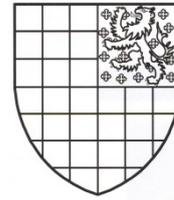


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**LEWES  
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COUNCIL**

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

A Meeting of **Lewes Town Council** will be held on **Thursday 25<sup>th</sup> August 2016**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk  
17<sup>th</sup> August 2016

## ***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 28<sup>th</sup> July 2016.

*(attached page 3)*

### **6. WORKING PARTIES & OUTSIDE BODIES**

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

a) *Commemorations Working Party 27<sup>th</sup> July 2016*

*(Minutes attached page 8)*

b) *Building repairs Working Party 1<sup>st</sup> August 2016*

*(Minutes attached page 10)*

c) *E Sx Assoc Of Local Councils – Councillors Commission 12<sup>th</sup> August 2016* *(Oral report by Cllr S Murray)*

### **7. CROWD SAFETY AT LEWES BONFIRE CELEBRATIONS**

To review the Council's contribution to costs of safety Stewards *(report FC007/2016 attached page 12)*

### **8. UPDATE ON MATTERS IN PROGRESS**

*(Oral report by Town Clerk)*

### **9. 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***

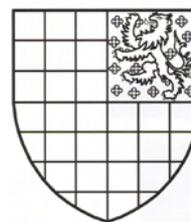
**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**

**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. For more information on how to ask questions, please contact the Town Clerk. General questions about the work of the Council can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

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## ***MINUTES***

Of the **meeting of Lewes Town Council**,  
held on **Thursday 28<sup>th</sup> July 2016**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

**PRESENT** Councillors A Barker; S Catlin (Wischhusen); M Chartier (*Deputy Mayor*); W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew (*Mayor*); R Murray; S Murray; R O’Keeffe; T Rowell and E Watts.

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*) and Mrs E Tingley (*Committee Admin.*)

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

### **FC2016/27 QUESTIONS:**

There were none. One member of the public was observing, plus East Sussex County Councillor Rosalyn StPierre.

**FC2016/28 DECLARATIONS of INTEREST:** Cllrs O’Keeffe and Murray (S) declared an interest regarding Lewes Town Partnership - reinstatement of a support grant [item 9) on the agenda], as they were both Directors of Lewes Town Partnership.

**FC2016/29 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Ashby, who was attending a charity conference in Poland; Cllr Burrows who was away on holiday; Cllr Baah, who was attending a funeral; and Cllrs Bolt and Milner who were unavoidably detained at work.

#### **It was resolved that:**

**FC2016/29.1** The reasons submitted for absence from this meeting are accepted.

### **FC2016/30 MAYOR’S ANNOUNCEMENTS:**

a) The Mayor welcomed Mrs Nikki Plummer – Chairman of Lewes Town Partnership who was present to answer any questions on item 9 on the agenda.

b) The Mayor thanked all those who had played Bowls at Lewes Bowls Club for the civic team.

c) The Mayor and Mayoress had attended the screening of the documentary film ‘Alive Inside’ at the All Saints Centre; an event that had been organised by Cllr Watts as part of the initiative to make Lewes more ‘dementia-aware’. The Mayor described the documentary as very moving and informative and the screening had been a huge success.

d) The Council recorded its thanks to Mr James Booth for laying a wreath at the Thiépval memorial in France as part of the Somme WW1 remembrance event on behalf of the Mayor and Council.

e) The traditional annual match against Lewes Bowling Green Society at the former castle tilting ground would be held on Saturday 30<sup>th</sup> July at 3.00pm.

f) The Council welcomed back Bill Reay who was now back working light duties at the All Saints Centre following major surgery. Thanks were recorded to Lizzie Zeyfert and Hannah Roxx for all their hard work in Bill’s absence and thanks were also given to Brian Courage, Julie Dean and Viv McLachlan for helping with cover at the Centre.

g) The newly refurbished White Lion would be collected shortly and reinstated in Westgate as soon as an opportunity arose to take up an offer of free use of an elevating work platform – the Council recorded thanks to Matthew Stewart of Treecare at Bonny’s Wood for his generous assistance in that regard.

h) The Mayor had written to the Mayors of both Lewes's twin towns, assuring them that there would be a continued commitment to twinning following the European Union referendum.

**FC2016/31 MINUTES:**

The minutes of the meeting held on 16<sup>th</sup> June 2016 were received and signed as an accurate record.

**FC2016/32 LEWES TOWN PARTNERSHIP:**

Council were asked to consider the reinstatement of a full support grant to Lewes Town Partnership (LTP). In the last Town Council budget review the grant had been halved, and LTP had advised they would be unable to function at the reduced level. The Partnership had now requested that the Council reinstate the full amount for at least the remainder of the 2016/17 year, and if possible the following year; allowing some recently started self-funding initiatives to mature. TC gave a brief outline of the background to this request. LTP was one of many such bodies that were set up following requirements in the Local Government act 2000 as part of a District Community Strategy. A national network of local partnerships feeds into District-wide partnerships which in turn feed into a regional framework. These were designed to give the wider community a recognized forum, insofar as smaller organisations (residents' groups; special interest groups; clubs; societies *etc*) who may not routinely engage with statutory bodies were offered a platform to 'air' issues; aspirations, or concerns which could then be succinctly reported to the appropriate authority or government body. Originally, Lewes District Council had funded an Administrator for one day per week for each of the five towns within the district. This funding ended in 2006 with a suggestion that individual partnerships should approach their parish council or other sources for funding locally. Lewes Town Council was approached at that time and a grant of £7,000 had been paid yearly since 2006 for an Administrator/Development Worker who is the only employed person in the partnership – all Board members being volunteers. Several members asked Ms Plummer questions which were comprehensively answered and **it was resolved that:**

**FC/2016/32.1** Lewes Town Council will pay to Lewes Town Partnership £7,000 to fund their Development Worker for the 2016/17 financial year and will consider the matter of continuation of this grant in 2017/18 at the next Council budget review.

**FC2016/33 WORKING PARTIES AND OUTSIDE BODIES:**

*Members were 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 27th July 2016:** Cllr Chartier gave a brief oral report on the meeting that had been held the previous day. Minutes would be presented to the next meeting of Council. The Meeting had received a presentation from 2 representatives of the Lewes Light Festival (LLF) who had held a successful festival in the town in 2015 and their presentation proposed an extended festival for this year. The conclusion of the working party was that it would be a very worthwhile event; helping tourism and including a training aspect helping young people. The LLF was also hoping to present a photographic exhibition in the foyer of the Town Hall. The festival was seeking funding from several other sources. It was suggested that a budget of up to £5000 be provided from the existing earmarked Reserve fund (*balance b/fnd at 1<sup>st</sup> April 2016 £14,005*), to be spent on the 2016 LLF at the discretion of the Working Party.

The meeting had also discussed the commemoration of WW I and engagement with secondary schools; also the proposed 'Lightbox' project and an interesting supplementary project to involve young people and local bonfire societies, which was considered to

deserve the Council's support. There was also further discussion regarding the proposed peace garden project at the 'Magic Circle', in partnership with the Friends of Lewes with a view to 2018, and recognition of the expansion in suffrage that followed the end of WW1.

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

**FC2016/33.1** The oral report on the meeting of the Commemorations Working Party held on the 27<sup>th</sup> July 2016 is noted;

**FC2016/33.2** That a budget of up to £5000 is agreed, for disbursement at the discretion of the Commemorations Working Party in connection with the Lewes Light Festival 2016. This sum to be drawn from the earmarked fund identified in the council's accounts as R7 'Commemorations fund'.

**b) *Sussex Community Rail Partnership meeting 12<sup>th</sup> July 2016:***

Cllr Catlin reported that in honour of the Queen's 90<sup>th</sup> Birthday the Sussex community Rail Partnership had held a tea on the Railway Station.

The meeting of the SCRП which had been held on 12<sup>th</sup> July was attended by Yvonne Leslie, Stakeholder Relations Manager for Southern Rail, who had replied to concerns raised at the meeting on the safety concerns of conductors. She had explained that conductors would retain their jobs at the current rate of pay and under the same conditions. The Government had also made a commitment to jobs beyond the end of the franchise. There was still concern regarding 'Driver-only operation' (DOO) of trains. The meeting had also discussed platform staff at Lewes station, changes to Customer information services, capacity of trains, temporary timetables and replacement bus services.

There was some discussion, with many Members contributing, and **it was resolved that:**

**FC2016/33.3** The oral report on Sussex Community Rail Partnership meeting held on 12<sup>th</sup> July 2016 is noted;

**FC2016/33.4** The following statement is agreed: "Lewes Town Council expresses its dissatisfaction with the present erratic and blighted service from this important rail hub, to Hastings, Eastbourne, Seaford, Brighton and London. The community that we represent deserves assurances of an early end to the disruption and a further assurance that plans issued by GTR, in which the blight is predicted to last until December 2016, will not be tolerated by HM Government." This to be communicated to the Secretary of State for Transport, with elaboration on the council's views.

Incidentally, Cllr Catlin reported that starting on Monday 5<sup>th</sup> September there would, for the first time in 30 years, be a bus service to Wallands. This service would run for three days a week on Mondays, Wednesdays and Thursdays; with three return 'loops' each day starting at Brooks Road and ending at the bus station. Bus passes would be welcome on the new service which is run by CTLA.

**c) *S106 Working Group (Play&Recreation; North Street Quarter) 15<sup>th</sup> July 2016:***

Cllr Susan Murray reminded members that this was a group set-up as a consequence of the legal 'section 106 agreement' between stakeholders in the North Street Quarter redevelopment. It was reported that residents of the Pells and St Johns area were well represented on the group, with two representatives from the recently-reconstituted Residents' Association. Cllr Murray had been elected as Chairman of the working group, and the next meeting would be an all-day event with workshops covering various aspects to be decided affecting the Pells, Malling Recreation Ground and flood defences.

Subsequently, **it was resolved that:**

**FC2016/33.5** The oral report on the meeting of the S106 Working Group on Play & Recreation re North Street Quarter, held on 15<sup>th</sup> July 2016, is noted.

**FC2016/34**

**COUNCILLORS INDIVIDUAL DUTIES:**

A report (FC006/2016) was received, which advised changes requested by Members to

their allotted individual duties (*copy in the minute book*). Following a brief discussion **it was resolved that:**

**FC2016/34.1** The individual responsibilities of Members for the remainder of the 2016/17 municipal year shall be amended as:

Appointment to Outside Body:

*Lewes Town Partnership*

Cllr Catlin's resignation from this duty is noted.

Cllr Makepeace is appointed to this body.

Members Individual Duties:

*Finance Working Party*

Cllrs Jones, Mayhew and R Murray are appointed to the Working Party.

**FC2016/35** **MAYOR'S REPORT on the year 2015/16:**

Members considered the draft Mayors Report on the 2015/2016 municipal year.

**It was resolved that:**

**FC2016/35.1** Lewes Town Council adopts the annual Mayor's report on the 2015/16 year as presented in draft to the Council meeting on 28<sup>th</sup> July 2016 (*copy in minute book*).

**FC2016/36** **EUROPEAN TOWN TWINNING:**

Council considered a motion (*NOM 006/2016 – copy in minute book*) proposing that the Mayor write to the Mayors of Waldshut-Tiengen and Blois to re-affirm the greatly valued friendship that exists between our towns, and to confirm that the recent UK referendum on EU membership had made no difference to this. Council was keen to continue all twinning links such as sporting events, music and cultural exchanges *etc* and looked forward to many more years of co-operation and enjoyable meetings between our citizens. Consequently **it was resolved that:**

**FC2016/36.1** The Mayor will write to the Mayors of Waldshut-Tiengen and Blois to re-affirm the friendship that exists between the towns; and will include particular expression of sympathy for towns in France and Germany who had suffered from recent terrorist attacks and outrage at such events.

**FC2016/37** **SOCIAL DIVERSITY:**

Council considered a motion (*NOM 007/2016 – copy in minute book*) that proposed a statement condemning racism, xenophobia and hate crimes such as had been widely reported in national media following the recent European Union membership referendum.

**It was resolved that:**

**FC2016/37.1** Lewes Town Council condemns racism, xenophobia and hate crimes unequivocally. They have no place in our town. We are proud to live in a diverse and tolerant society and will not allow hate to become acceptable. We reassure all people living in the town that they are valued members of our community.

**FC2016/37.2** Lewes Town Council will support local bodies and programmes fighting and preventing racism and xenophobia. It will not hesitate to publicly condemn any such racist, xenophobic and criminal behaviour.

**FC2016/38** **UPDATE ON MATTERS IN PROGRESS**

a) *Devolution of Malling Recreation Ground and Landport Bottom:* TC advised that Newhaven Town Council (NTC) had received from the District Council moderated Heads of Terms for their land transfers, which appeared to follow the suggestions originally made by the solicitor acting for both Lewes and Newhaven Town Councils. NTC had provisionally agreed to these terms and it was understood that revised transfer documents would now be prepared. Provided that the detailed wording followed the principles expressed in this draft, the Council's solicitor had indicated that these would be acceptable. It was proposed that, once this stage was reached, LDC would be asked to lift its embargo on

dealing with Lewes Town Council and proceed to conclude the transfer of Malling recreation Ground and their share of Landport Bottom.

b) *Assembly Room & Corn Exchange roof repairs:* Scaffolding was being constructed over the Assembly room and Corn Exchange buildings, and would take some time. Once complete, the work to recover each roof would commence.

c) *Town Hall fire alarm replacement:* TC advised that the work to replace the fire alarm system was underway, and would take a further four or five weeks.

d) *Public WiFi in the Town Hall:* The system was ordered and was scheduled to be installed during the week commencing 5<sup>th</sup> September, taking three or four days.

e) *'Our Pictures' project – Heritage Lottery Fund application:* The Heritage Lottery Fund had advised the success of the Council's application for grant, although this could not be publicized until certain formalities had been completed. TC reminded members of the background to this project and sought a formal co-option of Dr Micheal Turner (who had initiated the project) to lead the work of the project. **It was resolved that:**

**FC2016/38.1** Lewes Town Council notes the success of the grant application to the Heritage Lottery Fund in connection with the 'Our Pictures' project, and approves the co-option of former Councillor and past Mayor Dr Micheal Turner to lead work on this.

**FC2016/39 NOTICE of ITEMS IN PROSPECT**

a) The next Planning Committee would take place on Tues 16<sup>th</sup> August at 7:00pm.

b) The next Member's Surgery was scheduled for Tuesday 2<sup>nd</sup> August 2016 – 10:00am – 12:00pm in the Corn Exchange.

c) The next Council meeting would take place on Thursday 25<sup>th</sup> August 2016, with a deadline for agenda items to reach TC by noon on Monday 15<sup>th</sup> August.

d) The Buildings Working Party would meet on Monday 1<sup>st</sup> August at 7.00pm.

e) Meetings to be arranged were: Homes & Workspaces W/pty; Energy efficiency W/pty; Audit Panel; Personnel Panel (re training); Dementia Awareness group; All Saints Steering Group.

f) The next deadline for grant applications: (cycle 2 of 4 2016/17) was Fri 2<sup>nd</sup> September. The Assessment Panel would meet on Wed 14<sup>th</sup> September with recommendations being considered by Council at its meeting on 29<sup>th</sup> September 2016.

g) Cllr Watts advised a further "Dementia Friends" session was scheduled for 19<sup>th</sup> September at 12:30pm in the Yarrow Room (details to be confirmed).

h) A question arose regarding the possibility of publication of the dates of meetings of all Council bodies one year in advance. TC reminded Members that the Council had deliberately chosen the current structure where "standing" bodies were set up only where unavoidable and significant elements of the Council's work was delegated to Working Parties which were designed to be created *ad hoc* with a "task-and-finish" brief. This was very successful as an operating model, but prevented advance scheduling for the year. All meeting dates *were* published once set.

i) It was suggested that when the Transport Issues Working Party next met it may be helpful to invite the District Council's technical officer responsible for the Lewes Air Quality Management Plan. This was generally welcomed.

There being no further business the Mayor closed the meeting and invited all present to join him in the Parlour for refreshments. *The meeting ended at 9:00pm*

Signed: .....

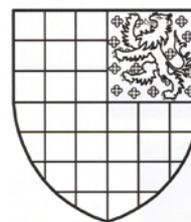
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**LEWES  
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## ***MINUTES***

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Wednesday 27<sup>th</sup> July 2016**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); Dr G Mayhew; R Murray, and R O’Keeffe

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

**CmemsWP2016/01 ELECTION OF CHAIRMAN:** Cllr Chartier was elected Chairman of the Working party for the 2016/17 municipal year

**CmemsWP2016/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Makepeace, who had a family commitment. **It was resolved that:**  
**CmemsWP2016/02.1** Reasons submitted for absence are accepted.

**CmemsWP2016/03 DECLARATIONS OF INTEREST:** There were none

**CmemsWP2016/04 QUESTIONS:** There were none

**CmemsWP2016/05 MINUTES:** Minutes of the meeting held on 28<sup>th</sup> October 2015 were received and signed as an accurate record.

**CmemsWP2016/06 BUSINESS OF THE MEETING:**

It was noted that Council had extended the Working Party’s mandate to 2019 and supported, in-principle, prospective events that had been recommended.

*Lewes Light Festival:* The Chairman welcomed Graham Festenstein and Phil Rose – organizers of the Lewes Light Festival (LLF), who gave an illustrated presentation outlining the inspiration for the Festival, analysis of the 2015 event, and plans for an extended festival for this year. The original inspiration had come from the UNESCO International Year of Light 2015, including initiatives at Chartres and Lyon in France; a world-renowned annual event at Alingsas in Sweden, and projects in Durham and London. The 2015 Lewes festival had been shortlisted for a prestigious international award.

There was an in-depth discussion and Messrs Festenstein and Rose elaborated upon some of the financial options for the project. Enormous support was already secured from within the lighting industry, such as donation/loan of equipment worth over £250,000, and expertise. Funding for some artistic elements was in place, and more was anticipated, but it was difficult to attract grants *etc* for fundamental but mundane elements such as insurance.

The Festival had a number of ancillary benefits as a practical education tool, as it addressed curricular elements of Science, Technology, Engineering, and Maths (STEM) and offered opportunities in the teaching of dramatic arts, theatre and event management *etc*. Mr Festenstein, a professional engineer, was a ‘STEM Ambassador’ and Mr Rose was Head of the Production Arts faculty at Sussex Downs College (SDC), a lecturer, and founder of Lewes Youth Theatre. SDC students had produced elements of the 2015 festival and acted as guides through the town. It was proposed that this guide element of the festival would be expanded and would result in a number of trained young people who would be knowledgeable about the history of their own town and who could pass-on such knowledge and enthusiasm. Part of a bid for Heritage Lottery Fund grant was to link to a Lewes local history project with local schools and SDC. There were

also plans for a discrete wildlife-themed installation on Landport Bottom.

As an aside; it was noted that energy consumed to present the 2015 Festival had amounted to less than that required for a single floodlit football match.

The working party agreed that it would be a very worthwhile event; helping tourism and including a training aspect helping young people. The LLF was also hoping to present a photographic exhibition in the foyer of the Town Hall. They were seeking funding from several other sources. It was agreed that Council should be asked to agree a budget of up to £5,000 from the existing earmarked Reserve fund (*balance b/fwd at 1<sup>st</sup> April 2016 £14,005*), to be spent on the 2016 LLF at the discretion of the Working Party.

*100yrs since commencement of 1<sup>st</sup> World War:* There was general discussion on:

- A proposed extension of the popular “lightbox” project featuring photographs from the Edward Reeves Archive in illuminated boxes. The organizer was designing a programme of photographs of local people who served in WW1, to be mounted in the windows of their original homes. A parallel academic scheme to catalogue the Reeve archive of glass photographic plates had not attracted Heritage Lottery Fund funding and was deferred. There was a proposal to involve young people in a coordinated torchlight procession, to culminate in a ceremony at the War Memorial.
- The effect of the war on society at home and development of universal suffrage – working men, and women, being temporarily enfranchised in 1918 and the following Womens’ Suffrage movement. This was also a time of development in the Trades Union movement.
- Lewes Old Grammar School had mounted a production of “Oh! What a Lovely War!” in the Assembly Room, and it was proposed to discuss repeat performances in 2017, perhaps coordinated with an inter-school writing competition across the town.
- The Mayor was considering the organization of a Music-hall styled event in February 2017.
- There was a brief discussion regarding the research Dr Mayhew was conducting for the Council into names on the War Memorial. It had been previously acknowledged that the “missing names” provided by the Royal British Legion would almost certainly prove to have been omitted originally for a particular reason; and lack of space, plus the recent upgrade to the heritage listing status (to 2\*) may prove an obstacle to additional names.
- There was a general re-affirmation that marking the peace was the favoured theme.

*Other matters:* It was noted that the Chapel at Priory School was originally erected as a war memorial by the former County Grammar School. Council had recently confirmed its continued support for the partnership project with the Friends of Lewes to refurbish the ‘Magic Circle’ and investigate creation of a ‘peace garden’.

**CmemsWP2016/07**

**CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:**

Council would be asked to agree the following recommendations:

That a budget of up to £5,000 is agreed, for disbursement at the discretion of the Commemorations Working Party in connection with the Lewes Light Festival 2016. This sum to be drawn from the earmarked fund identified in the council’s accounts as R7 ‘Commemorations fund’..

**CmemsWP2016/08**

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

*The meeting closed at 12:30pm*

Signed.....

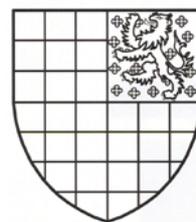
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**LEWES  
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## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Monday 1<sup>st</sup> August 2016**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs S Catlin; M Chartier; Dr G Mayhew; R Murray; S Murray; R O'Keeffe

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

### **BRepWP2016/01 ELECTION of CHAIRMAN:**

Cllr Chartier was elected as Chairman of the Working Party for the 2016/17 municipal year.

**BRepWP2016/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Lamb and Milner who both had unavoidable work commitments; and Cllr Rowell (no reason offered). **It was resolved that:**

**BRepWP2016/02.1** Reasons submitted for absence are accepted.

**BRepWP2016/03 DECLARATIONS OF INTEREST:** There were none.

**BRepWP2016/04 QUESTIONS:** There were none

### **BRepWP2016/05 REMIT of the WORKING PARTY:**

The remit of the working party, as defined by Council, was reviewed:

The original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and had been extended further to include the roof repairs to the Assembly Room and Corn Exchange.

### **BRepWP2016/06 BUSINESS OF THE MEETING:**

*Malling Community Centre:* The Chairman welcomed Brian Johnson and Mrs Liz Allsobrook representing the Malling Residents' Association; formerly the long-term tenant and currently the Council's managing agent for the Centre. The Working Party reviewed the history of the building and earlier work to prepare for the refurbishment of the Malling Community Centre (MCC). A professional structural survey had been carried-out, and current and prospective users of the Centre had been surveyed - with the results indicating the scope of the redesign that should be undertaken. Meetings with users and local residents had also discussed ideas to integrate use of the area of open space adjoining, immediately West of the building. Architects had provided some outline design ideas, and a casual inspection by a professional quantity surveyor had produced an estimate of the order of costs to be anticipated. Council had established a financial reserve (R10) which would yield £263,000 in 2016/17 and it was expected that additional funds would be available for specific elements/aspects of the refurbishment from external grants schemes and perhaps from 's106' contributions arising from the planned North Street Quarter development. The project offered an opportunity to incorporate sustainable energy conservation/generation techniques and other innovations. Mr Johnson and Mrs Allsobrook gave advice based upon first-hand experience regarding past and current usage of the centre and insights into various matters to be considered in any re-design of internal facilities.

The consulting engineers who had managed the recent Town Hall refurbishment had offered to assess the project further, having previously informally given the services of a surveyor, and Members agreed that this offer should be accepted. This

would lead to a draft design brief for approval by Council and a building contract that could be offered through tender, and would help establish a project timetable which minimized impact on current users.

*Town Hall façade and other works:* Members noted that the refurbishment works were complete and a short list of ‘snagging’ items was being addressed. The fire alarm system works were underway and would take a further three weeks.

*Assembly Room and Corn Exchange roofing:* Scaffolding was underway, and the recovering of the roof surfaces would follow once this was completed.

*All Saints Centre:* Although not specifically within the remit of the Working-party, Members considered any building-related matters affecting the All Saints Centre. There were no known issues with the building, which was in generally good repair.

**BRepWP2016/07 CONCLUSIONS:**

The Working Party asked the Town Clerk to consult with BLB Surveyors regarding the Malling Community Centre refurbishment project. The group would meet again once initial advice had been received, to move the project to the next stage. Current potential sources of grant funding would be researched.

**BRepWP2016/08** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:00pm*

Signed ..... date.....

Draft

**Agenda Item No:** 7

**Report No:** FC007/2016

**Report Title:** Crowd Safety at Lewes Bonfire event

**Report To:** Full Council

**Date:** 25<sup>th</sup> August 2016

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

**Purpose of Report:** To apprise members of a request by Lewes District Council for increased contribution to the costs of crowd safety stewarding at Lewes Bonfire celebrations.

**Recommendation(s):**

- 1 That Council sets a revised level of contribution towards the costs of safety stewarding for Lewes Bonfire celebrations.

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**Information:**

1. In October 2010, the Council considered the matter of crowd safety at Lewes Bonfire. Many improvements in crowd management had been introduced in the recent past and were considered successful, but independent surveys commissioned by Sussex Police and the Bonfire Safety Group had identified risks continuing at specific points within the town. Further measures to accommodate the outstanding areas of risk were thought to be relatively straightforward, and Lewes District Council (LDC) had proposed an addition to its existing contract with a professional event management company to provide more trained stewards to ensure public safety at specific locations. That organisation specialized in crowd marshalling services at very large events, including Brighton & Hove City *Pride* day, and had established their professional credibility with all parties to Lewes Bonfire and were considered a preferred partner.
2. Although neither Council is the principal organizer of the Bonfire celebrations, they are both statutory bodies with an interest in the events and it is considered that in the event of injury to the public a court may well impute some responsibility to mitigate any risks that could reasonably have been anticipated. The Town Council had asked to be more closely involved in Bonfire preparations and this had been welcomed. It was suggested that the Town and District Councils might act as partners to retain the services discussed. The additional services had been evaluated by the contractor at around £7,000 and it was proposed that the two councils share this cost equally. It was resolved (*FC2010/66.1*) that Lewes Town Council would contribute up to 50%, with a maximum of £3,500, toward the cost of additional marshalling.
3. Despite several refinements to the service provided, no increase has been requested by the District Council since the original value was set. Whilst LDC has absorbed extra costs over previous years they now ask that the Town Council considers an increase to its contribution as the original intention was for the two councils to share the cost.
4. The cost of the stewards has slowly increased over the years and in 2015 the cost was £12,000. As the event in 2016 falls on a Saturday, anticipated visitor numbers are in the region of 50-60 thousand. In order to provide the necessary crowd safety measures it is understood that there is likely to be an increase of £4,000 bringing the total cost to £16,000.
5. The additional cost this year is in relation to stewarding the entire length of School Hill from the Boots/Old Library Corner to the War Memorial. The 'soft barrier' rope technique will be continued as this has worked well in recent years.
6. Records show that in 2009 76 security staff were deployed. In 2015 the event fell on a Thursday (2016 is a leap-year) and 137 security staff were used. This number will increase this year, nearly doubling the number engaged originally in 2009.
7. LDC does not anticipate that the Council will be in a position to contribute half of £16,000 but will be grateful for any increase.
8. The Council's General Fund balance at 1<sup>st</sup> April 2016 was £238,703. Council has since resolved two unbudgeted items to be drawn from this balance in 2016: a sum total of £8,500.

S Brigden 12<sup>th</sup> August 2016