



TELSCOMBE TOWN COUNCIL

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

16th July 2026

All members of Telscombe Town Council are summoned to attend the **Full Council meeting** to be held on **Wednesday 22nd July 2026 at 7.30pm** in the Council Chamber at Telscombe Civic Centre.

Stella Newman
Town Clerk

AGENDA

1. Update from local PCSO
2. Public question time – Members of the public are welcome to attend and may ask questions relevant to the Council's remit - *maximum time allotted 15 minutes in total*
3. Apologies for absence
4. To receive members' declarations of interest in relation to matters on the agenda
5. Mayor/Chair's announcements
6. Reports from the District and County Councillors – *maximum time allotted 5 mins each*
7. To approve & sign minutes of the annual meeting held on Wednesday 20th May 2026 - *attached*
8. To agree minutes from the following Committees and adopt recommendations – *all attached:-*
 - a) Amenities & Civic Centre – 25th March 2026
 - b) Planning & Highways – 13th May, 3rd and 24th June 2026
 - c) Policy & Resources – 6th May 2026
9. To approve payments and receipts for April and May & June 2026 – *see attached*
10. To agree income and expenditure figures to 30th June 2026 – *see attached*
11. To agree bank reconciliation to 30th June 2026 – *see attached*
12. To note action list and agree any further actions required – *see attached*
13. Business plan update/review – *see attached*
14. To agree Councillor allowance amounts for 2027/28 financial year– *see attached*
15. To agree CIL report for 2025/26, note CIL funds received to date for 2026/27 and & agree possible future CIL earmarked reserves spending – *see attached*
16. To adopt reviewed Co-option Policy and agree whether to advertise any vacancies through co-option– *see attached*
17. To agree café layout option and appointment of legal services as recommended by Lewes District Council – *see attached*
18. Update on telecoms equipment at the Civic Centre and agree way forward – *see attached*
19. To agree change of meetings dates for May 2027 – *see attached*
20. To consider environmental data for Telscombe & E Saltdean and decide what action could be taken – *see attached*
21. To agree to dissolve the Neighbourhood Plan Steering Group and form a Neighbourhood Plan Oversight Group – *see attached*
22. To note the Government's announcement regarding the Local Government Reorganisation and to consider the Council's response including whether to issue a public statement - *see attached*



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23. Reports from:- Outside bodies representatives
24. Urgent matters at the discretion of the Chairman for noting and/or adding on a future agenda

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

NB Next Council meeting – 23rd September 2026



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Minutes of the Annual meeting of Telscombe Town Council held on Wednesday 20th May 2026 at 7.30pm in the Council Chamber at Telscombe Civic Centre.

Councillors Present:- Cllrs Clarkson, Gallagher *Mayor*, O'Connor, Page, Robinson, Sharkey, Watts *Deputy Mayor* & Williamson

Also present:- Stella Newman, Town Clerk & RFO (*minutes*)
Cllr Chapman, ESCC
11 members of the public

The outgoing Mayor, Cllr Sharkey, welcomed everyone to the meeting. She reflected that the start of her term of office had progressed positively, however, due to ill health she was subsequently able to attend only a limited number of engagements as Mayor. She expressed her thanks to the Deputy Mayor, Cllr Watts, for stepping in and undertaking mayoral duties during this period and presented him with an engraved glass keepsake as a token of appreciation for his support and service during her period of office. Cllr Sharkey also thanked Councillors and officers for their support and assistance at her fundraising events, and gave special thanks to volunteer Stan Newman for hosting the bingo evenings and race night. She advised that more than £6,000 had been raised during her Mayoral year, enabling donations to be made to the following organisations:- The Joff Youth Club for raised planters and a shelter with solar panels to enable young people to make more use of the outside area; South Coast Sussex Gull Advice/Resource Network (SCARN) for running costs to enable the group to rescue and rehabilitate injured gulls; Peacehaven Community School for wildlife camera & binoculars to enable students to monitor the wildlife around the school and tree guards to protect some trees recently planted; Develop Outdoors CIC for a Bokashi Bin and Jora composter to turn food waste into usable soil for their vegetable growing project by the new poly tunnel and finally SNEEK CIC (Sustainability, Nature, Environment, Education, Knowledge) for swift boxes and their installation at the Joff for the benefit of the young people who are involved in the project.

2611. TO ELECT TOWN MAYOR FOR 2026/27 AND RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Sharkey asked for nominations for a Mayor for the 2026/27 year and it was proposed by Cllr Watts, seconded by Cllr O'Connor and, as there were no other nominations, it was unanimously **RESOLVED** to appoint Cllr Gallagher as Mayor for the 2026/27 year. Cllr Sharkey presented Cllr Gallagher with the chain of office and Cllr Gallagher signed her Declaration of Acceptance of Office, which was countersigned by the Town Clerk as Proper Officer. Cllr Gallagher then took over as Chair of the meeting and presented Cllr Sharkey with her past Mayor's badge of office. She advised that she would be recording the meeting.

Cllr Gallagher thanked Councillors for appointing her as Mayor and spoke of her affection for the local area. She advised that serving as Mayor would provide her with the opportunity to give back to the community and that she intended to support and promote young talent in the arts during her Mayoral year. The groups and organisations to benefit from her fundraising activities would be nominated in due course.

2612. TO ELECT DEPUTY MAYOR FOR 2026/27 AND RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Cllr Sharkey, seconded by Cllr Robinson and, as there were no other nominations, unanimously **RESOLVED** to appoint Cllr Watts as Deputy Mayor for the 2026/27 year.

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2612. To Elect Deputy Mayor for 2026/27 and receive their declaration of acceptance of office (Contd)

The Mayor, Cllr Gallagher, presented Cllr Watts with the chain of office and he signed his Declaration of Acceptance of Office which was countersigned by the Town Clerk as Proper Officer. Cllr Watts thanked Councillors for appointing him.

The meeting was adjourned for public question time.

2613. PUBLIC QUESTION TIME

The secretary of the Telscombe Residents Association asked if any help was needed in setting up the repair café and Cllr Watts advised he had all the previous information he had given him. The secretary also asked if the Council had any plans to renew other pathways in Chatsworth Park and he was advised that the Council monitor the pathways and are always trying to find funding sources.

A member of the public asked if any accessibility improvements were planned for Telscombe Tye and she was advised that thanks to a project managed by Lewes District Council and funded by the South Downs National Park, several improvements on the Telscombe and East Saltdean sides had recently been undertaken. An issue had, however, been highlighted regarding the gates and possible alterations were being looked at.

7.55 pm - Cllr Page joined the meeting, prior notice of his late arrival having been given.

A resident commended both Peacehaven and Telscombe Councils on the successful progression of the Neighbourhood Plan and extended particular thanks to Cllr Gallagher, as Chair of the Steering Group, and Brighton Planning for their work in its preparation. He advised that he had been involved in the early stages of the Plan and acknowledged Cllr Gallagher's significant efforts in guiding it through to referendum.

A representative from Brighton Planning congratulated everyone on the success of the Neighbourhood Plan, but raised a query regarding distribution of CIL funds. Cllr O'Connor advised he will clarify this with Lewes District Council.

The meeting resumed at 8.20 pm.

The Mayor advised that she felt it would be appropriate to bring forward Agenda Item 37 – 'Verbal Reports from the Outgoing Mayor, Deputy Mayor, District Councillors, County Councillor, and Outside Body Representatives', rather than considering it at the end of the meeting, in order to enable members of the public present to hear the contributions from the District and County Councillors. Cllr O'Connor also proposed bringing agenda Item 36 – 'To Consider and agree the Council's response to the Government consultation on Local Government Reorganisation in our area' forward for the same reasons, which was seconded by Cllr Williamson and unanimously **RESOLVED**.

2614. REPORTS FROM:-

District Councillors:- Cllr O'Connor advised that Lewes District Council had issued a special edition of District News regarding the Local Government Reorganisation, asking residents to participate in the consultation. He also advised that the Local Plan is moving forward, with various consultations having been held and the responses are being checked.

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2614. Reports From (Contd)

The Mayor welcomed newly elected East Sussex County Councillor, Cllr Stephen Chapman, to the meeting and advised the Council is keen to work with him.

County Councillor:- Cllr Chapman advised that he has lived locally for the past 23 years and provided an overview of his professional background. He stated that he wished to focus on key local issues, including concerns relating to the A259 and expressed reservations regarding the Local Government Reorganisation proposals, particularly the potential for the area to come under the authority of Brighton and Hove City Council. He further advised that he is seeking advice on preparing a standard response to the consultation, which he intends to print and distribute to all households within his ward. He noted that, should any individuals be willing to assist with distribution, Town Council staff could provide his contact details so that they may liaise with him directly.

The Deputy Mayor and representatives from outside bodies had no updates to report.

2615. TO CONSIDER AND AGREE THE COUNCIL'S RESPONSE TO THE GOVERNMENT CONSULTATION ON LOCAL GOVERNMENT REORGANISATION IN OUR AREA

The Mayor highlighted the Government's current consultation proposals, which include the potential incorporation of Telscombe Town Council, Peacehaven Town Council and parts of Falmer areas into Brighton and Hove City Council's administrative area. There was discussion regarding how the Council should formulate its response, and it was noted that previous consultations had been responded to with objections to inclusion within Brighton and Hove City Council, with a firm preference to remain within the One East Sussex area. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** that Telscombe Town Council strongly opposes being included within the Brighton and Hove City Council area and that a Working Group consisting of Cllrs O'Connor, Robinson, Watts, Williamson and the Town Clerk formulate a response to the consultation, to be agreed by a majority of Councillors via email and submitted by the Town Clerk before the closing date of 15th June.

8.40 pm – 7 members of the public left the meeting.

2616. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Lawrie and Judd who were away and Cllr Ndeloa who was working away. Cllr Page had given prior notice of his late arrival due to a medical appointment. These reasons for absence were accepted.

2617. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

2618. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 18th MARCH 2026

It was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting on 18th March 2026 were a true record of the proceedings and were signed as correct by the Mayor, Cllr Gallagher.



2619. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

- a) Amenities & Civic Centre – Cllr O'Connor proposed that the minutes of the meeting on 4th February 2026 be accepted and the recommendations adopted, seconded by Cllr Watts and **RESOLVED** that the minutes be accepted and recommendations adopted.
- b) Planning & Highways – Cllr Gallagher proposed that the minutes of the meetings on 11th March, and 1st and 22nd April 2026 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.
- c) Policy & Resources – 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.

2620. TO APPOINT MEMBERS TO COMMITTEES & SUB-COMMITTEES AND AGREE COMMITTEE CHAIRS

Minor adjustments were made to the draft list sent with the agenda in view of Cllr Gallagher being elected as Mayor. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** to appoint the following members to Committees, with the Mayor and Deputy Mayor automatically become Ex-Officio full voting members of all Committees & Sub-Committees:-

Amenities & Civic Centre (ACC) - Cllrs Clarkson, Gallagher, Judd, Lawrie, O'Connor, Robinson, Sharkey, Watts and Williamson

Planning & Highways (P&H) - Cllrs Clarkson, Gallagher, Lawrie, Ndeloa, O'Connor, Robinson, Watts and Williamson

Policy & Resources (P&R) - Cllrs Clarkson, Gallagher, Judd, Lawrie, O'Connor, Page, Robinson and Watts –

- **Grants (Sub-Committee of P&R)** - Cllrs Clarkson, Gallagher, O'Connor, Page, Robinson and Watts
- **Audit (Sub-Committee of P&R)** - Cllrs Clarkson, Gallagher, O'Connor, Page, Robinson and Watts
- **Employment (Sub-Committee of P&R)** - Cllrs Gallagher, Judd, Lawrie, O'Connor, Robinson and Watts

ACC Chair - It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RESOLVED** to appoint Cllr O'Connor as Chair of the Amenities & Civic Centre Committee

P&H Chair – it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** to appoint Cllr Gallagher as Chair of the Planning & Highways Committee.

P&R Chair – It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RESOLVED** to appoint Cllr Clarkson as Chair of the Policy & Resources Committee.

Committee Vice-Chairs will be appointed at the first Committee meetings of the municipal year.

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2621. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RESOLVED** to appoint the following Councillor representatives to outside bodies:

Age Concern – Cllr Clarkson
British Legion – Cllrs Judd & Watts
Citizens Advice – Cllr Sharkey
Community Transport for Lewes Area (CTLA) – Cllr O'Connor
Crimestoppers – Cllr Watts
East Sussex Association of Local Councils – Cllr Gallagher
Emergency Planning Team – Cllr Judd
Greenhavens – Cllr Gallagher
The House Project – Cllr Gallagher
Joint Action Group – Cllr O'Connor (substitute Cllr Clarkson)
Lewes District Association of Local & Parish Councils – Cllr Clarkson
Neighbourhood Plan Steering Group – Cllrs Judd & Lawrie
OVESCO – Cllr Gallagher
Peacehaven Chamber of Commerce – Cllr Gallagher
Peacehaven Football Club – Cllrs Gallagher & Robinson
POLO (Parishes of the Lower Ouse) – Cllrs Gallagher & Lawrie
Saltdean Residents & Community Association – Cllr O'Connor
Strengthening Local Relationships (SLR) – Cllrs O'Connor & Robinson
South Downs National Park – Cllrs Clarkson & Gallagher
Sussex Community Development Association (SCDA) – Cllr Robinson
Telscombe Residents Association – Attendance in rotation by all Telscombe Ward Councillors

2622. TO APPROVE PAYMENTS AND RECEIPTS FOR FEBRUARY AND MARCH 2026

Payments for February 2026 totalling £21,825.79 and receipts of £4,081.52. and payments for March 2026 totalling £51,653.47 and receipts of £5,896.60 were proposed as correct by Cllr Robinson, seconded by Cllr Page it was unanimously **RESOLVED** that they be approved and were signed by the Mayor, Cllr Gallagher.

2623. TO AGREE INCOME & EXPENDITURE FIGURES TO YEAR END AT 31ST MARCH 2026, NOTE NEW FIGURES AT 1ST APRIL 2026 AND GENERAL RESERVE UPDATE

The Town Clerk's report advised that the overall actual year-end figures at 31st March 2026 were income of £380,075 and expenditure of £337,897. The report detailed any significant differences between budget and actual spend figures, as shown on accompanying detailed lists from the accounting package. The overall income and expenditure percentages against budget for all Committees were as follows:-

Policy & Resources:- Income 103% and Expenditure 91.5%
Amenities:- Income 190.6% and Expenditure 58.4%
Civic Centre:- Income 106.3% and Expenditure 71.4%
Planning & Highways:- Income 130.6% (including CIL monies) and Expenditure 89.5%

The year-end figures reflect a positive financial position, with expenditure remaining within budget and income exceeding budget expectations. Appreciation was expressed to the Town Clerk/RFO for achieving this positive outcome.

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2623. To agree income and expenditure figures to year end at 31st March 2026, note new figures at 1st April 2026 and general reserve update

The income and expenditure list at 1st April 2025 for the Council showed the new year's budget lines including amendments over the previous years.

It was proposed by Cllr Williamson, seconded by Cllr Page and unanimously **RESOLVED** that the actual total figures to year end at 31st March 2026 of £380,075 income (including the full precept) and expenditure of £337,897 be agreed as correct and that the new year figures at 1st April 2026 were correct.

The general reserve position for 2026/27 of £158,310, equating to 5.5 months of net revenue expenditure and falling within the recommended levels set out in the Practitioner's Guide, was noted.

2624. TO APPROVE COUNCIL'S BALANCE SHEET FOR THE YEAR ENDING 31st MARCH 2026

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that the balance sheet was correct showing total assets, less current liabilities, of £537,315 represented by the general reserve of £158,310 and earmarked reserves of 379,006. It was signed as correct by the Mayor, Cllr Gallagher and the Responsible Financial Officer, Stella Newman.

2625. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.24	Min 2362, p 4243 – To consider purchasing Adobe Pro	SN	It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date.	March '26
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>Agreed at meeting on 21.1.26 to continue to pursue & Cllr Gallagher to follow up with PTC.</i>	July '26
18.3.26	Min 2589, p 4553 – To consider options for a possible repair café at the Civic Centre	SN	A working group is to be formed and meet to discuss options.	Sept '26
18.3.26	Min 2592, p 4553 – To review general & ER's; agree amounts to put into ER's for the 26/27 financial year & agree virement of funds	SN	Virements and transfers into ER's have been undertaken.	Complete
18.3.26	Min 2595, P 4555 – To consider estimate from the Parkinson Partnership on advice re VAT on café project	SN	The Parkinson Partnership have been consulted and this is progressing.	July '26

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2625. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
18.3.26	Min 2601, p 4556 – To adopt Employment Handbook	SN	A copy of the updated Employment Handbook has been emailed to all employees & a copy is available in the Town Clerk's office for them to inspect when required.	Complete
18.3.26	Min 2602, p 4556 – Update on café project & agree further actions required	SN	A working group meeting has taken place to discuss the business plan and a follow-up meeting is to be arranged to finalise details.	July '26
18.3.26	Min 2603, p 4556 – Update on devolvement of LDC assets & agree if we want to take on any assets	SN	LDC were informed we did not want to take on any assets.	Complete
18.3.26	Min 2604, p 4556 – Update on proposed 20m high telecoms pole & associated telecoms equipment on the patio at the Civic Centre & agree way forward	SN	United Infrastructure were informed of our decision not to agree to the upgraded equipment and the reasons why. They have since come back to us with additional information.	See new agenda item
18.3.26	Min 2605, p 4556 – Update on the Neighbourhood Plan, agree any further actions & associated cost to update the Council's website	SN	The proposed leaflet was not approved by LDC and so was not printed. A referendum took place on 7 th May and the result was positive. The Council's website will be updated after the referendum.	Complete June '26
18.3.26	Min 2606, p 4557 – To review Civic Centre hire charges for political parties	SN	Council staff have been informed that political parties are to be charged the private/ commercial hire rate.	Complete
18.3.26	Min 2608, p 4557 – To consider tenders received for grounds maintenance contract 2 for 2026/27 and agree to appoint a contractor	SN	Contract was awarded to Ace Landscapes for £5,041 plus VAT and a contract has been issued and signed.	Complete

Min 2589, p 4553 – To consider options for a possible repair café at the Civic Centre – Cllr Sharkey advised she would like to join the working group.

Min 2480, p 4394 – To review possible merger with Peacehaven TC – Councillors agreed this is something they would like to keep active and for it to be left on the action list.

The remainder of action list was noted and no further actions were required.



2626. BUSINESS PLAN UPDATE/REVIEW

Having considered the current version of the business plan and the proposal from the Policy & Resources Committee, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RESOLVED** to add the Project 'value for money review' with the objective 'a review of council services and costs at the beginning of the plan as it relates to all Committees and full Council and that no other were required.

2627. TO AGREE BANK MANDATE/SIGNATORIES TO THE COUNCIL'S BANK ACCOUNT

It was proposed by Cllr Williamson, seconded by Cllr Robinson unanimously **RESOLVED** that Cllrs Robinson, Gallagher, O'Connor and Page remain as signatories to the Council's bank accounts, that the Town Clerk/RFO remains as a signatory and that the Admin & Finance Assistant is added as an emergency back-up in the absence of the Town Clerk/RFO. It was noted that the bank is undertaking a review of the account and requires updated Mandates.

2628. TO AGREE BANK MANDATE/SIGNATORIES TO MAYOR'S CHARITY FUND BANK ACCOUNT

It was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RESOLVED** that Councillors Robinson, Gallagher and Page remain as signatories to the Mayor's charity fund bank account, that Cllr O'Connor is added as an additional signatory in view of Cllr Gallagher being Mayor and therefore not being able to authorise payments, that the Town Clerk/RFO remains as a signatory and that the Admin & Finance Assistant is added as an emergency back-up in the absence of the Town Clerk/RFO. It was noted that the bank is undertaking a review of the account and requires updated Mandates.

2629. TO REVIEW AND AGREE CREDIT CARD SPENDING LIMIT

Following consideration, it was proposed by Cllr Page, seconded by Cllr Williamson unanimously **RESOLVED** that the credit card spending limit is increased to £3,000.

2630. TO CONSIDER INTERNAL AUDITOR'S FINAL REPORT AND RECOMMENDATION FOR YEAR ENDED 31st MARCH 2026 AND THE ANNUAL INTERNAL AUDIT REPORT 2025/26 ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that (a) the internal auditor's final report be approved (b) that no actions were needed to be undertaken as the recommendation from the interim report had been discussed at full Council in November; and (c) that the Annual Internal Audit Report 2025/26 on the AGAR had been completed showing that we were compliant with all requirements.

2631. TO APPOINT AN INTERNAL AUDITOR FOR THE 2026/27 FINANCIAL YEAR

Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RESOLVED** to (a) appoint April Skies Accounting as internal auditor for the 2026/27 financial year as they meet the required criteria of being independent and competent, and that their Terms of Engagement are taken to the next meeting for consideration; (b) that a review of an auditor for the 2027/28 year is undertaken.



2632. TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

Having reviewed the Town Clerk's detailed report, it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that Telscombe Town Council has achieved the requirements of an effective system of internal control as it has:-

- reviewed the Council's Financial Regulations and Standing Orders;
- monitored budgets and financial reporting throughout the year;
- undertaken regular bank reconciliations and payment authorisation checks;
- reviewed the Council's risk assessments and insurance arrangements;
- maintained and reviewed the asset register;
- considered internal audit reports and recommendations;
- reviewed the effectiveness and independence of the Internal Auditor;
- ensured compliance with statutory and governance requirements

2633. TO APPROVE COUNCIL'S ANNUAL GOVERNANCE STATEMENT (SECTION 1) ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR TO 31st MARCH 2026

The first section of the AGAR is the Annual Governance Statement which must be approved prior to Section 2, The Accounting Statements. By approving it the Council confirms that to the best of its knowledge and belief, it has complied with all assertions for the year ended 31st March 2026. Having considered the Annual Governance Statement and the Town Clerk's report that detailed how we had met all the assertions contained in it, it was proposed by Cllr Watts, seconded by Cllr Robinson and unanimously **RESOLVED** that to the best of its knowledge and belief Telscombe Town Council had complied with all the assertions in Section 1 - The Annual Governance Statement 2025/26 and therefore approved the Annual Governance Statement for the year end 31st March 2026 and that it be signed by the Mayor, Cllr Gallagher and the Town Clerk/RFO, Stella Newman.

2634. TO APPROVE COUNCIL'S ACCOUNTING STATEMENTS (SECTION 2) ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR TO 31st MARCH 2026

Having considered the Accounting Statements for 2025/26 contained within Section 2 of the AGAR, together with the supporting documentation including the reserves reconciliation detailing the variance between Boxes 7 and 8, the bank, cash and investment reconciliation, and the explanation of variances to be submitted with the AGAR, it was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** to approve the Accounting Statements for 2025/26. It was noted that the statements had been signed by the Responsible Financial Officer on 16 April 2026 as presenting fairly the financial position of the Council and being consistent with the Council's accounting records. It was further **RESOLVED** that the Mayor, Cllr Gallagher, sign the statements on behalf of the Council.

2635. TO AGREE DATES FOR EXERCISE OF PUBLIC RIGHTS, SET BY THE RFO, RELATING TO ANNUAL ACCOUNTS

It was proposed by Cllr Clarkson, seconded by Cllr O'Connor unanimously **RESOLVED** to agree to display the completed Notice of Public Rights and other documentation to meet the requirements on the dates set by the RFO, being the External Auditor's suggested dates, from Wednesday 3rd June to Tuesday 12th July 2026, with the announcement being displayed on Monday 1st June 2026.

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2636. TO APPROVE SUBSCRIPTION RENEWALS

It was proposed by Cllr Williamson, seconded by Cllr Sharkey unanimously **RESOLVED** to approve the following subscription renewals:-

East Sussex Association of Local Councils (ESALC) – key association for support, training and information for local Councils and National Association of Local Councils (NALC), the national body providing support and information for local Councils - approx. £2,500.

Society of Local Council Clerks (SLCC) – Town Clerk's membership as required in her contract of employment to assist with continued professional development and advice - approx. £475.

Lewes District Association of Local Councils (LDALC) – key association for networking with other councils and receiving updates and information on local council news and issues - approx. £50.

Peacehaven Chamber of Commerce – provides networking opportunities with local traders etc, approx. £50.

Zoom - online communications platform, approx. £70.

Parish Online – online mapping service, approx. £170.

Information Commissioner – data protection service, approx. £50.

Satwana – Data Protection Officer, Registration Only Service – approx. £170.

2637. TO APPROVE SERVICE & SUPPORT CONTRACT RENEWALS

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RESOLVED** to approve the following service and support contract renewals and that they are paid by Direct Debit where required:-

Service contracts:-

CK Office Solutions - for photocopier

ESCC – street light maintenance

Focus Group – maintenance and in-life support for phone system included in sogca line rental (36 month lease agreed July '23)

Gregory Gas Heating & Plumbing – for gas boilers

Haven Alarms – CCTV system

Languard Alarms - for intruder alarm servicing & repairs

Pyrotec - for fire extinguisher servicing

Securitel - fire alarm to include emergency lighting 3 hr duration test

Sussex Lifts - for lift servicing

Thomas Doors – automatic front door

Support contracts:-

Rialtas (RBS) – Omega accounts and bookings packages

Northstar – IT maintenance (5 year long term contract agreed at P&R in September 2022)

Cloud back-up: Office 365 for staff & Cllr emails

2638. TO APPROVE DRAFT ANNUAL REPORT

Following consideration of the document, it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RESOLVED** to approve the Annual Report for 2025/26 and publish it on the Council's website.



2639. TO ADOPT REVIEWED FINANCIAL REGULATIONS

Following consideration of the document, which had been updated and agreed at the Policy & Resources Committee meeting on 6th May, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor unanimously **RESOLVED** to adopt the updated Financial Regulations showing an increased amount of £615,000 for regulation 6.9.iv and the words 'pension contributions and HMRC payments' being removed from 7.9. A review is due in a year's time.

2640. TO ADOPT THE REVIEWED COMMITTEE TERMS OF REFERENCE & DELEGATION SCHEME

The Town Clerk's report advised that the Committee Terms of Reference & Delegation Scheme had been revised and agreed at the Policy & Resources Committee meeting on 6th May. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the Committee Terms of Reference & Delegation Scheme be adopted, which included a revision to the opening paragraph and an amendment to number 2.1 to bring the Policy & Resources Committee membership in line with other Committees. A review is due in a years' time.

2641. TO ADOPT THE REVIEWED MAYOR'S POLICY

Following consideration of the Policy which had been updated and agreed at the Policy & Resources Committee on 6th May, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** to adopt the revised Mayor's Policy which removed the grant-based and thematic approach for fundraising and requires the Mayor to nominate and announce a maximum of 3 charities within 3 months of the start of their term of office. A review is due in 3 years' time.

2642. TO ADOPT THE REVIEWED MAYOR'S HANDBOOK

It was noted that the Policy & Resources Committee had reviewed the Handbook and agreed minor updates and it was therefore proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** to adopt the Mayor's Handbook with updates making it gender neutral, providing greater clarity and aligning with the updated Mayor's Policy.

2643. TO AGREE THE RECOMMENDATION FROM THE POLICY & RESOURCES COMMITTEE THAT THE MAYOR'S GRANTS POLICY BE DISCONTINUED

As per the recommendation from the Policy & Resources Committee and the revised Mayor's Policy, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the Mayor's Grants Policy be discontinued.

2644. TO ADOPT THE NEW TYE GATE & FENCING POLICY

Following the recommendation from the Policy & Resources Committee, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the new Tye Gate & Fencing Policy be adopted with a review due in 3 years' time.

2645. TO CONSIDER APPLYING FOR A SECOND CIL BID FOR THE CAFÉ BUILDING

There was extensive discussion regarding the project and the requirement to seek additional Community Infrastructure Levy (CIL) funding. Members noted the latest project cost estimate from Lewes District



2645. To consider applying for a second CIL bid for the café building (Contd)

Council of £461,399.80 including VAT, excluding car park resurfacing works, which were estimated separately at in excess of £200,000.

Members were reminded that a previous CIL grant of £150,000 had been approved and that the Council had agreed to apply for a Public Works Loan Board loan of £150,000, based on earlier project estimates of £300,000. In light of the revised costs, a further CIL application for £81,000 would be required, together with match funding of £81,000, likely to be met through an increase in borrowing. This would result in a total loan requirement of £231,000. Repayment projections for a £231,000 loan had been circulated to Members. It was noted that, for a 20-year EIP loan, the Council would need to increase the next financial year's budget by £17,686, in addition to the £8,000 already included in the current year's budget, representing an estimated 5.24% increase in the precept.

Following consideration of the matter, it was proposed by Cllr Williamson, seconded by Cllr Sharkey, and unanimously **RESOLVED** that the Town Clerk prepare a further CIL funding application for £81,000, to be circulated to all Councillors via email for approval by a majority.

2646. TO AGREE PROPOSED LAYOUT OPTIONS FOR THE CAFÉ BUILDING

There was discussion regarding the drawings submitted by Lewes District Council's architect. Several options had been provided for the positioning of the proposed café building, with the recommended location being on the car park adjacent to the lower grassed area. A number of potential internal layout configurations had also been presented.

Members raised queries regarding the proposed layouts and the information upon which the architect's designs had been based. The Town Clerk confirmed that the architect had been provided with the Council's initial drawings together with all specified requirements. It was further explained that the current proposals prepared by the District Council's architect were based on the use of two containers, whereas the later concept of incorporating an additional amenity/community space would likely require the provision of a third container.

Members noted that, as set out in the updated capital expenditure figures provided by Lewes District Council, projected construction costs had already increased significantly from the original estimates, despite the cost-saving approach of utilising two containers while still providing the required facilities and amenities.

Members had reservations and did not feel a decision could be made at this meeting. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and **RESOLVED** by a majority that the layout options be discussed at a working group meeting and recommendations be brought back to full Council for agreement. Cllr O'Connor abstained.

2647. UPDATE ON TELECOMS EQUIPMENT AT THE CIVIC CENTRE & AGREE WAY FORWARD

Members noted the update received from United Infrastructure following notification by the Council that it did not approve the installation of the proposed alternative 20m telecoms mast and associated larger cabinet.



2647. Update on telecoms equipment at the Civic Centre & agree way forward (Contd)

United Infrastructure had responded referring to the Electronic Communications Code (Schedule 3A to the Communications Act 2003) and advised that its client may seek the imposition of rights through the Upper Tribunal (Lands Chamber) under the provisions of the Code. It was noted that, prior to this correspondence, reference had not been made to the Electronic Communications Code and the understanding had been that, should the Council not agree to the proposed higher mast and larger cabinet, the existing arrangements would remain unchanged.

As agreed with the Chair of the Amenities & Civic Centre Committee, and in order to demonstrate a willingness to engage constructively, the Town Clerk had responded requesting that amended proposals be considered by them which would reduce the height and visual impact of the installation, together with a smaller footprint and less intrusive design. United Infrastructure subsequently advised that the footprint of the installation was already the minimum possible and could not be reduced further. They also confirmed that a request had been submitted to the EMF team to determine whether a reduced mast height of 17.5m could be approved, although they indicated that they anticipated this proposal may not satisfy the required review process. An update from United Infrastructure is therefore awaited.

It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RESOLVED** that the Town Clerk seeks initial advice from the NALC legal team and if necessary subsequent legal advice subject to the spending limit afforded within our Financial Regulations to the Town Clerk and Committee or Council Chair of up to £2,000.

2648. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

The Mayor closed the meeting at 9.40 pm.

Signed
Mayor

Date of next Council meeting – 22nd July 2026

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the Amenities & Civic Centre Committee held at 7.30pm on Wednesday 25th March 2026 in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Gallagher, C Robinson & T Williamson

Also Present: - Bianca Buss, Amenities Officer (*minutes*)
Stella Newman, Town Clerk/RFO
1 member of the public

2095. PUBLIC QUESTION TIME

The member of the public present had no questions.

2096. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was unwell, Cllr O'Connor who was away and Cllrs Clarkson, Judd and Watts due to work commitments and these reasons for absence 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. Cllr Gallagher was present as a substitute for Cllr O'Connor. As neither the Chair nor Vice Chair were present, it was **agreed** for Cllr Robinson to Chair the meeting.

2097. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2098. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 4th FEBRUARY 2026

It was proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 4th February 2026 were a true record of the proceedings and were signed as correct by Cllr Robinson who was chairing the meeting.

2099. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
2.10.24	Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park	BB	Materials were purchased, but tree contractor failed to cut back the vegetation when required. New prices to be obtained and taken back to a future meeting when the weather is drier. <i>New specification document has been drawn up.</i>	May 2026

TELSCOMBE TOWN COUNCIL



2099. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.12.24	Min 1932, p 4258 – Update re high priority items on Access Report for TTC's greenspaces & agree actions required	SN	ESALC were contacted re disability confidence training. They were looking into it but nothing has been forthcoming. Need to explore new avenue for training.	Complete
30.7.25	Min 2021, p 4408 – To consider future of the piano at the Civic Centre	BB	We advertised the piano free of charge on social media, but no interest received to date. Suggest remove this item from action list.	Jul 2026
3.12.25	Min 2052, p 4481 – To note amenities complaints since last meeting	CCL	Cllr Clarkson visited the site and could not see a hole in the fencing.	Complete
3.12.25	Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps	SN	Working group mtg to establish a business case for the café to be arranged.	May 2026
3.12.25	Min 2056, p 4482 – To consider estimates from Ace Landscapes for repairs to playground equipment	BB	As agreed at the meeting, Ace Landscapes are currently undertaking repairs to the 3 playgrounds. <i>Delay to painting work due to wet weather conditions.</i>	Apr 2026
04.2.26	Min 2073, p 4521 – To note amenities complaints since last meeting	BB	Works have been carried out to clear vegetation by 1m from the resident's fence line.	Complete
4.2.26	Min 2074, p 4522 – To consider way forward with damage to pathways in Chatsworth Park	BB	Estimates have been received for repairs.	See new agenda item
4.2.26	Min 2075, p 4522 – Update on Officer inspections in Chatsworth Park as detailed on the Management Plan	CCL	Cllr Clarkson, on behalf of the TGSV, has filled in the hole with soil to the pathway above the northern fencing at CPN.	Complete
4.2.26	Min 2076, p 4522 – To consider extending Wander Coffee's café concession in Chatsworth Park	BB	Wander Coffee have signed their concession for a further 6 months from 1 st April 2026.	Complete
4.2.26	Min 2077, p 4522 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Playsafe and LDC have been contacted regarding repair or replacement of the ball wall at Robert Kingan Playground.	See new agenda item
4.2.26	Min 2078, p 4522-3 – To consider estimates from Playsafe Playgrounds for repairs to playground equipment	BB	Playsafe have carried out the works, and this will be checked imminently.	See new agenda item

TELSCOMBE TOWN COUNCIL



2099. **To note actions carried out or required from previous meetings and agree any further measures required (Contd)**

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.2.26	Min 2079, p 4523 – Update regarding woodchip pathway project at the bottom of Pigs Hill in Chatsworth Park and agree way forward	BB	More detailed report has been bought back to this meeting, including previous information provided on the project.	See new agenda item
4.2.26	Min 2080, p 4523 – To consider allowing the Telscombe Green Spaces Volunteer Group to apply for grants for the 'Living Path' project, at the southern end of Chatsworth Park	BB	This project cannot be progressed until the woodchip pathway at the bottom of Pigs Hill has been progressed. This will be taken to a future meeting.	July 2026
4.2.26	Min 2081, p 4523 – Update regarding adding an insect hotel to the 'living willow classroom' in Chatsworth Park and agree way forward	BB	Item has been bought back to this meeting with additional information as requested.	See new agenda item
4.2.26	Min 2082, p 4523 – To consider estimates for tree cutting required in Chatsworth Park for the Summer Fayre	BB	Aspen Treecare provided a revised estimate to cut back trees on the eastern side of the open area, which was agreed by the Town Clerk & works have been completed.	Complete
4.2.26	Min 2083, p 4524 – To agree price for removing/clearing logs/arising from failed pine in Chatsworth Park; decide what further action to take and report action taken by Town Clerk under her Delegated Authority	SN	EH Treecare to carry out works w/c 13/4/26.	Apr 2026
4.2.26	Min 2084, p 4524 – Update on tree survey for Chatsworth Park and agree further actions	BB	Amenities Officer to draft a specification for tree inspection covering the 9 outstanding trees, 4 trees to be re-inspected in 2025, 7 trees to be re-inspected in 2027 & large pine tree that was recently damaged. To be taken back to a future Committee meeting.	May 2026
4.2.26	Min 2085, p 4524 – To consider estimates for cutting back of trees and vegetation to an area in Chatsworth Park	BB	Agreed works have been completed by contractor.	Complete
4.2.26	Min 2086, p 4524-5 – To approve Grounds Maintenance Contract 2 from April 2026 to March 2027 to be put out to tender	SN	Contract was put out to tender and contract prices to be agreed at full Council on 18.3.26.	Complete

4561

TELSCOMBE TOWN COUNCIL



2099. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.2.26	Min 2087, p 4525 – To consider estimates for small grounds maintenance works in Chatsworth Park	BB	Noticeboard repairs complete. The 2 goal posts and perch bench are due to be installed imminently.	Apr 2026
4.2.26	Min 2088, p 4525 – To agree estimate for gate repairs at Civic Centre	SN	Meakers have replaced the front and rear gates at the Civic Centre as agreed.	Complete
4.2.26	Min 2089, p 4525 – To agree estimate for emergency lighting replacement at the Civic Centre	SN	Purchase order has been issued to Securitel & work scheduled for beginning of April.	Apr 2026
4.2.26	Min 2093, p 4526 – Future Events	BB / DJO	Further details to be obtained regarding a night walk at a working group meeting in April.	See new agenda item

Minute 2021 – The Amenities Officer advised that there had been no interest in the piano on social media and suggested this item was removed from the action list. This was agreed by the Committee.

2100. TO NOTE INCOME & EXPENDITURE FIGURES AT 31st JANUARY 2026

The Town Clerk's report advised that the actual year to date Amenities' figures at 31st January 2026 were income of £6,136 and expenditure of £29,920, and Civic Centre figures at 31st January 2026 were income of £26,865 and expenditure of £24,476. The accompanying lists printed from the accounting package detailed the actual spend figures and how they compared with the budget figures. The Town Clerk's report also explained any major differences in budget/spend figures. This was noted by the Committee and Cllr Robinson thanked the Town Clerk for her excellent report.

2101. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee noted the Business Plan and that no amendments were required.

2102. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee noted the complaints.

2103. TO REVIEW THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

The Committee discussed the proposed updates to the Management Plan. The Amenities Officer had made several minor amendments and additions, including altering some of the wording, a paragraph and photograph being added in relation to the mini forest and updating some of the photos within the Plan. There were also 6 details within the Plan that had not been undertaken to date, and the Amenities Officer asked if the Committee would like these to be progressed; 1) to create a communication strategy to let residents know what foraging can take place in Chatsworth Park, 2) to undertake an annual formal review with local stakeholders, 3) to carry out a brush cut to zone 7 in late winter for wildlife seeding, 4) to remove an old wooden gate to zone 13, 5) to clear damaged fencing to zone 27 and 6) to tidy the boundary at the Copse. Lastly, the Amenities Officer had suggested that an annual Officer inspection

TELSCOMBE TOWN COUNCIL



2103. To review the Chatsworth Park & Copse Management Plan (Contd)

is carried out at zone 23 detailed in the Plan, to ensure that no low-lying vegetation is pushing up against residents' fence lines in this location, due to some complaints received over the years.

Cllr Clarkson, although not present, had provided comments on this item. He supported a foraging map to cover plums and blackberries, with a clear disclaimer that anything foraged should be well cleaned; would like an annual agenda item to be bought back to this Committee to note the current stakeholders; suggested that the works to zones 7, 13, 27 and the Copse are removed from the plan as they add nothing to the management of these areas.

The Committee agreed that foraging within the park should not be actively promoted, noting the importance of safeguarding both visitors and the park's natural environment. Members also agreed that annual stakeholder consultation should not be undertaken as the Plan should reflect the Council's priorities and operational capacity.

Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to agree to the amendments and additions made by the Amenities Officer; not to progress with any of the 6 items previously mentioned and that they be removed from the plan; that an additional inspection is carried out to zone 23, and that the Plan is reviewed again in March 2027. Cllr Gallagher asked that once these changes to the Plan had been undertaken that it is then emailed to the Committee for their information. The Amenities Officer was thanked by the Committee for her work on updating the Plan.

2104. UPDATE ON OFFICER INSPECTIONS IN CHATSWORTH PARK AS DETAILED ON THE MANAGEMENT PLAN

Officer inspections had been undertaken at the car park and memory garden in Chatsworth Park. The report from the Amenities Officer highlighted that the potholes in the car park had deteriorated and an estimate had been received as detailed in the next agenda item to have them repaired. It also detailed that in the memory garden some of the sleepers had cracks, holes, rotting areas and/or were loose in the ground; a bench and picnic table require repairs and the central mound needed tidying and weeding.

Cllr Gallagher, who has been tending to the central mound at the memory garden, advised that in the last 12 months she has been looking at what plants survived the drought in the summer and/or the heavy rainfall in the winter. The birdfeeder had been removed as it required regular cleaning and can also attract rats. Cllr Gallagher confirmed she will carry out some tidying to the mound next week and investigate re-planting in some locations where plants have not survived. She will provide the Officers with new photographs once actioned and asked that these are used on any future social media posts.

Taking the inspection details into consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to obtain prices to replace 8 of the original green oak sleepers with timber sleepers where the worst damage had been caused (post numbers 13, 24, 25, 26, 30, 36, 64 and 81), and that prices are obtained to replace a seating plank on the picnic table and a seating plank and a back post on the bench.

2105. TO CONSIDER ESTIMATES TO REPAIR DAMAGED FOOTPATHS IN CHATSWORTH PARK AND TO FILL POTHoles IN CHATSWORTH PARK CAR PARK

The Amenities Officer's report outlined issues discussed at the previous Committee meeting in relation to a resident's complaint of damaged footpaths in Chatsworth Park; pathway 1 leading from east to

TELSCOMBE TOWN COUNCIL



2105. To consider estimates to repair damaged footpaths in Chatsworth Park and to fill potholes in Chatsworth Park car park (Contd)

west, roughly between the forest school area leading towards the rear of properties at Cavendish Close and pathway 2 located at the most northern entrance on the east side, travelling south towards Manor Drive. Due to the amount of damage caused by tree roots near to the surface of pathway 2, advice was sought from Aspen Treecare and Hailsham Roadways. Aspen Treecare suggested that some high tree roots be selectively pruned and removed, before adding a cellular system. Hailsham Roadways felt this would be ineffective because the tree roots are too close to the surface. They provided three different estimates for this pathway; 1) to remove the existing pathway and reinstate it with soil, meaning that park users will only be able to use the north west pathway from Kirby Drive to the memory garden, 2) to clear the grass from the edges and surface over the existing pathway and 3) to remove the existing pathway and replace the pathway with self-binding hoggin. This would provide an easier and cheaper long-term maintenance as more hoggin can be added and re-rolled as required. Option 2 although cheaper, would require replacement of the pathway within 2-5 years due to the amount of tree roots in this location.

For pathway 1, an estimate of £583.20 plus VAT had been received to undertake pothole repairs, although this is based on Hailsham Roadways carrying out the work at the same time as repairs to pathway 2, and would need re-quoting if it was agreed not to carry out any work for pathway 2.

The Amenities Officer advised that she also asked Hailsham Roadways to provide an estimate to fill the potholes at Chatsworth Park car park, which were last carried out in June 2025. They quoted £1,717.71 plus VAT to include re-grading and rolling and this would also be based on them carrying out the work at the same time as repairs to pathway 2. It was felt that the proposed work did not appear to alter from the previous works undertaken from other contractors and was at a much higher price. It was also taken into account that if the café project was progressed, lots of heavy plant vehicles could be passing the area and it would therefore be preferable to carry out a more permanent solution after the café is completed, or if it is decided not to proceed with this project.

Having considered the options, it was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to proceed with Hailsham Roadway's estimates to replace pathway 2 with self-binding hoggin as stated on estimate 3 in the sum of £7,219.56 plus VAT, to fill in the potholes at pathway 1 as detailed in estimate 4 in the sum of £583.20 plus VAT, and that alternative quotes were sought to fill in and re-grade the potholes at the entrance of the car park.

2106. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS, AGREE ANY WORK REQUIRED AND POSSIBLE FURTHER ACTIONS

A copy of the most recent weekly playground inspection report from Lewes District Council was provided, where it was noted that some of the previous findings had been removed following repairs being undertaken to wet pour surfacing and wooden equipment. Members noted that in July 2025, consideration had been given to refurbishing the three Town Council-owned playgrounds, with a decision taken to defer for six months due to the volume of ongoing projects. The Amenities Officer invited the Committee to consider progressing refurbishment options, advising that while grant funding may be available, it was also being considered for the café concession and would not be sufficient to support both projects.

The Committee discussed how to improve the playgrounds, noting that some equipment is near to its end of life expectancy and it was ultimately proposed by Cllr Williamson, seconded by Cllr Gallagher

TELSCOMBE TOWN COUNCIL



2106. Update on weekly playground inspection reports, agree any work required and possible further actions (Contd)

and unanimously **RECOMMENDED** to note the most recent playground inspection report and defer a decision on possible refurbishment of the three Town Council owned playgrounds for another 6 months.

2107. TO CONSIDER ESTIMATE FROM ACE LANDSCAPES FOR PLAYGROUND REPAIRS

The report from the Amenities Officer advised that Ace Landscapes had provided an estimate to undertake repairs to several items in the playgrounds, many of which were listed on the inspection reports as medium risk. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from Ace Landscapes at a price of £291.40 plus VAT for play equipment repairs.

2108. TO CONSIDER ESTIMATE FROM PLAYDALE PLAYGROUNDS FOR REPAIRS TO EQUIPMENT IN CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer's report confirmed that she had contacted Playdale Playgrounds for an estimate following medium and low risk findings on the weekly and annual play inspection reports on the junior and group swing unit in Chatsworth Park South playground. They had provided a quotation of £1,260.31 plus VAT to seal the rubber edging around the group swing, replace the 4 tubing caps on the group swing and to replace the top pole. In addition, there is a finding on the weekly playground report that the base is loose on the yellow singular springer chair in the playground, and they kindly offered to repair this in the playground at the same time as the swing unit at no extra cost. Taking all the above details into consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the estimate of £1,260.31 plus VAT from Playdale Playgrounds for the above-mentioned works.

2109. TO CONSIDER REPAIRING OR REPLACING THE BALL WALL AT ROBERT KINGAN PLAYGROUND

At the last Committee meeting, Councillors considered an estimate from Playsafe Playgrounds of £1,567 plus VAT to repair the ball wall at Robert Kingan Playground, which was listed as a medium risk finding on the annual playground report for possible finger entrapment due to shrinking planks. As this cost was high, Councillors asked that an alternative quote is obtained for full replacement and that Lewes District Council's (LDC) playground inspector be contacted for their recommendations.

Playsafe Playgrounds have provided an alternative price of £4,892 plus VAT to replace the ball wall. LDC's playground inspector suggested that some of the timbers were replaced, the price for which was provided in Playsafe Playgrounds original estimate. LDC also suggested obtaining a price from an alternative contractor and the Amenities Officer advised she had emailed the contractor and had not yet received a response. The Committee discussed alternative options such as removing the ball wall completely or adding alternative equipment. As this is a medium risk finding, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to get alternative estimates to either replace some of the timbers or totally remove the item. If any estimate fits within the Town Clerks or Committee Chairs spending authority, a decision can be made by them and noted at the next meeting.

TELSCOMBE TOWN COUNCIL



2110. UPDATE REGARDING WOODCHIP PATHWAY PROJECT AT THE BOTTOM OF PIGS HILL IN CHATSWORTH PARK AND AGREE WAY FORWARD

As requested at the previous meeting, the Committee were provided a timeline of the project at Pigs Hill, Chatsworth Park. It had previously been agreed to add a 50 metre pathway, and Councillors were asked if they would like to progress with this. Cllr Williamson noted that a 'desire path' had already been naturally created by park users travelling in this direction. Cllr Gallagher advised she would like this to be carried out and noted that there is a website that provides free bark if there was not enough from works due to be undertaken in the park. Cllr Gallagher also raised concerns by adding natural edging to the path, however the rest of the Committee felt that this should be added to avoid chippings being spread around the grass and potentially causing issues when the contractors cut the grass in this area. Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to ask the volunteers to add wood chippings into the desire path starting from the entrance from Pigs Hill pathway for a short distance as a trial and to ask the volunteers to add a natural edging border.

2111. UPDATE REGARDING ADDITION OF A BUG/INSECT HOTEL IN CHATSWORTH PARK AND AGREE CONSTRUCTION METHOD AND LOCATION

At the last Committee meeting it was felt that the position of the bug/insect hotel within the willow classroom was not an appropriate location and to bring it back to this meeting to consider an alternative for this Telscombe Green Space Volunteers (TGSV) project. The Amenities Officer advised that Cllr Clarkson had suggested that the bug/insect hotel is placed in the undergrowth near to the top pond, and that leftover bamboo from the hedge planting on Telscombe Tye be used as material for the hotel. Councillors were provided with photos of the specific area taken by Cllr Clarkson. The Amenities Officer asked how the Committee would like to progress with asking for assistance from local primary schools for projects in the park. It was therefore proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to locate the bug/insect hotel near to the top pond in Chatsworth Park as specified by Cllr Clarkson, and that, as Telscombe Cliffs Academy is the local primary school for the Town and is located next to the park, they should be offered first refusal regarding any projects and are asked if they would like to support the TGSV with this project.

2112. TO RATIFY THE DECISION TO ALLOW WALK WHEEL CYCLE TO RUN A PROMOTIONAL EVENT IN CHATSWORTH PARK

A Project Officer for the Walk Wheel Cycle Trust asked if they could run a free family friendly promotional event in Chatsworth Park between 10am and 2pm on Wednesday 1st April 2026. This event would include a free scavenger hunt with small prizes to encourage participation and community engagement. The Amenities Officer had emailed the Committee to ask if they would be happy for the event to take place and asked if they would like to charge the £25 administration fee or waive it at our discretion, due to it being a community activity, as specified in the Park Use Policy. Seven positive responses were received, including to waive the fee and as this was a majority response, we contacted the Project Officer to advise them accordingly. Insurance details were provided by Walk Wheel Cycle, and a Risk Assessment was awaited. Posters will be advertised by the Town Council on our website, social media and noticeboards. It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **RATIFY** the decision to allow Walk Wheel Cycle to run their event in Chatsworth Park on 1st April.

TELSCOMBE TOWN COUNCIL



2113. TO REPORT EICR INSPECTION TO BE UNDERTAKEN AT THE CIVIC CENTRE AS AUTHORISED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY

The report from the Town Clerk stated that an Electrical Installation Condition Report is due to be undertaken to the Civic Centre in April. Estimates had been obtained from three companies, and the Town Clerk agreed to proceed with the estimate from Westview Electrical at £290 plus VAT, as this was within her delegated authority approval and was the lowest of the estimates. This was noted by the Committee.

2114. TO AGREE INCREASED COST OF TRADE WASTE COLLECTION AT CIVIC CENTRE BY LEWES DISTRICT COUNCIL

Councillors were notified that Lewes District Council (LDC) had notified the Town Council of an increase to both the weekly trade refuse and fortnightly trade recycling collections, which equates to an annual increase of £41.34. Biffa were contacted for an alternative estimate and their prices were more expensive. It was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the increased cost of collections by LDC being trade refuse of £18.35 per week and trade recycling including glass of £4.59 per fortnight, annual total £1,073.54 per annum and to continue with LDC collecting the refuse until further notice.

2115. FUTURE EVENTS

The Admin Assistant's report provided an update on the recent quiz night and forthcoming summer fayre. Councillors asked if there had been any success in borrowing a gazebo from Peacehaven Town Council for the fayre and were advised that we could use our 4x4 hexagonal gazebo for the animal handling if it was not required by first-aiders. Councillors noted the update and thanked the Admin Assistant for her work in putting everything together for the summer fayre.

2116. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

The Town Clerk reported a complaint from the café concession in Chatsworth Park regarding servicing of the portaloo, including missed emptying and insufficient supplies. The café concession enquired about appointing an alternative supplier and was advised that the Town Council would address the matter directly with the existing contractor on their behalf, in an attempt to resolve the issues.

There being no further business the meeting closed at 8.51 pm.

Signed
Chairman

NB Next Committee meeting – Wednesday 27th May 2026, 7.30 pm



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 13th May 2026** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: C Gallagher *Chair*, L O'Connor, C Robinson, N Watts *Vice Chair & Deputy Mayor* & T Williamson

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

3951. PUBLIC QUESTION TIME

There were no members of the public present.

3952. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was on leave and Cllrs Clarkson and Ndeloa, who had work commitments. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until the end of May 2026.

3953. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3954. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 22nd APRIL 2026

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 22nd April 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3955. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWES DISTRICT COUNCIL

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

Case Officer: Danielle Durham

Alterations to first floor fenestration (additional document)

It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to make **NO COMMENT** on the application, as the Councillors felt there was insufficient information provided and were unsure if this application should be coming to this Committee.

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

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

3956. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-





TELSCOMBE TOWN COUNCIL

3956. To note the planning decisions made by Lewes District Council (Contd)

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

3957. 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
01.04.26	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

TELSCOMBE TOWN COUNCIL



3957. 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
22.04.26	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

Minute 3923 - Cllr O'Connor confirmed that he has not yet received a response from Lewes District Council (LDC). The Amenities Officer advised a member of the public had contacted the Town Council to see if there had been any progress. Cllrs O'Connor and Robinson advised they will make further contact with LDC.

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

3958. NEIGHBOURHOOD PLAN UPDATE

The Committee **noted** the report from the Town Clerk and that members of the public had voted in favour of the Neighbourhood Plan. Cllr O'Connor advised that this will now be taken to LDC's full Council meeting on 26th May 2026 to consider if the Plan should be made. Cllr Gallagher requested that the steering group meet to discuss the terms of reference to ensure the two Town Councils work within this agreement and decide what needs to be progressed going forward. The Committee formally thanked Cllr Gallagher for all her hard work over the years and supported Cllr Gallagher's request that a follow on steering group meeting be held.

3959. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee **noted** the Business Plan and that project number 1, Develop a Neighbourhood Plan with Peacehaven Town Council (PTC), will need to be amended following LDC's full Council meeting on 26th May 2026.

3960. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES

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

3961. TO CONSIDER WAY FORWARD WITH BUS SHELTER CLEANING FOR 2026/27

The Committee considered the Amenities Officer's report. It was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept Twenty/20 Window Cleaning's quotation of £663 to clean the 13 bus shelters 6 times until 31st March 2027.

3962. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

The Amenities Officer advised that the new East Sussex County Council (ESCC) Councillor for Telscombe and North Peacehaven had made contact to advise us he is meeting with ESCC to draft a

TELSCOMBE TOWN COUNCIL



3962. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda (Contd)

response to the Governments consultation on the reorganisation in East Sussex and Brighton & Hove. He is not in favour of a proposed merger with Brighton & Hove City Council and would like to meet with the Town Council to establish if we are in support of this action. The Amenities Officer stated that the Town Clerk had contacted him to advise that this will be discussed at the Town Council's full Council meeting on 20th May 2026, where he can attend and make any comments.

Cllr Robinson reported that prior to her concluding her time as our current ESCC Councillor, she had reported various large potholes to our East Sussex Customer Services Manager for progression. This has been forwarded to their enforcement team and we have since had notification that some of these potholes have been repaired. Unfortunately, when carrying out checks, only one had been repaired and she therefore asked the Amenities Officer if these can be listed on our complaints report and shown as completed once ESCC have carried out all the works. The Committee thanked Cllr Robinson for all her hard work during her time as our ESCC Councillor.

Cllr Gallagher informed the Committee that a resident had contacted her regarding recommendations on the continued progression of the wildlife verge at Crowborough Road. This had also been sent to the Amenities Officer and Cllr Gallagher reported that she had expected it to be taken to this Committee. The Amenities Officer confirmed this had been added to our list of complaints and will be taken to the next Committee meeting on 3rd June 2026.

There being no further business the meeting closed at 8.27pm.

Signed

Chairman

Next meeting of the Committee – 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 3rd June 2026 at 7.30 pm.

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

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

3963. TO APPOINT A VICE CHAIR

Cllr O'Connor proposed Cllr Watts as Vice-Chair of the committee, seconded by Cllr Williamson and Cllr Watts was unanimously elected as Vice-Chair.

7.31pm - The meeting was adjourned to take questions from the member of the public present.

3964. PUBLIC QUESTION TIME

The Secretary of Telscombe Residents Association (TRA) reported that an enforcement notice was issued by Lewes District Council (LDC) 2-3 weeks ago on planning application LW/26/0058, 14 Telscombe Cliffs Way and asked how long the process would take.

7.31pm - Cllr Clarkson left the meeting.

Cllr O'Connor advised that the enforcement process is confidential to allow LDC's enforcement team to manage the breach and build a case, ensuring they are discretionary and act within the law. He stated that LDC deal with many enforcement cases and are prioritised accordingly, so a timeline is therefore undetermined.

The TRA Secretary was also present regarding agenda item number 12 – To discuss speeding traffic in Telscombe and East Saltdean. He reported that Community Speedwatch (CSW) are carrying out checks at Bannings Vale on Friday 5th June. Councillors asked if any speeding checks have been carried out in other roads within East Saltdean and the TRA Secretary reported that the Peacehaven & Telscombe CSW have not undertaken any to date, although some may have been carried out by the CSW group for west Saltdean.

The Secretary of the TRA asked if there was an update on the pizza van in Central Avenue and he was informed this will be discussed under the action plan.

7.40pm - Cllr Clarkson returned to the meeting.

Lastly, the TRA Secretary advised that he had reported mopeds driving in Chatsworth Park to Operation Crackdown. The Amenities Officer advised she had asked the local PCSO to increase their patrols in Chatsworth Park and any updates will be brought back to the Amenities & Civic Centre Committee.

Cllr Gallagher as Chair of the Committee proposed that agenda item number 12 be brought forward for discussion, and this was unanimously **agreed** by the Committee.

The meeting resumed at 7.43pm.

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3965. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Lawrie and Robinson who were on leave and Cllr Watts who had a personal engagement. These reasons were accepted by the Committee. Cllr Ndeloa was not present and had not provided apologies.

3966. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3967. TO DISCUSS SPEEDING TRAFFIC IN TELSCOMBE AND EAST SALTDEAN AND CONSIDER PREVENTATIVE MEASURES

The Committee discussed the Amenities Officer's report which stated that one resident had contacted the Town Council asking if speed bumps could be added to Bannings Vale and another resident had raised concerns with speeding vehicles on Broomfield and Grassmere Avenues.

Cllr Gallagher suggested that different colour road surfacing is used at junctions to encourage drivers to slow their speed and Cllr O'Connor noted that the concrete road at Bannings Vale has several issues that need to be addressed. The Amenities Officer advised that the road surface at Bannings Vale has many dips and bumps and East Sussex Highways (ESH) have previously reported they would repair this road. This was delayed once ESH were aware the road was concrete and they later advised that it would not be scheduled for inclusion in their 2026/27 planned maintenance programme.

It was noted that a member of the public had reported two accidents at the junction of Grassmere and Broomfield Avenue within the last two weeks. Cllr O'Connor asked if ESH could provide us with a list of recorded accidents and stated that in 2024, the TRA had submitted a request to East Sussex County Council (ESCC) for these roads to be closed, restrictions be put in place or speed bumps to be added. Cllr O'Connor advised he would pass the previous presentation, which includes the results of a survey carried out, to the Amenities Officer for information.

The Chair suspended the meeting at 8.04pm to allow the TRA Secretary to speak.

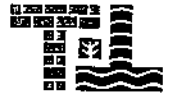
The TRA Secretary advised that he was due to meet with the new ESCC Councillor today to discuss several issues, including the traffic concerns at Grassmere Avenue. However, the ESCC Councillor cancelled the meeting and he hopes this will be rescheduled. The TRA Secretary also advised that the traffic is getting worse and many people use this area as a cut through onto the A259 South Coast Road.

The Chair resumed the meeting at 8.15pm.

The Amenities Officer asked if the Committee would like to consider re-starting the Strengthening Local Relationship (SLR) meetings as we no longer have a County Councillor as a Town Councillor. Cllr Gallagher noted that Peacehaven Town Council (PTC) hold public safety meetings and asked that contact is made with them to determine if they also hold SLR meetings and their response be brought back to a future meeting.

Cllr Clarkson noted that the Town Council do not have the money nor authority to deal with these issues and that a process is streamlined to allow Telscombe Town Council Officers to deal with these concerns raised by members of the public, to include producing reports and liaising with ESH and our County Councillor every 6-12 months.

TELSCOMBE TOWN COUNCIL



3967. To discuss speeding traffic in Telscombe and East Saltdean and consider preventative measures (Contd)

Taking all the above into consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** for the following actions to be undertaken; a) a streamlined process, including a spreadsheet for reporting, is drafted and taken to a future meeting for further consideration, b) the process be added to the Town Council website once completed, c) the two highway issues taken to this meeting are referred to ESH and our ESCC Councillor, including the public survey undertaken in 2024 by the TRA and d) that ESCC are contracted to investigate traffic calming measures in both locations and are asked what the benchmark scoreline is for speed bumps.

The Secretary of the TRA left the meeting at 8.24pm.

3968. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 13th MAY 2026

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 13th May 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3969. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWES DISTRICT COUNCIL

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

Case Officer: James Emery

Single storey rear extension, roof 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

It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** 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 of existing front porch to infill area

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

3970. TO NOTE THE PLANNING DECISION MADE BY LEWES DISTRICT COUNCIL

The following planning decision was noted:-

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

Case Officer: Danielle Durham

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

Lewes District Council REFUSED permission

Telscombe Town Council **OBJECTED** to the application

TELSCOMBE TOWN COUNCIL



3971. 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
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 a 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 further concerns. I suggest that we ask residents to contact LDC direct with any complaints and that we close this from our action list.</i>	Completed
		BB	Flags/signs on grass verges are no longer present.	Completed
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 has obtained supply charges from alternative suppliers.	See new agenda item
13.5.26	Min 3961, p 4586 – To consider way forward with bus shelter cleaning for 2026/27	BB	Twenty/20 are now carrying out the cleaning of our bus shelters.	Completed
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>	July 2026
13.5.26	Min 3962, p 4587 – Urgent Matters – wildlife verge at Crowborough Road	BB	Contact from resident re the continued progression of a wildlife verge to be discussed under the complaints agenda.	See new agenda item

Minute 3923, public question time (pizza van running in residential area) – The Amenities Officer reported that LDC have informed Cllr O'Connor that there are no further concerns with the issues previously highlighted. She therefore recommended that this is closed from our action list and that we ask residents to contact LDC directly with any further queries. This was **agreed** by the Committee.

3972. NEIGHBOURHOOD PLAN UPDATE

The Committee **noted** the report from the Town Clerk and Cllr O'Connor stated that the number of residents that voted yes was 73.27%. He also advised that the Neighbourhood Plan was unanimously

TELSCOMBE TOWN COUNCIL



3972. Neighbourhood Plan update (Contd)

agreed to be made by LDC at their full Council meeting on 26th May 2026. It was positively received and is LDC's last Neighbourhood Plan to be accepted. The Plan is also LDC's largest and the 15th largest in the country, based on population figures.

Cllr O'Connor reported that Brighton Planning had raised a query regarding distribution of CIL funds and LDC had confirmed that the 25% CIL monies go directly to the Town where development had taken place.

3973. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The Committee **noted** the complaints. With regards to complaint number TTC-26-088, Cllr Gallagher had previously informed the resident that the wildlife verge behind Homeridge House is owned by ESCC. She asked the Amenities Officer to also contact the resident to inform them that there is minimal involvement from ESCC, with the only works carried out being the verge cut at the end of autumn.

Councillors were disappointed to note that graffiti had been added to the bus shelter at Ambleside Avenue opposite pigs hill under complaint number TTC-26-110. Cllr Clarkson suggested this could be removed with a specific tool, similar to a razor blade. The Amenities Officer advised she would investigate this further.

Cllr Gallagher asked if Neighbourhood First could attend the next full Council meeting and the Amenities Officer confirmed she would contact them.

3974. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES AND DECIDE IF WE WANT TO ARRANGE ANOTHER JOINT MEETING BETWEEN THE TWO TOWN COUNCILS

The Committee **noted** the most recent paperwork for PTC's meeting and Cllr Gallagher advised that PTC's meetings have been renamed to 'Planning' only. It was previously agreed to decide if we would like to arrange another meeting with PTC in 6 months time and as this time has now passed, the Amenities Officer asked the Committee for their consideration. It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Officer contacts PTC's Meetings & Projects Officer to inform her that Telscombe Town Council will be happy to reconnect when PTC are ready to do so.

3975. TO CONSIDER COMMENTING ON THE SOUTH DOWNS NATIONAL PARK AUTHORITY'S LOCAL PLAN CONSULTATION

South Downs National Park Authority have invited us to comment on their Local Plan consultation. Cllr O'Connor noted that this is a Regulation 19 consultation, which relates to their legal compliance and soundness. Taking this into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to respond to the consultation with the following comment: "Telscombe Town Council welcomes South Downs National Park Authority's consultation and attempts to include comments made. We see no reason to question the soundness and legal compliance of the Local Plan".

TELSCOMBE TOWN COUNCIL



3976. TO NOTE UPDATE ON ORDER MADE BY EAST SUSSEX COUNTY COUNCIL FOR 2 PUBLIC FOOTPATHS IN SALTDEAN, TELSCOMBE 23 RUNNING FROM NORTHWOOD TO FINDON AVENUE AND TELSCOMBE 24 ACROSS THE GREEN AT FINDON AVENUE

ESCC have reported that there were no objections or representations received to the Definitive Map Modification Order and they will now decide whether the Order should be confirmed as made. This was **noted** by the Committee.

3977. TO CONSIDER PRICES RECEIVED FROM ALTERNATIVE ENERGY SUPPLIER FOR STREET LIGHTING

The Committee considered the Town Clerk's report. Estimates had been obtained from Lumina and Northern Gas & Power (NGP) and the Committee thanked the Finance & Admin Assistant for all her hard work. It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to proceed with a 3 year contract and once contact has been made with NGP for their on-the-day prices, to proceed with the cheaper option out of NGP and Lumina.

3978. TO NOTE TEMPORARY SUSPENSION OF 7.5 TONNES WEIGHT RESTRICTION ORDER 2026 ON A259 SOUTH COAST ROAD

The Committee were disappointed to note that ESCC have made an Order to temporarily rescind the restriction of vehicles over 7.5 tonnes on the A259 South Coast Road, between Telscombe Cliffs Way and The Highway. As this Order was originally put in place for road works that have since been cancelled, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the Amenities Officer asks ESCC to lift the exemption.

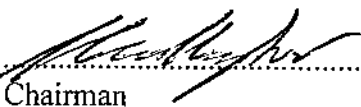
3979. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Williamson advised that when Morrisons put through their planning application for a new supermarket at the Meridian Centre, we should comment on the application. The Amenities Officer felt that this Town Council is likely to be a statutory consultee, but will regularly check LDC's website to ensure we do not miss the application.

Cllr O'Connor advised that local Planning reforms now mean that most applications will be decided by Planning Officers, with only major applications being considered by LDC's Planning Committee. He also advised that a new National Planning Policy Framework is due to be published soon, which will likely to see more changes to the planning process.

Cllr Gallagher asked that this Committee consider the Business Plan for improvements to our public realm and so that the area, specifically the A259 South Coast Road, is smarter and cleaner. Cllr O'Connor agreed, stating that this is a proactive approach to our Town.

There being no further business the meeting closed at 9.20pm.

Signed 
Chairman

Next meeting of the Committee – Wednesday 24th June 2026

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the Planning & Highways Committee held in Room 1 at Telscombe Civic Centre on Wednesday 24th June 2026 at 7.30 pm.

COMMITTEE MEMBERS PRESENT: C Clarkson, C Gallagher *Chair & Mayor*, M Lawrie, L O'Connor & N Watts *Vice Chair & Deputy Mayor*

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

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

3980. PUBLIC QUESTION TIME

A resident was present to discuss planning application LW/26/0296 Evershed Court. The resident stated that her property is next to one of the pathways entering this new housing development and wanted to raise concerns with the access routes.

The Secretary of Telscombe Residents Association (TRA) informed the Committee that he supported the proposals on East Sussex County Council's (ESCC) consultation on the two proposed changes to parking and waiting restrictions in Telscombe Cliffs but felt that more restrictions should be put in place.

7.33pm Cllr Lawrie joined the meeting.

The TRA Secretary also reported that a Lewes District Council (LDC) owned bus shelter located on the A259 South Coast Road, westbound near to the junction with Sussex Way in Telscombe Cliffs, is included within a bus shelter replacement programme. Also included are 10 bus shelters on the A259 South Coast Road at Peacehaven and he noted that although the bus shelters were removed some time ago, the new ones have not yet been installed. He also raised the question why a bus shelter has not been added to the eastbound bus stop at Roderick Avenue, which is the busiest stop in Peacehaven. ESCC had previously reported a shelter could not be installed due to limited space and the TRA Secretary stated this could be resolved by moving the bus stop further east by Edith Avenue. Cllr O'Connor advised he has contacted LDC's Director of Tourism and Place to raise these concerns further.

The Secretary of the TRA in his role as a speedwatch volunteer, stated that within Peacehaven and Telscombe there are various locations that have been approved for speedwatch recording by the Police. The volunteers have attended all sites to record speeding vehicles and will continue to do so. In addition, they have submitted a request for an additional site to be added as a location at Grassmere Avenue, Telscombe Cliffs, which sees many vehicles using the road as a 'rat run' onto the A259 South Coast Road. He has held a meeting with our ESCC Councillor to investigate the possibility of closing off one entrance at Grassmere Avenue due to the number of vehicles speeding in this location due to this issue. This is being progressed by both our County Councillor and the Amenities Officer.

Lastly, the TRA Secretary noted that the road condition on Ambleside Avenue, Telscombe Cliffs, is severely deteriorating. He would like to see the road re-surfaced by using tar and chippings, which will provide a temporary fix and raise safety levels on this important road which serves as a main bus route.

A member of the public was present to ask if the Committee were aware that LDC have given notice that they intend to dispose of part of the land at Fairlight Avenue car park in Telscombe Cliffs. Cllr O'Connor advised that as a District Councillor, he is aware of the project which has been ongoing since 2023. A budget has been obtained by LDC to use this area as a community space and toilets, with a container being

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3980. Public Question Time (Contd)

added within the plans. Cllr O'Connor clarified that this land is to be leased and not sold by LDC. Expressions of interest have been received by the District Council, and a planning application has been submitted to their planning department. Telscombe Town Council will be consulted in the planning process.

As members of the public were present to discuss two items on the agenda, it was agreed to bring these items forward and to suspend Standing Orders so that they can speak if desired.

The meeting resumed at 7.50pm.

3981. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Robinson who was away and Cllr Williamson for personal reasons. These reasons were accepted by the Committee. Cllr Ndeloa was not present and had not provided apologies.

3982. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Gallagher declared an interest in planning application LW/26/0311 96 Bevendean Avenue, as she lives behind the property who have submitted the application.

3983. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 3rd JUNE 2026

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on 3rd June 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3984. TO CONSIDER THE FOLLOWING PLANNING APPLICATION FROM LEWES DISTRICT COUNCIL

7.52pm - It was proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously recommended to suspend the meeting to allow a resident to speak.

LW/26/0296 – Evershed Court, Fairlight Avenue, Telscombe Cliffs, East Sussex

Case Officer: James Emery

Approval of Reserved Matters relating to landscaping, following Outline application (LW/21/0977) concerning the scale, appearance, layout and access for the demolition of existing buildings and erection of 7no dwellinghouses and alterations to vehicular access

The resident reported that she understood this application includes consideration of access to the development and raised serious safety concerns that the twitten being used as an entry/exit point is not wide enough for vehicles and pedestrians to pass safely, the lack of safe disabled access and that the twitten is not lit. She also stated that she believed the turning circle is small and the builders undertaking the project are therefore using her driveway as a turning point. Cllr O'Connor informed the resident that the Committee have been asked to consider the reserved matters for landscaping only and that we had previously objected to this application when it had been taken to Committee for consideration.

The meeting resumed at 8pm.

TELSCOMBE TOWN COUNCIL



3984. To consider the following planning application from Lewes District Council (Contd)

LW/26/0296 – Evershed Court, Fairlight Avenue, Telscombe Cliffs, East Sussex (Contd)

Taking comments from the member of public into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to acknowledge the reserved matters, but to use this opportunity to raise concerns from local residents regarding the width of the tarmac for vehicles and pedestrians, access for pedestrians onto the A259, disability access and lack of lighting.

8.09pm – 1 member of the public left the meeting. It was agreed to bring agenda item 12 forward as a member of the public present was interested in this agenda item and to revert back to the remaining planning applications afterwards.

3985. TO CONSIDER WHETHER TO COMMENT ON THE LEWES PARKING REVIEW 3

The Committee were advised that ESCC are informally consulting on proposed changes to parking and waiting restrictions in the Lewes District and are inviting comments. Two proposed areas are listed under Telscombe Cliffs; to extend a 'no waiting at any time' section in Telscombe Cliffs Way and a 'bus stop keep clear' section on Ambleside Avenue. Both requests were put forward by this Committee following a meeting with the TRA Secretary, the Amenities Officer, Cllr Robinson and ESCC's Team Manager for Parking.

The Amenities Officer stated that the third application submitted through this Committee for a time limited bay on the A259 South Coast Road at the junction of Broomfield Avenue, Telscombe Cliffs, had not been taken forward. The Amenities Officer had asked for feedback from ESCC's Parking Team and they advised that it was not progressed as it was assessed as not having enough support. ESCC confirmed that time limited bays are not usually considered in isolation on a single stretch of road and that they would expect to see evidence of demand, typically support from at least 40% of residents within the surrounding area.

Councillors recommended that a list of previous applications are regularly provided to the Committee and it was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to inform ESCC that we support the two proposed changes to our area and that a quarterly review is provided to this Committee of submissions to ESCC for parking and waiting restrictions, including which areas have been supported and which have been refused by the County Council.

8.16pm – The two remaining members of the public left the meeting.

3986. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWES DISTRICT COUNCIL

LW/26/0311 – 96 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: Danielle Durham

Demolition of existing conservatory and lean-to extensions, erection of single storey wraparound rear extension, front porch extension, loft conversion with hip-to-gable roof extensions, 1no. full width rear dormer and increase of ridge height to create first floor living space

It was proposed by Cllr Watts, seconded by Cllr Lawrie and **RECOMMENDED** to **SUPPORT** the application. Cllr Gallagher abstained.

TELSCOMBE TOWN COUNCIL



3986. To consider the following planning applications from Lewes District Council (Contd)

LW/26/0230 - 61 Central Avenue, Telscombe Cliffs, East Sussex BN10 7NB

Case Officer: Danielle Durham

Single storey rear extension, alterations to existing and addition of fenestration to ground and first floor, loft conversion with 1no. side dormer and 5no. rooflights to create first floor living space

It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to make **NO COMMENT** on the application as the plans were unclear and insufficient information was provided.

3987. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-

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 staircase at the rear elevation

Lewes District Council GRANTED permission

Telscombe Town Council **OBJECTED** to the application

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

Case officer: Danielle Durham

Alternations to first floor fenestration (additional document)

Lewes District Council GRANTED permission

Telscombe Town Council made **NO COMMENT** on the application

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

Lewes District Council GRANTED permission

Telscombe Town Council **SUPPORTED** the application

3988. 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>	Jul 2026

TELSCOMBE TOWN COUNCIL



3988. 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
3.6.26	Min 3967, p 4613-4 – To discuss speeding traffic in Telscombe and East Saltdean and consider preventative measures	BB	Streamline process to be drafted and taken to a future meeting for consideration.	Jul 2026
		BB	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.	Jul 2026
		BB	PTC have advised that SLR meetings are held individually with a PTC Cllr and ESH. This is then reported to FC under Outside Bodies.	Completed
3.6.26	Min 3973, p 4616 – To note complaints relating to this Committee	BB	Resident has been contacted re wildlife verge.	Completed
		BB	BB is meeting with bus shelter contractor to discuss removal of graffiti from polycarbonate. An update will be provided at this meeting.	June 2026
3.6.26	Min 3974, p 4616 – To note PTC's Planning Committee meeting paperwork & minutes & decide if we want to arrange another joint meeting	BB	An email has been sent to PTC's Meetings & Projects Officer to inform her that TTC will be happy to reconnect when PTC are ready to do so.	Completed
3.6.26	Min 3975, p 4616 – To consider commenting on the SDNPA'S Local Plan consultation	BB	The agreed comments from our meeting have been emailed over to the Authority.	Completed
3.6.26	Min 3977, p 4617 – To consider prices received from alternative energy supplier for street lighting	AG / SN	The Town Council have proceeded with a 3-year contract with Northern Gas & Power.	Completed
3.6.26	Min 3978, p 4617 – To note temporary suspension of 7.5 tonnes weight restriction order 2026 on A259 South Coast Road	BB	ESH advised that the exemption was added due to works on A27, which have since finished. I asked for the exemption to be lifted & they stated that while the	(Contd on next page)

TELSCOMBE TOWN COUNCIL



3988. 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
3.6.26	Min 3978, p 4617 – To note temporary suspension of 7.5 tonnes weight restriction order 2026 on A259 South Coast Road	BB	TTRO is in place for 18 months, it is only applied for the duration of the work. If we wish for the exemption to be fully lifted, we will need to contact their Road Safety Team.	Completed
3.6.26	Min 3978, p 4617 – Urgent Matters (Morrisons planning application)	BB	Checks are being made of LDC's website to see if a planning application has been submitted by Morrisons.	Jul 2026
3.6.26	Min 3978, p 4617 – Urgent Matters (Business Plan)	CG	Cllr Gallagher requested that the Committee consider improving our public realm.	See new agenda item

Minute 3962, Urgent Matters, potholes in Telscombe Cliffs – Cllr Watts asked if the potholes had been repaired. The Amenities Officer advised that she is due to attend the sites to check, but they were not done when last visited.

Minute 3973, To note complaints relating to this Committee – The Amenities Officer advised that she had met with the bus shelter contractor who advised that it would not be possible to remove the graffiti using any specialist tools as they will scratch the polycarbonate. They recommended we use steel mesh panels as an alternative option, but these are not so aesthetically pleasing and are expensive. The Committee considered these comments and unanimously **agreed** that the Caretaker is asked to use anti-graffiti remover on the bus shelter to remove the wording, aware that this action will make the polycarbonate cloudy and therefore harder to see out of.

3989. NEIGHBOURHOOD PLAN UPDATE

The Committee **noted** the report from the Town Clerk and Cllr Gallagher advised that the steering group held their final meeting the previous day, where it was agreed that both Peacehaven and Telscombe Town Councils would need to approve dissolution of the steering group. The Committee discussed forming a joint Neighbourhood Plan Oversight Group with Peacehaven Town Council (PTC), to ensure details within the Neighbourhood Plan are progressed by both Town Councils. An invoice from G Malia had recently been submitted to PTC for amendments to the final design and Telscombe Town Council would need to pay a third share of this, totalling £80. It was noted that the Town Clerk had drawn up draft Terms of Reference for the new group which would need to be discussed with PTC and Cllr Gallagher thanked her for doing an excellent job so quickly. Cllr Gallagher stated that paper copies of the NDP should be available for the local library and schools. Taking all the above into consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve payment of £80 to PTC and to approve dissolution of the steering group and to form a joint Neighbourhood Plan Oversight Group and for this to be taken to full Council for ultimate agreement. Cllr Gallagher informed the Committee that she would obtain printing costs for the Neighbourhood Plan and bring this back to a future meeting.

TELSCOMBE TOWN COUNCIL



3990. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MAY 2026

The Town Clerk's report gave explanations for any significant differences between budget and actual spend figures to date and was accompanied by the full income and expenditure printouts to 31st May 2026 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves. The Committee **noted** the income & expenditure figures to 31st May 2026 of £11,051 income and expenditure of £8,697.

3991. BUSINESS PLAN UPDATE.

The Committee reviewed the Business Plan. Cllr Gallagher had previously suggested that improvements to the public realm are added as a project and the Committee considered what items they would like included. Cllr O'Connor suggested this should include projects within the Neighbourhood Plan. Cllr Gallagher agreed and suggested that a chapter within the Neighbourhood Plan is taken to each meeting, for the Committee to discuss and progress as required. This would also help Officers and future Councillors with their knowledge. It was therefore proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Cllr O'Connor provides the Amenities Officer with a list of projects for the Neighbourhood Plan, these be taken to a future meeting for consideration to be added to the Business Plan and that future meetings include an agenda item to discuss chapters within the Neighbourhood Plan.

3992. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES

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

3993. TO ACKNOWLEDGE CIL FUNDS RECEIVED FROM LEWES DISTRICT COUNCIL IN APRIL 2026

The Committee **noted** the CIL payment received from LDC for planning applications LW/19/0518 – 363 South Coast Road, Telscombe Cliffs of £558 and LW/24/0173 – 72 Telscombe Cliffs Way, Telscombe Cliffs of £3,178.79. With the addition of the £3,736.79 received, the earmarked reserve would increase to £22,361.79. Now the Neighbourhood Plan has been agreed, the percentage due to the Town Council will rise to 25%.

3994. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr O'Connor reported that a planning application in Peacehaven had been approved by the Planning Inspector. Within their reasoning they stated that they had not received sight of the Design Codes, which was one of LDC's reasons for objection. He reminded the Committee the importance in detailing the reasons for any objections we make.

The Amenities Officer advised that a notification had been received that day from the South Downs National Park Authority (SDNPA), who are consulting on an application for land adjacent to 66 The Lookout, Peacehaven. This Committee had previously objected to the application, although the amended application confirms it is removing the trailer from its proposal. Cllr O'Connor advised he was also aware of this application and would like to look at the new documentation in more detail, as it appears there are also changes to the surrounding roads and their access. It was therefore **agreed** for the Amenities Officer

TELSCOMBE TOWN COUNCIL



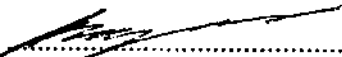
3994. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda (Contd)

to email the Committee with the new information and ask for their comments so they could be provided to SDNPA prior to their deadline of 14th July 2026. These comments will be ratified at a future meeting.

Cllr Watts reported that there is overgrown vegetation at the bus shelter westbound on A259 South Coast Road, opposite the junction with Broomfield Avenue, Telscombe Cliffs. He asked whose responsibility it is to have this cut back and the Amenities Officer advised that this has previously been cut back by ESCC, as they are responsible for the pathway next to the vegetation being clear for both pedestrians and cyclists.

It was therefore **agreed** that Cllr Watts would provide photographic evidence to the Amenities Officer and should would progress this further via the complaints process and Committee action list.

There being no further business the meeting closed at 9.10pm.

Signed 
Chairman

Next meeting of the Committee – Wednesday 15th July 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 6th May 2026** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher, L O'Connor, B Page & C Robinson

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

2002. PUBLIC QUESTION TIME

There were no public present.

2003. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Judd, Lawrie and Watts who were away. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until the end of May 2026.

2004. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2005. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 4th MARCH 2026

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes of the meeting held on 4th March 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

2006. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

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.</i>	Complete
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting has been arranged to begin the review & an update will be taken to a future meeting.	July 2026
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>May 2026 - Still awaiting contact.</i>	July 2026

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2006. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.3.26	Min 1991, p 4540 – To review the Smoke Free Policy	SN	The policy was adopted by full Council on 18.3.26.	Complete
4.3.26	Min 1992, p 4541 – To review & agree the Employment Handbook	SN	The updated handbook was adopted by full Council on 18.3.26 and a copy has been forwarded to all employees.	Complete
4.3.26	Min 1993, p 4541 – To note update regarding Tye hedge planting & agree return of unused grant	SN	The unused grant amount has been returned to the International Tree Foundation.	Complete
4.3.26	Min 1995, p 4541 – To consider estimate for Tye fencing along South Coast Road	SN	The work has been undertaken.	Complete
4.3.26	Min 1996, p 4541/2 – To note position regarding a property in Tye Close adjoining the Tye & agree action to be taken	SN	Letter sent to landowner's agent and no response received. Advice sought from NALC's legal team.	See new agenda item
4.3.26	Min 1997, p 4542 – Update on key deposits for Tye gate padlock & agree way forward	SN	Virement of £200 has been made from earmarked reserve 9043 bridleway 8 key deposits to 9014 Telscombe Tye.	Complete

2007. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2026

The full income and expenditure printouts to 31st March 2026 showing the budget lines for the Committee were discussed. They detailed the budget and year to date spend. The actual year-end figures at 31st March 2026 were income of £336,752 which slightly exceeded expectations at 103% and expenditure was £205,220 representing 91.5% of the approved budget, indicating prudent cost control. The Committee were pleased to note that year-end expenditure was comfortably within budget, while income slightly exceeded expectations due to higher interest received.

2008. TO APPROVE THE BANK RECONCILIATION TO 31st MARCH 2026

The bank reconciliations covering January to March 2026 and all associated paperwork were checked by Cllr Williamson on 23rd April 2026. Everything was in order and he signed all the documentation. It was proposed by Cllr Page, seconded by Cllr Gallagher unanimously **RECOMMENDED** to agree the reconciliation.

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2009. BUSINESS PLAN REVIEW

Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that item number 1 'Value for Money Review', should be removed and recommended that it be added to the Full Council section and that the remaining items are updated to show actions that have been carried out.

2010. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were noted by the Committee.

2011. TO REVIEW AND AGREE THE COMMITTEE TERMS OF REFERENCE & DELEGATION SCHEME

It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to approve the updated Committee Terms of Reference & Delegation Scheme showing slightly amended wording in the opening paragraph, membership for the Policy & Resources committee to be brought in line with other committees at minimum 8 and maximum 9 and that the document be taken to full Council for adoption.

2012. TO REVIEW AND AGREE FINANCIAL REGULATIONS

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to approve the updated Financial Regulations with the following amendments:- (a) Regulation 6.9.iv (p 8) to increase this amount to £615,000 and add the wording '*Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction*'; (b) Regulation 7.9 (p 9) – remove the words 'pension contributions and HMRC payments' from payments to be made by variable direct debit as these are paid by BACS; (c) that the updated document is taken to full Council for adoption.

2013. TO REVIEW AND AGREE THE MAYOR & DEPUTY MAYOR'S POLICY

There was discussion surrounding the proposed amendments which provide greater transparency, accountability and clarity for events and communications. It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** to approve the updated wording in the Policy to include that the primary and expected approach for the Mayor's fundraising should be for the Mayor to nominate and announce at least one charity at the start of their term with a maximum of 3 to be announced with 3 months; that the grant-based and thematic approach be removed; that wording is added that the Mayor cannot be a co-opted member and that the updated Policy be taken to full Council for adoption. A half yearly report will be taken to Committee on the Mayor's fundraising activities.

2014. TO REVIEW AND AGREE THE MAYOR'S HANDBOOK

It was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to approve the updated wording in the handbook making it gender neutral, providing greater clarity and alignment with the updated Mayor's Policy; that wording is added that the Mayor cannot be a co-opted member and that the document be taken to full Council for adoption.

2015. TO REVIEW AND AGREE THE MAYOR'S GRANTS POLICY

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED**

TELSCOMBE TOWN COUNCIL



2015. To review and agree the Mayor's Grants Policy (Contd)

that the Mayor's Grants Policy be discontinued from the new Municipal year and that the proposal is taken to full Council for approval.

2016. TO AGREE PROPOSED MAYOR'S GRANTS FROM THEIR FUNDRAISING MONIES

The Committee noted that the Mayor's Grants Policy's current limit is historic and no longer reflective of available balances and that the Mayor's fundraising account comprises monies raised through civic fundraising activities and does not form part of Council funds. It was therefore proposed by Cllr O'Connor seconded by Cllr Page and unanimously **RECOMMENDED** that in light of these factors, the Mayor be permitted to award grants in excess of the current policy limit from the Mayor's fundraising monies as follows:-

The Joff Youth Club - £400 for raised planters for growing vegetables.
£900 towards a shelter with solar panels to enable young people to make more use of the outside area.

South Coast Sussex Gull Advice/Resource Network (SCARN) - £500 for running costs to enable the group to rescue and rehabilitate injured gulls.

Peacehaven Community School - £676.73 for wildlife camera & binoculars to enable students to monitor the wildlife around the school and tree guards to protect some trees recently planted.

Develop Outdoors CIC - £755 for a Bokashi Bin and Jora composter to turn food waste into usable soil for their vegetable growing project by the new poly tunnel.

SNEEK CIC (Sustainability, Nature, Environment, Education, Knowledge) - £359 for swift boxes and their installation at the Joff for the benefit of the young people who are involved in the project - and the swifts!

2017. TO AGREE TO RELEASE APPROVED FUNDS TO THE CITIZENS ADVICE

At the full Council meeting on 19th November 2025 an approximate increase of 4% to £4,585 was agreed as a contribution to the Citizens Advice for the 2026/27 financial year. It was therefore proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to release the sum of £4,585 to the Citizens Advice.

2018. UPDATE ON TYE GATES AND FENCING AND AGREE WAY FORWARD

There was lengthy discussion regarding various aspects of the Tye fencing and the best approach to take. Previous Council recommendations were taken into account and separate proposals made for different areas as follows:-

Tye Close – As no response had been received from the landowner or their agent and bearing in mind advice given by the NALC legal team, it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to seek legal advice on the unauthorised removal of Council owned fencing.

Fencing near to gate 12/cattle grid – As this area has not been highlighted on Tye fencing inspection reports as failing and is not an area the Council has agreed to maintain, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** not to undertake repairs

TELSCOMBE TOWN COUNCIL



2018. Update on Tye gates and fencing and agree way forward (Contd)

at this time and that the resident be informed that the Council do not authorise them to undertake repairs on behalf of the Council.

Gates 5, 10 and fencing above gates 8 and 10 as listed on the inspection reports – It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and **RECOMMENDED** by a majority that repair or replacement of the post at gate 5 is carried out; that in accordance with previous Council decisions no repair is undertaken to the post at gate 10 and or to fencing north of gates 8 and 10. Cllr Gallagher abstained.

2019. TO AGREE NEW TELSCOMBE TYE FENCING & GATES MAINTENANCE POLICY

For reasons of transparency, consistency and ease of reference, a Tye Fencing & Gates Maintenance Policy had been drawn up to formalise previously agreed arrangements. It was therefore proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** to agree the new Telcombe Tye Fencing & Gates Maintenance Policy and that the document be taken to Full Council for adoption.

2020. TO CONSIDER CUTTING OF TELSCOMBE TYE

Following discussion as to the best way forward, it was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to get quotes for a fire break cut approximately 10 metres wide along the western boundary extending north to the end of properties in East Saltdean and on the eastern boundary adjacent to properties in Gorham Way and Highview Road.

2021. TO CONSIDER PARTICIPATING IN LEWES DISTRICT COUNCIL'S CLIMATE AND NATURE ADAPTATION PROJECT

It was noted that in September last year Lewes District Council (LDC) invited local Councils to attend a Climate and Nature Annual Partnership event. Cllrs Clarkson, Sharkey and Gallagher attended. It covered topics such as climate change and adaptation; building biodiversity & food and it also showcased case studies. At that event the local Adaptation Project was introduced. LDC are now holding a launch of the Adaptation Project in the first week of June which will enable Councils to find out how it works and how they can get involved if they want to. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree for Cllrs Clarkson & Gallagher to attend the launch event and bring back further information to the next Committee meeting for consideration.

2022. URGENT MATTERS AT THE DISCRETION OF THE CHAIR FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Town Clerk advised that she had recently been notified by Lewes District Council of a price increase for all joint and/or dog bins to £6.34 per empty. For the bins on the Tye it represented a large increase of 110% for the joint bin and 5.5% for the dog bins. The larger increase had not been anticipated and it would mean there would be a budget overspend at year end of approximately 135. This was noted by the Committee and it was **agreed** for an item to be placed on the next meeting agenda.

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2022. 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 9.05pm.

Signed, Chair *C. Aksen*

Date for next meeting of the Committee – Wednesday 8th July 2026

AGENDA ITEM	9
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To approve payments and receipts for April, May and June 2026

1. INTRODUCTION

The payments and receipts lists for April - Appendix 1, May - Appendix 2, and June – Appendix 3, are attached.

2. INFORMATION

Payments for April total £40,224.15 and receipts £192,561.72.

Payments for May total £38,085.32 and receipts £2,534.78.

Payments for June total £29,886.91 and receipts £7,236.15.

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

3. RECOMMENDATION

It is recommended to approve the payments made and funds received for April, May and June 2026 and that the sheets are signed by the Mayor.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

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

Appendix 1

PAYMENTS & RECEIPTS - APRIL 2026

PAYMENTS APRIL 2026

<u>Code</u>	<u>Com</u>	<u>Paid to</u>	<u>Details</u>	<u>Ex VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £	<u>method</u>
4043-101	Admin	Ingenio	Website hosting April	25.00	5.00	30.00	dd
4411-301	C.Centre	Lewes District Council	Rates April	1,279.50	0.00	1,279.50	dd
4407-301	C.Centre	Screwfix	1 Door Closer as PO 978	47.49	9.50	56.99	dd
4369-202	Amn	Site Equip	Portaloo hire 26/02/26 - 25/03/26	176.00	35.20	211.20	dd
4022-101	Admin	Tower Leasing Limited	Phone handset rental 6/4 - 5/5	50.00	10.00	60.00	dd
4041-101	Admin	Northstar)	IT support	270.00	54.00	324.00	dd
4027-101	Admin	Northstar)	Cloud back-up	59.00	11.80	70.80	dd
dd total £394.80							
4027-101	Admin	Northstar	Email hosting/anti virus & Defender email filtering -PO 828	212.36	42.47	254.83	dd
4402-301	C.Centre	Defib4Life Ltd	Defib pads as PO 977	49.95	9.99	59.94	dd
4058-101	Admin	Advo Payroll	Payroll services April	88.83	17.77	106.60	dd
4107-201	Amn	Lewes District Council)	Monthly play area inspections April	195.00	39.00	234.00	online
4406-301	C.Centre	Lewes District Council)	Refuse/recycling April-June '26	266.09	0.00	266.09	online
4107-201	Amn	Lewes District Council)	Annual play inspections x3 '25 - PO 05/ACG/25	195.00	39.00	234.00	online
Lewes DC total £734.09							
4403-301	C.Centre	Sussex Lifts Ltd	Service Charge Apr 26 - Mar 27	165.38	33.08	198.46	online
4412-301	C.Centre	Business Stream	Unmetered water - Apr '26 - Mar '27	3,460.65	0.00	3,460.65	online
4101-201	Amn	Ace Landscapes	Install perch bench C.Prk- PO 973	373.64	74.73	448.37	online
4100-201	Amn	Ace Landscapes)	Playground equipment repairs-Quote QT00092 & PO 949	1,348.00	269.60	1,617.60	online
4104-201	Amn	Ace Landscapes	Contract 1 ground wrk March	301.00	60.20	361.20	online
Ace Landscapes total £2427.17							
4061-101	Admin	J Tovey Garden Services	Tye fence/gate inspections - March	80.00	0.00	80.00	online
4403-301	C.Centre	Gregory Gas Heating	Annual service 2 boilers as PO 984	105.00	21.00	126.00	online
4005-101	Admin	D Joel	Mileage claim Jan - March '26	18.00	0.00	18.00	online
4056-101	Admin	Rialtas Business Solutions	Omega & Bookings software annual support Apr 26 - Mar 27	1,349.00	269.80	1,618.80	online
4300-401	PLAN	EDF Energy 5%	Street lighting 01/03 - 31/03	601.29	30.06	631.35	online
4008-101	Admin	High Speed Training	Staff training courses as PO 994	358.20	71.64	429.84	online
4354-401	PLAN	CTLA	Service Level Agreement 2026/27	4,300.00	0.00	4,300.00	online
9032-910	ER	Still Creative	Website updates as PO 986	165.00	33.00	198.00	online
4414-301	C.Centre	E-ON Next Gas 5%	Civic Centre gas March	233.59	11.68	245.27	dd
4413-301	C.Centre	E-ON Next Elec 5%	Electricity March	104.91	5.25	110.16	dd
4012-101	Admin	HMRC)	Tax & NI contributions Cllrs March	412.45	0.00	412.45	BACS
4001-101	Admin	HMRC)	PAYE March	885.00	0.00	885.00	BACS
4001-101	Admin	HMRC)	NI employee March	400.20	0.00	400.20	BACS
4002-101	Admin	HMRC)	NI employer March	1,129.00	0.00	1,129.00	BACS
HMRC total £2826.65				18,704.53	1,153.77	19,858.30	

Signed, Mayor

PAYMENTS APRIL 2026 (Contd)

<u>Code</u>	<u>Com</u>	<u>Paid to</u>	<u>Details</u>	<u>Ex VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £	<u>method</u>
			Balance b/f	18,704.53	1,153.77	19,858.30	
4021-101	Admin	Grenke Leasing	Photocopier rental 1.4.26-30.6.26	183.24	36.65	219.89	dd
4001-101	Admin	Salaries	Salaries April 2026	8,729.50	0.00	8,729.50	BACS
4300-401	PLAN	ESCC	Streetlighting Maintenance 25/26	650.00	130	780.00	<i>online</i>
4021-101	Admin	Business Supplies Group	Stationery/consumables - PO 999	90.00	18.00	108.00	online
4402-301	C.Centre						
4023-101	Admin	E Sx Assoc Local Councils	NALC & ESALC subs '26-'27	2,417.61	0.00	2,417.61	online
4419-301	C.Centre	Securitel Services	Replace failed emergency lights - PO 976	540.00	108.00	648.00	online
4102-401	PLAN	Grasstex	Grass verge cutting - 1 of 4	3,775.00	755.00	4,530.00	online
4107-201	Amn	Lewes District Council	Monthly play area inspections May	195.00	39.00	234.00	<i>online</i>
9045-910	E.R.	Phlorum	Ecologist report C'wrth Prk- PO 887	310.00	62.00	372.00	<i>online</i>
4021-101	Admin	CK Office Solutions	Photocopies March	47.12	9.43	56.55	dd
4001-101	Admin	ESCC)	Pension contributions April Emp'ee	569.24	0.00	569.24	BACS
4003-101	Admin	ESCC)	Pension contributions April Emp'er	1,656.44	0.00	1,656.44	BACS
			bacs total £2225.68				
4042-101	Admin	Nat West	Bank charges	44.62	0.00	44.62	dd
				37,912.30	2,311.85	40,224.15	

See separate sheet for
receipts April 2026

Signed, Mayor

RECEIPTS APRIL 2026

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£</u>	<u>£</u>
1st April	1176-101	BACS	LDC - Precept payment part 1	168,821.00
1st April	1000-301	automated credit	U3A keep fit - inv 8592	74.00
2nd April	1190-101		TRO investment interest	205.40
8th April	1000-301	automated credit	U3A Meditation - inv 8591	19.60
10th April	1000-301	automated credit	TRA - inv 8600	19.60
13th April	1000-301	automated credit	Living Lights Pilates - inv 8593	37.82
	1001-105	automated credit	Advice 4 Business - inv 8609 <i>fare sponsor</i>	50.00
14th April	1001-105	automated credit	Light Design - inv 8610 <i>fare sponsor</i>	50.00
	1001-105	automated credit	Tansleys Printers - inv 8607 <i>fare sponsor</i>	50.00
	1001-105	automated credit	Lorraine Worms - inv 8628 <i>stall</i>	15.00
15th April	1001-105	automated credit	Calway Collectables - inv 8624 <i>stall</i>	15.00
	1001-105	automated credit	W Coneley - inv 8618 <i>stall</i>	30.00
	1001-105	automated credit	Nat Coastwatch - inv 8613 <i>stall</i>	30.00
16th April	1000-301	Slip 101413 - <i>cash</i>	Anneli Smith - invs 8568/8621	30.80
	1000-301		Southdown Housing - inv 8594	34.20
	1063-202		M Perry - inv 8601 <i>plaque</i>	20.00
				85.00
16th April	1001-105	automated credit	Mewes Vets - inv 8612 <i>stall</i>	15.00
	1001-105	automated credit	Meridian Evening WI - inv 8620 <i>stall</i>	15.00
	1001-105	automated credit	Cielo Cakery - inv 8617 <i>stall</i>	15.00
16th April	1000-301	Slip 101414 - <i>cheques</i>	W.I - inv 8599	41.25
	1000-301		Flower Club - inv 8634	78.90
	1031-101		SE Power Networks - Wayleave	1.15
				121.30
17th April	1001-105	automated credit	Peacehaven Players - inv 8611 <i>stall</i>	15.00
	1000-301	automated credit	Living Lights Pilates - inv 8637	84.00
	1000-301	automated credit	Swan Advocacy - inv 8569	29.05
20th April	1001-105	automated credit	L Elliott - inv 8626 <i>stall</i>	15.00
	1001-105	automated credit	Ace - inv 8605 <i>fare sponsor</i>	50.00
21st April	105	bacs	HMRC - VAT refund Jan-Mar '26	10,814.18
22nd April	1000-301	automated credit	Diversity Resource - inv 8597/8639	37.20
	1060-401	automated credit	ESCC - inv 8636 <i>verge cutting</i>	7,314.00
24th April	1000-301	automated credit	Swan Advocacy - inv 8596	29.05
	1000-301	automated credit	Living Lights Pilates - inv 8641	84.00
27th April	1001-105	automated credit	Assoc. of Carers - inv 8615 <i>stall</i>	15.00
	1000-301	automated credit	Living Lights Pilates - inv 8642	46.18
			Balance c/f	188,201.38

Receipts Contd overleaf

Signed, Mayor

RECEIPTS APRIL 2026 (contd)

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£</u>	<u>£</u>
		Balance b/f		188,201.38
28th April	1066-202	automated credit		
	1000-301	automated credit		176.00
		Deans Senior Tea Club - inv 8646		165.00
28th April	1026-401	BACS		
		LDC - CIL funds		3,736.79
29th April	1000-301	automated credit		
	1000-301	automated credit		50.00
		Jane Chant Yoga - inv 8647		72.60
30th April	1063-202	Slip 101415 <i>cash</i>		
	1063-202	Mrs S Marchant - inv 8644 <i>plaque</i>	20.00	
		P Byrnes - inv 8640 <i>plaque</i>	<u>20.00</u>	40.00
30th April	1001-105	Slip 101416 <i>cheques</i>		
	1001-105	Peacehaven Guide Dogs - inv 8619 <i>stall</i>	15.00	
		Toyota - inv 8602 <i>advert</i>	<u>50.00</u>	65.00
30th April	1190-101	Nat West - bank interest		<u>54.95</u>
				<u>192,561.72</u>

Signed, Mayor

Appendix 2

PAYMENTS AND RECEIPTS MAY 2026

PAYMENTS - MAY 2026

Code	Com	Paid to	Details	Ex VAT £	VAT £	Total £	method
4043-101	Admin	Ingenio	Website hosting May	25.00	5.00	30.00	dd
4411-301	C.Centre	Lewes District Council	Rates May	1,280.00	0.00	1,280.00	dd
4063-106	Admin	B&Q	Steel bars for Tye signs - PO 990	17.15	3.43	20.58	dd
4027-101	Admin	Focus Group	Sogea line rental (broadband) & Cloud Rental (phones) May	59.46	11.89	71.35	dd
4022-101	Admin	Tower Leasing Limited	Phone handset rental 6/5/26 - 5/6/26	50.00	10.00	60.00	dd
4041-101	Admin	Northstar)	IT support	270.00	54.00	324.00	dd
4027-101	Admin	Northstar)	Cloud back-up	59.00	11.80	70.80	dd
dd total £394.80							
4027-101	Admin	Northstar	Email hosting/anti virus & Defender email filtering -PO 828	212.36	42.47	254.83	dd
4021-101	Admin	PTS Personalised	ID card for Tony Emery as PO 985	5.79	1.16	6.95	dd
4300-401	PLAN	EDF Energy 5%	Street lighting April	541.94	27.10	569.04	online
4098-201	Amn	Playsafe Playgrounds	Playground repairs x3 sites - supply /fit as PO 969	2,605.00	521.00	3,126.00	online
4058-101	Admin	Advo Payroll	Payroll services May	88.83	17.77	106.60	dd
9040-910	E.R.	Enka Engineering Ltd)	Underground utilities search - Chatworth Park as PO 1003	468.00	93.60	561.60	online
9040-910	E.R.	Enka Engineering Ltd)	Topographic Survey - Chatworth Park as PO 1003	1,120.00	224.00	1,344.00	online
Enka total £1905.60							
4419-301	C.Centre	Brighton Gutter Cleaning	Clear all gutters & downpipes as PO 1001	130.00	0.00	130.00	online
4355-401	Plan	Peacehaven Town Council	Third share G Mallia inv 413-12.4.26 for NDP	80.00	0.00	80.00	online
4063-106	Admin	J Tovey Garden Services)	Tye fence/gate inspections - April	80.00	0.00	80.00	online
4106-201	Amn	J Tovey Garden Services)	Cut/collect Civic Centre grass - PO 1000	35.00	0.00	35.00	online
J Tovey total £115.00							
9035-910	E.R.	Hailsham Roadways	Re-surfacing work, paths in C.Prk - PO 996	7,802.76	1,560.55	9,363.31	online
4030-101	Admin	Tansleys Printers	Print 3,300 newsletters - edition 97	515.00	0.00	515.00	online
4057-101	Admin	April Skies Accounting	Final internal audit 2025/2026	260.00	0.00	260.00	online
4361-105	Amn	Local Toilet Hire	Disabled toilet for Summer Fayre - PO 998	220.00	44.00	264.00	online
4100-201	Amn	Ace Landscapes)	Tighten fixtures Agility Trail in CPS-PO 1009	52.00	10.40	62.40	online
4104-201	Amn	Ace Landscapes)	Contract 1 ground wrk April	1,017.98	203.60	1,221.58	online
4105-201	Amn	Ace Landscapes)	Contract 2 works - April	1,300.00	260.00	1,560.00	online
4101-201	Amn	Ace Landscapes)	To removal leaning tree in CPS as PO 1013	124.00	24.80	148.80	online
4061-101	Admin	Ace Landscapes)	Remove hardcore at Tye gate 15 - PO 987	124.00	24.80	148.80	online
4101-201	Amn	Ace Landscapes)	To install goal posts as PO 971	213.40	42.68	256.08	online
Ace Landscapes total £3397.66							
4098-201	Amn	Playdale Playgrounds	Repair junior/group swings in CPS - PO 995	1,260.31	252.06	1,512.37	online
4414-301	C.Centre	E-ON Next Gas 5%	Civic Centre gas April	201.23	10.06	211.29	dd
4413-301	C.Centre	E-ON Next Elec 5%	Electricity April	65.69	3.28	68.97	dd
4001-101	Admin	HMRC)	PAYE April	1,067.20	0.00	1,067.20	BACS
4001-101	Admin	HMRC)	NI employee April	396.76	0.00	396.76	BACS
4002-101	Admin	HMRC)	NI employer April	1,203.20	0.00	1,203.20	BACS
HMRC total £2667.16							
4001-101	Admin	Salaries	Salaries May 2026	8,804.83	0.00	8,804.83	bacs
Balance c/f				31,755.89	3,459.45	35,215.34	

Signed, Mayor

Payments contd overleaf

PAYMENTS - MAY 2026 (Contd)

<u>Code</u>	<u>Com</u>	<u>Paid to</u>	<u>Details</u>	<u>Ex VAT</u> £	<u>VAT</u> £	<u>Total</u> £	<u>method</u>
			Balance b/f	31,755.89	3459.45	35,215.34	
4027-101	Admin	Focus Group	Sogea line rental (broadband) & Cloud Rental (telephones) 1/6-30/6	59.46	11.89	71.35	dd
4369-202	Amn	Site Equip)	Hire of portaloos for 26/3 - 25/4/26	193.60	38.72	232.32	dd
4369-202	Amn	Site Equip)	Hire of portaloos 26/04/26 - 25/05/26	194.04	38.81	232.85	dd
			dd total £465.17				
4021-101	Admin	CK Office Solutions	Photocopies April	27.89	5.58	33.47	dd
4001-101	Admin	ESCC)	Pension contributions May employee	573.25	0.00	573.25	BACS
4003-101	Admin	ESCC)	Pension contributions May employer	1,669.64	0.00	1,669.64	BACS
			bacs total £2242.89				
4042-101	Admin	Nat West	bank charges	57.10	0.00	57.10	dd
				34,530.87	3,554.45	38,085.32	

See separate sheet for
receipts May

Signed, Mayor

RECEIPTS- MAY 2026

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£</u>	<u>£</u>
5th May	1001-105	automated credit		
	1040-101	automated credit		
		Intune Healthcare - inv 8652 <i>stall</i>		15.00
		Southern Taxis - inv 8655 <i>advert TC</i>		40.00
6th May	1001-105	automated credit		
	1000-301	automated credit		
		Save Bills with Shirley - inv 8603 <i>advert</i>		50.00
		U3A Keep Fit - inv 8648		92.50
7th May	1000-301	automated credit		
	1000-301	automated credit		
		U3A Meditation - inv 8649		19.60
		Swan Advocacy - inv 8659		29.05
8th May	1001-105	automated credit		
	1000-301	automated credit		
		Yvette Ferguson - inv 8625 <i>stall</i>		15.00
		Living Lights Pilates - inv 8661		46.18
11th May	1040-101	automated credit		
	1000-301	automated credit		
		Wagstaffs - inv 8656 <i>advert TC</i>		40.00
		Bereavement Group - inv 8598		14.70
12th May	1000-301	automated credit		
		ES Family Group - inv 8651		60.30
14th May	1001-105	automated credit		
		Securitel - inv 8608 <i>advert</i>		50.00
15th May	1000-301	Slip 101418 - <i>cash</i>		
	1000-301			
		Anneli Smith - invs 8638/8645/8650	46.20	
		Southdown H.A - inv 8658	<u>34.20</u>	80.40
15th May	1000-301	automated credit		
		Living Lights Pilates - inv 8667		60.91
19th May	1040-101	automated credit		
	1000-301	automated credit		
		Malonchos - inv 8657 <i>advert TC</i>		40.00
		Lewes District Council - inv 8635		875.00
20th May	1000-301	automated credit		
	1000-301	automated credit		
		Diversity Resource Int - inv 8669		18.60
		Diversity Resource Int - inv 8660		27.90
21st May	1000-301	Slip 101419 - <i>cheques</i>		
	1000-301			
	1001-105			
		Flower Club - inv 8670	78.90	
		W.I. - inv 8666	57.75	
		Peacehaven Horticultural - inv 8663 <i>stall</i>	<u>15.00</u>	151.65
22nd May	1000-301	automated credit		
		Living Lights Pilates - inv 8672		84.00
26th May	1000-301	automated credit		
	1000-301	automated credit		
		Jane Chant Yoga - inv 8674		48.40
		Bereavement Group - inv 8573		14.70
28th May	1001-105	automated credit		
	1000-301	automated credit		
	1000-301	automated credit		
		Northstar IT - inv 8606 <i>advert</i>		50.00
		Deans Senior Tea Club - inv 8675		165.00
		H M Randall - inv 8671		145.50
29th May	1000-301	automated credit		
	1000-301	automated credit		
	1066-202	automated credit		
	1000-301	automated credit		
		U3A Wine Tasting - inv 8677		19.60
		Living Lights Pilates - inv 8676		46.18
		Wander Coffee - inv 8673		176.00
		U3a Keep Fit - inv 8678		18.50
29th May	1190-101			
		Nat West - bank acct interest		40.11
				<u><u>2,534.78</u></u>

Signed
Mayor

PAYMENTS & RECEIPTS - JUNE 2026**PAYMENTS - JUNE 2026**

<u>Code No.</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>Ex VAT</u> £	<u>VAT</u> £	<u>TOTAL</u> £	<u>Method</u>
4043-101	Admin	Ingenio	Website hosting June	25.00	5.00	30.00	dd
4411-301	C.Centre	Lewes District Council	Rates June	1,280.00	0.00	1,280.00	dd
4402-301	C.Centre	Screwfix)	Caretaker uniform - PO 992	77.45	15.50	92.95	dd
4402-301	C.Centre	Screwfix)	Caretaker uniform - PO 997	53.78	10.75	64.53	dd
4402-301	C.Centre	Screwfix)	Consumables as PO 1004	32.94	6.60	39.54	dd
Tradecard total £197.02							
4023-101	Admin	Chamber of Commerce	Subscription 1.6.26 - 1.6.27 (part - balance paid by BACS)	50.00	0.00	50.00	dd
4041-101	Admin	Northstar)	IT support	270.00	54.00	324.00	dd
4027-101	Admin	Northstar)	Cloud back-up	59.00	11.80	70.80	dd
dd total £394.80							
4027-101	Admin	Northstar	Email hosting/anti virus & Defender email filtering -PO 828	212.36	42.47	254.83	dd
4022-101	Admin	Tower Leasing Limited	Phone handset rental 6 June-5 July	50.00	10.00	60.00	dd
Nat West Credit Card payment:-							
4023-101	Admin	Zoom	Annual Zoom subscription -24.4.26 - 23.4.27	69.95	13.99	83.94	dd
4017-100	Admin	Trophies Plus Medals	Engraved glass award - Cllr Watts, Deputy Mayor as PO 1008	39.96	7.99	47.95	dd
4022-101	Admin	O2	Council mobile top up - PO 1010	20.00	0.00	20.00	dd
dd total £151.89							
4058-101	Admin	Advo Payroll	Payroll services June	88.83	17.77	106.60	dd
4023-101	Admin	Chamber of Commerce	Subscription balance 1.6.26 - 1.6.27	10.00	0.00	10.00	online
4403-301	C.Centre	Securitel Services Ltd	Annual servicing of fire alarm system from 1.7.26 - 30.6.27	636.70	127.34	764.04	online
4352-401	PLAN	Twenty 20 - D James	Bus shelter cleaning, 6 weekly PO 1015 - May	110.50	0.00	110.50	online
4100-201	Amn	Sutcliffe Play	Play equipment part - PO 1012	189.87	37.98	227.85	online
4403-301	C.Centre	Thomas Door & Window	Automatic front door service - PO 989	140.00	28.00	168.00	online
4005-101	Admin	D Joel	Mileage claim 2.4.26 - 21.5.26	10.80	0.00	10.80	online
4030-101	Admin	J Gallagher	Newsletter delivery	210.00	0.00	210.00	online
4081-102	Admin	Citizens Advice	Grant 2026/2027	4,585.00	0.00	4,585.00	online
4403-301	C.Centre	Westview Electrical	Carry out EICR 5 year test - PO 991	290.00	58.00	348.00	online
4100-201	Amn	Ace Landscapes)	Playground repairs as PO 993	276.40	55.28	331.68	online
4104-201	Amn	Ace Landscapes)	Grounds maint. Contract 1 works - May	983.98	196.80	1,180.78	online
4105-201	Amn	Ace Landscapes)	Contract 2 works May	75.00	15.00	90.00	online
Ace total £1602.46							
4300-401	PLAN	EDF Energy 5%	Street lighting May	524.66	26.23	550.89	online
4023-101	Admin	Information Commissioner's Office	Data Protection Renewal Fee	52.00	0.00	52.00	online
4023-101	Admin	SLCC	Town Clerk subscription -PO 888	502.00	0.00	502.00	online
4414-301	C.Centre	E-ON Next Gas 5%	Civic Centre gas May	80.55	4.03	84.58	dd
4413-301	C.Centre	E-ON Next Elec 5%	Electricity May	66.75	3.34	70.09	dd
4027-101	Admin	Northstar Technology	Trend anti-virus renewal - PO 1011	125.00	25.00	150.00	dd
Balance c/f				11,198.48	772.87	11,971.35	

Signed, Mayor

Payments continued overleaf

PAYMENTS JUNE 2026 (Contd)

<u>Code</u>	<u>Com</u>	<u>Paid to</u>	<u>Details</u>	<u>Ex VAT</u>	<u>VAT</u>	<u>TOTAL</u>	<u>method</u>
				£	£	£	
			Balance b/f	11,198.48	772.87	11,971.35	
4001-101	Admin	HMRC)	PAYE May	1,196.40	0.00	1,196.40	BACS
4001-101	Admin	HMRC)	NI employee May	402.59	0.00	402.59	BACS
4002-101	Admin	HMRC)	NI employer May	1,243.31	0.00	1,243.31	BACS
			HMRC total £2,842.30				
4001-101	Admin	Salaries	Salaries June 2026	8,818.72	0.00	8,818.72	bacs
4063-106	Tye	J Tovey Garden Services	Tye fence/gate inspections - May	80.00	0.00	80.00	online
4106-201	Amn	J Tovey Garden Services	To cut grass @ Civic Centre as PO 1019	35.00	0.00	35.00	online
			J Tovey dd total £115.00				
4100-201	Amn	Ace Landscapes)	Playground repairs - bal of PO 993	15.00	3.00	18.00	online
4101-201	Amn	Ace Landscapes)	Cut vegetation around ball wall in C.Prk. as PO 1026	159.00	31.80	190.80	online
4101-201	Amn	Ace Landscapes	To carry out works at memory garden as PO 1024	1,021.00	204.20	1225.20	online
			Ace total £1434.00				
4017-101	Admin	BNC Signs	Signwrite Mayors board as PO 1030	45.00	0.00	45.00	online
4100-201	Amn	Playsafe Playgrounds	To carry out works on playground equipment as PO 1025	346.00	69.20	415.20	online
4101-201	Amn	Dial for Disposal	To remove and dispose of burnt items in C.Prk as PO 1033	150.00	30.00	180.00	online
4023-101	Admin	LDALC	Membership Subscription 2026/27	20.00	0.00	20.00	online
4019-101	M.A.	Papachinos Limited	Buffet for Mayor's end of year event	240.00	48.00	288.00	online
4107-201	Amn	Lewes District Council)	Playground inspections June	233.35	46.67	280.02	online
4107-201	Amn	Lewes District Council)	Playground inspections July	233.35	46.67	280.02	online
4406-301	C.Centre	Lewes District Council)	Refuse/recycling July-Sept	270.68	0.00	270.68	online
4406-301	C.Centre	Lewes District Council)	Weekly empty litter/dog bin at Civic Centre as PO 906 July - September	82.42	16.48	98.90	online
			Lewes DC total £929.62				
4021-101	Admin	Business Supplies Group	Consumables/Stationery - PO 1042	98.86	19.77	118.63	online
4402-301	C.Centre						
4101-201	Amn	Aspen Tree Care	To remove damaged tree branch to tree 425 in C.Prk - as PO 1020	150.00	30.00	180.00	online
4101-201	Amn	Aspen Tree Care	To remove damaged tree branch nr pathway in C.Prk as PO 1039	130.00	26.00	156.00	online
			Aspen total £336.00				
4027-101	Admin	Focus Group	Sogea line rental (broadband) & Cloud Rental (telephones) July	59.46	11.89	71.35	dd
4021-101	Admin	CK Office Solutions	Photocopies May	27.86	5.57	33.43	dd
4001-101	Admin	ESCC)	Pension contributions June Emp'ee	569.24	0.00	569.24	BACS
4003-101	Admin	ESCC)	Pension contributions June Emp'ee	1,656.44	0.00	1,656.44	BACS
			bacs total £2225.68				
4042-101	Admin	Nat West	bank charges	42.63	0.00	42.63	dd
				28,524.79	1,362.12	29,886.91	

Signed
Mayor

See separate sheet for receipts 2026

RECEIPTS - JUNE 2026

	<u>Pay-in no.</u>	<u>Details</u>	<u>£</u>	<u>£</u>
1st June	BACS	International Tree Foundation grant		115.00
1st June	1063-202 automated credit	S J Caulfield - inv 8680 <i>plaque</i>		20.00
2nd June	1190-101 chaps	TRO - Investment interest		1,798.66
2nd June	1001-105 automated credit	Rebecca Woolven - inv 8623 <i>stall</i>		15.00
3rd June	1000-301 Slip 101420 - <i>cash</i>	Anneli Smith - invs 8668/8682	30.80	
	1000-301	Southdown H.A - inv 8683	<u>34.20</u>	65.00
3rd June	1001-105 automated credit	Orange Beach Bar - inv 8629 <i>stall</i>		50.00
	1000-301 automated credit	Diversity Resource Int - inv 8684		18.60
	1001-105 automated credit	Ms S Elder Pearce - inv 8627 <i>stall</i>		15.00
5th June	1000-301 automated credit	Living Lights Pilates - inv 8690		92.39
8th June	1000-301 automated credit	U3A Meditation - inv 8679		19.60
	1001-105 automated credit	Wild Monkeys Nursery - inv 8685 <i>stall</i>		15.00
9th June	1000-301 automated credit	People Matter Trust - inv 8687		16.60
	1001-105 automated credit	Walk Wheel Cycle - inv 8654 <i>stall</i>		15.00
11th June	1000-301 automated credit	ES Family Group - inv 8662		60.30
12th June	1000-301 automated credit	Living Lights Pilates - inv 8696		69.27
12th June	1003-301 BACS	Vodafone - mast rental		1,653.13
15th June	1002-301 automated credit	EDF Fit payment - March to May		2,528.23
15th June	1000-301 automated credit	Bereavement Group - inv 8665		14.70
17th June	1001-105 automated credit	Roots Vegan Food - inv 8632 <i>stall</i>		50.00
	1000-301 automated credit	Diversity Resource Int. - inv 8698		18.60
18th June	1000-301 Slip 101421 - <i>cash</i>	Anneli Smith inv 8664/8692/8697	46.20	
	1001-105	Sharon McCulloch - inv 8633 <i>stall</i>	50.00	
	1063-202	Mrs S Neve - inv 8688 <i>plaque</i>	<u>20.00</u>	116.20
19th June	1001-105 Slip 101422 - <i>cheques</i>	Royal British Legion - inv 8614 <i>stall</i>	15.00	
	1000-301	W I - inv 8695	41.25	
	1063-202	Laura Brown - inv 8699 <i>plaque</i>	20.00	
	1000-301	Flower Club - inv 8700	78.90	
	1031-101	UK Power Networks - wayleave	<u>14.95</u>	170.10
19th June	1000-301 automated credit	Allsorts Youth Project - inv 8701		18.60
	1063-202 automated credit	C Horner- Locko - inv 8703 <i>plaque</i>		20.00
	1000-301 automated credit	Living Lights Pilates - inv 8704		83.97
	1000-301 automated credit	Dimensions - inv 8595		137.20
23rd June	1000-301 automated credit	Peacehaven Players - inv 8691		40.00
		Balance c/f		<u>7,236.15</u>

Signed, Mayor

Receipts continued overleaf

RECEIPTS JUNE 2026 (contd)

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£</u>	<u>£</u>
		Balance b/f		7,236.15
25th June	1063-202	automated credit	E Davies-Budgen - inv 8686 <i>plaque</i>	20.00
26th June	1000-301	automated credit	Living Lights Pilates - inv 8706	46.18
30th June	1000-301	automated credit	Jane Chant Yoga - inv 8711	96.80
	1000-301	automated credit	Deans Senior Tea Club - inv 8712	206.25
30th June	1190-101	bacs	Nat West -bank acct interest	57.28
				<u>7,662.66</u>

Signed
Mayor

AGENDA ITEM	10
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To agree income and expenditure figures at 30 th June 2026 and note investments made

1. INTRODUCTION

Appendix 4 attached, printed from our accounting package, sets out the position at 30th June 2026 for all budget lines.

The actual year to date figures at 30th June 2026 are income of £192,277 and expenditure of £87,766.

From now on I will also be including a heading regarding the investments that have been made.

2. INFORMATION

Investments:-

- a) £615,000 invested with the Treasury Reserve from 2nd April for two months, maturing on 2nd June. Interest rate of 1.75% gross - interest due £1,798.66.
- b) £560,000 invested with the Treasury Reserve from 2nd June for 2 months, maturing on 3rd August. Interest rate of 1.75% gross - interest due £1,664.66.

Budget Variances:-

Explanations for main differences are as follows. Income nominal codes begin with a '1' and expenditure nominal codes begin with a '4':-

Policy & Resources Committee

Income (101) General Administration:-

1031 Wayleaves – all Wayleave payments have been received for the year.

Expenditure 101 – General Administration:-

4023 subscriptions – most subscriptions are due at the beginning of the financial year and have been paid.

Income 106 – Telscombe Tye:-

1014 Miscellaneous – £115 is the maintenance grant for 2026 regarding the Tye hedge planting from the International Tree Foundation.

Amenities

Expenditure (201):-

4106 Works Contract 3 – this is still showing a credit relating to the previous financial year's work undertaken by Countrywide. Invoices were incorrect and we have finally managed to sort this with them and amended invoices have been received which will be paid this month.

Civic Centre Committee

Expenditure (301):-

4412 Water & Sewage – the invoice for the whole year has been received and paid. No other expenditure is therefore due from this budget line for this financial year.

Planning & Highways

Expenditure (401):-

4354 Community bus – our agreed contribution for the year to the community bus of £4,300 has been made.

3. RECOMMENDATION

It is recommended to –

- Note the investments made
- Agree the income and expenditure sheets

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

As detailed above.

Budget spending will be reported to each Council meeting.

Summary Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy and Resources</u>							
Income	1,986	171,023	343,082	172,059			49.8%
Expenditure	20,800	52,394	237,549	185,155	0	185,155	22.1%
Movement to/(from) Gen Reserve	(18,814)	118,629	105,533	(13,096)			
<u>Amenities</u>							
Income	300	1,762	4,900	3,138			36.0%
Expenditure	3,998	6,128	74,700	68,572	0	68,572	8.2%
Movement to/(from) Gen Reserve	(3,698)	(4,366)	(69,800)	(65,434)			
<u>Civic Centre</u>							
Income	5,444	8,441	27,413	18,972			30.8%
Expenditure	3,092	10,046	41,155	31,109	0	31,109	24.4%
Movement to/(from) Gen Reserve	2,352	(1,605)	(13,742)	(12,137)			
<u>Planning and Highways</u>							
Income	0	11,051	7,800	(3,251)			141.7%
Expenditure	635	9,332	31,040	21,708	0	21,708	30.1%
Movement to/(from) Gen Reserve	(635)	1,719	(23,240)	(24,959)			
<u>Earmarked Reserves</u>							
Income	0	0	0	0			0.0%
Expenditure	0	9,866	379,006	369,140	0	369,140	2.6%
Movement to/(from) Gen Reserve	0	(9,866)	(379,006)	(369,140)			
GRAND TOTALS:-							
Income	7,730	192,277	383,195	190,918			50.2%
Expenditure	28,525	87,766	763,450	675,684	0	675,684	11.5%
Net Income over Expenditure	(20,794)	104,511	(380,255)	(484,766)			
Movement to/(from) Gen Reserve	(20,794)	104,511	(380,255)	(484,766)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy and Resources</u>							
<u>100 Civic Items</u>							
4016 Mayor's allowance 1	0	0	1,500	1,500		1,500	0.0%
4017 Civic expenses	85	85	1,500	1,415		1,415	5.7%
Civic Items :- Indirect Expenditure	85	85	3,000	2,915	0	2,915	2.8%
Net Expenditure	(85)	(85)	(3,000)	(2,915)			
<u>101 General Administration</u>							
1010 Income miscellaneous	0	0	25	25			0.0%
1031 Income Wayleaves	15	16	16	(0)			100.6%
1040 Income Newsletter	0	120	400	280			30.0%
1176 Precept Received	0	168,821	337,641	168,820			50.0%
1190 Interest Received	1,856	1,951	5,000	3,049			39.0%
General Administration :- Income	1,871	170,908	343,082	172,174			49.8%
4001 Salary inc TAX/NI/Pen Emp'ee	10,987	31,128	140,000	108,872		108,872	22.2%
4002 NI contributions Employer	1,243	2,447	16,500	14,053		14,053	14.8%
4003 Pension contributions Employer	1,656	4,983	27,500	22,517		22,517	18.1%
4005 Staff expenses	11	11	300	289		289	3.6%
4008 Staff training/conferences etc	0	358	750	392		392	47.8%
4011 Councillor training	0	0	200	200		200	0.0%
4012 Councillors basic allowance	0	0	4,100	4,100		4,100	0.0%
4013 Councillor expenses	0	0	200	200		200	0.0%
4019 Mayors allowance 2	240	240	1,249	1,009		1,009	19.2%
4020 Miscellaneous expenses	0	0	100	100		100	0.0%
4021 Stationery, copier etc	46	342	2,700	2,358		2,358	12.7%
4022 Telephone	91	232	1,100	868		868	21.1%
4023 Subscriptions	704	3,122	3,465	343		343	90.1%
4024 Postage	0	0	400	400		400	0.0%
4025 Insurance	0	0	4,450	4,450		4,450	0.0%
4027 IT services	435	1,056	4,400	3,344		3,344	24.0%
4030 Newsletter & publicity	210	725	3,650	2,925		2,925	19.9%
4040 Computer equipment	0	0	750	750		750	0.0%
4041 Computer maintenance	270	810	3,400	2,590		2,590	23.8%
4042 Bank charges	43	144	700	556		556	20.6%
4043 Website	25	75	400	325		325	18.8%
4050 Legal fees	0	0	1,000	1,000		1,000	0.0%
4056 Professional fees	0	1,349	2,000	651		651	67.5%
4057 Audit fees	0	260	1,650	1,390		1,390	15.8%
4058 Payroll services	89	266	1,050	784		784	25.4%
4059 Elections	0	0	1,000	1,000		1,000	0.0%
General Administration :- Indirect Expenditure	16,050	47,547	223,014	175,467	0	175,467	21.3%
Net Income over Expenditure	(14,179)	123,361	120,068	(3,293)			

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Grants							
4075 Grants	0	0	3,000	3,000		3,000	0.0%
4081 Citizens Advice contribution	4,585	4,585	4,585	0		0	100.0%
Grants :- Indirect Expenditure	4,585	4,585	7,585	3,000	0	3,000	60.4%
Net Expenditure	(4,585)	(4,585)	(7,585)	(3,000)			
106 Telscombe Tye							
1014 Income miscellaneous - Tye	115	115	0	(115)			0.0%
Telscombe Tye :- Income	115	115	0	(115)			
4063 Telscombe Tye	80	177	2,500	2,323		2,323	7.1%
4064 Tye joint litter/dog bin empty	0	0	1,450	1,450		1,450	0.0%
Telscombe Tye :- Indirect Expenditure	80	177	3,950	3,773	0	3,773	4.5%
Net Income over Expenditure	35	(62)	(3,950)	(3,888)			
Policy and Resources :- Income	1,986	171,023	343,082	172,059			49.8%
Expenditure	20,800	52,394	237,549	185,155	0	185,155	22.1%
Movement to/(from) Gen Reserve	(18,814)	118,629	105,533	(13,096)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1001 Income Summer Fayre	(15)	1,015	1,000	(15)			101.5%
1054 Income entertainment	15	15	100	85			15.0%
Town Events :- Income	0	1,030	1,100	70			93.6%
4361 Summer fayre	0	220	1,000	780		780	22.0%
4363 Town entertainment /events	0	0	1,500	1,500		1,500	0.0%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events :- Indirect Expenditure	0	220	2,600	2,380	0	2,380	8.5%
Net Income over Expenditure	0	810	(1,500)	(2,310)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equip. replacement	0	1,260	10,000	8,740		8,740	12.6%
4100 Playgrounds spare parts/repair	827	879	2,000	1,121		1,121	44.0%
4101 Grounds maintenance	1,610	897	15,050	14,153		14,153	6.0%
4104 Works contract 1, playgrounds	984	2,002	11,750	9,748		9,748	17.0%
4105 Works contract 2 -trees/hedges	75	285	6,000	5,715		5,715	4.8%
4106 Works contract 3 - small works	35	(660)	2,500	3,160		3,160	(26.4%)
4107 Playground inspections	467	857	3,000	2,143		2,143	28.6%
4109 Joint litter/dog bin emptying	0	0	4,750	4,750		4,750	0.0%
Parks, Open Spaces/Playgrounds :- indirect Expenditure	3,998	5,521	55,050	49,529	0	49,529	10.0%
Net Expenditure	(3,998)	(5,521)	(55,050)	(49,529)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,300	1,300			0.0%
1063 Income memory garden plaques	80	160	200	40			80.0%
1066 Cafe concession	220	572	2,300	1,728			24.9%
Amenities General :- Income	300	732	3,800	3,068			19.3%
4351 Seats and notice boards	0	0	1,250	1,250		1,250	0.0%
4357 Memorial benches	0	0	1,300	1,300		1,300	0.0%
4358 Memory garden plaques	0	0	200	200		200	0.0%
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%
4367 Youth services	0	0	500	500		500	0.0%
4368 PWLB Cafe loan	0	0	8,000	8,000		8,000	0.0%
4369 Cafe portalo hire	0	388	2,300	1,912		1,912	16.9%
Amenities General :- Indirect Expenditure	0	388	17,050	16,662	0	16,662	2.3%
Net Income over Expenditure	300	344	(13,250)	(13,594)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities :- Income	300	1,762	4,900	3,138			36.0%
Expenditure	3,998	6,128	74,700	68,572	0	68,572	8.2%
Movement to/(from) Gen Reserve	(3,698)	(4,366)	(69,800)	(65,434)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>							
301 Civic Building							
1000 Income Civic Centre -room hire	1,211	4,128	15,000	10,872			27.5%
1002 Income - C Centre FIT payments	2,528	2,528	5,500	2,972			46.0%
1003 Income - C Centre mast rental	1,653	1,653	6,613	4,960			25.0%
1005 Income music licence	52	132	300	168			44.0%
Civic Building :- Income	5,444	8,441	27,413	18,972			30.8%
4402 Consumable supplies	245	303	900	597		597	33.7%
4403 Equipment maintenance	1,067	1,337	2,310	973		973	57.9%
4406 Refuse collection	353	514	1,610	1,096		1,096	31.9%
4407 Equipment	0	47	1,210	1,163		1,163	3.9%
4411 Rates	1,280	3,840	16,000	12,161		12,161	24.0%
4412 Water and sewage	0	3,461	3,475	14		14	99.6%
4413 Electricity	67	132	4,000	3,868		3,868	3.3%
4414 Gas	81	282	5,000	4,718		4,718	5.6%
4417 Kitchen appliances	0	0	500	500		500	0.0%
4418 Solar panels	0	0	500	500		500	0.0%
4419 Internal/external works	0	130	5,650	5,520		5,520	2.3%
Civic Building :- Indirect Expenditure	3,092	10,046	41,155	31,109	0	31,109	24.4%
Net Income over Expenditure	2,352	(1,605)	(13,742)	(12,137)			
Civic Centre :- Income	5,444	8,441	27,413	18,972			30.8%
Expenditure	3,092	10,046	41,155	31,109	0	31,109	24.4%
Movement to/(from) Gen Reserve	2,352	(1,605)	(13,742)	(12,137)			

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Planning and Highways

401 Planning and Highways

1026 Income CIL money	0	3,737	500	(3,237)			747.4%
1060 Income ESCC-grass verge cut	0	7,314	7,300	(14)			100.2%

Planning and Highways :- Income	0	11,051	7,800	(3,251)			141.7%
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4102 Grass verge cutting	0	3,775	15,100	11,325		11,325	25.0%
4300 Public lighting	525	1,067	6,080	5,013		5,013	17.5%
4302 Miscellaneous expenses	0	0	100	100		100	0.0%
4349 Bus shelter replacement	0	0	2,500	2,500		2,500	0.0%
4350 Bus shelter maintenance	0	0	1,600	1,600		1,600	0.0%
4352 Bus shelter cleaning	111	111	860	750		750	12.8%
4354 Community bus	0	4,300	4,300	0		0	100.0%
4355 Neighbourhood plan	0	80	500	420		420	16.0%

Planning and Highways :- Indirect Expenditure	635	9,332	31,040	21,708	0	21,708	30.1%
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Net Income over Expenditure

	(635)	1,719	(23,240)	(24,959)
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Planning and Highways :- Income	0	11,051	7,800	(3,251)			141.7%
Expenditure	635	9,332	31,040	21,708	0	21,708	30.1%

Movement to/(from) Gen Reserve

	(635)	1,719	(23,240)	(24,959)
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Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/playground refurbishment	0	0	114,084	114,084		114,084	0.0%
9012 Civic Centre maintenance	0	0	21,070	21,070		21,070	0.0%
9013 Information technology/server	0	0	4,306	4,306		4,306	0.0%
9014 Telscombe Tye	0	0	47,259	47,259		47,259	0.0%
9018 Tye signage expenditure	0	0	649	649		649	0.0%
9020 Youth projects expenditure	0	0	2,988	2,988		2,988	0.0%
9021 Election expenses	0	0	20,899	20,899		20,899	0.0%
9023 Street lighting expenditure	0	0	29,790	29,790		29,790	0.0%
9026 Councillor training	0	0	3,140	3,140		3,140	0.0%
9028 Bus shelters	0	0	9,500	9,500		9,500	0.0%
9029 Street furniture	0	0	2,605	2,605		2,605	0.0%
9030 CCTV	0	0	2,594	2,594		2,594	0.0%
9032 Website	0	165	1,810	1,645		1,645	9.1%
9033 Telephones	0	0	2,750	2,750		2,750	0.0%
9035 Grounds maintenance	0	7,803	25,008	17,205		17,205	31.2%
9036 Coastal management	0	0	6,500	6,500		6,500	0.0%
9037 CIL monies	0	0	18,625	18,625		18,625	0.0%
9038 Neighbourhood plan	0	0	3,851	3,851		3,851	0.0%
9039 Clifftop fencing	0	0	7,500	7,500		7,500	0.0%
9040 Community cafe	0	1,588	35,501	33,913		33,913	4.5%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	1,972	1,972		1,972	0.0%
9045 Legal/professional fees	0	310	5,655	5,345		5,345	5.5%
9046 Kitchen appliances	0	0	3,500	3,500		3,500	0.0%
9047 Solar panels	0	0	3,500	3,500		3,500	0.0%
9048 Recruitment advertising	0	0	750	750		750	0.0%
Earmarked Reserves :- Indirect Expenditure	0	9,866	379,006	369,140	0	369,140	2.6%
Net Expenditure	0	(9,866)	(379,006)	(369,140)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	0	9,866	379,006	369,140	0	369,140	2.6%
Movement to/(from) Gen Reserve	0	(9,866)	(379,006)	(369,140)			
GRAND TOTALS:- Income	7,730	192,277	383,195	190,918			50.2%
Expenditure	28,525	87,766	763,450	675,684	0	675,684	11.5%
Net Income over Expenditure	(20,794)	104,511	(380,255)	(484,766)			
Movement to/(from) Gen Reserve	(20,794)	104,511	(380,255)	(484,766)			

AGENDA ITEM	11
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To approve bank reconciliation to 30 th June 2026

1. INTRODUCTION

In accordance with Financial Regulation 2.6, a member should verify bank reconciliations produced by the Town Clerk/RFO on a quarterly basis.

2. INFORMATION

The bank reconciliations covering April to June 2026 are yet to be checked by a Councillor, but it is anticipated that this will have been undertaken by the time the meeting takes place.

A copy of the bank reconciliation and bank statements etc for June 2026 are attached, Appendix 5. The total bank and cash balances at 30th June were £633,907.76.

3. RECOMMENDATION

It is recommended to approve the bank reconciliation at 30th March 2026.

4. FINANCIAL IMPLICATIONS

Details of any significant variances in expenditure are detailed in the income and expenditure report under agenda item 10.

5. ENVIRONMENTAL IMPACT

None.

Telscombe Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2026

Appendix 5
x 5 pages.

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2026	Current account	8,089.65
30/06/2026	Reserve A/c No 1	65,807.05
30/06/2026	Petty cash	11.06
30/06/2026	Treasury Reserve 1	560,000.00

633,907.76

Receipts not on Bank Statement

0.00

Closing Balance

633,907.76

All Cash & Bank Accounts

1	Combined Bank Accounts	73,896.70
2	Petty Cash	11.06
3	Treasury Reserve 1	560,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	633,907.76

COPY

Account Name
TELSCOMBE TOWN COUNCIL V

Account No 57304602 Sort Code 60-16-41 Page No 1201
1 of 2



NatWest

MRS NEWMAN
TELSCOMBE TOWN COUNCIL
360 SOUTH COAST ROAD
TELSCOMBE CLIFFS
EAST SUSSEX
BN10 7ES

Current Account

Summary	
Statement Date	03 JUL 2026
Period Covered	27 JUN 2026 to 03 JUL 2026
Previous Balance	£10,159.69
Paid In	£492.65
Withdrawn	£3,960.82
New Balance	£6,691.52
BIC	NWBKGB2L
IBAN	GB02NWBK60164157304602

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
27 JUN 2026	BROUGHT FORWARD			10,159.69
29 JUN	Direct Debit FOCUS GROUP MD002AG7Z8T31D		71.35 ✓	10,088.34
30 JUN	Automated Credit JANE CHANT YOGA FP 30/06/26 1107 85667544219610777	96.80 ✓		10,185.14
	OnLine Transaction THE DEANS SENIOR T 8712 VIA MOBILE - PYMT	206.25 ✓		10,391.39
	Charges 29MAY A/C 57304602		42.63 ✓	10,348.76
	Direct Debit TELSCOMBE TC BACS		2,225.68 ✓	8,123.08
	Direct Debit GOCARDLESS CKOFFICESOLU-CAWVG		33.43 ✓	8,089.65
01 JUL	Automated Credit PEOPLE MATTE INVOICE NO 26/8702 FP 01/07/26 1425 104732215241107001	16.60		8,106.25
	Direct Debit COMPUTER EYEZ SOUT EYEZ2002242		30.00	8,076.25
	Direct Debit LEWES DISTRICT COU 101225302		1,280.00	6,796.25
	Direct Debit SCREWFIX DIRECT LT 6331640015183486		57.84	6,738.41
02 JUL	Automated Credit N.HAVEN& P.HAVEN U 26/8714 FP 02/07/26 0731 42071634914004000N 26/8714	74.00		6,812.41
03 JUL	Automated Credit ROSS PATRICK ROSS PATRICK FP 02/07/26 2158 17573627218660995	15.00		6,827.41
	Automated Credit MRS N H MURRAY-SMILL PILATES-NICOLA FP 03/07/26 1113 000000000399172080	84.00		6,911.41
	Direct Debit GRENKELEASING LIM1 0700024610		219.89	6,691.52

Account Name
TELSCOMBE TOWN COUNCIL

Account No
13624377

Sort Code
60-16-41

Page No
1 of 2

455



NatWest

MRS S R NEWMAN
TELSCOMBE TOWN COUNCIL
360 SOUTH COAST ROAD
TELSCOMBE CLIFFS
EAST SUSSEX
BN10 7ES

Business Reserve Account

Summary	
Statement Date	02 JUL 2026
Period Covered	26 JUN 2026 to 02 JUL 2026
Previous Balance	£65,749.77
Paid In	£57.28
Withdrawn	£0.00
New Balance	£65,807.05
BIC	NWBKGB2L
IBAN	GB16NWBK60164113624377

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If you have changed your address or telephone number please let us know.
Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
26 JUN 2026	BROUGHT FORWARD			65,749.77
30 JUN	Interest 30JUN GRS 13624377	57.28	✓	65,807.05

COPY

Telscombe Town Council Petty Cash Log

June 2026

Page 111

Date	Receipt No	Description	Cashed cheque amount	Amount Withdrawn	Balance	Code	Committee
1.6.26		Balance b/f			£11.06		
		No transactions		NIL			
Totals					£11.06		

COPY



NatWest

Stella Newman
Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES

Deposit Dealing Desk
250 Bishopsgate
London
EC2M 4AA

Telephone: 0345 300 0329
TypeTalk: 18001 0845 300 0329

000161

A

depositdealingdesk@natwest.com

02 June 2026

Your Ref: 05574897/460

Treasury Reserve Deposit Confirmation Letter

Telscombe Town Council

We confirm the following deposit:

Start Date: 02 June 2026	Term:	Interest Rate % pa:	Initial Deposit Amount:	Account:
Maturity Date: 03 August 2026	2 Month Fixed	1.75% Gross	GBP 560,000.00	XXXXXX377

Gross rate: this means the interest rate you're paid without the deduction of UK tax.

p.a. per annum.

What you need to know

All deposits will have interest paid gross, regardless of the tax status of the ultimate beneficiary of the interest. It is your responsibility to disclose any interest paid to you on your annual Tax Return.

You must hold either a Business Current account, Business Reserve or Corporate Cash Manager Plus account with the Bank until the Maturity Date.

The Interest Rate % pa is fixed until the Maturity Date. Interest will be paid according to the below Interest Payment Schedule (except in the event of early termination).

Interest Payment Schedule:

Interest Payment Date	Interest Payment Amount
03 August 2026	GBP 1,664.66

We may be prepared to allow you to break this deposit until the Maturity Date, or the Bank may do so if it considers there are exceptional circumstances, but if so, Break Costs may be payable. Further details of when Break Costs are payable, and how these are calculated, can be found overleaf.

On the Maturity Date, or early termination, the Initial Deposit Amount and any payable interest, after deducting any Break Costs, will be credited to the Account.

900500016100010003



Agenda Item 12 - To note actions carried out or required from previous meetings and agree any further measures required

Action List for Full Council meeting on 22nd July 2026

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.24	Min 2362, p 4243 – To consider purchasing Adobe Pro	SN	It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date.	July '26
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>Agreed at meeting on 21.1.26 to continue to pursue & Cllr Gallagher to follow up with PTC. Noted at meeting on 20.5.26 that no progress to date and Cllr Gallagher to monitor with PTC.</i>	Nov '26
18.3.26	Min 2589, p 4553 – To consider options for a possible repair café at the Civic Centre	SN	A working group is to be formed and a meeting arranged to discuss options.	Sept '26
18.3.26	Min 2595, P 4555 – To consider estimate from the Parkinson Partnership on advice re VAT on café project	SN	A meeting has taken place with the Parkinson Partnership and their report and recommendations are awaited.	Sept '26
18.3.26	Min 2602, p 4556 – Update on café project & agree further actions required	SN	A working group meeting has taken place to discuss the café business plan and a follow-up meeting is to be arranged to finalise details.	Sept '26
18.3.26	Min 2605, p 4556 – Update on the Neighbourhood Plan, agree any further actions & associated cost to update the Council's website	SN	Proposed leaflet not approved by LDC and so was not printed. Referendum took place on 7.5.26 with a positive result. <i>TTC's website to be updated after the referendum – log in details for the Steering Group's website are awaited to enable Council's website provider to access the info to be transferred over to TTC's website.</i>	Complete July '26

Action List for Full Council meeting on 22nd July 2026 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.5.26	Min 2615, p 4590 – To consider & agree Council's response to the Government consultation on LGR in our area	SN	The working group met & formulated a response which was agreed via email by a majority of Cllrs & submitted by the Town Clerk.	Complete
20.5.26	Min 2626, p 4595 – Business plan update /review	SN	The agreed update was carried out.	Complete
20.5.26	Min 2627, p 4595 – Agree bank mandate/ signatories to Council's bank account	SN	A Mandate update request was submitted to the bank & Cllrs were contacted by the bank for further info. The bank is in the process of carrying out the request.	Sept '26
20.5.26	Min 2628, p 4595 – Agree bank mandate/ signatories to Mayor's charity fund bank account	SN	A Mandate update request was submitted to the bank & Cllrs were contacted by the bank for further info. They are waiting info from 1 Cllr and will then process the request.	Sept '26
20.5.26	Min 2629, p 4595 – Review & agree credit card spending limit	SN	An application to increase the spending limit by £1k was submitted. The bank have acknowledged the request & advised it is being assessed.	Sept '26
20.5.26	Min 2631, p 4595 – To appoint an internal auditor for the 2026/27 financial year	SN	The internal auditor has confirmed they have capacity to undertake our audit for 2026/27 and their Terms of Engagement are awaited.	Sept '26
20.5.26	Min 2633, p 4596 – To approve Councils Annual Governance Statement on the AGAR (Section 1) for year to 31.3.26.	SN	The approved AGAR was submitted to the external auditors. Their report is now awaited.	Sept '26
20.5.25	Min 2634, p 4596 – To approve Council's accounting statements on the AGAR (Section 2) for year to 31.3.26.	SN	The approved AGAR was submitted to the external auditors. Their report is now awaited.	Sept '26
20.5.26	Min 2635, p 4596 – To approve dates for exercise of public rights	SN	The Notice was displayed from 1.6.26 to 14.7.26.	Complete
20.5.26	Min 2636, p 4597 – To approve subscription renewals	SN	Agreed renewals for the 2026/27 year will be undertaken when due.	Complete

Action List for Full Council meeting on 22nd July 2026 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.5.26	Min 2637, p 4597 – To approve service & support contract renewals	SN	Agreed renewals for the 2026/27 year will be undertaken when due.	Complete
20.5.26	Min 2638, p 4597 – To approve draft annual report	SN	The approved Annual Report has been published on our website and social media.	Complete
20.5.26	Min 2645, p's 4598-99 – To consider applying for a second CIL bid for the café building	SN	Draft application was approved by a majority of Cllrs via email as agreed & subsequently submitted to LDC.	Complete
20.5.26	Min 2646, p 4599 – Agree proposed layout options for café building	SN	Working group meeting held as agreed and LDC were present.	See new agenda item
20.5.26	Min 2647, p 4599-4600 – Update on telecoms equipment at Civic Centre & agree way forward	SN	NALC were contacted as agreed.	See new agenda item

AGENDA ITEM	13
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	Business Plan Update/Review

1. INTRODUCTION

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

2. INFORMATION

Attached is the latest version of the whole plan, V 2.8 dated 4th June 2026, appendix 6. Some updates were agreed at various committee meetings. Section IV relates specifically to full Council.

3. RECOMMENDATION

It is recommended to review the updated plan and to consider if any amendments are required to Section IV relating to full Council.

4. FINANCIAL IMPLICATIONS

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

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

Project	Objective	Committee	Project Delivery Date
Value for money review	A review of council services and costs	All Committees & full Council	Ongoing

SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE

	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting. Bat roost survey carried out – 10 trees identified as having bat roost potential. Bat boxes have been fitted throughout the park.	AO, TC	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Once report on trees received, take to ACC Committee to agree works to be undertaken.	AO, TC	Yearly	ACC	Complete Ongoing
3	Mini Forest Project in Chatsworth Park	To plant a mini forest in line with the Miyawaki Method	Saplings planted - to be watered regularly & maintained.	CC & volunteers			Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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4	Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep areas clean and tidy	Keep the play equipment in a safe and good condition and all areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Bin emptying and litter picking removed from contracts & arranged separately. Monthly volunteer litter picks organised in addition to being included in contracts.	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing Complete Ongoing
5	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 & reviewed 6 monthly in April & September. Additional Cllrs & staff joined working group to take project forward. LDC & EBC assisting with project delivery – SLA agreed. BUDGET IMPLICATIONS	AO & TC	Ongoing Ongoing	ACC	Ongoing Ongoing
6	Climate Change Emergency - Activity for ACC and FC	Declare Climate Emergency.	Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed	TC & AO		ACC & FC	Complete

		Aim for TTC to become carbon neutral by 2030.	due to underground services & same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species. Advertise the solar panels savings in CO2 and clean energy generation in newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point. BUDGET IMPLICATIONS Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23.	CR	Ongoing On hold 3 yearly	ACC	Ongoing Complete Ongoing
7	Active Travel – cycles and walkways	Safe walking/shared pathways	In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park. BUDGET IMPLICATIONS	AO	Yearly	ACC	n/a
8	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for	Draft Management Plan and Boundary Policy agreed at ACC	AO/CC	Yearly	ACC/FC	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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		park management.	in Sept '21 & adopted at full Council in Nov '21. Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.				
9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA was signed by all parties, invoice received from ESCC and payment made. New SLA agreed & signed by TC for 2025/26, invoice received & paid. To include budget for future years – budget for 2026/27 financial year has been included. BUDGET IMPLICATIONS	TC & CR		ACC	Complete Complete Ongoing
11	Civic Centre Sustainability	Explore ways of cost reduction	Net Zero Working Group set up – reports to go to ACC meetings quarterly. BUDGET IMPLICATIONS	ACC	Ongoing	Working group/ACC	Ongoing
12	Civic Centre room hire/marketing	To maximise income from room hire	Working group to discuss & report back to Committee.	Officers & Cllrs	July 2026	ACC	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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13	Civic Centre security	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre.	Officers & Cllrs	Yearly	ACC	Ongoing
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Section II – POLICY & RESOURCES COMMITTEE

	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tye Management Plan (TMP)	Develop and adopt a 'refreshed' TMP	Draft plan drawn up by CR & CC, taken to P&R for agreement & then full Council in Sept '21 & adopted. May '26 - Working group meeting arranged to review the plan. KEEP UNDER REVIEW BUDGET IMPLICATIONS	Working Group	Annually	P&R	Ongoing
2	Plan to maintain the Tye assets	To agree a regime of ongoing maintenance of the grass downland, stock fencing, gates and barriers.	P&R to agree the maintenance budget yearly & prescribe programme of work to maintain this asset. Review Management Plan once Tye objectives & new scheme agreed. Agreed to maintain gates & fencing along Sth Cst Rd and Gorham Way, and in East Saltdean gates 3 to 7 and fencing immediately either side only.	TC/P&R TC/P&R	Annually	P&R/budget working group P&R	Ongoing Ongoing

			April '26 - Gate upgrades/repairs have been undertaken. Gate & fence inspections undertaken monthly. BUDGET IMPLICATIONS				
3	Funding for Telscombe Tye	To consider Grant funding for Telscombe Tye.	Previous HLS/ELS scheme has ended. Tye Objectives Working Group set up to consider options & to report back to P&R Committee. Various meetings have taken place and no scheme identified to date. To discuss options at Management Plan working group meeting. BUDGET IMPLICATIONS	Working Group/P&R/TC		P&R FC	Complete Ongoing

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 Report (HRA) & Aecom	Members, officers & steering group	TBA	Planning & Highways & FC	2023
						FC	Complete
					Dec 2023 March 2024		Complete

			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. BUDGET IMPLICATIONS		March '25 May '25 August '25 January '26 May '26		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

2023-24	2024 - 2025	2025-26	2026-27
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3	Maintain street lighting	To keep street lights in good working order	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 BUDGET IMPLICATIONS	P&H	March annually	P&H	Ongoing
4	Maintain bus shelters	To keep bus shelters in good order	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).	Amenities Officer	6 monthly	P&H	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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Section IV – FULL COUNCIL							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Review Member Allowances	Review the yearly allowance paid to elected members.	LDC remuneration review undertaken and their report Nov '23 with recommendations considered at full Council in March 24 & agreed to increase allowances for 2025/26 year. To review annually. July 2025 – agreed to leave the same for 2026/27 year. Review again in July 2026 for 2027/28 year. BUDGET IMPLICATIONS	TC & members			Complete
					July 25	FC	Complete
					July 26	FC	Ongoing
2	Review of Town Assets	To review assets held by TTC	Annual review by Audit Sub-Committee & then report to FC for approval.	TC	Yearly	Audit & FC	Ongoing
3	Council Governance review	To examine committee structure, speed of decisions & reduce printing by introducing	Agendas & reports to be emailed - limited Cllrs to have printed copies which are to be collected not posted. Consideration of hybrid meetings in accordance	Members, TC & officers		FC, P&R	Complete
					May 2025	FC	July 2026

2023-24	2024 - 2025	2025-26	2026-27
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		agile working alternatives.	with government consultation. BUDGET IMPLICATIONS				
4	Sea Defences	To maintain small ER in case decide to make a contribution to any emerging coastal erosion project for Telscombe and East Saltdean.	Maintain contact with LDC. 2021 - Memorandum of Understanding signed between LDC & Environment Agency for the sea defences between Ambleside Av and the Southern Water Works in Telscombe Cliffs.	Members & TC		FC, P&R	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

2023-24	2024 - 2025	2025-26	2026-27
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AGENDA ITEM	14
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To review Councillor Allowances amounts for 2027/28 financial year

1. INTRODUCTION

An Independent Remuneration Panel (IRP) is convened by the District Council as the 'Responsible Authority' to review allowances for Parish/Town Councils. If a Parish/Town Council decides to pay a basic allowance, it should have regard to the recommendation from its IRP.

A Parish/Town Council may choose to pay their members an allowance to recognise the time and effort they put into their parish duties, but there is no obligation to pay such an allowance. An allowance can be paid to all members that have been elected (not co-opted) and where members receive an allowance, the amount to be paid to each must be the same (the amount paid to the Chair may be different).

2. INFORMATION

The last Remuneration Panel meeting was convened by Lewes District Council in November 2023 to consider Councillor allowances and a report was released, with their recommendations as follows:-

Basic Allowance - The Panel recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council.

The recommended Basic Allowance for the District Council for 2024/25 £5,002 subject to any indexation; 15% of this is £750 per annum, subject to any indexation. This should, in accordance with the statutory regulations, only be paid to Councillors who are elected not those co-opted.

Chair's Allowance. - The Panel recommends that those parishes who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council.

The recommended Chair's Allowance is therefore any amount up to £1,500, 30% of the proposed Basic Allowance for Lewes District Council.

Travel and Subsistence - Parish/Town Councils should pay travel and subsistence allowances in line with those agreed as part of the members allowances schedule for the District Council when they travel out of the Council area either to visit another Council or to attend conferences or seminars.

Indexation of Allowances - The indexation of allowances should be in line with annual staff salary increase when applicable.

Foregoing Allowances - A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town Council.

Publicity - The IRP recommends that Parish/Town Councils publicise the allowances in accordance with Section 5, Paragraph 30 of the Regulations (SI2003 No 1021).

The above information was considered at our full Council meeting in July 2025 for implementation in the 2026/27 financial year and it was agreed:-

- Not to increase the Councillor allowance for the 2026/27 financial year which is paid to elected Councillors only and it remains at £300.
- The Chair's allowance is not increased and remains at £500 for the 2026/27 financial year.
- No indexation in line with annual staff salary increases be applied to Councillor allowances, but that a review of the Councillor allowance is undertaken annually.
- Councillors be paid travel and subsistence costs in line with those agreed as part of the members allowance schedule for the District Council when travelling out of the Council area to visit another Council or attend conferences or seminars.
- Payment of the Councillor allowance is made in one lump sum at the financial year end in March.
- The Mayor's allowance for civic related items for the 2026/27 financial year remain at £1,500.

3. RECOMMENDATION

It is therefore recommended to review the above amounts, having regard to the amounts in the last IRP report in November 2023 and agree the amounts for the 2027/28 financial year.

4. FINANCIAL IMPLICATIONS

Any increases agreed at this meeting will be included in the budgeting for the 2027/28 financial year.

AGENDA ITEM	15
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To approve the Community Infrastructure Levy (CIL) report for 2025/26, note CIL funds received in April 2026 & agree possible future CIL earmarked reserves spending

1. INTRODUCTION

CIL payments are made to us by LewesDC, if applicable, normally in April and October annually.

Each year a Council must '*send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website.*' Regulation 62A of the CIL Regulations (as amended) sets out the information to be reported and LewesDC have provided us with a template report for completion.

2. INFORMATION

The Report for the 2025/26 financial year is attached, Appendix 7, which shows the payments received and monies spent. A total of £2,377.64 was received and transferred into the CIL earmarked reserve (ER) on 31st March 2026. No monies were spent in the year and the current earmarked reserve stands at £18,625.

In May 2026 we received £3,736.79 as follows which will be added to the ER at year end:-

Application number & address	Amount
LW/19/0518 – 363 South Coast Road, BN10 7HH	£558.00
LW/24/0173 – 72 Telscombe Cliffs Way, BN10 7DE	£3,178.79

I check LDC's database regularly to ensure they have passed us the monies owed.

The funds received have to be spent within 5 years of receipt and can be spent on a wide range of projects to support the development of our area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. We have £894 which needs to be spent by October 2027 and the remaining balance from April 2028 onwards.

Now the Neighbourhood Plan has been agreed, the percentage due to us will rise to 25%.

Various projects have been identified by the Planning & Highways Committee (P&H) and the Amenities & Civic Centre (ACC) Committee which will require the use of our CIL earmarked reserve. The P&H Committee are proposing that £3,500 be used towards a replacement bus shelter at the southern end of Telscombe Cliffs Way and the ACC Committee are proposing

that up to £15,000 is allocated towards replacement in an alternative position of the multi swing unit in Chatsworth South playground, along with removal of the disc roundabout and associated groundworks.

3. RECOMMENDATION

- To approve the 2025/26 CIL Report which can then be forwarded to LewesDC and put on our website
- To note the payment received at the beginning of May of £3,736.79 which will be transferred to the ER at year end.
- To agree the use of £3,500 for a replacement bus shelter and £15,000 towards a replacement swing unit in Chatsworth South playground.

4. FINANCIAL IMPLICATIONS

If it is agreed to use the monies as detailed above, it will reduce the CIL earmarked reserve to £125. With the addition of £3,736.79 received in May, it will increase at year end to £3,861.79. Figures are only approximate, depending on the final spend for the playground equipment. We may also be due further CIL monies from LDC in October.

Telscombe Town Council

Community Infrastructure Levy Report

2025/2026

The Lewes District Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 14th October 2015 and the charge has been implemented for those areas of the district that lie outside the South Down National Park since 1st December 2015.

Duty to pass CIL receipts to Local Council

Under Regulations 59A of the CIL Regulations 2010 (as amended), charging authorities, in this instance Lewes District Council, have a duty to pass CIL to local Councils such as Telscombe Town Council

In areas where no neighbourhood plan has been made, fifteen per cent of CIL charging authority receipts have to be passed directly to Parish and Town Councils where development has taken place each year. However, this is capped at £100 per existing Council tax dwelling.

Where development has taken place in an area that has a neighbourhood development plan made, twenty-five per cent of CIL charging authority receipts have to be passed directly to the Parish or Town Council.

Telscombe Town Council has no neighbourhood plan at this time.

The CIL receipts are passed to local Council twice during a financial year:

- By the 28th October of the financial year for the CIL receipts from 1st April to 30th September
-
- By the 28th April of the financial year for the CIL receipts from 1st October to 31st March

Spending the CIL receipts in Local Councils

In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Telscombe Town Council, or any part of it, by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.

Where CIL receipts received by Telscombe Town Council have not been spent within 5 years of receipt or otherwise that in accordance with regulation 59C, the charging authority may require those receipts to be repaid (Regulation 59E of the CIL Regulations (as amended))

Reporting by Local Councils

Parish and Town Council must make arrangements for the proper administration of their financial affairs. They must have systems in place to ensure effective financial control. These requirements also apply when dealing with neighbourhood funding payments under the levy.

Regulation 62A of the CIL Regulations (as amended) sets out the information to be reported and it requires a Local Council to “*prepare a report for any financial year (“the reported year”) in which it receives CIL receipts.*”

The report should be published on our website or/and on the charging authority's website.

Regulation 62A Reference	Description	Amount
2(a)	total CIL receipts for the reported year 2025-2026	£2,377.64
2(b)	total CIL expenditure for the reported year 2025-2026	Nil
2(c)	summary of CIL expenditure during the reported year including— (i) the items to which CIL has been applied; and (ii) the amount of CIL expenditure on each item	(i) n/a (ii) n/a
2(d)	details of any notices received in accordance with regulation 59E, including— (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; (ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year	n/a
	the total amount of— (i) CIL receipts for the reported year retained at the end of the reported year; and (ii) CIL receipts from previous years retained at the end of the reported year	(i) £2,377.64 (iii) £16,246.36

Telscombe Town Council must send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website.

AGENDA ITEM	16
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To adopt reviewed Co-option Policy and agree whether to advertise for co-option of the Councillor vacancies

1. INTRODUCTION

The Co-Option Policy was due its 3 year review which was undertaken at a recent Policy & Resources (P&R) Committee meeting.

2. INFORMATION

One amendment was agreed to add the following sentence, which is shown in red on the last page on Appendix 8 as follows:-

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.

It clarifies the position regarding when they can act as a Councillor and that they are not entitled to a Councillor allowance.

Since that meeting, I have reviewed the Policy wording and feel the final sentence needs amending which reads – 'If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.'

It is not clear how often the co-option process should be advertised. We have agreed at meetings that it should be every 6 months, but for transparency, I think the wording should be included in the Policy.

The vacancies since the election in May 2024 have been advertised on a 6 monthly basis but we still have 2 vacancies. Despite this the Council has continued to conduct its business effectively, with meetings remaining quorate and committees functioning as required. Therefore, given the proximity of the next ordinary elections in May 2027, it is considered that further advertising is unlikely to result in successful appointments and would represent a disproportionate use of Council resources. Members are therefore invited to consider whether further advertising should cease until the ordinary elections.

3. RECOMMENDATION

- The P&R Committee recommend approval of the amended Policy.
- I recommend updating the final sentence of the Policy to read:-
'If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised on a 6 monthly basis, unless there is only 6 months or less until the next ordinary local election.' (as shown in red & italics on appendix 6)

- To consider whether further advertising should cease until the next ordinary elections in May 2027.

4. FINANCIAL IMPLICATIONS

None. Co-opted Councillors are not entitled to receive a Councillor's allowance.

TELSCOMBE TOWN COUNCIL

Councillor Co-option Policy

Introduction

This Policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Telscombe Town Council (TTC). The Co-option procedure is entirely managed by TTC and this Policy will ensure that a fair and equitable process is carried out.

The co-option of a town councillor occurs in two instances:

- When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years
- When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.

Ordinary Vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as 'ordinary vacancies.' Provided there are enough Parish/Town Councillors to constitute a quorum, the Parish/Town Council is able to co-opt a volunteer to fill the vacancies.

Casual Vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a Council committee or sub-committee or to attend as a representative of the Council a meeting of an outside body.

TTC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of a nomination paper. TTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place, but if only one candidate is put forward, they are duly elected without a ballot.

TELSCOMBE TOWN COUNCIL



If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, TTC is able to proceed to co-opt a volunteer.

Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council, the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website;
- Advise TTC that the Co-option Policy has been instigated.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services office has confirmed that there were insufficient nominations to fill all the seats, but there are sufficient Town Councillors elected to constitute a quorum.

TTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left under-represented for a significant length of time, neither does it contribute to effective and efficient working of the Council if there are insufficient Councillors to share the workload; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of TTC.

1. Eligibility of Candidates

TTC is able to consider any person to fill a vacancy provided that:-

- He/she is 18 or over
- He/she is a British Citizen, qualifying Commonwealth Citizen or a Citizen of any other member state of the European Union

and at least one of the following apply:-

- He/she is an elector of the parish and continues to be an elector;
- Or has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish;
- Or had his/her principal place of work in the parish for the past 12 months;
- Or has lived within three miles (direct) of the parish within the past 12 months.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Town Council;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

TELSCOMBE TOWN COUNCIL



Applications

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be invited to attend the full Council meeting at which co-option will be considered and will be sent an agenda of the meeting. Candidates will also be informed that they will be invited to speak about their application at the meeting. If a candidate has any special need or concern which will affect them speaking about their application, please let the Town Clerk know before the meeting so reasonable adjustments can be made.

At the Co-option Meeting

At the Co-option meeting, candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of TTC. The process will be carried out in the public session. Where TTC is discussing the merits of candidates and inevitably their personal details, this could be prejudicial and TTC may resolve to exclude members of the press and public. Any candidate has the right to ask for the reasons they were/were not accepted and they will be notified accordingly.

As soon as all candidates have finished giving their submissions the Council will decide whether to proceed with co-option by a show of hands. Should full Council resolve that there are suitable candidates and to proceed, Councillors will vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s), with each candidate being proposed and seconded by the Councillors in attendance and a vote by show of hands. The vote will be recorded.

In order for a candidate to be elected to TTC it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

TELSCOMBE TOWN COUNCIL



After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she may take their seat immediately. *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.*

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring officer.

Any newly co-opted member will be provided with a welcome pack and invited to attend an induction/training session with the Town Clerk and/or other officers. This should take place as soon as possible.

~~If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.~~

If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised on a 6 monthly basis, unless there is only 6 months or less until the next ordinary local election.

Policy	Co-option
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	20 th March 2024
Previous Adoption Dates	19.7.2023 28.9.2022
Responsibility	Policy & Resources Committee and then adoption by Full Council

TELSCOMBE TOWN COUNCIL



APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist the Council in making their decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you Applying For?	

About You

Please provide the Council with some background information about yourself.

--

TELSCOMBE TOWN COUNCIL



Reasons for Applying

Please provide the Council with your reasons for wanting to become a Town Councillor.

Signature

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

	Proposer	Secunder
Name		
Address		
Signature		

Please return your completed application including Appendix A, Appendix B and corroborating information, to the Clerk to the Council. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Telscombe Town Council.

How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law. I consent to the information provided being held for the administration of my term of office as Councillor

TELSCOMBE TOWN COUNCIL

APPENDIX B



Co-option Eligibility Form

1. In order to be eligible for co-option as a Telscombe Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. **Please tick which applies to you:**

- a) I am registered as a local government elector for the parish; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the parish; or ☐
- c) My principal or only place of work during those twelve months has been within the parish; or ☐
- d) I have during the whole twelve months resided in the parish or within 3 miles of it ☐

Please provide evidence in support of the above

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

TELSCOMBE TOWN COUNCIL



In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of Telscombe Town Councillor, and the information given on this form is true and accurate record.

Signature.....

Telscombe Town Council is duty bound to treat this information as strictly confidential.

TELSCOMBE TOWN COUNCIL



APPENDIX C

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	Sound knowledge and understanding of local affairs and the local community Forward thinking	Can bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	Ability to listen constructively A good team player Ability to pick up and run with a variety of projects Solid interest in local matters Ability and willingness to represent the Council and their community Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions Ability to communicate succinctly and clearly Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities) Ability and willingness to undertake induction training and other relevant training	Experience of working or being a member in a local authority or other public body Experience of working with voluntary and or local community/interest groups Basic knowledge of legal issues relating to town and parish Councils or local authorities Experience of delivering presentations
Circumstances	Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends	

AGENDA ITEM	17
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	22 nd July 2026
SUBJECT	To agree proposed layout options for the café building and appointment of legal services as recommended by Lewes District Council

1. INTRODUCTION

Lewes District Council's architect drew up several revised options for positioning of the café and internal layouts which were brought to the Annual Full Council meeting on 20th May for consideration.

2. INFORMATION

Café layout options

Members raised queries regarding the proposed layouts and the information upon which the architect's designs had been based. I confirmed that the architect had been provided with the Council's initial drawings together with all specified requirements, but members had reservations and did not feel a decision could be made at that meeting. It was therefore agreed by a majority that the layout options be discussed at a working group meeting and recommendations be brought back to a future full Council meeting for agreement.

A working group meeting took place and LDC's architect and their staff members who are managing the project on our behalf were also present and answered queries raised. Please see attached options 1-3 for siting of the café, appendices 9 to 11, and options 1-4 for the floor plan, appendices 12 to 15. Working group members favoured option 2 (appendix 10) for the siting of the café and option 2 (appendix 13) for the floorplan.

Advantages of café position option 2 -

- Will not trigger Biodiversity Net Gain
- Less groundworks required
- Can utilise the lower grassed area for additional seating
- Good for PV panels as no overhanging trees

Advantages of Café floor plan option 2 –

- Doors from café to amenity space affords café to utilise area for overflow seating
- Store room allows for storage of furniture if not required in the amenity space

During discussion, it was felt that the café BOH (kitchen area) should have a window for light and ventilation, that the main door and window for the amenity space should be facing north towards the park not south towards the car park and that a water fountain should be

included. LDC's architect confirmed that these details will be taken into account during the next level of detailed design. LDC also confirmed that there is a caveat on affordability for the build options due to increasing build costs.

Cllr Clarkson also had several other queries which have been passed to LDC for comment as there were too complex to answer at the meeting. We are awaiting their response.

Appointment of Legal Services

LDC recently advised that they will need to secure the services of an Employers Agent who will be responsible for administering the Design & Build contract. They can use their professional services agreement for that which will be amended for Telscombe Town Council. Their legal team can assist on this and they will do a letter of engagement to us to confirm their rates so that they can bill us directly. As LDC wanted to progress this as soon as possible, member's agreement was sought via email and I had a majority positive response. This should, however, be officially agreed at this meeting and the letter of engagement and rates will be brought back to a future meeting for consideration once they are received.

3. RECOMMENDATION

It is recommended to:-

- agree the proposed siting location of option 2
- agree the proposed internal floorplan option 2
- agree to use LDC's legal team to draw up a letter of engagement regarding securing the services of an Employers Agent to administer the Design & Build contract.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

At the moment we have a café budget, nominal code 4360-202, of £3,500; a separate amount of £8,000, nominal code 4368-202, for café loan repayments and an earmarked reserve of £35,500, nominal code 9040-910. The earmarked reserve as well as the café budget is needed to cover costs for LDC's project management and associated costs, i.e., architect, surveys etc. The budget for loan repayment costs would have to be increased for the 2026/27 financial year.

Appendix 9

Cafe Position - Option 01

Positioned in the location of the existing cafe kiosk, on the hardstanding of the car park.

Positives:

- Position of existing cafe.
- No impact on the existing green space of park.
- The requirement for 10% BNG is not triggered.
- Closer connection to existing services and utilities which are assumed to be on west of park.

Considerations:

- Loss of approximately 5 no. informal parking spaces based on the estimated existing capacity.
- Is likely to require a smaller floor plan than other site positions and orientations.
- Limited options for outdoor seating.
- There will be a requirement for ongoing tree and vegetation maintenance.
- The proximity to trees could limit PV roof panel provision.

Key:

-  Cafe footprint.
Est. 59 sqm
Based on 2 no. 40 ft shipping containers.
-  Bin store footprint.
Est. 12 sqm. Based on a prefab bin store.
(Refuse requirements TBC).

Notes:

Proposal is subject to full topographical and utilities survey.



Cafe Position - Option 01
Scale 1:500



LDC | Development & Acquisitions

Town Hall, High Street, Lewes BN7 2QS
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Notes:

0m 10 20 30 40
SCALE 1:500



Client:
Lewes District Council

Project:
Telscombe Cafe

Location:
Chatsworth Park

Drawing:
Proposed Cafe Position - Option 01

Scale:
1:500

Drawing Number:
TC_LDC_SK2605_02

Date:
01.05.26

Rev

A

Appendix 10

Cafe Position - Option 02

Positioned on the hardstanding on the north of the existing car park.

Positives:

- Focal point of site.
- No impact on the existing green space of park.
- The requirement for 10% BNG is not triggered.
- No impact on nearby trees.
- Adjacent to green recreational space for over flow and outdoor seating.
- Opportunity for outdoor seating to rear.
- Good location for PV roof panels.

Considerations:

- Loss of approximately 3 no. informal parking spaces based on the estimated existing capacity.
- Connection to existing services which are assumed to be on the west side of park.

Key:

-  Cafe footprint.
Est. 59 sqm
Based on 2 no. 40 ft shipping containers.
-  Bin store footprint.
Est. 12 sqm Based on a prefab bin store.
(Refuse requirements TBC).
-  Outdoor seating deck
Est. 16 sqm

Notes:

Proposal is subject to full topographical and utilities survey.



Cafe Position - Option 02
Scale 1:500



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Notes:

0m 10 20 30 40
SCALE 1:500



Client:
Lewes District Council

Project:
Telscombe Cafe

Location:
Chatsworth Park

Drawing:
Proposed Cafe Position - Option 02

Scale:
1:500

Drawing Number:
TC_LDC_SK2605_03

Date:
01.05.26

Rev

A

Appendix 11



Cafe Position - Option 03
Scale 1:500

Cafe Position - Option 03

This location is unlikely to gain planning support and is anticipated to have more considerable groundworks, programme and cost implications when compared to other site locations.

Positives:

- Focal point of site.
- No impact on existing parking.
- Adjacent to existing green recreational space for over flow and outdoor seating.
- Good location for PV roof panels.

Considerations:

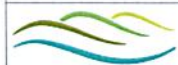
- Requirement for more intrusive groundworks.
- Loss of green space.
- Requirement for 10% BNG will be triggered which has ongoing maintenance/costs.
- Distance to existing services/utilities which are assumed to be on west side of the park.
- Unlikely to gain planning support.

Key:

-  Cafe footprint.
Est. 59 sqm
Based on 2 no. 40 ft shipping containers.
-  Bin store footprint.
Est. 12 sqm. Based on prefab bin store.
(Refuse requirements TBC).

Notes:

Proposal is subject to full topographical and utilities survey.



LDC | Development & Acquisitions

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Notes:

0m 10 20 30 40
SCALE 1:500



Client:
Lewes District Council

Project:
Telscombe Cafe

Location:
Chatsworth Park

Drawing:
Proposed Cafe Position - Option 03

Scale:
1:500

Drawing Number:
TC_LDC_SK2605_04

Date:
01.05.26

Rev:

A

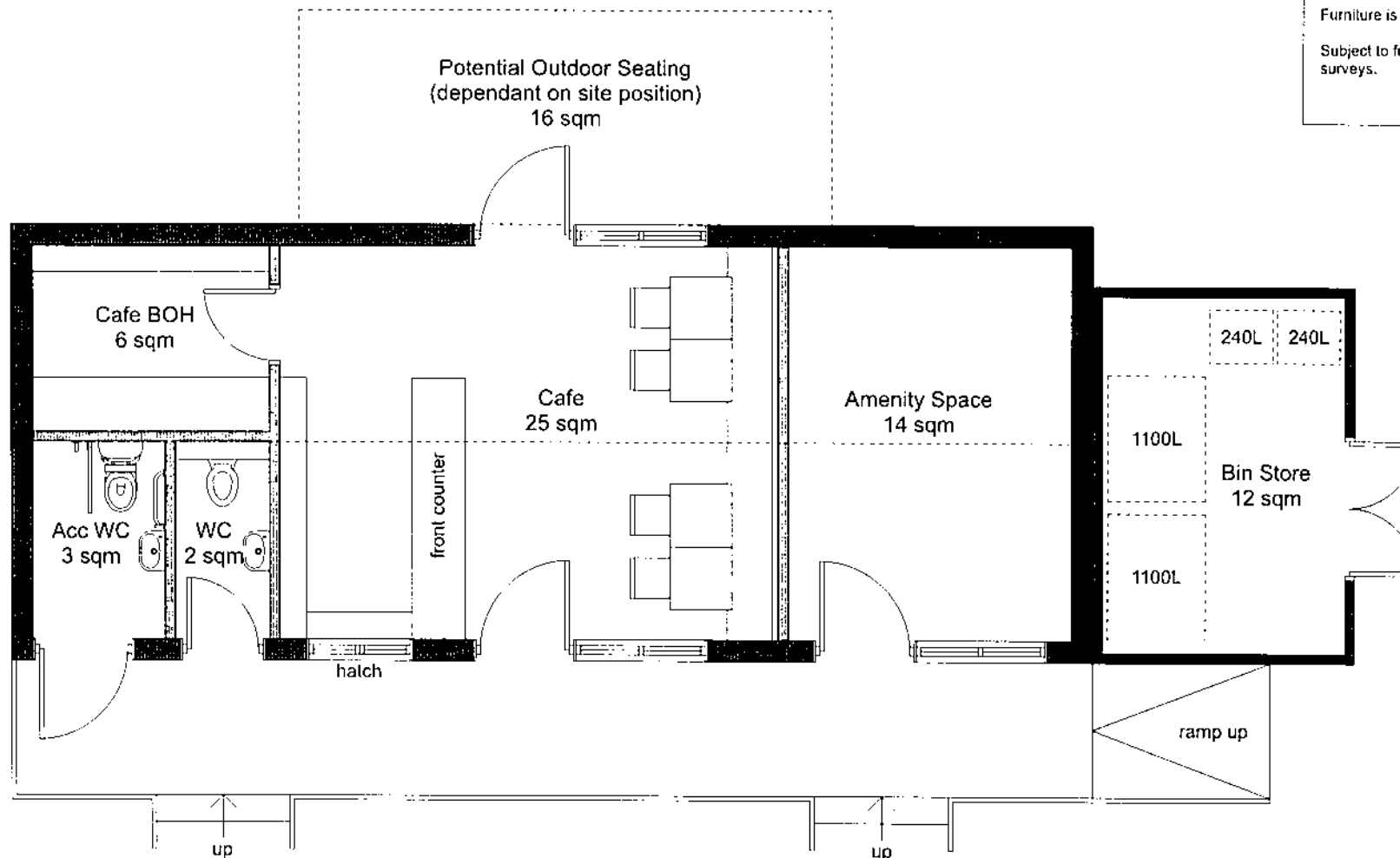
Appendix 12

Notes:

Indicative proposal is based on fit out of 2 no. 40ft shipping containers.

Furniture is shown indicatively only.

Subject to full topographic and utilities surveys.



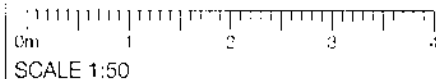
Indicative Floor Plan - Option 01
Scale 1:50



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Notes:



Client:

Lewes District Council

Project:

Telscombe Cafe

Location:

Chatsworth Park

Drawing:

Proposed Indicative Floor Plan - Option 01

Scale:

1:50

Drawing Number:

TC_LDC_SK2605_05

Date:

01.05.26

Rev:

A

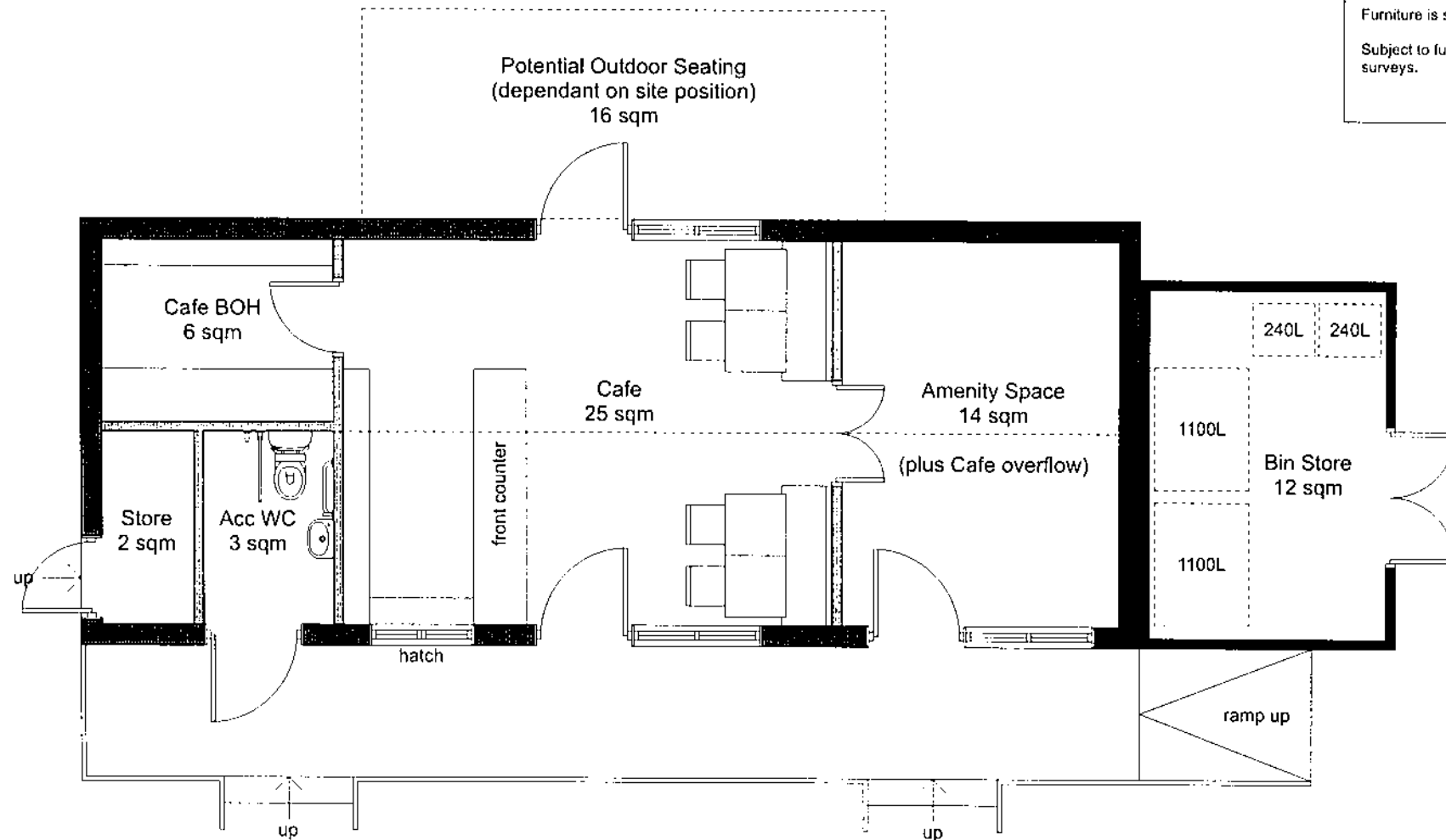
Appendix 13

Notes:

Indicative proposal is based on fit out of 2 no. 40ft shipping containers.

Furniture is shown indicatively only.

Subject to full topographic and utilities surveys.



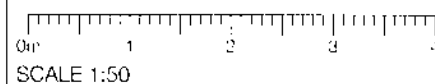
Indicative Floor Plan - Option 02
Scale 1:50



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North



Client
Lewes District Council

Project
Telscombe Cafe

Location
Chatsworth Park

Drawing
Proposed Indicative Floor Plan - Option 02

Scale
1:50

Drawing Number
TC_LDC_SK2605_06

Date
01.05.26

Rev
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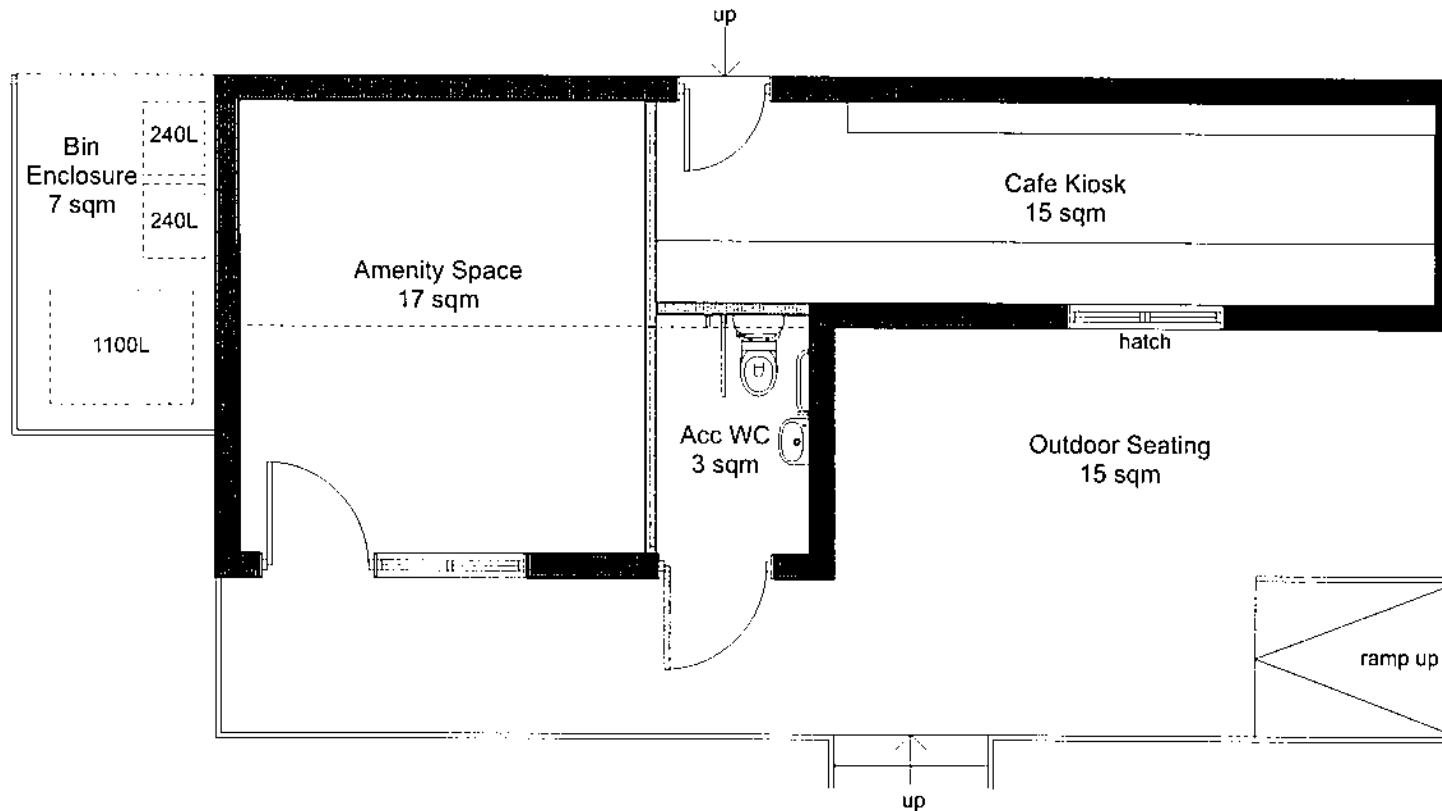
Appendix 14

Notes:

Indicative proposal is based on fit out of 1 no. 40ft and 1 no. 20ft shipping containers.

Furniture is shown indicatively only.

Subject to full topographic and utilities surveys.



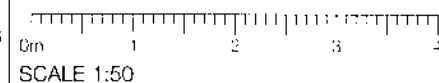
Indicative Floor Plan - Option 03
Scale 1:50



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Notes:



Client:
Lewes District Council

Project:
Telscombe Cafe

Location:
Chatsworth Park

Drawing:
Proposed Indicative Floor Plan - Option 03

Scale:
1:50

Drawing Number:
TC_LDC_SK2605_07

Date:
01.05.26

Rev:
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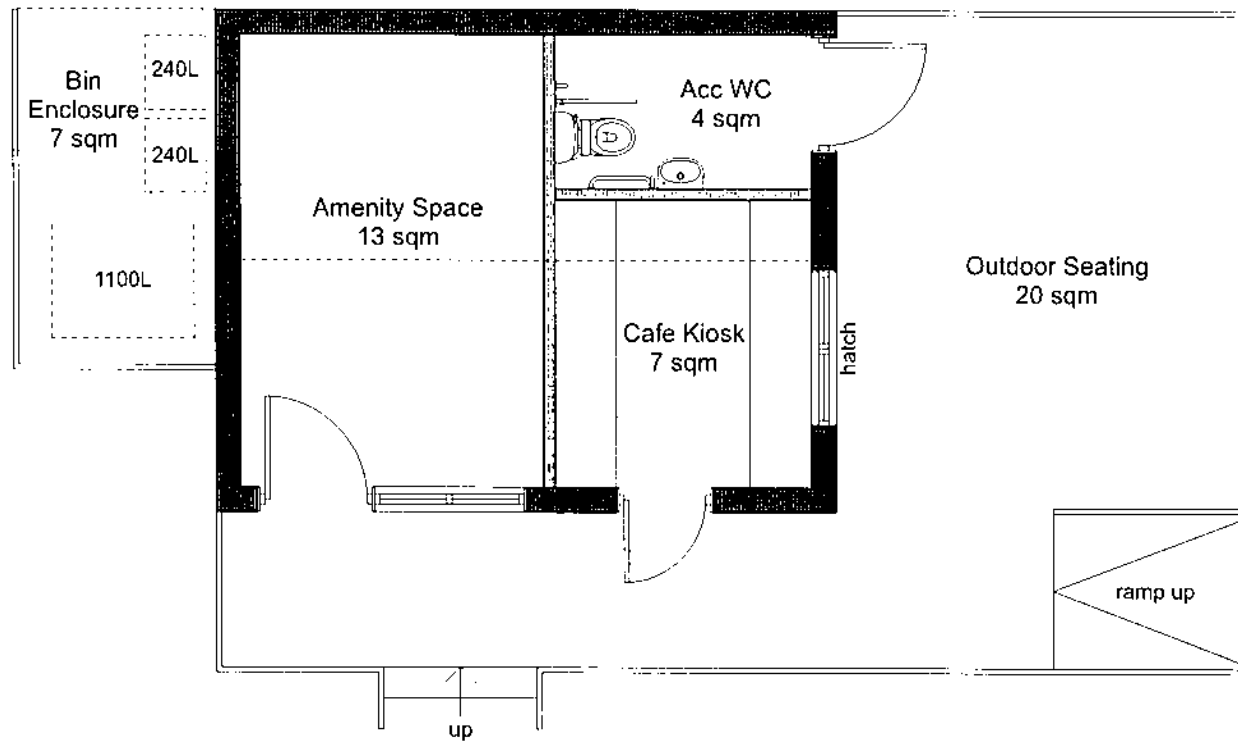
Appendix 15

Notes:

Indicative proposal is based on fit out of 2 no. 20ft shipping containers.

Furniture is shown indicatively only.

Subject to full topographic and utilities surveys.



Indicative Floor Plan - Option 04
Scale 1:50



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Notes

0m 1 2 3 4

SCALE 1:50

Client:

Lewes District Council

Location:

Chatsworth Park

Scale:

1:50

Date:

01.05.26

Project:

Telscombe Cafe

Drawing:

Proposed Indicative Floor Plan - Option 04

Drawing Number:

TC_LDC_SK2605_08

Rev:

A

AGENDA ITEM	18
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	Update on telecoms equipment at the Civic Centre and agree way forward

1. INTRODUCTION

At the full Council meeting on 18th March, following receipt of plans from United Infrastructure, it was unanimously resolved not to agree to an upgrade to the telecoms equipment on the patio. The reason for this was due to the visual impact of a 20m high telecoms pole to neighbouring properties and users of the Civic Centre, loss of amenity space on the patio for the Civic Centre and the unknown affects of exposure to Electromagnetic Fields (EMF). This was communicated to United Infrastructure.

2. INFORMATION

We subsequently received a response from United Infrastructure explaining that their client required additional rights to enable the upgrading and expansion of its apparatus to support network coverage. They also advised that if we did not agree, their client would need to consider its position under the Electronic Communications Code (Schedule 3A to the Communications Act 2003), including the potential to seek the imposition of rights via the Upper Tribunal (Lands Chamber). Following a request from us if they could reduce the footprint, they advised that the footprint could not be amended, but a request had been submitted to the EMF team to determine whether a reduced mast height of 17.5m could be approved, although they indicated that they anticipated this proposal may not satisfy the required review process.

This information was considered at the Annual Council meeting on 20th May and it was resolved to seek initial advice from the NALC legal team and if necessary subsequent legal advice subject to the spending limit afforded within our Financial Regulations to the Town Clerk and Committee or Council Chair of up to £2,000.

The request to NALC's legal team has to be done through ESALC. I recently chased for an update as I had heard nothing and it transpires that ESALC had unfortunately not forwarded the request to NALC, so they asked if NALC could fast track it. I have just received a response advising that this 'concerns issues outside of our expertise of parish council powers and duties. It would not be appropriate for us to give a view on the council's position.' They have also advised that referring to section 93 of the Code, 'It says that an agreement under this code, and any right conferred by this code, may be enforced—

- (a) in the case of an agreement imposed by a court or tribunal, by the court or tribunal which imposed the agreement,
- (b) in the case of any agreement or right, by any court or tribunal which for the time being has the power to impose an agreement under this code, or

(c) in the case of any agreement or right, by any court of competent jurisdiction.

NALC have advised that we contact solicitors, and suggested the ones that acted for us in respect of the original lease would have working knowledge of it. I will therefore contact solicitors to get quotes for legal advice in this respect and will hopefully have information for the September meeting.

Also, I have just had confirmation from United Infrastructure that the 17.5m pole did pass the EMF review and attached is the new proposed design papers, appendix 6 (x 6 pages).

3. RECOMMENDATION

It is recommended to note the present position and consider how we wish to proceed.

4. ENVIRONMENTAL IMPACT

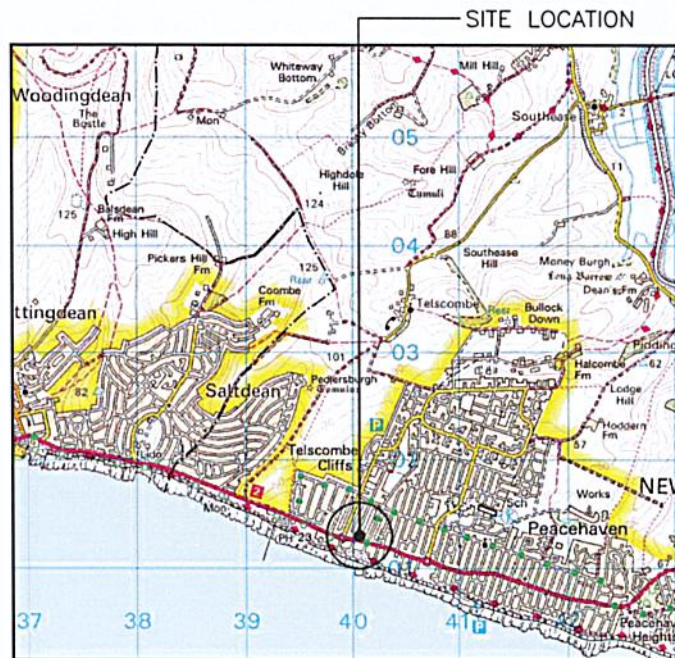
Several concerns are as follows:-

- Exposure to Electromagnetic Fields (EMF)
- Visual intrusion of a 17.5 - 20m high pole - a mast of 17.5-20m in height is significantly taller than typical street furniture like lampposts, so it will be prominent and could be perceived as a visual intrusion by occupants of neighbouring dwellings and users of the Civic Centre. An average street light's height varies by location, but typically ranges from 5 metres in residential roads to 12 metres for main roads.
- Loss of amenity space on the patio area.

5. FINANCIAL IMPLICATIONS

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

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



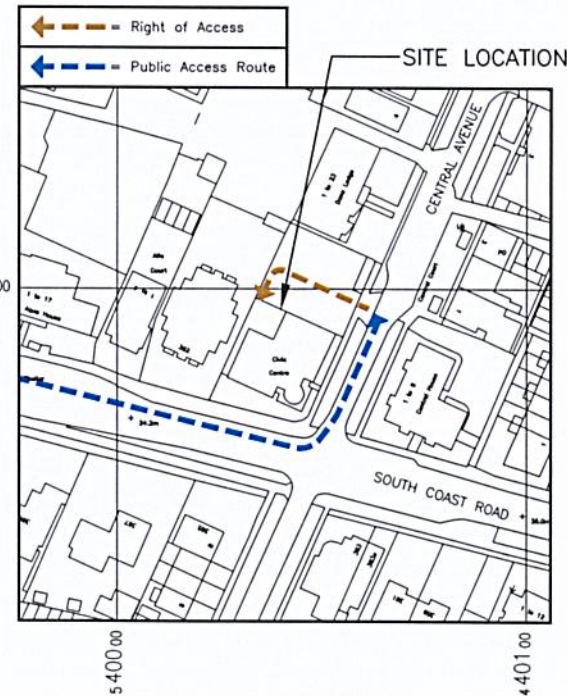
0 1km 2km
Scale

SITE LOCATION (Scale 1:50000)

Ordnance Survey map extract
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SITE PHOTOGRAPH



DETAILED SITE LOCATION (Scale 1:1250)

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Licence No. 100022432

50 0 50 100 150
ORIGINAL SCALE AT A3 - 1:1250
ALL DIMENSIONS IN METRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE			
N.G.R E: 540046		N: 101294	
SITE DIRECTIONS: HEAD SOUTHBOUND ALONG M23 & CONTINUE ONTO A23 & FOLLOW FOR 15.8 MILES. AT ROUNDABOUT TAKE THE LEFT 2 LANES TO TURN SLIGHTLY LEFT THEN GO THROUGH 1 ROUNDABOUT. AT PATCHAM INTERCHANGE TAKE THE 2ND EXIT ONTO THE A27 TOWARDS LEWES/NEWHAVEN & FOLLOW FOR 3.1 MILES. TAKE THE B2123 EXIT TOWARDS ROTTINGDEAN /FALMER & AT THE ROUNDABOUT, TAKE THE 3RD EXIT ONTO B2123 & FOLLOW FOR 4.5 MILES. TURN LEFT ONTO HIGH ST (B2123) THEN TURN LEFT ONTO MARINE DRIVE (A259). FOLLOW FOR 2.0 MILES (ROAD NAME CHANGES TO SOUTH COAST ROAD) THEN TURN LEFT ONTO CENTRAL AVENUE. SITE LOCATION IS WITHIN COMPOUND TO REAR OF 1ST BUILDING ON LHS (TELSCOMBE TOWN CIVIC CENTRE)			
WHAT3WORDS LOCATION REFS: 1. COMPOUND: mammoths.gurgling.clusters 2. ACCESS POINT FROM MAIN ROAD: amends.scream.outsiders			
NOTES:			
A	CONSTRUCTION ISSUE	EP	UI 20/02/26
REV	MODIFICATION	BY	CH DATE
 United Infrastructure 4 Cleaverwater, Lingley Mews Business Park, Lingley Green Avenue, Great Somley, Worthington, WAS 3UZ T. 44 (0)151 420 4128 www.unitedinfrastructure.com			
			
Cell Name		Opt.	
PEACEHAVEN - TELSCOMBE CLIFFS		A	
Cell ID No			
CSID	✓	VF	✓
114834	36539	46968	
Project No.	-	TM Cell ID	-
11483428	-	-	-
Site Address / Contact Details			
360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES			
Drawing Title			
SITE LOCATION MAPS			
Purpose of issue			Dwg Rev
CONSTRUCTION			
Drawing Number			A
100			
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EP	20.02.26	UI	20.02.26

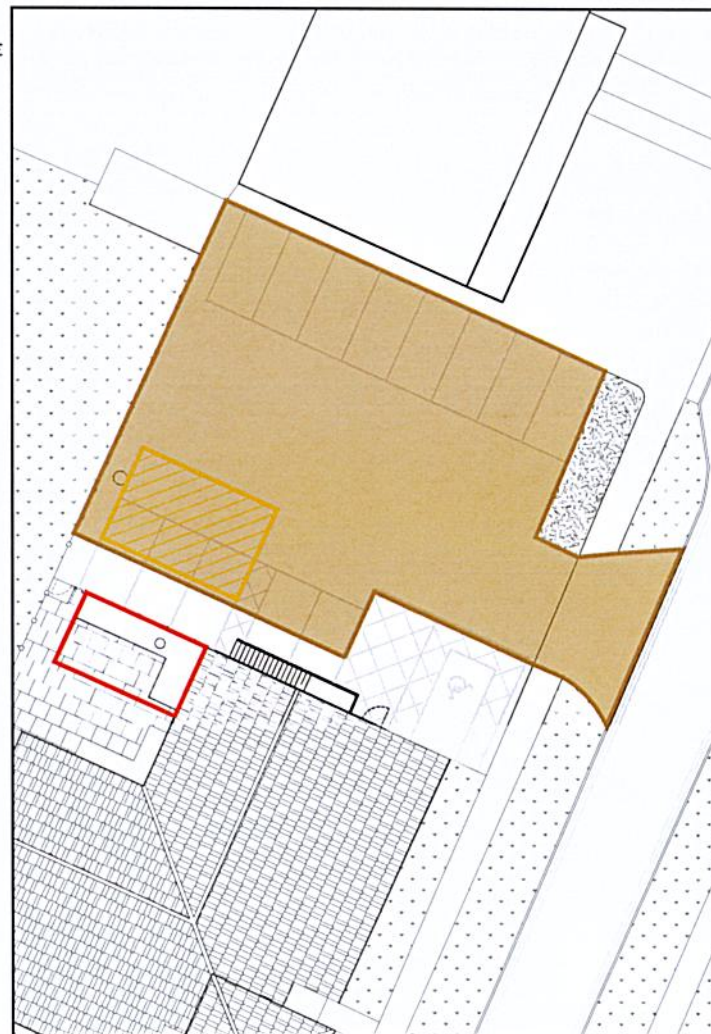
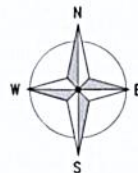


DETAILED SITE LOCATION
(Scale 1:1250)

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0 25m 50m 75m

1:1250



CODE AGREEMENT PLAN
(1:250)

0 5m 10m 15m

1:250

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540046 N: 101294

NOTES:

SITE ACCESS KEY

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

TOTAL AREA OF EQUIPMENT SPACE = 23.30 m²

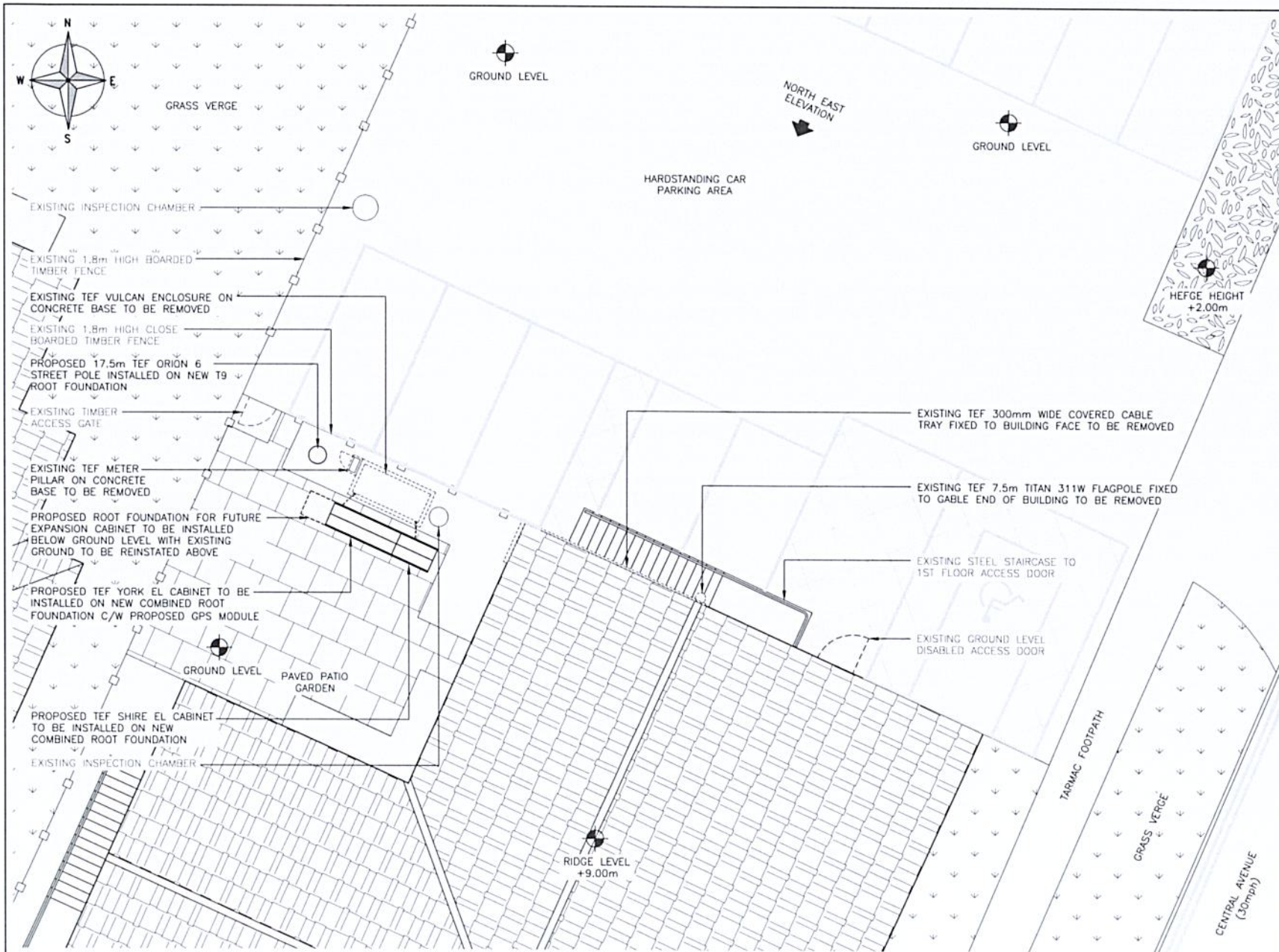
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REV	MODIFICATION	BY	CH	DATE

united infrastructure
United Infrastructure
4 Clarendon, Lingley Mere Business Park, Lingley Green
Avebury, Wotton, Wokingham, RG40 3JZ
T: 44 (0)151 420 4128
www.unitedinfrastructure.com

cornerstone

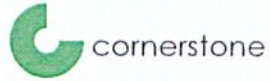
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PEACEHAVEN - TELSCOMBE CLIFFS	A
Cell ID No	
CSID	VF
114834	36539
Project No.	TM Cell ID
11483428	-
Site Address / Contact Details	
360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES	
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Drawing Number	101
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EP	20.02.26
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UI	20.02.26

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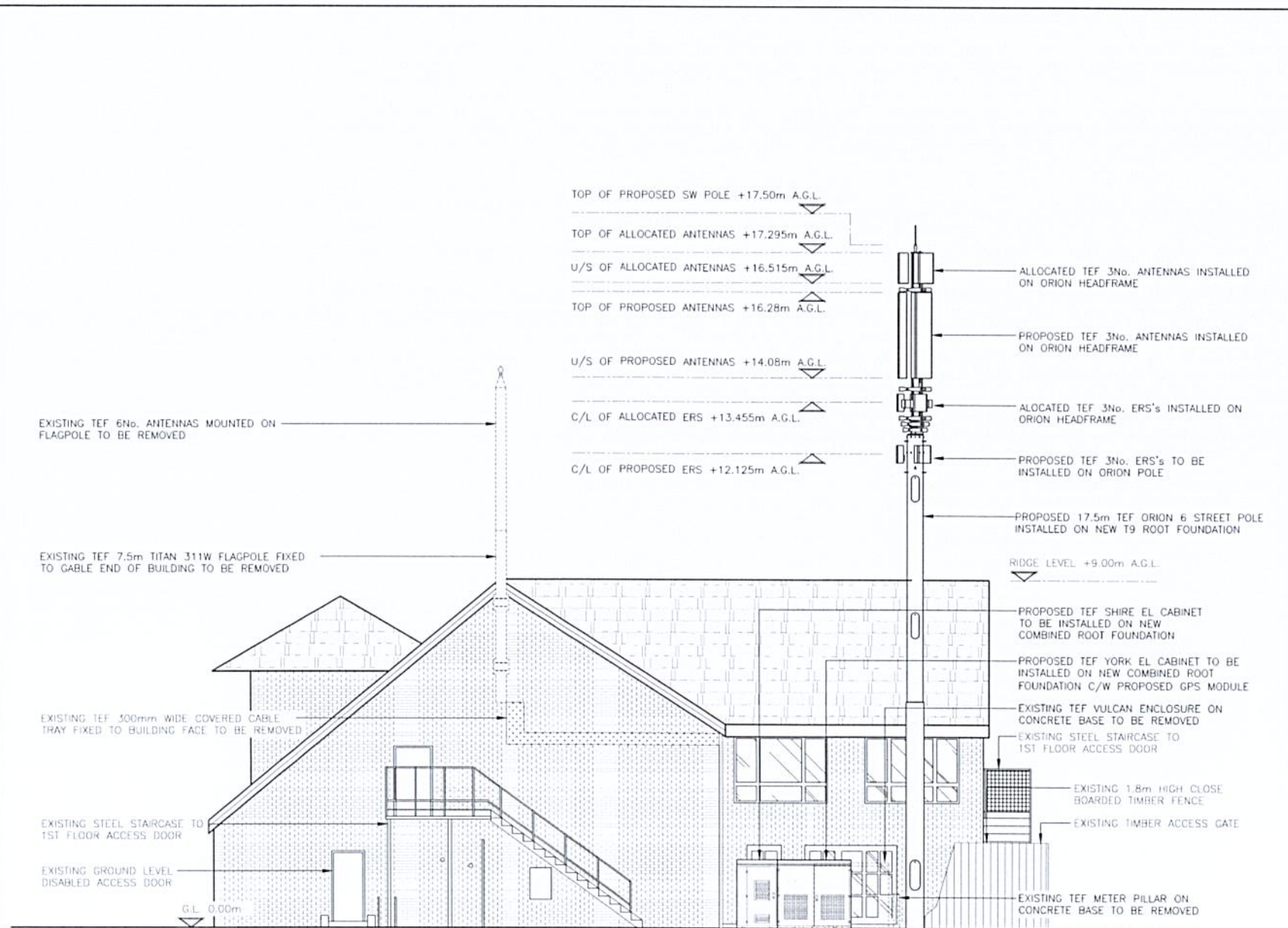


PROPOSED SITE PLAN
(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE			
N.G.R E: 540046		N: 101294	
NOTES:			
B	PROPOSED POLE HEIGHT AMENDED	UI	UI 01/07/26
A	CONSTRUCTION ISSUE	EP	UI 20/02/26
REV	MODIFICATION	BY	CH DATE
 United Infrastructure 4 Cleaver, Lingley Mere Business Park, Lingley Green Avenue, Great Somley, Worthington, WA5 3UZ L 44 (0)151 420 4128 www.unitedinfrastructure.com			
 cornerstone			
Cell Name		Opt.	
PEACEHAVEN - TELSCOMBE CLIFFS		A	
Cell ID No			
CSID	VF	TEF	
114834	36539	46968	
Project No.	TM Cell ID	N/A	
11483428	-	-	
Site Address / Contact Details			
360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES			
Drawing Title			
PROPOSED SITE PLAN			
Purpose of issue			Dwg Rev
CONSTRUCTION			
Drawing Number			B
201			
Surveyed By	Original Sheet Size	Pack Issue	
UI	A3		
Drawn	Date	Checked	Date
EP	20.02.26	UI	20.02.26

ALL DIMENSIONS IN MILLIMETRES



PROPOSED NORTH EAST ELEVATION
(1:100)

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

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE						
N.G.R		E: 540046		N: 101294		
NOTES:						
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A	CONSTRUCTION ISSUE			EP	UI	20/02/26
REV	MODIFICATION			BY	CH	DATE
 united infrastructure United Infrastructure 4 Clearwater, Lingey Mere Business Park, Lingey Green Arundel Great Sarney, Worthington, WAS 3JZ t. 44 (0)151 420 4128 www.unitedinfrastructure.com						
 cornerstone						
Cell Name					Opt.	
PEACEHAVEN – TELSCOMBE CLIFFS					A	
Cell ID No						
CSID		✓	VF	✓	TEF	
114834		36539		46968		
Project No.		– TM Cell ID		– N/A		
11483428		–		–		
Site Address / Contact Details						
360, SOUTH COAST ROAD TELSCOMBE CLIFFS PEACEHAVEN EAST SUSSEX BN10 7ES						
Drawing Title						
PROPOSED SITE ELEVATION						
Purpose of issue					Dwg Rev.	
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301						
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AGENDA ITEM	19
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To agree change of meetings dates for May 2027

1. INTRODUCTION

The meetings dates for the 2026/27 municipal year were agreed at the full Council meeting on 10th December 2025.

2. INFORMATION

I have recently had cause to review the dates in view of the local elections which will take place on the first Thursday in May 2027, being the 6th.

The Policy & Resources meeting was scheduled for the 5th May which is the evening before the election. In order to allow the current Committee members to review the minutes for accuracy before their end of term of office, I would propose moving the meeting to Wednesday 28th April.

I propose leaving the Annual Full Council meeting date scheduled for 19th May. The reason for this is that outgoing Councillors retire 4 clear days after the election and newly elected Councillors will come into office on the same date. Also, in accordance with Standing Order 5.a, 'In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.' Holding the meeting on the 19th will therefore make allowance for this and also allow for the requirement for a minimum of 3 clear days' notice for the issuing of an agenda before a meeting.

The Planning & Highways (P&H) Committee meeting will need to be moved to Wednesday 26th May as new committee members will be appointed at the Annual Full Council meeting on 19th May. We will then know who to circulate the P&H agenda to. Unfortunately, this will mean a period of 5 weeks between committee meetings, but if any planning applications are received that require a response in the interim, we can utilise item 2.6.a in our Scheme of Delegation & Committee Terms of Reference Policy as follows:-

- 2.6.a Planning applications, including tree works applications, submitted by Lewes District Council, South Downs National Park and East Sussex County Council and make representations thereon. To be aware of planning policy and supplementary planning documents when responding to applications. **Majority committee decision by email to be accepted in urgent cases and reported back to next meeting.**

This will also therefore necessitate changing the date for the Amenities & Civic Centre committee meeting to June 2027.

3. RECOMMENDATION

It is recommended to approve the revised meetings dates previously scheduled for May 2027 as follows:-

Wednesday 28th April – Policy & Resources
Wednesday 19th May – Annual Full Council
Wednesday 26th May – Planning & Highways Committee

Amenities & Civic Centre committee meeting date for June 2027 to be confirmed.

AGENDA ITEM	20
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To consider environmental data for Telscombe & E Saltdean and decide what action could be taken

1. INTRODUCTION

Friends of the Earth has published local environmental data for East Saltdean and Telscombe Cliffs, which has been circulated to at least one Town Councillor, see appendix 17. Cllr Clarkson has requested that consideration be given to what role, if any, Telscombe Town Council could play in supporting or responding to the issues identified within the report.

The purpose of this report is to provide Members with an opportunity to consider the information received and determine whether any further action is appropriate.

2. INFORMATION

The Friends of the Earth report provides environmental data relating to the local area, including information on climate, nature and environmental quality. The report is intended to assist local authorities and communities in identifying environmental priorities and opportunities for improvement.

Whilst many of the issues identified fall within the remit of District, County or national authorities, there may be opportunities for Telscombe Town Council to support local initiatives within its powers and available resources. These could include:

- Promoting biodiversity enhancement on Town Council-owned land where appropriate.
- Supporting community-led environmental projects and volunteer initiatives.
- Working in partnership with Lewes District Council, East Sussex County Council and local community groups on shared environmental objectives.
- Taking the findings of the report into account when considering future Council policies, projects and budget setting.

3. RECOMMENDATION

Members are invited to consider whether they wish to take any action in response to the report, such as requesting further information, identifying priority areas, or referring matters to an appropriate committee or working group.

4. ENVIRONMENTAL IMPACT

Consideration of the Friends of the Earth report provides an opportunity for the Council to identify measures that may contribute to biodiversity enhancement, climate resilience and environmental sustainability within the Town Council's area. Any future actions would be subject to Member approval and available resources.

5. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. Should Members wish to pursue any initiatives identified following consideration of the report, any associated costs would be the subject of a future report and considered through the Council's budget-setting process.

Councillor Briefing: Environmental Data for East Saltdean & Telscombe Cliffs



"As a councillor for East Saltdean & Telscombe Cliffs, you will know the area well, but we've brought together some environmental data that you may not be aware of. We hope you can use this information to improve the lives of residents in your ward."

Mike Childs, Friends of the Earth



Climate Change and Energy

Burning fossil fuels has already led to the planet warming by almost 1.5 degrees Celsius. This is disrupting weather systems and causing more severe storms, droughts and floods.

Our continued high use of gas to produce electricity and to heat our homes and businesses is contributing to this, as well as leaving us all exposed to volatile energy prices. Friends of the Earth is calling for councils to support a faster roll-out of renewable energy and to help householders fit insulation. We are also calling on the government to introduce a social tariff for energy – that is, cheaper energy rates for those on the lowest incomes.

More oil and gas drilling won't reduce energy costs, because costs are set on the global market, but it will exacerbate climate change (for more detail see our [Misinformation briefings](#)).

In East Saltdean & Telscombe Cliffs, 47 homes are already at high risk of flooding, according to Environment Agency data. In the future this could increase to 87. Climate change will also lead to more heatwaves. In the 2022 heatwaves, the temperature reached 33.8°C in East Saltdean & Telscombe Cliffs. The government needs to do more to prepare the country for extreme weather events, including with more support for local authorities, so that those most at risk – such as older people during heatwaves or disabled people during flood events – can be properly protected.

Homes need not only to be better adapted for flooding and heatwaves but also better insulated to help keep down energy costs and reduce the number of people living in cold, damp homes.

In East Saltdean & Telscombe Cliffs, there are 2,109 homes that are poorly insulated (below the EPC C level), making it 6 out of 21 in Lewes for the number of homes needing an upgrade. Better insulated homes not only cut energy bills but also reduce illness and make homes more comfortable.

Nature and Pollution

Air pollution has fallen over recent years, partly as a result of cleaner vehicles, such as electric buses, vans and cars, replacing petrol and diesel vehicles. But air pollution remains high across much of the country. Air pollution is particularly a concern for young people, as their lungs are developing, as well as for those with respiratory problems such as asthma or COPD. Up to 30,000 people die prematurely due to air pollution in the UK each year.

East Saltdean & Telscombe Cliffs ranks 14 out of 21 in Lewes for pollution levels. The level of air pollution, based on government modelling, reaches $7.2 \mu\text{g}/\text{m}^3$ for nitrogen dioxide in parts of the ward, compared to the World Health Organisation (WHO) recommended level of $10 \mu\text{g}/\text{m}^3$, and $5.9 \mu\text{g}/\text{m}^3$ for particulates, compared to the WHO level of $5 \mu\text{g}/\text{m}^3$.

Nature can help reduce air pollution, provide cooling during heatwaves and reduce flooding. Research also shows local green spaces are linked with better mental health. Tree cover in East Saltdean & Telscombe Cliffs is 5.7%, against a recommended minimum of 20%. The proportion of people who are within a 15-minute walk of greenspace is 99% – the **government target** is that everybody should be within a 15-minute walk of greenspace.

Who is Harmed Most by Environmental Damage

While almost everyone is harmed by a degraded environment, including future generations, Friends of the Earth research has identified that people on low incomes, disabled people, and people of colour are disproportionately harmed by air pollution, climate extremes and a lack of access to nature. These people also tend to contribute least to these problems, making this an environmental injustice.

Improving the environment benefits both people and nature. Research shows it is also beneficial for jobs and the economy, with the Climate Change Committee stating that every pound spent brings benefits worth 2.2–4.1 times as much. Those calling for green policies to be delayed or abandoned are not serving the public good.

What Councillors Can Do

The information in this briefing will help you stand-up and speak out for action on climate, nature and equality because of the benefits that action will deliver for your constituents.

Speaking out for action on climate change, energy, nature and pollution is important at a time when powerful vested interests, some politicians and the media are seeking to delay or abandon action. Data in the other Ward reports in your area will also enable you to highlight how councillors speaking out against climate action are not serving their constituents well.

Please e-mail data@foe.co.uk to provide feedback on this environmental data sheet.

Further Reading

- Friends of the Earth's Local Environmental Data tool, which includes local authority-level data and policy recommendations for councils: <https://groups.friendsoftheearth.uk/near-you>
- Friends of the Earth's misinformation briefings, including on energy bills, costs and jobs: <https://friendsoftheearth.uk/climate/climate-change-lies-vs-facts>
- Friends of the Earth's policy website, with articles spanning all the issues listed here and more: <https://policy.friendsoftheearth.uk/>

Methodology

Current and future flood risk

Published data on [properties at risk of flooding from rivers and seas](#) was used alongside [risk of flooding from surface water extent maps](#) and property location coordinates, to identify all properties at risk of flooding from either rivers or seas, or from surface water. The data were then aggregated at postcode level to calculate the proportion of properties at risk. This proportion was then used to estimate the population at risk (assuming population is distributed evenly across properties within a postcode) and to estimate the number of residential properties at risk from the ratio of households to total properties.

These metrics were aggregated to Ward level to obtain, for both high and medium risk categories, the number and proportion of all properties, residential properties, and estimated population at risk. Medium risk today was treated as a proxy for future high risk under a climate change scenario, so high-risk statistics were labelled “current high risk” and medium-risk statistics “future high risk”.

For further information on the analysis and methodology see [here](#).

Heat risk (summer 2022 maximum air temperature)

Daily maximum [air temperature data by 1km grids from HadUK \(MetOffice\)](#) for heatwave periods in summer 2022 were aggregated from their original grid resolution to Ward level using an area-weighted approach. For each Ward we calculated the 3-day average maximum air temperature during the heatwaves, providing a simple indicator of recent extreme heat exposure. For more detailed information see [here](#).

Home energy performance (EPC bands)

[Domestic Energy Performance Certificate \(EPC\)](#) records were aggregated to Ward level using a postcode-to-Ward lookup. For each Ward we calculated the number and percentage of homes in EPC bands D to G, providing an indicator of the prevalence of inefficient housing that is more vulnerable to high energy costs and in need of further insulation and other energy efficiency measures.

Air pollution

Modelled background air pollution data for nitrogen dioxide (NO₂) and particulate matter (PM_{2.5}), published by [Defra at 1 km² resolution](#), were aggregated to Ward level using area weighting. For each Ward we retained mean and maximum concentrations for NO₂ and PM_{2.5} and compared these with the World Health Organization (WHO) 2021 air quality guidelines.

For details on this analysis and methodology see [here](#).

Tree canopy cover

Total summer tree canopy cover was calculated from two datasets published by Forest Research: [National Forest Inventory \(NFI\)](#) and the [Trees Outside Woodland \(TOW\) map](#). These were intersected with Ward boundaries to calculate the total woodland and tree canopy area (m²) in each Ward, and the percentage of the Ward’s land area covered by trees.

Greenspace

[Defra’s access-to-greenspace statistics](#), originally published at Output Area level, were reallocated to Wards using postcode-weighted OA-Ward lookup tables. For each Ward we estimated the number and percentage of households that meet the “within 15 minutes” walk of greenspace commitment.

AGENDA ITEM	21
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	22 nd July 2026
SUBJECT	To agree to dissolve the Neighbourhood Plan Steering Group and form a Neighbourhood Plan Oversight Group

1. INTRODUCTION

Lewes District Council (LDC) have confirmed that following a successful referendum, the Neighbourhood Plan has now been formally made by them after being ratified at their Full Council meeting on 26th May 2026. Subsequently, the Decision Statement under Regulation 19 has been published on the Lewes District Council website. In addition, Tim Slaney, Director at the South Downs National Park Authority, confirmed the making of the Plan under delegated authority on 27th May 2026.

The Steering Group held a final meeting on 23rd June and as per its Terms of Reference which have been approved by both Councils, it was agreed to dissolve the Steering Group – see meeting notes attached, appendix 18. Dissolution of the Steering Group was also considered at the Planning & Highways Committee meeting on 24th June.

2. INFORMATION

During discussion at the final Steering Group meeting, it was felt that perhaps 'oversight' was not the right word and to consider an alternative. Both Peacehaven Town Council's (PTC's) Clerk and myself are working on Terms of Reference for the new group with a suggested alternative name of 'Peacehaven & Telscombe Neighbourhood Plan Implementation Group (NPIG)'. Once a final draft of the Terms of Reference have been completed, they will be taken to both Councils for consideration.

3. RECOMMENDATION

- To approve dissolution of the steering group
- To agree forming a joint Neighbourhood Plan Oversight Group
- To decide where to re-allocate the remaining earmarked reserve for the NDP

4. ENVIRONMENTAL IMPACT

- The Peacehaven and Telscombe Neighbourhood Plan includes policies that seek to protect and enhance the area's natural environment, green infrastructure, biodiversity and local landscape character.
- The Plan promotes sustainable development by supporting high-quality design, active travel and measures that contribute to climate resilience, alongside appropriate growth.

- The Plan has been prepared in accordance with the statutory environmental assessment and screening requirements, ensuring that potential environmental effects have been appropriately considered.

5. FINANCIAL IMPLICATIONS

We set a budget for 2026/27 under nominal code 4355-401 for the Neighbourhood Plan of £500 and as of 31st May have spent £80. Any unspent funds at the end of the financial year will transfer to general reserves.

We also have an earmarked reserve of £3,851 (nominal code 9038-910).

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

Both Councils will now receive 25% of CIL funds for development in their respective areas.

23.6.26 - NDP Meeting, 1pm

Attendees – Cllr David Judd, Telscombe; Cllr Laurence O'Connor, Telscombe; Cllr Cathy Gallagher Telscombe & Peacehaven; Cllr Kiera Gordon-Garrett Peacehaven
Stella Newman, Telscombe Town Clerk; George Dyson, Peacehaven Town Clerk

Notes produced by Zoom/AI

Summary

This meeting was the final session of the Peacehaven and Telscombe Neighbourhood Plan Steering Group, where discussion took place regarding dissolution of the steering group and establishment of a new Joint Neighbourhood Plan Oversight Committee. The group agreed that each Council would take it to a meeting for agreement of dissolution. New terms of reference for the oversight committee should be drawn up, which would consist of two Councillors from each Council to review and approve proposed amendments to the neighbourhood plan. They discussed the transfer of remaining funds back to each Council's general reserves and the need to transfer the steering group website to the Town Councils' hosting providers. The participants also addressed the importance of incorporating neighbourhood plan elements into both Councils' business plans and discussed how to better educate Councillors about the neighbourhood plan through planning committee discussions. The conversation ended with a discussion about the ongoing Lewes Local Plan, and potential implications from Local Government Reorganisation.

Actions

Cathy -

- Try to contact Gaston again to obtain the website login details and pass any available login information to Stella and George
- Follow up with Gaston regarding any potential charges for website transfer and confirm if payment will be required

George -

- Add dissolution of steering group to 7th July Council meeting agenda

Stella -

- Take agenda item to Council meeting on 22nd July re dissolution of steering group and forming Oversight Committee

Stella & George -

- Collaborate to draft terms of reference for the new Joint Neighbourhood Plan Oversight Group and compare drafts
- Present draft terms of reference for Oversight Group to respective full Council meetings

Telscombe & Peacehaven Town Council Planning Committees -

- Determine number of paper copies needed of the Neighbourhood Plan for offices, libraries and schools
- Develop approach for educating Councillors about the Neighbourhood Development Plan

Telscombe and Peacehaven Councils -

- Review existing business plans and incorporate relevant Neighbourhood Development Plan projects
- Determine final disposition of remaining Neighbourhood Plan funds at end of financial year
- Review and approve final terms of reference for new Joint Neighbourhood Plan Oversight Group at next full council meetings
- Appoint 2 representatives each to new Joint Neighbourhood Plan Oversight Group

Notes

Previous Meeting Notes

These were unanimously agreed.

Dissolving Steering Group

The steering group discussed dissolving the current group and forming a Joint Neighbourhood Plan Oversight Committee to manage the plan going forward. George explained that Peacehaven Town Council has set up a Task & Finish Group to review the neighbourhood plan and consider amendments, which would be subject to Council approval before any joint committee is established. Stella noted that while Telscombe's Planning and Highways Committee had an agenda item to dissolve the steering group, they haven't yet addressed setting up the Joint Oversight Committee. Kiera raised concerns about dissolving the steering group before all necessary work is completed, but both George and Stella confirmed that as the Plan is made, the steering group is effectively dissolved.

Stella and George agreed to work together on drafting the terms of reference for the oversight committee, with George suggesting they first create bullet points outlining the key functions of the committee. Laurence identified that the oversight committee would need to review the neighbourhood plan for potential changes and address action items identified in the plan, such as improving cycle paths and on the list provided by Cathy.

Laurence thought that Oversight Committee was not the right wording and George noted the TOR's said it should be an Oversight Group. Thought would be put into an alternative word for 'Oversight'.

Neighbourhood Plan Oversight Group Transition

The group discussed the transition from the current steering group to a new oversight structure. They agreed that working groups within each Town Council would handle the detailed work, while a smaller oversight body would serve in a more strategic role. The participants decided to dissolve the existing steering group and establish a new "Neighbourhood Plan Oversight Group" with two Councillors from each Council. They planned to present this proposal at their respective Council meetings on July 7th and July 22nd, with George noting that papers would need to be sent out the following week which may not be possible and may have to wait for the next meeting.

Neighbourhood Plan Funds Disposal Discussion

The group discussed the disposal of remaining funds from the neighbourhood plan, with Stella clarifying that these are Council funds that would typically transfer to general reserve if not used. George raised questions about outstanding bills and suggested transferring the remaining £220 in earmarked reserves to general funds at year-end. The group also addressed the need for additional printed copies of the neighbourhood plan document for staff education and permanent records in libraries and schools.

Website Transfer and Development Plans

The meeting focused on two main topics: website transfer and neighbourhood development plans. For the website transfer, Cathy agreed to contact Gaston to pass details to Stella and George for the transfer process. Regarding paper copies of the neighbourhood development plan, the group decided to leave it to individual planning committees to determine how many copies to order and how to fund them, with the understanding that libraries might receive one copy, primary schools would not need them, but PCS might. The group also agreed to use the neighbourhood development plan as an educational resource, with planning committees potentially discussing one chapter per meeting to help Councillors understand its importance and contents.

Neighbourhood Development Plan Implementation Discussion

The group discussed incorporating elements of the completed Neighbourhood Development Plan into each town council's business plans, with Cathy suggesting a review of identified projects to determine what should be included strategically. Laurence explained the complex situation regarding the Lewes Local Plan, noting uncertainty about whether to continue with the plan due to new NPPF requirements and LGR implications. Kiera drew attention to the final comments on page 89 and to be careful regarding the bullet point stating engagement with developers.

The conversation ended with the group celebrating the completion of the neighbourhood development plan process, with Laurence thanking Cathy for all her hard work as the Steering Group Chair and Cathy expressing gratitude to all participants for their hard work.

AGENDA ITEM	22
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	22 nd July 2026
SUBJECT	To note the Government's announcement regarding the Local Government Reorganisation and to consider the Council's response including whether to issue a public statement

1. INTRODUCTION

Since early 2025, the Government has been progressing proposals for devolution and Local Government Reorganisation across Sussex. This has involved a number of consultations and the submission of proposals by local authorities, followed by two Government consultation exercises, including a further consultation in 2026 on proposed modifications affecting Peacehaven, Telscombe, East Saltdean and Falmer. Throughout this period, Telscombe Town Council has considered the proposals at its meetings and submitted its views in response to the consultation process, consistently expressing concerns regarding the proposed transfer of Telscombe and East Saltdean to a Brighton & Hove authority.

2. INFORMATION

The consultation process has now concluded, and the Government has announced its preferred approach for the re-organisation of local government in Sussex and Telscombe Cliffs, East Saltdean and Peacehaven will form part of the new Brighton & Hove authority area. Falmer will remain within the East Sussex authority area.

The announcement represents the Government's decision following the consultation process. East Sussex County Council has indicated that it intends to ask ministers to urgently reconsider the decision.

At the time of writing, detailed information regarding the implementation of the new arrangements, governance, service delivery, timescales and the implications for town and parish councils has not yet been published. Further information is expected as the reorganisation progresses.

3. RECOMMENDATION

Members are asked to:

- Note the Government's announcement regarding the Local Government Reorganisation.
- Consider whether the Council wishes to issue a public statement in response to the announcement.
- Consider whether the Council wishes to make any further representations to Government or other relevant bodies.
- Determine any additional actions the Council considers appropriate.

4. FINANCIAL IMPLICATIONS

The financial implications for Telscombe Town Council are currently unknown. As the detailed arrangements for the new authority have not yet been published, it is not possible at this stage to assess the potential impact on the Council's finances, service delivery, partnerships or future working arrangements. It is anticipated that the reorganisation will have implications for the Council, however, these cannot be quantified until further information is made available.

Any financial implications arising from future decisions will be reported to Council as further details become known.