

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 28th February 2013**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 19th February 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 24th January 2013.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Seaford - Brighton community rail partnership

(Oral report Cllr Catlin)

b) Lewes Town Partnership

(Oral report Cllr Catlin)

c) Neighbourhood Planning launch event 16th February 2013

(Oral report Cllr S Murray)

d) Christmas events proposals

(NOM019/2012 attached page 10)

e) Grants Panel 5th February 2013

(Report FC013/2012 attached page 13)

f) Commemorations Working Party 5th February 2013

(Minutes attached page 15)

g) Pells Pool Community Association liaison 19th February 2013

(Minutes attached page 18)

h) Traffic Issues Working party 21st February 2013

(Minutes attached page 20)

i) Audit Panel 26th February 2013

(Minutes to follow)

7. MUNICIPAL CALENDAR

To note the calendar for the 2013/14 municipal year

(draft to follow)

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



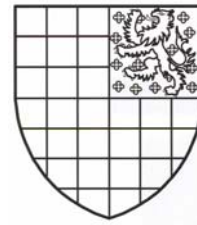
PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent.

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 24th January 2013, 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 M Chartier (*Mayor*); J Daly; A Dean; I Eiloart; M Kent; P Kingham; D Lamport; L F Li; J MacCleary; M. Milner; R Murray; S Murray; R O’Keeffe (*Deputy Mayor*); A Price and J Stockdale.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) M Larkin (*Mace Bearer*); Ms E. Martin (*C’tee Administration*); Rev P Hamilton-Manon (*Chaplain*)

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

The Rev Hamilton-Manon offered a few philosophical words, and quoted from the first constitution of the United States of America, related to the structure and qualities of representation in a society. The 24th January, he said, was the anniversary of this document, set out in 1639 and originally agreed between the representatives of three townships “for the better governance of the community”.

FC2012/109

QUESTION TIME: There were two questions:

- i) Cllr M Kent had previously notified of a question regarding the timescale for proposed refurbishment of Malling Community Centre. This was put to the Mayor and a comprehensive answer given (*A copy of the question and the answer thereto are appended to these minutes.*) and
- ii) East Sussex County Councillor R St Pierre asked a question regarding bus shelters in various places in the Town. Cllr St Pierre was advised that proposals had been considered by the Council in late 2012, and it was currently investigating the practical aspects of five sites across the town. When matters such as Highway Authority approval were dealt-with, Council could consider the question of funding.

FC2012/110

MEMBERS’ DECLARATIONS OF INTEREST:

Cllr M Chartier declared an interest *iro* item 6c (Christmas Events proposals) as he is a Trustee of the Sussex Archaeological Society.

FC2012/111

APOLOGIES FOR ABSENCE:

Apologies were received from Cllr S Catlin (Wischhusen) who was on holiday, Cllr R Rudkin who had a study commitment and Cllr Dr M Turner who was unwell.

FC2012/112

MAYOR’S ANNOUNCEMENTS:

- a) A Holocaust Memorial Day event would be held on Sunday 27th January 2013 at the All Saints Centre. There would be a screening of the film *Life is Beautiful*; a candle lighting ceremony, and readings. Tickets were available from Mrs Garth.
- b) A reception for St Anne’s Church would be held on Monday 28th January at 7pm in the Council Chamber.
- c) Members were reminded of the Civic Awards and that the closing date was extended to 31st January 2013.
- d) The manager of the Runaway Café on Lewes Station had asked that her thanks to Councillors for their support in the campaign to renew the cafe lease be recorded.
- e) Members were asked to give some thought to whether or not they may wish to

Continues...

travel to Blois for the official ceremony and festivities between 21st and 23rd June 2013, celebrating the 50th anniversary of town Twinning. If Members did wish to attend they should let TC or Fiona know, if possible, in the next week; before the next meeting of the Commemorations Working Party, which would discuss practical arrangements.

f) The next scheduled Members “drop-in” surgery would be on 2nd February from 10am to 12pm in the Council Chamber. Cllrs S Murray and R O’Keeffe volunteered to attend.

g) Members were reminded that the Town Council had promoted the inclusion of the town in the proposed Brighton and Lewes Downs Biosphere Reserve Project. The proposed area now included Lewes, Newhaven, Peacehaven and Telscombe Cliffs and the project was poised to launch with a broad public consultation programme on Monday 28th January. This was designed to gain as much support as possible for a bid to UNESCO in September for Biosphere Status. Details were available at www.biospherehere.org.uk and everyone was encouraged to respond.

FC2012/113

MINUTES:

There was some contention over references to a debate regarding the Finance Working Party meeting of 26th November 2012; the minutes of which had been submitted to Council on 13th December 2012. These had generated a robust discussion in Council, which was reported in the minutes of that Council meeting. TC held that the report was accurate, and that proposals being put forward for amendment were related to *content*, which should not be debated unless a case could be made for omission; factual inaccuracy; distortion or ambiguity. The matter was put to a vote and **it was resolved that:**

FC2012/113.1. The minutes of the Council meeting held on 13th December 2012 were received and signed as an accurate record with minor amendments to FC2012/100.3 and FC2012/105. *(A record was requested of the vote on this item, which is appended to these minutes)*

A debate followed on the issue of the minutes of the Finance Working Party meeting of 26th November. Council had agreed to consider a transcript of the audio recording of the Working Party meeting, which had been distributed to all Members and was scheduled later on the evening’s agenda. Despite the availability of this text, some Members remained unsatisfied with the record, and a proposal was put forward that the transcript be appended to the published minutes for the Working Party, allowing all readers to follow the issues for themselves. This matter also was put to a vote and **it was resolved that:**

FC2012/113.2. The written transcript of the Finance Working Party held on 26th November 2012 shall be appended to the published minutes for the Finance Working Party meeting of 26th November 2012. *(A record was requested of the vote on this item, which is appended to these minutes).*

FC2012/114

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] *Uckfield Line Rail Extension Group:* Cllr M Kent reported that letters had been written by the interested parishes to the government’s Department for Transport (DfT) regarding land on the site of the old Uckfield Railway Station. The DfT had replied that the parcel of land would be tendered at market value and was not directly-transferrable.

Cllr Kent also reported that group members had been asked to consider 10 aims for

the Parishes Committee and report back to their next meeting in March 2013.

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

FC2012/114.1. The report be noted.

b] *Planning Committee 8th January 2012:* Cllr S Murray reported that an open day was to be held on February 16th 2013 at the Town Hall, to launch the Neighbourhood Plan programme and identify the level of public engagement. She explained that Planning Committee members had attended various seminars in the past year to gather information and advice on best practice, preparing for this step having recognized that “front-runner” Councils’ pilot projects across the country had refined the framework and identified potential pitfalls. At the open day there would be presentations on the hour every hour from 10am – 4pm by officers from the South Downs National Park Authority and opportunities for members of the public to ask questions. Promotion of the event would be widespread, and Cllr Murray would report-back to Council on behalf of the Planning Committee in due course. It was noted that further events may be necessary, and could be held at different times such as an afternoon or evening.

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

FC/2012/114.2 The report be noted.

The meeting was briefly adjourned for Councillors to pose for group photographs to promote this event, each holding large letters comprising the words “NEIGHBOURHOOD PLAN”

c] *Christmas Events Proposals:* Cllrs Dean and Price reported that the Sussex Archaeological Society (SAS) would provide the site for a proposed ice-rink in the Gun Garden. The Society would engage the contractor providing the rink, and sell tickets. The rink could be in place from 5th December (Late Night Shopping Event) for four days, and the contractor would supply the ice rink, boots and other equipment, trained staff and public liability insurance.

The cost of this was estimated at £6,240 and for the 2013 event the Town Council would be asked to underwrite the scheme and provide initial funding for the hire, being a required deposit of 10% of the cost initially, a further 50% in October and the remaining 40% seven days prior to the event.. Any losses would be borne by the Council, and any profits shared equally between the Council and SAS. It was hoped that the Society would continue in future years if the project was successful.

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

FC/2012/114.3 A written proposal for Lewes Town Council’s involvement in securing an ice-skating rink for the town in December 2013 be submitted to the next Council meeting following a meeting with the Chamber of Commerce.

d] *Questions iro Minutes of Finance W/Party 26th November 2012:*

This matter had been effectively dealt-with earlier in the meeting (see minute FC2012/113.2. above)

FC2012/115

COUNCILLOR DROP IN SURGERIES: Members considered a proposal (NOM 017/2012, copy in minute book) that Lewes Town Council would hold Councillor “drop-in” surgeries regularly at the same time and place each month, being 10am – 2pm, on the first Saturday of the month, excepting unusual circumstances, and invite third-party organizations to attend who may offer additional interest for the public. Cllr O’Keeffe undertook to arrange these “guests”. Members introduced some practical considerations related to room availability and cost, and it was noted that the arrangements proposed were effectively what already happened, albeit without the predetermination of exact times and rooms. The first Saturday of each month was identified as a Surgery day in the annually-reviewed municipal calendar.

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

FC2012/115.1 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.

FC2012/116

COUNCIL TAX PRECEPT: Members considered a proposal (*NOM(S) 18/2012, copy in minute book*) that:

At the previous Council meeting (13th December 2012) Members had agreed a reduction in an element of the proposed budget, in the hope that council tax payers would see a small reduction in their council tax bills. On 7th January, however, the Cabinet of Lewes District Council had agreed a scheme for redistribution of government support grant which meant that this reduction would not be passed to tax payers, but would be retained by the District Council. This meant that a saving intended to benefit Lewes Town tax payers would instead be spread across the District. Consequently; a Special Notice of Motion (as defined in Standing Order 11a) asked Council to urgently review its decision

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

FC2012/116.1 Lewes Town Council Resolutions FC2012/100.2 and FC2012/100.4 of 13th December 2012 are hereby revoked.

FC2012/116.2 Lewes Town Council's Council Tax budget requirement for 2013/14 be set at £782,000. (*Actual precept to be adjusted by District Council grant – value to be confirmed*)

FC2012/116.3 Service budgets and contributions to reserves for the 2013/14 year, as recommended by the Finance Working Party of 26th November 2012 (*copy in minute book*), are approved.

FC2012/117

PHYSICAL ACTIVITY FRAMEWORK: Members considered the Wave Leisure Physical Activity Framework. This covered the major towns within Lewes District, and had been compiled with the assistance of a financial grant from the Council. The purpose of the framework was to enhance communication, consistency and unity between local organisations and facilitate a coordinated approach to provision of local action plans for the communities covered.

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

FC2012/117.1 Lewes Town Council acknowledges and welcomes the Wave Leisure Physical Activity Framework (*copy in minute book*).

FC2012/118

UPDATE ON MATTERS IN PROGRESS:

a) *Paddock Road Wall:* Sections of this wall were still in need of repair. During the next financial year quotes would be obtained for this work, which was far less extensive than that already completed.

b) *Malling Community Centre:* East Sussex County Council had agreed the Lease and this was ready for sealing. All signatures had now been obtained to a deed surrendering the Malling Community Association's lease of the building, and details of the proposed management agreement (which would replace it) were agreed. Building work was in progress at the former Bridge View Social Club, under a formal licence pending conclusion of the lease formalities. This was planned as a twelve week building programme. A meeting of the Council's own Malling Community Association liaison group was to be arranged shortly, and planning would then begin in earnest for the refurbishment of the rest of the Community Centre. A question was asked regarding the effects on the Council's finances of the changes to management arrangements. Members were reminded that this had been previously discussed, and that the Community Association were willingly entering into the proposed agreements. They would receive a fixed sum (£5,000 had been agreed) to cover daily caretaking and cleaning, and a 10% share of income from room hire fees. The balance of income from hire of the facilities would remain with the Council.

c) *Church Lane pedestrian crossings:* The crossing designs had been refined following consultation with statutory bodies. The design chosen would lead to one on-street

parking space being lost close to Malling School. Installation of the crossing would hopefully take place in a school holiday period – spring half-term or early summer.

d) *Computer network installation in Town Council Offices:* This was planned to take place during the week commencing 4th March with the new telephone system installation to follow shortly afterward.

e) *Youth Sports Award:* To date only two nominations had been received, despite reminders and an extension of the deadline. The uptake was disappointing; and surprising given the Olympic legacy and the success of the Award event in January 2012, but the Mayor would present certificates and awards as usual.

FC2012/119

NOTICE of ITEMS IN PROSPECT:

a) A meeting of the Pells Pool Community Association Liaison Working Party would be held on Tuesday 29th January at 11.00am in the Yarrow Room.

b) A meeting of the Commemorations Working Party would be held on 5th February at 3pm in the Yarrow Room.

c) The next Planning Committee would be on Tuesday 29th January, and would receive a pre-application presentation from developers of the former Magistrates' Court building.

d) A public open day regarding Neighbourhood Planning would be held on Saturday 16th February from 10am – 4pm

e) The next Council Meeting was scheduled for Thursday 28th February at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 18th February.

f) Audit Panel, Traffic Working Party, Civic Awards Panel, Malling Community Association liaison, Bus Station Stakeholders and Public Participatory Budget meetings were to be arranged.

g) Newsletters had been distributed. Next copy deadline would be Friday February 15th for March Newsletter.

h) Grants Panel was scheduled for Wednesday 6th February. Members of the panel were asked if this could be brought forward to either the 4th or 5th February. This was agreed, and TC would confirm the new date shortly.

i) Lewes District Council's Ground Maintenance Contract would be re-tendered to follow expiry in 2014, and the process was to begin shortly. Council had been asked if it wished its grounds to be included again, and TC advocated that this was the most practical suggestion as things stood at the moment, bearing in mind the possibility of devolution of some assets by the District Council in the coming year. This was **agreed.**

j) A general training/update day for Councillors was to be offered on Saturday 23rd February, between 9:00am and 4:00pm at The Reigate Manor Hotel, arranged by the Sussex and Surrey Associations of Local Councils. This could benefit Members who had not attended the bespoke training day held at the Town Hall last February, or anyone who sought a "refresher", and TC asked that anyone interested should let him know.

FC2012/120

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

The meeting ended at 9:25pm

Signed:

Date:



QUESTION RECEIVED:

Received from Cllr M Kent on 22nd January 2013

What date does Lewes Town Council intend to start the physical refurbishment works of Malling Community Centre (not including the proposed ESCC Child Care Centre)?

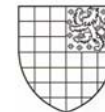
ANSWER:

This will be reported more fully later at this meeting, as an update on matters in progress: Negotiations with East Sussex County Council (ESCC) and the Malling Community Association (MCA) were concluded only in very recent days, and there remain some formalities to address. The Council's MCA liaison group and the MCA will meet again shortly to review the current position, and refine proposals for a refurbishment project that will then be brought to Council in due course. It is anticipated that the project will be commenced later in 2013, although it is not possible to define specific dates at this time, and Council will be asked to determine this in the course of debate.

VOTING RECORD SHEET

MEETING of: Council

date: Thursday 24th January 2013



**LEWES
TOWN
COUNCIL**

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

Agenda item	MOTION or AMENDMENT VOTED UPON	Ind	LD	Ind	LD	LD	Ind	LD	LD	LD	LD	LD	Green	Green	Ind	Green	Ind	LD	LD	No. FOR	No. AGAINST	Carried ? Y/N	
		CATLIN (Wischhusen)	CHARTIER	DALY	DEAN	EILOART	KENT	KINGHAM	LAMPORT	LI	MacCLEARY	MILNER	MURRAY R	MURRAY S	O'KEEFE	PRICE	RUDKIN	STOCKDALE	TURNER				
5	Minutes of Council 13 th December 2012 – Confirm as accurate record of the meeting?	NP	✓	A	✘	✘	A	✓	A	A	✘	✓	✓	✓	✓	✓	NP	✘	NP	7	4	Y	
	Proposal to append transcript of Finance W/pty meeting 26 th Nov 2012 to published minutes of that meeting.	NP	✓	✘	✓	✓	✓	✓	✓	✓	✓	✘	✓	✓	✓	✓	NP	✓	NP	13	2	Y	

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 28th February 2013

NOM 019/2012 – received from **Cllr A Dean** on 18th February 2013, in the following terms

It is proposed that:

In support of Lewes Chamber of Commerce’s Late Night Shopping Christmas promotion, and subject to the agreement of the Chamber, Council resolves

1. to underwrite and fund the hiring by Sussex Archaeological Society of an artificial ice rink in the Gun Garden 5-8 December 2013 as set out in the attached proposal
2. to sponsor Patina to arrange a children’s lantern procession through the Town on the evening of 5 December at an inclusive cost of £875

and to charge all such costs to the General Fund.

Supporting Information from Councillor Dean

Proposal for ice rink

The deal: the hirer, Leisure Matters, will hire equipment to Sussex Archaeological Society (SAS) who are VAT registered. The Lewes Town Council will be asked to provide SAS with the cash required for the hirer’s deposit as a short term loan and underwrite the project where LTC will bear any loss.

SAS will contribute the Gun Garden to be used as a skating rink with the hut as a changing room. They will sell tickets through the till in their shop. SAS will produce a profit and loss account at the end of the project. They will then refund the loan and either pay the Council 50% of the profit or invoice the Council for the loss.

What’s supplied: the Ice Rink uses artificial ice which does not require freezing. It is supplied with 70 pairs of boots, lights and music. It will operate for 8 hours a day and the hirer will supply 3 staff. He has also suggested that if the Town can provide volunteers, he will train them and reduce his staffing charge accordingly. This has not been taken into consideration in the proposed budget

Dates and times: SAS will hire the rink for 4 days from Thursday 5 December (Late Shopping Night) to Sunday 8 December inclusive. The operating time will be 2pm to 10pm for the first three days and 10am to 6pm on final day (Sunday) to allow time for dismantling the equipment.

Operation: the budget is calculated on the basis of the *theoretical maximum usage* as advised by the hirer. The sessions are continuous: the next group of skaters are booted up and ready to go on when the change time comes. The hirer says that an average 50% usage can be anticipated allowing for busy and less busy times and unexpected stoppage. He also says that poor weather conditions don’t put people off using the rink.

Operating days	4	
Operating hours	8	2-10pm
Sessions	15 mins	32 per day
Max skaters	25	
Rate	£5 (£4.17 ex-VAT) per session	

Profit (Loss): gross profit exc VAT based on average usage is projected at

50%	£1,367
40%	£0
30%	-£1,300

Hirer's deposit: This is to be paid by SAS funded by a loan from the Council. The total amount represents the total hire fee/ When paid the deposit is non-refundable, but the booking can be cancelled at any stage without further penalty other than the loss of the deposit paid to date.

now			10%	624
Oct			50%	3120
7 days before			40%	2496
				6240

Calculation

Income		units	multiplier	per day	event	inc VAT
Theoretical maximum						20%
	minutes	8	60	480		
	sessions	15		32		
	skaters	25		800		
Income per day		4.17		3333		
No of days	whole event	4			13333	
Budgetted income	av %age	50%			6667	8000
Costs						
hire, insurance, boots, staff, lights, music	per day			1300		
Budgetted costs	whole event				5200	6240
Promotion: PR, posters					100	100
Total costs					5300	6360
Net profit (loss)					1367	

Comment

Before a commitment is made, at least one Lewes Town Councillor (preferably accompanied by a skater) will visit an installation of the equipment and verify its fitness for purpose.

The Lantern Parade

Patina have agreed and are very enthusiastic about the possibility of providing	
2 workshops @ £150.00 ea.	£300
2 members of Patina to co-ordinate on the day @ £150.00 ea	£300
Materials	£275
Total	£875

Patina, which is an organization made up of teachers and parents in the arts have been successfully organizing workshops and the annual, 'Moving on Parade' for schoolchildren for some years now and the Town Council as well as other businesses and organisations within the town already support the wonderful work that they do. They use the same technology and materials for the summer parade that would be used for the Lantern Parade.

They are most enthusiastic about the possibility of organizing a lantern parade for Christmas and have also been considering this for some time. The model for this event in Ambleside includes a competition for businesses in the high street to light their windows with one original handmade

lantern and prizes for the best childrens lantern and the best lantern from a business are presented at the end of the evening.

Subject to the approval of the Council and the Chamber of Commerce I would like the Town Council to consider funding the first lantern parade and prizes for the best lantern in its first year.

These events would be encouraged and supported by the Town Council in the spirit of goodwill toward both the businessmen and women of Lewes and the people who live here, in recognition of the challenges that the current financial crisis has presented this community with.

These events would be realised with the help and collaboration of Lewes Chamber of Commerce, Sussex Archeological Society and Patina, to add to the celebrations for Christmas in Lewes Town

Cllr A Dean

18th February 2013

Agenda Item No: 6 e)

Report No: FC013/2012

Report Title: Grants panel recommendations – 5th February 2013

Report To: Full Council

Date: 28th February 2013

Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 5th February 2013 (the *fourth* cycle of four for 2012/13)

Recommendation(s):

- 1 That the grant payments recommended in this report (as shown in column **E** of the appended table) be approved, with the sum of £577 in excess of the agreed grants budget paid from the general fund.

Information:

1 The Grants Panel met on 5th February 2013. 15 applications were considered, with requests for support totalling £11,611.

2 Members attending were: Cllrs Daly; Murray (S); Kingham; and Dr Turner. No message was received from Cllr Dean.

3 Using the system previously approved by Council, each panellist evaluated applications on their merits in five categories:

- 1 Closeness of match to Lewes Town Council's grant scheme policy
- 2 Overall "robustness" of the proposal – general likelihood of success/sustainability
- 3 Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- 4 Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- 5 A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and the "fit" with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column E, below.**

Salient points, noted/highlighted by panellists during their deliberation and influencing their final recommendations, fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC's scheme policy.
- ⊕ Sum recommended is considered to be appropriate/proportionate parish contribution.

5 **NB** - The recommendations exceed the remaining balance available from the notional grant budget by £577. It is nonetheless considered that these projects have sufficient merit to be supported, and Council is asked to supplement the grant budget from the general fund balance (£426,883 b/fwd at March 2012) for these.

S Brigden

6th February 2013

FINANCIAL GRANTS PANEL – 5th February 2013

Cycle 4 - 2012/13

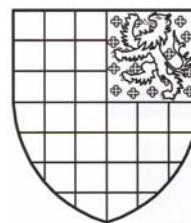
A	B	C	D	E	F
line	Item	ORGANIZATION	£REQ'd	£RECC'd	Purpose of Grant/panellists' comments
1	1	Lewes FC Community & Education Scheme	670	360	Contribution to costs of staffing after-school training sessions <i>Comment: apply to specific elements only</i>
2	2	Lewes Sports Club	232	0	Contribution to cost of installing speed-control “hump” on access road to clubhouse <i>Comment: not appropriate to LTC scheme</i>
3	3	Landport Residents Assc. (Landport Food Bank)	500	500	Registration fee and purchase of refrigerator <i>Comment: none</i>
4	4	Circle of Life Rediscovery	1,000	250	Contribution to costs of schools “woodland days”, camps, outdoor learning sessions <i>Comment: proportionate to LTC scheme</i>
5	5	VITALISE	182	0	Cost of respite care breaks for disabled people <i>Comment: insufficient detail of local benefit</i>
6	6	East Sussex Community Choir	2,000	600	Contribution to costs of performance <i>Comment: proportionate to LTC scheme</i>
7	7	DeMontfort Food Bank (DeM't Improv't Grp)	1,450	500	Costs of food and purchase of refrigerator/freezer <i>Comment: proportionate to LTC scheme</i>
8	8	Lewes Priory Cricket Club (Junior Section)	1,035	500	Contribution to costs of running Youth introductory/training sessions <i>Comment: proportionate to LTC scheme</i>
9	9	Lewes Concert Orchestra	800	800	Contribution to costs of performance <i>Comment: none</i>
10	10	Baxter's Field Company	2,000	1,000	Contribution to costs of access modifications for disabled people. <i>Comment: proportionate to LTC scheme</i>
11	11	Lewes Chamber Music Festival	2,000	500	Contribution to costs of performance <i>Comment: proportionate to LTC scheme</i>
12	12	Lewes & District YMCA	1,995	500	Contribution to costs of equipment purchase to establish a Friday night Youth Club <i>Comment: proportionate to LTC scheme</i>
13	13	Friends of Anne of Cleves House	1,000	0	Contribution to costs of disabled access improvements. <i>Comment: seen as owner's responsibility</i>
14	14	Southdown Tennis Twinning Group	2,000	500	Contribution to costs of “three nations” Twinning weekend tournament <i>Comment: proportionate to LTC scheme</i>
15	15	INTREPID THEATRE	1,800	500	Costs of design/print/purchase promotional equipment, and cost of book-keeper <i>Comment: apply to equipment purchase only</i>
16		TOTALS	18,664	6,510	
17		Minor Grants Budget	£35,000		
18		Cycle 1 total grants awarded		£10,837	
19		Cycle 2 total grants awarded		£10,000	
20		Cycle 3 total grants awarded		£8,230	
21		Cycle 4 – February 2013 recommended		£6,510	
22		Total paid/recommended 2012/13		£5,577	
23		Balance 2012/13		-£577	To be drawn from general fund
24		<i>*Forward commitments</i>		£667	Year 2 of 3 – Autism Support – agreed cycle 4 2011/12

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Tuesday 5th February 2013**, in the **Yarrow Room, Town Hall, Lewes** at **3:00pm**.

PRESENT Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); R O’Keeffe; Dr M Turner

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*).

Also present: Mrs Jackie Price (*Chairman, Lewes Twinning Association*)

CmemsWP2012/17 APOLOGIES FOR ABSENCE: Apologies were received from Cllr R Murray, who had a teaching commitment.

CmemsWP2012/18 DECLARATIONS OF INTEREST: There were none.

CmemsWP2012/19 QUESTIONS: There were none. (No members of the public present.)

CmemsWP2012/20 MINUTES:

The minutes of the meeting held on 30th July 2012 were received and signed as an accurate record.

CmemsWP2012/21 REMIT of the WORKING PARTY:

Members noted the remit of the Working party, as set by Council:

(Council resolution Minute FC/2011/94.5 of 15th December 2011 refers) A Commemorations Working Party be set up to look, in the first instance, at ways of celebrating significant events in 2012, with the possibility of continuing the remit through 2013 and 2014; to be reviewed annually.

EXTENSION TO REMIT:

Minute extracts: Lewes Town Council meeting 30th August 2012:

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

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

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

CmemsWP2012/22 BUSINESS OF THE MEETING:

1 Celebration of town Twinning anniversary:

The proposed anniversary celebrations in Blois in May to commemorate the 50th and 40th years of tripartite twinning between Lewes; Blois and Waldshut-Tiengen (W-T) had changed since the last report. At the tripartite Twinning Association summit meeting in Blois in October it had been announced that the French administration could only accommodate a civic event between Friday 21st and Sunday 23rd June 2013, and they had prepared a schedule of events accordingly. Other events, such as school exchanges and sports fixtures, would take place

throughout the year but this weekend was to be the occasion of the symbolic re-signing of the Twinning charters. In answer to a question, it was noted that it was, regrettably, not possible to revert to the original date for Mayor-making, as the Assembly Room had since been let to Lewes Old Grammar School for examinations.

Mrs Price had attended a subsequent meeting of the Twinning Associations a few days earlier and reported that planning was going ahead on that basis, with both Lewes and W-T contingents rearranging their plans as best they could. The Lewes Twinning Association had provisionally booked two large coaches and would travel to France on Thursday 20th June, returning on Monday 24th. They anticipated some spare capacity, and offered places at £120 each if the dates suited the Council. As this involved more days than originally anticipated, when a return on the Sunday had been envisaged, estimates for hire of a seventeen-seat minibus had been obtained, and this would cost £705 (nett). Crossing the Channel via the Eurotunnel shuttle was £102 (nett) inclusive for the vehicle and passengers. Recent experience suggested that fuel should cost a maximum of £180 (nett). These values gave a cost per head for travel of around £60. Hotel accommodation in Blois was currently available, but booking early was advised. The Holiday Inn would cost £234 per double room for the three nights.

Members considered these costs and alternatives such as rail travel (£95pp if booked 13 weeks in advance) and agreed that the first choice, if supported by sufficient numbers in the party, would be to travel in a hired minibus (TC volunteered to drive) outbound on Thursday 20th June, and returning on Sunday 23rd. They would recommend that Council Members and staff should be funded for travel and accommodation, with a charge levied for partners based upon the travel cost and any additional room charges. Actual costs could be refined when numbers were known.

Members also agreed to recommend that costs of travel and accommodation be covered for the five members of the “Ouse Valley Three” – the talented young musicians who had been such a success in Waldshut-Tiengen in November 2012, when they represented Lewes alongside other local figures such as Miles Jenner, of Harvey’s as part of the “WT-Pur” audio visual festival. This was particularly relevant as the celebrations coincide with Blois’ annual music festival weekend, and their performance was greatly anticipated. Also; the W-T officers responsible for the WT-Pur project intended to bring a modified version to Lewes later in the year and to invite participation in a similar project by the Blois administration.

2 Battle of Lewes 750th anniversary:

Cllr Chartier reminded colleagues of his role with the town’s Battle of Lewes Action Group (BLAG) and the work of the group in preparing for the celebrations. There was an extensive list of projects and work was progressing well on many of them, such as a commemorative tapestry. A bid to the Heritage Lottery fund was also being prepared. Council had agreed the earlier suggestion for the commissioning of a piece of music, as a focal-point for celebrations and as a lasting legacy for the town, and a meeting had been arranged with the composer to refine this idea. Members briefly discussed the application of this, such as a concert to introduce the piece followed by inclusion at other musical events. It was suggested that opportunities to link with Lewes, Delaware (USA), could be explored; one idea was for a “simultaneous” concert performance on both sides of the Atlantic.

3 Other matters:

Members were most interested to learn of the great appreciation expressed by audiences inspired by the Lewes element of the “WT-Pur” audio visual festival in Waldshut-Tiengen last November. The producer had visited Lewes three times

during 2012, accompanying the civic visitors to Bonfire on one occasion, and had compiled an innovative and favourable presentation of the town as seen through the eyes of a local teenager and other local individuals, and with additional items by Miles Jenner and young musicians, the Ouse Valley Three. Mr Jenner, the musicians, and the young commentator had travelled to Germany and appeared on stage during the presentations and had been enthusiastically received. Mr Jenner had established friendly links between the breweries in the towns, and the musical performances by the Ouse Valley Three had been the highlight of the event for many people. Colleagues in the W-T administration had commissioned a modified version of the film, adjusted for language and context, and were keen to present it in Lewes later in 2013 (probably October) before extending the principle to Blois. This would involve some expense for travel, accommodation and presentation, and Members agreed to recommend that the Town Council agrees a contribution of up to £1,500 to assist in this most interesting project.

Cllr O’Keeffe reported that the project to create a book of photographs, with one from each of the 60 years of the Queen’s reign, which she had been coordinating for publication around the end of the Jubilee year, had been abandoned due to lack of suitable material.

CmemsWP2012/23 RECOMMENDATIONS TO COUNCIL:

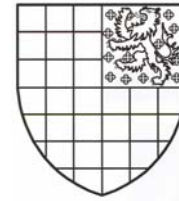
It was agreed to recommend participation in the Twinning celebrations, and a contribution towards the “WT-Pur/Lewes” cultural project, in the manner described above.

CmemsWP2012/24 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 4:25pm

Signed.....

Date



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MINUTES

of the meeting of the **Working Party** formed to **liaise with the Pells Pool Community Association (PPCA)** on **Tuesday 19th February 2013**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs R Murray (*Chairman for this meeting*) and (*not appointed to the working party*) Cllrs Catlin and O'Keeffe

Representing PPCA: C Ryle (*PPCA Chairman*); P Ransley (*pool manager*); Mrs W Stonestreet; Ms Deborah Harris; Ms H Chaffey (*Treasurer*)

Attending: S Brigden, *Town Clerk (TC)*

PPCAWP2012/08 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Milner (work commitment), and Dr M Turner, who was unwell.

PPCAWP2012/09 DECLARATIONS OF INTEREST: There were none.

PPCAWP2012/10 ELECTION OF CHAIRMAN: Cllr Murray was elected as Chairman for the meeting, in the absence of Cllr Dr Turner.

PPCAWP2012/11 QUESTIONS: There were none

PPCAWP2012/12 BUSINESS OF THE MEETING:

1 This meeting had been arranged to continue the work of the group and discuss matters of mutual interest.

2 The Council had approved, in December, the prioritization of the next steps in the pool's refurbishment as described in the minutes of the previous meeting. Subsequently, TC had met with representatives of OVESCO and a helpful discussion had taken place regarding the three organizations' respective positions and plans for the site. Given the present situation, where significant building proposals remained to be clarified, both "in-house" and recognizing the prospect of nearby North Street Quarter plans (with attendant flood-defence structures), OVESCO were happy to wait until later in the year to assess the feasibility of a photovoltaic panel installation in the North-West corner of the site.

3 PPCA had drafted a briefing note on their ideas for development of the kiosk building, and had approached local architects informally to assess likely interest and costs. Some useful comments had been received, and provisional estimates suggested that the project could cost £70,000 – 80,000 (considered by one practice as a "relatively low" budget). It was agreed that the Working Party should meet again in the near future, when the collected ideas could be assessed and a proposal drafted for Council to consider. It was noted that the Council, as Trustee of the land, would be the body leading any tendering process, and that this would necessarily be formal and take some time. TC would identify any legal constraints or other factors and seek expeditious solutions. Work would continue with a view to presenting at the Council meeting scheduled for 4th April.

4 PPCA had met with representatives of the local advisors regarding Sport England's "Inspire" fund, in respect of the paddling pool and changing facility proposals. This avenue held some promise, and further discussions would be sought shortly. The next cycle of funding would open on 4th March 2013 and close for applications on 29th April, which offered scope for an early application (subject

Continues.....

to Council approval) as plans were well-developed.

5 A question was raised regarding pedestrian access in the North-West corner of the recreation ground, and the possibility of installing another gate similar to the existing play area safety gate. This was relatively inexpensive, and as a fence repair costing a similar amount was required in any event, it was agreed that a gate should be installed.

6 A further meeting would be arranged in the next three – four weeks.

PPCAWP2012/13 CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:

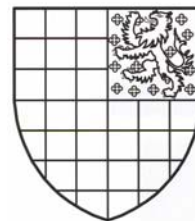
No recommendations at this time.

PPCAWP2012/14 The Chairman thanked everyone for their attendance and contribution, and declared the meeting closed.

The meeting closed at 12:05pm

Signed:

Date:



MINUTES

of the meeting of the **Working Party** formed to address traffic-related issues in Lewes held on **Thursday 21st February 2013**, in the **Yarrow Room, Town Hall**, Lewes at **6:30pm**.

PRESENT Cllrs S Catlin (Wischhusen); L F Li; M Milner (*Chairman*); S Murray; R O’Keeffe. Also present (*not nominated to serve on Working party*): Cllrs D Lamport and R Murray

In attendance: S Brigden (*Town Clerk [TC]*); Mr M Wood and Ms A Soudain (*Chris Blandford Associates – Consultants*)

TIWP2012/09 APOLOGIES FOR ABSENCE: There were none. No message had been received from Cllr A Dean.

TIWP2012/10 DECLARATIONS OF INTEREST: There were none

TIWP2012/11 MINUTES: The minutes of the meeting on 16th August 2012 were signed as an accurate record.

TIWP2012/12 PUBLIC QUESTIONS: There were none. (No public or press were present)

TIWP2012/13 BUSINESS OF THE MEETING:

i) Presentation – Lewes District Public Realm Framework - The Chairman introduced Mike Wood and Adrienne Soudain, from the Environment, Planning, and Landscape Consultancy; Chris Blandford Associates (CBA). Mr Wood explained that CBA had been retained jointly by Lewes District and East Sussex County Councils, and the South Downs National Park Authority, to prepare a Public Realm Framework for Lewes District. He went on to describe how this would “identify high-level strategic issues, with a particular emphasis on the five main urban settlements within the District, and translate a series of interventions, or solutions”. This should reinforce the special characteristics of individual areas and lead to a policy framework that would inform streetscape projects and improve the integrity of planning and design decisions. Other towns would receive similar presentations shortly, and a collective workshop was planned in March, all designed to elicit and include local ideas, and confirmation (or otherwise) that the emerging content of the Framework was “on the right track”. An interesting presentation followed, during and after which Members raised a number of questions, and introduced several ideas. It was noted that many of these had, encouragingly, already been identified by CBA in their preliminary research, such as: additional pedestrian bridges over the river; better use of the river and its banks; architectural “quality” in the pedestrian precinct; recognition of the town’s industrial past/avoidance of “gentrification”. After some lively discussion, Mr Wood and Ms Soudain were thanked for their informative and clear presentation.

ii) 20mph speed limit for Lewes – East Sussex County Council (ESCC) had recently reported that public objections to the introduction of the town centre scheme had been considered by their Planning Committee and discounted. The scheme could now go ahead, and installation of signage etc was scheduled for early March, with completion anticipated before Easter.

iii) Pedestrian crossings and traffic-calming - ESCC had confirmed that the design of two crossings for Church Lane Malling, to be paid-for by the Town Council’s agreed contribution, was now confirmed; statutory consultations were complete, and installation was planned for the next suitable school holiday period, to

minimize disruption. Some discussion followed on other matters such as the traffic re-flow proposals in the area of White Hill/Mount Pleasant/Sun Street. Cllrs Milner and O’Keeffe had recently attended a site visit with ESCC officers in Southover High Street, following public requests for a formal crossing. This had identified some opportunities, and several constraints, and the highway engineers were continuing research into any practical solutions. This may be brought to a future meeting if appropriate.

iv) Lewes Bus Station – there had not yet been a “round-table” meeting with stakeholders, although this would now be progressed with the added impetus of the Public Realm Framework consultation described above, as this was seen as a gateway to the town for visitors arriving by bus.

v) Bus shelters – Research was progressing into the practical aspects of the suggested locations. It was understood that two sites would not be acceptable due to the width of footway, and precise information related to underground utility service connections was not yet confirmed on the others. The visible pavement adjacent to the County Court was understood to be only partly adopted footway. This would be investigated further.

vi) Bicycle racks – ESCC, who had recently been successful in obtaining funds for sustainable transport initiatives, had considered locations put forward and provided maps of their suggested sites. They asked whether Members would support replacement of existing “Heritage” designs at certain sites with simpler and more space-efficient modern designs. Members had no objection in-principle, but several asked that ESCC consider the “Penny-farthing” design that was already installed at some off-street locations. This was considered to be more readily-identifiable as to its purpose, and to offer some interesting sculptural aspect to the streetscape when not in use. Members’ response would be passed-on to the project officer.

vii) Revisions to Lewes District Off-street parking Order – Members noted that the consultation deadline on this had been extended to 1st March. Several Councillors had made comments, and it was agreed that the Working party would register formal comments as:

- Objection to the reduction of maximum stay at Westgate Street to two hours. This should remain at four hours. (it was suspected that the reduction was an error)
- Charges should not increase. No convincing economic case can be seen for the proposed rise, which will further damage the viability of local businesses.
- Removal of charges on Bank Holidays is welcomed.

TIWP2012/14

As there was no further business, the Chairman declared the meeting closed.

The meeting closed at 8:15pm

Signed:

Date: