

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Policy & Resources Committee held in Room 1 at Telscombe Civic Centre on Wednesday 8th July 2026 at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, M Lawrie & L O'Connor

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

2023. APPOINT A VICE CHAIR

Cllr L O'Connor proposed Cllr Lawrie as Vice Chair, seconded by Cllr Clarkson and it was unanimously **agreed** that Cllr Lawrie be elected as Vice Chair.

2024. PUBLIC QUESTION TIME

There were no public present.

2025. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Gallagher due to attendance at another meeting, Cllr Judd due to a prior commitment, Cllrs Page and Robinson for health reasons and Cllr Watts who was away. These reasons for absence were accepted.

2026. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2027. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 6th MAY 2026

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on 6th May 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

2028. TO APPROVE & SIGN MINUTES OF THE AUDIT SUB-COMMITTEE MEETING HELD ON 4th MARCH 2026

Cllr Clarkson proposed that the minutes of the meeting on 4th March 2026 be accepted and the recommendations adopted, seconded by Cllr O'Connor and **RESOLVED** that the minutes be accepted and recommendations adopted. They were signed as correct by the sub-committee Chair, Cllr Clarkson.

2029. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Min 1960, p 4465, to consider draft proposals for Tye access improvements, it was noted that LDC had made investigations and their recommendation is for access on a mobility scooter to be made by entering backwards. The tension on the gates may also be altered.

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2029. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Min 1974, p 4504, to consider installing a plaque on a Tye bench in memory of Mr G Webb – It was noted and **agreed** that a plaque be placed on the new perch bench in Chatsworth Park with the wording that had been provided by Mrs Webb.

The remainder of the action list was noted as shown below:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. <i>Works are complete but a complaint was received re the new gates. LDC are investigating to try and find a suitable solution.</i>	Sept 2026
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	An updated report is being taken to this meeting.	See new agenda item
14.1.26	Min 1974, p 4504 – To consider installing a plaque on a Tye bench in memory of Mr G Webb	SN	Mr Webb's wife is going to come back to me with the family's preference of wording and whether to site on the Tye or at Chatsworth Park. <i>Wording received and plaque requested to be sited on new bench seat near goal posts.</i>	Aug 2026
6.5.26	Min 2009, p 4580 – Business plan review	SN	Updates undertaken and request that 'value for money review' be added to the plan as a whole was taken to the full Council meeting in May and agreed.	Complete
6.5.26	Min 2011, p 4580 – To review & agree Committee Terms of Ref & Delegation Scheme	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2012, p 4580 – To review & agree Financial Regulations	SN	The FR's were taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2013, p 4580 – To review & agree the Mayor & Deputy Mayor's Policy	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2014, p 4580 – To review & agree the Mayor's Handbook	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete

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2029. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

6.5.26	Min 2015, p's 4580 & 81 – To review & agree the Mayor's Grants Policy	SN	It was resolved at full Council on 20.5.26 to discontinue the Mayor's Grants Scheme & Policy.	Complete
6.5.26	Min 2016, p 4581 – To agree proposed Mayor's Grants from their fundraising monies	SN	All grant payments were authorised by the Cllr signatories and payment has been made.	Complete
6.5.26	Min 2017, p 4581 – To agree to release approved funds to the Citizens Advice	SN	The payment of £4,585 has been made.	Complete
6.5.26	Min 2018, p's 4581 & 82 – Update on Tye gates and fencing & agree way forward	SN	Tye Close – costs for legal advice are awaited. Fencing near gate 12/cattle grid – resident has been informed TTC do not authorise & will not undertake repairs. Gates 5, 10 & fencing – agreed at last meeting to repair/replace gate 5 post only and estimate has been received.	Sept '26 Complete See new agenda item
6.5.26	Min 2019, p 4582 – To agree new Telscombe Tye fencing & gate maintenance policy	SN	The Policy was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2020, p 4582 – To consider cutting Telscombe Tye	SN	A spec to carry out a fire break cut was put out to tender.	See new agenda item
6.5.26	Min 2021, p 4582 – To consider participating in LDC's climate & Nature Adaptation Project	SN	Although it was agreed for Cllrs Clarkson & Gallagher to attend the launch event, it was postponed by LDC to July, but no definite date received yet.	July '26
6.5.26	Min 2022, p 4582 – Urgent matters (notification from LDC of increased cost of bin emptying)	SN	As agreed, an item has been placed on this agenda for consideration.	See new agenda item

2030. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MAY 2026

The full income and expenditure printouts to 31st May 2026 showing the budget lines and actual spend to date for the Committee were acknowledged. They showed income of £169,037 and expenditure of £31,594.

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2031. BUSINESS PLAN REVIEW

The Business Plan was noted and it was unanimously **agreed** that no amendments were required.

2032. TO REVIEW AND AGREE THE CO-OPTION POLICY

Following consideration of the updated wording, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve the updated Co-option Policy with the wording 'A co-opted Councillor cannot vote or act as a Councillor until the form is signed in front of the Clerk. They are also not permitted to take an allowance' being added on the last page, and that the document be taken to full Council for adoption.

2033. TO CONSIDER ESTIMATES FOR COST OF TYE GRASS CUT

Following consideration of the estimates received, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the estimate from Ace Landscapes in the sum of £350 plus VAT for a fire break cut on the Tye approximately 3 swathes/10m in width along perimeter boundary fencing adjacent to properties on the east and west sides measuring approximately 1,685 metres, with the cut to take place as near as possible to the last week of August which is outside the main bird nesting season.

2034. TO NOTE REPLACEMENT OF POST TO GATE 5 ON TYE AUTHORISED BY TOWN CLERK

At the last committee meeting it was agreed to repair/replace the post to gate 5 on the Tye. The lowest estimate received was for £144 plus VAT from Ace Landscapes and as it was within the Town Clerk's spending authority, she agreed for the work to proceed. This action was noted by the Committee members.

2035. TO CONSIDER INCREASED COST OF BIN EMPTYING ON TELSCOMBE TYE AND AGREE HOW TO PROCEED

There was discussion regarding Lewes District Council's notification of a price increase and the fact that prices quoted by them and agreed by the Council last year were inaccurate. Alternative prices were therefore sought and one received which would achieve a saving of £1.84 per bin, just under £500 per full year. It was therefore proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the price from Ace Landscapes of £4.50 per bin per empty and to notify Lewes District Council of a cancellation of the emptying to take effect from Friday 31st July.

2036. TO REVIEW RENEWAL OF THE TELSCOMBE TYE MANAGEMENT PLAN

Following consideration of the report and how to proceed with renewal of the Tye Management Plan, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to:-

- a) Begin the formal process of updating the Management Plan
- b) Get quotes from ecologists to undertake a comprehensive baseline assessment of the Tye as detailed in number 1 of the report
- c) That the working group consisting of Cllrs Clarkson, Gallagher, Lawrie, O'Connor, Robinson and the Town Clerk meet to discuss progression of the tasks under item 2 in the report.

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2037. UPDATE ON TYE HEDGE PLANTING SCHEME AND AGREE WAY FORWARD

It was noted that we had received the first of two £115 payments towards maintenance, with the second due next June and that the Town Clerk had completed a project update report as requested by the International Tree Foundation. Discussion ensued regarding after care and checking the survival rate and it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that Cllrs Clarkson and O'Connor carry out a survival rate inspection and Cllr Clarkson will draw up a draft after care plan for consideration at a future meeting.

2038. TO CONSIDER A MAYOR'S CADET FOR 2026/27 AND FUTURE YEARS

There was discussion regarding having a Mayor's cadet from the Newhaven & Seaford Sea Cadet unit for the 2026/27 and future years, as it had previously only been agreed for the 2025/26. The Cadet will attend civic events and assist with ceremonial duties and in so doing will represent the youth of the community and promote the cadet organisation. The Cadet unit have a selection process and have also drawn up a draft Mayor's Cadet guidance and procedures following their first year of experience. It was therefore proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to:-

- a) Agree appointment of a Cadet for 2026/27 and ongoing years (as long as this is approved by the Cadet Unit) and agree their Cadet guidance
- b) To introduce the new Cadet at the summer fayre on 11th July
- c) That last year's Cadet is presented with a certificate of appreciation at the summer fayre
- d) That the Council draws up a Mayor's Cadet Policy for consideration at the next committee meeting

2039. TO CONSIDER RENEWAL OF PHONE SYSTEM AT THE CIVIC CENTRE

The current 3 year contract is coming to an end and options and prices submitted by various companies for renewal were considered. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to renew the phone contract with Focus on a 60 month term as follows:-

- a) SoGEA line (part-fibre) £25 per month (with annual increments)
- b) Phone licence £7.99 x3 per month
- c) Purchase of existing telephone handsets at £100 each x3

2040. URGENT MATTERS AT THE DISCRETION OF THE CHAIR FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Town Clerk advised she had received reports of people flying large model aeroplanes on the Tye at the weekends. Because large model aeroplanes are heavy and pose risks of noise, nuisance, and danger to members of the public, livestock and wildlife, the Council has previously agreed that flying model aeroplanes is a prohibited activity on the Tye. The CAA requires anyone flying a drone or model aircraft weighing 100g or more to get a Flyer ID, and aircraft weighing over 25kg require an additional authorization but we do not know who the people are flying the aircraft as they have not contacted us requiring permission.

To highlight the fact that this is a prohibited activity it was **agreed** to put out posts on social media in the hope that this might be seen.

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2040. Urgent matters at the discretion of the chair for noting or inclusion on a future agenda (Contd)

There were no other urgent matters and no further business

The meeting was therefore closed at 8.45pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 2nd September 2026

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