

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	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

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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

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		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

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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

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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. Jan '24 – Plan awaiting examination. Examiner requested Habitat Regulation Assessment Report (HRA) & Aecom commissioned to undertake.	Members, officers & steering group	TBA	Planning & Highways & FC	Complete
						FC	Complete
							Complete
							Complete
							Complete

			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. Referendum undertaken with positive outcome. Plan made by LDC. Steering Group dissolved. BUDGET IMPLICATIONS				Complete Complete Complete Complete Complete Complete Complete
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

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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

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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.	TC & members			Complete
			To review annually:- July 2025 – agreed to leave the same for 2026/27 year.		July 25	FC	Complete
			July 2026 – agreed to leave the same for 2027/28 year.		July 26	FC	Complete
			Review due July 2027 for 2028/29 financial year. BUDGET IMPLICATIONS		July 27	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	Agendas & reports to be emailed - limited Cllrs to have printed copies which are to be collected not posted.	Members, TC & officers		FC, P&R	Complete

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		by introducing agile working alternatives.	Consideration of hybrid meetings in accordance with government consultation. BUDGET IMPLICATIONS		May 2025	FC	July 2026
4	Sea Defences	n/a	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.'	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

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