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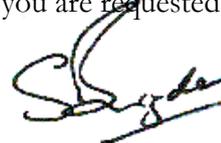
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**LEWES  
TOWN  
COUNCIL**

**To All Members of Lewes Town Council**

The **38<sup>th</sup> ANNUAL MEETING** of Lewes Town Council will be held on **Thursday 17<sup>th</sup> May 2012**, in the **Council Chamber, Town Hall, Lewes**, at **7:00pm** which you are requested to attend.

 S Brigden, Town Clerk  
10<sup>th</sup> May 2012

**AGENDA**

*The meeting will commence with a short period of contemplation, led by the Council's Chaplain.*

1. ELECTION OF MAYOR

To elect a Mayor for the municipal year 2012/2013

2. MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Mayor's declaration of acceptance of office

3. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend

4. ELECTION OF DEPUTY MAYOR

To elect a Deputy Mayor for the municipal year 2012/2013

5. DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Deputy Mayor's declaration of acceptance of office

6. VOTE OF THANKS

To consider the Motion, reference NM001/12, as attached (*page 3*)

7. PRESENTATIONS

To present insignia, gifts, flowers *etc.* in appreciation of service

8. MINUTES

To agree minutes of the meeting held on 29<sup>th</sup> March 2012 (*attached page 4*)

9. ATTENDANCE RECORD OF COUNCILLORS 2011/12

To note details of Councillors attendance in the past municipal year. (*attached pages 13 - 17*)

10. MEMBERS DUTIES 2012/13

To consider the Motion, reference NM002/12, as attached. (*page 3, and listed page 18*)

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To consider the Motion, reference NM003/12 as attached. (*page 3, and listed page 19*)

12. BANK SIGNATURE AUTHORITY

To consider the Motion, reference NM004/12 proposed as attached. (*page 3, and listed page 18*)

13. COUNCIL MEMBERSHIP OF NATIONAL & LOCAL ORGANIZATIONS

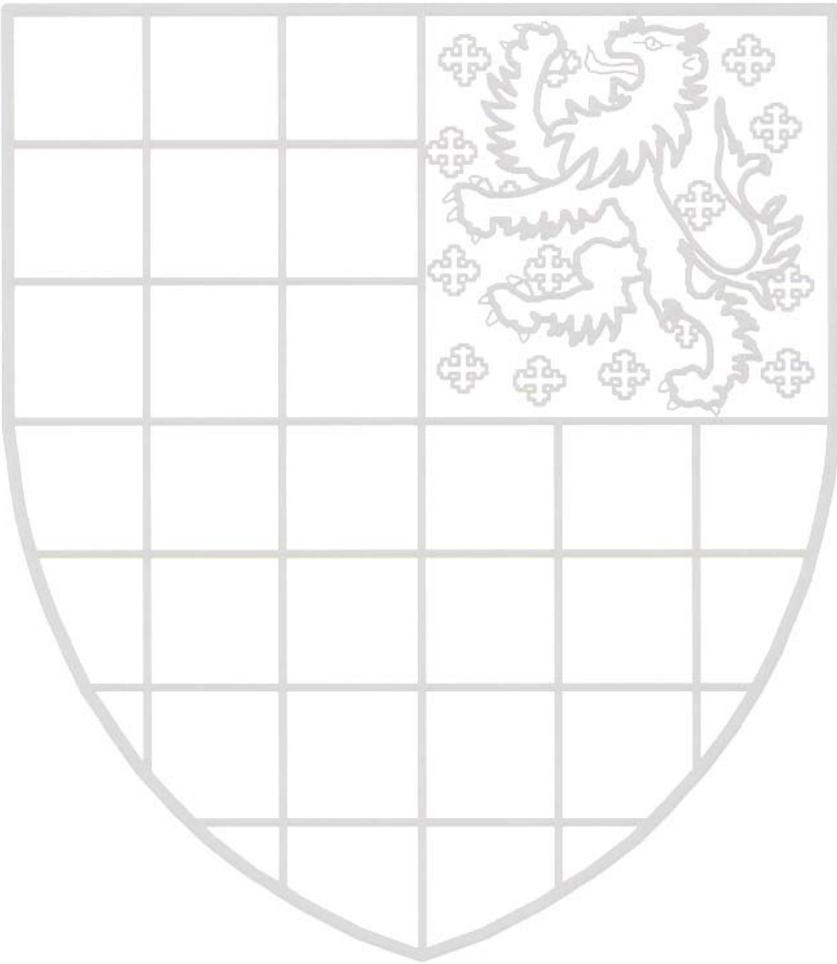
To consider the Motion, reference NM005/12, as attached. (*page 3*)

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

**Distribution:** All Councillors, Council's Chaplain, all staff

*Copies for information:* Lewes Library, Sx. Express, EArgus, Sx. Police, Mr Norman Baker MP, LDC, ESCC, Friends of Lewes

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## NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its ANNUAL MEETING on Thursday 17<sup>th</sup> May 2012

**NM001/12**, received from **Cllr MacCleary**, in the following terms:

“That this Council records its thanks to Cllr John Stockdale, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year.” *(to be followed by a brief speech of commendation)*

**NM002/12** received from **Cllr S Murray**, in the following terms:

“That the individual duties of Members for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting.”

**NM003/12**, received from **Cllr R Murray**, in the following terms:

“That the Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list attached to Member’s agenda papers for this meeting.”

**NM004/12**, received from **Cllr Catlin**, in the following terms:

“That the Council approve the authorization of Councillors as signatories to the Council’s bank account: as shown in the list attached to the agenda for this meeting.”

**NM005/12**, received from **Cllr Price**, in the following terms:

“That the Town Clerk be asked to ensure the Council’s continued membership of the approved national and local organizations representing Parish and Town Councils.”

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**LEWES  
TOWN  
COUNCIL**

## *MINUTES*

Of the meeting of **Lewes Town Council** held on  
**Thursday, 29<sup>th</sup> March 2012**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

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

### **PRESENT:**

Councillors S Catlin (Wischusen); J Daly; I Eiloart; M Kent; P Kingham; D Lamport; J MacCleary; M Milner; R Murray; S Murray; R O'Keeffe; A Price; R Rudkin; J Stockdale (*Mayor*) and M Turner.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer & Asst TC*); Mrs C Stocken (*C'ttee Admin*); L Symons (*Mace Bearer*);

*Observing:* Ms E Martin (*Administrative Officer*); Mrs J Dean (*Reception/Administration*); Mrs V McLachlan (*Finance Administration Officer*)

### **FC2011/125 QUESTION TIME:**

The Mayor welcomed Mrs Rita Ellis, a regular public observer, and Mr Paul Douglas-Smith, the Manager of Lewes Leisure Centre, who was to give a presentation on the proposed Summer programme of Wave Leisure Trust. No press were present. Cllr O'Keeffe asked whether it was anticipated that the press and public would be excluded at some point in the meeting; and if there was support for a private discussion on a Council matter. The Mayor replied that he proposed to do so having sought agreement to defer agenda item 4, "Mayor's Announcements", until the end of the meeting. TC advised that exclusion could properly be moved only with clear and specific reasons expressed, in accordance with statutory rules on public access.

### **FC2011/126 MEMBERS' DECLARATIONS OF INTEREST:**

There were none.

### **FC2011/127 APOLOGIES FOR ABSENCE:**

Apologies were received from Cllrs Chartier (*Deputy Mayor*) and Li who were on holiday, and Cllr Dean, who had a work commitment.

### **FC2011/128 MAYOR'S ANNOUNCEMENTS:**

Council agreed the Mayor's request to defer this item until later in the meeting.

### **FC2011/129 MINUTES:**

There was some discussion regarding an amendment, submitted by Cllr Dean, to the draft minutes of the previous meeting which had been circulated with the agenda. It was noted that the amendment related to circumstances surrounding the item in question, rather than the reported proceedings. Members were reminded that the only discussion allowable on minutes was related to their accuracy; not style or preferred content. Members present agreed that the draft minutes were accurate and consequently; the minutes of the Council meeting held on 23<sup>rd</sup> February 2012 were received and signed as an accurate record.

### **FC2011/130 WAVE LEISURE SUMMER HOLIDAY PROGRAMME:**

Mr Paul Douglas-Smith introduced Wave Leisure Trust's proposed Summer programme for the town of Lewes, aimed especially at 4 to 18 year olds in response to an identified need. He stressed that the programme had been carefully designed to be affordable, to

*Continues...*

avoid cost being a barrier to anyone wanting to take part. The model was a successful programme run in Newhaven in 2011, in partnership with Newhaven Town Council and others. The programme was being organised with partners: Wave Leisure Trust, Hockey England, Priory School, Lewes Town Partnership, Lewes Football Club, East Sussex County Council, Lewes District Council, Ringmer Academy, Children's Centres in Lewes and Ringmer, Sussex Lawn Tennis Association and Landport Community Association. The aim was to encourage young people to engage in sports arranged mainly around the Olympic and Paralympic theme, with five themed events being held in Lewes over the summer. However, Mr Douglas-Smith emphasized that the programme would also include such elements as dance and drama activities to enable those young people who were not necessarily sports-orientated to participate and increase their physical activity. Wave Leisure Trust was seeking a £5,000 grant from the Town Council, which together with assistance from other partners, both financial and in kind, would ensure the programme provided the widest possible choice of activities.

Cllrs requested that Pells Pool Community Association and Malling Community Association be included in Wave Leisure's invitation to participate.

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

**FC2011/130.1** Lewes Town Council will support Wave Leisure Trust's Summer Programme 2012, and agrees a financial contribution of £5,000 to the programme, to be drawn from the Council's General Fund.

#### **FC2011/131 WORKING PARTIES AND OUTSIDE BODIES:**

Members were reminded that anyone who may have attended a meeting of any recognized outside body which had covered issues that deserved attention by the Council, should ensure that TC was aware of this before the meeting, and preferably before the agenda deadline. Reports on all activities of the organization were not expected.

a) *Allotments Working Party 28<sup>th</sup> February 2012:*

Members considered the Minutes of the Working Party (*copy in minute book*) and an oral report on its deliberations

It was noted that the working party had been convened to address concerns raised by some tenants; that the Council was allowing plots to remain uncultivated, while waiting-lists were long. The actual numbers of uncultivated plots considered to merit a formal warning regarding continued tenancy were actually very few. A compassionate approach was taken where valid reasons were given for non-cultivation; such situations were monitored closely; and a protocol existed to give reasonable warnings before a tenancy was ended. An amendment to the tenancy conditions had been discussed and agreed, to define acceptable levels of cultivation, based upon a review of samples of conditions from other areas. It was recommended to Council that the amended clauses be adopted, and;

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

**FC2011/131.1** the following clauses be adopted to amend the conditions attached to Allotment tenancies as:-

1) accomplish a state of reasonable cultivation\*, as determined by the Council within eight weeks of commencement of the tenancy when said commencement date falls between 1<sup>st</sup> April and 30<sup>th</sup> June and within twelve weeks of commencement of tenancy when said commencement date falls between 1<sup>st</sup> July and 31<sup>st</sup> March.

2) keep clean and in a state of reasonable cultivation\* and fertility and in a good condition.

\* "reasonable cultivation" is defined as: a minimum area equal to 50% of the total plot should be cultivated and in active use during the main growing season, March to September.

**FC2011/131.2** A "best kept plot" competition be set up, in conjunction with the Council's

annual allotments show, to be independently judged and based on site visits conducted towards the end of the summer, with six shortlisted tenants for an award at the show.

b] *Pells Pool Community Association (PPCA) Liaison Working Party 15<sup>th</sup> March 2012:*

Members received the minutes of the Working Party (*copy in minute book*) and an oral report.

Following the works carried out in 2011 to replace original flow-pipes and to refinish sections of the pool tank, it was reported that the loss of water through seepage was dramatically reduced. This would have great benefits in terms of water and chemicals consumed; and maintenance of a consistent water temperature.

The next project scheduled in the jointly-adopted vision programme for the pool was the redevelopment or improvement of the kiosk. The PPCA was keen to reschedule this and pursue a grant application to a fund offered by Kellogg's Swim Active Programme, in respect of refurbished changing facilities. An architect had prepared some initial design ideas, and these showed an interesting yet simple structure offering a much-improved changing area. It was generally agreed that the scheme would offer a real improvement to the pool's customers. The details of the grant scheme (*ie* maximum contribution available) were due to be announced, and it was understood that the fund would open on 1<sup>st</sup> April. The proposed works would cost around £25,000, and it was noted that both the Council and PPCA had funds earmarked for pool developments. It was suggested that; if the Kellogg scheme would contribute a minimum of £10,000, the two parties could share the remainder with LTC contributing £10,000 and PPCA £5,000. If the grant scheme did not agree that amount, it was considered a better use of available funds to revert to the current schedule and begin exploration into options for development of the kiosk, and revisit the changing-rooms proposals at a later date. PPCA would draft an application to the Kellogg scheme, and would need to confirm prospective contribution levels if this was to succeed.

The Association had also put forward a proposal to test a third-party vending kiosk, selling healthy food items, to be sited on the forecourt for one day each weekend under a concession agreement. The Council had also agreed to approach East Sussex County Council regarding trees fringing the pool area, which caused overshadowing and reflection problems for lifeguards at the pool; interfering with observation of swimmers in the water.

Following a short discussion, **it was resolved that:-**

**FC2011/131.3** the recommendations of the Pells Pool Community Association liaison Working Party described in paragraphs 3 and 4 of minute PPCAWP2011/05 (meeting of 15<sup>th</sup> March 2012) be approved; to re-prioritize elements of the development scheme for the pool, and agree a trial of a mobile vending concession.

c] *Civic Awards Assessment Panel 1<sup>st</sup> March 2012:*

Members received and noted the results of the Assessment Panel (*copy in minute book*).

d] *Neighbourhood Planning Update:*

Members received an oral report from the Chairman of the Planning Committee, Cllr S Murray, regarding a seminar recently attended with Cllr Turner and the Town Clerk. Presentations had been given by Lewes District Council, Action In Rural Sussex and the South Downs National Park Authority, which brought everyone up to date on the evolving principles of Neighbourhood Plans. It was apparent that the preparation of a plan would necessarily be a long process, estimated to be approximately two years, as it must be aligned with the District Council's emerging Local Development Framework, include a statutory public referendum, and was subject to approval by the Planning Inspectorate. The Planning Committee would begin work as soon as early guidance was published and proposals to Council could be formulated.

Following a short discussion, **it was resolved:-**

**FC2011/131.4** to note the report.

e] *Commemorations (2012) Working Party*: Members received an oral report from Cllr Turner regarding progress in researching the feasibility of various events to celebrate the Queen's Diamond Jubilee and the Olympics Torch Relay, as reported to the last meeting of Council. Members were informed that a further meeting of the Working Party was scheduled for 11<sup>th</sup> April, as these initiatives would need to be decided shortly. To this end, it was proposed that the remit of the Working Party be extended to allow it to expedite those projects which it considered appropriate, and that a budget be established, drawn from the reserve earmarked for that purpose (*it was noted that the current balance was £19,500*) to a maximum of £5,000.

Following a short discussion, **it was resolved that:-**

**FC2011/131.5** the Working Party be authorized to proceed with the implementation of projects to commemorate the Diamond Jubilee of Her Majesty Queen Elizabeth II and Olympic Torch Relay, developing those projects it considers appropriate from the list noted at Council Minute FC2011/117 to a maximum aggregate cost of £5,000, to be funded from the existing reserve earmarked for that purpose, which is shown in the accounts as R7.

#### **FC2011/132 TRADITIONAL MEETING PROTOCOLS:**

Members received a report, FC017/2011 regarding the decisions taken in June 2011 on the wearing of robes and ceremonial protocols at Council meetings. It had been resolved (FC2011/25.4) that these be reviewed in March 2012

Following a short discussion, **it was resolved that:-**

**FC2011/132.1** no change be made to the Council's decisions of 16<sup>th</sup> June 2011 and recorded as FC2011/25.1; FC2011/25.2; and FC2011/25.3.

#### **FC2011/133 MEMBERS' INDIVIDUAL RESPONSIBILITIES 2012/13:**

Members received a report FC018/2011 requesting that they consider, in advance of the new municipal year, the allocation of duties. It was recommended that continuity was maintained as far as possible, by making changes only where there was significant reason. It was **agreed** that Members would notify the Town Clerk of any changes to responsibilities they may wish to submit for the municipal year 2012-2013, in good time for the preparation of the agenda for the Council's annual meeting. Cllr Daly took the opportunity to announce that he would step-down from the Landport Bottom Management Joint Committee, and exhorted colleagues to agree Cllr R Murray as his replacement; citing Cllr Murray's long-standing commitment to the land and his regular attendance at management committee meetings despite not being formally appointed. This was generally welcomed, and **it was resolved that:-**

**FC2011/133.1** Councillor R Murray be appointed to replace Cllr Daly on the Landport Bottom Management Committee.

#### **FC2011/134 STANDING ORDERS AND FINANCIAL REGULATIONS:**

Members received an oral report from the Town Clerk, reminding that good practice suggested a periodic review of Standing Orders and financial regulations. This was generally to ensure that they accommodated any legislative changes and maintained up-to-date financial limits *etc.* It was proposed that a Working Party be tasked to do this.

Following a very short debate, **it was resolved that:-**

**FC2011/134.1** A Working Party\* be set up to review the continuing effectiveness of the Council's Standing Orders and Financial Regulations, reporting to Council in July 2012.

\*Cllrs Catlin, Chartier, Daly, S Murray, O'Keeffe and Stockdale were appointed.

**FC2011/135 INSURANCE ARRANGEMENTS:**

Members received an oral report from the Town Clerk regarding an offer recently negotiated with Zurich Municipal Insurance to extend the present long term agreement for the Council's insurance. The current agreement was for five years, expiring in March 2013, and an extension to March 2015 would attract a further 5% reduction in premium (equal to £1,520.97) and fix the rate, having also included revised War Memorial and Priory risks on a first loss basis; an increase in defamation cover to £50,000, and index-linked uplift in values applied to the All Risks and Material Damage elements of cover. Zurich's representative had stated that their offer was based upon the Council's "strong controls and risk management", following their recent study visit.

Following a short discussion, **it was resolved that:-**

**FC/2011/135.1** the Council's present Long Term Agreement for insurance cover, with Zurich Municipal Insurance be extended to March 2015 on the terms offered.

**FC2011/136 UNIVERSITY OF SUSSEX CENTRE FOR COMMUNITY ENGAGEMENT:**

A motion (*NOM022/2011 – copy in the minute book*) was considered, which proposed that the Council should raise questions regarding proposed closure of the University of Sussex Centre for Community Engagement. This centre was described as providing part-time courses of general and local interest, i.e archaeology, history and literature, and provided a valuable research facility for Sussex issues; something not available at other establishments. It was stressed that the closure would mean the loss of a facility offering part-time study opportunities for people living and working in Sussex, at a time when funding has been opened to them through the student loans scheme. An archaeological study of the Ouse valley was cited as typical of what would be lost if the closure proceeds.

Following a wide debate, in which broad support for retention of the Centre was evident, **it was resolved that:-**

**FC/2011/136.1** Lewes Town Council asks the University of Sussex:

- a) Why the University proposes to close the Centre for Community Engagement (CCE), when part-time students now have access to student loans; and
- b) How the University proposes to co-ordinate community engagement in future; and
- c) How the University proposes to meet the needs of Sussex residents for locally provided part-time Higher Education; and
- d) Whether, and how, the University proposes to continue research in local geography and archaeology.

**FC2011/137 LEWES PRIORY:**

Members received an oral report from the Town Clerk regarding two applications for Scheduled Monument Consent with regard to the Priory site, which had been referred by English Heritage. The first concerned amendments to the existing consent for Southover Bonfire Society to hold their annual "mediaeval fayre" on the site; and the second was from the Council's tenant, Lewes Priory Trust, in response to an offer to plant six Sussex varieties of apple tree in the grounds, to be planted adjacent the sculpture, on the former site of a play area. **It was resolved that:-**

**FC/2011/137.1** No representation be made to English Heritage in respect of the application for Scheduled Monument Consent reference S00032701 (applicant: Lewes Priory Trust)

**FC/2011/137.2** No representation be made to English Heritage in respect of the application for Scheduled Monument Consent reference S00032269 (applicant: Southover Bonfire Society)

**CONSULTATIONS:**

- a) *Lewes District Council - Draft Regeneration Strategy*: Councillors were asked for views and undertook to provide any comments to the Town Clerk to enable a corporate response to be sent to Lewes District Council by the requested deadline of 11<sup>th</sup> April. Initial views expressed were that the document was not very coherent and omitted some important definitions and details.
- b) *Lewes District Council - Draft Public Realm vision proposal*: Members questioned the need for such a document, and were critical of the brevity of the document and the cursory way in which a request for funding was presented. It was noted that the Council should be capable of addressing the issues within the document without recourse to consultants or preparation of strategic plans. After a short discussion **it was resolved that:-**

**FC/2011/138.1** Lewes District Council be asked to make a presentation to the Town Council on the draft Public Realm vision proposal, to assist the Town Council in forming a considered opinion regarding the strategy.

- c) *East Sussex County Council – Uckfield traffic improvement proposals*: Councillors received an oral report regarding the County Council's current consultation on proposals for improved traffic flow within Uckfield town centre; elements of which would have an impact upon any future reinstatement of an Uckfield to Lewes rail link.

Following a short debate, it was **agreed** that Councillor Kent would liaise with the Town Clerk to prepare a corporate response regarding continued protection of the track bed to allow for the possible future reinstatement of an Uckfield to Lewes rail link.

- d) *Trees for Lewes Proposal*: Members considered a paper, prepared by the Lewes Octoberfeast Committee and the Friends of Lewes, outlining a project to introduce more trees to the town. The project was to begin with a survey of trees in Lewes, and it was intended that further trees would be planted in any available areas to enhance the townscape and address several issues such as air quality and shading. There was an initial proposal to plant apple trees for community use. The organizers sought the Council's endorsement of the project, known as "Trees for Lewes".

Following a brief debate, it was **agreed** to endorse the "Trees for Lewes" project.

**UPDATE ON MATTERS IN PROGRESS:**

- a) *Paddock Road Wall*: Members were advised that the District Council's principal engineer, acting as the Council's agent, had recommended a contractor following requisite tendering procedure, and their quotation had been accepted. The contract sum was lower than anticipated although there would be some ancillary costs. Work was due to commence on 2<sup>nd</sup> April and local residents and allotment tenants had been informed. It was **agreed** that the Town Clerk and Cllr Turner be empowered to agree minor compensation sums should any complaints or demands be received from allotment tenants.
- b) *Malling Community Centre*: Members were advised that the situation reported to Council on 23<sup>rd</sup> February had improved and payment on account had been received, with ancillary issues mentioned being slowly resolved.
- c) *All Saints Centre (ASC)*: It was reported that the Steering group had delegated a small sub-group to progress various detailed aspects of the Council's decision to operate cinema screenings, approved at the meeting on 19<sup>th</sup> January. That afternoon they had held a very informative meeting with the preferred seating contractor, and it was reported that this aspect of the project was developing smoothly. Members were advised that a claim had been received alleging defamation, with regard to statements on the Council's website. This matter had been notified to the Council's insurers and their advice was awaited. The Mayor referred to his earlier statement of intent to exclude the press and public while this

matter was discussed, and announced his intention to immediately proceed with that issue. TC advised that exclusion could properly be moved only with clear and specific reasons expressed, in accordance with statutory rules on public access, and that exclusion could not be justified in this instance. Whilst the *detail* of any legal argument may be “exempt”, the fact of receipt of a legal claim was not. No discussion on detail could usefully be held as there was, as yet, no advice from insurers. The Mayor pressed for a discussion in private on matters ancillary to the original decision, and TC reminded Members that no matter may lawfully be decided without an item being published on an agenda with requisite forewarning of issues to be discussed. A debate ensued as to the appropriateness of revisiting issues leading to the Council’s original resolution, and it was stated by several members that any such discussion should be commenced only after due process, and be fully-informed. It was acknowledged that the legal claim could not practically be discussed in the absence of advice from insurers, and that this was a separate matter from the original decision. Several members of the ASC Steering Group spoke passionately, exhorting colleagues to ensure they clearly understood the issues, and to speak initially to either TC or Cllr Turner (as Chairman of the Steering Group) before considering calls for extraordinary Council meetings. It was emphasized that, unless at the request of a committee or six Members, decisions of the Council could not be revisited within six months.

Following a detailed and sometimes acrimonious debate, **it was resolved that:-**

**FC/2011/139.1** Minutes of the All Saints Steering Group meetings at which cinema proposals had evolved would be sent to all Members;

**FC/2011/139.2** Members would advise the Town Clerk of any questions or concerns they may have regarding the issue of cinema at All Saints, for consideration by the Steering Group at their next meeting; which was scheduled for Thursday 12<sup>th</sup> April.

**FC/2011/139.3** An extraordinary meeting of Council would be called if appropriate, following receipt of advice from the Council’s insurer regarding the claim of defamation by Lewes Cinema Ltd.

Complaints were received from a number of Members that anonymous and aggressively-worded SMS text messages regarding this matter had been received on their mobile telephones at various times during the meeting.

**FC2011/140 NOTICE OF ITEMS IN PROSPECT:** Members were advised of the following events:-

- a) The Commemorations Working Party would meet at 3:30pm on Wednesday, 11<sup>th</sup> April 2012 in the Yarrow Room;
- b) The All Saints Centre Steering Group would meet at 7:30pm on Thursday, 12<sup>th</sup> April 2012 in the Yarrow Room;
- c) A Civic Awards ceremony would precede the Annual Town Meeting on Thursday, 19<sup>th</sup> April 2012; The awards would start at 7:00pm and the Town Meeting at 8:00pm.
- d) Planning Committee would meet at 7pm on Tuesday, 3<sup>rd</sup> and Tuesday 24<sup>th</sup> April 2012;
- e) The Grants Panel would convene at 5:30pm on Tuesday, 23<sup>rd</sup> May (the application deadline for which was the 11<sup>th</sup> May 2012);
- f) Councillor “drop in” Surgeries were scheduled from 2:30pm to 4:30pm on Tuesday 10<sup>th</sup> April 2012 (Cllr Price volunteered) and from 2:00pm to 4:00pm on Saturday, 5<sup>th</sup> May 2012 (Cllr Kent volunteered);
- g) Mayormaking would be at 7:00pm on Thursday, 17<sup>th</sup> May 2012, and a short rehearsal for those with an active role would be held in the Council Chamber at 6:30pm on Monday 14<sup>th</sup> May.

**FC2011/141**

**MAYOR’S ANNOUNCEMENTS:**

The Mayor had visited Lewes’s French twin town, Blois, over the past weekend with the Mayoress and Cliffe Bonfire Society and reported a delightful time. He invited everyone into the Mayor’s Parlour after the meeting to sample some very fine wine presented to him by the Mayor of Blois.

It was with great sadness that the announcement of the recent death of Paul Millmore was received. Paul had been a well-known and exceedingly active member of the Lewes community, and among the many things for which he would be remembered, it was noted that he had produced an excellent trail-guide for the South Downs Way, and was a founder and stalwart of the campaign to ensure Lewes was included within the South Downs National Park. A celebration of his life was to be held at the All Saints Centre at 11:00am on Saturday 31<sup>st</sup> March, prior to a funeral later that day, and the Mayor had consequently deferred the sponsored walk scheduled for that day. This would now take place on Sunday 1<sup>st</sup> April.

Members were advised that the Malling Community Association was to hold a “dawn-to-dusk” decorating weekend at Malling Community Centre. Having obtained paint and other materials from sponsors, volunteer labour would be welcomed.

**FC2011/142**

There being no further business the Mayor declared the meeting closed, and invited those present to join him in the Parlour for refreshments.

*The meeting ended at 10:00pm*

Signed: .....

Date: .....

*Draft*

**VOTING RECORD SHEET**

**MEETING of: Council**  
**date: Thursday 29<sup>th</sup> March 2012**



**LEWES  
TOWN  
COUNCIL**

**Please note:** this is a record of voting *where this has been requested* under Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]

Agenda item	MOTION or AMENDMENT VOTED UPON	Ind	LD	Ind	LD	LD	Ind	LD	LD	LD	LD	LD	Green	Green	Ind	Green	Green	LD	LD	No. FOR	No. AGAINST	Carried? Y/N
		CATLIN (Wischhusen)	CHARTIER	DALY	DEAN	EILOART	KENT	KINGHAM	LAMPOR	LI	MacCLEARY	MILNER	MURRAY R	MURRAY S	O'KEEFFE	PRICE	RUDKIN	STOCKDALE	TURNER			
8	Traditional meeting protocols – maintain status quo	✓	NP	*	NP	✓	✓	✓	✓	NP	✓	*	✓	✓	✓	✓	✓	✓	A	12	2	Y

<b>FULL COUNCIL Members attendance 2011 - 2012</b>	<b>19<sup>th</sup> May 2011</b>	<b>16<sup>th</sup> June 2011</b>	<b>21<sup>st</sup> July 2011</b>	<b>1<sup>st</sup> Sept 2011</b>	<b>6<sup>th</sup> Oct 2011</b>	<b>10<sup>th</sup> Nov 2011</b>	<b>15<sup>th</sup> Dec 2011</b>	<b>19<sup>th</sup> Jan 2012</b>	<b>23<sup>rd</sup> Feb 2012</b>	<b>29<sup>th</sup> March 2012</b>	<b>total 10 mtgs</b>
S Catlin (Wischhusen)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
M Chartier	✓	✓	✓	✗	✓	✓	✓	✓	✓	✗	<b>8</b>
J Daly	✓	✗	✓	✓	✗	✓	✓	✓	✗	✓	<b>7</b>
A Dean	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	<b>8</b>
I Eiloart	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
M Kent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
P Kingham	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	<b>9</b>
D Lamport	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
L F Li	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	<b>9</b>
J MacCleary	✓	✓	✗	✗	✓	✓	✗	✓	✗	✓	<b>6</b>
M Milner	✓	✓	✗	✓	✓	✗	✓	✓	✗	✓	<b>7</b>
R Murray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
S Murray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
R O'Keeffe	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	<b>9</b>
A Price	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
R Rudkin	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	<b>9</b>
J Stockdale	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>10</b>
M Turner	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	<b>9</b>

<b>PLANNING COMMITTEE</b> Attendance of nominated Members 2011/12	24 May 2011	14 June 2011	5 July 2011	26 July 2011	16 Aug 2011	6 Sept 2011	27 Sept 2011	18 Oct 2011	8 Nov 2011	29 Nov 2011	20 Dec 2011	10 Jan 2012	31 Jan 2012	21 Feb 2012	13 Mar 2012	3 Apr 2012	24 Apr 2012	Total/ 17
Cllr Catlin (S Wischhusen)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	17
Cllr J Daly	✓	✓	✓	✓	✘	✘	✘	✘	✓	✓	✓	✓	✘	✓	✓	✓	✓	12
Cllr A Dean	✘	✓	✓	✘	✓	✘	✘	✘	✘	✘	✓	✓	✘	✓	✘	✘	✘	6
Cllr M Kent	✓	✓	✘	✘	✓	✓	✘	✘	✘	✘	✘	n/a	n/a	n/a	n/a	n/a	n/a	4/11
Cllr P Kingham	✓	✓	✓	✓	✓	✘	✓	✓	✓	✓	✓	✓	✓	✘	✓	✓	✘	14
Cllr Leung Fuk Li	✘	✓	✓	✓	✓	✘	✓	✓	✓	✓	✘	✓	✘	✓	✓	✘	✓	12
Cllr M Milner	✓	✓	✘	✓	✓	✓	✓	✘	✘	✓	✘	✘	✓	✘	✓	✓	✓	11
Cllr R Murray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	17
Cllr S Murray ( <i>Chairman</i> )	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✘	16
Cllr C R O'Keefe	✓	✓	✓	✓	✘	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16
Cllr A Price	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	✓	✓	✓	5/5
Cllr Dr M Turner	✓	✓	✓	✘	✓	✓	✓	✓	✘	✓	✓	✓	✘	✓	✓	✘	✓	13

✓ = attended

✘ = did not attend

n/a = not appointed

**Working Parties and functional Panels 2011/12**

## Attendance of nominated Members

✓ = attended ✗ = did not attend n/a = not appointed

<b>Finance</b>	<b>27 July 2011</b>	<b>24 Nov 2011</b>		
M Chartier	✓	✓		
J Daly	✓	✗		
A Dean	✓	✓		
I Eiloart	✓	✗		
S Murray	✓	✗		
R O'Keeffe	✓	✓		
R Rudkin	✓	✓		
Dr M Turner	✓	✓		

<b>Traffic Issues</b>	<b>26 July 2011</b>	<b>16<sup>th</sup> Feb 2012</b>		
Catlin (S Wischhusen)	✓	✓		
A Dean	✗	✗		
I Eiloart	✓	n/a		
P Kingham	n/a	✓		
L F Li	✓	✓		
M Milner	✓	✗		
S Murray	✓	✓		
R O'Keeffe	✗	✓		

<b>Malling Community Ass<sup>n</sup> liaison</b>	<b>9 Nov 2011</b>			
M Chartier	✓			
P Kingham	✓			
L F Li	✓			
J MacCleary	✓			
J Stockdale	✗			

<b>Pells Pool Community Ass<sup>n</sup> liaison</b>	<b>15<sup>th</sup> March 2012</b>			
J Daly	✗			
P Kingham	✗			
M Milner	✗			
R Murray	✓			
Dr M Turner	✓			

<b>Paddock Road Flint Wall</b>	<b>13 June 2011</b>			
M Chartier	✓			
M Milner	✗			
R Murray	✗			
S Murray	✓			
R O'Keeffe	✗			
J Stockdale	✓			
Dr M Turner	✓			

**Working Parties and functional Panels 2011/12**

## Attendance of nominated Members

✓ = attended ✗ = did not attend n/a = not appointed

Site of former St Anne's School	7 July 2011			
Catlin (S Wischhusen)	✓			
A Dean	✓			
I Eiloart	✗			
M Milner	✗			
S Murray	✓			
R O'Keefe	✓			
A Price	✓			
R Rudkin	✓			
Dr M Turner	✓			

Youth Sports Award	27 <sup>th</sup> October 2011			
M Chartier	✓			
A Dean	✗			
I Eiloart	✗			
R Murray	✗			
O'Keefe	✗			
Dr M Turner	✓			

All Saints Steering Group	17 Aug 2011	29 Sep 2011	20 Dec 2011	16 Feb 2012	27 Feb 2012	11Apr 2012
Catlin (S Wischhusen)	✓	✓	✓	✓	✓	✓
M Chartier	n/a	n/a	n/a	n/a	✓	✓
J Daly	✗	✓	✓	✓	✗	✓
A Dean	✗	✗	✗	n/a	n/a	n/a
M Kent	n/a	n/a	n/a	n/a	✓	✓
M Milner	✗	✗	✓	✗	✗	✓
S Murray	✓	✓	✗	✓	✗	✓
R O'Keefe	✓	✓	✓	✓	✓	✓
A Price	n/a	n/a	n/a	n/a	✓	✓
Dr M Turner	✓	✓	✓	✓	✓	✓

Civic Award	15 Aug 2011	31 Oct 2011		
P Kingham	✓	✗		
D T A Lamport	✓	✓		
S Murray	✓	✓		
R O'Keefe	✓	✓		
A Price	✓	✓		
J Stockdale	✓	✓		
Dr M Turner	✓	✓		

Audit Panel	27 Oct 2011	15 Feb 2012		
Catlin (S Wischhusen)	✓	✓		
P Kingham	✓	✓		
L F Li	✓	✓		
M Milner	✓	✗		
J Stockdale	✓	✓		

**Working Parties and functional Panels 2011/12**

## Attendance of nominated Members

✓ = attended ✕ = did not attend n/a = not appointed

<b>YouthBank Grant Scheme</b>	<b>15 Aug 2011</b>			
Catlin (S Wischhusen)	✓			
M Chartier	✕			
J Daly	✕			
M Kent	✓			
P Kingham	✓			
R Murray	✓			
S Murray	✓			
R O'Keeffe	✓			

<b>Communications</b>	<b>20 Oct 2011</b>	<b>5 Jan 2012</b>	<b>2 April 2012</b>	
A Dean	✓	✓	✕	
I Eiloart	✕	✓	✓	
M Kent	✕	✓	✓	
M Milner	✕	✓	✓	
R Murray	✓	✓	✓	
S Murray	✓	✓	✓	
R O'Keeffe	✓	✓	✓	
Dr M Turner	✓	✓	✕	

<b>Personnel Panel</b>	<b>31 Oct 2011</b>			
M Chartier	✓			
I Eiloart	✕			
A Price	✓			
J Stockdale	✓			
Dr M Turner	✓			

<b>Commemorations</b>	<b>21 Feb 2012</b>	<b>11 April 2012</b>		
Catlin (S Wischhusen)	✓	✓		
M Chartier	✓	✓		
R Murray	✕	✓		
R O'Keeffe	✓	✓		
Dr M Turner	✓	✓		

<b>Allotments (tenancy conds)</b>	<b>28th February 2012</b>			
Catlin (S Wischhusen)	✓			
M Chartier	✓			
I Eiloart	✕			
P Kingham	✓			
J MacCleary	✕			
R Murray	✓			
S Murray	✓			
R O'Keeffe	✓			
A Price	✓			
Dr M Turner	✓			

# Councillors individual duties 2012/13

Council 17<sup>th</sup> May 2012, Agenda item 10 – reference NM002/12, and item 12 reference NM004/12



LEWES  
TOWN  
COUNCIL

## LEAD MEMBERS

## Functional panels etc

## Currently active Working Parties

		Bank Signatory	Finance & Policy	Envir't & Tourism	Youth & Com'ty	Comm'ns	Grant panel	Planning C'ttee	Audit Panel	Personnel Panel	Finance	Pells Pool CA	ASC Steer'g	Mall'g C.A liaison	Qual Parish	Traffic	Youth Sport Award	Paddock Road Wall	Communic'n	Commem's	Str'ng Orders				
Stephen	CATLIN (Wischhusen)							✓	✓				✓			✓				✓	✓				
Michael	CHARTIER									✓	✓		✓	✓			✓	✓		✓	✓				
Jim	DALY	✓					✓	✓			✓		✓									✓			
Amanda	DEAN						✓	✓			✓				✓	✓	✓		✓						
Ian	EILOART	✓				✓				✓	✓				✓				✓						
Matt	KENT												✓						✓						
Petrina	KINGHAM						✓	✓																	
Derek	LAMPORT	✓																							
Sam	LI							✓	✓					✓		✓									
James	MacCLEARY													✓											
Merlin	MILNER			✓				✓	✓			✓	✓		✓	✓		✓	✓						
Roger	MURRAY	✓			✓			✓				✓					✓	✓	✓	✓					
Susan	MURRAY	✓					✓	✓			✓		✓		✓	✓		✓	✓		✓				
Ruth	O'KEEFFE							✓			✓		✓		✓	✓	✓	✓	✓	✓	✓				
Ashley	PRICE							✓	✓	✓			✓												
Richard	RUDKIN										✓														
John	STOCKDALE								✓	✓				✓				✓				✓			
Dr Micheal	TURNER	✓	✓				✓	✓		✓	✓	✓	✓				✓	✓	✓	✓					



<b>Lewes District Association of Local Councils</b>	<b>Cllr A Dean</b>
<b>Lewes Fair Trade Steering Group (2)</b>	<b>1 Cllr I Eiloart</b> <b>2 <i>vacant</i></b>
<b>Citizens Advice Bureau</b>	<b>Cllr P Kingham</b>
<b>Railway Land Wildlife Trust (2)</b>	<b>Cllr S Murray</b> <b>Cllr D T A Lamport</b>
<b>Malling Community Association</b>	<i>vacant</i>
<b>Landport Bottom Management Committee (4)</b>	<b>1 Cllr A Dean</b> <b>2 Cllr R Murray</b> <b>3 Cllr S Murray</b> <b>4 Cllr Dr M Turner</b>
<b>Lewes Town Partnership</b>	<i>vacant</i>
<b>Lewes – Uckfield Line Parishes group</b>	<b>Cllr M Kent</b>
<b>Lewes Priory Trust</b>	<b>Cllr S Murray</b>
<b>Stanley Turner Advisory Committee</b>	<b>Cllr Dr M Turner</b>
<b>Battle of Lewes Action Group</b>	<b>Cllr M Chartier</b>
<b>Former St Anne’s site Steering Group</b>	<b>Cllr S Murray</b>
<b>Lewes Conservation Area Advisory Group</b>	<b>Cllr S Murray</b> <b>(subst: Cllr M Kent)</b>