

Telscombe Town Council Annual Report 2025-2026

We cover Telscombe Cliffs, Telscombe Village and East Saltdean



Working for our residents

**Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs,
East Sussex, BN10 7ES**

01273 589777

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www.telscombetowncouncil.gov.uk

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CORE VALUES

Our core values are:-

C – Community

Putting residents at the heart of everything we do and supporting a strong, inclusive local community.

A – Accountability

Being open, transparent, and responsible for our decisions and use of public funds.

R – Respect

Treating everyone with fairness, courtesy, and consideration.

E – Engagement

Actively listening to and working with residents, partners, and stakeholders.

Deputy Mayor's Report

The year has been a challenging one due to your Mayor, Cllr Isobel Sharkey, taking ill and needing intense treatment. I am glad to report that the treatment is progressing well and we all hope that Isobel will be back with us soon. Before Isobel took leave of absence she was pleased to attend several engagements in the town.

The Mayor's charity this year has been for community groups who have projects supporting bio-diversity and the environment. This will be given out in the form of small grants. Isobel would like to thank all those that have attended events to raise money for her charity fund. So far just over £6000 has been raised.

As your Deputy Mayor I have also been kept busy over the year and attended many events that the Mayor was not well enough to attend. Among them was the annual inspection of TS Defiance Sea Cadet Unit, where I was introduced to the new Mayor's cadet, Jacob Warr-Lord.

As the Mayoral year comes to an end, as a town and community, we are uncertain what will happen in the forthcoming Local Government reorganisation, but you can rest assured that your local Councillors and Town Council will continue to work for you the constituents of Telscombe & East Saltdean.

Best wishes
Cllr Neil Watts
Deputy Mayor



Cllr Isobel Sharkey, Mayor and Cllr Neil Watts, Deputy Mayor

Councillors

The role of a Councillor is to make decisions that impact on their ward and across the Council as a whole. Becoming a Councillor is a rewarding form of public service which involves a lot of hard work.

The Town Council should have 13 Councillors, eight in the Telscombe Cliffs Ward:-



Cllr Ciarron Clarkson



Cllr David Judd



Cllr Columbus Ndeloa



Cllr Isobel Sharkey



Cllr Neil Watts



Cllr Tony Williamson

As at March 2026 we have 2 vacancies for the Telscombe Cliffs ward. Councillors can be contacted via email as follows:-
cllr.name.telscombetowncouncil.gov.uk
Use their name as listed under their photo after cllr. in lower case with no punctuation or spaces.

and five in the East Saltdean ward:-



Cllr Cathy Gallagher



Cllr Michele Lawrie



Cllr Laurence O'Connor



Cllr Brian Page



Cllr Christine Robinson

The current term of office commenced on 4th May 2023 and runs for four years. Eight candidates stood for election and were elected unopposed, leaving five vacancies. Following public advertisement for co-option, three Councillors were co-opted at the Annual Council meeting on 17th May 2023. Two Councillors subsequently resigned and two Councillors co-opted, Tony Williamson in March 2025 and Columbus Ndeloa in May 2025.

The Mayor is appointed annually at the Annual Council Meeting in May. For the 2025/26 municipal year, Cllr Isobel Sharkey was appointed Mayor and Cllr Neil Watts Deputy Mayor.

District Council elections were also held in May 2023, resulting in the appointment of Cllrs Ian Alexander, Laurence O'Connor and Christine Robinson to represent the Telscombe area for a four-year term. Cllr Robinson has served as the East Sussex County Councillor for the area since May 2021. County Council elections scheduled for May 2025 were postponed due to proposed local government restructuring and have been rescheduled for May 2026.

Understanding How Councils Work

There are three tiers of local government:- County Councils; District, Borough or City Councils and Parish & Town Councils.

In some parts of the country, primarily larger towns and cities, local services are delivered through a single (unitary) tier of local government. Consultation has taken place on the potential introduction of unitary authorities across the East Sussex area, and a formal announcement from Government is awaited. At present, however, the existing three-tier structure remains in place as follows:-

East Sussex County Council

They are responsible for services across the whole of the county including, as well as many other things, the following:-



- * Education; children's services; social care; libraries; transport; fire and public safety and highways including road conditions and street lighting.

They can be contacted on 0345 60 80 190

Website - <https://www.eastsussex.gov.uk/>

Lewes District Council

They cover a smaller area than County Councils and their responsibilities include:-



Lewes District Council

- * Refuse & recycling collection; environmental health; Council Tax; housing; planning & building control; elections

They can be contacted on 01273 471600

Website - <https://www.lewes-eastbourne.gov.uk/>

Telscombe Town Council

Town Councils operate at a level below District and Borough/County Councils and are responsible for local issues and can, amongst other things, provide the following:-

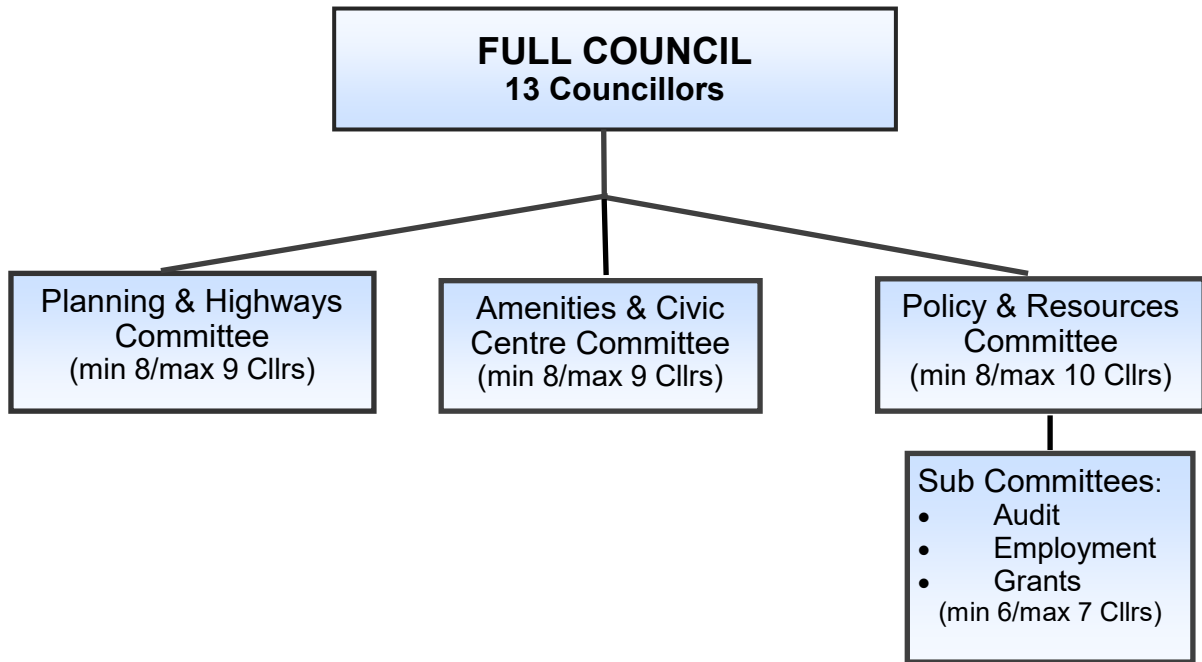


- * bus shelters; play areas and play equipment; grants to help local organisations; community centres/village halls; public clocks and allotments.

Telephone - 01273 589777

Website - <https://www.telscombetowncouncil.gov.uk/>

ABOUT TELSCOMBE TOWN COUNCIL



Telscombe Town Council represents Telscombe Cliffs, East Saltdean and Telscombe Village, serving a population of approximately 7,400 residents.

Town and parish councils have a range of statutory powers and responsibilities, including the provision and maintenance of bus shelters. Telscombe Town Council owns several shelters, identifiable by their light blue colour. The Council also has powers relating to the lighting of public places and owns a number of lighting columns located off the main highways, including those along the pathway through Chatsworth Park between Ambleside Avenue and Park Avenue.

The Council owns and manages key community assets, including the Civic Centre on the South Coast Road, Chatsworth Park (which incorporates two equipped playgrounds), Robert Kingan playground in East Saltdean, and Telscombe Tye — 211 acres of open-access common land. In addition, the Council has agreed to undertake grass verge cutting on behalf of East Sussex County Council.

The Council's responsibilities and activities are delivered through a committee structure, as outlined in the chart above.

Full Council and Committee meetings are held every other month, with the exception of the Planning & Highways Committee, which meets every three weeks.

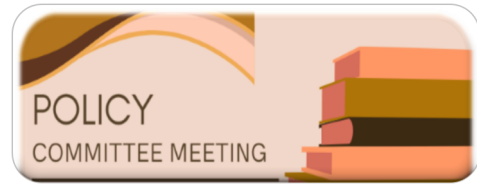
Meeting dates are published on the Council's website and displayed on noticeboards.



Members of the public are welcome to attend meetings. A 15-minute public participation session is held at the start of each meeting for questions relevant to the business of that Committee.

Policy & Resources Committee Update by the Chair

Committee Chair - Cllr Ciarron Clarkson
Vice-Chair - Cllr Christine Robinson



I will start the annual report by once again thanking our Council staff for their continued hard work and commitment over the last year. Their output remains extraordinary for the size of our team, and the Council would simply not function without their professionalism and dedication.

The P&R Committee continues to operate across two core areas. First governance and policy, and then management of Telscombe Tye. In governance terms, the Committee oversees the policies and procedures that allow the Council to function safely, legally, and transparently. This year, we completed significant updates to the employee handbook to ensure staff have clear, modern guidance across a range of areas. Notably, this included refreshed IT and data protection policies, ensuring that staff are supported with current best practice, and that the Council continues to meet its responsibilities around information security.

We also worked on the early stages of the upcoming management plan for the Tye, laying the foundation for long-term stewardship of this important landscape. Turning to the Tye itself, P&R's responsibilities are substantial and varied. Telscombe Tye is a unique open downland landscape stretching between Telscombe Cliffs, Saltdean, and Telscombe Village. It is one of the few expanses of downland within the South Downs National Park that reaches uninterrupted to the cliff top, providing rare habitat continuity along an otherwise urbanised coastline. These chalk grassland pockets support an array of wildflowers, insects, and ground nesting birds.

This natural richness makes the Tye not only an ecological asset but also a major amenity for residents, offering Rights of Way that are heavily used by walkers and dog walkers across a beautiful downland setting. The open landscape forms a defining part of our local identity and provides accessible green space for physical and mental wellbeing.

Over the last year we have continued our practical work to maintain and improve access to the Tye. A particular highlight has been the repair and replacement of several access gates, including the introduction of accessible gates to improve entry for disabled residents and those with mobility needs. These improvements help ensure the Tye remains available to everyone and reflect the Committee's intention to make access as inclusive as possible.

We remain committed to working with stakeholders, including local groups and landowners, to protect the Tye's heritage and enhance its ecological value. There is no shortage of ideas for improvements, and the Committee continues to work constructively to progress these where feasible.

I have enjoyed my time as Chair of the Committee and remain proud of the positive progress we continue to make. I hope that P&R maintains its strong direction—supporting staff, strengthening our policies, and managing the Tye with care for residents today and for future generations.

Cllr C Clarkson
Chair of Policy & Resources Committee

Amenities & Civic Centre Committee Update by the Chair

Committee Chair - Cllr Laurence O'Connor
Vice-Chair - Cllr David Judd



The Amenities and Civic Centre Committee has continued its work to maintain, run and improve the town's amenities such as parks and playgrounds. It also has the role of overseeing the running and upkeep of the Civic Centre to enable it to play a central role in the community.

The Chair would like to thank council staff for their support during the year and Councillors for their work on the Committee. As ever this has been a busy year with the following being key issues tackled.

Chatsworth Park and Greenspaces

The Committee has overseen several environmental and infrastructure improvements in Chatsworth Park. A significant achievement was the installation of a "living willow classroom" in December 2025. Further enhancements to this site, including the addition of an insect hotel, are ongoing. Habitat conservation remained a priority, with the completion of a snake habitat at the top pond and the installation of permanent signage around the wildlife area.

Infrastructure projects included repainting the ball wall, for which materials were purchased although work was delayed by weather conditions. The "Living Path" project at the southern end of the park moved forward, with the committee authorizing grant applications for its progression. Additionally, a new water connection was considered to support the irrigation of new trees, and a specification for tree cutting was tendered to continue to keep the park safe and secure. The committee also moved forward with the business case and project management for a potential café project within the park.

Playgrounds and Maintenance

Regular safety inspections led to various repairs across the town's playgrounds. Notable works included repairing the junior swing unit at Chatsworth Park South ongoing work to replace goal posts and the costly repair of "wet-pour" the surfaces in all of the playgrounds. The committee is also reviewing longer-term refurbishment plans and addressing repairs to picnic tables and wooden play equipment.

Community Events

The Committee successfully planned and executed a diverse range of community events. The 2025 calendar included Armed Forces Day and Merchant Navy Day flag-raising ceremonies, a Macmillan Coffee Morning, and a children's Halloween party. Planning for 2026 is well underway, with Nick Emmett booked as the MC for the Summer Fayre scheduled for July 11th.

Civic Centre and Environmental Initiatives

Considering the maintenance of the Civic Centre is always a necessity dealt with by the Committee and this continues to be an ongoing priority. On environmental matters, the Council reviewed its Net Zero figures and recommended they be included in future annual reports in a graph format to track progress. A rolling programme of replacing lighting at the Civic Centre with LED lighting should hopefully be completed this financial year.

Cllr Laurence O'Connor, Chair of Amenities & Civic Centre Committee

Planning & Highways Committee Update by the Chair

Committee Chair - Cllr Cathy Gallagher
Vice-Chair - Cllr Neil Watts



The Planning and Highways Committee has a maximum of 9 members and meets every 3 weeks. The Committee meetings are advertised and are always open to members of the public.

The role of the Committee is as an Official Consultee to Lewes District Council (LDC) who are the Local Planning Authority and East Sussex County Council who have responsibility for Highways, verges, pavements, signage, footpaths and many other public realm matters.

The Town Council adheres to the various Policies in the National Planning Policy Framework (NPPF), Local District Local Plan and the emerging Neighbourhood Development Plan. The Telscombe Town Council Committee provides the local view to ensure that decision makers are aware of impact on residents daily living. Objections need to be “material” in planning terms and the presumption in the NPPF is in favour of development.

For the period April 2025 until March 2026 (96% of the applications approved were also approved by LDC and 15% of the objected to application were refused by LDC. There were 46 applications.

Improvements have been made around Telscombe Town. Public footpaths have been given official status in East Saltdean from Northwood Ave to Findon Avenue including across the green and the twittens at the rear of Grassmere Ave and Cliff Gardens.

Planning and Highways Committee approved and obtained licenses from ESCC to develop a “Wild Flower Verge” at Crowbough Ave, East Saltdean. A circular walk is now available for all but particularly the residents of Homeridge House, there are 2 benches to give resting points looking out to sea. Saltdean Community Charity masterminded the project using a grant from Co-op Local. Local volunteers help maintain this verge and generally throughout the Town assist in improving the public realm by litter picking and reporting fly tipping. Thank you to all for your help.

Bus shelters, waste bins and public benches are also being improved to make the Town more accessible improving Active Travel including walking and cycling.

The Peacehaven and Telscombe Neighbourhood Development Plan 2026 -2030 which was first established in 2013 has been impartially examined by a Government Inspector and a Referendum date of 7th May 2026 has been set by the Electoral Commission.

Councillor Cathy Gallagher
Chair of Planning and Highways

Neighbourhood Development Plan Update by the Steering Group Chair

Steering Group Chair - Cllr Cathy Gallagher

Steering Group Vice-Chair - Cllr Laurence O'Connor

Peacehaven and Telscombe Town Councils resolved to complete a joint Neighbourhood Development Plan (NDP) in 2013, the plan area was officially designated and the Councils became joint authorising authorities.

The Steering Group was set up in 2018 made up from residents representing all of the neighbourhoods from East Saltdean to the borders of Peacehaven with Newhaven and Piddinghoe.

Years of public consultations, research and expert reports followed with over 40 substantial documents. All of the background work was completed in 2022/2023 and can be found on the Steering Group website - details below.

At Regulation 16 in July 2024, the Town Councils passed the approved plan to Lewes District Council (LDC) who are the Planning Authority. The progress of our plan is affected by circumstances beyond the control of the Town Councils.

The change of Government in July 2024 brought further changes to the National Planning Policy Framework (NPPF) and the emphasis on strategic infrastructure and affordable housebuilding.

Local Plans including Neighbourhood Plans are seen as vital to give communities a chance to influence what happens in planning terms in Towns and Villages.

The plan has been viewed by a Government approved Examiner who recommended a Habitat Regulation Assessment be obtained to check that our policies were in line with Statutory Regulations. This was completed in March 2025 and sent to LDC along with other clarification information. The Examiner finally recommended that the plan go to Referendum which was scheduled for 7th May 2026.

If the plan is accepted at Referendum, as well as receiving 25% of Community Infrastructure Levy (CIL), the policies in the plan will carry equal authority as those in the Lewes Local Plan and NPPF.

Even though the NDP has not been completed, it influences the Town Councils through their Business Plans and improvements to local amenities and infrastructure, improving air quality and increasing bio-diversity.

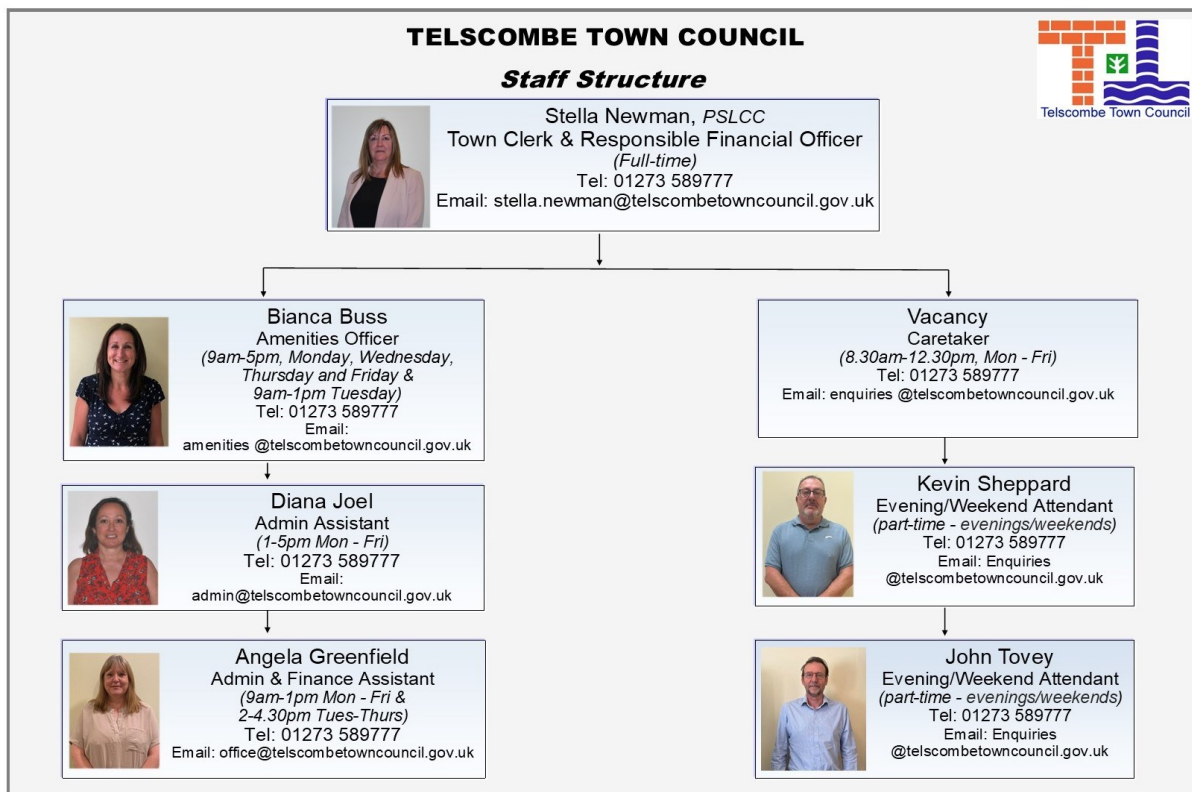
Cllr Cathy Gallagher
Chair of Steering Group

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Peacehaven and Telscombe
Neighbourhood Plan Steering Group



Telscombe Town Council Staff



The Town Clerk is the Council’s principal officer and adviser, responsible for ensuring that the Council conducts its business lawfully and effectively. This includes providing procedural guidance to Councillors, preparing agendas and reports, attending meetings, and ensuring that decisions are accurately recorded and properly implemented. The Clerk also oversees the day-to-day administration of the Council, manages staff, maintains council records, and acts as a key liaison between the Council, residents, partner organisations, and external bodies.

In their role as Responsible Financial Officer (RFO), the Clerk has specific responsibility for the Council’s financial management. This includes the preparation and monitoring of the annual budget, maintaining up-to-date and accurate accounting records, managing income and expenditure, and ensuring that appropriate financial controls and risk management procedures are in place. The RFO is also responsible for completing statutory financial reporting requirements, including the preparation of the annual accounts and supporting the audit process, as well as ensuring compliance with relevant financial regulations and governance standards.

Through these combined responsibilities, the Clerk and RFO play a central role in supporting effective governance, ensuring transparency and accountability, and safeguarding the proper use of public funds on behalf of the community.

The Clerk is supported by a dedicated team, including part-time administrative and finance staff who manage the Civic Centre reception and day-to-day administration, an Amenities Officer working 4.5 days per week with responsibility for the Council’s outdoor spaces, and part-time caretakers who oversee the Civic Centre during weekdays, evenings and weekends. Their duties include supporting hirers, ensuring compliance with health and safety requirements, and maintaining the building.

Finance Update

The Council has established a strong track record of prudent financial management in recent years and has adopted a financial strategy centred on achieving value for money and ensuring the effective use of public funds.

We are committed to aligning service priorities with the necessary resources to support them, enabling the continued delivery of high-quality services to our community. The Council's financial strategy is supported by a robust level of reserves and balances, providing stability and resilience to respond to unforeseen circumstances as they arise.

The Income & Expenditure accounts for the 2025/26 financial year are below:-

TELSCOMBE TOWN COUNCIL

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Income Summary	
299,937	Precept Received	322,076
<u>15,334</u>	Interest Received	<u>11,873</u>
315,271	Sub total	333,949
	Operating Income	
3,383	General Administration	2,803
1,456	Town Events	57
12,223	Parks, open spaces/playgrounds	0
2,600	Amenities General	6,672
36,154	Civic Building	28,568
<u>8,652</u>	Planning and Highways	<u>8,026</u>
<u>379,739</u>	Total income	<u>380,075</u>
	Running Costs	
193,205	General Administration	198,320
6,140	Grants	6,900
2,181	Town Events	1,186
47,720	Parks, Open Spaces/Playgrounds	33,962
1,428	Amenities General	5,595
33,326	Civic Building	28,937
2,561	Civic Building Loan	1,232
17,349	Planning and Highways	24,666
<u>53,588</u>	Earmarked Reserves	<u>36,698</u>
<u>357,499</u>	Total expenditure	<u>337,897</u>
	General Fund Analysis	
133,615	Opening Balance	147,803
<u>379,739</u>	Plus : Income for Year	<u>380,075</u>
513,353		527,878
<u>357,499</u>	Less : Expenditure for Year	<u>337,897</u>
155,855		189,982
<u>8,052</u>	Transfers TO / FROM Reserves	<u>31,672</u>
<u>147,803</u>	Closing Balance	<u>158,310</u>

Unaudited accounts

Council Tax

Council tax is a tax on the occupiers or owners of domestic properties such as houses and flats.

We are dedicated to minimizing any increases in council tax, particularly given the current economic challenges, and have made every effort to avoid imposing unnecessary financial pressures on our residents.

However, as a result of the escalating costs of utilities, materials, and other factors, we have recently had to introduce modest increases.

For the forthcoming financial year 2026/27 Telscombe Town Council's portion of the council tax has increased by a nominal 3.9% or £4.89 for a Band D property.

Community Grants

The aim of the Council's small grants scheme is to promote an active local community. The Town Council supports local voluntary and charitable organisations across a wide range of activities through this scheme.



These organisations provide valuable services and support to local residents and help enhance the entire community of Telscombe Town which incorporates Telscombe Cliffs, Telscombe Village and East Saltdean. We only have a small amount of £2,500 available and the maximum payable to an organisation is £500.

The Council has given grants to the following organisations during the 2025/26 financial year totalling £2,490:-

- Deans Senior Tea Club
- Develop Outdoors CIC
- Kempton House Day Centre
- Kent Surrey Sussex Air Ambulance
- Peacehaven & Telscombe Bowls Club
- Peacehaven & Telscombe Flower Club
- Peacehaven Players
- Telscombe Cliffs Community Church
- Telscombe Residents Association

We have a separate grant provision for the Citizens Advice and provided them with funding of £4,410 for their continuing invaluable service.

We also have a Service Level Agreement with the CTLA to provide a community bus for the local area and provided them with funding of £4,040 as part of that agreement.



Community involvement is paramount to the Town Council. The Council has four outside notice boards across the Town. These are used to advertise forthcoming Council meetings and community events.

The Council also publishes and delivers to households in its area a quarterly newsletter called The Town Crier which gives details of Council meetings, local news and events. The Town Crier is distributed free to properties within the Council's area of East Saltdean, Telscombe Cliffs and Telscombe Village, as well as having copies available in local shops and restaurants and the Civic Centre. The newsletter is also published on the Council's website, www.telscombetowncouncil.gov.uk, along with any other up-to-date news. The use of social media also ensures that the Council can communicate promptly with residents.

Telscombe Town Council has appointed Councillors to serve on several outside bodies including:-

- * Age Concern
- * The British Legion
- * Citizens Advice
- * Community Transport for Lewes Area (CTLA) who provide the 4 Towns Community Bus operating in our area
- * East Sussex Association of Local Councils
- * The House Project
- * Joint Action Group
- * Lewes District Association of Local & Parish Councils
- * Neighbourhood Plan Steering Group
- * Peacehaven Chamber of Commerce
- * Peacehaven & Telscombe Football Club
- * Parishes of the Lower Ouse (POLO)
- * Saltdean Residents' Association
- * The South Downs National Park Authority
- * The Telscombe Residents' Association who meet at the Telscombe Civic Centre.

Telscombe Civic Centre

The Civic Centre provides a focus for the community and is the venue for Civic events, Council/Committee meetings and private and community events. It also houses the Council offices. The Council continues to invest in upgrading and renewing facilities at the Civic Centre.



Solar Panel Readings at the Civic Centre at end of March 2026

CO2 saved:- 92,557 Kg Total Energy Generated:- 162,382 Kwh

Total revenue generated since installation :- £77,656.33

**Peacehaven Community
Supermarket**



We are pleased to support the Peacehaven Community Supermarket and have a food collection basket in the foyer. It is not a foodbank. Members are asked to contribute on a pay as you feel basis which means that they can decide what to pay, based on what they feel able to contribute. Some weeks people might pay more, and some weeks they might pay less, and that's fine.

This facility is needed now more than ever and we encourage residents to bring in whatever they can.

The Civic Centre Reception

The reception service provides a welcoming first point of contact for residents, visitors, Councillors and partner organisations and is open from 9am to 4.30pm Monday to Friday.

Staff are responsible for handling a wide range of day-to-day enquiries, both in person, by telephone, and via email. This includes providing general information about the Town Council's services and activities, signposting residents to the appropriate departments or external organisations where services are delivered by District or County Councils, and ensuring that enquiries are directed to the correct point of contact in a timely manner.

The reception role also contributes to the smooth running of the Civic Centre by supporting general administrative tasks, maintaining visitor records where required, and ensuring that information displayed to the public is up to date. A notice board and display stands are available in the reception area for local groups to display details of their events and services.

Phone: 01273 589777

Email: enquiries@telscombetowncouncil.gov.uk



Council Offices

Staff in the Council offices deal with a large variety of enquiries and complaints on a weekly basis.

Some are not the responsibility of the Town Council and may therefore need to be referred to the appropriate authority or utility company. Below is a list of the complaints received and dealt with during 2025-26-

Complaints/Requests Received by Residents 1st April 2025 - 31st March 2026

Annual Report 2025/26

Totals	
<i>In process</i>	7
<i>Resolved</i>	293

Method of Contact - new complaints		
Email	90	31%
In person	74	26%
Letter	1	0%
Phone	109	38%
Phone & Email	2	1%
Raised by TTC	10	3%
	286	100%

Time taken to resolve		
Same day	171	58%
1-7 days	72	25%
8-30 days	28	10%
31-90 days	9	3%
91-180 days	4	1%
181-270 days	6	2%
271-365 days	2	1%
366+ days	1	0%
	293	100%

Complaints/Requests by residents, received 1st April 2025 to 31st March 2026	Beach	Chatsworth Park	Chatsworth Park North	Chatsworth Park South	Civic Centre	Clifftops	Communications	East Saltdean	Robert Kingan Playground	Telscombe Cliffs	Telscombe Village	The Copse	The Tye	Non TTC land	
Animals (Misc)		3								3			12		18
Anti Social Behaviour		5								1			1		7
Benches		3					1			1	1		1		7
Bins		7					1						2		10
Boundaries															0
Bus Shelter							1								1
Café															0
Car Park		2								2					4
Council										2					2
Cycle Lane															0
Fencing/Gates		1	1	1									6		9
Fly tipping		4					1			4			2		11
Graffiti										1					1
Grass Verges		1					1			2					4
Health & Safety		2											1		3
Land ownership										1					1
Litter										1					1
Management of Tye													2		2
Memory Garden		1													1
Mini Forest		1													1
Non TTC		1						15		107	2		3	27	155
Other		4					1	1		6					12
Overgrown vegetation							3			1		1			5
Parking										1					1
Pathways															0
Pavement															0
Planning														1	3
Playground Equipment				1					2						3
Playgrounds															0
Prohibited Activities										1			4		5
Recycling															0
Signs										1					1
Street lighting										1					1
Town Crier															0
Trees/Hedges		4		1			1	4		3					13
Twittens										2					2
Vehicles on Tye															0
Wildflower Verges							1			1					2
TOTALS		39	1	3	0	0	1	26	6	144	3	1	34	28	286

Civic Centre Room Hire

Admin staff manage the booking system for meeting rooms and facilities within the Civic Centre, coordinating reservations for Council meetings, community groups, and private or public events. This involves maintaining accurate booking records, issuing confirmations, and ensuring that appropriate arrangements are in place for room layout, access, and any required facilities or equipment.

Whether you want a room for a small meeting, exercise class, business meeting, training course or a larger function such as an exhibition, the Civic Centre offers a wide range of modern, attractive, flexible yet affordable accommodation for hire and admin staff will discuss your requirements. There is a larger area downstairs and smaller meeting rooms upstairs.

The Civic Centre has a well-equipped kitchen for self-catering events, a private patio area, as well as a small car park.

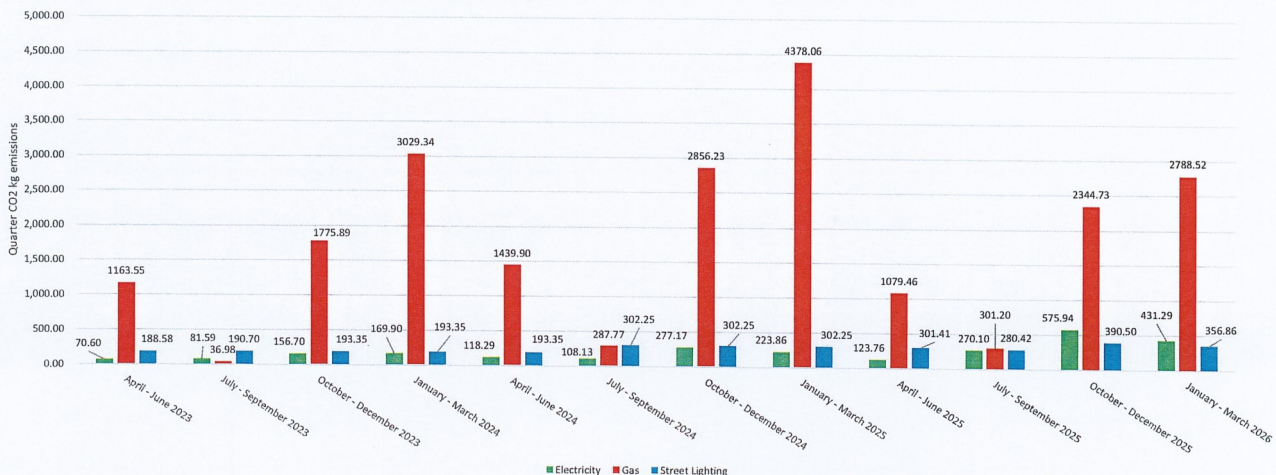
Reduced hire charges are available for local charitable or community groups.

Please contact the reception desk for booking information on 01273 589777 or email enquiries@telscombetowncouncil.gov.uk



C02 Emissions Report - April 2023 to March 2026

Telcombe Town Council scope 1 and 2 CO₂ emissions reporting





Check out our website
www.telscombetowncouncil.gov.uk

