

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 24th January 2013**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 17th January 2013

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 13th December 2012.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Lewes-Uckfield Rail link parishes group

(Oral report Cllr M Kent)

b) Planning Committee 8th January 2013

(Oral report Cllr S Murray)

c) Christmas events proposals

(Oral report Cllrs A Dean/ A Price)

d) Question *iro* Minutes of Finance W/party 26/11/12 *(transcript separately distributed; Oral report by TC)*

7. COUNCILLOR "DROP-IN" SURGERIES

To consider proposals regarding scheduled Surgeries

(NOM017/2012 attached page 10)

8. COUNCIL TAX PRECEPT

To consider revision of Council decisions on 13th Dec 2012

(NOM(S)018/2012 attached page 10)*

** this is a special motion as defined in Standing Order 11a)*

9. PHYSICAL ACTIVITY FRAMEWORK

To receive the Wave Leisure Physical Activity Framework

(attached page 11)

10. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

11. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

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

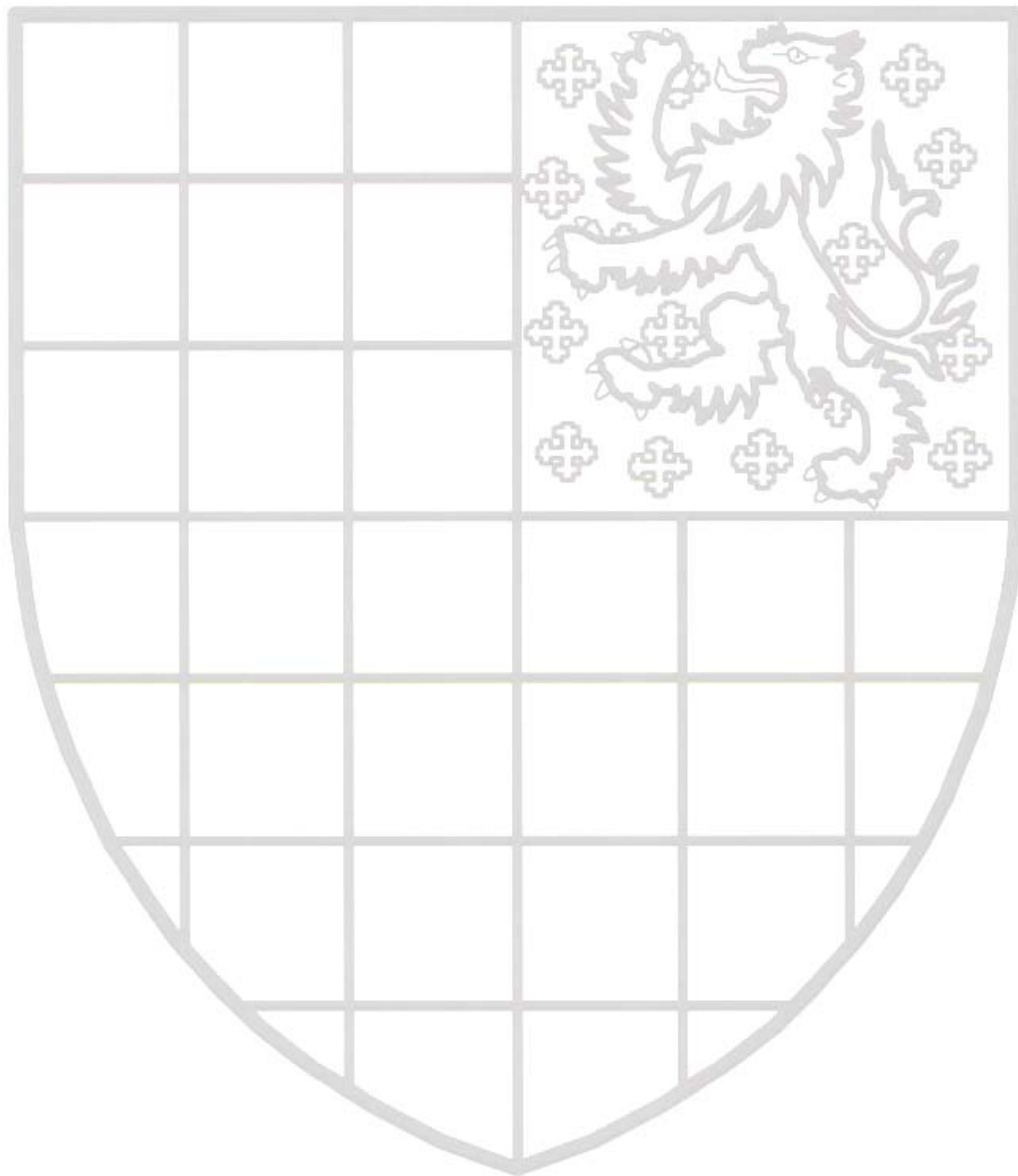
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk



PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent.

General questions can be raised at our offices between 9am and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

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MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday 13th December 2012, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

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

PRESENT:

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

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) M Larkin (*Mace Bearer*); Ms E. Martin (*C'ttee Administration*)

Observing: Ms J Dean (*Customer Services Officer*) and Ms V McLachlan (*Finance Administration Officer*)

FC2012/94 **QUESTION TIME:** There were none. There were no members of the press or public present.

FC2012/95 **MEMBERS' DECLARATIONS OF INTEREST:**
Cllrs S Murray, R O'Keeffe and J Stockdale declared an interest in item 6d) as they were all Members of the Lewes Town Partnership.

FC2012/96 **APOLOGIES FOR ABSENCE:**
Apologies were received from Cllr J Daly, who was on holiday, and Cllr M Kent who had a work commitment.

FC2012/97 **MAYOR'S ANNOUNCEMENTS:**
Cllr Chartier reminded Members that:
a) The Mayor's Christmas Dinner would be on Monday 17th December with drinks at 7.30 in the Mayor's Parlour.
b) The Civic Parish Carol Service would be held on 18th December at St Anne's Church with carol singing by candlelight. Home-made mince pies would be served.
c) Lewes Concert Orchestra would be performing in the Town Hall on Friday 21st December; alongside part of the Lewes Old Grammar School choir. Drinks would be served in the Mayor's Parlour from 7.00pm.
d) St Mary's Pantomime, "Cinderella", would be on 17th January 2013.

FC2012/98 **MINUTES:**
The minutes of the Council meeting held on 8th November 2012 were received and signed as an accurate record, subject to a comment that whereas Cllr MacCleary had been reported as assisting with the American presidential elections he had, in fact, merely been observing!

FC2012/99 **SEQUENCE OF AGENDA ITEMS**
The Mayor noted that Cllr Stockdale would leave the meeting early as he was to travel to Dover the same evening. In consequence **it was agreed** that the items related to setting of Council tax precept and nominations of Mayor-elect and Deputy-Mayor-elect would be dealt-with immediately.

Finance Working Party 26th November 2012: The minutes of this meeting were presented (*copy in the Minute Book*) and Cllr Dr Turner outlined the deliberations of the Working Party, and its evaluation of draft budgets for the Council's services for the coming year. Consideration had been given to the request for a budget to be identified for use in Public Participatory Budgeting (PPB); the desire to hold precept to the current year's level; and the review of grant to Lewes Town Partnership (LTP). The Partnership's Chairman had presented to the meeting regarding this point. This gave rise to the level of precept being proposed.

Before further consideration, the Town Clerk explained that recent legislative changes had removed an earlier "standing dispensation" regarding Members' disclosure of interests when considering Council Tax precept – an issue that would affect them individually. The Localism Act 2011 contained provisions that could be applied in this case, and TC proposed a measure that would allow the necessary business to proceed. Consequently, **it was resolved that:**

FC2012/100.1 "Lewes Town Council Members are considered to have Disclosable Pecuniary Interests which would be affected by the setting of the Council Tax Precept – specifically: beneficial interests in land within the area of the Council. Having regard to the provisions contained in s33 of the Localism Act 2011 and all relevant circumstances the Council hereby resolves to grant all Members a dispensation from the restrictions imposed by s 31 (4) of that Act on participation and voting on this matter, as without such dispensation the transaction of Council business would be impeded; the matter is in the interests of persons living in the Council's area, and the interest is common to a significant proportion of the general public within the Council's area. This dispensation has effect until the Council's Annual Meeting 2015".

After a brief discussion, an amendment to the proposal was introduced, being described as a "symbolic" reduction in precept of 1%, equal to £7,820, to be funded by a reduction in the budgeted contribution to the allotment sites development reserve. Various opinions were offered on this; including expressions of disappointment over the "tokenism" – representing as it did a mere two pence per week/£1.19 per year saving to a typical Band 'D' taxpayer. It was remarked that this was, ironically, to be funded from a budget that supported self-sufficiency for many local people. It was suggested that any reduction in the Council's responsiveness or capacity to provide services should be avoided. There was also criticism of the timing of the proposal, and references to the Council's proud record of applying its funds for the benefit of the town and its community. Whilst acknowledged as a gesture, the proposal was supported by many Members and upon calls for a vote **it was resolved that:**

FC2012/100.2 "Service budgets for 2013/14, as presented to Council at its meeting on 13th December 2012 (*copy in Minute Book*) and recommended by the Finance Working Party meeting of 26th November 2012 are agreed subject to reduction, by £7,820, of the proposed contribution to reserve funds earmarked for allotment site improvements (shown in the Council's accounts as Reserve P8)."

An ancillary matter was introduced in that; following recent discussions with the Friends of Lewes, it had been suggested that a project to improve the area known colloquially as "The Magic Circle" might go ahead despite earlier setbacks. There was a reminder that land adjoining this area had once been intended as a Peace Garden, and with the approach of the 100th anniversary of the outbreak of the First World War this context had added poignancy. The Council had, the previous year, re-appropriated to its General Fund the sum that had originally been earmarked as a contribution to this project. It was proposed that this Reserve (still shown in the

accounts) should be re-established at the end of the current (2012/13) financial year in the sum of £5,000. This met with general agreement, and consequently **it was resolved that:**

FC2012/100.3 “When preparing final accounts at the end of the current (2012/13) financial year, the sum of £5,000 shall be appropriated to the fund reserved for contributions to improvements to the area known as The Magic Circle (shown in the Council’s accounts as project reserve P3)”

At this point Cllr Dean raised an objection to statements made in the minutes of the Working Party, claiming inaccuracies of reporting. She claimed that she had asked questions related to the job-description of the All Saints Caretaker/Venue assistant, and had been told her question was inappropriate – following which she had become “very frustrated... that, as [she] was not getting answers in one area, then whatever question [she] asked would be refused an answer” and that she had been “told to be quiet and sit in a corner while everyone else got on with the business”. She mooted the principle that qualitative judgements were not well-informed unless “as many questions as we choose to put” could be answered. With reference to the mention of her having “cast aspersions” she absolutely disputed this description and demanded that the minutes be altered. The Mayor stated that he had a clear recollection of proceedings at the meeting, and he asked others who had been present if they could see any inaccuracy in the minutes presented. None could do so. One member also claimed a very clear memory of a “very unpleasant meeting... ..the unpleasantness caused by Cllr Dean”. She considered the minutes to be “a very moderate account”. Reference was made to the audio recording of the meeting, and it was suggested that this would prove the point. There followed some discussion as to the semantics of the term “aspersions”. TC insisted that the minutes were accurate, and declined to make any alteration. Cllr Dean demanded a transcript of the audio record, which was agreed, and this would be provided at the following Council meeting.

The debate on budgets and precept resumed, and **it was resolved that:**

FC2012/100.4 The Council Tax precept for the financial year 2013/14 be set at £774,180

FC2012/100.5 The financial Reserve shown in the Council’s accounts as earmarked for Environmental Enhancements, with the reference R8, is identified for use with Public Participatory Budgeting

The Council’s previously-nominated Working Party on this subject were asked to meet and suggest a mechanism by which this could be achieved.

Cllrs O’Keeffe, S Murray, and Stockdale declared interests as members of Lewes Town Partnership, and remaining Members subsequently **resolved that:**

FC2012/100.6 Lewes Town Council will make a grant of £7,000 to Lewes Town Partnership in 2013/14 to maintain support for employment of the administrative officer, with a further review in 2013.

FC2012/101

MAYOR ELECT AND DEPUTY MAYOR ELECT: Proposals were received for the roles of Mayor and Deputy-Mayor for the 2013/2014 municipal year.

It was resolved that:

FC2012/101.1 Cllr O’Keeffe be nominated as Mayor-Elect for the year 2013/2014 municipal year.

There were two candidates for the Deputy-Mayoralty, and therefore a vote was taken, following which, **it was resolved that:**

FC2012.101.2 Cllr Dr M Turner be nominated as Deputy Mayor Elect for the 2013/2014 municipal year.

Cllr Stockdale left the meeting at this point.

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) *Pells Pool Community Association liaison 15th November 2012*: Minutes of this meeting were presented (*copy in Minute Book*) and Council was asked to agree the next step in the joint development programme described in points 4, 5 and 6 in the minutes.

After a discussion **it was resolved that:**

FC2012/103.1 The Minutes of the Pells Pool Community Association Liaison Meeting held on 15th November 2012 be noted.

FC2012/103.2 The next steps in the development of the Pells Pool are agreed as described at points 4, 5, and 6 of the minutes of the Pells Pool Community Association Liaison Working Party meeting of 15th November 2012 (*copy in Minute book*) as recommended to Council on 13th December 2012.

b) *Friends of Lewes liaison Meeting 19th November 2012*: Members considered the notes of this meeting and received an oral update from Cllr Chartier. There was general support for research into the manufacture of a replica of the White Lion sign, currently undergoing restoration. This could be mounted in public, allowing the copper original to be committed to secure museum display.

After a short discussion **it was resolved that:**

FC2012/103.3 The Minutes of the Friends of Lewes Liaison Meeting held on 19th November 2012 be noted.

c) *Audit Panel meeting 22nd November 2012*: Members considered the minutes of this meeting (*copy in Minute book*), and **it was resolved that:**

FC2012/103.4 The Minutes of the Audit Panel held on 22nd November 2012 be noted.

d) *Planning Committee – Neighbourhood Planning update*: Cllr S Murray described the process followed by the Planning Committee in assessing the scale and scope of a prospective Neighbourhood Plan. Several meetings had been held with Lewes District Council and the South Downs National Park Authority, and informative seminars had been attended by some Members. In light of this research, and the recent publication of Lewes District Council's Local Plan core strategy in detail, it was considered that it was now appropriate for the Town Council to start the process of developing a Neighbourhood Plan. It was proposed that a public meeting or "open day" should be held to introduce this decision and to gauge the level of community involvement. Following this, the scale of the likely Plan and nature of the body which might develop it (with co-option of public representatives from the widest possible base) would be reported back to Council

Following a brief discussion **it was resolved that:**

FC2012/103.5 The report be noted, and the principles suggested be supported.

e) *Personnel Panel 28th November 2012*: Members considered the Minutes of the Meeting held on 28th November 2012 (*copy in minute book*) which had reviewed options for policies, required by legislation, on the utilization of discretionary elements within the local government pension scheme. It was emphasized that financial implications only arose on the event of an individual retirement.

It was resolved that:

FC2012/103.6 The Minutes of the Personnel Panel held on 28th November 2012 be received and noted, and the policies recommended for discretionary elements within the Council's pension scheme be agreed.

f] *Grants Panel 28th November 2012*: Members considered Report FC011/2012 (*copy in Minute Book*) containing the recommendations for payment of grants for the third (of four) cycle of the year.

It was resolved that:

FC2012/103.7 Grant payments recommended in the appendix to Report FC011/2012 be approved.

g] *Newsletter copy group (Communications Working Party sub-group)*: Cllr S Murray reported on a productive recent meeting, and asked all Members to give thought to ideas for the next issue of the newsletter.

It was resolved that:

FC2012/103.8 The report be noted.

h] *Seaford –Brighton Community Rail Partnership*: Cllr S Catlin advised that he had attended a meeting on 14th November and the discussion had covered problems caused by match-goers parking in Lewes on Brighton and Hove Albion match days. Incidentally, the matter of support for the Runaway Cafe on Lewes Station was raised, and it was generally held that support should be expressed for the principle of franchises being reserved to independent local businesses.

It was resolved that:

FC2012/103.9 The report be noted.

i) *Meeting with Lewes District Council re Devolution*: The Mayor explained that the Town Council's negotiating group had identified various open spaces and properties in which the Council may have a particular interest. Concern had been expressed to the District representatives over the matter of local Community Centres, and there had been engagement over other issues of community interest.

After a discussion **it was resolved that:**

FC2012/103.10 The report be noted.

FC2012/104

“CLIMATE LOCAL” INITIATIVE:

Members considered a proposal (*NOM016/2012, copy in Minute book*) that the Council should become a signatory to the Local Government Association's "Climate Local" initiative. This would, it was suggested, demonstrate the Council's continued commitment to reducing use of resources and adapting to climate change issues. This was unanimously supported.

After a general discussion **it was resolved that**

FC2012/104.1 Lewes Town Council will become a signatory to the Local Government Association's "Climate Local" initiative.

FC2012/105

OFFICE TECHNOLOGY:

Members considered report FC012/2012 (*copy in Minute Book*) which described proposals for updating of ageing computer and telephone systems. It was noted that the systems were specified in 2002 to meet particular needs, the organization having effectively no modern office information technology ten years ago, and they had served their purpose very well. Today, however, the hardware was considered archaic and some software was no longer supported. Day-to-day, there was

increasing difficulty in several areas, and technical support was problematic. Systems management had been provided by the Town Clerk, who had some experience and knowledge in these areas, but this was very time consuming and no longer practical. Replacement had been planned for some time, and an earmarked reserve was established in the Council's accounts. Design of updated systems had been discussed with several technical experts and would still represent "simple and robust" solutions rather than sophisticated ones; this being in line with the organizations' present and foreseeable needs.

Due to the fundamental changes in telecommunications industry structure, and modern cost of hardware technologies, a completely new and modern telephone system could be paid-for within exiting budgets, and with new call charging structures (via official BT partners) real savings would accrue in future; adequate to both establish a renewals reserve and reduce revenue costs.

The preferred solution for an office computer network would meet IT requirements for the next 5 years, with a review suggested at 3 years and provide

- Up-to-date, high-quality branded hardware capable of running the latest Microsoft software;
- manufacturer's warranty on server and PCs; essential in the event of fault or major failings
- Microsoft Small Business Server 2011 software, which provides a secure and centralised platform for the network, with Microsoft Exchange for email management.
- A reliable backup and disaster recovery process.
- Central management of users, virus protection, data, backups etc.
- Remote management capability.
- The ability to relinquish support responsibility to a contractor.

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

FC2012/105.1 The computer and telephone systems described in Report FC012/2012, presented to Council on 13th December 2012 (*copy in Minute Book*) be purchased and installed, funded by the balances existing in the financial reserve established for that purpose (shown in the Council's accounts as reserve P5).

FC2012/106

UPDATE ON MATTERS IN PROGRESS:

Land adjacent to Malling Community Centre: TC reported that the scrubland had been cleared and would be seeded with grass in the Spring.

Malling Community Centre: East Sussex County Council had found the draft lease to be acceptable although Malling Community Association had some questions over details of their proposed management agreement. While these issues were resolved, a formal licence would issued to the County Council in advance of the Lease, to enable work to start on conversion of the old Bridge View Social Club.

All Saints Centre Caretaker/Venue Assistant Appointment: TC advised members that this position had been filled, following interviews, and Miss Hannah Roxx would join the Council in early January.

FC2012/107

NOTICE of ITEMS IN PROSPECT:

- a) Meetings of the Traffic Working Party; Bus Station Stakeholders; and Commemorations Working Party were to be arranged.
- b) The next Planning Committee would be on Tuesday 18th December 2012.

c) The next Council Meeting was scheduled for Thursday 24th January 2013 at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 14th January.

d) The office would be closed from 12 noon on December 21st until 9am on Wednesday 2nd January 2013.

FC2012/108

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 9:25pm

Signed:

Date:

Draft

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 24th January 2013

NOM 017/20120 – received from **Cllr R O’Keeffe** on 7th January 2013, in the following terms

It is proposed that:

1 Lewes Town Council will hold Councillor’s “drop-in” surgeries regularly at the same time and place each month, being 10:00am – 12:00pm on the first Saturday of the month, excepting unusual circumstances.

Supporting Information from Councillor O Keeffe

Lewes Town Council recognises as a group the need for regular surgeries, both as a way of being available to local residents and as a requirement of the current Quality Parish status the Town Council currently has, but at the same time acknowledges that this is a facility which residents do not, in its current form, engage enough with.

To make the surgeries more accessible and attractive to residents we will:

1. Hold them regularly at the same time and place each month to encourage attendance through familiarity and ease of remembering, 10am until 12noon on the first Saturday of the month or if a different time on that Saturday is needed in exceptional circumstances, this to be advertised in good time so that residents are aware.
2. Publicise them through not only the Town Council newsletters but also any wider means that prove practical e.g. ways could be through the local paper parish pump section, local radio, social media such as Twitter and Facebook
3. Include a non-Council attraction at each surgery in the form of someone who can give advice etc which will be useful to residents e.g. someone from the CAB, from the local Fire Service regarding smoke alarms and other home safety advice etc, information to be gathered beforehand from this person so that in the event of their non-attendance for some unforeseen reason this is available to residents attending.

Cllr R OKeeffe

7th January 2013

NOM(S) 018/2012 – received from **the undersigned** on 7th January 2013, in the following terms
(**NB** this is a Special Notice of Motion as defined in Standing Order 11a – reviewing a decision of Council taken on 13th December 2012)

It is proposed that:

- 1 Council resolutions FCnnnnnn of 13th December are hereby revoked.
- 2 Lewes Town Council’s local Council Tax precept for 2013/14 be set at £782,000.
- 3 Service budgets and contributions to reserves as recommended by the Finance Working Party of 26th November 2012 are approved.

Supporting Information

At our last meeting, we agreed a reduction in the budget for allotment improvements, in the hope that council tax payers would see a small reduction in their council tax bills. On 7 January, however, the cabinet of Lewes District Council agreed a scheme which means that the reduction referred to above will not be passed to tax payers, but would be retained by the District Council. This means that a saving intended to benefit Lewes Town tax payers will instead be spread across the District.

Cllrs M Chartier; I Eiloart; D Lamport; J MacCleary; R Murray; S Murray; R O’Keeffe; A Price; Dr M Turner

7th January 2013



Physical Activity Framework

Lewes | Peacehaven | Seaford | Telscombe

Written by Donna Imrie-Browne | Active Solutions

Commissioned by Wave Leisure Trust Ltd

Funded by Lewes, Peacehaven, Seaford and Telscombe Town Councils



Background & Acknowledgements

As a result of discussions at the Lewes District Local Strategic Partnership, the Local Health Improvement Partnership meetings and work in recent years on physical activity in Newhaven, a decision was taken to develop physical activity frameworks for the towns within Lewes District.

To ensure the progressions of this project, Wave Leisure Trust approached the local town councils for funding, local partners for support, and commissioned Active Solutions to develop the frameworks.

A range of organisations have been involved in the development of the framework and associated action plans. Partner organisations have been listed in appendix 4.

Introduction

Physical activity is often referred to as 'the best buy in public health' – the 'magic bullet' proven to prevent disease, improve health and promote independence and quality of life.

However, despite the widely reported benefits of physical activity, the majority of adults and many children across the district do not meet the recommended levels of physical activity and physical inactivity remains a major public health challenge.

Physical activity as part of our daily lives has been in overall decline. As a result of changes in technology, urbanisation, increasingly sedentary work environments and car-focused community design, much of the routine physical activity has been engineered out of our daily life.

The negative impact of physical inactivity on health and the wider economy has meant the promotion of physical activity has become a crosscutting theme on many government agendas.

Purpose of the Framework

The purpose of this framework is to enhance communication, consistency and unity between local organisations, specifically:

- To provide a reference point for all relevant organisations and community groups to draw upon and to inform their strategic and operational planning to increase physical activity
- To encourage a co-ordinated approach that will maximise the impact of current investment, funding and resources available for physical activity
- To provide agreed local action plans for the towns of Seaford, Lewes, Peacehaven and Telscombe that will highlight local priorities. *(Please note that Newhaven already has a plan in place.)*

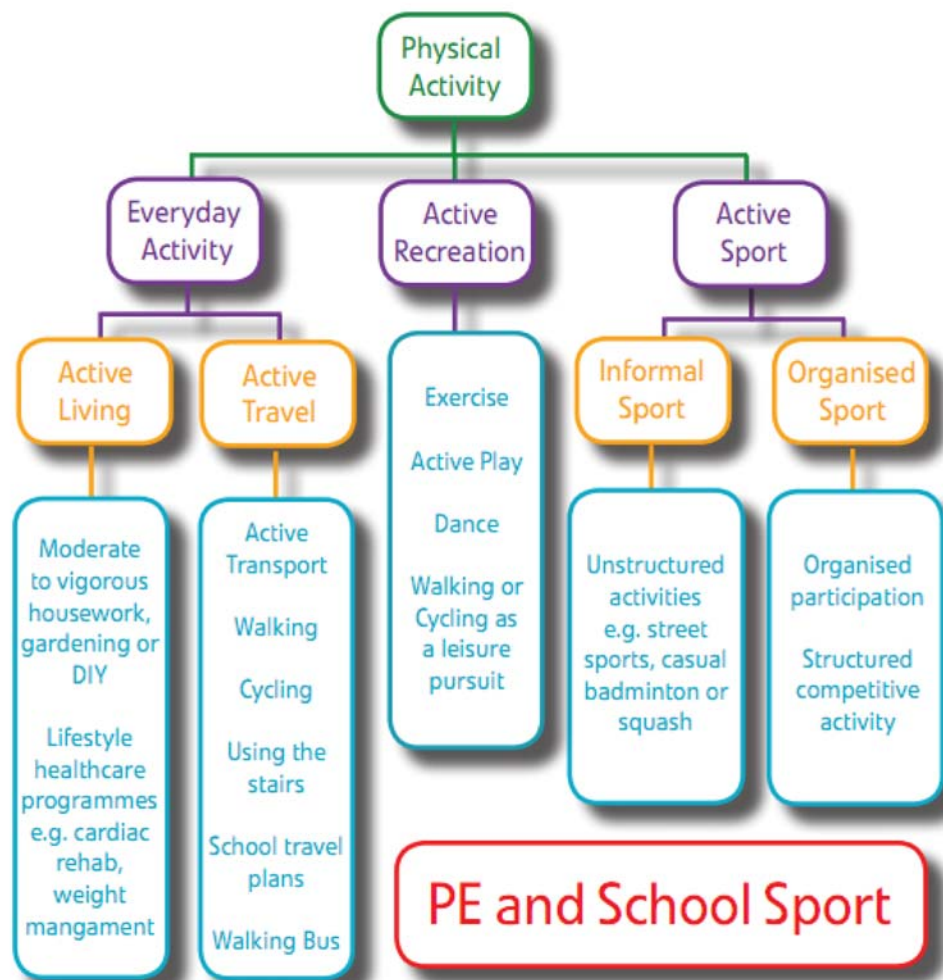
This is an evidenced based framework that aims to inform local, district and county partners of the local needs and priorities as well as energise and strengthen local partnerships and communities.

What is Physical Activity?

This framework refers to physical activity in its widest sense, including gardening, and walking for transport purposes as well as sport or other forms of deliberate 'exercise'.

Physical activity is defined as any bodily movement produced by skeletal muscles that require energy expenditure. It includes all forms of activity, such as everyday walking or cycling to get from A to B, active play, work-related activity, active recreation (such as working out in a gym), dancing, gardening or playing active games, as well as organised and competitive sport.

Below is a diagram that highlights the different types of physical activity.



(Source: Sussex on the Move, Active Sussex, 2010)

Physical Activity Recommendations

New guidelines were published by the four Chief Medical Officers (CMOs) of England, Scotland, Wales and Northern Ireland in a document called Start Active, Stay Active in 2011.

They draw on global evidence showing the health benefits people can achieve by taking regular physical activity throughout their lives.

Start Active, Stay Active, sets out guidelines for how active we should be at the different stages of our lives.

Below is a summary of the guidelines adapted from Start Active, Stay Active:

Early Years (Under 5)	
Infants who cannot yet walk unaided	Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.
Pre-school children who can walk unaided	Children of pre-school age who are capable of walking unaided should be physically active daily for at least 180 minutes (3 hours), spread throughout the day.
All those aged under 5	All under 5s should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

Children and young people (5-18)	
All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day.	
Vigorous intensity activities, including those that strengthen muscle and bone, should be incorporated at least three days a week.	
All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.	

Adults

Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2.5 hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous intensity activity.

Adults should also undertake physical activity to improve muscle strength on at least two days a week.

All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Older Adults (65+)

Older adults who participate in any amount of physical activity gain some health benefits, including maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2.5 hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.

Older adults should also undertake physical activity to improve muscle strength on at least two days a week.

Older adults at risk of falls should incorporate physical activity to improve balance and co-ordination on at least two days a week.

All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Importance of Physical Activity

Physical inactivity has been identified as the fourth leading risk factor for global mortality causing an estimated 3.2 million deaths globally, and accounting for 6% of deaths globally. This follows high blood pressure (13%), tobacco use (9%) and high blood glucose (6%).

In addition, physical activity also impacts on a number of other areas, the table below highlights the linkages and impact it has.

Area of Impact	Type of Impact	Level of Impact
Cardiovascular disease (heart disease, stroke and kidney disease.)	Reduces risk factor	High
Type 2 diabetes	Primary prevention	High
Mental Health	Improves well-being	High
Cancer	Protective	Medium
Obesity	Burns calories	Medium
Sport	Supports stronger infrastructure for sport	Medium
Social care	Supports greater independent living for older people	Medium
Environment	Reduction in CO2 through active travel	Medium
Transport	More cycling and walking and fewer car journeys reduces congestion	Medium
Economy	Generates cost savings and helps promote healthier workplace and hence improved productivity	Medium
Children and young people	Through PE and Sport for Young People, Healthy Schools and Healthy Further Education, enable children and young people to achieve their full potential	Medium
Business	Encourages healthy workplace and therefore high productivity	Medium/Low

(Source: Be Active, Be Healthy, Department of Health, 2009)

As well as the areas mentioned above there is also further evidence to show that physical activity has a positive impact on the following health outcomes:

- All-Cause Mortality
- Energy balance
- Some Cancers
- Cardiorespiratory Health
- Musculoskeletal Health
- Mental Health
- Metabolic Health
- Functional Health

(Source: Start Active, Stay Active – A report on physical activity for health from the four home countries' Chief Medical Officers)

Evidence from the Department of Health (DoH) shows that there is a clear causal relationship between the amount of physical activity people do and all-cause mortality. They highlight that while increasing the activity levels of all adults who are not meeting the recommendations is important, targeting those adults who are significantly inactive will produce the greatest reduction in chronic disease.

In addition, some individuals, for example people with a disability or some women may face disproportionate barriers in terms of access or culture that may affect the ability of those individuals to take part in physical activity.

Cost of Physical Inactivity

In 2009, the Department of Health estimated the annual costs to the NHS as a result of physical inactivity was between £1billion and £1.8billion. In addition to this the cost of lost productivity to the wider economy has been estimated at around £5.5billion from sickness absence and £1billion from premature death of people of working age. When added together these costs total approximately £8.3billion every year.

Start Active Stay Active has also provided estimates of the primary and secondary care costs attributable to physical inactivity for Primary Care Trusts (PCTs) and strategic health authorities in England. This showed an average healthcare cost of physical inactivity for each PCT of £5million per year.

The cost to East Sussex Downs and Weald PCT, that covers the Lewes district are shown below.

Whole PCT cost (£Million)	Total cost/ 100,000 population
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East Sussex Downs and Wealds PCT	6,480,120	1,989,818
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(Source: Department of Health, 2009)

Current Situation – Facilities

Facilities such as leisure centres and community venues provide important locations for sport and other physical activity opportunities. A review of local consultation revealed that a number of local residents make good use of the facilities however more could be done. Ensuring maximum use of current facilities and service, their potential to provide more and also identifying what activities local residents want to participate in will be a role for all those involved in delivering this framework.

Open and green spaces can often be under-valued as resources where people can be active and lead healthier lifestyles. These spaces can offer opportunities to walk, cycle and connect with the surrounding countryside, including the national park.

The South Downs National Park Authority (SDNPA) are keen to see that the assets of the National Park are used to improve the health and well being of the communities in and outside of the area. The SDNPA Eastern area team supports the Health and Wellbeing Framework for Lewes, Peacehaven, Seaford and Telscombe and are committed to assisting with the delivery of health initiatives in the National Park adjacent to these towns.

Current Situation – Life course

Starting and staying active can bring about major health benefits. Recent evidence indicates that the benefits of physical activity and health continues throughout people’s lives (or life course) and the gains that can be achieved if more people become more active from early years (under 5’s) to older adults (65+ years). The benefits of different types of physical activity are also different at key life stages.

In contrast to this, the evidence we have locally suggested that people’s activity levels fluctuate significantly throughout their lives, with many people reducing their activity levels as they get older or after an injury or illness.

As the evidence for continued activity is overwhelming, a key role for the partners involved in delivering the framework has to be encouraging appropriate physical activity for all ages and stages of the lives of the residents.

Current Situation - Activity Levels

Local authorities, primary care trusts, and other local organisations work together to promote physical activity and monitor their progress. One set of data that is often used to measure progress is the Active People Survey (APS) data. The APS measures adult (aged 16 years and over) physical activity in England. It is commissioned by Sport England and carried out by Ipsos MORI.

Active People Survey

Participation	APS1 (Oct 2005-Oct 2006)		APS2 (Oct 2007-Oct 2008)		APS3 & APS4 (Oct 2008-Oct 2010)		APS5 (Oct 2009-Oct 2011)	
	Area	%	Base	%	Base	%	Base	%
East Sussex	21.1%	5,026	21.3%	2,509	21.9%	5,016	22.9%	4,995
Lewes	24.1%	990	21.1%	499	23.8%	995	24%	989

The Active People survey also measures other indicators such as sports club membership, volunteering in sport, etc. Full details can be found on the Sport England website.

Recent changes in government policy mean that at the moment there is no measurement of children’s sport and physical activity at a local level.

We do still have the National Childhood Measurement Programme, although it must be noted the inactivity is by no means the only factor that may lead to the levels of children being overweight or obese.

Childhood Measurement Statistics (2010/11)

Overweight and obesity – Year R (4-5 years)	% Overweight	% Obese
East Sussex	12.6%	7.9%
Lewes	12.4%	6.9%
Overweight and obesity – Year 6 (approx. 11 years)	% Overweight	% Obese
East Sussex	14.2%	17.2%
Lewes	14.9%	14.6%

Methodology

There are a number of national, regional and local strategies and policies, which have influenced this framework and have helped to shape the action plans.

These include:

Policy/Strategy Level	Title
National	Start Active, Stay Active: A report on physical activity from the four home countries' Chief Medical Officers, Department of Health, Physical Activity, Health Improvement and Protection, 11 July 2011
National	Healthy lives, healthy people: Improving outcomes and supporting transparency, Department of Health, Jan 2012
National	Healthy Weight, Healthy Lives: A Cross-Government Strategy for England, HM Government, 2008
National	Before, during and after: making the most of the London 2012 Games, Department of Culture, Media and Sport (DCMS), June 2008
National	National Governing Bodies of Sport (NGB's) Whole Sport Plans
National	NICE Guidance documents
National	Creating a sporting habit for life. A new youth sport strategy, Department of Culture, Media and Sport (DCMS), Jan 2012.
National	Active Travel Strategy, Dept. for Transport/Dept. of Health, 2010
Regional	South East Partnership for the 2012 Games (SEP)
Regional	Triple Gold: new markets, new aspirations, new lifestyles, 2011
Regional	Sustrans South East Regional Plan, 2006 - 2011
County	Sussex on the Move, Active Sussex, 2010
County	Health & Wellbeing in East Sussex, Director of Public Health Annual Report, 2012.
Local	Joint Strategic Needs Assessment, East Sussex County Council.
Local	Pride of Place - The Sustainable Community Strategy for East Sussex
Local	Environment Strategy for East Sussex
Local	Newhaven Physical Activity Framework
Local	Wave Goodbye to Inactivity, Wave Leisure Trust Ltd, 2009-2014

A number of key informants suggested that the development and or updating of the following documents would provide strategic guidance, direction and support to the towns in relation to the physical activity:

- Lewes District Council Open Spaces strategy
- Lewes District Council Leisure/Physical Activity strategy
- Updated play strategy

As well as reviewing policies and strategies, existing local consultation relating to physical activity were reviewed, including Wave Leisure’s non-user survey and the Big Park project’s consultation. To consolidate this research an additional survey was conducted, identifying current physical activity levels, views and priorities of local residents.

There was also continual consultation with key partners throughout the process of developing the actions plans and several key partners have pledged their commitment to the process and the actions plans.

The resulting action plans for each town have been developed based on a review of local, national and international documents, data from the consultations and the continuous input from the individual steering groups.

Consideration was given to the fact that while there is a need to increase levels of physical activity across the whole population, it is especially true for those who lead sedentary lifestyles.

Monitoring & Evaluation

The key partners have formed local steering groups to drive this framework, these groups will continue and will meet biannually to monitor, review and where necessary update the plans.

The steering groups will monitor the Active People data and the Childhood Measurement programmes and take note of any changes, while recognising that this data, while important is not the only measure of change.

At a local level all programmes highlighted in the action plans will have individual monitoring and evaluation to measure effectiveness and these will be discussed at the steering group meetings.

Action	Owner	Frequency
Update Active People Data	Active Sussex	Annually
Update Childhood Measurement Data	East Sussex Healthcare NHS Trust (ESHT)	Annually
Review of actions plans	Steering group	Biannually

Appendix 1 – Lewes Town Physical Activity Action Plan

Lewes is located in the middle of Lewes District north of Newhaven and Seaford. It is located on the A27, which is main route between Brighton and Eastbourne, offering links to the A23 and M23 giving easy access routes to London and Gatwick Airport; and links to the north of the county via the A275 and A26.

The resident population of Lewes, measured in the 2001 Census was 15, 988 comprising 48.1% males and 51.9% females. Of this 49.3% (7, 891) are economically active.

Age Breakdown

- 967 (6.1%) are aged 0-4
- 2015 (12.6%) are aged 5–14
- 952 (5.9%) are aged 15-19
- 5111 (31.9%) are aged 20-44
- 4047 (25.3%) are aged 45-64
- 2896 (18.2%) are aged 65+

Economy, jobs and Prosperity

- 3470 (21.7%) are economically inactive
- 1610 (10%) are retired
- 521 (3.3%) are students
- 15.8% of children live in poverty*

There are 7, 000 households in Lewes with 2536 (36.2%) of those being one-person households.

- 1971 (28.1%) households have dependent children
- 2041 (29.1%) households have no car

* The widely accepted definition of poverty is having an income, which is less than 60% of the national average (excluding the wealthiest members of society).

The Town Clerk has agreed to oversee and champion the Lewes action plan on behalf of the partners.

Themes	Actions	Lead & Partners	Timescale
Capacity Building	<p>Mapping of providers</p> <ul style="list-style-type: none"> • Call to action for all providers of physical activity to make themselves known • Create a database of local providers <p>Training</p> <ul style="list-style-type: none"> • Provide workshops for local providers including information on what support is available, marketing and partnership opportunities, and encourage networking and sharing of best practice. • Encourage partners and organisations to access available resources and opportunities through Active Sussex, East Sussex Health Care NHS Trust, etc. 	Wave Leisure With support from all partners	
Awareness	<p>Promotional Campaign</p> <ul style="list-style-type: none"> • Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples to encourage participation in a range of activities • Include local residents in the promotion, asking residents "How they their get active minutes?" and use their local examples 	Wave Leisure ESHT Town Council	
Awareness	<p>Social Media</p> <ul style="list-style-type: none"> • Create a 'Lewes Get Active' twitter account that promotes physical activity opportunities in Lewes. The account will follow relevant providers and retweet local opportunities. • Create a 'Lewes Get Active' Facebook page where people can add their own comments about local walks, cycle 	Town Council & District Council (could work with local students on this project)	

	<p>routes, sports clubs, etc. and can make recommendations to others.</p> <p>Walking & Cycle Routes</p> <ul style="list-style-type: none"> • Greater promotion of existing walking and cycling routes, including better promotion of accessible routes. • Review existing signage from the Town out to the available routes and produce an action plan to address identified changes • Work with local partners, including the local bike shops to promote and encourage use of safe and family friendly routes 	<p>Town Council & Lewes District Council</p>	
<p>Participation</p>	<p>Outdoor gym</p> <ul style="list-style-type: none"> • Secure the funding to purchase and install an outdoor gym in Lewes • Organise taster sessions with qualified instructors to run the sessions • Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc. <p>Beginner/Return 2 Exercise Classes</p> <ul style="list-style-type: none"> • Set up exercise classes and gym sessions that are specific to people just starting out, returning to exercise after a break or an injury. • Promote above classes separately from mainstream classes as they are aimed at a different target audience. 	<p>Town Council & Wave Leisure</p> <p>Wave Leisure</p>	

	<p>Lewes Get Active</p> <ul style="list-style-type: none"> • Develop an adult version of a holiday programme. A month long promotion of activities, special offers and incentives to take part in physical activity. • Co-ordinate all activities available during the promotional period, similar to the promotion of the holiday programme. <p>Teenagers/Young Adults</p> <ul style="list-style-type: none"> • Reduce the age limit on aerobic style classes such as Zumba and Step classes. • Apply for Sportivate funding to run classes and sessions specifically for this age group <p>Volunteer led Park Run</p> <ul style="list-style-type: none"> • Investigate the possibility of local volunteers setting up a 'Park Run' 	<p>Town Council Wave Leisure</p> <p>Wave Leisure</p> <p>Town Council</p>	
<p>Influencing</p>	<p>Cycle routes</p> <ul style="list-style-type: none"> • Lobby on behalf of residents for a safe cycle routes. • Work with LDC, ESCC and local cycle groups and networks on on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns. 	<p>Town Council</p>	

Appendix 2 – Seaford Physical Activity Action Plan

Seaford is located on the coast of Lewes District between Newhaven and Eastbourne and south of Lewes. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Seaford, measured in the 2001 Census was 22, 826 comprising 47% male and 53% female. Of this 40.5% (9, 243) are economically active.

Age Breakdown

- 980 (4.4%) are aged 0-4
- 2519 (11.0%) are aged 5–14
- 1141(4.9 %) are aged 15-19
- 5316 (23.3%) are aged 20-44
- 5724 (25.0%) are aged 45-64
- 7146 (31.4%) are aged 65+

Economy, jobs and Prosperity

- 5893 (25.8%) are economically inactive
- 3698 (16.2%) are retired
- 438 (1.9%) are students
- 12.3% of children live in poverty*

There are 10,394 households in Seaford with 3521 (33.8%) of those being one-person households.

- 2203 (21.1%) households have dependent children
- 2269 (21.8%) households have no car

* The widely accepted definition of poverty is having an income, which is less than 60% of the national average (excluding the wealthiest members of society).

Awareness	Promotional Campaign <ul style="list-style-type: none"> Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples Include local residents in the promotion, asking residents "How they their get active minutes?" and use their local examples 	Wave Leisure ESHT Town Council	
Awareness	Increase awareness of outdoor gym <ul style="list-style-type: none"> Create a short video clip of a range of people using the outdoor gym equipment. Distribute clip for use on plasma screens (Doctor's surgeries, Schools, Council buildings, etc) Upload video online and promote via social media networks Increase awareness of exercise path <ul style="list-style-type: none"> Organise Health Walks on the path Work with a local charity partner to arrange a sponsored walk on the exercise path 	Town Council & Youth Council Town Council & Wave Leisure	
Participation	Outdoor gym <ul style="list-style-type: none"> Organise taster sessions with qualified instructors to run the sessions Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc. Beginner/Return 2 Exercise Classes	Town Council & Wave Leisure	

	<ul style="list-style-type: none"> • Set up exercise classes and gym sessions that are specific to people just starting out, returning to exercise after a break or an injury. • Promote classes separately from mainstream classes as they are aimed at a different target audience. <p>Buddy system</p> <ul style="list-style-type: none"> • Investigate the possibility of setting up a buddy system when like-minded people can connect and participate in physical activity together. • Consider online options such as Facebook and offline options such as notice boards in key locations, for example the leisure centre, town council, local shops, etc. 	Wave Leisure	
Influencing	<p>Sustainable Transport</p> <ul style="list-style-type: none"> • Lobby on behalf of residents for a safe cycle on the A259 • Work with LDC, ESCC and local cycle groups and networks on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns and access to hospitals. 	Town Council and Lewes District Council	
Further consultation	<p>Parks & Play spaces</p> <ul style="list-style-type: none"> • Conduct a review of local parks and play spaces • Consult with local residents to capture their views of the current situation and any suggestion improvements 	Town Council	

Appendix 3 – Peacehaven & Telscombe Physical Activity Action Plan

Peacehaven

Peacehaven is located on the south coast of Lewes District between Brighton and Newhaven. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Peacehaven, measured in the 2001 Census was 13,217 comprising 47.9% males and 52.1% females. Of this 75% (9983) are economically active.

Age Breakdown

- 682 (5.1%) are aged 0-4
- 1546 (11.6%) are aged 5–14
- 689 (5.2 %) are aged 15-19
- 3845 (29%) are aged 20-44
- 3350 (25.3%) are aged 45-64
- 3105 (23.4%) are aged 65+

Economy, jobs and Prosperity

- 3234 (24.4%) are economically inactive
- 1689 (12.7%) are retired
- 194 (1.4%) are students
- 18.2% of children live in poverty*

There are 5829 households in Peacehaven with 1769 (30.3%) of those being one person households.

- 1453 (24.9%) households have dependent children
- 1251 (21.4%) households have no car

The Town Clerk from Peacehaven Town Council has agreed to oversee and champion the Peacehaven & Telscombe action plan in conjunction with The Town Clerk from Telscombe.

Telscombe

Telscombe is located on the south coast of Lewes District between Brighton and Peacehaven. It is located on the main coastal A259 route giving good accessibility across the area.

The resident population of Telscombe, measured in the 2001 Census was 7133 comprising 47.6% males and 52.4% females. Of this 47.5% (3390) are economically active.

Age Breakdown

- 394 (5.5%) are aged 0-4
- 828 (11.6%) are aged 5–14
- 390 (5.4%) are aged 15-19
- 2086 (29.2%) are aged 20-44
- 1778 (24.9%) are aged 45-64
- 1657 (23.2%) are aged 65+

Economy, jobs and Prosperity

- 3390 (47.5%) are economically inactive
- 849 (11.9%) are retired
- 121 (1.6%) are students
- 9.8% of children live in poverty

There are 3110 households in Telscombe with 971 (31%) of those being one person households.

- 847 (27.2%) households have dependent children
- 609 (19.5%) households have no car

The Town Clerk from Telscombe has agreed to oversee and champion the Peacehaven & Telscombe action plan in conjunction with Cllr Sargent from Peacehaven Town Council

Themes	Actions	Lead	Timescale
Capacity Building	<p>Mapping of providers</p> <ul style="list-style-type: none"> • Call to action for all providers of physical activity to make themselves known • Create a database of local providers <p>Training</p> <ul style="list-style-type: none"> • Provide workshops for local providers including information on what support is available, marketing and partnership opportunities, and encourage networking and sharing of best practice. • Encourage partners and organisations to access available resources and opportunities through Active Sussex, East Sussex Health Care NHS Trust, etc. 	<p>Wave Leisure with support from all partners</p> <p>Town Council ESHT</p>	
Awareness	<p>Promotional Campaign</p> <ul style="list-style-type: none"> • Develop a 'How to Get Active' campaign – utilising existing materials (Change4Life, etc.) but with local examples, including local open spaces, local facilities • Include local residents in the promotion, asking residents "How they their get active minutes?" and use their 	<p>Wave Leisure Town Council ESHT</p>	

	examples and experiences.		
Awareness	<p>Increase awareness of outdoor gym in Peacehaven</p> <ul style="list-style-type: none"> • Create a short video clip of a range of people using the outdoor gym equipment. • Distribute clip for use on plasma screens (Doctor's surgeries, Schools, Council buildings, etc.) <p>Increase awareness of Open Spaces</p> <ul style="list-style-type: none"> • Greater promotion of health walks available • Local events to showcase potential uses of local open spaces 	<p>Town Council & Wave Leisure</p> <p>Town Council</p>	
Participation	<p>Outdoor gym</p> <ul style="list-style-type: none"> • Secure the funding to purchase and install an outdoor gym in Telscombe • Organise taster sessions with qualified instructors to run session in both Peacehaven and Telscombe. • Plan a programme of usages for the equipment, including allowing it to be used by private providers and sports clubs using it for fitness training etc. <p>Beginner/Return 2 Exercise Classes</p> <ul style="list-style-type: none"> • Set up exercise classes and gym sessions that are specific to people just starting out, returning to exercise after a break or an injury. • Promote classes separately from mainstream classes as they are aimed at a different target audience. <p>Parks & Open Spaces</p>	<p>Town Council & Wave Leisure</p> <p>Wave Leisure</p> <p>Town Council</p>	

	<ul style="list-style-type: none"> • Ensure parks and open spaces are well maintained and welcoming to users. • Cut back on foliage and bushes to create open spaces where users feel safe. • Promote physical activity opportunities within the local parks and open spaces <p>Buddy system</p> <ul style="list-style-type: none"> • Investigate the possibility of setting up a buddy system when like-minded people can connect and participate in physical activity together. • Consider online options such as Facebook and offline options such as notice boards in key locations, for example the leisure centre, town council, local shops, etc. 		
Influencing	<p>Cycle & Walking Routes</p> <ul style="list-style-type: none"> • Lobby on behalf of residents for a safer walking and cycling routes • Work with LDC, ESCC and local cycle groups and networks on addressing issues highlighted in Local Transport Plan 3, including improvements for safe, coherent walking and cycling routes on key corridors from Brighton and Hove to and within both Lewes and the south coast towns. 	Town Council & Lewes District Council	

Appendix 4 – Supporting Partners

The partners listed below were all involved in the production of this document and have pledged their continuing support.

❖ Active Sussex	❖ Lewes Town Council	❖ South Downs National Park Authority
❖ East Sussex County Council	❖ Peacehaven Town Council	❖ Telscombe Town Council
❖ East Sussex Healthcare NHS Trust	❖ East Sussex Public Health Directorate	❖ Wave Leisure Trust
❖ Lewes District Council	❖ Seaford Town Council	