

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
www.lewes-tc.gov.uk

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 11th October 2012**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 3rd October 2012

AGENDA

1. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

2. COMMUNITY TRANSPORT for the LEWES AREA (CTLA)

To receive a brief presentation, describing the services provided by this charity.

3. MEMBERS' DECLARATIONS OF INTERESTS

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

4. APOLOGIES FOR ABSENCE

To consider apologies tendered by Members unable to attend the meeting.

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council's meeting, held on 30th August 2012.

(attached page 3)

7. WORKING PARTIES & OUTSIDE BODIES

To consider matters arising from working parties; members serving on outside bodies *etc.*

a) Domestic Abuse Champions

(oral report by Cllr A Price)

b) Lewes Town Partnership – review of funding

(Report FC009/2012 attached page 11)

8. PUBLIC PARTICIPATORY BUDGETING

To consider the motion attached

(NOM014/2012 attached page 12)

9. VACANT SHOP PREMISES

To consider the motion attached

(NOM015/2012 attached page 12)

10. LEWES IN BLOOM COMPETITION

To consider the proposal attached

(Report FC010/2012 attached page 13)

11. ALL SAINTS CENTRE STAFF ESTABLISHMENT

To consider options for regarding established staffing hours

(Report FC008/2012 attached page 18)

12. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

13. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

For further information about items on this agenda please contact the Town Clerk at the above address

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk



PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am and 5pm Mon- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

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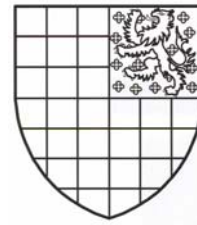


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Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday 30th August 2012, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

NB if a record of voting was requested, this is shown in a table appended to these Minutes.

PRESENT:

Councillors S Catlin (Wischusen); M Chartier (*Mayor*); J. Daly; A Dean; I Eiloart; M Kent; D Lamport; L F Li; J MacCleary; M. Milner; R Murray; S Murray; R O'Keeffe (*Deputy Mayor*); A Price; R Rudkin; J Stockdale and Dr M Turner.

In attendance: S Brigden (*Town Clerk [TC]*); M Larkin (*Mace Bearer*); Ms J. Dean (*C'tee Administration*)

Observing: Ms V McLachlan (*Finance Administration Officer*)

The meeting was preceded by a short reflective discourse by the Chaplain; the Rev Phillip Hamilton-Manon, inspired by the current Paralympic Games, on the importance of determination and “the pursuit of the possible”. This was the Rev Hamilton-Manon’s last attendance as Chaplain, as he was shortly to retire from his tenure as Rector of Lewes. Cllr Chartier led the Council in offering the warmest thanks and appreciation for his support and service to the organization over many years, and best wishes for his retirement.

FC2012/50 QUESTION TIME:

There were five members of the public present. East Sussex County Councillor R St. Pierre asked if the Council was aware of developments proposed regarding the road surface in Railway lane. It was confirmed that this was known to Members.

FC2012/51 MEMBERS' DECLARATIONS OF INTEREST:

Cllr J Stockdale declared an interest *iro* agenda item 7 b) (Commemorations Working Party) in that he is a close friend of a composer who may be considered for the suggested music commission. Cllr M Kent declared an interest *iro* agenda item 15. (Malling Community Centre) as he is a member of Malling Community Association. Cllr R O'Keeffe declared an interest in *iro* agenda item 7 f) (Grants Panel) as she is closely involved with 3 of the groups where a recommendation to award grant was being made.

FC2012/52 APOLOGIES FOR ABSENCE:

Apologies were received from Cllr. P. Kingham due to ill-health.

FC2012/53 PRESENTATION

There was a short presentation by Mr. Davy Jones of Davy Jones Consultancy on public Participatory Budgeting (PB). Mr Jones described the underlying principles of citizen involvement, and stated that the concept was internationally-respected and believed by a number of major organizations to work at a practical level. Having begun in Brazil, the relatively recent acceptance in the UK was described, and some element of participation was said to have been adopted in 175 areas across the country. The principle was said to enhance democracy and improve engagement between public bodies and their communities. Several Members made comment or asked questions, touching upon aspects such as viable numbers for project groups; treatment of unpopular decisions; evolution of the concept in the context of the UK’s highly-centralized government system; and the context of scale differences between small parishes and larger bodies. It was

Continues...

acknowledged that the Council's recently-introduced Lewes YouthBank scheme was a working example of PB, and that the principle could be considered in future in appropriate circumstances. Members thanked Mr Jones for his interesting and informative presentation.

FC2012/54

MAYOR'S ANNOUNCEMENTS:

- a) Thanks were recorded to Lee Symons and Fiona Garth for the organisation of the recent Bank Holiday visit to the Town Hall, by over 200 cyclists on the Beijing-Paris charity bicycle ride, specially extended to London this year to recognize the Paralympic Games. The Mayor also thanked those Members who had attended to welcome the cyclists.
- b) The launch of the new Film at All Saints service would take place on Friday 7th September
- c) Paul Thorpe, the long serving caretaker of the All Saints Centre, would retire at the end of December. Appropriate recognition of Mr Thorpe's service would be offered at that time.
- d) Heritage Open Day would be on Sunday 9th September, and any help would be welcomed to offer introductions to All Saints and the Town Hall.
- e) There was a brief introduction of a DCLG consultation on "Localising support for Council Tax" that had been announced two days earlier, and would run until the 9th October. Copies had been distributed to Members, and the Town Clerk explained the ramifications and potential effect on the Council's precept valuation. He would collate any comments received from Members and consult with the District Council's Director of Finance on his own proposed response, before drafting a Town Council response. This would be needed before the next scheduled Council meeting, and would therefore be circulated by e-mail.

FC2012/55

MINUTES:

The minutes of the Council meeting held on 19th July 2012 were received and signed as an accurate record.

FC2012/56

WORKING PARTIES AND OUTSIDE BODIES:

a] *All Saints Steering Group 27th July 2012*. The minutes of this meeting were presented. The group's Chairman was asked if a reply had been sent to a letter which had been considered by the Steering Group at its meeting, and if the budget for the seating had been observed. Cllr Turner confirmed that he had replied in the terms agreed, and TC noted that the seating cost was as-estimated and within budget. Cllr Eiloart noted that a constituent had expressed dissatisfaction with the technical quality of films shown at All Saints; noting poor focus and unclear audio. He was a film-maker and had offered to assess the equipment. Thanks were expressed for this kind offer, and TC explained that the particular equipment complained-of had been removed by the outgoing cinema company. Better-quality, second-hand, projection and sound equipment had been obtained to replace it, and this had been supplied and installed in the past two days by a company who were understood to be national leaders in the field. It was noted that Council would always welcome advice.

After some further discussion and questions **it was resolved that:**

FC2012/56.1 Minutes of the All Saints Steering Group meeting of 27th July 2012 (*copy in minute book*) are noted.

b] *Commemorations Working Party 21st August 2012*.

The Minutes of this meeting were received and briefly discussed. A question was asked, as to how the proposed initial working budget of £5,000 would be funded. The Mayor referred to the approved Commemorations Reserve, shown in the Council's accounts as R7, and explained how this came about in anticipation of future significant events. After

some general discussion **it was resolved that:**

FC2012/56.2 Minutes of the Commemorations Working Party meeting of 21st August 2012 (*copy in minute book*) are noted (a minor revision was proposed and agreed), and;

FC2012/56.3 The Commemorations Working Party is mandated to continue its work in respect of 2013 and 2014, and;

FC2012/56.4 An initial budget of £5,000 is agreed, (to be drawn from the financial Reserve approved for such purposes and shown in the Council's accounts as R7) for the commissioning and overseeing by the Commemorations Working Party, of a suitable piece of music to mark the 2014 Battle of Lewes commemorations, and;

FC2012/56.5 Thursday 23rd May 2013 is agreed as the date for the next Maymaking ceremony, in order to integrate with the 40th/50th anniversary celebrations of tri-partite town twinning being held in Blois, France, and the principle of a party representing the Council at these events is agreed (subject to further details of the planned commemoration).

c) *Traffic Issues Working Party 16th August 2012.*

The Minutes of this meeting were received, and various points discussed briefly. There were some questions, and it was acknowledged that some meaningful results had come from the Council's willingness to fund works which other organizations accorded a lower priority. With regard to the proposed support for a 20mph speed limit in the Landport area, a question was asked, as to how the ESCC's estimated cost of £2,000 would be funded. The Town Clerk referred to the approved Environmental Enhancement Reserve, shown in the Council's accounts as R8, and suggested that this was more appropriate than a charge upon the General Fund. This was agreed and **it was resolved that:**

FC2012/56.6 Minutes of the Traffic Issues Working Party meeting of 16th August 2012 (*copy in minute book*) are noted, and;

FC2012/56.7 A sum of £2,000 is agreed, (to be drawn from the financial Reserve approved for environmental enhancements and shown in the Council's accounts as R8) for payment to East Sussex County Council in respect of the implementation of a 20mph speed limit on the Landport estate.

It was further suggested and agreed that a letter be written to the residents association and schools on the estate, informing them of the Council's decision and that the press be informed.

d) *Communications Working Party 21st August 2012.*

The Minutes of this meeting were presented, and various questions ensued. The Working Party was recommending adoption of a communications protocol (*copy in minute book*), and proposed to bring a specification for a new website to a future meeting. In answer to one question; it was noted there had been further detailed consideration of the use of social media, but that no conclusions were promoted at this time.

it was resolved that:

FC2012/56.8 Minutes of the Communications Working Party meeting of 21st August 2012 (*copy in minute book*) are noted, and;

FC2012/56.9 The Communications Protocol shown at pages 14 – 22 on the agenda for the Council meeting of 30th August 2012 (*copy in minute book*) be adopted as Council policy.

e) *Audit Panel 23rd August 2012.*

The Minutes of this meeting were received, which described the panellist's detailed consideration of the Council's current financial position; the potential for more refined investment of funds; and the procedure for handling complaints. No questions arose and consequently, **it was resolved that:**

FC2012/56.10 Minutes of the Audit Panel meeting of the 23rd August 2012 (*copy in minute book*) are noted.

f) *Grants Panel 29th August 2012*

Members considered report FC007/2012 (*copy in minute book*) which contained the panellist's recommendations. Cllrs O'Keeffe and Catlin declared potentially prejudicial interests as they were closely associated with applicant bodies. A question was asked as to the chairmanship of the panel, and TC explained that it had no formal chairman as it was an assessment body where consensus was reached between peer members after individual scrutiny of applications. He gave a brief description of the procedure which had been used since 2003, and was described in summary in the report. A following question asked why panel meetings were not held in public, and a short debate ensued with several members contributing comments and views both for and against the appropriateness of discussing third-parties' details in public. It was remarked that there was a notable difference in perspective between those Members who had served on the panel and those who had not. Salient points were that the decision making body was not the Panel, but the full Council, sitting in public, and that much detail commonly highlighted during the review of applications would require the exclusion of the press and public. There were questions as to the reasons why certain applications had not been supported and these were answered by panellists, who were happy to elaborate on their reasoning. TC confirmed that any applicant who received less than the amount they had requested, was given a comprehensive explanation of the reasons noted by panellists. It was accepted that future reports could usefully show some additional detail. It was mooted that the grants scheme might lend itself to principles of Public Participatory Budgeting, but this was generally acknowledged as inappropriate. After an extensive debate **it was resolved that:**

FC2012/56.11 The grants payments recommended in column E of the table shown in report FC007/2012 (*copy in minute book*) be approved.

g] *St. Anne's site Steering Group*

Members received an oral report from Cllr S Murray, who represented the Council on the ESCC steering group for the site of the former St Anne's School. Cllr Murray explained the background to the recent announcement that Lewes 3VA would be leasing the site. 3VA had been agreed as ESCC's "accountable body" and would provide a public interface for use of the land pending its sale or redevelopment. Many good ideas for public use were emerging; including the establishment of a butterfly bank by the Sussex Wildlife Trust, and an archaeological investigation related to the Battle of Lewes, to introduce young people to archaeology.

h] *Vacant Positions*

There were two vacancies on the Council's schedule of representation on outside bodies. After due consideration **it was resolved that:**

FC2012/56.12 Cllr Catlin (S Wischhusen) is nominated to serve on Lewes Town Partnership, and;

FC2012/56.13 Cllr Dr M Turner is nominated to serve on Malling Community Association.

FC2012/57

CHRISTMAS EVENTS:

Members considered proposals by Cllr Dean (*NOM013/2012 refers; copy in minute book*) concerning enhancements to festive events over the Christmas period. Suggestions were for a temporary ice rink; a children's lantern parade during Christmas late-night shopping evening; and improved Christmas street lights. It was proposed that the Council should convene a Working Party to investigate these ideas. A lengthy and robust debate ensued, in which it was pointed-out that Lewes Chamber of Commerce (CoC) had worked on similar proposals for 30 years, and as the organizers of the Late Night Shopping evening they were considered to be the lead body in such matters. Cllr Price noted that he had investigated enhancements for the Christmas trading period since late 2011 and had several helpful and informative discussions with the CoC which he had reported widely. The Council had a long-established and fruitful working relationship with the CoC, who had this year established a newly-enlarged and energetic Christmas working group and

several Members considered it most practical to work with them, rather than create a separate working group. Recent conversations with the CoC had indicated their willingness to co-opt Councillors to their group. The ideas put forward were recognized as interesting and deserving of further research, although most Members felt that this would appropriately be aimed at Christmas 2013, rather than as a late introduction to existing plans. There was obvious general support for the introduction of new ideas, but several Members suggested that the principle would be better served if Cllrs Dean and Price, as the two councillors with particular interest in the subject, were to be nominated to join the CoC working group (if this was acceptable to CoC), with ideas of a separate Council group being deferred until such time in future it might become appropriate. Cllr Dean stated that she felt it was always right to add good ideas to other good ideas, and she would be happy to cooperate with and help the CoC. Consequently, **it was resolved that:**

FC2012/56.14 Cllrs A Dean and A Price be nominated to serve with the Lewes Chamber of Commerce Christmas working group, (subject to the Chamber's acceptance) and report to Council on any projects or developments with which its assistance might be requested.

FC2012/58 NEW STANDARDS REGIME:

The Town Clerk reminded members that the Code Of Conduct for Members (CoCM) adopted in June (*Council minute FC2012/26 refers*) was an interim measure pending the publication of statutory regulations and the opportunity to gather feedback on the new standards regime. This had followed the model adopted by Lewes District Council, who had provided helpful advice and feedback on their deliberations and those of other principal authorities in East Sussex and Brighton & Hove with whom they had collaborated. They had now formally adopted a final version, effectively unchanged except in technical detail, and produced new Declaration of Interests forms in line with the new legislation. Examples of these documents were provided (*copies in minute book*). TC referred to recent correspondence between parish Clerks on the national e-forum, which highlighted the disquiet that was evident among parish councillors across the country, as to the details of their personal interests which must now be published. He made clear what details must be published and, in answer to a question, gave an assurance that elements such as signatures would **not** be published. After a brief discussion **it was resolved that:**

FC2012/56.15 In accordance with regulations made under chapter 7 of the Localism Act 2011, Lewes Town Council adopts the Code of Conduct for Members included as pages 24 – 33 of the agenda for its meeting on 30th August 2012 (*copy in minute book*).

TC asked that Members should return completed Declaration of Interests forms to him as soon as possible, to facilitate the required publication.

FC2012/59 LOCAL GOVERNMENT PENSION SCHEME:

The Town Clerk introduced the issue of discretionary pension policies. ESCC (the Council's local government pension scheme administrators) had approached all authorities who were members of the scheme with a request for copies of their local policies affecting a number of discretionary benefits, such as injury allowances and early termination of employment. Examples of the discretions available were included in the agenda papers, and TC advised that the full range was wide and subject to great detail. The Council did not currently have formalized policies and had previously been unaware of the requirement. Subsequently; enquiries to principal councils and other parishes seeking suitable existing model examples discovered the same situation elsewhere. Ironically, several respondents had made similar enquiries of the Council. It was suggested that to review all available discretions and formulate recommendations for Council would require detailed consideration at a dedicated working group meeting, and it was proposed that the

Personnel Panel be convened for that purpose. ESCC had been informed, and accepted, that suitable policies would be supplied in due course.

FC2012/60

BRIGHTON & HOVE AND LEWES DOWNS BIOSPHERE PROJECT:

Further to the Council's earlier decision to lobby for inclusion with in the Brighton & Hove and Lewes Downs Biosphere Reserve a briefing note had been received from the District Council (*copy in Minute Book*). This explained that reconsideration of the agreed boundaries would require a formal application, and offered examples of the resource demands which might be made upon affected parish Councils. This was received and noted.

FC2012/61

PARTNERSHIP FUNDING:

A request had been received from Lewes District Council's Head of Environmental Health, seeking the continuance of the joint funding for professional stewarding at key pressure points on the 5th November celebrations. The scheme had been introduced in 2010, allowing the Police to act responsively, and it was generally considered to have worked very well. The previous year's funding had been jointly raised from the Town and District Councils and Sussex Police Authority, with contributions from Bonfire Societies and it was hoped to repeat that for 2012.

Following a short debate **it was resolved that:**

FC/2012/61.1 Lewes Town Council agrees to contribute a maximum of £3,500, drawn from the General Fund, toward the cost of marshalling by specialist contractors engaged by Lewes District Council for Lewes Bonfire celebrations on 5th November 2012.

FC2012/62

UPDATE ON MATTERS IN PROGRESS:

With regard to threatened litigation for alleged defamation; the barrister retained by the council's insurer in this field had made an interim report to the insurer. This assessed the statistical likelihood of successful defence of the various strands in contention, and advised the insurer with regard to prudent actions and attendant financial implications. He continued to analyse the risk and had requested further details, which the Council's staff were researching.

FC2012/63

NOTICE of ITEMS IN PROSPECT:

a) The next Planning Committee meetings would be – Tuesdays 4th & 25th September 7:00pm

It was anticipated that the Planning Committee would hold extended meetings in October or November with stakeholders invited to discuss issues such as empty shops, and Lewes District Council and National Park Authority Planning officers would be asked to speak on matters such as Local Plan policy.

b) The next Council meeting was scheduled for Thursday 11th October 7:30pm with the deadline for submission to the Town Clerk of proposed items for the agenda being 12 noon on Monday 1st October. Prospective items for the agenda included:

A presentation by Community Transport for the Lewes Area, a local charity.
Proposals for replacement of the retiring All Saints Centre caretaker.

FC2012/64

EXCLUSION OF THE PRESS AND PUBLIC:

At this point the Mayor moved, and **it was resolved that:**

FC/2012/64.1 In view of the confidential nature* of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 any members of the press or public present be excluded and instructed to withdraw
* these were stated as: matters related to commercial discussions with third parties

FC2012/65

MALLING COMMUNITY CENTRE:

Cllr Chartier introduced matters arising from the meeting of the Malling Community

Association liaison group which had met on the previous day (29th August 2012). Minutes of the meeting (*copy in the minute book*) were distributed. The meeting had been convened to bring all members up-to-date on developments regarding refurbishment of the Malling (Bridgeview) Community Centre (MCC). The programme had been delayed due to the unforeseen introduction of a proposal by East Sussex County Council's (ESCC) Children's Services department; to utilize part of the building as a local children's centre. There was also discussion of the Association's position with regard to its current tenancy. The ESCC proposal was to refurbish the redundant social club area, the Eastern annexe to the centre, and use this as a Children's Centre. ESCC had statutory functions which it could best meet by operating from that location. Their scheme would involve major repairs, including windows, doors and roof, renewal of electrical services; installation of modern heating; internal alterations to room layout; facilities and equipment for full-time staff, and specialized facilities. The Children's Centre would be, for all practical purposes, separate and independent premises. A planning application had already been submitted for the change of use. The investment would be significant and ESCC were seeking a lease at a nominal rent with renewal option, to reflect this. They proposed a fully-repairing lease agreement to include all reactive, term, and planned maintenance. There were general expectations that the remainder of the MCC building would be refurbished to a similar standard, which they understood (correctly) was the Council's intention. The introduction of this proposal had implications for the originally-planned complete refurbishment and for Council's current tenant, the MCA, who had a fully-repairing lease on the entire MCC building expiring in 2017. This situation was fully understood by the MCA, and they were open to any suggestions that would enable them to continue in their role as both operators of the Centre, and as a much-needed local Community Association. Councillors understood and appreciated their position. A scenario was proposed that would see the current lease ended, and the MCA formally engaged to manage the (refurbished) main building (that area not leased to ESCC) for an agreed payment, plus retention of a percentage of income from usage charges. This would broadly reflect the current arrangements with the Pells Pool Community Association, which had worked well for over ten years. A basic payment would offset costs of day-to-day management, cleaning, and security, and retention of income offered an incentive to continue development of services at the Centre and more widely in Malling. Refurbishment should take account of requirements for the building to have all necessary licences to allow a wider range of users and introduce new opportunities. The meeting re-affirmed commitment to the refurbishment of the remainder of the building, and it had been suggested that this could be accomplished for a cost of around £220,000 - £250,000. This would result in an "as-new" building, with modern heating and lighting, with improved facilities for community use, including better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground. This sum could be funded from the Council's existing balances, although it was sensible to investigate third-party grants and other potential support. It was recommended to Council that the project now be committed, and the design stage be commenced (and thus total costs established), before a final decision on funding was considered.

It was resolved that:

FC/2012/65.1 Proposals for leasing and refurbishment arrangements of the Malling (Bridgeview) Community Centre (MCC), described in minutes of the meeting of Malling Community Association liaison group on 29th August 2012, are agreed in principle. Cllr Chartier and the Town Clerk are mandated to continue with detailed negotiations with East Sussex County Council and Malling Community Association; in line with these proposals; reporting to the liaison group and Council in due course.

FC2012/66

LEASE FORMALITIES (Lewes Town Hall basement):

The Town Clerk introduced a request from Lewes District Council (LDC), who held a long lease on a large area of the Town Hall basement, that they be permitted to replace

existing archive storage racks with a mobile storage system, and make improvements to lighting. Members were advised that this was in accord with provisions of the lease and that permission should not unreasonably be withheld. The Town Clerk and the Town Hall Manager has assessed details of the proposed installation, which would increase storage capacity in the area concerned by 110%, and had expressed initial concerns over the load-bearing capacity of the concrete floor in that area, which was of unknown composition and thickness. TC had asked LDC to commission a technical survey by a suitably-qualified structural engineer and this had been done. Members were presented with the request from LDC and an accompanying report by a well-known independent engineering consultancy, which relied upon drilled-core sampling of the concrete and penetrometer (load bearing) testing. This indicated that the proposed storage system was capable of being safely supported on the existing basement slab. Consequently **it was resolved that:**

FC/2012/66.1 Permission is granted to Lewes District Council for alterations to basement storage at Lewes Town Hall, as described in reports submitted to Lewes Town Council at its meeting on 30th August 2012.

FC2012/67

LETTING AGREEMENT (Lewes Town Hall Council Chamber):

The Town Clerk introduced a proposal for a long-term prepaid block booking of the Council Chamber. This arose from an approach by ESCC's Registrar's service, who currently attended to formalize wedding ceremonies in the Council Chamber, but also offered Lewes ceremonies at their site within Southover Grange. With proposed relocation of their department in 2013, a suitable environment for the ceremonies themselves would be lost and officers had investigated the possibility of a "first-refusal" option on the Town Hall Council Chamber to replace this. The year 2013-14 was discussed, with future extension optional. TC and the Town Hall Manager had met with ESCC officers to discuss details, and the request could be met with only minor reorganization of the Town Council's bookings for the Chamber by other users. The proposal was that the Registrar's service would prepay an agreed sum for the year to reserve options for ceremonies if required during daytime hours on Wednesdays to Saturdays through the year. They would then provide weekly lists giving advance notice of the actual bookings required three weeks ahead. This allowed flexibility for both parties, and offered the possibility of ancillary benefits to the town if wedding parties made greater use of town centre facilities. There were some questions, and subsequently **it was resolved that:**

FC/2012/67.1 East Sussex County Council Registrar's service be permitted a block-booking of the Council Chamber, Lewes Town Hall, for the conduct of wedding ceremonies between 1st April 2013 and 31st March 2014 on terms as submitted to Lewes Town Council at its meeting on 30th August 2012.

FC2012/68

There being no further business the Mayor declared the meeting closed, and invited those present to join him in the Parlour for refreshments. He offered his apologies in advance of the next meeting, which he would miss due to a holiday in the USA.

The meeting ended at 10:10pm

Signed:

Date:

Agenda Item No: 7 a) **Report No:** FC009/2012
Report Title: Continuation of financial support for Lewes Town Partnership
Report To: Full Council **Date:** 11th October 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To remind Members of their decision to review financial support for Lewes Town Partnership.
Recommendation(s): Decision required

Information:

Minute extract – Lewes Town Council meeting 1st September 2011:

FC/2011/52

i] *Lewes Town Partnership:* Mr John Webber, Chairman of the Town Partnership, explained how the partnership came into being and gave a brief history of its activities and funding, which had been supported to date by the Town Council. Mr Webber asked that the Town Council continue to bear the costs of the Partnership's Development Officer for one day a week at a gross cost of £7,000 per annum for the remainder of the Council's term of office, i.e. until 2015.

Following questions and a short discussion, **it was resolved that:**

FC/2011/52.1 The Town Council will contribute to Lewes Town Partnership the sum of £7,000 per annum for the employment of a Development Officer for each of the financial years 2011/12 and 2012/13; **with a review in 2012/13** to decide upon possible continuation for 2013/14 and 2014/15.

S Brigden 3rd October 2012

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 11th October 2012

NOM 014/2012 – received from **Cllr S Murray** on 17th September 2012, in the following terms:

It is proposed that:

Following the presentation at the last full council meeting on Participatory Budgeting Lewes Town Council believes that PB has an important role to play in empowering people to get involved in decision making in their local area.

It therefore resolves to ask the financial working party to allocate a certain sum of money [*I would propose £10,000 but this could be amended by Council*] in the next budget to be spent with the involvement of local people. There would be various ways of achieving this and so Council resolves to set up a working party to decide how the system might best be organised.

Supporting Information from Councillor Murray

Notes:-

This year Lewes Town Council put money into the Youth Bank, whereby young people propose projects that it might be spent upon and in turn decisions are taken by young people about allocating the money. The working party could decide to extend this scheme, perhaps with a larger pot of money.

Alternatively, councillors are elected from 3 wards and we might allocate a pot of money to each ward and invite local people to put forward ideas about how they would spend that money for the benefit of local residents and then have a public meeting where they decide.

Cllr S Murray

17th September 2012

NOM 015/2012 – received from **Cllr A Price** on 26th September 2012, in the following terms:

It is proposed that:

Lewes Town Council resolves:-

To express its concern about the number of empty shops in the main shopping areas of Lewes. This detracts from the general appearance of the conservation area, making it less attractive to visitors. It also affects the viability of other retail businesses as people begin to find Lewes less appealing as shopping destination.

To note that a number of local organisations have expressed interest in using empty shop windows to promote their activities or display art works, for instance. This would add to the interest and vibrancy of the High Street.

To note that there may also be charities – and others - wishing to rent shops for a limited period at a reduced rate.

To express its dismay in writing to the owners of these premises and estate agents responsible for letting them have refused to engage with councillors and organisations trying to bring these properties back into some limited use, rather than just leaving them empty for as much as 18 months already, in some cases.

To invite all relevant parties to an urgent meeting to see what could be arranged with a view to improving the appearance of all these empty premises, particularly in the commercially vital run up to Christmas.

Cllr A Price

26th September 2012

Agenda Item No: 10 **Report No:** FC010/2012
Report Title: Lewes In Bloom competition
Report To: Full Council **Date:** 11th October 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Members of the background to the competition
Recommendation(s): That Council considers its policy in this matter.

Information:

1 A letter has been received (*copy attached*) proposing reinstatement of a Council-run Lewes in Bloom competition. A brief outline of the history of this competition is attached, and Miss Martin and the Town Clerk will elaborate on this, if required, at the Council's meeting.

2 As will be seen, the support for this competition was traditionally meager, and after 2005 it was decided to apply the Council's limited resources to reinstating the annual Allotments Show, for which there was significant, identifiable, support and this has resulted in as many as 200 class entries in the years since then.

3 References to Seaford and Newhaven competitions are slightly misleading insofar as neither of these are Council-run competitions:

Seaford's "In Bloom" committee is an independent body to which the Town Council traditionally appoints two Councillors. It is an active organization and carries out year-round fundraising to raise the significant sums involved. Seaford Town Council gives an annual grant of £5,000 for watering and maintenance of hanging baskets *etc.*

Newhaven's organization is similarly independent, with the Town Council nominating one Councillor to serve on an outside body. The In Bloom organization obtains commercial sponsorship, raises other funds, and enjoys a regular grant of £1,000 from Newhaven Town Council.

S Brigden 3rd October 2012

LEWES AND DISTRICT GARDEN SOCIETY



To The Town Clerk
Town Hall
Lewes

21 Gundreda Road
Lewes
BN7 1PT

Lewes in Bloom Competition

Dear Sir

The Town Council organised a Lewes in Bloom competition from 1994 until 2005, but since then it has not happened again. Our society of keen gardeners, who include past winners and judges, are asking if the competition could be included in 2013 summer events for Lewes. In the local press there have been reports of Newhaven and Seaford in Bloom competitions so it is a great shame that Lewes has dropped theirs. Enquiries in the past asking for details have been met with various reasons why it was not being held; from drought (not this year!) and a "change of administration". We know that budgets are hard pressed these days, but with sponsorship this would seem to be a small cost to the town. Perhaps it could be run alongside the Allotment Show for the prize-giving.

There used to be several categories of competition from best front garden and back garden, to pots and patios. Somewhere in Lewes' houses are the trophies that were last given in 2005 that ought to be recovered for the Council. I am still looking after the large Challenge Cup.

We would be grateful if this topic could be included for discussion at the next Council meeting and would be very interested to hear about the council's decision

Many thanks

A handwritten signature in cursive script, appearing to read "Carol Morgan".

Carol Morgan
For Lewes and District Garden Society

Copies to The Mayor and Councillors

LEWES IN BLOOM COMPETITION

Minute extract E&T C'ttee 2nd July 1998

E98/11 LEWES IN BLOOM Miss Martin reported that she had received 23 entries in all four categories in this competition. Arrangements had been made with both judges and the Camera Club for the entries to be viewed and judged. She indicated that for this particular competition there had been extensive publicity on a greater scale than previous years but nevertheless despite such publicity the response had been disappointing. The committee were informed that a reception for successful entries would be held by the Mayor on 10th September 1998. **RESOLVED** to note the report

Minute extract E&T C'ttee 27th October 1999

E99/16 LEWES IN BLOOM The Chairman reported on the 1999 event. The Committee recommended that this event be held in the year 2000, but thereafter the event be held Bi-annually

LEWES IN BLOOM ENTRIES 1995 -1999

| | 1999 | 1998 | 1997 | 1996 | 1995 |
|-------------------------------------|------|------|------|------|------|
| Residential gardens | 12 | 12 | 12 | 16 | 23 |
| Residential window boxes | 3 | 6 | 5 | 8 | 8 |
| Trade: other trade premises | 6 | 3 | 6 | 17 | 7 |
| Trade: pubs, hotels and restaurants | 3 | 2 | 4 | 11 | 21 |
| Totals | 24 | 23 | 27 | 52 | 59 |

File note extract July 2002

2002 competition entries

| | 2002 | 2000 |
|-------------------------------------|------|------|
| Residential gardens | 6 | 7 |
| Residential window boxes | 17 | 10 |
| Trade: other trade premises | 2 | 4 |
| Trade: pubs, hotels and restaurants | 2 | 1 |
| Totals | 27 | 22 |

Minute extract E&T C'ttee 13th November 2003

E&T2003/34 LEWES IN BLOOM:

The committee was invited to consider making an approach to the Lewes Garden Society to undertake the organisation and management of Lewes in Bloom 2004. The Chairman informed the meeting that the Garden Society were holding a meeting on Wednesday, 19 November and she would be pleased to introduce the suggestion at that time. Members suggested that more of the town's organisations, including the various area residents' committees, bonfire council and youth organisations, be approached to support the event and it was confirmed that a small budget could be made available to cover basic costs such as publicity, stationery, etc. It was also suggested that approaches be made to local garden centres seeking sponsorship for the event. It was **resolved**:

E&T2003/34.1 that Cllrs Powell; Riddihough and Rideout should form a small working group with the Town Clerk, to formulate a programme and agree a course of action.

Minute extract E&T C'ttee 4th March 2004

CHAIRMAN'S ANNOUNCEMENTS

E&T2003/41 (d) Lewes in Bloom – Members were informed that approaches to the Garden Society and others for assistance in running this year's competition have proved fruitless. After lengthy discussion on practical issues, the Chairman agreed to contact further organizations via the Chamber of Commerce, and it was **agreed** that the working group (Cllrs Powell; Riddihough; O'Keeffe) should fully-utilize the approved budgets for the project.



LEWES TOWN COUNCIL

LEWES IN BLOOM 2004

FREE hanging baskets and plants for shops and businesses

Thursday 3rd June – 12:00 noon until 6:00pm – rear of Town Hall, Market Lane

Come and collect – first come; first served

To “kick-start” the biennial Lewes in Bloom event for this year, and help to brighten-up the street scene; the Town Council is offering shops and businesses hanging baskets and plants to put in them.

Chair of the Council’s Environment & Tourism Committee, Rachel Powell, said: “We realize that businesspeople in the town are often too busy running their enterprise to make a trip to a garden-centre or nursery. By offering a complete do-it-yourself kit of basket; liner; compost; and choice of plants, we hope that we can make it effortless to participate in this wonderful, colourful event – all that remains to be done is plant; hang, and water !”

The Council has joined forces with Goldcliff Nurseries Plant & Garden Design Centre, on the A26 just North of Lewes, who will set up at the **rear of the Town Hall (Market Lane) between 12:00 noon and 6:00pm on Thursday 3rd June** with bags of compost and a range of plants to choose-from. Councillor Powell will hand out baskets and liners, and help the less green-fingered to choose their plants !

These bloomin’ marvellous instant summer kits will be available, first-come;first-served while stocks last (one per business), to any business in Lewes on production of either a business rate demand; Chamber of Commerce membership; utility account, or other proof of business status. They are free of charge, but any contributions to cost will be most welcome.

We do hope that the town’s business community, especially those with premises in the High Street; Cliffe, and centre of town will take this opportunity to bring some lively colour to the summer streets. All you have to do is come along and collect your “kit” – choose your plants – put them all together – hang – and water regularly. Of course, any business that wants to go a bit further can pick up an entry form for the Lewes In Bloom competition at the same time.

Help us to make Lewes bloom – it’s easy, and it’s free !

For more information – telephone 01273 471469 or e-mail info@lewes-tc.gov.uk

Agenda Item No: 11 **Report No:** FC008/2012
Report Title: All Saints Centre staff establishment
(options following the retirement of the All Saints Centre Caretaker)
Report To: Full Council **Date:** 11th October 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To present options, bearing upon the service provided to customers of the All Saints Centre.
Recommendation(s): That Members choose from the options presented in this report

Information:

1 The post of caretaker of the All Saints Centre is within the Council's staff establishment at 25 hours per week, and these have hitherto been worked by the retiring incumbent early each morning, outside the times when the Centre is open to the public (with occasional exceptions).

2 The Centre is licensed and open for hire 7 days a week 9am-12midnight/11.30pm Sundays, a total of **104.5** hours per week (these are the maximum potential paid hours – in practice allowance must be made for set-up/dismantling seating and equipment for the many different uses).

3 A Manager has been in place since 4th April 2005, supplemented by an Assistant Manager since 22nd September 2008. This offers “customer-facing” hours of **72** – a shortfall of **32.5** compared with the potential use of the building.

4 Year-on-year since the Council's introduction of a manager, paid use of the halls has increased:

| | |
|--------------|--------------------|
| 2006 to 2007 | an increase of 33% |
| 2007 to 2008 | an increase of 5% |
| 2008 to 2009 | an increase of 3% |
| 2009 to 2010 | an increase of 6% |
| 2010 to 2011 | an increase of 8% |

5 It is intended that the next postholder will be contracted to work during “open” hours, and the job description amended slightly by increasing the emphasis on customer relationships. This in itself would increase customer service hours to **97**, still leaving a shortfall of **7.5**.

6 To meet this shortfall would be beneficial to the Centre, and could further improve the “yield” of paid hours by reducing reliance on customers' own labour to prepare and clear. Two options are suggested: Option One, an increase in hours by 5 to 30 per week (customer-facing shortfall **2.5**); and Option Two, an increase by 10 hours to 35hrs (all customer-facing hours staffed). Calculation of the cost implications of these options assumes that with any increase in contracted hours, there will be a reduction in the need to allow for occasional overtime.

7 The cost implications at the minimum and maximum of the approved scale for this post (independently evaluated in 2009) are:

| | | |
|-------------------------------|--------------------------|-----------------------|
| Status Quo (25hrs) | Min Scp -£1,381 (saving) | Max Scp - £0 increase |
| Option 1 (increase to 30 hrs) | Min Scp +£782 | Max Scp +£1,535 |
| Option 2 (increase to 35 hrs) | Min Scp +£3,056 | Max Scp +£3,927 |

(figures are TOTAL cost to the Council at current salary rates, inclusive of employer's salary overheads, and assuming entry to the local government pension scheme. Comparison is against the current actual costs)

NB: recruitment to local government posts is usually to the lower point on the approved scale, unless there are prior service considerations.