to their legal team to draw up a final Docusign version which would be emailed to me – see Appendix J. The commencement date of the project is 1<sup>st</sup> April 2026 which is the date they will be ready to commence work, with an end date of 31<sup>st</sup> March 2028.

At the meeting, LDC advised that their Head of Planning was generally supportive of the project. However, concerns were raised regarding the proposed siting of the café on the grassed area, as this is classified as habitat and its loss may trigger Biodiversity Net Gain requirements. This could require monitoring for a number of years beyond the completion of the project (30 years in a recent case), with inspections and reports estimated at approximately £1,000 per visit. LDC indicated a preference for the café to be located at the current site of Wander Coffee, although this may result in some loss of parking spaces.

### **3. RECOMMENDATION**

It is recommended to note the present position, including the financial implications detailed below.

### **4. ENVIRONMENTAL IMPACT**

The proposed café is to be constructed from repurposed shipping containers which offers a lower environmental impact compared with traditional construction and supports sustainable materials use. Further environmental benefits may be achieved through efficient insulation, low-energy heating, and potential installation of solar panels. However, the environmental impact of utility installations, groundworks, and increased visitor activity must also be considered. Operator requirements (eg, gas v electric appliances) will affect emissions and energy consumption. These factors will need to be assessed as part of a final business case and at design stage.

### **5. FINANCIAL IMPLICATIONS**

The project had an indicative budget of £300,000, consisting of a £150,000 CIL grant and a proposed £150,000 loan. Early estimates suggest that the scheme may exceed this amount depending on groundworks, utilities, and fit-out requirements and we may need to increase the amount of a proposed loan.

As previously mentioned, progressing to tender will incur fees from LDC and external consultants as per the Project Order. The estimated cost of £36,000 is net of VAT and will increase to approximately £43,000 including VAT. We will have to initially fund this work without the CIL grant and a Public Works Loan, as it is unsure whether the project will be viable until a fully costed tender is received.

Currently we have a budget of £3,500, nominal code 4360-202, for the café concession, a budget line towards a PWLB loan payment of £7,000 (nominal code 4368-202) and an earmarked reserve, 9040-910, for the community café of £19,500. The £3,500 and £7,000 will be transferred to the earmarked reserve at year end bringing the total earmarked reserve to £30,000. For the 2026/27 financial year we have also budgeted under nominal code 4360-202 a further £3,500 for the café, as well as £8,000 for an initial PWLB payment. If both the latter amounts from next year's budget are used, this will give us enough funds to cover the full costs from LDC. However, a review of funds will have to be carried out once we know more from initial reports etc from LDC.

If the project progresses, for the 2027/28 financial year we will have to increase the PWLB budget to cover loan payments. This would result in a total budget/precept increase of at least 3% for that alone, based on current estimated costings.

A detailed financial assessment, including the preferred lease model, rent projections, and operating responsibilities, will be drawn up by the working group and incorporated into a business case for member approval.

SUPPLY OF SERVICES AGREEMENT

Appendix J

**CONTRACT SUMMARY:** General Property Development & Management Consultancy Services relating to sites in the Telscombe area

**DATE:** XXXX

**CONTRACT DETAILS**

<b>Commencement Date:</b>	01 April 2026
<b>Delivery Date:</b>	As set out in each Project Order
<b>EBC:</b>	Eastbourne Borough Council
<b>EBC's address:</b>	Town Hall, Grove Road, Eastbourne BN21 4UG
<b>EBC's representative:</b>	Name: Marc Stephens Title: Head of Development & Acquisitions Email: <a href="mailto:marc.stephens@lewes-eastbourne.gov.uk">marc.stephens@lewes-eastbourne.gov.uk</a> Postal Address: as above
<b>End Date</b>	31 March 2028
<b>Extension Period</b>	12 months from the end date by which the contract may be extended if applicable
<b>Indemnity Cap</b>	<b>EBC:</b> For the purpose of clause 6.3 indemnity cap is: £200,000 <b>TTC:</b> For the purpose of clause 6.3 indemnity cap is: £200,000
<b>Insurance cover</b>	professional indemnity £ 1 million public liability £10 million
<b>Payment Terms/Dates</b>	Monthly invoices as set out in each Project Order, unless otherwise agreed
<b>Price:</b>	the price for Services set out in each Project Order based on the fees set out in Schedule 1
<b>Services:</b>	The Services set out in each Project Order, as defined more particularly at Schedule 3
<b>Special terms:</b>	NO
<b>Schedules:</b>	Schedule 1: Price of the Services Schedule 2: Mandatory Conditions Schedule 3: Services
<b>TTC:</b>	Telscombe Town Council
<b>TTC address:</b>	360 South Coast Road, Telscombe Cliffs, BN10 7ES
<b>TTC 's Representative / Designated Officer:</b>	Name: Stella Newman Title: Town Clerk & Finance Officer Email: <a href="mailto:stella.newman@telscombetowncouncil.gov.uk">stella.newman@telscombetowncouncil.gov.uk</a> Telephone: 01273 589777 Postal Address: as above

1. This Contract is made up of the following:
  - (a) The Contract Details (as set out above).
  - (b) The Conditions.
  - (c) The Mandatory Conditions.
  - (d) any additional schedules specified in the Contract Details.
2. If there is any conflict or ambiguity between the terms of the documents listed in paragraph 1, a term contained in a document higher in the list shall have priority over one contained in a document lower in the list.

This Contract has been entered into on the date stated at the beginning of it.

Signed for and on behalf of **TTC** by:

Authorised Signatory

Print Name

Job Title

Signed for and on behalf of **EBC** by:

Authorised Signatory

Print Name

Job Title



# PROJECT ORDER

<b>Project Title</b>	Chatsworth Park Cafe	<b>Order Date</b>	XX/XX/2026
<b>CLIENT</b>			
<b>Client</b>	Telscombe Town Council (TTC)		
<b>Client Lead Name</b>	Stella Newman		
<b>Address</b>	360 South Coast Road, Telscombe Cliffs, BN10 7ES		
<b>Tel</b>	01273 589777		
<b>Email</b>	stella.newman@telscombetowncouncil.gov.uk		
<b>PROJECT</b>			
<b>Brief</b>	<p>TTC have contacted Lewes &amp; Eastbourne (LEC) to provide project management and design services, to deliver a new Café at Chatsworth Park.</p> <p>A document provided by TTC indicates an initial design and key criteria as:</p> <ul style="list-style-type: none"> <li>• It must be a single storey building only.</li> <li>• Any plan must include outdoor seating such as a deck to maximise the footfall. Consideration should be given to an awning which allow us of the space in wet weather.</li> <li>• One of the conditions of the grant funding is that the project requires the toilets be accessible from outside the building.</li> <li>• There is an independent amenity space connected to the building. This has its own access and is intended to be a separate hireable space independent from the café.</li> </ul> <p>LEC officer have carried out an initial review and believe the acquisition of prefabricated units/converted container units will be the most cost effective.</p> <p>TTC have requested that designs and specifications be reviewed at key stages (3no) and would suggest the review/sign off stages as:  RIBA stage 2 (Concept)  RIBA stage 3 (Planning)  RIBA stage 4 (Detailed design)</p> <p>In addition to the services provided by LEC, we anticipate the following surveys/consultants will be needed to complete stages up to planning. An estimate of costs has also been included as a guide.</p> <ul style="list-style-type: none"> <li>• Topographic (levels/utilities) survey £2,000</li> <li>• Ecologist – initial ecology assessment £4,000 (initial)</li> <li>• BNG: £3,000</li> <li>• MEP (Mechanical, Electrical and Plumbing) consultant £4,500</li> <li>• Civil engineer (Drainage) £3,000</li> <li>• Transport Consultant £2,250</li> <li>• Legal Fees £1,500</li> </ul>		

	<ul style="list-style-type: none"> <li>Noise Assessment £750</li> <li>Contamination (?) £1,500</li> </ul> <p>Once designs have been fixed (start of RIBA stage 3) an Employers Agent (EA) would need to be appointed to support with the tender/specification, contract administration and act as Principal Designer. They would also be able to advise on pre-planning/pre-tender estimated costs.</p> <p>On the basis the planning is approved and the project successfully tendered, LEC officers would act as client side project managers (budget monitoring, risk management, etc) and main point of contact for the EA/Main Contractor, to deliver the on-site works through to completion.</p> <p>An estimated programme from appointment to completion is:  April 2026: LEC Appointment  June 2026: Concept design (RIBA stage 2) sign off  September 2026: Planning submission  December 2026: Planning Approval  January 2026: Contractor Appointed  June 2027: Completion</p>			
<b>Budget</b>	<b>Capital</b>	£300,000 (inc Vat)	<b>Revenue</b>	£ TBC
<b>Approval Status (circle)</b>	Approved	Pending a decision	Decision required	
<b>Project Programme</b>	<b>RIBA Stage</b>	Stages 1 to 6	<b>Comp Date</b>	Estimated June 2027
<b>SERVICES</b>				
<b>SLA Services (List)</b>	<ul style="list-style-type: none"> <li><b>Programme Manager</b> – To provide oversight from start to finish along with specialist planning support.</li> <li><b>Architect Lead</b> – to develop concept designs through to planning, coordinating with other consultants to produce a planning set of drawings. Technical input with the appointed EA to help with the creation of the tender set</li> <li><b>Assistant Project Manager</b> – leading on day-to-day project management/monitoring.</li> </ul>			
<b>SLA Service 1</b>	<b>Assistant Project Manager</b>			
<b>Resource Level</b>	<b>Total Roles</b>	1	<b>Total FTE</b>	0.1
<b>Resource Cost</b>	<b>SLA Rate</b>	£200	<b>Total Fee</b>	£7,000
<b>SLA Service 2</b>	<b>Programme Manager</b>			
<b>Resource Level</b>	<b>Total Roles</b>	1	<b>Total FTE</b>	0.025
<b>Resource Cost</b>	<b>SLA Rate</b>	£500	<b>Total Fee</b>	£4,375
<b>SLA Service 3</b>	<b>Architect Lead</b>			
<b>Resource Level</b>	<b>Total Roles</b>	1	<b>Total FTE</b>	N/A
<b>Resource Cost</b>	<b>SLA Rate</b>	£500	<b>Total Fee</b>	£3,000

## ADDITIONAL INFORMATION

The above pricing which totals £14,375 assumes a 65 week programme from start in April 2026 to June 2027. This figure is exclusive of VAT.

The FTE is only there as a guide to evidence how the total cost has been calculated. These prices are fixed for the service provided. If TTC want to change the scope, we may need to agree additional fees. If LDC are being asked to carry out works outside of scope, we will discuss this with the TTC before proceeding. Excluding the Architect Lead, the remaining £11,375 fee would be split across the 65 week programme (£175 p/week). This could be invoiced on a monthly basis or quarterly. If the programme extends beyond 65 weeks, LDC would need to agree/extend the fees on this weekly rate.

The Architect Lead role would only be expected through to RIBA stage 4 (not through to completion). The £3000 fee would be linked to the 3 stages as follows:

RIBA stage 2 completion £750

RIBA stage 3 Submission of Planning £1,750

RIBA stage 4 Tender issue £500

These fees would be charged on the completion of these stages.

There is no provision for a communications officer (who could lead/support with consultation). As TTC has already carried out consultation, it is unclear if this is needed. If you would like this, we can agree the scope/works.

## AUTHORISATIONS

Marc Stephens Head of Development & Acquisitions	Eastbourne Borough Council	(Signed)	(Date)
Stella Newman Town Clerk & Finance Officer	Telscombe Town Council	(Signed)	(Date)

<b>AGENDA ITEM</b>	20
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	Update on devolvement of Lewes District Council assets and agree if we want to take on any assets

## 1. INTRODUCTION

At the Full Council meeting in September 2025, members were advised that Lewes District Council (LDC) was reviewing the future placement of its assets to ensure they are best positioned to support the new authority following Local Government Reorganisation. As part of the process, certain assets may be transferred to town and parish councils where appropriate and financially viable.

## 2. INFORMATION

It was resolved to seek further information in relation to Fairlight Avenue car park and public toilets, and Telscombe playing fields.

This Council has previously considered the potential devolution of assets on two occasions, in 2016 and again in 2020. On both occasions, having reviewed all information including the associated financial implications, it was resolved not to proceed with the transfer.

At the Full Council meeting in November 2025, updated information was presented, including estimated annual running costs of £44,460 for the playing fields and £40 for the Fairlight Avenue car park (excluding costs associated with the future redevelopment). Following debate regarding the advantages and disadvantages of asset transfer, members agreed that further clarification should be sought from LDC, and requested a meeting with an LDC officer to answer questions directly.

A meeting has since taken place with an LDC officer, attended by Cllrs O'Connor and Gallagher. Unfortunately, due to technical issues, I was unable to join. They subsequently confirmed that additional information had been requested at the meeting regarding the caves located beneath Fairlight Avenue car park, however, they do not hold further details on this.

Land Registry documentation was also requested and has now been received in respect of the playing fields. This confirms the existence of a restrictive covenant stating that the land shall not be used other than for the purposes of public open space, recreation playing fields, or agriculture.

LDC have confirmed that if we did submit a completed Local Control Transfer Nomination Form – attached Appendix K, it will not be binding and will still be subject to legal due diligence, and the Town Council will have an opportunity to carry out its own due diligence.

On the basis of the financial information provided, the clarification received, and the covenant confirmation, it is considered that the Council now has sufficient information to make an informed decision regarding the proposed asset transfer.

### **3. RECOMMENDATION**

In light of the significant financial commitments, unknown future liabilities, current staffing capacity, and existing strategic projects, it is considered that accepting the devolution of these assets would not be viable or sustainable for the Council. It is therefore recommended that the Town Council does not proceed with the proposed devolution of assets from Lewes District Council.

### **4. ENVIRONMENTAL IMPACT**

The existence of the covenant ensures that, irrespective of ownership, the land must continue to be used for public open space and recreational purposes. Therefore, declining the transfer of the asset would not alter its current use or the continued public health and wellbeing benefits it provides.

### **5. FINANCIAL IMPLICATIONS**

The estimated cost of taking on the playing fields and associated portacabins exceeds £44,000. This represents a significant additional financial – a precept increase of approximately 13% (based on next year's precept) assuming no other budget adjustments.

In relation to Fairlight Avenue car park and public toilets, the full financial implications are not yet known. However, the redevelopment of the toilets into a community hub would inevitably involve ongoing maintenance liabilities, and possible future revenue costs. These financial commitments would require careful long-term planning and budget provision.

In addition, the Council is progressing plans for a café project at Chatsworth Park, which is expected to require borrowing from the Public Works Loan Board. This will result in substantial loan repayments over an extended period and will place further pressure on the Council's financial resources – an approximate 3% increase based on next year's precept. (We have already budgeted for £7,000 loan repayment costs).

Given these existing and anticipated commitments, it would not be financially prudent to increase the precept further in order to assume responsibility for additional assets.



Lewes District Council

## Local Control Transfer Nomination Form

Lewes District Council (LDC) has set out its approach to asset devolution post Local Government Reorganisation within the Corporate Property and Assets Strategy ([https://www.lewes-eastbourne.gov.uk/media/4888/Corporate-Property-and-Assets-Strategy-2025-Lewes-District-Council/pdf/Property and Assets Strategy LDC-Sept 2025 FINAL3.pdf?m=1754472718967](https://www.lewes-eastbourne.gov.uk/media/4888/Corporate-Property-and-Assets-Strategy-2025-Lewes-District-Council/pdf/Property%20and%20Assets%20Strategy%20LDC-Sept%202025%20FINAL3.pdf?m=1754472718967))

The strategy includes the ability for Town and Parish Councils to nominate key assets for a transfer from LDC where there is a clear case for retaining local management of the asset and the transfer will meet the principles outlined within the strategy; this is called a Local Control Transfer (LCT).

### LCT Principles

LDC will consider transfer of a key asset where it will:

- achieve the promotion or improvement of the economic, social, environmental, or health and well-being for the area and/or local residents;
- help continue to deliver or provide a service that LDC would no longer be able to provide;
- facilitate access to external funding that would not be available to LDC or the successor authority;
- be financially sustainable for the transferee and local council tax payers;
- meet the requirements on LDC to comply with section 123 of the Local Government Act 1972 and the General Disposal Consent 2003.

Your Town/Parish Council has confirmed it wishes to nominate a site or sites for LCT. Please complete this nomination form to allow LDC to consider your nomination and make recommendations on whether a transfer can be approved.

Town/Parish Council:

Site(s) being nominated for LCT:

Please evidence how a transfer of this site(s) will meet the LCT principles:

The most appropriate form of transfer will be considered on a case-by-case basis taking into account any existing restrictions or protections on assets, this includes:

- a long lease (usually 21 years or more);
- a freehold transfer (where a permanent asset transfer takes place).

Does the Town/Parish Council have a preference on the form of transfer it would like LDC to consider?

Nomination Form Completed By:

Position:

Date:

**Please return your completed nomination form to:**

**Mark Langridge-Kemp, Head of Property and Asset Management**

[mark.langridge-kemp@lewes-eastbourne.gov.uk](mailto:mark.langridge-kemp@lewes-eastbourne.gov.uk)

**Nominations are subject to LDC governance recommendations and all due diligence.**

<b>AGENDA ITEM</b>	21
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	Update on proposed 20m high telecoms pole and associated telecoms equipment on the patio at the Civic Centre and agree way forward

## 1. INTRODUCTION

The following provides a summary of the information reported so far:-

- At the 19th November meeting, members were informed of a request to carry out exploratory excavation works on the Civic Centre patio.
- Further investigation revealed that Vodafone proposed:
  - Installing a 20m-high Taurus street pole on the patio.
  - Removing the existing machinery enclosure.
  - Constructing a new structure within the car park.
- The Council agreed not to support the proposal due to the loss of car parking spaces.
- It was agreed instead to hold a site meeting with United Infrastructure, acting for Cornerstone, regarding improved network coverage.

## 2. INFORMATION

The information below was reported to the Council meeting on 21<sup>st</sup> January:-

- A site meeting took place with Cllr O'Connor, myself and representatives from United Infrastructure to discuss options.
- A revised cabinet position was proposed as follows:
  - Still located on the patio, but moved closer towards the building.
  - New cabinet length: 3.6m (existing cabinet is 1.9m).
  - It cannot remain near the fence due to underground services.
  - Cabinet doors would open towards the fence, with one side access door.
- The proposed 20m Taurus street pole is:
  - Approximately the height of a 6-storey building.
  - Around 7m taller than the current antenna/pole on the Civic Centre building.
- The purpose of the new equipment is to provide stronger and more effective network coverage.

- If the Council does not agree to the new installation, the existing equipment will remain in place.

It was agreed at the meeting on the 21<sup>st</sup> January to await the outcome of the trial hole exploration, as if that was not positive, the project could not progress anyway.

United Infrastructure have now sent proposal drawings which are attached – Appendix L. The proposed street pole on the patio is now shown as a Orion 6 Street Pole, not a Taurus street pole, but it is still 20m in height. The plans demonstrate that the proposed 20m Orion 6 telecoms street pole would represent a prominent and imposing feature within the patio area of Telscombe Civic Centre. Given its significant height and close relationship with the Civic Centre and neighbouring residential properties, the structure would appear visually intrusive and overbearing when viewed from the site and surrounding area, thereby adversely affecting the visual amenity of the Civic Centre and the setting of adjacent dwellings.

### **3. RECOMMENDATION**

It is recommended not to agree in principle to re-positioning of a larger cabinet on the patio and installation of a 20m high telecoms street pole. This is due to the reasons detailed above and under the environmental impact heading.

If this recommendation is not agreed, it is recommended to engage in local consultation before proceeding.

### **4. ENVIRONMENTAL IMPACT**

Several concerns are as follows:-

Exposure to Electromagnetic Fields (EMF)

Visual intrusion of a 20m high pole - a 20m mast is significantly taller than typical street furniture like lampposts, so it will be prominent and could be perceived as a visual intrusion by occupants of neighbouring dwellings and users of the Civic Centre. An average street lights height varies by location, but typically ranges from 5 metres in residential roads to 12 metres for main roads.

### **5. FINANCIAL IMPLICATIONS**

If we were to agree and the project does proceed, a supplementary agreement would need to be finalised to cover the extra ground they would need to lease. Discussions for a supplemental agreement will be undertaken with their legal team regarding agreements and payments only once we have confirmed the proposal in principle.

At the moment we receive £1,653.13 a quarter, £6,612.52 pa.



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R I.E: 540046 N: 101294

**SITE DIRECTIONS:**  
 HEAD SOUTHBOUND ALONG M23 & CONTINUE ONTO A23 & FOLLOW FOR 15.8 MILES. AT ROUNDABOUT TAKE THE LEFT 2 Lanes. TURN SLIGHTLY LEFT THEN GO THROUGH 1 ROUNDABOUT. AT PATCHAM INTERCHANGE TAKE THE 2ND EXIT ONTO THE A27 TOWARDS LEWES/NEWHAVEN & FOLLOW FOR 3.1 MILES. TAKE THE B2123 EXIT TOWARDS ROTTINGDEAN /FALMER & AT THE ROUNDABOUT TAKE THE 3RD EXIT ONTO B2123 & FOLLOW FOR 4.5 MILES. TURN LEFT ONTO HIGH ST (B2123) THEN TURN FOR 2.0 MILES (ROAD NAME CHANGES TO SOUTH COAST ROAD) THEN TURN LEFT ONTO CENTRAL AVENUE. THE SITE LOCATION IS WITHIN COMPOUND TO THE REAR OF 1ST BUILDING ON LHS (TELSCOMBE TOWN CIVIC CENTRE)

**WHAT3WORDS LOCATION REFS:**  
 1. COMPOUND: mammoths.rugling.clusters  
 2. ACCESS POINT FROM MAIN ROAD: amends.scream.outsiders

**NOTES:**

REV	CONSTRUCTION ISSUE	EP	UI	BY	CH	DATE
A			20/02/26			



**United Infrastructure**  
 United Infrastructure  
 4 Chenevier, Lingey Way, Business Park, Lingey Green  
 Great Somley, Warrington, WA3 3UZ  
 T: 44 (0)151 420 4128  
 www.unitedinfrastructure.com

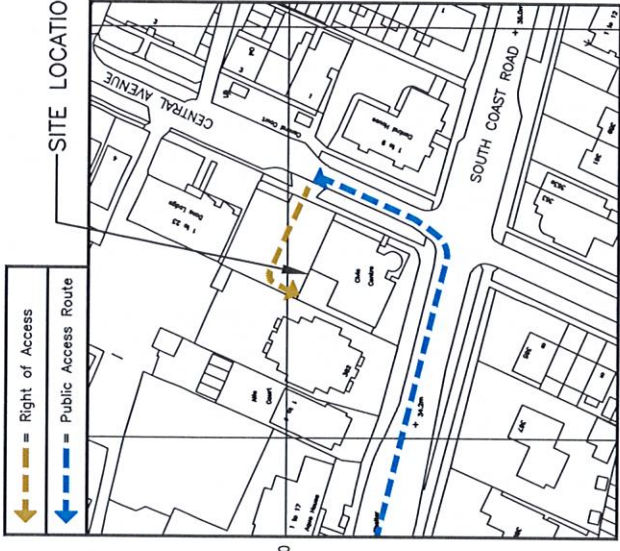


**cornerstone**

Cell Name	Opt.
PEACEHAVEN – TELSCOMBE CLIFFS	A
Cell ID No	
CSID	VF
TEF	
114834	36539
46968	
Project No.	ITM Cell ID
11483428	
Site Address / Contact Details	
360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES	

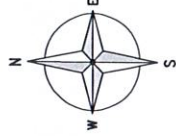
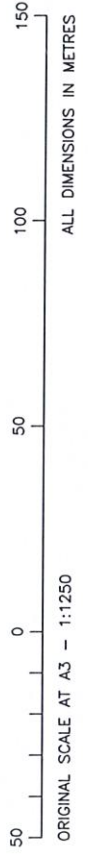
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Purpose of Issue	CONSTRUCTION	A
Drawing Number	100	
Survived By	Original Sheet Size	Prick Issue
UI	A3	
Drawn	Checked	Date
EP	UI	20.02.26
		A

**SITE LOCATION**

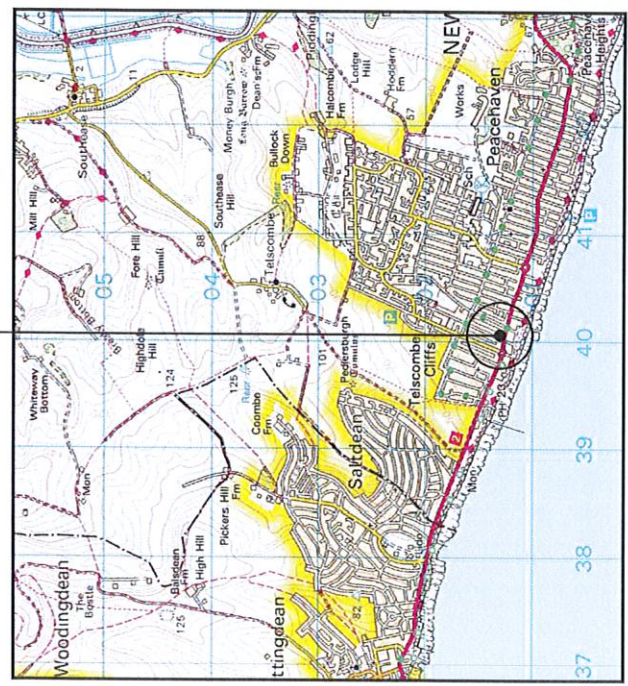


**DETAILED SITE LOCATION**

(Scale 1:1250)  
 Based upon Ordnance Survey map extract with the permission of the Controller of His Majesty's Stationary Office.  
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 Licence No. 100022432



**SITE LOCATION**



**SITE LOCATION**





(Scale 1:50000)  
 Ordnance Survey map extract based upon Landranger map series with the permission of the controller of His Majesty's Stationary Office.  
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 Licence No. 100022432



**SITE PHOTOGRAPH**

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R [E: 540046 N: 101294  
 NOTES:

**SITE ACCESS KEY**


-  PUBLIC ACCESS ROUTE
-  EQUIPMENT SPACE
-  ACCESS SPACE
-  SET-DOWN SPACE

TOTAL AREA OF EQUIPMENT SPACE = 23,30 m<sup>2</sup>

CONSTRUCTION ISSUE	EP	UI	20/02/26	DATE
REV	BY	CH	DATE	



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 4 Chequer, Lingby Lane, Bainton, York, YO21 2JG  
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 L 44 (0)151 400 4128  
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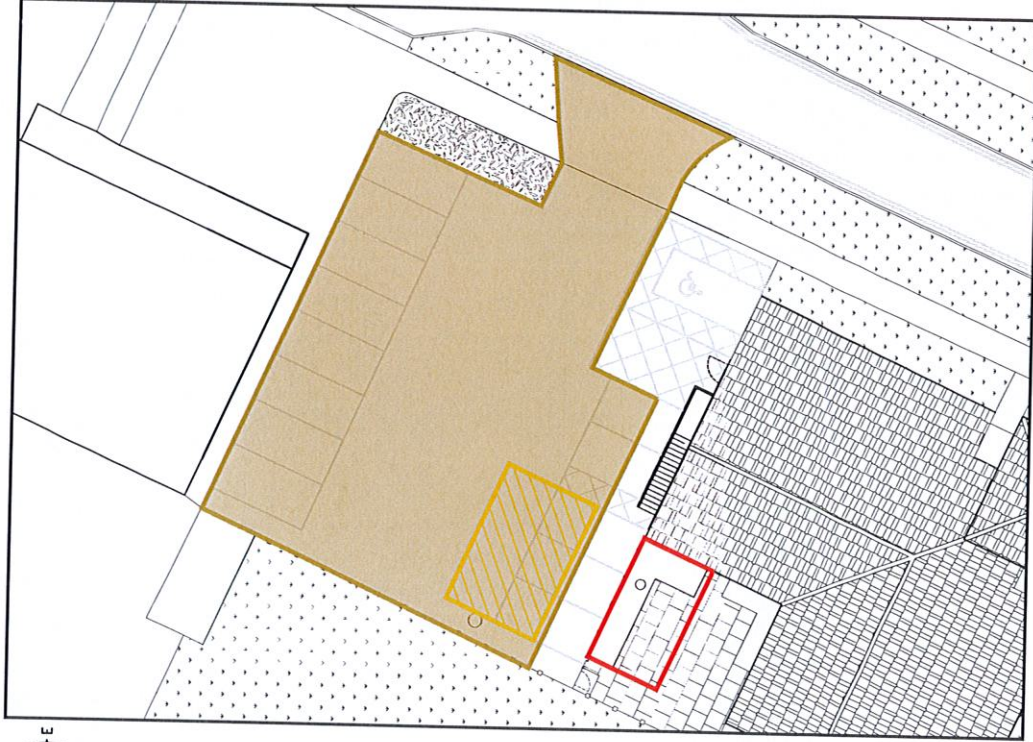
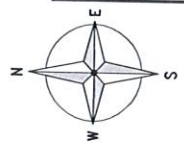


Cell Name	Opt
PEACEHAVEN - TELSCOMBE CLIFFS	A
Cell ID No	
GSID	VF
114834	36539
Project No.	46968
11483428	N/A

Site Address / Contact Details  
 360, SOUTH COAST ROAD  
 TELSCOMBE CLIFFS  
 PEACEHAVEN  
 EAST SUSSEX  
 BN10 7ES

Drawing Title	CODE AGREEMENT PLAN
Purpose of Issue	CONSTRUCTION
Drawing Number	101
Drawn By	UI
Original Sheet Size	A
Drawn	EP
Date	20.02.26
Checked	UI
Issue	20.02.26
Rev	A

93011650 - Version 2.3



CODE AGREEMENT PLAN  
 (1:250)



DETAILED SITE LOCATION  
 (Scale 1:1250)

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ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R ID: 540046 N: 101294  
 NOTES:

REV	MODIFICATION	BY	CH	DATE
A	CONSTRUCTION ISSUE	EP	UI	20/02/26

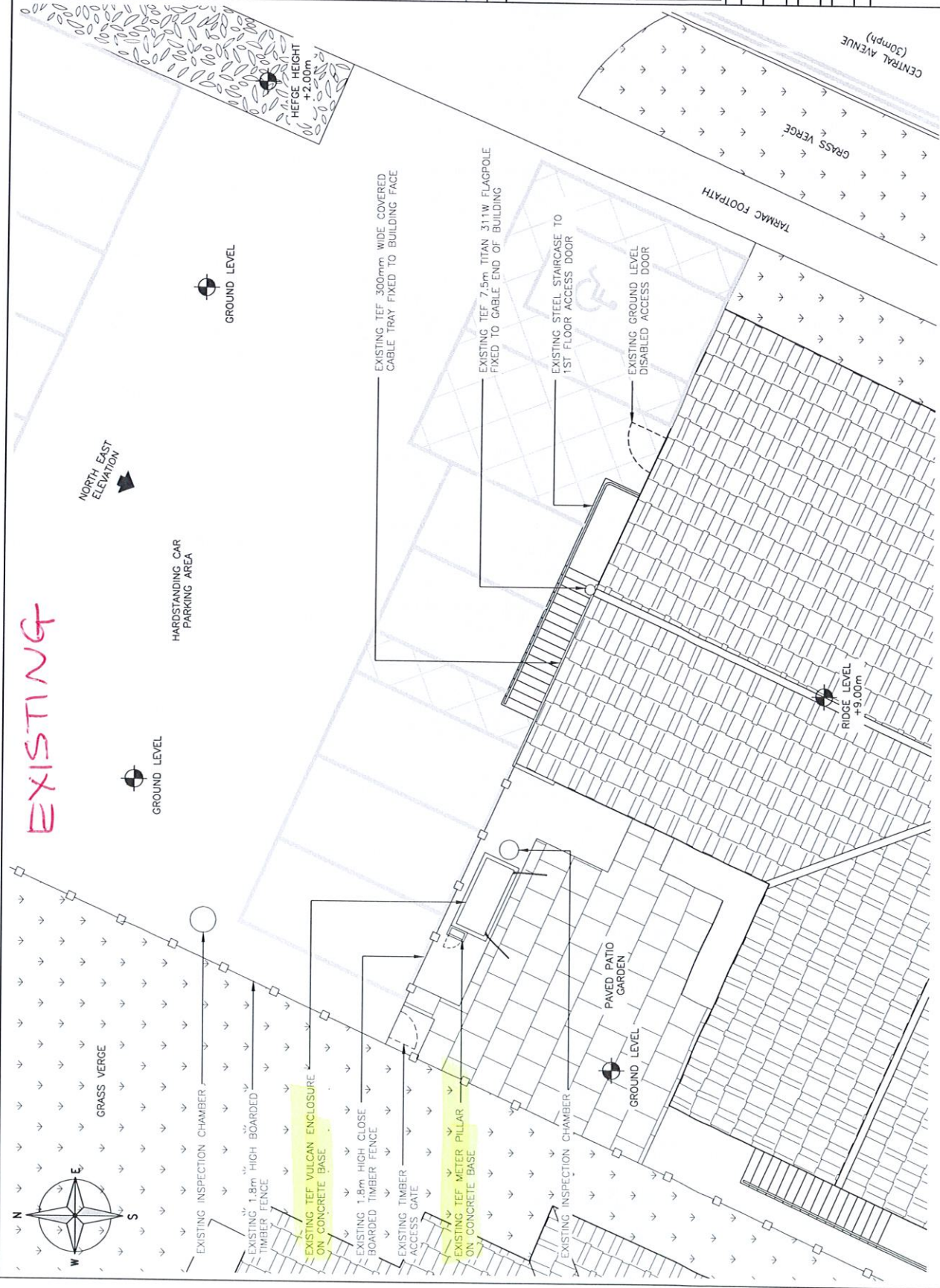
**united infrastructure**  
 United Infrastructure  
 4 Chancery Lane, London, W1D 4PL, UK  
 L 44 (0)151 400 4128  
 www.unitedinfrastructure.com

**cornerstone**

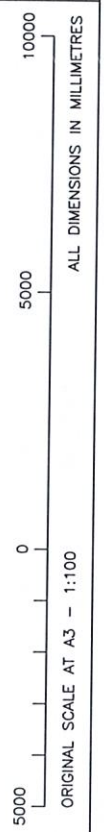
Cell Name	Opt.
PEACEHAVEN - TELSCOMBE CLIFFS	A
Cell ID No	
CSID	VF
114834	✓ TEF
Project No.	36539 46968
11483428	- TM Cell ID - N/A
Site Address / Contact Details	
	360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES

Drawing Title:	EXISTING SITE PLAN
Purpose of issue:	CONSTRUCTION
Drawing Number:	200
Drawn By:	UI
Checked:	UI
Date:	20.02.26
Scale:	1:100
Original Sheet Size:	A3
Plot Size:	A
Issue:	A

ISSUE 10/05/2020 Version 2.3



EXISTING SITE PLAN  
 (1:100)







ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R | E: 540046 N: 101294

NOTES:

CONSTRUCTION ISSUE	EP	UI	20/02/26	
REV	MODIFICATION	BY	CH	DATE
A				



**United Infrastructure**  
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 4 Chandler, Lingby Mere Business Park, Lingby Green  
 Great Somerby, North Lincolnshire, Walsby, WAD 3JZ  
 L 44 (0)151 420 4125  
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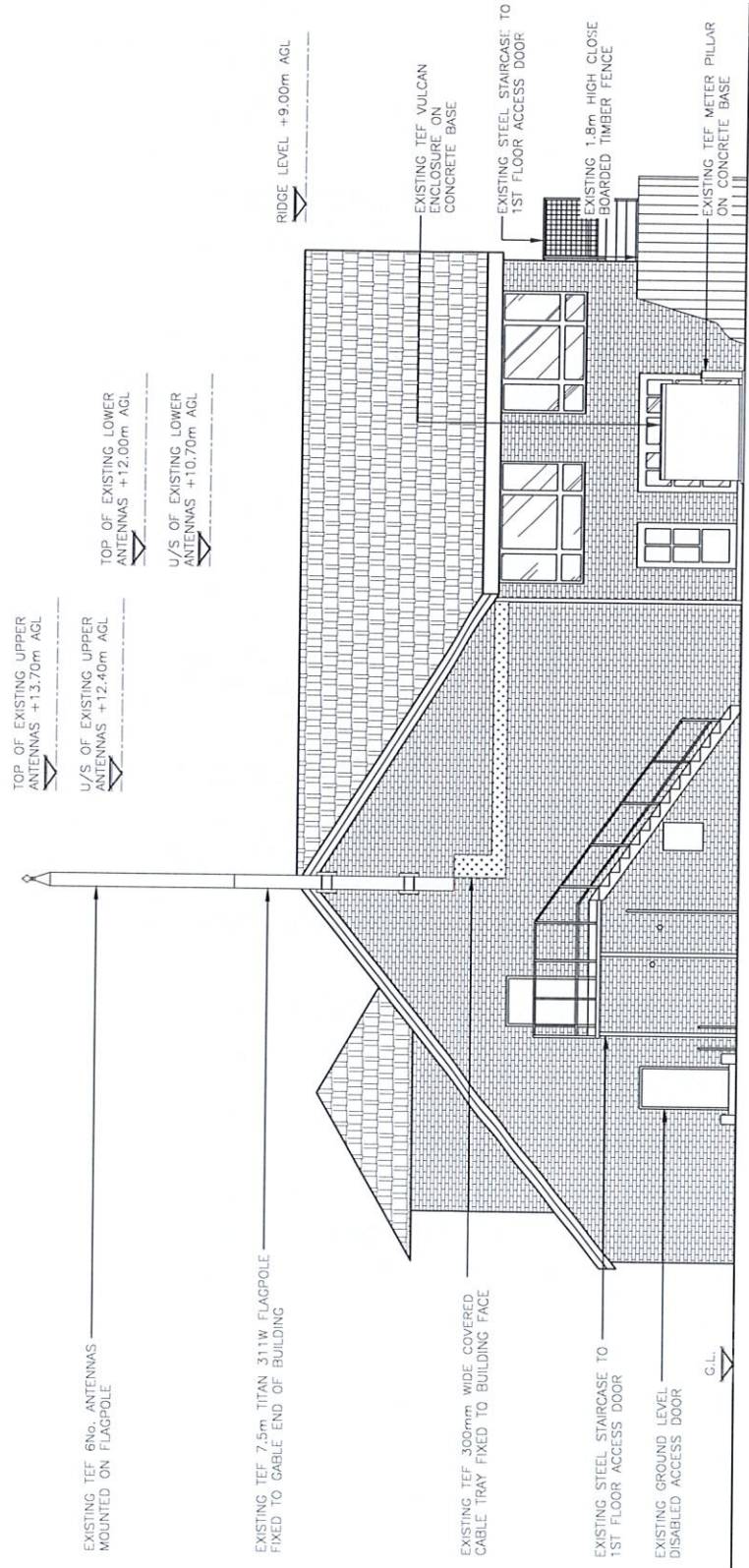


**cornerstone**

Cell Name	PEACEHAVEN - TELSCOMBE CLIFFS	Opt	A
Cell ID No			
CSID	✓	VF	✓
TEF	114834	36539	46968
Project No.	-	ITM Cell ID	-
11483428	-		-
Site Address / Contact Details			
360, SOUTH COAST ROAD TELSCOMBE CLIFFS EAST SUSSEX BN10 7ES			

Drawing Title	EXISTING SITE ELEVATION	Dwg Rev	
Purpose of Issue	CONSTRUCTION		
Drawing Number	300		
Surveyed By	UI	Original Sheet Size	A3
Drawn	EP	Checked	UI
Date	20.02.26	Date	20.02.26
		Plot	Issue
			A

EXISTING



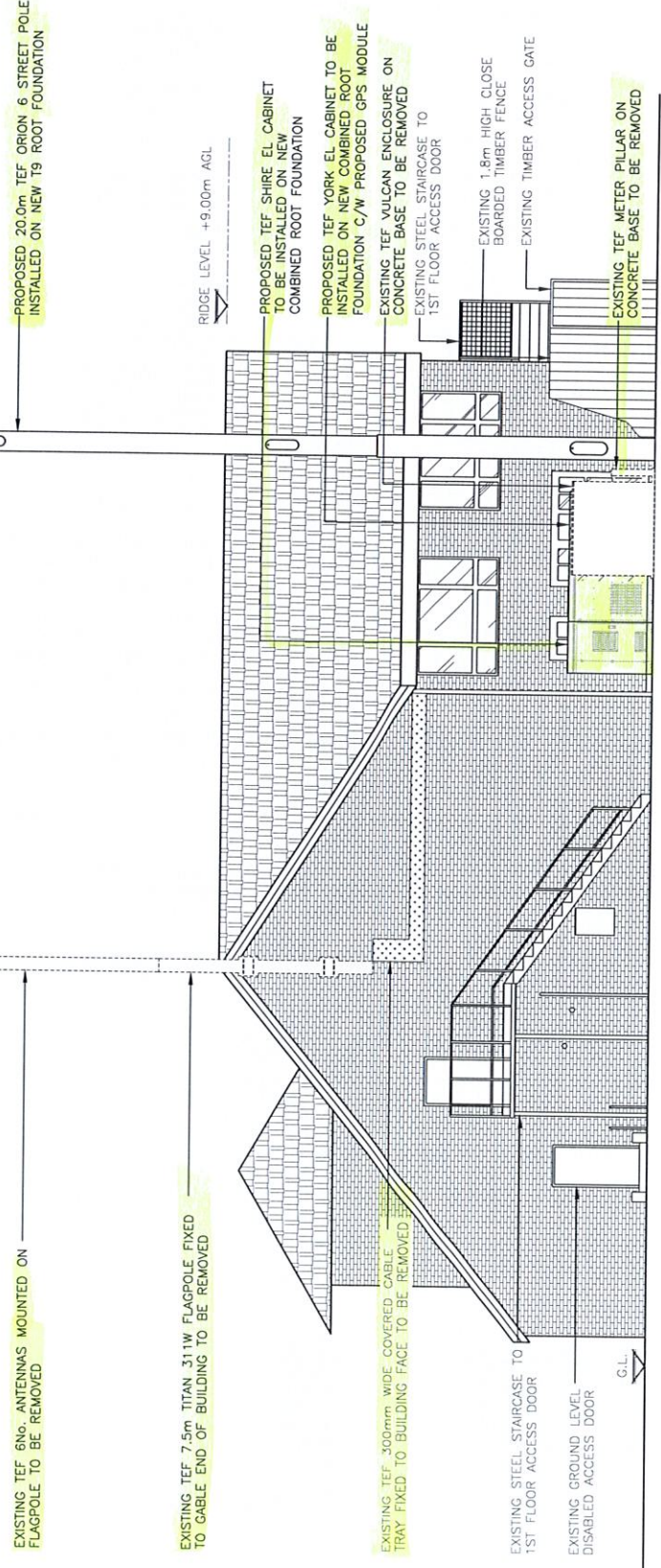
EXISTING NORTH EAST ELEVATION  
 (1:100)

5000 0 5000 10000  
 ORIGINAL SCALE AT A3 - 1:100  
 ALL DIMENSIONS IN MILLIMETRES

PROPOSED

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R I.E: 540046 N: 101294  
 NOTES:

- TOP OF PROPOSED SW POLE +20.00m A.G.L.
- TOP OF PROPOSED ANTENNAS +19.795m A.G.L.
- U/S OF PROPOSED ANTENNAS +19.015m A.G.L.
- TOP OF PROPOSED ANTENNAS +18.78m A.G.L.
- U/S OF PROPOSED ANTENNAS +16.58m A.G.L.
- C/L OF PROPOSED ERS +15.955m A.G.L.
- C/L OF PROPOSED ERS +14.625m A.G.L.



CONSTRUCTION ISSUE	EP	UI	20/02/26
REV	MODIFICATION	BY	CH DATE
A			

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**cornerstone**

Cell Name	Opt
PEACEHAVEN - TELSCOMBE CLIFFS	A
Cell ID No	
GSID	✓
VE	✓
TEF	
114834	36539
46968	
Project No.	ITM Cell ID
11483428	-
-	N/A
-	-
Site Address / Contact Details	
360, SOUTH COAST ROAD	
TELSCOMBE CLIFFS	
PEACEHAVEN	
EAST SUSSEX	
BN10 7ES	

Drawing Title:	PROPOSED SITE ELEVATION
Purpose of Issue:	CONSTRUCTION
Drawing Number:	301
Drawn By:	UI
Checked:	U
Date:	20.02.26
Drawn:	EP
Checked:	U
Date:	20.02.26
Original Sheet Size:	A3
Plot Size:	A
Scale:	1:100
Version:	2.3

PROPOSED NORTH EAST ELEVATION  
 (1:100)



<b>AGENDA ITEM</b>	22
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	Update on the Neighbourhood Plan, agree any further actions and associated cost to update the Council's website

## 1. INTRODUCTION

Lewes District Council (LDC) recently advised that a small number of further minor amendments were required to the plan and once these had been completed, LDC confirmed that the updates should be approved by both this Council and Peacehaven Town Council. This was done by both Councils at Extra-Ordinary full Council meetings held in February.

LDC subsequently published the Decision Statement on 13<sup>th</sup> February. The Plan will then require ratification at an LDC full Council meeting scheduled for 26<sup>th</sup> May and the referendum will take place on 7<sup>th</sup> May.

## 2. INFORMATION

The Steering Group have subsequently met and liaised with LDC electoral services regarding drawing up a leaflet to advertise the referendum. Due to the pre-election period, the information will have to be purely factual and not show a preference for or against. An example of the draft leaflet is attached for information, Appendix M.

The Steering Group feel that their separate website should be closed shortly and that the information contained therein should be transferred to both Council's websites. For Telscombe, it would mean the addition of 3 drop-down boxes under the Neighbourhood Plan heading so that the following can be added Past Minutes, Surveys and Documents. I have contacted our website provider and they have quoted £250 to add the 3 boxes, transfer all the documents from the Steering Group website to the Town Council's website under the previously mentioned 3 headings and to also include a cookies pop-up which we currently don't have.

## 3. RECOMMENDATION

It is recommended to:- (a) agree to a leaflet being issued and the associated cost and (b) agree the cost of £250 for the transfer of information to the Town Council's website.

## 4. FINANCIAL IMPLICATIONS

We have a remaining budget for 2025/26 under nominal code 4355-401 for the Neighbourhood Plan of £223 after paying the planning consultant and media professional for the initial updates. We also have an earmarked reserve of just over £3,800 (nominal code 9038-910).

Invoices are awaited from the planning consultant and media professional for undertaking the additional amendments to the plan. All costs are shared with Peacehaven Town Council with us paying one third and Peacehaven two thirds as the larger authority.

LDC have confirmed that they will pay the cost of the referendum which is £47,500.

<b>AGENDA ITEM</b>	23
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To review the Civic Centre hire charges for political parties

## **1. INTRODUCTION**

At the full Council meeting on 10<sup>th</sup> December 2025, we reviewed the Civic Centre hire charges and it was agreed not to increase rates for the 2026/27 financial year.

## **2. INFORMATION**

It recently came to my attention that political parties are being charged the charity rate when hiring rooms at the Civic Centre and having looked further into this, I discovered that at a meeting in 2013, it was agreed to charge mainstream political parties the charity rate.

Political parties are not a charity. Under charity law in the UK, an organization with a political purpose, such as promoting a change in the law or campaigning for a political party, cannot be a registered charity. For this reason, political parties should not be charged the charity rate.

## **3. RECOMMENDATION**

It is recommended that when political parties hire rooms at the Civic Centre, they are charged the private/commercial rate.

## **4. ENVIRONMENTAL IMPACT**

n/a

## **5. FINANCIAL IMPLICATIONS**

This will give a minimal income increase.

<b>AGENDA ITEM</b>	24
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Cllr Laurence O'Connor
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To consider options for a possible repair café at the Civic Centre

## **1. INTRODUCTION**

It is proposed that this Council considers facilitating the setting up of a Repair Café. These are usually a community-centred gathering place where people bring their broken household items to be fixed for free (or for a small donation) by expert volunteers. There are over 3,800 worldwide and large support in the UK for this initiative.

They are a mix between a workshop, a classroom, and a coffee house. The goal isn't just to make an item useful again; it's about reducing waste, sharing skills, and strengthening community ties.

There is a Newhaven Repair Café at the Hillcrest Centre and a Deans Repair Café at Saltdean but nothing in Telscombe Cliffs or Peacehaven.

## **2. INFORMATION**

Repair Cafés are interactive experiences designed to change how we view our belongings. This initiative would need 'fixers' as volunteers with skills in anything from sewing, carpentry or electrical engineering, who provide the tools and expertise. Any 'owners' must stay with their item and even help with the repair. Owners wait and maybe grab a cup of coffee and chat with neighbours. It is thought that only small items which a person can carry would be appropriate. Common items taken to such Repair Cafés can include:

- Electronics: Lamps, kettles, hair dryers, and printers.
- Clothing: Ripped jeans, missing buttons, or broken zippers.
- Furniture: Wobbly chair legs or small wooden frames.
- Toys and Jewellery: Basically, anything that 'should' work but currently doesn't.

## **3. LEGAL AND INSURANCE CONSIDERATIONS**

Local Councils can legally facilitate repair cafés under community wellbeing powers, being the General Power of Competence (GPC). Under the Localism Act 2011, eligible parish or town councils can use the (GPC) to do anything an individual could do, provided it is not prohibited by law. However, this Council is not eligible for the GPC.

Two operational models exist: Council-led, where the authority assumes full liability and management, or hosted, where the Council provides space while an independent group manages operations and insurance.

To mitigate risk, Councils must ensure comprehensive Public and Products Liability coverage, specifically addressing electrical repairs. Essential safeguards include mandatory PAT testing, volunteer codes of conduct, and 'repair-at-own-risk' disclaimers. Due to reduced institutional liability and enhanced resilience, the hosted model is recommended and liability does not therefore fall on the Council, but on the host of the event. Formal written confirmation from insurers and clear service agreements are required prior to commencement.

The need for disclaimers and insurance means that whilst initially setting up a Repair Café group the Council will need to move towards simply hosting it. This would involve providing the Civic Centre and promoting it. If it is not Council-led, we will not need to ensure adequate insurance cover as that would be down to the hosts. By making a small charge, the Repair Café Volunteers could provide their own public liability insurance.

See Appendix for further details and considerations.

#### **4. RECOMMENDATIONS**

To consider whether to investigate further the Council possibly initially convening a Repair Café at Telscombe Civic Centre with the intention of assisting a Volunteer Group to create its own separate organisation.

As we have no PAT testing facilities, no electrical items should be considered, unless the hosts can show that they have a qualified PAT tester.

#### **5. ENVIRONMENTAL IMPACT**

Repair Café's keep functional items out of landfills and reduce the demand for new raw materials.

#### **6. FINANCIAL IMPLICATIONS**

For the individuals using the Repair Café, repairing an item is significantly cheaper than buying a replacement. For the Council it may involve increased insurance premiums if it were Council-led and not hosted.

## APPENDIX

### Repair Café Disclaimer

Repairs and advice at this Repair Café are provided by volunteers, free of charge. All repairs are undertaken **at the owner's own risk**. No guarantee is given that an item can be repaired or that it will be safe or fit for purpose after repair.

The Repair Café, its volunteers, and the hosting organisation accept **no liability for loss, damage, or injury** arising from:

- advice given
- repairs attempted
- items that cannot be repaired or subsequently fail

Owners remain responsible for the safety and use of their items at all times. By participating, they confirm that:

- they are the legal owner of the item
- they understand repairs are experimental and voluntary
- they accept full responsibility for the item after it leaves the Repair Café

### Optional additions (often used):

- "Electrical items may be opened and tested but not certified as safe."
- "Some items may be refused if deemed unsafe or beyond the skills available."

### Practical checklist for a Town Council

This works whether you choose council-run or community-led.

#### A. Governance & structure

- Decide: **Council-run or community-led**
- Minute the decision formally
- Identify a named lead (Councillor, or group rep)

#### B. Insurance (do this early)

- Speak to Council's insurer or broker
- Confirm in writing whether:
  - repair activities are covered
  - volunteers are covered
  - electrical repairs are permitted

- If community-led:
  - obtain copy of group's **public liability insurance**
  - confirm minimum cover level (often £2–5m)

## **Risk management**

Written risk assessment covering:

- tools and equipment
- electrical safety
- manual handling
- slips/trips
- first aid

Decide which items are:

- allowed
- restricted
- excluded (e.g. gas appliances)

## **Volunteers**

Clear statement that volunteers are:

- Council volunteers **or**
- independent volunteers of the repair café group

Basic volunteer code of conduct

Skills-based allocation of repairs

No lone working

## **Disclaimers & records**

Disclaimer displayed prominently

Disclaimer signed by item owner

Simple repair log (item type + outcome)

Incident / near-miss reporting process

## **Building & logistics**

Confirm building insurance covers:

- tools
- increased footfall
- hot work (e.g. soldering)

PAT-tested extension leads

Fire exits kept clear

Secure storage for tools

## **Communications**

Promotional material avoids:

- guarantees
- “professional repair” language

Clear message: *community help, not a commercial service*

## **Further Information**

The international Repair Café organisation provides support and advice  
<https://www.repaircafe.org/en/visit/>

<b>AGENDA ITEM</b>	25
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To note that no applications were received regarding co-option of candidates to fill the 2 Councillor vacancies

## **1. INTRODUCTION**

The Election in May 2023 was uncontested and 8 applicants were automatically elected to Telscombe Town Council. The remaining 5 ordinary vacancies were advertised to be filled by co-option and we received 3 applications, with all 3 applicants being appointed at our Annual Full Council meeting on 17<sup>th</sup> May 2023. We therefore had 2 vacancies remaining in the Telscombe Ward and although we again advertised the vacancies to be filled by co-option with a closing date of July 2023, we received no applications.

## **2. INFORMATION**

Following advice from both Lewes District Council (LDC) and the East Sussex Association of Local Councils (ESALC) as to the way forward, in accordance with their advices, it was agreed at our full Council meeting in July 2023 to re-advertise the vacancies to be filled by co-option every 6 months.

We have since had 2 Councillors resign and co-opted 2 Councillors last year, meaning we still have 2 vacancies.

The vacancies were advertised again in January this year and we received no applications.

## **3. RECOMMENDATION**

It is recommended to note the present position and to re-advertise the 2 vacancies in July 2026.

## **4. ENVIRONMENTAL IMPACT**

N/A

## **5. FINANCIAL IMPLICATIONS**

Co-opted members are not entitled to the Councillor allowance of £300. They can, however, claim travel expenses for attendance at any training events or meetings other than our Council meetings.

<b>AGENDA ITEM</b>	26
<b>REPORT TO</b>	Full Council
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> March 2026
<b>SUBJECT</b>	To consider tenders received for Grounds Maintenance Contract 2 for 2026/27 and agree to appoint a contractor

## **1. INTRODUCTION**

Following ongoing concerns regarding the contractor's performance under Grounds Maintenance Contract 2, and in accordance with resolutions made at several Amenities & Civic Centre Committee meetings, a series of default notices were issued. As the contractor failed to demonstrate sufficient improvement following these notices, the Council took the decision to terminate the contract.

## **2. INFORMATION**

A revised Grounds Maintenance Contract 2 was prepared for the period April 2026 to March 2027. The contract was limited to a one-year term to ensure that all three grounds maintenance contracts held by the Council would conclude at the same time. Minor amendments were made to the wording for clarity, however, the specification and scope of works remained consistent with those included in the previous contract which was subsequently terminated. The contract was agreed at the committee meeting on 4<sup>th</sup> February and it was sent out to tender. We have received 2 priced tenders as follows:-

Ace Landscapes £5,041 plus VAT £1,008.20, total £6,049.20 (Appendix N)  
EH Treecare £14,736 plus VAT £2,947.20, total £17,683.20 (Appendix O)

## **3. RECOMMENDATION**

It is recommended to agree the tender from Ace Landscapes in the sum of £5,041 plus VAT and issue a contract for signature to enable a start date of 1<sup>st</sup> April 2026.

## **4. ENVIRONMENTAL IMPACT**

While vegetation cutting has some negative environmental impacts such as disturbance to wildlife and loss of habitat, a well-managed grounds maintenance contract can balance the need for public safety, accessibility and park usability.

## **5. FINANCIAL IMPLICATIONS**

Budget line 4105-201 for Grounds Maintenance Contract 2 was set at the end of last year before we terminated the contract at a price of £6,000. We therefore have enough budget to cover the cost from Ace Landscapes. The previous contract price was £4,360 plus VAT.

# TELSCOMBE TOWN COUNCIL



## Tender Document for Contract 2

Hedge & Tree Cutting

*One year from April 2026 to end of March 2027*

## **Introduction**

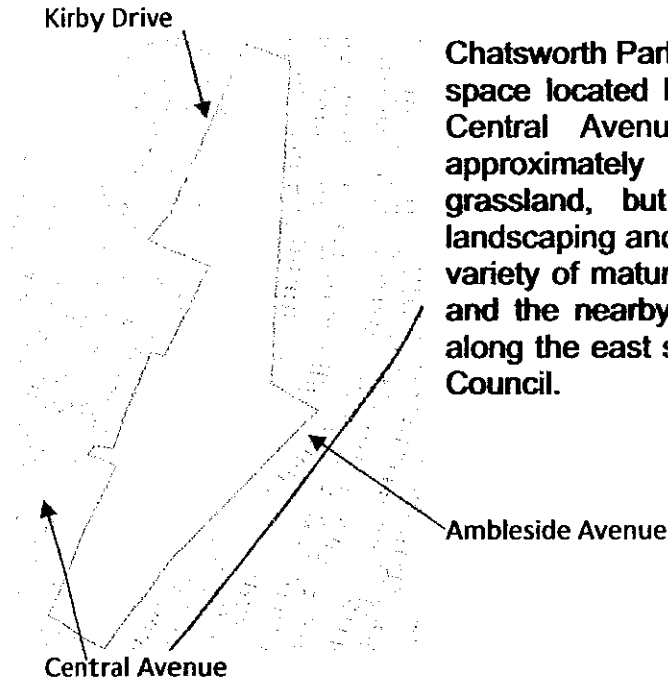
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

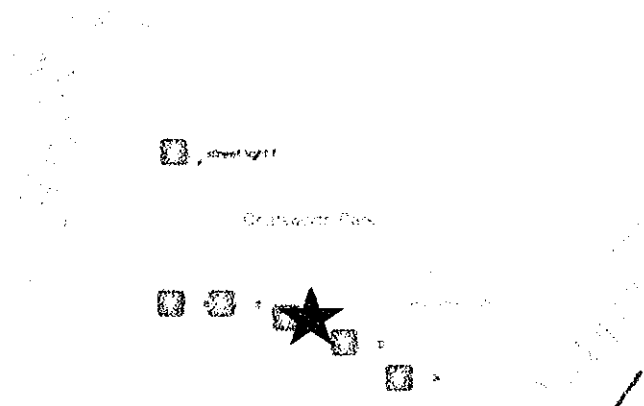
**Specification of Works: Chatsworth Park, Telscombe Cliffs**



Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m<sup>2</sup> in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. The grass verge, hedge and trees along the east side of Kirby Drive are all owned by the Town Council.

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net Cost P.A.</b>
<b>Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m back from ALL pathways in the entire park area and remove arisings</b>	3	April, July and late September	£260.00	£780.00
<b>Cut back tree branches along pathway at Pigs Hill and cut back vegetation by 1m around the street lights (see area CP1 below) and remove arisings</b>	3	April, July and late September	£52.00	£156.00

**Area CP1 (Chatsworth Park – Pigs Hill)**

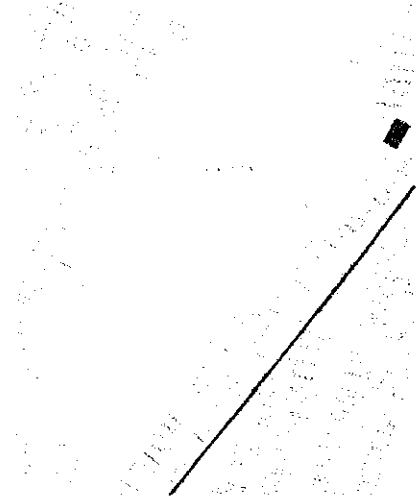


What3words: ///scribble.drilling.vaccines

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net Cost P.A.</b>
<b>Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m on Ambleside Ave (see area CP2, sections 1-3 below) and remove arisings</b>	<b>3</b>	<b>April, July and late September</b>	<b>£156.00</b>	<b>£468.00</b>

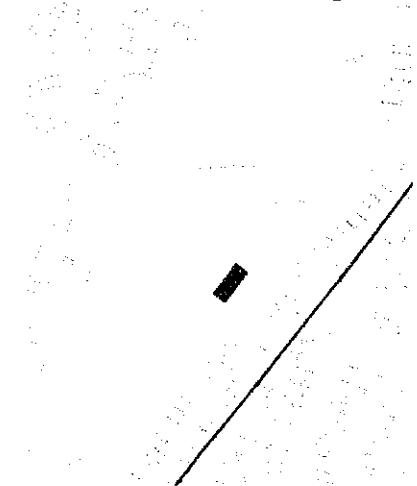
Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 1 – between 54 Ambleside Avenue to hibernacula



What3words: ///covertly.perfected.ripples

Section 2 – between Pigs Hill and Chatsworth Park South playground

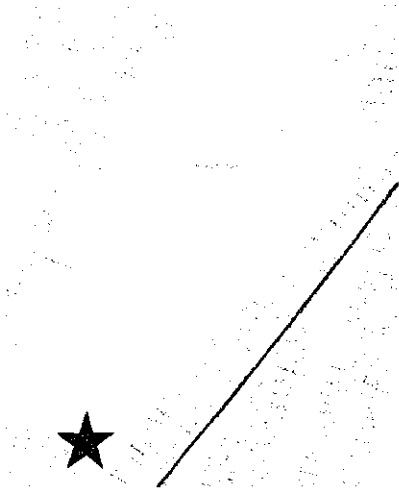


What3words: ///broom.zinc.bikes

Section 3 – see next page

Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 3 – between Chatsworth Park South Playground and Chatsworth Close

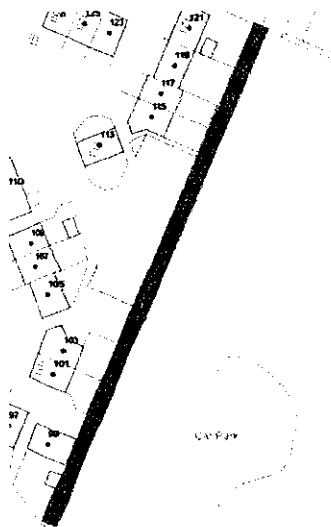


What3words: ///scan.voltage.relies

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Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
<b>Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc by 1m from park to fence line of house no's 99 – 121 Central Avenue (see blue line in area CP3 below) and remove arisings</b>	1	November	£575.00	£575.00

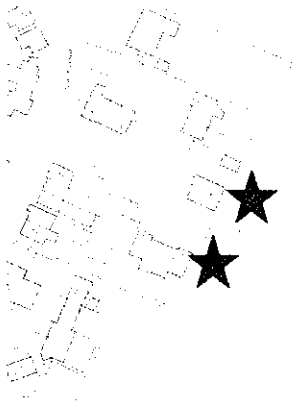
Area CP3 (Chatsworth Park – Central Avenue)



What3words: ///radiates.train.jumbo

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back any over-hanging tree branches 1m from park to fence line of houses no's 8 and 9 Bridle Way (see area CP4 below) and remove arisings</b>	1	November	£156.00	£156.00

**Area CP4 (Chatsworth Park – Bridle Way)**

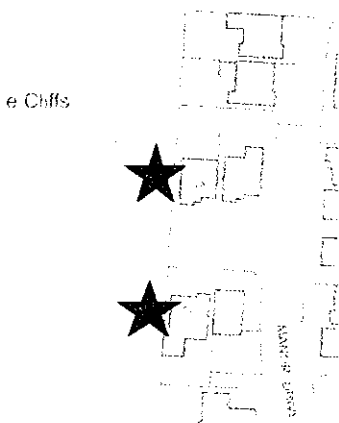


What3words: ///mistaken.remarked.factoring

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<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood all types of vegetation including gorse etc by 1m from park to fence line of house no's 12 and 14 Manor Drive (see blue stars in area CP5 below) and remove arisings</b>	1	November	£156.00	£156.00

**Area CP5 (Chatsworth Park – Manor Drive)**

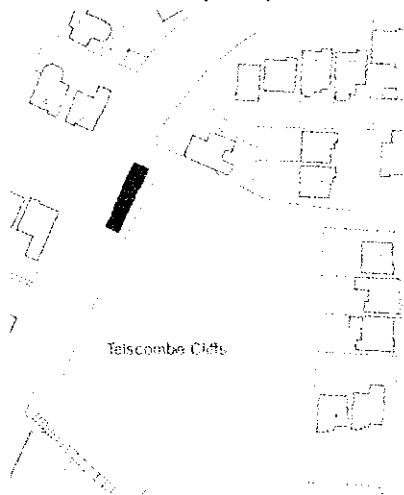


What3words: ///appealing.nimbly.sundial

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back trees &amp; all other types of vegetation by 1.5m along roadside in Kirby Drive (see area CP6, sections 1 and 2 below) and remove arisings</b>	2	April and September	£156.00	£312.00

Area CP6 (Chatsworth Park – Kirby Drive)

Section 1 – top of park next to pathway



What3words: ///guilding.butlers.punctual

Section 2 – from south of Chatsworth Park North playground to 27 Kirby Drive



What3words: ///tensions.reading.negotiators

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut hedge back at Chatsworth Park North Playground including top and sides and remove arisings (see blue line in area CP7 below)</b>	3	April, July and late September	£104.00	£312.00

**Area CP7 (Chatsworth Park – Chatsworth Park North playground, Kirby Drive)**



What3words: ///covertly.mops.hourglass

Hedges

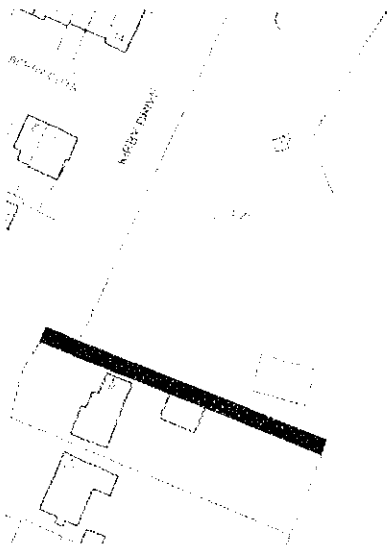
The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

<b>Chatsworth Park</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc. by 1m from park to fence line of 27 Kirby Drive (see blue line in area CP8 below)</b>	1	November	£156.00	£156.00

Area CP8 (Chatsworth Park – bordering 27 Kirby Drive)

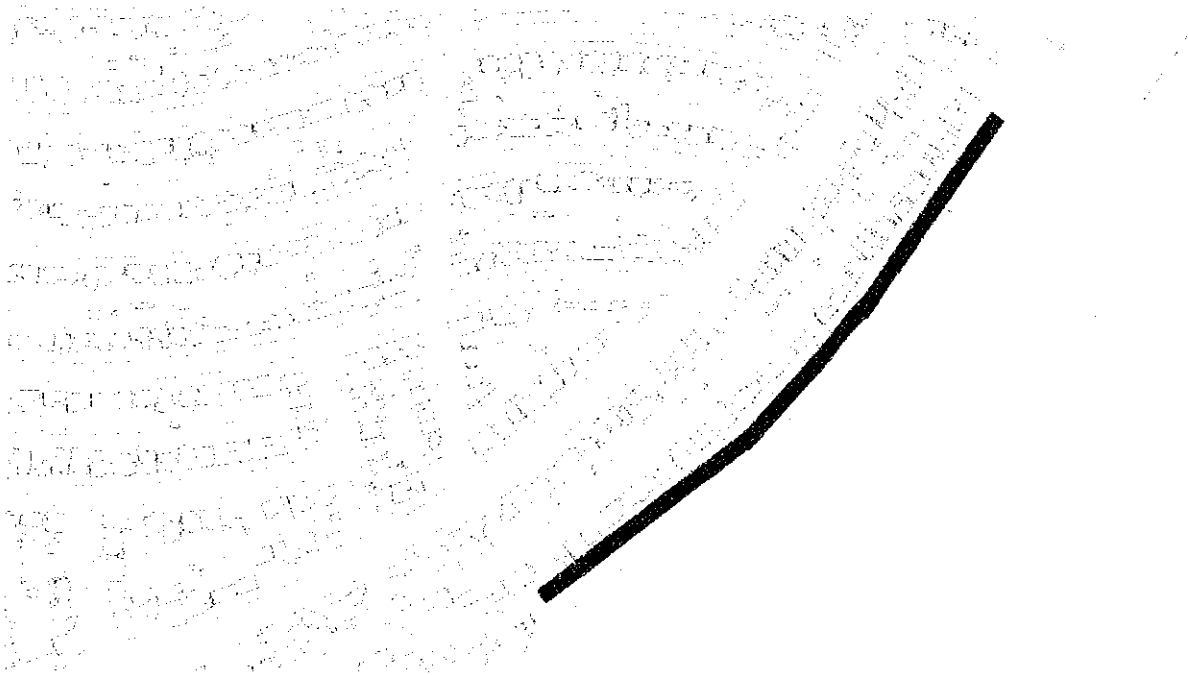


What3words: ///deal.acrobat.pimples

<b>CHATSWORTH PARK NET SUB TOTAL</b>	<b>£ 3071</b>
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**Specification of Works - Ashurst Avenue, East Saltdean**

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.

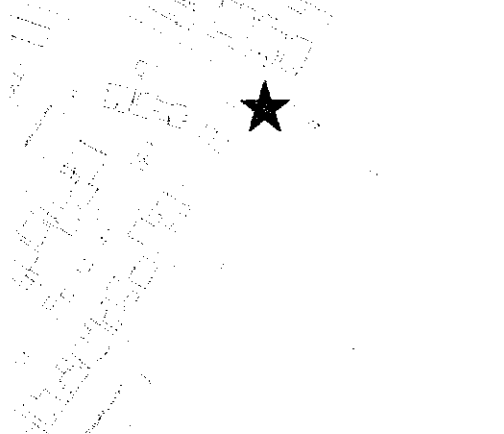


<b>Ashurst Avenue</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back 1m from roadside brambles, gorse, branches and all other vegetation, starting by pathway leading up to Tye (opposite No 7 Ashurst Av to junction of Bevendean Av) – see blue line on map above and remove arisings</b>	3	April, July and late September	£156.00	£468.00
<b>Cut back brambles, gorse and all other vegetation from either side of the access pathways leading from the roadway to the Tye by 1m – arisings to be removed (see area AA1 on next page)</b>	4	April, June, August and October	£52.00	£208.00
<b>Spray weeds between steps with weed killer (see area AA1 on next page)</b> a) With environmentally friendly weed killer or	2	Spring and Autumn	£75.00	£150.00

b) Alternative to weed killer (please state)			N/A	N/A
ASHURST AVE NET SUB TOTAL £ 826				

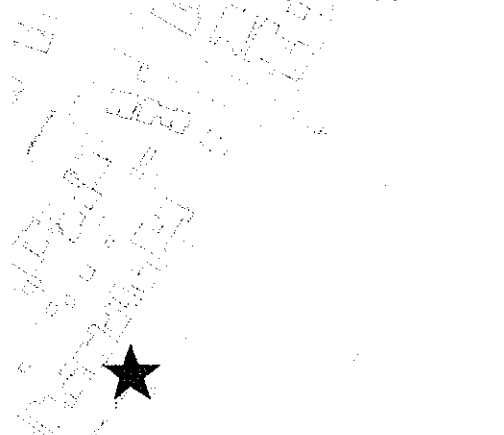
**Area AA1 (Ashurst Avenue)**

Section 1 – access path opposite 127 Bevendean Avenue



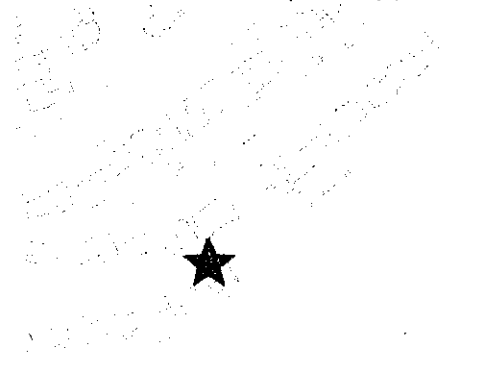
What3words: ///convey.lots.goggle

Section 2 – access path opposite 65 Ashurst Avenue



What3words: ///tapes.brick.strutting

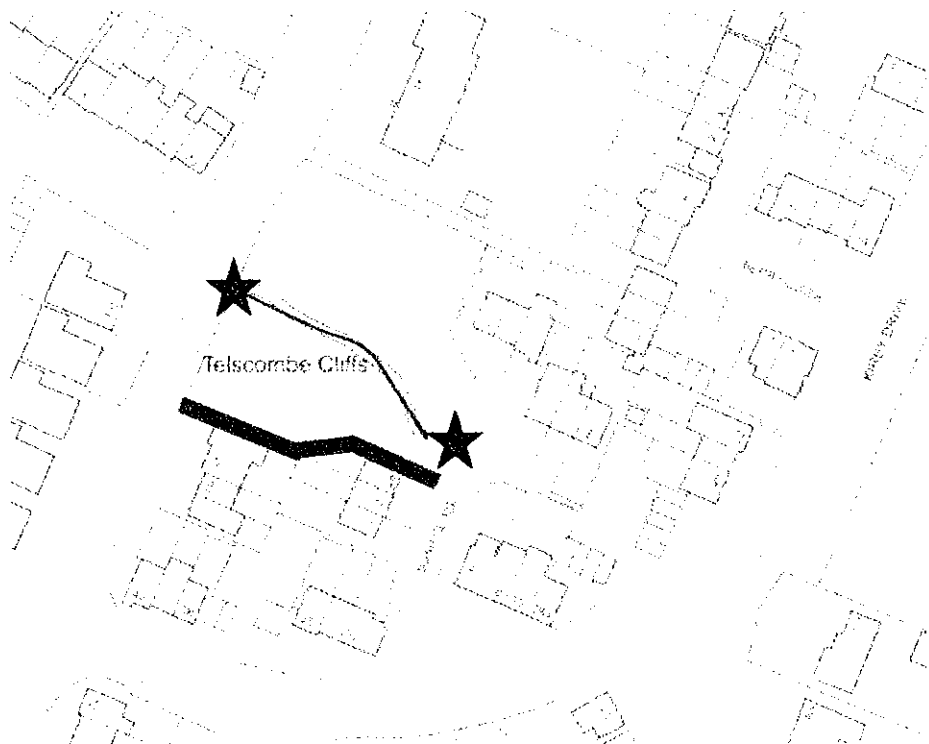
Section 3 – access path opposite 7 Ashurst Avenue



What3words: ///drones.lawfully.vipers

## Specification of Works - The Copse, Telscombe Cliffs

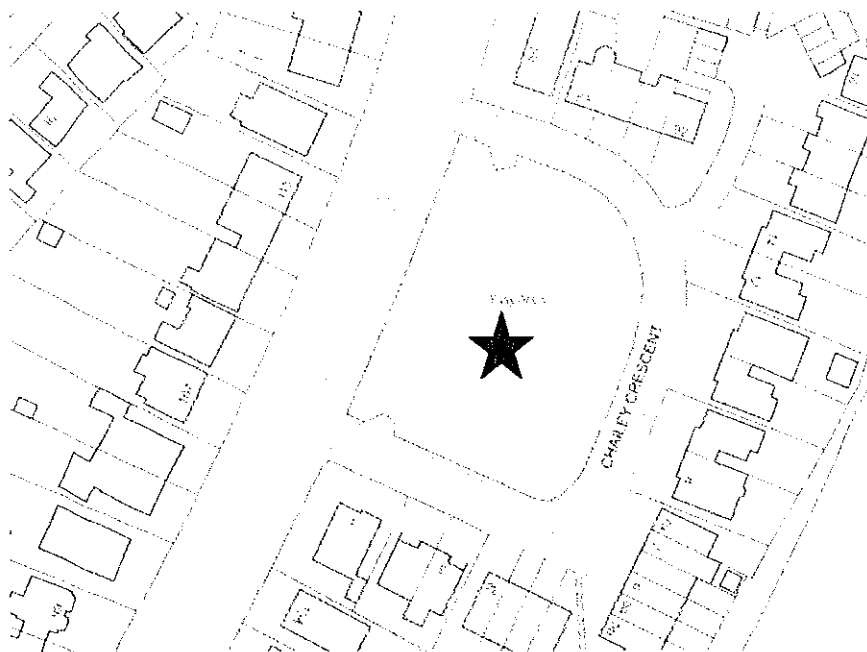
The Copse is a delightful wooded area covered by a Tree Preservation Order. It has a footpath running through it from Bush Close to Telscombe Cliffs Way. The vegetation needs to be cut back from the footpath and boundary edges.



<b>The Copse</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back any brambles and all types of vegetation by 1m both sides of the footpath running through The Copse and either side of each entry/exit point at Bush Close and Telscombe Cliffs Way – see thin blue line and stars on map above</b>	2	April & September	£52.00	£104.00
<b>Cut back any brambles &amp; vegetation to the southern boundary, bordering 2a Bush Close and 83 Telscombe Cliffs Way, by 2m – see thick blue line on map above.</b>	1	September	£156.00	£156.00
<b>THE COPSE NET SUB TOTAL £ 260</b>				

If any tree branches need cutting back please do not cut and advise TTC as all the trees are subject to a TPO.

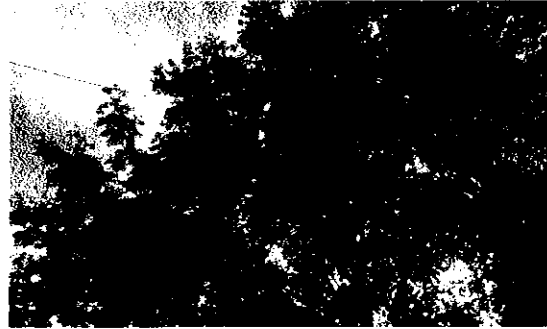
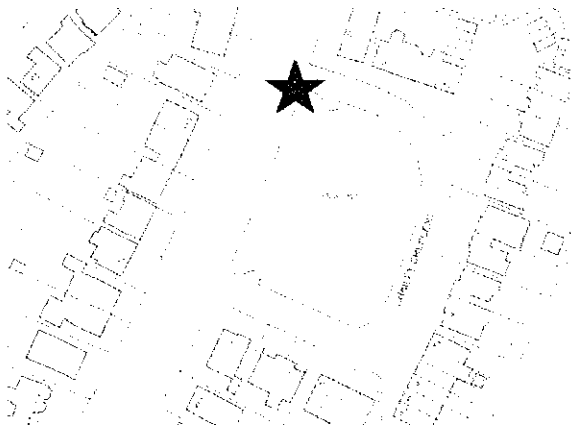
**Specification of Works - Robert Kingan Playground, East Saltdean**



Robert Kingan Playground is located off Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around. The playground measures approximately 2300m<sup>2</sup>.

<b>Robert Kingan playground</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Cost per visit</b>	<b>Cost P.A</b>
<b>Hedge cut, to include all sides and top - ensure notice board is visible and accessible at all times – arisings to be removed</b>	<b>3</b>	<b>April, July and late September</b>	<b>£260.00</b>	<b>£780.00</b>
<b>Cut back any overhanging tree branches, deadwood, brambles, vegetation, etc up to 3m tall from both highway surrounding playground &amp; inside playground</b>	<b>2</b>	<b>April and late September</b>	<b>£52.00</b>	<b>£104.00</b>
<b>Reduce the height of the tree branches on the northern side of the playground, making sure the BT cables are cleared (see area RK1 on next page)</b>	<b>1</b>	<b>September</b>	<b>UNABLE TO CARRY OUT THESE</b>	
<b>ROBERT KINGAN SUB TOTAL £884</b>				

**Area RK1 (Robert Kingan Playground – North West corner)**



What3words: ///beam.woodstove.highbrow

Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

<b>OVERALL CONTRACT NET TOTAL</b> <b>P.A. £5041</b>	
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**Is the net cost subject to addition of VAT - \*YES**

*\*Delete as appropriate*

Signed J.BOTTING

Date 28<sup>TH</sup> FEBRUARY 2026

Name JAMES BOTTING

On behalf of contractor ACE LANDSCAPES

Appendix 0

# TELSCOMBE TOWN COUNCIL



## Tender Document for Contract 2

Hedge & Tree Cutting

*One year from April 2026 to end of March 2027*

## **Introduction**

The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

**Specification of Works: Chatsworth Park, Telscombe Cliffs**



Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m<sup>2</sup> in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. The grass verge, hedge and trees along the east side of Kirby Drive are all owned by the Town Council.

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net Cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m back from <u>ALL</u> pathways in the entire park area and remove arisings	3	April, July and late September	£975 + VAT	£2,925 + VAT
Cut back tree branches along pathway at Pigs Hill and cut back vegetation by 1m around the street lights (see area CP1 below) and remove arisings	3	April, July and late September	£160 + VAT	£480 + VAT

**Area CP1 (Chatsworth Park – Pigs Hill)**



What3words: ///scribble.drilling.vaccines

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net Cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m on Ambleside Ave (see area CP2, sections 1-3 below) and remove arisings	3	April, July and late September	£160 + VAT	£480 + VAT

Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 1 – between 54 Ambleside Avenue to hibernacula



What3words: ///covertly.perfected.ripples

Section 2 – between Pigs Hill and Chatsworth Park South playground



What3words: ///broom.zinc.bikes

Section 3 – see next page

Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 3 – between Chatsworth Park South Playground and Chatsworth Close

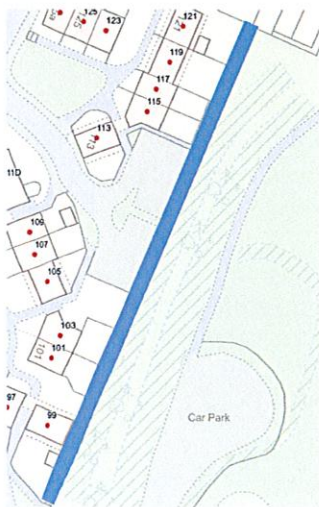


What3words: ///scan.voltage.relies

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Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc by 1m from park to fence line of house no's 99 – 121 Central Avenue (see blue line in area CP3 below) and remove arisings	1	November	£975 + VAT	£975 + VAT

Area CP3 (Chatsworth Park – Central Avenue)



What3words: ///radiates.train.jumbo

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any over-hanging tree branches 1m from park to fence line of houses no's 8 and 9 Bridle Way (see area CP4 below) and remove arisings	1	November	£160 + VAT	£160 + VAT

Area CP4 (Chatsworth Park – Bridle Way)



What3words: ///mistaken.remarked.factoring

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Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood all types of vegetation including gorse etc by 1m from park to fence line of house no's 12 and 14 Manor Drive (see blue stars in area CP5 below) and remove arisings	1	November	£80 + VAT	£80 + VAT

Area CP5 (Chatsworth Park – Manor Drive)



What3words: ///appealing.nimply.sundial

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back trees & all other types of vegetation by 1.5m along roadside in Kirby Drive (see area CP6, sections 1 and 2 below) and remove arisings	2	April and September	£320 + VAT	£640 + VAT

Area CP6 (Chatsworth Park – Kirby Drive)

Section 1 – top of park next to pathway



What3words: ///guilding.butlers.punctual

Section 2 – from south of Chatsworth Park North playground to 27 Kirby Drive



What3words: ///tensions.reading.negotiators

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut hedge back at Chatsworth Park North Playground including top and sides and remove arisings (see blue line in area CP7 below)	3	April, July and late September	£487 + VAT	£1,461 + VAT

Area CP7 (Chatsworth Park – Chatsworth Park North playground, Kirby Drive)



What3words: ///covertly.mops.hourglass

### Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc. by 1m from park to fence line of 27 Kirby Drive (see blue line in area CP8 below)	1	November	£240 + VAT	£240 + VAT

Area CP8 (Chatsworth Park – bordering 27 Kirby Drive)



What3words: ///deal.acrobat.pimples

<b>CHATSWORTH PARK NET SUB TOTAL</b>	<b>£ 7,441 + VAT</b>	<b>PA</b>
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## Specification of Works - Ashurst Avenue, East Saltdean

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.



Ashurst Avenue	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back 1m from roadside brambles, gorse, branches and all other vegetation, starting by pathway leading up to Tye (opposite No 7 Ashurst Av to junction of Bevendean Av) – see blue line on map above and remove arisings	3	April, July and late September	£487 + VAT	£1,461 + VAT
Cut back brambles, gorse and all other vegetation from either side of the access pathways leading from the roadway to the Tye by 1m – arisings to be removed (see area AA1 on next page)	4	April, June, August and October	£487 + VAT	£1,948 + VAT
Spray weeds between steps with weed killer (see area AA1 on next page) a) With environmentally friendly weed killer or	2	Spring and Autumn		

b) Alternative to weed killer (please state)	SCRAPE/DIG	£32 + VAT	£64 + VAT
<b>ASHURST AVE NET SUB TOTAL £</b>		<b>£1,006 + VAT</b>	<b>£3,473 + VAT</b>

**Area AA1 (Ashurst Avenue)**

**Section 1 – access path opposite 127 Bevendean Avenue**



What3words: ///convey.lots.goggle

**Section 2 – access path opposite 65 Ashurst Avenue**



What3words: ///tapes.brick.strutting

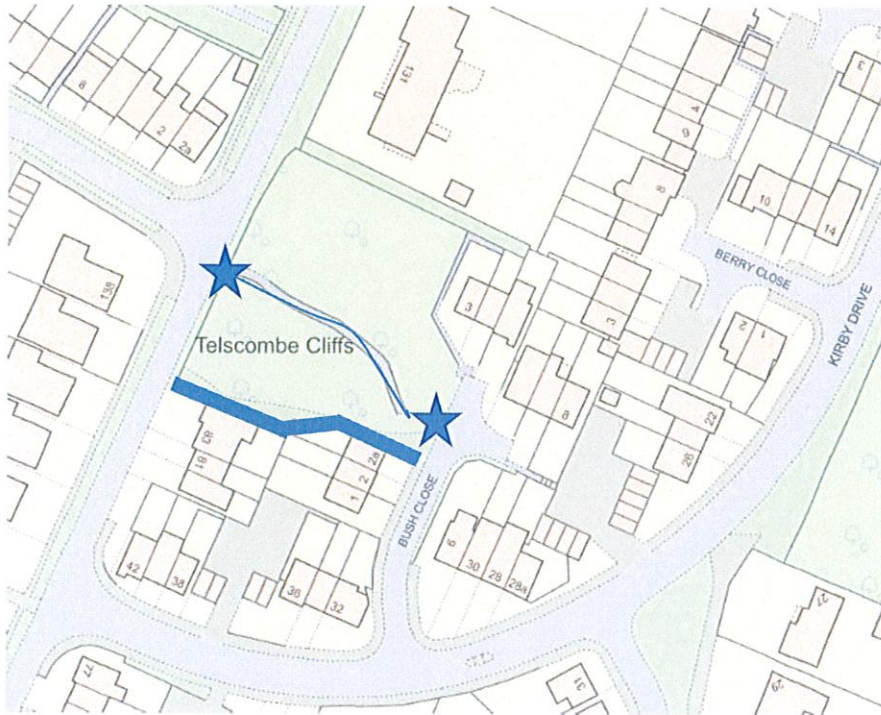
**Section 3 – access path opposite 7 Ashurst Avenue**



What3words: ///drones.lawfully.vipers

## Specification of Works - The Copse, Telscombe Cliffs

The Copse is a delightful wooded area covered by a Tree Preservation Order. It has a footpath running through it from Bush Close to Telscombe Cliffs Way. The vegetation needs to be cut back from the footpath and boundary edges.



The Copse	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any brambles and all types of vegetation by 1m both sides of the footpath running through The Copse and either side of each entry/exit point at Bush Close and Telscombe Cliffs Way – see thin blue line and stars on map above	2	April & September	£160 + VAT	£320 + VAT
Cut back any brambles & vegetation to the southern boundary, bordering 2a Bush Close and 83 Telscombe Cliffs Way, by 2m – see thick blue line on map above.	1	September	£160 + VAT	£160 + VAT
<b>THE COPSE NET SUB TOTAL</b> £			£320 + VAT	£480 + VAT

If any tree branches need cutting back please do not cut and advise TTC as all the trees are subject to a TPO.

## Specification of Works - Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located off Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around. The playground measures approximately 2300m<sup>2</sup>.

Robert Kingan playground	Quantity	Frequency	Cost per visit	Cost P.A
Hedge cut, to include all sides and top - ensure notice board is visible and accessible at all times – arisings to be removed	3	April, July and late September	£975 + VAT	£2,925 + VAT
Cut back any overhanging tree branches, deadwood, brambles, vegetation, etc up to 3m tall from both highway surrounding playground & inside playground	2	April and late September	£139 + VAT	£278 + VAT
Reduce the height of the tree branches on the northern side of the playground, making sure the BT cables are cleared (see area RK1 on next page)	1	September	£139 + VAT	£139 + VAT
<b>ROBERT KINGAN SUB TOTAL</b> £			£1,253 + VAT	£3,342 + VAT

**Area RK1 (Robert Kingan Playground – North West corner)**



What3words: ///beam.woodstove.highbrow

**Hedges**

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

<b>OVERALL CONTRACT NET TOTAL</b> <b>P.A. £</b>	<b>£14,736</b> <b>+ VAT</b>
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Is the net cost subject to addition of VAT - \*YES/NO

*\*Delete as appropriate*

Signed M.Boast Date 03/03/2026

Name MATT BOAST

On behalf of contractor EH TREECARE LTD