



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Planning & Highways Committee held in Room 1 at Telscombe Civic Centre on Wednesday 15th July 2026 at 6.30 pm.

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

Also Present: Bianca Buss, Amenities Officer (*minutes*)

The Chair informed the Committee that she would record the meeting.

3995. PUBLIC QUESTION TIME

There were no members of the public present.

3996. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Watts who was working and this reason was accepted by the Committee. Cllr Ndeloa was not present and had not provided apologies.

3997. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr's O'Connor and Robinson declared a non-pecuniary and non-prejudicial interest in planning application LW/26/0263 Public Conveniences, The Esplanade, as they are Lewes District Councillors who were involved in the project.

3998. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 24th JUNE 2026

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RESOLVED** that the minutes of the meeting held on 24th June 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3999. TO CONSIDER THE FOLLOWING PLANNING APPLICATION FROM LEWES DISTRICT COUNCIL

LW/26/0263 – Public Conveniences, The Esplanade, Telscombe Cliffs, East Sussex

Case Officer: James Emery

Conversion of former public conveniences for community use, to include the addition of a container for serving hot drinks and light snacks, play and decked areas

It was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **SUPPORT** the application.

4000. TO RATIFY COMMITTEE EMAIL DECISION REGARDING THE FOLLOWING PLANNING APPLICATION FROM SOUTH DOWNS NATIONAL PARK AUTHORITY

South Downs National Park Authority (SDNPA) wrote to the Town Council on 24th June 2026 to inform us that they would be consulting on a planning application, with a deadline prior to tonight's meeting. This was raised by the Amenities Officer under Urgent Matters at the previous meeting and in accordance

TELSCOMBE TOWN COUNCIL



4000. To ratify Committee email decision regarding the following planning application from South Downs National Park Authority (Contd)

with our Scheme of Delegation, Councillors were therefore contacted via email for their comments on the planning application below:-

SDNP/25/00228/FUL – Land Adjacent to 66, The Lookout, Peacehaven, East Sussex

Case Officer: Samuel Bethwaite

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 toilets, decking, cabins and tiered seating area and removal of trailer (AMENDED DESCRIPTION)

A majority of 7 Councillors responded and agreed to object to the application for the following reasons:-

- 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) The traffic assessment within the Site Management Plan document does not resolve the issues with access
- vi) Use of the bridleway and a footpath for commercial traffic as stated in the new location plan. It is believed that the application contravenes the public rights of way and we question whether vehicles can be allowed on these designated paths
- vii) Detrimental effect on local wildlife

This response was forwarded onto the SDNPA and it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** the above comments.

4001. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-

LW/26/0242 - 22 Hamsey Road, Saltdean, East Sussex BN2 8DE

Case officer: James Emery

Single storey rear extension including hipped to gable roof with 2no. front dormer, 1no. rear dormer and first floor terrace to front elevation to create first floor living space.

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0247 – 179 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DR

Case Officer: James Emery

Loft conversion to expand first floor living space with gable end roof, 2no. front and 1no. rear dormer, extension front porch to infill area

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

TELSCOMBE TOWN COUNCIL



4002. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The below action list was **noted**.

Meeting Date	Issue Detail	Action Owner	Update	Due Date
13.5.26	Min 3962, p 4587 – Urgent Matters – potholes in Telscombe Cliffs	BB	Potholes to be checked and kept live on the complaints list until works carried out. <i>St. Peters section not carried out. Grassmere & Broomfield Avenues to be checked.</i>	Aug 2026
3.6.26	Min 3967, p 4613-4 – To discuss speeding traffic in Telscombe and East Saltdean and consider preventative measures	BB BB	Streamline process to be drafted and taken to a future meeting for consideration. Both highway issues have been referred to ESCC's Traffic & Safety Manger, and our ESCC Cllr has been made aware, including request to investigate traffic calming measures/speed bump info for both locations.	Aug 2026 Aug 2026
3.6.26	Min 3973, p 4616 – To note complaints relating to this Committee	BB	Caretaker is due to remove the graffiti from the bus shelter imminently, although as previously stated, this will make the polycarbonate cloudy.	Aug 2026
3.6.26	Min 3978, p 4617 – Urgent Matters (Morrisons planning application)	BB	A planning application has been submitted by Morrisons, reference LW/23/0018. BB has contacted LDC's Planning Officer to ask if TTC will be standard consultee and they confirmed we should have received notification and will contact their validation team.	Aug 2026
24.6.26	Min 3985, p 4620 – To consider whether to comment on the Lewes Parking Review 3	BB BB	ESCC have been informed that TTC support the two proposed changes to our area. A quarterly review is to be provided to the Committee of submissions to ESCC for parking & waiting restrictions, including which areas have been supported and which have been refused by the County Council.	Completed Aug 2026

TELSCOMBE TOWN COUNCIL



4002. 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
24.6.26	Min 3989, p 4623 – Neighbourhood Plan Update	CG	CG to obtain printing costs for Neighbourhood Plan copies and bring back to a future meeting.	Aug 2026
24.6.26	Min 3991, p 4624 – Business Plan Update	BB / LOC	LOC has provided BB with a list of projects for the NP.	See new agenda item
24.6.26	Min 3994, p 4624-25 – Urgent Matters (SDNPA planning application for land adjacent to 66 The Lookout, Peacehaven)	BB	BB has emailed over the updated application to the Committee, and their response has been sent to SDNPA prior to their deadline of 14.7.2026.	See new agenda item
24.6.26	Min 3994, p 4625 – Urgent Matters (overgrown vegetation at bus shelter on A259, opp junction with Broomfield Avenue)	BB	BB has reported the issue to ESH who have confirmed they will cut back the vegetation within 28 days (by 27.7.26). <i>Town Clerk has asked for a price to undertake work in view of the time factor and an update will be provided at the meeting.</i>	Jul 2026

Minute 3973, To note complaints relating to this Committee – The Amenities Officer advised that the caretaker has now removed the graffiti from the bus shelter and that this has made the polycarbonate a little cloudy.

Minute 3978, Urgent Matters, Morrisons planning application – The Amenities Officer advised that a notification has not yet been received from Lewes District Council (LDC) and she would chase this again. Although we will miss the deadline for responses, the Planning Officer has said this can be provided to LDC after the deadline as it will not be taken to their committee meeting until September. Cllr O'Connor requested this item be taken to our next Committee meeting for Councillors to comment, even if we have not received the notification from LDC.

Minute 3962, Urgent Matters, potholes in Telscombe Cliffs – Cllr Robinson advised she would look at the areas and respond back to the Amenities Officer. Cllr Gallagher suggested that the Amenities Officer speaks with Peacehaven Town Council's Committees & Assistant Projects Officer, who is experiencing similar issues.

4003. TO NOTE IMPORTANCE OF DISABILITY ACCESS WHEN CONSIDERING PLANNING APPLICATIONS

The Committee noted the report from the Amenities Officer. Cllr O'Connor outlined his concerns with the lack of disability access on planning applications, especially those that include businesses, for example flats with shops on the ground floor. He stated that disabled people should have the same access as able bodied people. The Committee agreed and Cllr Lawrie felt that this responsibility should fall with the Planning Officer to ensure that there is disabled access.

TELSCOMBE TOWN COUNCIL



4003. To note importance of disability access when considering Planning Applications (Contd)

Cllr O'Connor asked the Committee to look at businesses in the local area and if they have any concerns with disability access, to let him know. To ensure this Committee consider disability access when considering planning applications, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that an 'Accessibility Impact' item is added to all future planning application reports.

Cllr Clarkson left the meeting at 7.02pm.

A member of the public joined the meeting at 7.03pm.

4004. TO REVIEW THE NEIGHBOURHOOD PLAN

The Committee discussed the first two sections of the Neighbourhood Plan. Cllr Gallagher reminded the Committee that the Neighbourhood Plan was initially written in 2020 and highlighted the importance of going through all the information to ensure the Town Council are working for their residents.

Cllr Clarkson returned to the meeting at 7.07pm.

Cllr O'Connor agreed, noting that the Plan will enable residents and businesses to be involved with matters that concern them, where they have previously felt overlooked. Section 2 of the Plan provides an overview of the area and details visions, aims and objectives for development of the towns for the future. Cllr Lawrie noted that the 20 minute Neighbourhood states that Peacehaven and Telscombe are geographically flat areas but highlighted that east Saltdean is hilly and raised concerns that this is not mentioned in the vision. Cllr O'Connor confirmed that this is detailed in the Design Codes.

Cllr Gallagher felt that more paper copies should be made available, and this would be especially important for any new Councillors who join the Town Council following the 2027 elections. As confirmed at the last meeting, she will obtain a price to have paper documents available for this Town Council and will take the costs of 20 copies to a future meeting.

The Committee discussed the importance of the Meridan Centre site and creating a vibrant town centre with residential properties above shops. It was therefore **agreed** for this item on the Neighbourhood Plan to be reviewed at the next Committee meeting.

4005. TO NOTE COMPLAINTS RELATED TO THIS COMMITTEE

The Committee **noted** the complaints. Cllr Clarkson asked for more information on several of the complaints listed below:

TTC-26-115 – The Amenities Officer advised that the member of the public was provided with a boundary map and they were asked to contact either Brighton & Hove City Council or LDC depending on where they wanted to place their ice cream trolley and posters.

TTC-26-123 – The Amenities Officer confirmed that the Town Council reported the overgrown Right of Way, located next to the Smugglers Rest public house, to East Sussex County Council's (ESCC) Rights of Way Team, who have since cut this area back.

TTC-26-124 – The Amenities Officer advised that the member of the public was asked to report the abandoned car in Telscombe Cliffs to the parking shop.

TELSCOMBE TOWN COUNCIL



4005. To note complaints related to this Committee (Contd)

TTC-26-129 – The Amenities Officer reported that the grass verge is not on ESCC's grass cutting programme and had therefore been passed to East Sussex Highway's (ESH) enforcement team for further progression.

TTC-26-149 – The Amenities Officer confirmed that the vegetation growing in the shelter was initially reported to ESH who agreed to cut back, before advising this is not under their remit. A price has been obtained to have this area cut back and will be actioned next week.

4006. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES

The Committee **noted** the most recent paperwork for PTC's planning meetings.

4007. TO CONSIDER RESPONDING TO LEWES DISTRICT COUNCIL'S CONSULTATION ON ITS REVISED STATEMENT OF COMMUNITY INVOLVEMENT

The Committee considered LDC's invitation for the Town Council to participate in their Statement of Community Involvement (SCI) for Lewes District consultation. SCI's are statutory documents that set out exactly how and when a local Council will consult the public on local planning policies and major planning applications. Cllr O'Connor reminded the Committee that this is a legal document which carries much weight. Some minor changes have been added and he felt that the Committee should respond to this important consultation. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** for Cllr O'Connor to put a response together and this be taken to the next Committee meeting for consideration.

4008. TO DISCUSS REPORT FROM GW SHELTER SOLUTIONS ON TOWN COUNCIL OWNED BUS SHELTERS AND AGREE ANY FURTHER ACTIONS

There was much discussion on the Amenities Officer's report. GW Shelter Solutions had recently undertaken a review on the 13 Town Council owned bus shelters and had provided their findings, which were provided within the report. They recommended that 8 bus shelters are repaired and one bus shelter is replaced.

Cllr Robinson noted that GW Shelter Solutions had quoted to replace the seat legs to bus shelter number 6, located on the A259 South Coast Road, opposite the junction with Broomfield Avenue. She advised that this seat had only recently been installed within the last year and questioned why additional works were required so quickly.

The Chair suspended the meeting at 7.43pm to allow the member of the public to speak.

The resident wanted to raise his concerns with the proposal that the bus shelter at the bottom of Telscombe Cliffs Way be replaced. He noted that there was a little rust and that the shelter seemed sturdy, even in high winds. He would rather see this money being spent on an additional bus shelter elsewhere within the town. The Amenities Officer advised that the Town Council had asked the contractor to visit and they had provided their specialist advice. Cllr Clarkson agreed, advising that if the shelter was to fail if replacement was not carried out, it would put the Town Council in a difficult predicament.

The Chair resumed the meeting at 7.50pm.



TELSCOMBE TOWN COUNCIL

4008. To discuss report from GW Shelter Solutions on Town Council owned bus shelters and agree any further actions (Contd)

Taking all the details into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to a) ask other contractors to visit the shelter at the bottom of Telscombe Cliffs Way within the next 6 weeks and give their opinion on its condition, b) their responses alongside this estimate from GW Shelter Solutions be taken to a future meeting and c) that the Amenities Officer queries the replacement of the seat legs within the shelter located on the A259 South Coast Road, opposite the junction with Broomfield Avenue. Cllr Robinson suggested that the Amenities Officer contacts ESCC, who may be able to provide details of a contractor to review the bus shelter at the bottom of Telscombe Cliffs Way.

4009. TO NOTE UPDATES TO BUS SERVICES IN LEWES DISTRICT

The Committee discussed the changes to local bus services, including changes to bus routes 12, 12A, N12, 12X, 13X, 14, N14, 14A, 14B and 14C. In addition, the 23 bus route is being extended from Brighton Marina to Peacehaven.

The Chair suspended the meeting at 7.53pm to allow the member of the public to speak.

The member of the public advised that although the bus route 23 improves the local service, it only starts from the Meridian Centre. This is not convenient for residents from east Peacehaven who need to use the hospital. He also reported that the plans submitted by Morrisons show that there will no longer be smaller shops at the Meridian Centre site and he would therefore like to see more 14 bus routes going into Newhaven for access to our most local shops.

Cllr Robinson left the meeting at 7.55pm.

The resident also stated that it had expected that Brighton & Hove buses would obtain 3 additional buses with grant monies, but due to unexpected issues with works at the Exceat bridge, this is likely to be delayed.

The Chair resumed the meeting at 8.01pm.

4010. TO AGREE WAY FORWARD WITH GRASS VERGE CUTTING FOR 2027

As ESCC provide the Town Council annually with options regarding urban grass verge cutting in our area, the Committee were asked if they would consider whether to self-deliver and put out to tender for grass verge cutting for the 2027/28 financial year, or whether to opt for ESCC to carry out 2 grass verge cuts instead. If the Committee decided to self-deliver, this would allow Officers time to obtain estimates before ESCC require a decision from us, which is usually in November.

Cllr Gallagher reported that the current contractor is doing an excellent job and it was therefore proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to self-deliver and obtain estimates for 4 cuts for the 2027/28 financial year.

The member of the public left the meeting at 8.03pm.



TELSCOMBE TOWN COUNCIL

4011. TO CONSIDER COMMENTING ON PROPOSED UPGRADE TO TELECOMS BASE STATION AT TELSCOMBE CLIFFS SERVICE STATION

The report from the Amenities Officer was considered by the Committee. The Town Council had received notification from FreshWave regarding a proposed upgrade to the telecoms base station at Telscombe Cliffs Service Station on the corner of Telscombe Cliffs Way and the South Coast Road. Cllr O'Connor noted that a similar request had been submitted for the Civic Centre and this Council raised concerns. Cllr Clarkson advised that one such concern was noise as the Civic Centre is a place of business. This submission is on an industrial area and this Committee do not know if it will affect residents and the A259 South Coast Road.

Cllr Lawrie left the meeting at 8.05pm.

It was therefore proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to make no comment on this proposal.

Cllr Lawrie returned to the meeting at 8.06pm.

4012. 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 8.08pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 5th August 2026