

Telscombe Town Council Annual Report 2021-2022

We cover Telscombe Cliffs, Telscombe Village and East Saltdean



**Telscombe Civic Centre, 360 South Coast Rd, Telscombe Cliffs,
East Sussex, BN10 7ES**

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A Message from the Mayor, Cllr David Judd

It has been a privilege to serve as your Mayor from May 2021 and I now look forward to serving a second term. As life gets back to normal I hope to meet more of you in the community.

In 2021 I was still able to attend many events which encompassed flag raising and chiring numerous Council meetings in person or via zoom. In December we held a Community Awards Evening at the Civic Centre to recognise nominated individuals in our Community who had gone the extra mile over the last 18 months by serving our local communities.

Thank you to those of you who attended the War Memorial for Remembrance Sunday. I encourage everyone of all ages to take time to visit the War Memorial in Peacehaven, read the inscriptions and pause to remember the fallen of war, these brave individuals who gave the ultimate sacrifice. They will never be forgotten and we will remember them .

In the year ahead I'm aspiring to undertake a lot more corporate fundraising with all proceeds raised going to the Mayoral Charities. The year starts with me donating my Mayoral and Councillor allowances to the Charity fund. My primary charity is the CTLA: This service provides such a vital role and its continuing funding and support remains pivotal for the local community and I thank everyone who is linked to this very worthy cause.

Finally on a lighter note, please come and join us for the monthly bingo at the Civic Centre (the last Friday of the month). It's a fun evening for all age groups with cash prizes. I look forward to seeing you there.

May I take this opportunity to wish you all good health and prosperity for the year ahead.



Cllr David Judd
Mayor of Telscombe

April 2022

Councillors

The role of a Councillor is to make decisions that impact on their ward and across the Council as a whole. Becoming a Councillor is a rewarding form of public service which involves a lot of hard work.

The Town Council has 13 Councillors, eight in the Telscombe Cliffs Ward:-



Cllr Daryll Brindley
07917 393050



Cllr Claude Cheta
07869 069332



Cllr Ciarron Clarkson
01273 024717



Cllr Job Harris
01273 583050



Cllr Adrian Selby
07711 805850



Cllr Lyn Mills
07976 910182



Cllr Isobel Sharkey
07818 243405



Cllr Andy Smith
01273 584484

and five in the East Saltdean ward:-



Cllr Cathy Gallagher
07810 560337



Cllr Laurence O'Connor
01273 309444



Cllr Brian Page
01273 302220



Cllr David Judd
07729 817558



Cllr Christine
Robinson
01273 579613

New Councillors were elected in May 2019, some of which had served the Town previously. They will stay in office for 4 years. A by election has held in May 2021 to fill a vacancy and Cllr Adrian Selby was elected.

Councillors O'Connor and Robinson were elected as Lewes District Councillors for the Telscombe Town area in May 2019 and Cllr Robinson was also elected as an East Sussex County Councillor for this area in May 2021.

The Mayor is appointed at the Annual Council meeting in May. Councillor David Judd was appointed as Mayor and Councillor Christine Robinson as Deputy Mayor in May 2021 for the 2021/22 year. Cllr David Judd was appointed as Mayor Elect for 2022/23 at the full Council meeting in March 2022.

Following the easing of lockdown due to Covid, the Councillors' surgeries which are held on the first Saturday of each month from 10-11am at the Telscombe Civic Centre resumed, but due to lack of public attendance, it has been decided to suspend them for the time being..

Understanding How Councils Work

There are three tiers of local government:-

County Councils

District, Borough or City Councils

Parish, Community and Town Councils

In some parts of the country, mainly cities, there's just 1 (unitary) tier of local government providing all the local services.

County Councils

They are responsible for services across the whole of a county such as:

- * education
- * transport
- * fire and public safety
- * social care
- * libraries
- * waste management
- * trading standards

District, Borough and City Councils

They cover a smaller area than County Councils. They're usually responsible for services including:

- * rubbish collection
- * recycling
- * Council Tax collections
- * housing
- * planning applications

Parish, Community and Town Councils

They operate at a level below District and Borough/County Councils.

They can help on a number of local issues and can provide:

- * bus shelters
- * play areas and play equipment
- * grants to help local organisations
- * community centres/village halls
- * public clocks
- * allotments

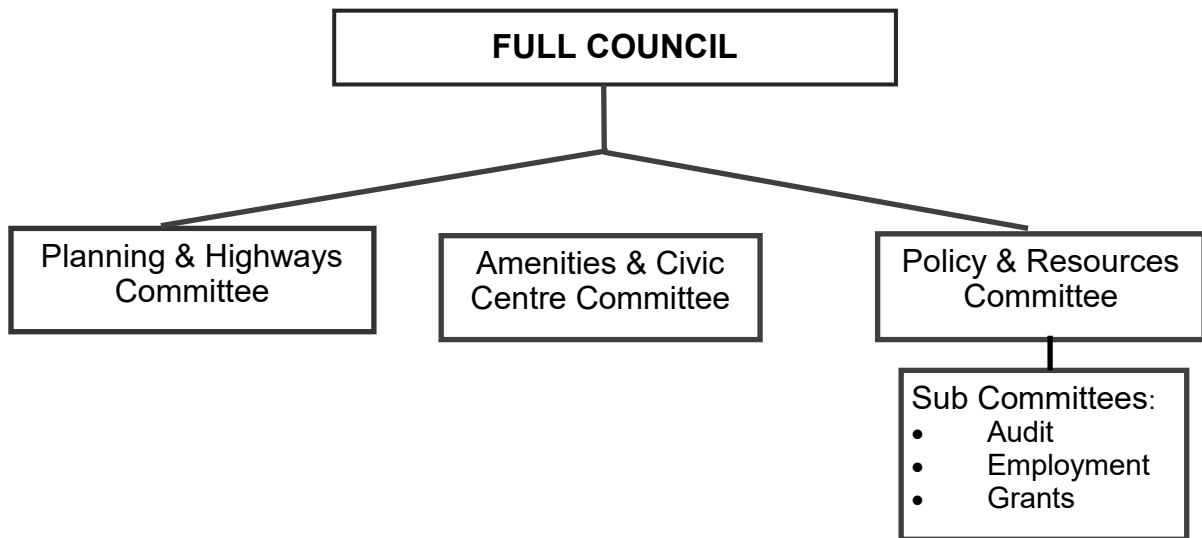
In our area we have:-

East Sussex County Council

Lewes District Council

Telscombe Town Council

Telscombe Town Council



Telscombe Town Council serves Telscombe Cliffs, East Saltdean and Telscombe Village and has approximately 7,400 residents.

Local Councils have a range of powers and duties including the power to provide and maintain bus shelters. Telscombe Town Council owns several and they can be identified by their light blue colour. We also have the power to light public places and own several lighting columns off the main highways, including those along the pathway through Chatsworth Park from Ambleside Avenue to Park Avenue.

The Town Council owns and manages important local community facilities including the Civic Centre on the South Coast Road, Chatsworth Park including two equipped playgrounds, the Robert Kingan playground in East Saltdean, and Telscombe Tye (211 acres of open access Common land). It is also agreed to undertake grass verge cutting on behalf of East Sussex County Council

The various aspects of the Council's responsibilities and activities are undertaken by several committees which are detailed above.



Council and Committee meetings are held on a bi-monthly basis, apart from the Planning & Highways Committee which meets every 3 weeks. A list of meetings dates can be found on our website or in our notice boards.

Members of the public are welcome to attend meetings and there is a 15 minute period at the beginning of each meeting for public questions.

Policy & Resources Committee

I will start the Policy and Resources annual report by thanking the Council staff for their hard work and commitment over the last 12 months. This Council and especially the P&R committee are working hard to make improvements in all areas and that is not possible without the support and incredible work of the Council staff.

One of the primary responsibilities of the Policy & Resources committee concerns the operation of the Tye. The upkeep and sustainability of the Tye as a public space for residents and visitors is a top priority as well as developing strategies for improving biodiversity. Substantial work has been made towards a management plan which will help improve the visibility of the Council's long term aims for the Tye as well as help with structuring operational tasks.

The Council now has a mature complaints procedure which was implemented last year. The status and outcome of these complaints is reported to the Policy & Resources Committee which helps the Council understand residents' concerns and identify significant problem issues. This information is publicly available and provides a level of transparency residents deserve. The Council staff should be commended for how well they process complaints and further information on complaints and handling is included in this document.

I have enjoyed my time as Chair of the committee and hope the work we have started can form the foundation of future improvements.

Cllr C Clarkson
Chairman of Policy & Resources Committee

A spreadsheet of complaints received in 2021/22 is available on page 16.

The Policy & Resources Committee has three sub-committees:-
Audit, Employment and Grants.

A list of the grants awarded by the Council for the 2021-22 financial year are listed on page 13 under the Finance Section of this report.

Amenities & Civic Centre Committee

This Committee is responsible for the public parks and playgrounds in East Saltdean and Telscombe Cliffs. These are the Robert Kingan playground, Chatsworth Park which includes two playgrounds and The Copse. Climate change is affecting the parks, the trees, bushes, play surfaces and play equipment. Being so close to the sea means that salt and high winds have a strong effect on the way we maintain and plan development in the Parks.

Health and Safety is a high priority. The playgrounds have a weekly inspection and then a more detailed annual inspection. If equipment presents any danger the Council has a duty to remove it. Whenever possible we consult before making changes.

In the past 12 months surveys have been undertaken on the trees, biodiversity, habitats and accessibility. Policies have been reviewed and new ones introduced about, litter bins, boundaries of the parks and complaint handling. These policies can be found on the Council's website and will help the Officers to manage more efficiently and consistently.

Volunteer work in the Parks greatly help with the maintenance as well as being social and satisfying.

Another responsibility is the Civic Centre building and grounds. The building on the corner of the South Coast Road and Central Avenue is over 20 years old and was unique with a versatile design. Today's standards for building sustainability and health and safety have meant that continuous upgrades are necessary. The Solar panels are aging and the gas boilers are no longer efficient. The Council is budgeting and taking advice to improve the heating and insulation of the Civic Centre, a move away from fossil fuel and energy storage potential is being investigated.

Meanwhile with Covid restrictions lifting the exterior of the building is due to be redecorated.

Meetings of this Committee take place every other month and the public are always welcome to attend. Agendas and minutes are available on the Council's website.

Report by Cllr Cathy Gallagher, Chair Amenities & Civic Centre Committee

Planning & Highways Committee

The Planning and Highways Committee meet approximately every three weeks in the Civic Centre and members of the public are always welcome to attend the meetings. We are consulted by Lewes District Council (LDC), the local planning authority, on various planning applications within our town. As a committee we are only advisory, as the ultimate decisions are made by LDC, but our comments and suggestions are taken into consideration when LDC are making planning decisions.

Planning applications in total for 2021/22 to date are 76. We supported 61, of which 51 have been approved by LDC, and objected to 15 of which 6 have been approved by LDC. There are still 13 applications awaiting a decision from LDC.

The Planning and Highways Committee are responsible for Telscombe Town Council owned bus shelters, organising the grass cutting contract on behalf of East Sussex County Council, some street lighting in and around our parks and are involved in drawing up of the Peacehaven and Telscombe Neighbourhood development plan. The Committee discusses varied items each time it meets, including clear access to our pavements for pedestrians, potholes and kerbstones, wildflower verge planting and trees.

Cllr Daryll Brindley
Chair of Planning and Highways Committee

Neighbourhood Development Plan

Peacehaven and Telscombe
Neighbourhood Plan Steering Group



VISION

Peacehaven and Telscombe Towns aim to be sustainable with clean air and an environment providing a good quality of life for all inhabitants and visitors.

The plan area was defined in 2013 but work did not start until 2018 when a grant was obtained, and consultants appointed. It is a joint plan with Peacehaven Town Council.

A Steering Group was set up with Terms of Reference having been agreed by both Peacehaven and Telscombe Town Councils

Over 40 reports have been written to evidence the final plan document and numerous consultations.

Neighbourhood Development Plan (contd)

Over 40 reports have been written to evidence the final plan document and numerous consultations have taken place.

The Neighbourhood Development Plan is now drafted, and a public consultation know as Regulation 14 was carried out which ended on 14th March 2022. All the responses will be used to modify the plan and then it will be sent to Lewes District Council who will consult further. The Plan will be subject to independent examination before it goes again to the public for final Referendum.

The Plan contains a number of Policies to guide future development of the two towns. The polices aim to protect and enhance the natural beauty of the area and create 20 minute towns where services are within 20 minutes' walk, cycle or bus ride away.

The Policy Areas are:

Open Spaces

Housing

Transport

Employment

Community Facilities

The ambition to create a new Town Centre based in and around The Meridian Centre remains. The site has been sold by Co-op Food stores to Morrisons who are aware of the aims and ambitions of the Neighbourhood Development Plan and the Design Guide, and their proposals are awaited.

Further information and reports can be found on the Steering Group website:-
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk

David Judd
Chair of Steering Group

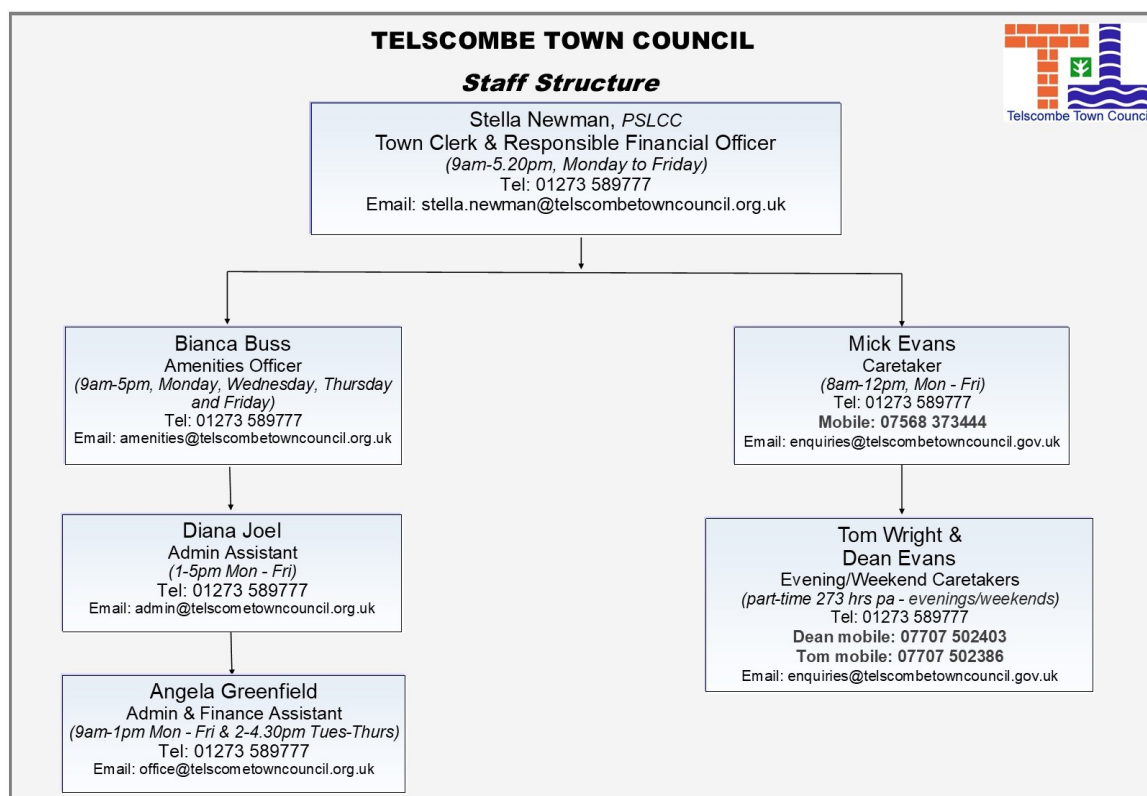
Peacehaven and Telscombe
Neighbourhood Plan Steering Group



BENEFITS OF HAVING A NEIGHBOURHOOD PLAN

Amongst other things, the Council has the right to 25% of Community Infrastructure Levy paid by developers.

Meet the Staff



The Town Clerk & RFO is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Town Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities, and in particular to produce all the information required for making effective decisions and to constructively implement all decisions.

The Clerk is also the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Town Clerk is supported by 2 part-time admin staff who, amongst other things, cover the Civic Centre reception desk, as well as an Amenities Officer who is also part-time, working 4 days a week.

Three part-time caretakers are employed to look after the Civic Centre during the day, evenings and weekends, and hirers are beginning to return following its closure due to Covid.

Finance

The Council has built a reputation for sound financial management over recent years and has developed a financial strategy that has value for money at its core – making sure every penny counts.

We continue to ensure that decisions around service priorities are supported by the resources needed and that we continue to deliver the high quality services our community needs. Our financial strategy is underpinned by the strong foundation of the Council's reserves and balances that ensure we are able to deal with any unplanned eventualities as and when they may arise.

The Income & Expenditure accounts for the 2021/22 financial year are below.

Telscombe Town Council

Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	Income Summary	
239,943	Precept Received	248,733
164	Interest Received	45
	Sub Total	248,778
240,107		
	Operating Income	
12,670	General Administration	10,131
582	Town Events	30
100	Parks, Open Spaces/Playgrounds	0
0	Amenities General	1,553
12,079	Civic Building	18,726
7,636	Planning and Highways	19,000
273,174	Total Income	298,218
	Running Costs	
152,780	General Administration	165,682
6,160	Grants	6,152
859	Town Events	557
23,898	Parks, Open Spaces/Playgrounds	24,586
853	Amenities General	1,043
24,314	Civic Building	25,955
9,780	Civic Building Loan	9,357
12,260	Planning and Highways	26,643
21,936	Earmarked Reserves	50,781
252,840	Total Expenditure	310,755
	General Fund Analysis	
90,784	Opening Balance	102,072
273,174	Plus : Income for Year	298,218
363,958		400,290
252,840	Less : Expenditure for Year	310,755
111,118		89,535
9,046	Transfers TO / FROM Reserves	(16,884)
102,072	Closing Balance	106,419

Unaudited accounts



Council tax is a tax on the occupiers or owners of domestic properties such as houses and flats.

We are committed to keeping any necessary council tax increases to a minimum, especially in the current challenging economic climate and have worked hard to minimise unnecessary additional financial burdens on our residents. We established a 0% increase in the Town Council's precept for several years, but have recently had to implement small increases.

For the forthcoming financial year 2022/23 Telscombe Town Council's portion of the council tax has increased by 4.9% or £4.90 monthly for a Band D property. This was mainly due to a lack of hire income at the Civic Centre as a result of Covid 19.

The aim of the Council's small grants scheme is to promote an active local community. The Town Council supports local voluntary and charitable organisations across a wide range of activities through this



scheme. These organisations provide valuable services and support to local residents and help enhance the entire community of Telscombe Town which incorporates Telscombe Cliffs, Telscombe Village and East Saltdean. The maximum payable is £500.

The Council has given grants to the following organisations during the 2021/22 financial year:-

- ABC Fund
- Develop Outdoors CIC
- Kempton House Day Centre
- Newhaven Cricket Club youth section
- Peacehaven Players
- Saltdean Swim & Surf Club
- Telscombe Raiders FC CIC
- Telscombe Residents Association and
- Telscombe Village Club

There is also a separate grant provision which was given to the Citizens Advice Bureau of £3,845.



Community involvement is paramount to the Town Council. The Council has five outside notice boards across the Town and in Telscombe Village. These are used to advertise forthcoming Council meetings and community events.

The Council also publishes and delivers to households in its area a quarterly newsletter called The Town Crier which gives details of Council meetings, local news and events. The Town Crier is distributed free to properties within the Council's area of East Saltdean, Telscombe Cliffs and Telscombe Village, as well as having copies available in local shops and restaurants, as well as the Civic Centre. The newsletter is also published on the Council's website, www.telscombetowncouncil.gov.uk, along with any other up-to-date news. The use of social media also ensures that the Council can communicate promptly with residents.

Unfortunately due to Covid-19 we have not been able to put on many functions for the public over the last year, but we hope to increase these for the forthcoming year.



Telscombe Town Council has appointed Councillors to serve on several outside bodies including:-

- * The Telscombe Residents' Association who meet monthly at the Telscombe Civic Centre.
- * The Saltdean Resident's Association which covers both East and West Saltdean
- * The Citizens Advice Bureau who have a representative for the public to meet and give advice to at the Civic Centre on the last Tuesday of the month from 10.30am-12.30pm
- * The Community Transport for Lewes Area (CTLA) who provide the 4 Towns Community Bus operating in our area
- * Age Concern
- * The British Legion
- * Crimestoppers
- * The Joint Action Group
- * Lewes District Association of Local & Parish Councils
- * Peacehaven & Telscombe Housing Association
- * Peacehaven & Telscombe Towns Forum
- * The South Downs National Park Authority

Telscombe Civic Centre



The Civic Centre provides a focus for the community and is the venue for Civic events, Councillor surgeries and private and community events. It also houses the Council offices and Council and Committee meetings are held in the Centre. The Council continues to invest in upgrading and renewing facilities.

We are pleased to support the FareShare foodbank and have a food collection basket in the foyer.

FareShare are the UK's largest charity fighting hunger and food waste. They redistribute surplus food to charities, including homeless hostels, children's breakfast clubs, lunch clubs for older people, domestic violence refuges and community cafés. We have been taking donations throughout the Covid-19 pandemic.



Civic Centre Reception

The Town Council operates a reception and enquiries point between 9.00am and 4.30pm Monday to Friday. In addition to being able to book rooms for meetings and functions in the Civic Centre, staff will assist in answering queries and provide contact details in respect of services provided by the District and County Councils. At times over the last year we have had to close reception due to the Covid-19 pandemic.

Phone: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

A notice board and display stands are available for local groups to display details of their events and services in the reception area.



Council Offices

Staff in the Council offices deal with a myriad of enquiries and complaints on a weekly basis. Below is a list of the complaints received and dealt with during 2021-22:-

Complaints/Requests Received by Residents 1st April 2021 - 31st March 2022

Annual Report 2021/22

Totals		
In process	12	Includes 1 from 2019
Resolved	266	& 3 from 2020

Method of Contact		
Email	93	37%
In person	40	16%
Letter	2	1%
Phone	104	42%
Phone & Email	2	1%
Raised by TTC	8	3%
	249	100%

Time taken to resolve		
Same day	99	37%
1-7 days	80	30%
8-30 days	52	20%
31-90 days	28	11%
91-180 days	1	0%
181-270 days	4	2%
271-365 days		
366+ days	2	1%
	266	100%

Complaints/Requests by residents, received 1st April 2021 to 31st March 2022	Beach	Chatsworth Park	Chatsworth Park North	Chatsworth Park South	Civic Centre	Clifftops	Communications	Cycle Lane	East Salkdean	Robert Kingan Playground	Telscombe Cliffs	The Copse	The Tye	Non TTC land	
Abandoned Car											1				1
Ancient Governance		3													3
Animals (Misc)		1		1									13		15
Anti Social Behaviour		1									7			2	10
Benches								1							1
Bins		4						3		1		4			12
Boundaries		1													1
Broken bollard										1					1
Bus Shelter										2					2
Cycle Lane										1					1
Damage to Boundary Wall								2							2
Drains										2					2
Fencing					2					1		4			7
Fly tipping		7						1	1	6		2	6		23
Gates												1			1
Grass		1													1
Grass Verges								7	1	15				1	24
Health & Safety										1		2			3
Highway Safety										1					1
Improvements		1													1
Land ownership										1					1
Litter		1	1	1						1	4				8
Memory Garden		2													2
Non TTC		1						2		34		2	12		51
Overgrown vegetation		1						1	1	1					4
Parking											3				3
Pathways		1													1
Pavement								3		1					4
Planning											2		1		3
Plants		1													1
Playground Equipment										1					1
Prohibited Activities												3			3
Recycling								1		1					2
Road conditions										6					6
Road Signs								1		2			1		4
Scattering Ashes												1			1
Signs				1								1			2
Street lighting		1						1		4					6
Town Crier							2								2
Traffic Lights											4				4
Trees		14								3	1				18
Twittens										2					2
Use of Area for Exercise		2											3		2
Vehicles on Tye													3		3
Weather Vane								1							1
Wildflower Verges								1		1					2
TOTALS	0	43	1	3	0	2	2	1	24	5	108	1	36	23	249

Civic Centre Room Hire

The Centre offers a wide range of modern, attractive, flexible yet affordable accommodation for hire. Unfortunately due to Covid-19 the Centre was closed for a time, but we have re-opened for smaller hires, but not larger parties or gatherings.

Whether you want a room for a small meeting, exercise class, business meeting, training course or a larger function such as an exhibition, we have the answer. The Civic Centre has a well-equipped kitchen for self-catering events and a private patio area.

Reduced hire charges are available for local charitable or community groups.





***Check out our website
www.telscombetowncouncil.gov.uk***

Email us - enquiries@telscombetowncouncil.gov.uk

