

TELSCOMBE TOWN COUNCIL



To Chairman and Members of the Planning & Highways Committee:-
Cllr C Clarkson, Cllr C Gallagher *Chair*, Cllr M Lawrie,
Cllr C Ndeloa, Cllr L O'Connor, Cllr C Robinson,
Cllr I Sharkey *Mayor*, Cllr N Watts *Vice Chair & Deputy Mayor*
and Cllr T Williamson

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
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6th May 2026

You are summoned to attend a meeting of the **Planning & Highways Committee** to be held in Room 1 at Telscombe Civic Centre on **Wednesday 13th May 2026 at 7.30pm.**

Stella Newman
Town Clerk

AGENDA

1. Public question time - Members of the public are welcome to attend and may ask questions relevant to the Committee - maximum time allotted 15 minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve the minutes of the Planning & Highways meeting held on Wednesday 22nd April 2026 – *attached*
5. To consider the following planning application(s) from LewesDC:-

LW/26/0113 – 19 Brambletyne Avenue, Saltdean, East Sussex BN2 8EL

Case officer: Danielle Durham

Alternations to first floor fenestration (additional document)

LW/26/0157 – 3 Cowden Road, Saltdean, East Sussex BN2 8DD

Case officer: Danielle Durham

Extension to existing front porch and alteration to front window

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

LW/26/0092 – 20 Bannings Vale, Saltdean, East Sussex

Case Officer: Danielle Durham

Demolition and reconstruction of double detached garage onto new foundations

Lewes District Council GRANTED permission

LW/26/0099 - 39 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: James Emery

Demolition of existing side and rear extensions and addition of side/rear wrap-around extension; extension to front of existing garage and extension of existing roof ridge over; loft conversion including 3no. front dormers and 1no. rear dormer to create first floor living space; 1.8m height boundary fence to South and West boundary with brick piers and timber infill panels and associated landscaping to create 2no. parking spaces; addition of front porch.

Lewes District Council GRANTED permission

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LW/26/0111 - 112 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Case Officer: James Emery

Single storey side extension, single storey front infill extension, roof extension with addition of 4no. front dormers and 1no. rear dormer, removal of rear garden room and extension to rear decking with addition of steps and glass balustrade

Lewes District Council GRANTED permission

7. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
8. Neighbourhood Plan Update – *see attached*
9. To review/update the Business Plan – *see attached*
10. To note Peacehaven Town Council's Planning Committee meeting paperwork and minutes – *see attached*
11. To consider way forward with bus shelter cleaning for 2026/27 – *see attached*
12. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Next Committee meeting - Wednesday 3rd June 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 22nd April 2026** at 7.30 pm.

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

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

The meeting was adjourned at 7.30pm to take questions from the members of the public present.

3937. PUBLIC QUESTION TIME

Three members of the public were present concerning planning application LW/26/0051, 100 Oaklands Avenue, listed on agenda item number 5.

Mr Johnson, who was happy for his name to be recorded in the minutes, advised that he has previous Government Planning experience, notably being employed as a solicitor for Wealden District Council and a Planning Officer for Seaford Town Council, and was present to support the view of the residents of 98 Oaklands Avenue. Mr Johnson provided the Committee with a copy of his objection that he will send to Lewes District Council (LDC) and photos evidencing the overlooking aspect onto 98 Oaklands Avenue. Mr Johnson outlined his concerns as follows: a) that the decking was erected without formal consent, b) the measurements of the decking breaches the ruling that it should not be erected within one metre of the boundary and more than 30cm off the ground, c) the new replacement decking is far more intrusive, and d) the application allows for a large standing platform with wooden balustrades, which will overlook directly into the garden and living room of 98 Oaklands Avenue. Although obscured screening could be added to avoid overlooking, Mr Johnson advised it would need to be twice the height of the garden fence and would not be a suitable option. He felt that this application is against Policies DM25 and DM28 of the Lewes Local Plan Part 2 as there will be impact to the neighbouring properties in relation to privacy, outlook, noise and activity (Policy DM25) and overlooking into the living room and garden of 98 Oaklands Avenue (Policy DM28). Mr Johnson advised that the neighbours had not received notification of this application via a letter from LDC, and that although a sign had been added to a nearby post, it had disappeared by the next day.

Cllr Clarkson arrived at the meeting at 7.42pm.

Ms L England, who was also happy for her name to be recorded in the minutes, advised that although she works for Lewes & Eastbourne Council, she was present to highlight her concerns regarding this planning application, as the resident of 98 Oaklands Avenue. Ms England reported that the new decking had been altered and is now above her fence line. Steps have also been moved to the other side of the decking, meaning that there is now no separation between the two gardens and her property and that her garden is being completely overlooked by the viewing platform. A Pilates studio with decking had previously been added to the garden at 100 Oaklands Avenue, leaving little green space.

The meeting resumed at 7.50pm.

3938. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was on leave and Cllr Watts who had work commitments. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.



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3939. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3940. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 1ST APRIL 2026

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 1st April 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3941. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWES DISTRICT COUNCIL

LW/26/0051 – 100 Oaklands Avenue, Saltdean, East Sussex BN2 8PA

Case Officer: James Emery

Section 73a retrospective application to replace existing raised decking with new and create a stair case at the rear elevation

The Committee considered the application, noting that although the Design & Access Statement confirms the decking width is being reduced, the decking has increased in height and bulk. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to **OBJECT** to the application as it contravenes Policies DM25 and DM28 of the Lewes Local Plan and Policies PT1 (high design) and PT3 (amenity protection) of the Peacehaven & Telscombe Neighbourhood Plan. Councillors also asked if the Planning Officer can consider their concerns that a large amount of the garden is covered by decking and a building and asked if this is covered within the NPPF.

The three members of the public left the meeting at 7.58pm.

LW/26/0113 – 19 Brambletyne Avenue, Saltdean, East Sussex BN2 8EL

Case Officer: Danielle Durham

Alterations to first floor fenestration

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to make **NO COMMENT** on the application, as the Councillors felt this application was not required to come to this Committee.

3942. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-

LW/26/0022 – 79 Telscombe Road, Telscombe Cliffs, East Sussex BN10 7LL

Case officer: James Emery

Erection of a porch and addition of 1no. dormer at front elevation

Lewes District Council GRANTED permission

Telscombe Town Council **SUPPORTED** the application



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3942. To note the planning decisions made by Lewes District Council (Contd)

LW/26/0031 – 16 Warren Way, Telscombe Cliffs, East Sussex BN10 7DJ

Case Officer: Danielle Durham

Erection of a single storey rear extension and repositioning of the existing boundary fence within the applicant's own land – AMENDED PLANS

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0040 - 73 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: Danielle Durham

Conversion of the existing garage into habitable space and alteration to the roof height

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0050 – 10 Barley Close, Telscombe Cliffs, East Sussex BN10 7JQ

Case Officer: Danielle Durham

Erection of single-storey/side extension, addition of detached side building and a fence to driveway

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0058 – 14 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DT

Case Officer: James Emery

Retrospective change of use from C3 (dwellinghouse) to a mixed use Class C3 and Class E

Lewes District Council REFUSED permission

Telscombe Town Council OBJECTED to the application

3943. 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 3863, p 4494-5 – To consider change of energy supplier for street lighting	SN	Exit terms from EDF, ESCC supplier rates, and part night street lighting to be investigated.	See new agenda item
01.04.26	Min 3923, p 4568 – Public Question Time – pizza van and parking around Telscombe Cliffs Academy	BB	The two issues raised have been added to the list of complaints.	Completed
		BB	BB has asked enforcement officers to visit Central Ave & around school. They have advised they will try to attend the site on a weekly basis.	Completed
		LOC	LOC is liaising with LDC re issues highlighted with pizza van running in a residential area (smoke from van, planning consent and if there have been checks/approval for the running cables).	May 2026



TELSCOMBE TOWN COUNCIL

3943. 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
01.04.26	Min 3931, p 4571 – Neighbourhood Plan update	BB	Due to Purdah, we are limited as to how we advertise the NP referendum, which includes not providing a link to LDC’s website. However, we can share any information provided by LDC from their own social media channels.	Completed
01.04.26	Min 3934, p 4572 – To note ESCC’s newly developed Town and Parish Council Road Safety Toolkit	BB	ESCC’s Toolkit has been emailed out to all Cllrs.	Completed

Minute 3923 Pizza van – Cllr O’Connor advised that LDC have confirmed there are no planning concerns and he is still waiting for a response in relation to the other queries, so will escalate these further. The Committee asked if any progress had been made with the signs added to the grass verge and it was **agreed** that the Amenities Officer would report this to East Sussex Highways.

The remainder of the action list was **noted**.

3944. NEIGHBOURHOOD PLAN UPDATE

The Committee **noted** the current position of the Neighbourhood Plan.

3945. TO NOTE COMPLAINTS RELATED TO THIS COMMITTEE

The Committee **noted** the list of complaints. Cllr Gallagher confirmed that since the agenda had been issued, another complaint had come in relating to the wildlife verge at Crowborough Road. Two volunteers who tend to the verge had contacted Cllr Gallagher to ask that the verge is turned over, seeded and have pathways cut through. Cllr Gallagher advised she will make further contact with the volunteers, but in the meantime, has advised them that this verge is owned by East Sussex County Council (ESCC) who like the verges to be left for natural flowers and plants to grow.

3946. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2026

The actual end of year figures at 31st March of £8,026 income and expenditure of £24,666 were noted, along with explanations of significant differences between budget and actual spend figures. The total income figure represented 130.6% of the budget and was due to higher CIL income being received and the total expenditure figure represented 89.5% of the annual budget. These figures were **noted** by the committee.

3947. TO NOTE PEACEHAVEN TOWN COUNCIL’S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES

The Committee **noted** the most recent paperwork for Peacehaven Town Council’s (PTC) meeting. Cllr Gallagher advised that included within PTC’s paperwork was a planning application on the South Coast



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3947. To note Peacehaven Town Council’s Planning Committee Meeting paperwork and minutes (Contd)

Road to change the use of a ground floor retail space to residential units. The Committee felt that retail spaces on this road should be kept where possible, to ensure that a town centre is retained.

3948. UPDATE REGARDING CHANGE OF ENERGY SUPPLIER FOR STREET LIGHTING AND AGREE WAY FORWARD

The Committee discussed the report from the Town Clerk, noting that ESCC had advised they are not currently accepting any further assets into the energy agreements. Concerns were raised that the monthly cost of energy supply from EDF had risen dramatically over the last few months and it was therefore proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to look at supply charges from alternative suppliers.

3949. TO NOTE CANCELLATION OF SCHEDULED CARRIAGEWAY REPAIRS ON A259 IN TELSCOMBE CLIFFS BY EAST SUSSEX COUNTY COUNCIL

The Committee **noted** ESCC’s cancellation of carriageway repairs on the A259 between Telscombe Cliffs Way and Telscombe Tye from 5th to 10th May 2026.

3950. 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 8.50pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 13th May 2026



AGENDA ITEM	5
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	13 th May 2026
SUBJECT	To consider planning application received from Lewes District Council

1. INTRODUCTION

It was agreed by the Committee (minute 3638, p4287) that planning application papers would no longer be printed and therefore would not be circulated with the agenda.

2. INFORMATION

The front sheet for the planning application that has been received is attached as follows:-

- LW/26/0113 – 19 Brambletyne Avenue, Saltdean, East Sussex BN2 8EL
- LW/26/0157 – 3 Cowden Road, Saltdean, East Sussex BN2 8DD

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

3. RECOMMENDATION

To discuss and agree a response to the planning application.

4. ENVIRONMENTAL IMPACT

Building additional properties on land can increase carbon emissions. Clearing land can disturb biodiversity. New developments often build on undeveloped land, affecting wildlife habitats.

5. FINANCIAL IMPLICATIONS

None.



PARISH CONSULTATION LETTER

From:	Planning	To:	Telscombe
Comments to be received by:	27.05.2026.		
Case No:	LW/26/0113		
Case Officer:	Ms Danielle Durham		

Location: 19 Brambletyne Avenue Saltdean East Sussex BN2 8EL

Proposal: Alterations to first floor fenestration (ADDITIONAL DOCUMENT)

I am consulting you on the above development. A copy of the above planning application, together with accompanying plans, drawings and other documents, is available on our Public Access website by following the link below:

[Search and view planning applications - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk)

We would be grateful to receive any observations no later than 27.05.2026.

Yours faithfully

Ms Danielle Durham

Planning Officer

Phone: 01273 471600

Email: customerfirst@lewes-eastbourne.gov.uk

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



PARISH CONSULTATION LETTER

From:	Planning	To:	Telscombe
Comments to be received by:	25.05.2026.		
Case No:	LW/26/0157		
Case Officer:	Ms Danielle Durham		

Location: 3 Cowden Road Saltdean East Sussex BN2 8DD

Proposal: Extension to existing front porch and alteration to front window

I am consulting you on the above development. A copy of the above planning application, together with accompanying plans, drawings and other documents, is available on our Public Access website by following the link below:

[Search and view planning applications - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk)

We would be grateful to receive any observations no later than 25.05.2026.

Yours faithfully

Ms Danielle Durham
Planning Officer

Phone: 01273 471600

Email: customerfirst@lewes-eastbourne.gov.uk

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



AGENDA ITEM	6
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	13 th May 2026
SUBJECT	To note the following planning application decisions made by Lewes District Council

The decisions received from Lewes District Council are as follows:-

LW/26/0092 – 20 Bannings Vale, Saltdean, East Sussex

Case Officer: Danielle Durham

Demolition and reconstruction of double detached garage onto new foundations

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0099 - 39 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: James Emery

Demolition of existing side and rear extensions and addition of side/rear wrap-around extension; extension to front of existing garage and extension of existing roof ridge over; loft conversion including 3no. front dormers and 1no. rear dormer to create first floor living space; 1.8m height boundary fence to South and West boundary with brick piers and timber infill panels and associated landscaping to create 2no. parking spaces; addition of front porch.

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0111 - 112 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Case Officer: James Emery

Single storey side extension, single storey front infill extension, roof extension with addition of 4no. front dormers and 1no. rear dormer, removal of rear garden room and extension to rear decking with addition of steps and glass balustrade

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application



Agenda Item 7 – To note actions carried out or required from previous meetings and agree any further measures required

Planning & Highways Action List for 13th May 2026

Meeting Date	Issue Detail	Action Owner	Update	Due Date
1.4.26	Min 3923, p 4568 – Public Question Time – pizza van and parking around Telscombe Cliffs Academy	LOC	Cllr O'Connor is liaising with LDC re issues highlighted with pizza van running in a residential area (smoke from van, planning consent and if there have been checks/ approval for running cables). <i>LDC have confirmed there are no planning concerns and Cllr O'Connor is escalating the other issues further.</i>	Jun 2026
		BB	ESH have been contacted re signs added to the grass verge. This has been passed to their enforcement team and we are awaiting a reply.	Jun 2026
22.4.26	Min 3948, p 4577 – Update regarding change of energy supplier for street lighting and agree way forward	AG	The Admin & Finance Officer is seeking supply charges from alternative suppliers.	Jun 2026



AGENDA ITEM	8
REPORT TO	Planning & Highways Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	13 th May 2026
SUBJECT	Neighbourhood Plan Update

1. INTRODUCTION

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

2. INFORMATION

There have been no updates to the information provided at the last meeting.

A referendum is due to take place on 7th May and the question to be answered is:

'Do you want Lewes District Council and the South Downs National Park Authority to use the Neighbourhood Development Plan for Peacehaven and Telscombe to help them decide planning applications in the neighbourhood area?'

We should know the outcome of the referendum by the time this meeting takes place.

3. RECOMMENDATION

It is recommended to note the present position.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

We have a budget for 2026/27 under nominal code 4355-401 for the Neighbourhood Plan of £500. We also have an earmarked reserve of just over £3,800 (nominal code 9038-910).

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.



AGENDA ITEM	9
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	13 th May 2026
SUBJECT	To review/update the Business Plan

1. INTRODUCTION

A Business Plan update is included on the agenda at alternate Committee meetings to ensure we are working towards the agreed activities.

2. INFORMATION

Attached is the updated Planning & Highways section III, version 2.6 dated 25th February 2026.

3. RECOMMENDATION

That the Committee review and update any comments in the Business Plan as required.

4. ENVIRONMENTAL IMPACT

The Business Plan includes a climate emergency response.

5. FINANCIAL IMPLICATIONS

There will be financial implications for progressing some elements of the plan. Item 1, the Neighbourhood Plan, requires some expenditure, whilst item 3, may require replacement of some street lighting. We have a budget line and earmarked reserve for both of these.

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 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.	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	Members, officers & steering group	TBA	Planning & Highways & FC	2023
						FC	Complete
					Dec 2023 March 2024		Complete

			<p>Report (HRA) & Aecom commissioned to undertake. HRA Report submitted to LDC & they have shared with the statutory consultees (EA, Historic England, etc) for 4 weeks during May. Results forwarded to examiner for perusal & her comments awaited. Examiner recommended minor amendments which have been carried out & were accepted at Extra-Ordinary Council meeting. LDC signed decision notice to take to referendum on 7th May 2026.</p> <p>BUDGET IMPLICATIONS</p>		<p>March '25</p> <p>May '25</p> <p>August '25</p> <p>January '26</p> <p>May '26</p>		2026
2	Road grass verges - P&H	Explore the opportunities to extend the wild flower verges and additional street tree planting in the Towns.	ESCC decide if a verge is allocated as wildflower or meadow status depending on the diversity of flower species. Wildflower verge cuttings are collected but meadow verges are not.	AO/P&H	Ongoing	P&H	Ongoing

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>BUDGET IMPLICATIONS</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

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



AGENDA ITEM	10
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	13 th May 2026
SUBJECT	To note Peacehaven Town Council's Planning & Highways Committee meeting paperwork and minutes

1. INTRODUCTION

The Committee recommended (minute 3860, p4493) that an item be included on all future agendas inviting Councillors to note Peacehaven Town Council's (PTC's) Planning & Highways Committee papers and minutes.

2. INFORMATION

All of PTC's most recent documentation for their Planning & Highways Committee meetings can be found on their website: www.peacehaventowncouncil.gov.uk/council-meetings/ .

3. RECOMMENDATION

To note any new paperwork and/or minutes as specified on PTC's website.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM	11
REPORT TO	Planning & Highways Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	13 th May 2026
SUBJECT	To consider way forward with bus shelter cleaning for 2026/27

1. INTRODUCTION

Twenty/20 Window Cleaning have been undertaking the cleaning of the Town Council's bus shelters since January 2019 and their current agreement ended in March.

2. INFORMATION

The price has risen several times during this period and for last year they charged £8.50 per shelter x 13 shelters. Due to the last increase in costs, we reduced the number of cleans to every other month which totals 6 cleans per year at a cost of £110.50 per clean.

I have contacted Twenty/20 Window Cleaning to see if they would like to continue to clean the bus shelters and they have confirmed they would be willing to continue to clean these for the same price as last year.

3. RECOMMENDATION

It is recommended that the Committee consider if we would like to accept Twenty/20 Window Cleaning's quotation of £663 to clean our 13 bus shelters 6 times (approximately every other month) until end of March 2027.

4. ENVIRONMENTAL IMPACT

None.

5. FINANCIAL IMPLICATIONS

Our agreed budget for bus shelter cleaning under nominal code 4352-401 for 2026/27 is £860. This allowed for a slight increase of approximately 4%, plus an additional sum of approximately £150 for any graffiti clean-up that may be required.