TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Policy & Resources Committee held in Room 1 at Telscombe Civic Centre on Wednesday 2nd September 2026 at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher ***Mayor***, M Lawrie, L O'Connor, B Page, C Robinson and N Watts

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

2041. PUBLIC QUESTION TIME

There were no public present.

2042. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd due to another commitment and this reason for absence was accepted.

2043. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2044. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 8th JULY 2026

It was proposed by Cllr Lawrie, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 8th July 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

2045. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list below was noted:-

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. *Works are complete but a complaint was received re the new gates. LDC are investigating to try and find a suitable solution.* *No response from resident following Council contact. Suggest removing from action list – agreed.*	Complete

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2045. To note actions carried out or required from previous meetings and agree any further measures required (Contde)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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. *Wording received and plaque requested to be sited on new bench seat near goal posts. July - plaque now installed.*	Complete
6.5.26	Min 2018, p's 4581 & 82 – Update on Tye gates and fencing & agree way forward	SN	Tye Close – costs for legal advice are awaited. *Put on hold.* Fencing near gate 12/cattle grid – resident has been informed TTC do not authorise & will not undertake repairs. Gates 5, 10 & fencing – agreed at last meeting to repair/replace gate 5 post only and estimate has been received. *Work done.*	Complete Complete Complete
6.5.26	Min 2021, p 4582 – To consider participating in LDC's climate & Nature Adaptation Project	SN	Although it was agreed for Cllrs Clarkson & Gallagher to attend the launch event, it was postponed by LDC to July, but no definite date received yet. *No revised date for meeting received so suggest removal from action list.*	Complete
8.7.26	Min 2032, p 4629 – Review & agree Co-option Policy	SN	Revised Co-option Policy taken to full Council on 22.7.26 and adopted.	Complete
8.7.26	Min 2033, p 4629 – To consider estimates for Tye grass cut	SN	Agreed Ace Landscapes estimate & for cut to take place last week of August.	See new agenda item
8.7.26	Min 2035, p 4629 – To consider increased cost of bin emptying on Telscombe Tye	SN	Ace Landscapes notified that price accepted & start on 3rd August and LDC notified of cancellation for them emptying bins from 31st July.	Complete
8.7.26	Min 2036, p 4629 – To review renewal of Tye Management Plan	SN	All agreed actions still to be carried out.	Nov '26

2045. 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
8.7.26	Min 2037, p 4630 – Update on Tye hedge planting scheme & agree way forward	SN	Cllrs Clarkson & O'Connor have carried out survival rate inspection. Cllr Clarkson to draw up an after-care plan for consideration at a future meeting.	See new agenda item Nov '26
8.7.26	Min 2038, p 4630 – To consider a Mayor's Cade for 2026/27 & future years	SN	New cadet has been appointed as agreed. Draft Mayor's Cadet Policy has been drawn up for consideration.	Complete See new agenda item
8.7.26	Min 2039, p 4630 – To consider renewal of phone system at the Civic Centre	SN	New contract with Focus for a 60 month term has been signed to include purchase of existing handsets.	Complete
8.7.26	Min 2040, p 4630 – Urgent Matters – flying of model aeroplanes on Telscombe Tye	SN	Article to be put in next newsletter re flying of model aeroplanes not allowed.	See new agenda item

2046. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JULY 2026

The detailed lists printed from the accounting package showing budget and actual spend figures were noted, along with the Town Clerk's report which detailed any significant differences between budget and actual spend figures to date. Total income to 31st July was £171,144 and expenditure £67,846.

2047. TO AGREE PRICE INCREASE FOR OFFICE 365 AND DEFENDER

It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to agree the increased prices as follows:- x15 Microsoft office 365 business basic at £7.67, x1 Microsoft Office 365 business standard at £14.58 and x16 Microsoft Office Defender at £3.25, representing an overall monthly increase of £27.77.

2048. BUSINESS PLAN REVIEW

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

2049. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were **noted** and Cllrs Lawrie and O'Connor advised that they had witnessed motorbikes riding on the Tye.

2050. TO CONSIDER ADDING A MAYOR'S PAGE TO THE WEBSITE AND CREATING ONE ON FACEBOOK

Following discussion, it was proposed by Cllr Lawrie, seconded by Cllr Watts and unanimously **RECOMMENDED** to have a new page on the Council's website for the Mayor and to create a new Facebook profile for the Mayor, both to be updated by Council Officers.

2051. TO REVIEW THE SINGLE USE PLASTICS POLICY

The Policy was considered and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that no amendments were required and the Single Use Plastics Policy should be taken to full Council for adoption.

2052. TO CONSIDER NEW DRAFT MAYOR'S CADET POLICY

At the last Committee meeting on 8th July, it was agreed to draw up a Mayor's Cadet Policy which had been done. It was discussed in detail and felt that the Policy covered safeguarding issues and formalised the position. It was therefore proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to agree the draft Mayor's Cadet Policy and that it be taken to full Council for adoption.

2053. UPDATE ON TYE HEDGE PLANTING AND AGREE ANY FURTHER ACTIONS

Cllrs Clarkson and O'Connor had carried out separate surveys of the new plants. At one inspection it was felt there was an approximate 13% loss, but at a second survey, it was felt that the loss rate was a lot higher. It was unfortunate that we had been exposed to four heatwaves and an extremely dry spell over the summer. Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to use the £115 grant maintenance money received in June to purchase top-up plants of 60-90cm of the same type being Blackthorn, Dog Rose and Sea Buckthorn to be planted in October by the volunteers.

2054. TO NOTE LATEST TYE INSPECTION REPORTS AND TO CONSIDER WHAT ACTION TO TAKE REGARDING FLY TIPPING OF GARDEN WASTE AND DETERIORATION OF GATE 8

The June and July inspection reports were considered by the Committee and the following updates were noted and/or agreed:-

Gate 4 off Ashurst Avenue – the inspection report stated that the hook and eye were missing and a piece of wood had subsequently been broken off the top of the gate. A new hook and eye, as well as a new piece of wood have now been fitted. It was also reported to the Town Clerk that the handrail on the steps leading up to the gate had broken and a post was rotting. In view of the health and safety aspect, the Town Clerk had arranged for a replacement post and rail, as well as an additional post to aid securing of the new rails to be installed for the sum of £338 plus VAT and this action was noted and **agreed.**

Gate 8 – the inspection report stated that the box fencing on the Tye around the gate had broken and fallen over causing a potential hazard and the gate does still open but not particularly well. It was noted that the closure was missing and replacements are no longer fitted as they are frequently removed.

2054. To note latest Tye inspection reports and to consider what action to take regarding fly tipping of garden waste and deterioration of gate 8

It was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to have the box fencing removed and if the gate poses a safety issue, that it is also removed.

Section of fencing north of gate 10 – this was previously considered at the May committee meeting and it was agreed not to undertaken repairs.

Flytipping on the Tye at rear of a property in Lewes Close –The report highlighted that an Elder tree which is just outside the border of a property and a Cyprus tree next to it that is within a property boundary had both been cut back and the branches fly tipped on the Tye and that previously Buddleia from the same property had also been fly tipped on the Tye. Committee members were advised that a resident's daughter had contacted the Council a few weeks ago regarding the trees with concerns as they were leaning. Following discussion as to the condition of the trees as they were leaning and how to progress, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to monitor the Elder tree and to contact the resident's daughter advising that if they intend on cutting any encroaching tree branches, to make contact with the Council first so that we can arrange for their removal and that they are not fly tipped on the Tye which poses a potential hazard and fire risk.

2055. TO CONSIDER REQUEST TO FLY BIRDS OF PREY ON TELSCOMBE TYE

There were extensive deliberations regarding the request to fly birds of prey (a Harris Hawk and Gyr/Saker Falcon) on Telscombe Tye and also to hunt rabbits with the birds. Concerns were raised regarding certain aspects and it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and **RECOMMENDED** to agree the recommendation in the report not to allow the flying of birds of prey on the Tye. However, this recommendation was not supported and did not proceed. It was subsequently proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** not to allow the hunting of rabbits on Telscombe Tye with the birds of prey and to request more information regarding general flying so that an informed decision can be made at a future meeting.

2056. TO DECIDE WHAT ACTION TO TAKE REGARDING USE OF TELSCOMBE TYE BY UNAUTHORISED USERS

There was lengthy discussion regarding the use of Telscombe Tye by unauthorised vehicles including motor bikes, as well as the flying of large model aeroplanes from the Tye and the complaints received. It was noted that signs had previously been approved by the Committee regarding driving on the Tye without permission being a criminal offence and that these were due to be installed imminently. It was proposed by Cllr Lawrie, seconded by Cllr Watts and unanimously **RECOMMENDED** to:-

i. Ask residents to report instances of driving on the Tye to 101 and that reports made to or witnessed by the Council will also be reported
ii. The PCSO has been updated and should continue to be advised of instances when they occur
iii. To place an article in the next edition of the Council newsletter regarding unauthorised activities
iv. That it will be reported by Councillors at the Joint Action Group meeting with the Police the following day

2056. To decide what action to take regarding use of Telscombe Tye by unauthorised users (Contd)

v. Not to progress with a possible PSPO or byelaw at the present time given the potential enforcement difficulties. However, the Council agrees that the flying of large model aeroplanes and drones on the Tye presents a risk to other users and should be prohibited. A prominent sign should therefore be erected stating that the flying of large model aeroplanes and drones is prohibited on the Tye.

vi. To contact the member of the public who had been witnessed parked on the Tye with model aeroplanes advising that this is not an activity approved by the Council

vii. To respond to the complainants accordingly and to advise the complainant that had provided photographs which appeared to be taken from a vehicle, that driving on the Tye without permission is a criminal offence and occurrences will be reported to the Police.

2057. TO RATIFY TELSCOMBE TYE FIRE BREAK CUT BEING UNDERTAKEN EARLY

It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to ratify having the Tye firebreak cut undertaken early due to the exceptionally dry conditions and concerns for public safety.

2058. URGENT MATTERS AT THE DISCRETION OF THE CHAIR FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters and no further business and the meeting was therefore closed at 8.45pm.

Signed .....
Chair

Date for next meeting of the Committee – Wednesday 4th November 2026