

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of Telscombe Town Council held on Wednesday 22nd July 2026 at 7.30pm in the Council Chamber at Telscombe Civic Centre.

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

Also present:- Stella Newman, Town Clerk & RFO (*minutes*)
1 member of the public
PCSO's Richard Amos and Tom Penn

Update from local PCSO

Local PCSO's Richard Amos and Tom Penn were in attendance to discuss current issues that have been reported to the Police within the Telscombe area and answer any questions. PCSO Amos advised that PCSO's are different to Police Officers and cannot arrest anyone and do not deal with violent crime. Their role is designed for community engagement and are more involved with fraud.

Councillors asked various questions and the PCSO responses were as follows:-

- They work shifts of 8am-5pm and 2pm-11pm and are based in Lewes.
- Telscombe is a low crime area - the main problems are Category A and B which are antisocial behaviour, use of electric bikes and 'e' scooters and drug use.
- They patrol Chatsworth Park in the evenings, especially near the memory garden and the Telscombe playing fields.
- They patrol the Telscombe playing fields in the evening.
- They also attend rest homes etc to give advice.
- They have advice posters and a Scam Book that they can drop into the Civic Centre.
- Crime statistics are available on the Sussex Police website.
- They can check for us regarding setting up a new Neighbourhood Watch Group for Telscombe.

7.50pm PCSO's Richard Amos and Tom Penn left the meeting.

2649. PUBLIC QUESTION TIME

There were no questions from the member of the public.

2650. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie due to a prior engagement, Cllr Watts who was attending a civic event as Deputy Mayor on behalf of the Council and Cllr Robinson for personal reasons. These apologies for absence were accepted. Cllr Ndeloa was not present and had not sent apologies.

2651. TO RECEIVE MEMBERS' DECLARATION OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2652. MAYOR/CHAIR'S ANNOUNCEMENTS:-

The Mayor, Cllr Cathy Gallagher, advised that her aim during her year of office was to bring happiness and joy. She confirmed her charities that she would be fundraising for were Develop Outdoors Forest



2652. Mayor/Chair's Announcements:-

School, Boomerang Kids nursery in East Saltdean and the Sussex Heart Charity, for which she would be holding a stand-alone fundraising event in November.

Cllr Gallagher advised that the summer fayre had been a hot but happy and successful event and said it was a credit to the officers and Councillors that helped out on the day. She also thanked the Chamber of Commerce for their help with her hospitality area. She listed the various other events that she had attended, thanked Cllr Watts - Deputy Mayor, for attending the East Sussex Chair's civic summer reception that evening and said she was looking forward to attending the Girl Guides International camp open day in East Grinstead.

2653. REPORTS FROM:-

District Councillors:- Cllr O'Connor advised that he and Cllr Robinson had been instrumental in Lewes District Council (LDC) purchasing 3 new buses with CIL money and the new 23 bus route had been introduced. Also the 14 route night bus times have been increased, as well as the 14 route being extended to run to Sainsburys at weekends. He also advised that he and Cllr Robinson had lobbied for the transformation of the old Fairlight Avenue car park toilet block into a café, toilets and outdoor space with roof top solar panels. He also gave an update on the development of North Street quarter in Lewes.

Cllr Clarkson, who is a Lewes District Councillor, but not for our area, advised that at the recent LDC full Council meeting, they agreed to support the Nature's Rights Bill which is a proposed national legal framework seeking to recognize nature as a rights-bearing legal subject. LDC had previously passed a landmark 2023 Rights of the River motion and endorsed the Rights of the River Ouse Charter in 2025.

Cllr Gallagher who is a Lewes District Councillor, but not for our area, advised that at a recent Audit Committee, LDC were able to balance their revenue budget which covers general day to day spending.

County Councillor:- Cllr Chapman had sent apologies as he was unwell and had not provided a report.

2654. TO APPROVE AND SIGN MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 20th MAY 2026

It was proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the Annual Full Council meeting on 20th May 2026 were a true record of the proceedings and were signed as correct by the Mayor, Cllr Gallagher.

2655. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

- a) **Amenities & Civic Centre, 25th March 2026** – Cllr Williamson proposed that the minutes of the meeting on 25th March 2026 be accepted and the recommendations adopted, seconded by Cllr Gallagher and **RESOLVED** that the minutes be accepted and recommendations adopted.
- b) **Planning & Highways, 13th May, 3rd & 24th June 2026** – Cllr Gallagher proposed that the minutes of the meetings on 13th May, 3rd and 24th June 2026 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.



2655. To agree minutes from the following Committees and adopt recommendations (Contd)

- c) **Policy & Resources, 6th May 2026** – Cllr Clarkson proposed that the minutes of the meeting on 6th May 2026 be accepted and the recommendations adopted, seconded by Cllr O'Connor and **RESOLVED** that the minutes be accepted and recommendations adopted.

2656. TO APPROVE PAYMENTS AND RECEIPTS FOR APRIL, MAY AND JUNE 2026

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that the following payments and receipts figures be approved and the sheets were signed as correct by the Mayor, Cllr Gallagher:-

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.

2657. TO AGREE INCOME & EXPENDITURE FIGURES TO 30th JUNE 2026 AND NOTE INVESTMENTS MADE

The full income and expenditure lists printed from the accounting package showing the budget and actual spend figures for all budget lines had been circulated to members. The Town Clerk/RFO's report also detailed the reasons for any significant differences between budget and spend figures to date and listed the investments that had been made since the beginning of the financial year.

It was proposed by Cllr Judd, seconded by Cllr Williamson and unanimously **RESOLVED** that the actual total figures at 30th June 2026 of £192,277 income and expenditure of £87,766.00 be agreed as correct and the investments made on 2nd April of £615,000 and 2nd June of £560,000 were noted.

2658. TO APPROVE BANK RECONCILIATION TO 30th JUNE 2026

The bank reconciliations covering April to June 2026 were checked by Cllr Watts on 20th July and he signed the paperwork as correct. It was therefore proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RESOLVED** to approve the bank reconciliation showing total bank and cash balances at 30th June of £633,907.76.

2659. 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.	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.	

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2659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC		<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. TTC's website to be updated after the referendum – <i>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
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

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2659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 to £3k 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
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

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2659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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

2660. BUSINESS PLAN UPDATE/REVIEW

Having considered the current version of the business plan it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** to update Number 4 Sea Defences under Section IV for full Council by removing the objective details totally and updating the activity details as follows:- 'This is not the responsibility of TTC, but it notes information from the Environment Agency for Telscombe Cliffs dated October 2024, namely 'Coastal Erosion Investigations Report and Findings for the Local Community.'

2661. TO AGREE COUNCILLOR ALLOWANCE AMOUNTS FOR THE 2027/28 FINANCIAL YEAR

Having discussed the Town Clerk's report and having regard to the last Independent Remuneration Panel Report received following their meeting in November 2023, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** to agree the following for the 2027/28 financial year:-

- Not to increase the Councillor allowance for the 2027/28 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 2027/28 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 in July.
- 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 2027/28 financial year remains at £1,500.

2662. TO AGREE CIL REPORT FOR 2025/26, NOTE CIL FUNDS RECEIVED TO DATE FOR THE 2026/27 FINANCIAL YEAR AND AGREE POSSIBLE FUTURE CIL EARMARKED RESERVES SPENDING

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RESOLVED** to agree the CIL report showing a total of £18,625 retained at year end (rounded up) in an earmarked reserve; to note the funds received in May 2026 of £3,736.79 and if proposed projects proceed and the monies are required, to use £3,500 of the CIL earmarked reserve towards a replacement bus shelter and £15,000 towards a replacement swing unit in Chatsworth South playground.

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2663. TO ADOPT REVIEWED CO-OPTION POLICY AND AGREE WHETHER TO ADVERTISE ANY VACANCIES THROUGH CO-OPTION

Having reviewed the Town Clerk's detailed report and the recommendation from the Policy & Resources Committee, it was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** to:-

(a) Adopt the updated Co-option Policy showing the following additional wording:-

- 'a co-opted Councillor cannot vote or act as a Councillor until the form is signed in front of the Clerk;
- They are also not permitted to take an allowance;
- 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.

(b) Not to advertise the current Councillor vacancies as any applications would not be considered until September's meeting, leaving a short space of time until the next scheduled ordinary election in May next year.

2664. TO AGREE CAFÉ LAYOUT OPTION AND APPOINTMENT OF LEGAL SERVICES AS RECOMMENDED BY LEWES DISTRICT COUNCIL

A brief update was given by members of the working group that had reviewed the plans at a meeting with Lewes & Eastbourne Council representatives who are managing the project for us, and following consideration it was proposed by Cllr Judd, seconded by Cllr Williamson and unanimously **RESOLVED** to:-

- Agree option 2 for the café position, being on the edge of the car park next to the lower grass area.
- Agree option 2 for the floor plan, to include an opening from the café to the amenity area, one accessible toilet and a small store room, with detailed design information to be agreed during the next level of design.
- Agree to appointment of 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 for the café.

2665. UPDATE ON TELECOMS EQUIPMENT AT CIVIC CENTRE AND AGREE WAY FORWARD

There was lengthy deliberation of the revised proposals from United Infrastructure for a 17.5m high telecoms pole and associated equipment, as well as the resultant affects the new equipment would have at the Civic Centre and for surrounding properties. Having given careful consideration to all aspects, it was proposed by Cllr O'Connor, seconded by Cllr Judd and **RESOLVED** by a majority that although the proposals would result in a new 17.5m high telecoms pole on the patio, a larger cabinet housing equipment on the patio resulting in a loss of amenity space and possible noise pollution from the equipment, that legal advice from solicitors should not be sought regarding possibly contesting the equipment and that United Infrastructure be advised that the Town Council agree in principal to the new equipment, subject to proposals and terms of a new lease. Cllrs Clarkson and Page were against the proposal.

2666. TO AGREE CHANGE OF MEETINGS DATES FOR MAY 2027

It was proposed by Cllr Williamson, seconded by Cllr Judd unanimously **RESOLVED** to agree to amend the meetings dates for April/May 2027 in view of the local elections taking place on Thursday 7th May as follows:-

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

2667. TO CONSIDER ENVIRONMENTAL DATA FOR TELSCOMBE AND EAST SALTDEAN AND DECIDE WHAT ACTION COULD BE TAKEN

Following consideration of the report provided by Friends of the Earth, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that Cllr Clarkson draw up suggested proposals to tackle some of the elements in the report, for example insulation, and that reports be taken to the appropriate Committees for consideration.

2668. TO AGREE TO DISSOLVE THE NEIGHBOURHOOD PLAN STEERING GROUP AND FORM A NEIGHBOURHOOD PLAN OVERSIGHT GROUP

Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RESOLVED** to:-

- Agree to dissolve the Neighbourhood Plan Steering Group and to form an oversight group.
- The draft Terms of Reference for the new group to be brought back to a future meeting for approval.
- To have 15 copies of the Neighbourhood Plan and 8 copies of the Design Guides printed.
- Not to re-allocate the earmarked reserve for the NDP at the present time.

The draft Terms of Reference will need to be approved by Peacehaven Town Council as it will be a joint group consisting of 2 Councillors and the Town Clerks from both Councils.

2669. TO NOTE THE GOVERNMENT'S ANNOUNCEMENT REGARDING THE LOCAL GOVERNMENT RE-ORGANISATION AND TO CONSIDER THE COUNCIL'S RESPONSE INCLUDING WHETHER TO ISSUE A PUBLIC STATEMENT

It was noted that the decision made by Government for Telscombe Cliffs, East Saltdean and Peacehaven to come under a Brighton & Hove Unitary Authority was not the outcome wanted by this Council and we had supported the One East Sussex proposals throughout. However, the Council note the decision made and will work for the residents to ensure a smooth transition to the new Unitary Authority which will not commence until May 2028. Telscombe Town Council will continue to exist as a separate entity. It was unanimously **RESOLVED** to issue a statement to that affect, to be drafted by the Town Clerk and agreed by a majority of Councillors via email.

There was discussion regarding a Facebook post put out by Cllr Chapman of East Sussex County Council which the Council believes contains inaccurate and misleading statements about the Town Council and its role during the Local Government Reorganisation consultation. It was proposed by Cllr Sharkey, seconded by Cllr Williamson and **RESOLVED** by a majority for the Council to write a letter of complaint to East Sussex County Council, to be drafted by the Town Clerk and agreed by a majority of Councillors via email. Cllr Clarkson abstained.

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2670. REPORTS FROM OUTSIDE BODY REPRESENTATIVES

None.

2671. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Town Clerk advised that the Gorham's Gift Charity had contacted her to ask if the Council could assist in advertising a vacancy for a charity Trustee. It was unanimously **agreed** to advertise the vacancy on the Council's website and social media channels.

The Councillors thanked Council Officers for their help to make the summer fayre such a success and presented them with a token of appreciation. Stan Newman, who volunteered on the day, was also thanked for his help.

There were no other urgent matters and the Mayor closed the meeting at 9.15pm.

Signed
Mayor

Date of next Council meeting – 22nd July 2026