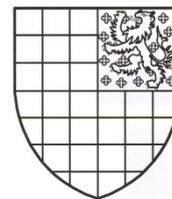


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**LEWES  
TOWN  
COUNCIL**

### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 24<sup>th</sup> August 2017**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk  
16<sup>th</sup> August 2017

### ***AGENDA***

**1. QUESTION TIME**

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

**2. MEMBERS' DECLARATIONS OF INTERESTS**

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

**3. APOLOGIES FOR ABSENCE**

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

**4. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

**5. MINUTES**

To agree Minutes of the Council's meeting held on 20<sup>th</sup> July 2017.

*(attached page 3)*

**6. WORKING PARTIES & OUTSIDE BODIES**

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

a) *Meeting with Compass Travel 8<sup>th</sup> August 2017*

*(oral report Cllr Chartier and notes attached page 12)*

b) *Commemorations Working Party 9<sup>th</sup> August 2017*

*(minutes attached page 14)*

c) *All Saints Steering Group 9<sup>th</sup> August 2017*

*(minutes attached page 17)*

d) *Neighbourhood Plan Steering Group*

*(oral report Mr Ian Linton)*

e) *Citizens' Advice Bureau*

*(oral report Cllr R Murray)*

**7. TOWN CENTRE Closed-circuit Television (CCTV) update**

To consider a request by Sussex Police

*(Report FC006/2017 attached page 19)*

**8. CLOCK TOWER – Town Clock**

To consider a request by St Michael's Parochial Church Council

*(Report FC007/2017 attached page 21)*

**9. UPDATE ON MATTERS IN PROGRESS**

*(Oral report by Town Clerk)*

*(update on Annual Plan attached page 23)*

**10. 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](http://www.lewes-tc.gov.uk)**

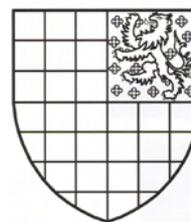
**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, 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-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

*Copies for information: T/hall noticeboard; LTC website; Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes*

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## **MINUTES**

Of the **meeting of Lewes Town Council**,  
held on **Thursday 20<sup>th</sup> July 2017**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

**PRESENT** Councillors J Baah (*Deputy Mayor - presiding*); A Barker; R Burrows; S Catlin (*Wischhusen*); H Jones; J Lamb; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray; R O'Keeffe; and E Watts.

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*)

*Observing:* Mr B Courage (*Town Ranger*); Mr Ian Linton (*Chairman – Neighbourhood Plan Steering Group*)

The Council's Chaplain, Canon Richard Moatt, offered a few words before the meeting, taking a philosophical view of statecraft and the principles of negotiation.

The Deputy Mayor took the chair for the meeting, in the absence of the Mayor.

**FC2017/27** **QUESTIONS:** There were none. 1 Member of the public was present.

**FC2017/28** **DECLARATIONS of INTEREST:** There were none.

**FC2017/29** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Ashby, who was on Charity business in Canada; Cllr Chartier, who was on holiday; Cllr Elliott, who was working; and Cllr Rowell, who had cited an unspecified prior commitment. No message had been received from Cllr Dr Bolt. **It was resolved that:**  
**FC2016/29.1** The reasons submitted for absence from this meeting are noted.

**FC2017/30** **MAYOR'S ANNOUNCEMENTS:**

a) Lewes Football Club had recently announced that it had become the first professional or semi-professional football club to pay its women's team the same as its men's team, as part of its 'Equality FC' campaign.

The club would set the playing budgets for the women's and men's first teams at an equal level, and provide equal resource for coaching and related services among other initiatives including investment to drive equal participation in football from girls and boys

The announcement had come as part of the launch of the club's campaign, Equality FC, to raise awareness about gender inequality in football. With the merger of Bridge View Juniors they now offered sports facilities and coaching to all ages and abilities. From boys and girls of 6 years to men and women of 60 or more, including those with physical or mental impairments who chose to play "walking" football.

It was suggested that this worthy initiative deserved a letter of congratulations from the Mayor, on behalf of the Council, and this was unanimously **agreed**.

b) Consultations: (*These details had also been distributed to Members in printed form*) Lewes District Council was inviting comment on two issues:

**Housing Allocations Policy** details were available on the website: <http://www.lewes.gov.uk/council/26053.asp> and the closing date for responses was Monday 14 August. Members were encouraged to make individual responses as they wished, with a copy to TC before Thursday 10th August, for a 'corporate' response to be collated.

**Public Spaces Protection Orders**

These were put in place to protect the community from anti-social behaviour. Changes in the law meant that LDC must review and replace existing orders and they were proposing to establish PSPOs covering:

- dog fouling on public land anywhere in Lewes District, and

- the drinking of alcohol in public in Lewes town.

Under the proposals, anyone found not to be clearing up after their dog may face a fine of up to £1,000 and anyone failing to stop drinking or surrender alcohol may receive a fine of up to £500.

To take part in the consultation, Members were asked to visit: <http://www.lewes.gov.uk/council/26075.asp> before Friday 8 September 2017.

Again, Councillors were encouraged to make individual responses as they wished, with a copy to TC before Tuesday 5<sup>th</sup> September, for a 'corporate' response to be collated.

#### **FC2017/31 MINUTES: It was resolved that**

**FC2017/31.1** The minutes of the meeting held on 15<sup>th</sup> June 2017 are received and signed as an accurate record.

#### **FC2017/32 WORKING PARTIES AND OUTSIDE BODIES:**

*Members are reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council's next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.*

**a) Commemorations Working Party meeting 19<sup>th</sup> June 2017:** Council considered the minutes of this meeting (*copy in the Minute book*). The working party had welcomed Ms Debby Matthews and Mr John May, attending to propose a project to commemorate Dr Gideon Mantell, and Mr Ian Linton and Ms Louise Holloway, who wished to discuss recognition of Dr Colin Tingle, who had died recently. Dr Tingle had been energetic and dedicated in his work on the development of the Lewes Neighbourhood Plan among many other local initiatives.

*1 Commemoration of Dr Gideon Mantell* - Ms Matthews and Mr May presented background on previous initiatives related to Dr Gideon Mantell, Surgeon and Geologist, who was born in Lewes in 1790 and lived in the town. He is credited with inspiration of the first dinosaur studies following his discovery of the fossilized bones of the prehistoric *Iguanodon*. Arising from the popular 2016 Lewes Fossil Festival, a proposal emerged to create a sculpture/model of an *Iguanodon* and organizers had held discussions with a world-renowned modeller. They proposed a model measuring 3metres in height and 7metres in length, to be displayed somewhere in Lewes, and a film documentary accompanying the creation process. Support was being sought for the project and agreement on possible locations; one of which they wished to discuss was the island in the Pells lake. The model would be made of resin, and was described as 'fairly robust', although as it would not withstand children climbing on it, or other hard contact, there was a need for perimeter and access control. Organizers hoped to site the model by Autumn 2018. Cost was estimated at around £100,000 and an application was being made to the Heritage Lottery Fund. In answer to a question, it was estimated that the lifespan of the resin model would be around twenty years.

Members had welcomed the idea and were happy to support further discussions when more detail was available.

*2 Commemoration of Dr Colin Tingle* – Mr Linton had described the significant contribution made to the development of the Lewes Neighbourhood Plan by Dr Tingle. Ms Holloway explained that he had also been well-known for his connection to other local issues, working with the South Downs National Park Authority, and the Sussex Wildlife Trust. Several ideas had been promoted *in memoriam*. The process to have a local bus named in his honour had been commenced independently, and other ideas were wide-ranging in scope. Working Party Members were happy to support such dedication in the emerging Neighbourhood Plan as may be thought appropriate by the Neighbourhood Plan Steering Group. They would recommend that Council support the naming of a local bus (preferably an environmentally-friendly model) and offer in-principle support to the emerging ideas of third-parties as described, such as a named

“Tingle Way” in an appropriate location. Should it be that a student award could be instituted, Members were minded to ask Council to provide financial support for this.

3 *Peace Garden (Magic Circle) project* – the meeting had briefly discussed the development, by the Friends of Lewes (FoL), of a peace garden project for the ‘Magic Circle’ adjoining Castle ditch Lane. More detail and better estimates of cost were required before appropriate funding could be identified, and discussions would be held with the FoL to establish these. This led to a brief discussion which reaffirmed the mutual aspiration to create the garden in time for commemoration, in 2019, of the Treaty of Versailles which had formally ended WW1.

4 *‘Battle’s Over’ National programme of beacon fires 2018* – The Working Party considered this initiative, which would see beacons lit around the country on 11<sup>th</sup> November 2018. There was a general discussion on the subject of historic beacons and their use in/around Lewes. The detail of the initiative was scrutinized and it was felt to be a worthy project, and Members wished it success, but it was not one which they would recommend to Council.

5 *International Day of Peace* – Council had recently agreed to support an event commemorating this day on 21<sup>st</sup> September 2017 and asked the Working Party to look at details (*Resolution FC2017/24.2*). A number of typical events had been noted, and it was suggested that the most practical thing was to select one event to support. The theme of the 2017 IDP was to be *“Together for Peace – Respect; Safety and Dignity for all”*. Cllr Makepeace suggested that an event to lay a white poppy wreath would please many people, and others prompted that the local Peace Pledge Union might be encouraged to conduct a wreath-laying ceremony itself. There followed some debate as to the political status of the organization and questions of precedent and controversy. It was generally agreed that there should be separation from the context of war memorials and poppies. Organizations wishing to hold events at the war memorial would be welcome to do so, with the Council pursuing other avenues to mark the IDP. It was agreed that a further meeting should be held, when Members could consider the type of events held under the aegis of the United Nations, and issues such as diversity/inclusivity and perhaps screening of an appropriate film. If possible, facilities at the Town Hall and All Saints Centre would be reserved for 21<sup>st</sup> September in anticipation.

6 *Other matters* - Members had noted various third-party projects being developed which could eventually interest or involve the Council, such as a Lewes Concert Orchestra performance relevant to the end of WW1 – *‘All Have Their Part’* (composer: Ruth O’Keeffe) – which was proposed for Summer or Autumn 2018; the musician and composer Helen Glavin interested to reprise her composition *‘Winter of the World’* first presented by the Council in October 2014; and a series of talks to schools by Cllr Dr Mayhew on his research into those from Lewes who died during WW1. TC had given a brief update on the progress of the *‘Our Pictures’* project, and recounted a recent visit hosted by the Hamilton Kerr Institute (who were advising and conserving the Council’s paintings) of a group of those who had volunteered to assist in implementation of the project.

It was recommended that Council agree the approach taken by the Working Party, and its particular conclusions as described in the minutes of its meeting.

**It was resolved that:**

**FC2017/32.1** The Minutes of the meeting of the Commemorations Working Party held on 19<sup>th</sup> June 2017 (*copy in the Minute book*) are noted; and Council supports the approach taken by the Working Party, and its particular conclusions as described in those minutes.

*Cllr Watts joined the meeting at this point.*

**b) Lewes Neighbourhood Plan Steering Group (LNPSG) 5<sup>th</sup> July 2017:** Mr Ian Linton, Chairman of LNPSG, presented notes of this meeting (*copy in Minute book*).

1 The South Downs National Park Authority were currently assessing what the implications would be for Neighbourhood Plans following the recent High Court ruling

on the Joint Core Strategy. This related to statutory assessments regarding the impact of developments upon Ashdown Forest, although the ruling also had wider implications. It was hoped that technical information would be available by the end of July when the SDNPA would be able to advise on the effects, and what solutions would be available. The SDNPA were encouraging groups to carry on until this information was available.

2 *Community Infrastructure Levy.* It had been explained that CIL levies could cover a broad range of facilities. This could be the provision of new infrastructure, the maintenance of existing infrastructure or the operation of infrastructure *i.e* improvements to roads, provision of play facilities or cultural facilities. Money received from the community infrastructure levy (CIL) was only spent on wider infrastructure; not on-site. Any on-site provision was secured through other Planning obligations. CIL money would not be generated by Low Cost Housing developments. If a Neighbourhood Plan was adopted, 25% of CIL levies were payable to the Parish Council, with no limit. In the absence of a Plan, 15 % of CIL money was payable, limited to £100,000. It was advantageous if a Neighbourhood Plan made reference to infrastructure and prospective uses for the money, to avoid later contention.

3 *Review and summary of 'Regulation 14' procedure* - there had been a six week consultation that ended on 21st June 2017. Around 250 people had attended a walk-in event at the Town Hall on 25th & 26th May with 80 people attending an evening presentation and Q&A session by Feria Urbanism. (The presentation was available to watch online at [www.lewes4all.uk](http://www.lewes4all.uk)). 220 questionnaires had been completed online and 19 responses had been received from statutory consultees, plus several 'unstructured' written responses. Within the 220 questionnaires there were 3,000 individual subject responses.

There had been support for all but one category (car parking 65-75%) but objections in all other categories were generally below 5%. 95% of responses overall were very positive.

Support had been expressed for:

- Housing Policy (particularly as all sites were brownfield no greenfield)
- Environmental thread
- River Strategy
- Movement around the Town
- 'Lewesian' approach

It was recognized that changes to the Draft Plan must only be made if there was a good reason or evidence to support change.

The SDNPA were carrying out a Strategic Flood Risk Assessment for the National Park and specifically for Lewes on all housing sites in the Draft Plan. There would be a sequential test applied to housing allocated in flood zones. This project had been commissioned and should be completed by 18th August 2017. The LNPSG may offer criteria that could assist in formulating policies on how flood risk could be mitigated. The project was being carried out with data from the Environment Agency and East Sussex County Council.

The group was reminded that this stage was one of processing feedback and producing a final version for examination by the independent examiner. The examiner would be testing basic conditions :-

- Does the Plan sit within National Policy and National Guidance?
- Is the Plan in conformity with the Local Plan?
- Does it promote sustainable development?
- Does it protect European Habitats/Wildlife Sites?

4 *Key points* raised by the SDNPA had been:

- Evidence to support changes is vital

- There needs to be clarity around Lewes Low Cost Housing – National Policy states that plans need to be ‘deliverable’.
- Sites – access issues raised by Highways Dept need a response.
- Clarify sites with higher proportion of affordable housing
- Confirmed that affordable housing applies to sites with 6 and above dwellings
- 40% Low-cost housing on sites is overall national policy
- Confirmed that 2033 is still the valid end date of the NP
- Car park sites – clarification needed regarding housing proposed above existing car parks, as many had wrongly inferred a significant, or total, loss of spaces would result.

5 *Dedication in LNP to Dr Colin Tingle*, The Group was advised that this would be discussed by the Council’s Commemorations Working Party which was to be held a few days later. The SG could have a dedication in the Plan to Dr Tingle, and the Chairman had prepared a draft dedication:

*“The Lewes Neighbourhood Plan is dedicated to the memory of Dr Colin Tingle, who put so much of his knowledge and experience into the ecosystems and biodiversity sections.”*

It had been agreed that this dedication would appear in the final Plan.

6 *Budget* – The costs were in line with original estimates of expenditure and there was adequate budget provision for anticipated future costs. There was also the possibility of further third-party grants.

**It was resolved that:**

**FC2017/32.2** The notes of the meeting of the Lewes Neighbourhood Plan Steering Group held on 5<sup>th</sup> July 2017 (*copy in the Minute book*): are noted, and Council supports the approach taken by the Group

**c) Personnel Panel meeting 10<sup>th</sup> July 2017:** Councillors considered the Minutes of this meeting (*copy in Minute book*).

As this Panel was to discuss information personal to individual employees, members of the press or public had been excluded. The meeting had been attended by Mr Richard Penn, the Council’s retained consultant regarding personnel appraisal: Mr Penn reminded Members of his commission to contribute an impartial viewpoint and act as facilitator to future assessment of TC’s performance, and how his proposed two-stage approach would operate. He had prepared a set of practical objectives for consideration and agreement between the Panel and TC – leaving ‘fine tuning’ of agreed indicators to be discussed at this meeting. Several of these were best-addressed by taking account of responses to a questionnaire, which was an integral part of the scheme, and would be distributed to all Members and Staff plus a selected group of contacts from other Local Government organizations; business representatives; voluntary and community sector representatives *etc.*

There had followed a detailed consideration of each element of the proposed objectives and appropriate indicators of achievement were agreed. These were presented in four areas: ‘Leadership & management’; ‘Delivery’; ‘Effective governance’, and ‘Personal’ – with 17 individual elements in total. Indicators agreed were a mixture of positive questionnaire responses; specific results; positive external reviews/audits and regular reports to Council.

The questionnaire was agreed, and it was confirmed that this would be administered confidentially by Mr Penn, who would prepare an analysis of responses to the 26 questions and identify appropriate outcomes.

There had been a brief discussion regarding application of an appraisal scheme to all staff, and a number of points which had been discussed at the November 2016 meeting of the Panel were rehearsed. The scheme proposed was to include only TC (with his agreement), and no other staff were being considered at this time. Cllr Barker and Mr

Penn, both experienced and senior Human Resources professionals, explained some of the issues pertaining to a wider scheme; roles and responsibilities *etc.*

Mr Penn would attend a Panel meeting later in the year to facilitate a mid-year review, when amendments could be introduced if appropriate and a definitive list agreed of those to whom the questionnaire would be sent towards the end of the municipal year. Mr Penn would then prepare the analysis of responses and other agreed indicators, for an end-year assessment with the Panel in June/July 2018.

**It was resolved that:**

**FC2017/32.3** The Minutes of the meeting of the Personnel Panel held on 10<sup>th</sup> July 2017 (*copy in the Minute book*): are noted.

**d) Transport Working Party meeting 1<sup>st</sup> July 2017:** The Council considered the minutes of this meeting (*copy in the Minute book*), which had been distributed earlier.

*1 Rail services:* The meeting had welcomed representatives of GoVia Thameslink Railway (GTR); attending to present timetabling plans and discuss matters of concern regarding local rail services. Their presentation was introduced with an apology, on behalf of GTR, for the present service disruption. It was stated that over 500 timetable ‘rules’ had changed following public consultation, although acknowledged that this consultation had taken place during times of industrial unrest. There had been an attempt to establish passengers’ priorities, *eg* main route services ‘end-to-end’ *vs* interim stops. The backbone of current planning was a comprehensive Thameslink network programme, although individual elements were being scrutinized. This included Bedford and Cambridge, with some Kent services impacting on those of Sussex Coastway. Passenger numbers continued to increase, which had a domino effect as the Brighton-London main line (BML) suffered from a poor standard of infrastructure and the Southern timetable was overcomplicated and lacked resilience. Detailed constraints were such things as unavailability of Diesel rolling-stock; platform configurations, and demand. Anticipated increases in passenger demand for London Bridge services resulted in “transferring favour” from Victoria. In answer to a question *re* substitution of locomotives, it was noted that the rail industry had consciously moved away from manufacture of new Diesel locomotives several years ago following a series of assumptions that had since proved erroneous, or misplaced. Procurement was not within the franchisee’s remit, and the Government Department for Transport (DfT) was the factor for purchase of new stock. Members were interested to discuss services to Seaford, and noted that the single-track line was a major limitation. A one-minute delay in a service could cause problems across the network. It was noted that double-tracking was feasible as the track bed was in place, but that provision (by DfT and Network Rail) would depend upon a positive business case being made. It was not known if this had been investigated in the years the franchise had existed.

There had followed a discussion on operating factors; constraints; technical matters; political processes and proposed changes. The GTR representatives described the level of engagement with user groups in their attempts to identify weaknesses in operating models, and referred anyone who may be interested to learn more to the website [www.transformingrail.com](http://www.transformingrail.com). They advised of major improvements to the Brighton Main Line which would involve over £200Million engineering works scheduled to commence in October 2018. Proposals on matters such as the staffing of trains and station ticket offices; ticket machines; the Southern website ticket sales module, and the high cost of tickets had all caused serious dissatisfaction, and Members passed on their views and anecdotal evidence from constituents. The representatives undertook to report fully to GTR on the issues discussed and views expressed.

Members noted their thanks to the rail service operator representatives for their attendance and their helpful and informative contributions.

*2 Bus services in Lewes:* Some Members had attended a recent tour arranged by Compass

Travel, and offered their experiences to the meeting. Notes and photographs had been compiled by Compass's Operations Manager, and Councillors had made notes. It was agreed that these would be collated and the problems identified passed to ESCC Highways for their consideration. There was a brief discussion on the grant being paid to Compass to support local services, and it was requested that a further meeting should be arranged with the company.

3 *Pedestrian crossing, Church Lane, Malling:* The meeting noted that the second of two crossings funded by the Council had now been installed adjacent South Malling CEP School.

4 *Pedestrian crossings proposed:* Council was aware of plans for crossings in Offham Road (A2029) (two sites). East Sussex County Council (ESCC) had provided schematic details of a proposed 'signalized' crossing in Offham Road, just North of the junction with Prince Edward's Road, and asked for comments on the scheme. Members scrutinized plans of the proposed layout and noted that the location of dropped kerbs at the end of Prince Edward's Road would place pedestrians in a 'blind spot' for vehicles turning left into the road and a safer crossing point would be several metres further back from the junction. Questions were raised as to any similar kerb modifications in Landport Road, and the likelihood of a 20mph speed restriction.

There was a project in progress, following a petition by residents, for a crossing in Brighton Road (A277) near to its junction with Montacute Road. This would cost over £120,000 to construct, plus design costs. An ESCC contribution was agreed for 50% of this and a private individual was prepared to contribute £35,000. Following reports from a previous meeting of the Working Party, the Town Council had earmarked £25,000 as a contribution to this project in its financial reserve (reference P9).

Other sites believed to be under consideration were:

Junction of Market Street and High Street; West Street; Pinwell Road/Station Road; Mountfield Road.

These would be discussed as more detail became available.

5 *Matters for future discussion:* A later meeting would discuss any role the council might have in improving town-centre air quality (with reference to the District Council's Air Quality Management Plan), and local concerns regarding traffic and parking in the area of Pinwell Road, Friar's Walk/Lansdown Place and Court Road.

**It was resolved that:**

**FC2017/32.4** The Minutes of the meeting of the Transport Working Party held on 11<sup>th</sup> July 2017 (*copy in minute book*) are noted.

**FC2017/33**

**COMMUNITY ASSETS – Pinwell Road public WC's:**

Council considered report FC005/2017 (*copy in Minute book*) which explained that a request had been received from Lewes District Council, stating:

"In 2015, LTC nominated Pinwell Road toilets as an asset of community value. I am writing to inform you that Lewes District Council have asked East Sussex County Council to transfer the toilets to LDC. Our plan is to knock them down and rebuild a modern, accessible facility there, more in keeping with an important and visible gateway to the town.

East Sussex CC are minded to agree the transfer, but are concerned that as the asset has been nominated, the transfer would trigger the AoCV process. Given that the reason for the nomination was to protect the provision of a facility in that location, and that LDC are proposing to improve upon the existing arrangements, could you please advise me whether the Town Council as the nominating group would have any objections to the transfer?"

The report reminded that these public WC's were promoted by Town Council Members for listing in March 2015, with the submitted reason being "(these are).. the only 24 hour

*public facility in the whole of Lewes Town. It is essential that facilities are available considering the increased number of visitors on the tourist trail.”*

Nominations for properties to be included on the List of Assets of Community Value must satisfy the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012, which were detailed in the report.

After some discussion, Members agreed to this proposal, with several caveats. During this several members commented, and asked that it be recorded, how unfortunate and disappointing it was that an opportunity had not been seized to integrate this proposal during the development of the Depot cinema and restaurant.

Subsequently **it was resolved that:**

**FC2017/33.1** Lewes Town Council raises no objection to the proposed transfer of ownership of the public WC's at Pinwell Road, Lewes, from East Sussex County Council to Lewes District Council, to facilitate replacement of the WC's with a new facility. This decision is subject to the caveats that :

- The replacement facility to be listed as an Asset of Community Value, once built.
- There should be comprehensive local consultation.
- There should be some form of alternative provision nearby offering the same 24hrs facility, during the replacement building process.
- Efforts should be made to secure the highest standard of architectural merit, compatible with the nearby Depot Cinema and consistent with the gateway location.

**FC2017/34**

#### **UPDATE ON MATTERS IN PROGRESS**

a) An update on progress with the Annual Plan was distributed (*copy in minute book*). TC highlighted salient points regarding each element. Two notable points were that:

- the matter of improved play and recreation provision in the Pells and Malling Recreation ground would be slightly delayed, as consultation was still open and a meeting of the working group was not expected before mid-September, and;
- the chosen provider of a new website for the Council had advised a delay in starting work on the project but this was now beginning. Background technical work had commenced and the existing provider was cooperating with access for file transfers *etc.*

b) *Town Hall works update:* work on the Corn Exchange roof was underway and progressing well.

b) *Malling Community Centre project update:* Architects early draft design options were being assessed by a Quantity Surveyor to define the range of potential costs.

c) *Devolution of Malling recreation ground and Landport Bottom:* Whilst there was no significant progress on devolution of Malling Recreation Ground by LDC, the Council's solicitor had agreed with the District Council's legal officers that the Highdown allotment site, comprising part of the joint land-holding at Landport Bottom, should be treated separately as it fell into a category of land which should have transferred to the Town Council in 1974. This would require formal designation with HM Land Registry, and this was believed to be underway.

d) *'Magic Circle' peace garden project collaboration with Friends of Lewes (FoL):* Upon initial approaches by the FoL, Historic England had insisted upon an archaeological statement. Quotations had been sought for a desk top study of the garden of peace area. Until results of this study were available Historic England would make no further comment on the proposals, which meant the project was stalled. FoL were concerned about making this expenditure because having the statement prepared did not guarantee that HE would agree to the project. In view of the Town Council's interest in the project it was being asked if it would share the £1,895 (+VAT) cost of the consultation.

Members **resolved that:**

**FC2017/34.1** Lewes Town Council will contribute 50% of the cost of an archaeological Study to be commissioned by the Friends of Lewes regarding their proposed Peace

Garden project, to a maximum of £1,000.

**FC2017/35 NOTICE of ITEMS IN PROSPECT**

- a) The next Planning Committees would take place on Tuesday 25<sup>th</sup> July and 15<sup>th</sup> August, at 7:00pm.
- b) The next Member's Surgery was scheduled for Tuesday 1<sup>st</sup> August 2017 – 10:00am – 12:00pm in the Corn Exchange – Cllrs Mayhew and O'Keeffe volunteered to attend.
- c) The Commemorations Working Party would meet on Wednesday 9<sup>th</sup> August – 11:00am in the Yarrow Room. Cllr O'Keeffe advised she would be attending a Citizen's Advice Bureau meeting at that time.
- d) The All Saints Steering Group would meet on Wednesday 9<sup>th</sup> August – 2:30pm in the Yarrow Room. Cllr O'Keeffe advised she may be attending a Citizen's Advice Bureau meeting at that time.
- e) The next Council Meeting would take place on Thursday 24<sup>th</sup> August at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 14<sup>th</sup> August. Cllr Jones advised he would be absent, on holiday.
- f) Meetings to be advised were: Buildings Working Party; Neighbourhood Plan Steering Group, and an informal business meeting with the Managing Director of Compass Travel.
- g) Training on law and finance was being arranged for Members. There would be an online 'Doodle' poll to select dates, once the training providers were able to confirm their availability. Members were asked to respond promptly when the poll link was eventually distributed.
- h) The next Dementia Friends lunchtime drop-in session would be held between 12:30 and 1:30 in the Yarrow Room on the 15<sup>th</sup> September. Cllr Watts had distributed a poster and encouraged everyone to display this. She encouraged everyone to promote attendance and noted that this would be her birthday.
- i) The next deadline for grants applications: (cycle 2 of 4 2017/18) was Friday 8<sup>th</sup> September 2017. The Assessment Panel will meet on 20<sup>th</sup> September 2017 with recommendations being considered by Council at its meeting on 28<sup>th</sup> September 2017.

A printed version of the above list, which had been distributed to Members, contained the details of Lewes District Council consultations as mentioned during 'Mayor's Announcements' earlier in the meeting.

There being no further business the Deputy Mayor closed the meeting

*The meeting ended at 8:30pm*

Signed: .....

Date: .....

## NOTES OF MEETING

|                           |   |                                     |  |
|---------------------------|---|-------------------------------------|--|
| <i>Between</i>            | LEWES TOWN COUNCIL (LTC) and<br>COMPASS TRAVEL (SUSSEX) Ltd   |                                     |  |
| <i>Reason for meeting</i> | Discussion on provision of local services – Routes 127; 128 and 129.  |                                     |  |
| <i>Venue</i>              | Yarrow Room, Town Hall  |                                     |  |
| <i>Date</i>               | 11:00am Tuesday 8 <sup>th</sup> August 2017   |                                     |  |
| <i>Attending</i>          | Mr Chris Chatfield  | Compass Travel – Managing Director  |  |
|                           | Cllr Janet Baah   | LTC ( <i>Deputy Mayor 2017/18</i> ) |  |
|                           | Cllr Stephen Catlin   | LTC                                 |  |
|                           | Cllr Michael Chartier   | LTC ( <i>Mayor 2017/18</i> )        |  |
|                           | Cllr Dr Graham Mayhew   | LTC                                 |  |
|                           | Cllr Roger Murray   | LTC                                 |  |
|                           | Steve Brigden   | LTC (Town Clerk [TC])               |  |
| <b>NOTES:</b>             |   |                                     |  |
| 1.                        | <p>The meeting discussed the recent tour of the routes by some Members, and kindly hosted on a Compass bus by Joe Beckley, Operations Director for the company.</p> <p>Notes and photos from the tour would be collated and problems highlighted, such as problems with awkwardly-parked cars or overhanging vegetation which restricted access, would be passed to the relevant third-party. It was agreed that the most beneficial effect on reliability of services would come from clearance of obstacles from the route.</p>   |                                     |  |
| 2.                        | <p>Mr Beckley’s notes following the tour were provided and stated:</p> <p>“We covered the full route of the 127, both ends, Landport and Malling then on to the full 128 and the 129 covering Nevill, Winterbourne, and Spences Lane. Each area certainly did have its own unique problems.</p> <p>I have made a summary below of main issues that slow up the bus service and we believe could be solved.</p> <ul style="list-style-type: none"> <li>• Last part of Friars Walk as it becomes Lansdown Place, the parking bay extends too far and is opposite the bend in the road, this causes the bus or any large vehicle to slow down to walk pace and more often than not will have to mount the kerb to safely pass. This can be dependent on how the car is parked on the last bay and certainly our visit has revealed what looks to be an abandoned car as it has a puncture at the front plus many parking tickets placed in the windscreen! The effect of this difficulty in passing creates a queue of traffic.</li> <li>• Fisher Street, despite the double yellow lines, cars still park along here (possibly on deliveries) again this creates a slowdown and a queue of traffic. More often than not towards the end of Fisher Street adjacent to a take away establishment, a car is parked part on the pavement and part on the road, this seems regular late afternoon early evening and in particular on a Saturday after 5, this is very awkward for a bus to safely pass.</li> <li>• Landport Estate in general is very narrow (as always has been) but the double yellow lines we feel, do extend far enough on the roads where they are placed, <i>ie</i>: do not extend to the bends and junctions. We also wonder if kerbs/grass verges can be slimmed down to give some extra width on the road?</li> <li>• Nevill Estate on the whole is passable except Firlle Crescent, again on the bends, no double yellow lines and then end of Windover Crescent turning right into Northway, this is a real issue here, as there always seems to be parked cars and a van that never seem to move (I am sure they do at some time) the bend is tight here and even with a short bus it has no alternative but to mount the kerb or brush the kerb that eventually causes tyre wear and damage.</li> <li>• Winterbourne Estate has much the same challenges, narrow roads with more parked cars now than ever before.</li> <li>• Along the entire length of Southover High Street from the junction of Bell</li> </ul> |                                     |  |

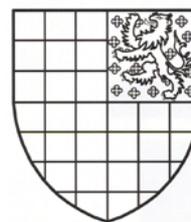
|    |  |
|----|--|
|    | <p>Lane/Kingston Road, we feel the speed humps are far too severe and whilst I do fully support traffic calming measures for all the obvious reasons, when travelling and driving a bus, even at the slowest of speeds, these can cause some discomfort to passengers and drivers and actually, impatient road users think you are stopping and then attempt to go around you! The other main issue here is the brick sections of road in-between the speed humps, this really does cause discomfort and shales the vehicle that is shortening the life of components such as springs, tracking, air bags etc. Sometime ago a similar layout was on the entrance to Tesco in Lewes and this got removed for much the same reasons.</p> <ul style="list-style-type: none"> <li>• Lewes High Street is unpredictable but consideration should be given to restricting delivery times and the size of vehicle that is allowed to enter Lewes High Street.</li> <li>• Orchard Road into Spences Lane, this is where the real trouble starts, the road is just simply far too narrow for a bus and the amount of people using it. The wall on the right half way along does not help, I know this cannot be removed but surely the parking opposite should be banned, we struggled to get through as a car was parked opposite and not very well. Then further along the vegetation on the right really needs trimming right back as again, this was just about impossible to pass and the potential of knocking a mirror off or losing a window on the bus is high, very high!</li> <li>• Malling Estate, Old Malling Way as you turn into this, I could not believe that cars are now parked on both sides of the road, again this really restricts the bus size that can be used, and why should it! There is suggestion that these cars are employees of the Police Headquarters. A fire engine would struggle through here, they are certainly not residents cars, and bus stops are clearly marked along the route, so it's obvious a bus comes along here. Again this needs serious consideration to extending double yellow lines.</li> <li>• Junction of Spital Road/Nevill Road, the Keep clear box appears to be not in a good place, why can there not be one to prevent traffic blocking the right turn from Spital Road into Nevill Road, bizarrely, it is in the place where traffic turns left from Nevill Road into Spital Road???"</li> </ul> |
| 3. | <p>Further to the experience of the narrow road problems in Spences Lane; Members enquired if it was feasible to operate a smaller vehicle on the route, but this was not practical. Mr Chatfield pointed-out that it would be less effective on all other parts of the route, and would require purchase of additional vehicles which was simply uneconomic.</p>  |
| 4. | <p>Future improvements were discussed, and Members were interested in the extension of 'real-time' information displays to a wider area. Mr Chatfield advised that this was a technology that had already been effectively superseded by mobile phone applications, which were aligned with many people's lifestyle habit and much cheaper to develop and make available. It was submitted that there were still many potential passengers who did not use Smartphones, but acknowledged that the points made by the bus operators were valid.</p>   |
| 5. | <p>It was noted that government subsidies to the County Councils were inadequate and still diminishing. The majority of Compass's passengers were using bus-passes, for which the company only received 40% of the true fare.</p> <p>Mr Chatfield advised that 97% of his company's work was under council contract, and its profits had reduced over several years; to the point of making a small loss in the last year.</p>   |
| 6. | <p>Members were interested to hear about bus service operations, and understood the difficulties of the working environment. They recognized that Compass was not a company operated in pursuit of high profits, but rather displayed an altruistic philosophy which sought to promote bus travel as a benefit to society. This, they felt, accorded with the remit of a Parish council, and they were unanimous in supporting a recommendation that Council now releases the £5,000 balance of the grant to Compass Travel for the year.</p>  |
| 7. | <p>There followed a general discussion on various topics of mutual interest, and Mr Chatfield was thanked for his attendance and most helpful contribution.</p>  |
|    | <p><i>Meeting ended 12:15pm</i></p>  |

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**LEWES  
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## **MINUTES**

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Wednesday 9<sup>th</sup> August 2017**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); I Makepeace; Dr G Mayhew; R Murray, and R O’Keeffe. Also (*not appointed to Working Party*) Cllr J Baah.

**In attendance:** S Brigden (*Town Clerk [TC]*).

**CmemsWP2017/09 APOLOGIES FOR ABSENCE:** Apologies were received and noted from Cllr R O’Keeffe, who was attending a Citizens’ Advice Bureau meeting. *Cllr O’Keeffe joined the meeting later, as conclusions were being finalized*

**CmemsWP2017/10 DECLARATIONS OF INTEREST:** There were none

**CmemsWP2017/11 QUESTIONS:** There were none

**CmemsWP2017/12 MINUTES: It was resolved that**

**CmemsWP2017/12.1** Minutes of the meeting held on 19<sup>th</sup> June were received and signed as an accurate record.

**CmemsWP2017/13 BUSINESS OF THE MEETING:**

The meeting welcomed Mr Tony Oliver of the Royal Sussex Regimental Association (RSRA), attending to update members on a proposed commemorative plaque, and Mr Phil Rose, who wished to discuss the 2017 Lewes Light Festival (LLF)

1 *Commemorative plaque for RSRA Lewes Branch* – Mr Oliver expanded upon the points made when he had first approached the Working Party on behalf of the RSRA in October 2016. Especially poignant was the reminder that the local men of the regiment who had lost their lives in service had all been young conscripts. Subsequently, Council had agreed in principle (*minute FC2016/69.3.2 refers*) to some form of permanent memorial plaque for the Royal Sussex Regimental Association, subject to firm proposals for consideration. Estimates had been obtained from suitably-qualified memorial masons, who had proposed either marble; sandstone, or granite with painted and gilded engraved detailing. Members considered aspects of these suggestions including the size of the tablet, requirements for fixing within the heritage-listed Town Hall, and appropriateness of the proposed material and design. Costs ranged from £2,200 to £4,300 including a reasonable allowance for installation, taking account of the wall construction likely to be encountered. After some discussion, there was majority agreement to recommend a tablet of polished/honed ‘Abbey’ light grey granite measuring 30”wide x 24”deep x 2” thick, with gilded/painted detail at a total cost of approximately £2,200. The RSRA were able to contribute around £300 towards this cost, and Members were reminded that the Council’s earmarked financial reserve for such matters (R7) had an available balance of £13,005. This would be subject to grant of consent for the works to the listed building.

Councillors thanked Mr Oliver for his attendance and presentation.

2 *Lewes Light Festival 2017* – Mr Rose explained the development of the Lewes Light Festival in the previous two years, and described enhancements and extensions of the project for 2017. Organizers were slowly moving towards more sustainable funding, and were again anticipating significant support in-kind

from within the lighting industry: loan or donation of equipment, and technical assistance. As previously, the 2017 programme would begin at the Town Hall; this year with a theme of trade; industry, and commerce as the installations followed a 'trail' through town accompanied by a coordinating historical storyline. Brighton University and Northbrook College undergraduates were engaged with the project, which extended the educational range even further than 2016. The event would cover the 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> of October 2017. Following the principle established in 2016, the Council was asked to consider funding for the costs of items which were essential but mundane, and unlikely to attract sponsorship, *eg* insurance premium. A sum of £6,292 was requested.

Members asked a number of questions related to the organization of the festival, and Mr Rose explained background details in-depth. He confirmed that, due to the use of modern LED technology, the entire three-day festival consumed little power; comparing it with a single floodlit football game. LLF organizers were also working closely with the officers at the South Downs National Park Authority who were responsible for the 'Dark Skies' initiative, and the light overspill from installations would be negligible beyond a few metres distance.

Members wished to record their gratitude to Mr Rose; Graham Festenstein, and others responsible for the production of such a high-quality, popular, event for Lewes. They unanimously agreed to recommend that Council provide financial support of £5,500, and underwrite the cost of necessary project elements up to a maximum of a further £800; the final amount to be decided following consideration of post-event accounts.

3 *International Day of Peace* – Council had recently agreed to support an event commemorating this day on 21<sup>st</sup> September 2017 and asked the Working Party to look at details. The theme of the 2017 IDP was to be *"Together for Peace – Respect; Safety and Dignity for all"*. The Council Chamber had been reserved in anticipation of an event, but no other facilities were available. A number of suggestions had been received and details of these were considered in the context of appropriateness and practicality. Of the suggestions put forward, members were interested to find out if some form of collaboration between the Pestalozzi Village children's charity and a local school might be developed. The charity had expressed a desire to extend its events and it was thought that there may be potential to 'pair' with students from a local school for the day. This would be investigated although it was acknowledged that lack of access to school staff during holidays would make a project difficult to initiate for September 2017. From a range of ideas suggested by the public, it was decided to recommend that Council support a proposed evening festival of poetry – *'Poems for Peace'* – offering the Council Chamber as a venue and some support for publicity *etc* and reasonable costs of the event. It was suggested that the event would feature local actors and poets, and follow similar initiatives recorded by the United Nations in past years. The proposer would be asked to provide more detail for Council to consider before deciding.

*Cllr O'Keeffe joined the meeting at this point.*

6 *Other matters* - Members noted that requests had been made by third-parties regarding the naming of a bus for Dr Colin Tingle, which had been discussed at the previous meeting. It was understood that The Big Lemon company advised they did not offer the facility, and Brighton & Hove Bus Company would consider requests only after one year had elapsed since Dr Tingle's death.

Members were interested to discuss aspects of the Parliamentary project *'Vote 100'* which had commenced in 2015 and would conclude in 2018 with a major public exhibition in Westminster Hall. The project commemorates a series of anniversaries related to development of democracy, and in 2018 would mark:

- February 2018 - 100th anniversary of the Representation of the People Act 1918, which enabled all men and some women over the age of 30 to vote for the first time;
- April 2018 - 60th anniversary of the Life Peerages Act 1958, which allowed women to sit in the House of Lords;
- July 2018 - 90th anniversary of the Equal Franchise Act 1928, which gave women the right to vote at age 21 on the same terms as men;
- October 2018 - 60th anniversary of women sitting in the House of Lords for the first time;
- November 2018 - 100th anniversary of the Parliament (Qualification of Women) Act 1918, allowing women to stand for election to the House of Commons;
- December 2018 - 100th anniversary of all men and some women voting for the first time, in the general election of December 1918.

It was agreed that there would be opportunities in 2018 programme to explore some form of local project, and this would be discussed at a future meeting.

**CmemsWP2017/14**

**CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:**

It was agreed to recommend that:

1 Council should work with Royal Sussex Regimental Association (Lewes Branch) to commission a tablet of polished/honed ‘Abbey’ light grey granite measuring 30”wide x 24”deep x 2” thick, with gilded/painted detail, for installation in the foyer of the Town Hall at a total cost of approximately £2,200. This estimated cost, offset by contribution from RSRA, to be funded from the earmarked financial reserve R7 “Commemorations” (*available balance £13,005*)

2 Council should agree financial support of £5,500 for the 2017 Lewes Light Festival, and underwrite the cost of necessary project elements up to a maximum of a further £800; the final amount to be decided following consideration of post-event accounts. This to be funded from the earmarked financial reserve R7 “Commemorations” (*available balance £13,005*)

3 Council should support a proposed evening festival of poetry on 21<sup>st</sup> September 2017 – UN International Day of Peace – offering the Council Chamber as a venue and some support for publicity *etc* and reasonable costs of the event. This subject to more details from the proposer.

**CmemsWP2017/15**

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

*The meeting closed at 12:25pm*

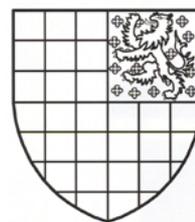
Signed.....

Date .....

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**LEWES  
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## **MINUTES**

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Wednesday 9<sup>th</sup> August 2017**, in the **Yarrow Room, Town Hall, Lewes** at **2:30pm**.

**PRESENT** Cllrs Catlin (Wischhusen); Chartier; Milner; Murray (S); R O'Keeffe. Also (*not appointed to Steering Group*) Cllrs Baah and Murray (R).

**In attendance:** S Brigden (*Town Clerk [TC]*); Miss L Zeyfert (*Manager, All Saints Centre*);

**ASCSG2017/01** **ELECTION OF CHAIRMAN:** Cllr Catlin was elected Chairman of the Steering Group for the 2017/18 year.

**ASCSG2017/02** **QUESTIONS:** There were none.

**ASCSG2017/03** **APOLOGIES for ABSENCE:**  
Apologies had been received from Cllr Burrows, who was on holiday. No message had been received from Cllr Dr Bolt.

**ASCSG2017/04** **DECLARATIONS OF INTEREST:** There were none

**ASCSG2017/05** **MINUTES:** The minutes of the meeting held on 22<sup>nd</sup> September 2016 were received and signed as a correct record.

**ASCSG2017/06** **BUSINESS OF THE MEETING:**

1 *Film@AllSaints (F@AS):* Performance statistics were presented for the full season, September 2016 to July 2017. Seventy-four films had been shown over 121 screenings. This was the fifth full season and analysis of the 'performance' of each film title was also provided. The season had yielded an operating loss of £1,777; although over the five years the operation had achieved an overall surplus of £5,717. There followed some discussion as to the effects of the Depot Cinema, which had opened in May. Film@AllSaints had been operating at a modest surplus up until that point in the season, and it was acknowledged that the new facility offered a completely different experience for film-goers; many of whom had, understandably, immediately begun to patronize the new venue.

It was understood that Lewes Film Club, who screened on alternate weekends to F@AS, were planning to reduce their screenings and had booked only for an event in October and some provisional dates in January 2018. There followed a lengthy discussion on the future Council provision of cinema at ASC, and a number of scenarios and alternatives were considered. There had been some discussion with the club as to the possibility of taking ownership of the disc projector and ceasing to call upon their services for projection and assistance with programming, which agreement had cost around £4,000 each season. It was recognized that there was unsatisfied demand for weekend availability of the Centre for music; theatre, and other uses which had been effectively 'blocked' due to cinema screening through the year, and that the Council had occasionally arranged successful drama events prior to the cinema operation. This meant that whatever was decided regarding cinema, the Centre would be unlikely to see reduced demand for its facilities, especially given the imminent modernization of stage lighting and sound systems. It was agreed that the film operation at All Saints was not necessarily in competition with the Depot, and catered for a different market, with some members feeling that it could arguably be seen as complementary in providing film choices to the town. The new cinema offered an interesting and valued new dimension to the entertainment on-offer in Lewes and everyone wished it to have a clear field in which to become established,

whilst ensuring that the community's choices were as wide as possible. A number of views were expressed and it was ultimately agreed to recommend that Council should continue with film screenings at ASC on only one 'short' weekend (Friday and Saturday) each month, ending the season earlier, in June 2018, and with a mid-season review in the New Year. Alongside this, it was also agreed to approach the Depot to explore potential collaborative working or programming, and to investigate the cost of a disc projector.

2 *General matters:* Members were pleased to learn that the Toy Library, which the Council had taken-over in late 2016 when volunteer operators could no longer continue, was thriving and regularly attracted new users. Despite modest membership charges, the amount held on account for replacement toys had grown significantly since the transfer of the operation and purchases were planned in the near future.

New lighting and sound systems were due to be installed during the traditional summer 'maintenance recess' starting the following week, when works were effected that were best undertaken in the absence of users, such as floor stripping/re-finishing and outstanding minor building repairs. There was some rehearsal of the discussion during the previous meeting, on the charge for hire of the new sound system as an "extra" to room-hire fees; in the way that bar equipment and facilities were currently charged. This was considered appropriate, and a figure of £40 per hire was confirmed as reasonable, aligned as it was to existing charges. It was clarified that this would not be applied to 'basic' facilities, but only when hirers wished to take advantage of enhanced or extended system capabilities.

ASCSG2017/07

#### **RECOMMENDATIONS/CONCLUSIONS:**

It was agreed to recommend to Council that it should note these minutes and approve the approach taken by the Steering Group as described above.

ASCSG2017/08

There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution.

*The meeting closed at 3:50pm*

**Agenda Item No:** 7

**Report No:** FC006/2017

**Report Title:** Lewes town Closed-circuit Television Camera (CCTV) system update

**Report To:** Full Council

**Date:** 24<sup>th</sup> August 2017

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To advise Members of a request by Sussex Police regarding the progressive updating of the county closed-circuit television (CCTV) network.

**Recommendation(s):**

- 1 That Council accepts the recommended five-year contract option, described in this report, for the town CCTV system.

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**Information:**

1 In 1999, the Town Council, in partnership with the District Council, Sussex Police Authority, and local business, undertook to provide a system of closed-circuit television cameras (CCTV) in Lewes. This forms part of a county-wide network, with local councils typically paying for the provision and maintenance of cameras and operating infrastructure, and the police providing management, monitoring and strategic aspects of the service.

2 The three cameras in Lewes town are sited at:

Cliffe High Street / High Street (o/s Boots)

Lansdown Place / Station Street

Station Street / High Street

These form part of a network of over 500 installations in Sussex.

3 The system has been subject to regular updating, moving from the original analogue electronics to modern digital infrastructure and the police have been preparing a plan for comprehensive upgrade of both physical assets and monitoring/management models. It was approached from the perspective that any changes had to be compatible with the current system unless a full replacement were to make savings of such a significant value that it justified a capital outlay. It may be of interest to note that the system is considered a leader in its field and is the envy of many other Police areas.

4 There are three contracts in relation to CCTV: one for the main *Imitness* system and maintenance (*BTRedcare*); one for transmissions (*BTRedcare*); and one for camera maintenance (*ChromaVision*). A Sussex Police project team has been looking at these contracts, the proposals offered by existing providers and potential costs of a replacement system with a new contractor. As a result of this work a paper was presented to the Sussex/Surrey Police Joint Procurement board with recommendations that the contracts with *BTRedcare* be agreed for a 5 year term and that a competitive process takes place for the camera maintenance contract.

The *Imitness* contract offered will offer a full upgrade to the current system across the county in all Sussex Police and partner premises. The new system will allow for Internet technology across the counties; new technology; different and better cameras and the potential for income generation through Wi-fi *etc.* There are other benefits that can be added for consideration in the future such as integration for mobile devices and officer body-worn video. *BTRedcare* have offered this at the same cost as for the *Imitness* contract. This gives confidence that unless there are deliberate variations, costs will be static for 5 years. *BTRedcare* have also offered an additional discount on the current transmission costs. This would mean some financial reduction in the transmission costs, again unless additional circuits are added. They have also offered a competitive price for IP camera replacement/additional cameras including installation and 7 year warranty. The effect of any camera upgrade should mean a reduction in the camera maintenance contract over time, due to improvements inherent to the latest technology.

5 The police procurement Board is recommended to extend the existing contracts to the 3<sup>rd</sup> quarter of the 2018/19 financial year to facilitate this new deal, during which time all partners must agree their position for the proposed five year term to follow. A response is requested by 1<sup>st</sup> October 2017.

6 The options offered largely differ in in strategic aspects that do not affect Lewes town's current system; such as the possibility to have 'hybrid' cameras and special units such as number-plate recognition at relevant locations. Savings are offered over the current system due to the advances in technology and the opportunity it offers for rationalized operation by the police, who can reduce the number of monitoring centres and back-office support with no reduction in 'cover'. The practical option for the Council will provide an overall discount of 16% on costs of the system over the next five years.

7 Current costs for Lewes are £7,109.10 per year for the monitored camera system, discounted to a £4,734.65 recharge to the Council, the difference paid by Sussex Police as LTC was an 'original partner'. There is a separate cost of approximately £1,000 for transmission (line rentals and power). The recommended option will bring an increasing discount (12% rising to 20%) giving reduction each of the next five years amounting to an overall saving of £1,420.40 or 16%.

S Brigden

15<sup>th</sup> August 2017

**Agenda Item No:** 8 **Report No:** FC007/2017  
**Report Title:** Lewes St. Michael's church clock tower repairs  
**Report To:** Full Council **Date:** 24<sup>th</sup> August 2017  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To advise Members of a request by the Parochial Church Council (PCC) regarding repairs urgently required to the clock tower at St Michael's church, and the position regarding shared responsibility.

**Recommendation(s):**

- 1 That Council agrees a contribution to the works required to the clock tower at St Michael's church, as recommended and described in this report.
- 2 Council agrees a proportional contribution of 30% of costs to be applied to building maintenance or repair works which may be required in future to those parts of the clock tower at St Michael's church not directly-related to the Town Clock; subject to consideration of detailed submissions on each and every occasion, to be effected by a formal Agreement with the Parochial Church Council.

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**Information:**

1 *Brief history:* The original Town Clock was housed in the 'Round Tower' of St Michael in Lewes, and had already been there for many years by 1878, when a programme of extensive improvement and renewal work at St Michael's was begun by a committee of public subscribers. Cottages on the site were demolished and the present clock tower and Church House built in their place. In 1881 the clock was placed on the new tower, and although Church House, including ownership of the tower, was presented to the Church, the clock and associated fittings were all given to the Borough Council, to mark its inauguration. At first the chimes of the old clock were used in the new one, but the five bells were re-cast in 1888, at the expense of the Mayor, Alderman Joseph Farncombe, in 1887 as "a small personal tribute to commemorate the Jubilee of Her Majesty Queen Victoria". The clock was modernized in 1958 when a new electric drive replaced the hand-wound mechanism.

Responsibility subsequently passed to the Town Council, and in 1994 the Council contributed to works to replace the collapsed ground floor of the tower, beneath which there is still a dry pit about 30 feet deep where the original weights descended. At that time it was proposed by solicitors acting for the Trustees of St Michael's Church House that the church derived no practical benefit from the tower, and submitted that if it were not for the clock, the entrance could be sealed and the floor repairs were otherwise unnecessary. They proposed a formal licence or tenancy agreement which would determine liability for future repairs and maintenance. Whilst the point regarding disproportionate benefit to the respective parties was acknowledged, the Council of the day did not agree that the restrictive formality of a licence or tenancy agreement was appropriate, but it did pay a substantial sum toward the works, and a contribution towards the architect's fee.

There had been no further issues of note until the mechanism failed and the clock itself ceased to function in 2004. The Council contracted for a comprehensive refurbishment of the clock mechanism; control gear, face and hands at a cost of over £30,000, carried-out in late 2008.

2 *Present works required:* Prompted by increasing dilapidation and ingress of rainwater, the St Michael's PCC commissioned well-respected conservation specialist architects to survey the tower and report. This resulted in them seeking tenders for a schedule of work to repair roof; masonry; rainwater goods and access ladders. With advice from the architects, a preferred bid was selected and the PCC now wish to engage the contractor as soon as possible.

The tender allows two options: one dealing with immediate works and temporarily 'propping' the upper floor, ladders and belfry roof, leaving the possibility of re-roofing the belfry at a later date. The other; dealing with all works as a single operation and leaving the tower with no other work required for a considerable number of years. The work could therefore be done in two stages although, as significant

elements would be duplicated and the delay would be relatively short before re-roofing becomes urgently needed, this is not recommended as a practical choice. Based upon an assessment of the proportional benefit to the two responsible parties (church and Council) a contribution is requested from the Council, as:

- a) The Council's contribution toward the temporary 'holding' option would be £2,103.69.
- b) The preferred option, including re-roofing the belfry, and works to floors, access ladders, and other parts associated with the clock, would be £9,685.47

The apportionment is considered reasonable, and is consistent with earlier contributions. **It is recommended that** Council agrees to option b), and this would be funded from the Council's financial reserve earmarked for the purpose (shown as R9 in accounts) which has an available balance of £2,700 with the remainder of £6985.47 appropriated from reserve R8 ('Environment enhancements') which has £24,355 available and no imminent commitments.

**3** As noted above, the comprehensive works that are represented by the preferred option will leave the tower, in all likelihood, needing no further works for many years. Nonetheless it is acknowledged that; while the licence/tenancy proposal of 1994 was a rather heavy-handed solution, some degree of certainty and consistency would be beneficial to all and resolve the potential for a major dispute in decades to come. Works directly-associated with the clock remain the responsibility of the Council, but given the features of the tower: the layout of floors and access ladders between floors; and the disposition of elements of the clock, bells and control gear, the church's practical use of the building is limited. It is considered that a 30% contribution toward 'general' works would be fair and reasonable. If mutually-acceptable, this can simply be effected by a formal Agreement specifying responsibilities, recorded in Council minutes, which would have some features of contractual obligation whilst allowing more flexibility if needed.

S Brigden

15<sup>th</sup> August 2017

**COUNCIL PLAN 2017/18**

**Status update**

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

|   | <b>Project</b>   | <b>description</b>  | <b>STATUS at July 2017</b>  | <b>STATUS at August 2017</b>   |
|---|--|---|---|--|
| 1 | <b>Town Hall repairs &amp; conservation</b>  | Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.  | Works in progress. Expected completion October 2017   | Works in progress. Expected completion October 2017  |
| 2 | <b>Pells Lake ecology project</b>  | Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained  | no change   | no change  |
| 3 | <b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b> | Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland. | Public consultation 7th & 8th July 2017. Assessment by Working Group early August.  | Public consultation exhibition 7th & 8th July 2017. Consultation ended 31st July 2017. Assessment by Working Group September 2017.   |
| 4 | <b>Malling (Bridgeview) Community Centre refurbishment</b>                               | To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.  | Architects refining designs. Quantity surveyor preparing outline cost estimates. W/pty meeting re design options likely early August 2017   | Architects refining designs and illustrations. Quantity surveyor order-of-costs estimates prepared. W/pty meeting re cost implications scheduled for 13th September 2017   |
| 5 | <b>Commemorations:</b>   | To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versaille (2019)   | Engagement with Internation Day of Peace 21st Sept 2017, and other emerging projects as described in Minutes of Commemorations W-pty 19th June 2017.                                  | Engagement with Internation Day of Peace 21st Sept 2017, and other emerging projects as described in Minutes of Commemorations W-pty 19th June 2017. Recommendations from W-pty 9th August to Council 24th August: support for 3rd-party Poetry event, and investigate schools opportunities with Pestalozzi Village charity |
| 6 | <b>Neighbourhood Plan (with Community partners)</b>                                      | Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011   | Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees.   | Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees. Meetings scheduled with statutory consultees to discuss details of their responses.  |
| 7 | <b>Continuing programme of environmental enhancements and specific site improvements</b> | Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)  | no change   | no change  |
| 8 | <b>Devolution of assets &amp; services</b>   | Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)  | HM Land Registry process underway re allotment site.  | HM Land Registry process underway re allotment site.   |
| 9 | <b>New council website</b>   | New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.  | Provider working on technical background issues (commenced 26th June). Cooperative arrangements with original site provider and service infrastructure provider in place and working. | Provider working on technical background issues (commenced 26th June). Cooperative arrangements with original site provider and service infrastructure provider in place and working. Site structure under development. Design options should be presented Sept 2017   |