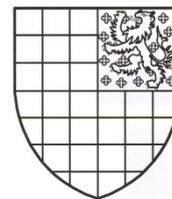


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 28th September 2017**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk
20th September 2017

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting held on 24th August 2017.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Buildings Repairs Working Party 13th September 2017*

(Minutes attached page 15)

b) *Neighbourhood Plan Steering Group 14th September 2017*

(notes attached page 17)

c) *Grants Panel 20th September 2017*

(report FC008/2017 attached page 20)

7. LOCAL BUS SERVICE SUPPORT

To consider a proposal to increase support for local bus services

(NOM007/2017 attached page 22)

8. PROVISION of BENCH SEAT

To consider provision of a bench seat for bus passengers *adj* Rail Station

(NOM008/2017 attached page 22)

9. CONCLUSION of AUDIT for YEAR ENDED 31st March 2017

To note receipt of the External Auditor's certificate and conclusion of audit.

(copies attached page 24)

10. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

(update on Annual Plan attached page 26)

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

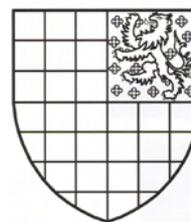
PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance.
General questions can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

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

PAGE INTENTIONALLY BLANK



PAGE INTENTIONALLY BLANK



MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 24th August 2017**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Deputy Mayor*); A Barker; R Burrows; S Catlin (*Wischhusen*); M Chartier (*Mayor*); W Elliott; Dr G Mayhew; R Murray; S Murray; R O’Keeffe; and T Rowell.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*) and Mrs E Tingley (*Committee Admin.*); also: Mr Ian Linton (*Chairman; Lewes Neighbourhood Plan Steering Group*)

Observing: Ms V McLachlan (*Finance Officer*) and Mr B Courage (*Town Ranger*)

The Council’s Chaplain, Canon Richard Moatt, offered a few words before the meeting. He related recent news articles purporting to describe “typical” and “average” people and believed that in reality no-one could actually be average. He described a council’s job as balancing the needs of individuals against wider viewpoints.

FC2017/36 QUESTIONS: There was one member of the public observing.

A written question had been received from Mr Adrian Ross in relation to future travel by Lewes Town Council staff or Councillors to Lewes’s Twin Towns. The question; together with the answer given, is appended to these minutes

FC2017/37 DECLARATIONS of INTEREST: There were none.

FC2017/38 APOLOGIES FOR ABSENCE:

Apologies had been received from Cllrs Dr A Bolt, I Makepeace and M Milner who were away on holiday; and Cllrs H Jones, J Lamb and E Watts who had work commitments.

It was resolved that:

FC2017/38.1 The reasons submitted for absence from this meeting are accepted.

FC2017/39 MAYOR’S ANNOUNCEMENTS:

a) On Sunday 10th September Town Hall tours would be held at 10.00am, 12.00noon and 2.00pm as part of the national Heritage Open Days initiative.

b) On Thursday 21st September ‘Poems for Peace’ would be held in the Council Chamber as part of the International Day of Peace, with further details to be confirmed by the organizers.

c) The Mayor had recently visited and opened the annual parish ‘Chilbi’ festival in Waldshut-Tiengen, and reported that once again the warmth of welcome and hospitality enjoyed had been “extraordinary”. He reported that our European colleagues had been dismayed by the ‘Brexit’ decision, and he had been concerned to emphasize that we had not turned our back on Europe. He reminded everyone how both our twin towns had generously contributed to fundraising following the flooding of Lewes in 2000 and 1960.

FC2017/40 MINUTES:

The minutes of the meeting held on 20th July 2017 were received and signed as an accurate record.

FC2017/41 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) **Neighbourhood Plan Steering Group (LNPSG):** Mr Ian Linton, Chairman of LNPSG, reported on the latest work of the Group. There had been 2,281 detailed responses *via* the online survey. An editing team were working through what would be needed to incorporate into the Draft Plan to produce a final version which could be submitted to the South Downs National Park Authority (SDNPA). The team were also working through the responses from statutory consultees *e.g.* SDNPA, Lewes District and East Sussex County Councils; Natural England; Historic England, Environment Agency and various other agencies. A meeting had been held with Lewes District Council when different issues had been aired; including development on redundant lock-up garage sites and certain off-street car parks. Feasibility studies were being carried out on the garage sites therefore LDC reported that they were not sure what might be possible. One of the draft LNPSG Policies was concerned with retail shop conversions to residential use. The policy was intended to prescribe what owners of such shops should do before shops could be considered for change of use. This Policy did not receive support. There had been a general welcome for the principle of Lewes Low Cost Housing as described in the Plan, although it was important to ensure that such a policy could be deliverable, and work was progressing to assess this.

It was resolved that:

FC2017/41.1 The oral report on the Lewes Neighbourhood Plan Steering Group is noted.

b) **Meeting with Compass Travel 8th August 2017:** Council considered the notes of this meeting. The meeting had welcomed Mr Chris Chatfield – Managing Director of Compass Travel, and discussed the recent tour of the routes by some Members; kindly hosted on a Compass bus by Joe Beckley, Operations Director for the company.

Notes and photos from the tour were to be collated and any problems highlighted, such as problems with awkwardly-parked cars or overhanging vegetation which restricted access, would be passed to the relevant third-party. It was agreed that the most beneficial effect on reliability of services would come from clearance of obstacles from the route.

Mr Beckley's notes following the tour were provided and stated:

“We covered the full route of the 127, both ends, Landport and Malling then on to the full 128 and the 129 covering Nevill, Winterbourne, and Spences Lane. Each area certainly did have its own unique problems.

I have made a summary below of main issues that slow up the bus service and we believe could be solved.

- Last part of Friars Walk as it becomes Lansdown Place, the parking bay extends too far and is opposite the bend in the road, this causes the bus or any large vehicle to slow down to walk pace and more often than not will have to mount the kerb to safely pass. This can be dependent on how the car is parked on the last bay and certainly our visit has revealed what looks to be an abandoned car as it has a puncture at the front plus many parking tickets placed in the windscreen! The effect of this difficulty in passing creates a queue of traffic.
- Fisher Street, despite the double yellow lines, cars still park along here (possibly on deliveries) again this creates a slowdown and a queue of traffic. More often than not towards the end of Fisher Street adjacent to a take away establishment, a car is parked part on the pavement and part on the road, this seems regular late afternoon early evening and in particular on a Saturday after 5, this is very awkward for a bus to safely pass.
- Landport Estate in general is very narrow (as always has been) but the double yellow lines we feel, do extend far enough on the roads where they are placed, *ie:* do not extend to the bends and junctions. We also wonder if kerbs/grass verges can be slimmed down to give some extra width on the road?
- Nevill Estate on the whole is passable except Firlle Crescent, again on the bends, no double yellow lines and then end of Windover Crescent turning right into Northway, this is a real issue here, as there always seems to be parked cars and a van that never seem

to move (I am sure they do at some time) the bend is tight here and even with a short bus it has no alternative but to mount the kerb or brush the kerb that eventually causes tyre wear and damage.

- Winterbourne Estate has much the same challenges, narrow roads with more parked cars now than ever before.

- Along the entire length of Southover High Street from the junction of Bell Lane/Kingston Road, we feel the speed humps are far too severe and whilst I do fully support traffic calming measures for all the obvious reasons, when travelling and driving a bus, even at the slowest of speeds, these can cause some discomfort to passengers and drivers and actually, impatient road users think you are stopping and then attempt to go around you! The other main issue here is the brick sections of road in-between the speed humps, this really does cause discomfort and shakes the vehicle that is shortening the life of components such as springs, tracking, air bags etc. Sometime ago a similar layout was on the entrance to Tesco in Lewes and this got removed for much the same reasons.

- Lewes High Street is unpredictable but consideration should be given to restricting delivery times and the size of vehicle that is allowed to enter Lewes High Street.

- Orchard Road into Spences Lane, this is where the real trouble starts, the road is just simply far too narrow for a bus and the amount of people using it. The wall on the right half way along does not help, I know this cannot be removed but surely the parking opposite should be banned, we struggled to get through as a car was parked opposite and not very well. Then further along the vegetation on the right really needs trimming right back as again, this was just about impossible to pass and the potential of knocking a mirror off or losing a window on the bus is high; very high!

- Malling Estate, Old Malling Way as you turn into this, I could not believe that cars are now parked on both sides of the road, again this really restricts the bus size that can be used, and why should it! There is suggestion that these cars are employees of the Police Headquarters. A fire engine would struggle through here, they are certainly not residents cars, and bus stops are clearly marked along the route, so it's obvious a bus comes along here. Again this needs serious consideration to extending double yellow lines.

- Junction of Spital Road/Nevill Road, the 'Keep Clear' box appears to be not in a good place, why can there not be one to prevent traffic blocking the right turn from Spital Road into Nevill Road, bizarrely, it is in the place where traffic turns left from Nevill Road into Spital Road??"

Further to the experience of the narrow road problems in Spences Lane; Members enquired if it was feasible to operate a smaller vehicle on the route, but this was not practical. Mr Chatfield pointed-out that it would be less effective on all other parts of the route, and would require purchase of additional vehicles which was simply uneconomic.

Future improvements were discussed, and Members were interested in the extension of 'real-time' information displays to a wider area. Mr Chatfield advised that this was a technology that had already been effectively superseded by mobile phone applications, which were aligned with many people's lifestyle habit and much cheaper to develop and make available. It was submitted that there were still many potential passengers who did not use Smartphones, but acknowledged that the points made by the bus operators were valid.

It was noted that government subsidies to the County Councils were inadequate and still diminishing. The majority of Compass's passengers were using bus-passes, for which the company only received 40% of the true fare.

Mr Chatfield advised that 97% of his company's work was under council contract, and its profits had reduced over several years; to the point of making a small loss in the last year. Members were interested to hear about bus service operations, and understood the difficulties of the working environment. They recognized that Compass was not a

company operated in pursuit of high profits, but rather displayed an altruistic philosophy which sought to promote bus travel as a benefit to society. This, they felt, accorded with the remit of a Parish council, and they were unanimous in supporting a recommendation that Council now releases the £5,000 balance of the grant to Compass Travel for the year. There followed a general discussion on various topics of mutual interest, and Mr Chatfield was thanked for his attendance and most helpful contribution.

it was resolved that:

FC2017/41.2 The notes of the meeting with Compass Travel held on 8th August 2017 are noted; and

FC2017/41.3 Lewes Town Council will now release the £5,000 balance of the grant to Compass Travel for the year.

c) Commemorations Working Party 9th August 2017: Council considered the Minutes of this meeting. (*copy in minute book*)

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

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

2 *Lewes Light Festival 2017* – Mr Rose had explained the development of the Lewes Light Festival in the previous two years, and described enhancements and extensions of the project for 2017. Organizers were slowly moving towards more sustainable funding, and were again anticipating significant support in-kind from within the lighting industry: loan or donation of equipment, and technical assistance. As previously, the 2017 programme would begin at the Town Hall; this year with a theme of trade; industry, and commerce as the installations followed a ‘trail’ through town accompanied by a coordinating historical storyline. Brighton University and Northbrook College undergraduates were engaged with the project, which extended the educational range even further than 2016. The event would cover the 13th, 14th and 15th of October 2017. Following the principle established in 2016, the Council was asked to consider funding for the costs of items which were essential but mundane, and unlikely to attract sponsorship, *eg* insurance premium. A sum of £6,292 was requested.

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

metres distance.

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

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

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

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

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

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

Council considered the recommendations at some length and some members expressed unhappiness at a military commemoration, such as the RSRA plaque, being sited within the Town Hall. It was remarked that the antecedents of the Regiment had formed part of an ‘Imperial army’, and this had unpalatable connotations. Others noted that such a plaque was an appropriate mark of respect for those with local connections who had

died, and this should prevail over personal views on war. A vote was called on this particular item and **it was resolved that:**

FC2017/41.4 The Minutes of the meeting of the Commemorations Working Party held on 9th August 2017 (*copy in minute book*) are noted; and Council supports the approach taken by the Working Party and its particular conclusions as described in those minutes, notably:

FC2017/41.4.1 Provision of a tablet to commemorate the Royal Sussex Regiment at a total cost of approximately £2,200, to be funded from the earmarked financial reserve for such matters (R7 'Commemorations' - 2017/18 available balance of £13,005). This subject to grant of consent for the works to the listed building.

FC2017/41.4.2 Provision of financial support to Lewes Light Festival 2017 of £5,500, and underwriting of the cost of necessary project elements up to a maximum of a further £800; the final amount to be decided following consideration of post-event accounts. These sums to be drawn from the earmarked financial reserve for such matters (R7 'Commemorations' - 2017/18 available balance of £13,005).

d) All Saints Steering Group 9th August 2017: Council considered the minutes of this meeting (*copy in minute book*).

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

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

2 *General matters:* Members had been pleased to learn that the Toy Library, which

the Council had taken-over in late 2016 when volunteer operators could no longer continue, was thriving and regularly attracted new users. Despite modest membership charges, the amount held on account for replacement toys had grown significantly since the transfer of the operation and purchases were planned in the near future.

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

It was resolved that:

FC2017/41.5 The notes of the meeting of the All Saints Steering Group held on 9th August 2017 (*copy in minute book*) are noted; and Council supports the approach taken and decisions made by the Group.

e) Citizens' Advice Bureau (CAB): Cllr R Murray, the Council's representative on the CAB, reported that there was concern regarding Universal Credit (a monthly payment for people on low income or out of work). By 2022, 7 million families would be claiming Universal Credit. The CAB would be writing to Maria Caulfield MP to seek review of this system. **It was resolved that:**

FC2017/41.6 The oral report on activity of the Lewes & Seaford Citizens' Advice Bureau is noted; and Lewes Town Council will also write to Maria Caulfield MP regarding a review of the Universal Credit System.

FC2017/41.6.1 The Council also noted the distinguished service to the Citizens' Advice Bureau of Mr Michael Bell, who was to step down as Chairman. Councillors extended their thanks to Mr Bell and sincere appreciation of the part that he has played in providing these much-needed and valued community services.

FC2017/42 TOWN CENTRE CLOSED-CIRCUIT TELEVISION (CCTV) UPDATE:

Council considered report FC006/2017 (*copy in Minute book*) advising Members of a request by Sussex Police regarding the progressive updating of the county closed-circuit television (CCTV) network.

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

The three cameras in Lewes town were sited at:

- Cliffe High Street/High Street (o/s Boots)
- Lansdown Place/Station Street
- Station Street/High Street

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

leader in its field and is the envy of many other Police areas.

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

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

The police procurement Board was recommended to extend the existing contracts to facilitate this new deal, during which time all partners must agree their position for the proposed five year term to follow. A response was requested by 1st October 2017.

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

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

It was resolved that:

FC2017/42.1 Lewes Town Council agrees the five-year contract option for the town CCTV system, as recommended in report FC006/2017 (*copy in minute book*).

FC2017/43

CLOCK TOWER – Town Clock:

Council considered report FC007/2017 (*copy in minute book*) advising Members of a request by the Parochial Church Council (PCC) regarding repairs urgently required to the clock tower of St Michael's Church, and the position regarding shared responsibility.

Brief History: The original Town Clock had been housed in the 'Round Tower' of St Michael in Lewes, and had already been there for many years by 1878, when a programme of extensive improvement and renewal work at St Michael's was begun by a committee of public subscribers. Cottages on the site were demolished and the present clock tower and Church House built in their place. In 1881 the clock was placed on a new tower, and although Church House, including ownership of the tower, was

presented to the Church, the clock and associated fittings were all given to the Borough Council, to mark its inauguration. At first the chimes of the old clock were used in the new one, but the five bells were re-cast in 1888, at the expense of the Mayor, Alderman Joseph Farncombe, in 1887 as “a small personal tribute to commemorate the Jubilee of Her Majesty Queen Victoria”. The clock was modernized in 1958 when a new electric drive replaced the hand-wound mechanism.

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

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

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

The tender allowed two options: one dealing with immediate works and temporarily ‘propping’ the upper floors, ladders and belfry roof, leaving the possibility of re-roofing the belfry at a later date. The other, dealing with all works as a single operation and leaving the tower with no other work required for a considerable number of years. The work could therefore be done in two stages although, as significant elements would be duplicated and the delay would be relatively short before re-roofing became urgently needed, this was not recommended as a practical choice. Based upon an assessment of the proportional benefit to the two responsible parties (church and Council) a contribution was requested from the Council, as:

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

The apportionment was considered reasonable, and was consistent with earlier proportional contributions. It was recommended that Council agree to option b), and noted that the comprehensive works that were represented by the preferred option would leave the tower, in all likelihood, needing no further work for many years. Nonetheless it was acknowledged that; while the licence/tenancy proposal of 1994 had been a rather heavy-handed solution, some degree of certainty and consistency would be beneficial to all and resolve the potential for a major dispute in decades to come. Works directly associated with the clock would remain the responsibility of the Council, but given the features of the tower; the layout of floors and access ladders between floors; and the disposition of elements of the clock, bells and control gear, the church’s practical use of the building was limited. It was considered that a 30% contribution toward ‘general’ works would be fair and reasonable.

After some debate and a vote on the recommendations, **it was resolved that:**

FC2017/43.1 Lewes Town Council agrees to option b) as described in Report FC007/2017 (*copy in minute book*); to be funded from the Council's financial reserve earmarked for the purpose (shown as R9 'Town Clocks' in accounts) which has an available balance of £2,700 in 2017/18; with the remainder of £6,985.47 appropriated from reserve R8 (Environment enhancements).

FC2017/43.2 Lewes Town Council agrees to a proportional contribution of 30% of costs to be applied to building maintenance or repair works which may be required in future to those parts of the clock tower at St Michael's church not directly-related to the Town Clock; subject to consideration of detailed submissions on each and every occasion, to be effected by a formal agreement with the Parochial Church Council.

FC2017/44 UPDATE ON MATTERS IN PROGRESS

a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*). A salient development was brought to Council's attention by TC: the proposed sequence of meetings regarding refurbishment of Malling Community Centre would be affected by a need for further consideration by the Working Party. Draft calculations very recently provided by the Quantity Surveyor indicated an order of estimated costs that was significantly higher than anticipated.

Cllr O'Keeffe raised a query regarding proposed works at the Pells Recreation Ground. She had seen site plans which she had interpreted as showing North Street Quarter developments encroaching on to Council land. TC indicated that while he had been made aware of her concerns, she had not provided any details. On the basis of what had been said, it appeared that there was confusion between plans attached to the 'Section 106' agreement and plans showing proposed housing development. Council had approved the s106 arrangements, and boundaries shown on those plans would include land which was to benefit from the s106 fund; irrespective of ownership. If it proved that plans associated with housing proposals had included Council areas; this would be an error and that could simply be rectified before any damage arose. Town Brook Trust land (the swimming pool and recreation ground) could not be disposed-of under the terms of the Trust, and the only works on Council owned or managed land would be the public realm play and recreation improvements being developed by the joint working group, and subject of recent public consultation.

b) *Town Hall works update:* Works to the roof of the Corn Exchange were progressing well. Completion of the re-covering was anticipated in October, although additional problems were being discovered as work progressed and a schedule of the repairs required was being prepared.

c) *Devolution of Malling recreation ground and Landport Bottom:* There had been no further progress on the devolution of Malling Recreation Ground, and no transfer of Landport Bottom. The Council's solicitor reported that Lewes District Council's legal officer had agreed all points made and there was an agreement offered to which the Town Council could agree (as previously reported). There had, however, been no further development except insofar as it had been agreed that the Highdown Allotment site (part of the Landport Bottom holding) should have been in Town Council's ownership since acquisition of the land, under statutory provisions. To effect this it had been agreed to register a General Vesting Declaration with HM Land Registry, in respect of the site. This would require application of the council's Seal, and consequently

It was resolved that:

FC2017/44.1 Lewes Town Council agrees to the formal sealing of a General Vesting Declaration with regard to land on the west side of Nevill Road, Lewes comprising title number ESX13617, designated as Highdown (*aka* Landport Bottom) Allotments. The property shall be deemed to have vested in the Town Council as corporate property with effect from 10 June 1992 and held for the purposes of the Allotments Acts 1908-1950.

d) 'Our Pictures' project update. This was progressing well. The Hamilton Kerr Institute (HKI) was steadily working on the Council's paintings, and had reported no problems. More work was required than had been originally anticipated, but the HKI considered this to offer useful teaching opportunities and there would be no additional charge. With regard to the 'Protestant Reformers', which was one of several variations known to exist in art collections worldwide, the interesting academic links with comparable work being carried out on another version at Yale University in America had been further extended with the interest of a group from Cambridge and York Universities in the UK. Their project was collaboration between historians and literary scholars, who were conducting a major study of the Reformation; funded and supported by the Arts and Humanities Research Council. The leading Professor and her team were due to visit The HKI to inspect the Council's painting during October. The educational aspects of 'Our Pictures' were proving to be far wider in scope than the originally-planned local schools programme. The project timetable would be extended to accommodate these recent issues, but the Heritage Lottery Fund was understood to have no objection.

FC2017/45 NOTICE of ITEMS IN PROSPECT

- a) The next Planning Committees would take place on Tuesday 5th and 26th September at 7.00pm.
- b) The next Members' Surgery was scheduled for Tuesday 5th September 10am – 12pm in the Corn Exchange. Cllrs Catlin, Chartier and O'Keeffe volunteered to attend.
- c) The next deadline for grants applications: (cycle 2 of 4 2017/18) was Friday 8th September 2017. The Assessment Panel would meet on 20th September 2017 with recommendations being considered by Council at its meeting on 28th September 2017.
- d) Landport Bottom Joint Management Committee would meet on Tuesday 12th September 2017.
- e) A meeting of the Building Working Party would be held on Wednesday 13th September at 11am.
- f) Neighbourhood Plan Steering Group would meet on Thursday 14th September – 7:00pm in the Council Chamber.
- g) The next Dementia Friends lunchtime drop-in session would be 12.30-1.30 in the Yarrow Room on Friday 15th September.
- h) The next Council Meeting would take place on Thursday 28th September at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 18th September.
- i) Meetings to be arranged were: Buildings Working Party; Neighbourhood Plan Steering Group.
- j) Member training on law and finance was being arranged. Members were asked to look out for TC's 'Doodle' poll by email once trainers had confirmed their availability, a respond promptly. In answer to a question, it was noted that requests for Diversity training had not been forgotten, but nothing had yet been scheduled. A meeting of the Personnel Panel was not required.
- k) The Personnel Panel would next meet (with consultant) at 7pm on Thursday 23rd November.

Members were reminded that Lewes Societies' Fair would take place on 2nd September, in the Town Hall. Members were encouraged to promote this and to attend themselves.

A Member queried arrangements for traffic redirection during current roadworks, but this was not the province of the Town Council.

There being no further business the Mayor closed the meeting

The meeting ended at 9:00pm

Signed:

Date:



QUESTION RECEIVED:

E-mail received 15th August 2017:

At the council meeting on 6 April 2017 I understand it was agreed that:

In future any travel by LTC staff or councillors to;

a) Lewes's twin towns will take into account the most carbon efficient method, which is unlikely to be flying,

I also understand that the mayor and staff are flying to Waldshut-Tiengen in August.

As there was nothing in the motion above which allowed any considerations beyond carbon efficiency to be part of the decision making process, I would like to know how the decision was arrived at based upon the motion as agreed. I would rather not hear any extraneous reasons such as how long the journey might take or an individual's right to choose how to travel please.

Yours sincerely,

Adrian Ross

E-mail received 17th August 2017:

Dear Town Clerk

Sorry that I didn't make it clear, but this was intended to be a public question for the next Town Council meeting. Unfortunately I am not able to attend in person, but would appreciate hearing the response.

Thanks, Adrian

ANSWER:

I am afraid we cannot agree that the resolution of Council is as restrictive as you would interpret. Conventional understanding of the idiom "take account of..." is "to bear in mind; allow-for; take something into consideration before reaching a decision" as opposed to "to take **no** account of", which would mean "ignore, pay no attention to".

In this instance, our travel arrangements to the annual 'Chilbi' festival in Waldshut-Tiengen were made after having consulted the website www.ecopassenger.org but I am afraid other considerations prevailed. Our Civic Officer could not travel by train for personal reasons, and the Mayor and Mayoress were not available for the extra two days which rail travel would entail. Transport once in Germany and hotel accommodation in Waldshut-Tiengen is arranged and paid-for by the host Council. Accommodation is at a premium during this annual parish festival and to prevail upon their budgets and hospitality for two additional nights was not considered acceptable. Also; their staff give up personal time to act as hosts and drivers which would otherwise be spent with their families during the week-long festival, and it was not considered appropriate to impose further.

Travel to our German and French twin towns in future will be subject to the same consideration on each occasion, and rail or road transport may well be selected for visits other than the 'Chilbi' festival.

Cllr M Chartier

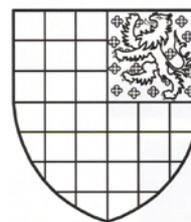
Mayor of Lewes 2017/18

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Wednesday 13th September 2017**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

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

In attendance: S Brigden (*Town Clerk [TC]*); Grant Crossley (*BLB Surveyors*); Ms Katie Winter and Sandy Scott (*LA Architects*)

BRepWP2017/01 ELECTION of CHAIRMAN:

Cllr Chartier was elected as Chairman of the Working Party for the 2017/18 municipal year.

BRepWP2017/02 QUESTIONS: There were none

BRepWP2017/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Milner who was working; Cllr Lamb who was unwell, and Cllr Rowell who cited another engagement.

BRepWP2017/04 DECLARATIONS OF INTEREST: There were none.

BRepWP2017/05 BUSINESS OF THE MEETING: It was agreed to take as the first item of business the presentations from specialists regarding refurbishment of Malling Community Centre.

BRepWP2017/06 EXCLUSION of THE PRESS & PUBLIC:

At this point the Chairman moved, and **it was resolved that:**

BRepWP2017/06.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider estimated costs and funding for proposed contracts."

BRepWP2017/07 REFURBISHMENT of MALLING COMMUNITY CENTRE:

The meeting welcomed Ms Katie Winter, Project Architect, and Mr Sandy Scott, Associate, of LA Architects; together with Grant Crossley, Project Manager for BLB Chartered Surveyors.

Ms Winter presented three layout plans which she had drafted according to the comprehensive brief, which had included the Council's position; the history and current status of the project and the proposed execution plan; together with supporting information such as the aspirations of the current and prospective users of the Centre who had responded to consultation, ranked according to importance. These options had differing emphasis between sports changing facilities and social areas such as multi-purpose rooms and café and terrace. Members acknowledged that a great deal of thought had obviously gone into production of these alternative layouts and were interested in the details. An initial favourite was identified, but it was noted that the past and prospective users of the centre may have other views, and each layout may offer significantly different attractiveness for prospective grant funding.

BLB had prepared a relevant Order of Costs for each design, which differed in estimated total cost by around £80,000 and all were initially indicated to exceed the originally-anticipated cost by a margin of over £130,000. It was acknowledged that BLB's Quantity Surveyor's assessment would routinely allow for the highest likely

cost for each element, and that these estimates would almost certainly prove substantially higher than the eventual final cost. There was a concern expressed regarding additional Value Added Tax and professional fees, but noted that the VAT would be reclaimable by Council as the project fell into the 'non-business' category as defined in the special VAT regime available to parish councils (*Value Added Tax Act 1994 s33*). Professional fees were already included in some elements of the scheme, and a significant component would be included within the tender prices ultimately submitted by building contractors.

Members noted that it had been accepted from the outset of the project that external funding would be required to complete it, and the Council's financial Reserve currently stood at £299,000. Third-party grants were likely to be available for particular elements of the design *eg* sports changing facilities; community rooms, or energy conservation measures. It was also noted that once operational management plans were developed for the Centre, some costs may be offset *eg* by contributions from catering franchisees. The Council always had the option to resort to borrowing at extremely favourable fixed rates of interest from the Public Works Loans Board, repayable over periods of two to fifty years.

Members considered salient points of these issues, and agreed that a meeting to consider the detail of the Quantity Surveyor's estimates, assisted by Mr Crossley, would be helpful. This would be scheduled as soon as possible, and following that the designs would be presented to the public at a following meeting to be held at the Centre.

The specialist advisers were thanked for their interesting presentation and helpful contributions to the meeting.

BRepWP2017/08

UPDATE ON WORKS TO THE TOWN HALL:

It was reported that the re-roofing of the Corn Exchange was progressing well, although significant additional repairs needed had been identified in the course of this work, once slates and old covering materials were removed or exposed. This was acknowledged as inevitable, as pre-commencement assessment of the scope of work required had only been possible by remote inspection through binoculars or camera 'long-lens'. Items urgently needing attention included 18 timber window sub-frames; lead valley gutters and drip-trays; three substantial chimney structures, and iron rainwater goods (downpipes and gutters). The contractor had prepared a schedule of these items with an estimate of costs, which had been received only as the meeting was about to commence. This meant that only cursory reading had been possible but Members were interested to hear the headings and summary cost elements. The comprehensive document identified some optional elements which could offer substantial savings, but it appeared that the overall total would be between £40,000 and 55,000.

It was understood that these costs were estimated on the presumption that they would be carried out concurrently with remaining re-covering work – utilizing existing scaffolding and with unfettered access to all damaged areas. Deferral would add cost *eg* replacement scaffolding and/or removal and replacement of recently-laid covering materials, and leave the building vulnerable. Members would consider this in more detail, but TC undertook to begin the process of application for consent to works to a listed building, assuming that the need for the work would be accepted.

BRepWP2017/09

CONCLUSIONS:

The Working Party would meet again shortly to review detail of Quantity Surveyor's estimates. Additional repairs needed at the Town Hall would be assessed and a recommendation presented to Council.

BRepWP2017/10

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

The meeting closed at 12:35pm

Signed

date

NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)																							
<i>Venue:</i>	Lecture Room, Town Hall																							
<i>Date:</i>	5.15pm Thursday 14 th September 2017																							
<i>Attending:</i>	<p> Cllr S Catlin Lewes Town Council/Clevedown Residents Cllr R O'Keeffe Lewes Town Council Amy Tyler-Jones South Downs National Park Authority (Planning Officer) Alma Howell South Downs National Park Authority (Planning Officer) Richard Eastham FERIA Urbanism (Principal) Steve Brigden Town Clerk Emma Tingley Admin Support (Lewes Town Council) </p> <p><i>Community organization representatives:</i></p> <table border="0"> <tr> <td>Houndean Residents Ass'n.</td> <td>Ian Linton (<i>Chairman</i>)</td> </tr> <tr> <td>Lewes Phoenix Rising</td> <td>Jennifer Chibnall</td> </tr> <tr> <td>RAID</td> <td>Rita Ellis</td> </tr> <tr> <td>Seniors Forum</td> <td>Richard Partridge</td> </tr> <tr> <td>Friends of Lewes</td> <td>Robert Cheesman</td> </tr> <tr> <td>Diversity Lewes</td> <td>Tony Kalume</td> </tr> <tr> <td>Cycle Lewes</td> <td>Simon Giddey</td> </tr> <tr> <td>Nevill Residents Ass'n.</td> <td>Sarah Neels</td> </tr> <tr> <td>Transition Town Lewes</td> <td>Kirsten Firth</td> </tr> <tr> <td>South Downs Society</td> <td>Liz Thomas</td> </tr> <tr> <td>Egrets Way</td> <td>Susan Thompson</td> </tr> </table>		Houndean Residents Ass'n.	Ian Linton (<i>Chairman</i>)	Lewes Phoenix Rising	Jennifer Chibnall	RAID	Rita Ellis	Seniors Forum	Richard Partridge	Friends of Lewes	Robert Cheesman	Diversity Lewes	Tony Kalume	Cycle Lewes	Simon Giddey	Nevill Residents Ass'n.	Sarah Neels	Transition Town Lewes	Kirsten Firth	South Downs Society	Liz Thomas	Egrets Way	Susan Thompson
Houndean Residents Ass'n.	Ian Linton (<i>Chairman</i>)																							
Lewes Phoenix Rising	Jennifer Chibnall																							
RAID	Rita Ellis																							
Seniors Forum	Richard Partridge																							
Friends of Lewes	Robert Cheesman																							
Diversity Lewes	Tony Kalume																							
Cycle Lewes	Simon Giddey																							
Nevill Residents Ass'n.	Sarah Neels																							
Transition Town Lewes	Kirsten Firth																							
South Downs Society	Liz Thomas																							
Egrets Way	Susan Thompson																							
<i>Apologies:</i>	<p> Neville Harrison South Downs National Park Authority (Member) Cllr I Makepeace Lewes Town Council/Lewes Living Wage </p>																							
NOTES:																								
1.	Minutes of the meeting held on 5 th July 2017 were accepted as an accurate record.																							
2.	<p><u>Site Assessments & site visits report</u></p> <p>Liz Thomas reported that the site assessments had been completed. The E-Group had gone through the sites that had and had not been selected. There were good reasons for the sites that had not been selected. SDNPA had asked for Spring Barn to be included but this site had scored badly on the Environment Assessment so it was felt that this site should be deleted. Ian felt that a statement should be in the Plan "if planning consent expires or is considered for renewal then the LNPSG recommendation is that consent should not be renewed". The group had visited all the sites individually and also as a group, taking photographs of each site. These photos could be accessed on Dropbox – the link being provided by Ian Linton. The group had also looked at comments that members of the public had made in relation to the sites.</p>																							
3.	<p><u>Meeting with Lewes District Council</u></p> <p>Ian had circulated the Minutes of this meeting to the group.</p>																							
4.	<p><u>Update by SDNPA of Joint Core Strategy re. recent court ruling</u></p> <p>There had been a legal challenge on the Lewes Joint Core Strategy by Wealden District Council. They challenged the methodology used to assess the likely impact on Ashdown Forest. The habitat was at risk of detriment to air quality with the amount of traffic potentially passing near/through the forest. The methodology to calculate the amount of potential increases in traffic had been brought into question. The High Court had ruled that the assessment was unsound; therefore parts of the Joint Core Strategy that referred to housing numbers in the District were quashed. The SDNPA had now made a new assessment taking a new approach to all potential housing across the National Park and in neighbouring districts. The results of this would be published shortly as part of the SDNPA local plan consultation. Their assessment did recognise an increase in traffic, but not to an extent that would cause significant harm to Ashdown Forest. Their Local Plan evidence would be taken to examination and tested at enquiry. SDNPA were confident that the</p>																							

	methodology was robust so they were carrying forward the current house-building target figure for Lewes town.
5.	<p><u>Advice from SDNPA on outstanding reports</u></p> <p>The SDNPA had a Strategic Flood Risk Assessment prepared for their Local Plan which considered all flood risks. There had also been an assessment completed on all the LNP sites in the same detail. All the sites had been screened and updated regarding surface water and ground water issues and this provided policy recommendations that the LNPSG could look at, and respond to. The Environment Agency had made some comments re the LNP that the ‘sequential test’ in the National Planning Policy Framework should be applied. Sites with the least risk of flooding (flood zone 1) should be looked at first and if housing needs could not be addressed within those sites, or other factors prevailed, then flood zones 2 & 3 could be considered. The Environment Agency were modelling for climate change, which would be produced at the end of this year, so the recommendation will be that any site specific flood risk assessment should take into account that modelling formula; which could be a recommendation in the LNP Policies.</p>
6.	<p><u>Progress report on Regulation 15 stage</u></p> <p>The E-Team had been working through both the responses from Survey Monkey (2,281) in batches that had been allocated to them. Ian had started a master Word document that will incorporate all the changes being made, tracking changes and recording comments for each change. Each alteration will show where that change emanated from <i>i.e.</i> if there is a comment from the Environment Agency. When this document is handed over to Richard Eastham to put into the main text all the tracked changes and comments will disappear. There will, however, still be a permanent record of what was changed and why. The E-Team were also doing the same work on the responses from statutory consultees. Most of those appeared to be a standard response for Neighbourhood Plans. Statutory consultees would have a further chance to comment during the Regulation 16 stage.</p>
7.	<p><u>Review and Summary of Regulation 16 Procedure</u></p> <p>Richard Eastham detailed that in May/June 2017 LNPSG had held the Regulation 14 consultation, then comments were looked at and the Group was deciding which ones they would act upon and make changes in response. This would lead the LNPSG to a revised Plan, which is the ‘submission version’ which would be submitted by the Town Council to the SDNPA and would be accompanied by two other documents; a Submission Plan with a Consultation Statement supporting it and a Condition Statement. The Condition Statement will show how the LNP has conformed to the National Planning Policy Framework and the most relevant policies in the Joint Core Strategy and the Local Plan. The Examiner will look at the Submission Plan see how it has changed from the pre-submission version by looking at the Consultation Statement and they will also look at the Condition Statement and check that it meets national and local planning policy. There would then follow a six week consultation period and if the Submission Plan does meet the national and local Planning Policies the Examiner’s report will recommend that it moves forward to a referendum.</p> <p>The Sustainability Appraisal that was completed at Regulation 14 would be updated to reflect the submission version of the Plan and any other background papers that had been prepared will also go to the Examiner to help them understand how Policies in the submission version were arrived-at. When the appointment of the Examiner was imminent the Local Planning Authority would provide CV’s for three available Examiners, and jointly the Town Council and the Planning Authority will select and appoint (costs were the responsibility of the Planning Authority). The SDNPA were keen to have the submission of the revised Plan by Christmas 2017.</p> <p>Richard had recently discovered that it was technically allowable for an Examiner to be appointed in advance of the formal submission, and that this had become established practice in Cornwall. The advantage over the appointment of any other consultant who might be engaged to ‘polish’ the final version was that the particular Examiner who would ultimately rule on the plan was unlikely to find fault with a Plan which had been finalized with the benefit of their own advice.</p>
8.	<p><u>Case Study</u></p> <p>Kirsten Firth then talked about the Eco-Systems approach in the LNP. Dr Colin Tingle had been very much involved in pressing for this approach to be taken in the NP. In Dr Tingle’s memory and by taking forward this work Kirsten would like to do a Case Study of the LNP for the benefit of other Parish/Towns around the Country who were preparing Neighbourhood Plans <i>i.e.</i> “How to</p>

	<p>get Eco-systems into their NP". What Kirsten was hoping for was support from the SDNPA and Natural England and to have a small working party to look at this subject over the next couple of months. Kirsten would do an out-line Case Study and share with those interested and then the SDNPA would take it forward as they have specialists in this field. TC also said it could be shared with the National Association of Local Council's (NALC).</p>
9.	<p><u>Any Other Business</u> <i>Lewes Low Cost Housing – LLCH – pre-meeting with Ian Linton, TC, SDNPA and FERLA</i> One of the discussions at this meeting had been on LLCH. Comments had come in during the consultation period from various groups and others indicating that as LLCH stands it would be difficult to show it as being in conformity with national and local planning policy. There had also been concerns expressed by the Housing Authority as to how it could be operated. The NP would need the Examiner to support LLCH if it were to 'survive' as a policy in the final Plan. Richard Eastham suggested that a desk study using the local knowledge of a suitable chartered surveyor to construct an economic model to establish the financial viability of the LLCH concept. This could be expected to show permutations of land value versus building/resale cost and indicate the viability or otherwise of the LLCH proposals. If there was a value at which such development could be seen as viable, this could then show it was deliverable and give an incentive to build genuinely-affordable housing. Richard would write a brief for a consultant to work with.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"> 1. Agreed to carry out a desk study using a local surveyor to construct an economic model to establish the financial viability (or otherwise) of the LLCH concept. 2. Agreed to look into the prospect of engaging the eventual Examiner of the LNP in advance of formal submission to enhance likelihood of the document passing Examination. 3. Continue work to establish deliverability of the LLCH concept with relevant local landowners, starting with LDC.
10.	<p>The next meeting of the Steering Group would be scheduled for around a month's time.</p> <p style="text-align: right;"><i>The Meeting ended at 6.45pm</i></p>

Agenda Item No: 6c)

Report No: FC008/2017

Report Title: Grants panel recommendations – 20th September 2017

Report To: Full Council

Date: 28th September 2017

Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 20th September 2017 (the second of four cycles for 2017/18)

Recommendation(s):

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved.

Information:

1 The Grants Panel met on 20th September 2017. **15** applications were considered, with requests for support in the sum total of **£17,595**.

2 Assessing applications were: Cllrs Ashby; Burrows;; Jones; Murray (S) and O’Keeffe.

Apologies for absence were received from Cllr Catlin, who was attending a Lewes District Council Planning Committee.

3 Using the system 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 alignment 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 G, below.**

Recommended grant awards for this cycle amount to **£10,045** in total.

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), 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 an appropriate/proportionate parish contribution.

S Brigden

21st September 2017

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 September 2017

NOM 007/2017 received from **Cllr S Murray** on 12th September 2017, in the following terms:

It is proposed that:

Lewes Town Council resolves to increase its contribution to Compass Travel (Sussex) Ltd in respect of support for local bus services on routes 127; 128 & 129; from £10,000pa to £15,000pa and commit to this for the financial years 2017/18 (current); 2018/19, and 2019/20.

Supporting Information:

Lewes Town Council recognises the importance of its additional funding to Compass in providing an acceptable level of bus service to residents of our town. It also recognises that the cost of providing a suitable service is considerable and can only increase.

From several meetings with Compass staff it is clear that the Town Council's contribution is an important part of enabling Compass to break-even on its regular Lewes town services and that the present frequency would be reduced further without subsidy from LTC.

Compass very much appreciates the financial support and is keen to work with the Town Council to further improve the service provided for Lewes. It intends to introduce some newer buses onto the Lewes town routes over the next few weeks and then in due course to route-brand them with "*Lewes Town Link*" on the buses and eventually also on bus stops and timetables *etc.* This will hopefully give the town services a higher profile and encourage more people to use them.

Compass is also working on improving bus service information for the public and in due course its intention is to introduce a Smartphone application, and also live service information on its website.

Such improvements are clearly important to maintaining and increasing bus usage and an increase in our subsidy to £15,000 per annum, with certainty for at least three years, would therefore help Compass, help residents and help our commitment to reducing greenhouse gases by encouraging greater use of public transport and a concomitant reduction in cars on our streets.

Cllr S Murray
12th September 2017

NOM 008/2017 received from **Cllr S Murray** on 18th September 2017, in the following terms:

It is proposed that:

Lewes Town Council resolves to provide a bench seat at the service 123 bus stop a short distance South from Lewes Railway Station, subject to necessary permissions. The cost (estimated at around £360 in total) to be funded from the financial Reserve shown in the accounts as R8 '*Environmental Enhancement*' (available balance 2017/18, £24,355).

Supporting Information:

There are seats directly outside the railway station, but for those with mobility difficulties there is not enough time to walk from there to the bus stop once a bus comes into view. Equally; the same people cannot stand and wait at the bus stop for any length of time, especially if the bus is late. Thus an additional bench would be of real benefit to many local residents struggling with access issues.

Where the bus stop is located the pavement is very wide with plenty of room for a bench and it is considered that the highways authority is unlikely to object. Permission would be required from the landowner (ESCC or Network Rail, to be confirmed). One 1800mm (*approx. 6ft*) Wybone HWB5 bench is proposed; similar to those provided by the Council at Lewes Bus Station.

Cllr S Murray
18th September 2017



Service 123 bus stop viewing Northward



Service 123 bus stop viewing Southward



Suggested bench seat: Wybone HWB5
 Iroko, in Dark Oak colour with black frame (not as pictured)

Height	Width	Depth
520mm	1800mm	320mm

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

LEWES TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (ESOC60)

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

Paul Littlejohn

External auditor name

PKF Littlejohn LLP

Date

13-9-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Notice of conclusion of Audit and right to inspect Annual Return



LEWES
TOWN
COUNCIL

Annual Return for the year ended 31st March 2017

Sections 20(2) and 25 of the Local Audit & Accountability Act 2014 and Accounts & Audit Regulations 2015 (SI2015/234)

The audit of accounts for Lewes Town Council for the year ended 31st March 2017 has been concluded and the accounts published.

The Annual Return is available for inspection by any local government elector of the parish on application to

The Town Clerk, Town Hall, High Street, LEWES East Sussex, BN7 2QS

Between the hours of

9:00 am and 5:00 pm Mondays to Thursdays, and 9:00 am and 4:00 pm on Fridays

Copies will be provided to any local government elector on payment of £1 (one pound) for each copy of the Annual Return or may be downloaded from www.lewes-tc.gov.uk free of charge

The audit was carried out by

PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, LONDON, E14 4HD

S Brigden
Town Clerk

20th September 2017

COUNCIL PLAN 2017/18

Status update

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

	Project	description	STATUS at August 2017	STATUS at September 2017
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Works in progress. Expected completion October 2017	Works in progress. Significant additional works identified in course of project: reported to Buildings Repairs Working Party 13th Sept 2017. Schedule of repairs needed and estimate of cost received 13th Sept 2017. Council to consider 28th Sept 2017.
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	no change	no change
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	Public consultation exhibition 7th & 8th July 2017. Consultation ended 31st July 2017. Assessment by Working Group September 2017.	Public consultation exhibition 7th & 8th July 2017. Consultation ended 31st July 2017. Consultants preparing report and assessing Order of Costs for assessment by Working Group - meeting delayed until November 2017.
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Architects refining designs and illustrations. Quantity surveyor order-of-costs estimates prepared. W/pty meeting re cost implications scheduled for 13th September 2017	Architects refining designs and illustrations. Quantity surveyor order-of-costs estimates prepared. W/pty meeting considered cost implications 13th September 2017 - further meeting October to assess detail and funding framework. Presentation of design options likely November.
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versaille (2019)	Engagement with Internation Day of Peace 21st Sept 2017, and other emerging projects as described in Minutes of Commemorations W-pty 19th June 2017. Recommendations from W-pty 9th August to Council 24th August: support for 3rd-party Poetry event, and investigate schools opportunities with Pestalozzi Village charity	Poems for Peace event scheduled for Lewes Town Hall 21st September 2017 7:30pm
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees. Meetings scheduled with statutory consultees to discuss details of their responses.	Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees. Meetings scheduled with statutory consultees to discuss details of their responses. Expected to seek approval for submission ('Reg16') Dec 2017/Jan 2018
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	no change	no change
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	HM Land Registry process underway re allotment site.	HM Land Registry process underway re allotment site.
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Provider working on technical background issues (commenced 26th June). Cooperative arrangements with original site provider and service infrastructure provider in place and working. Site structure under development. Design options should be presented Sept 2017	Provider working on technical background issues (commenced 26th June). Site structure under development, and some content transfer to test site. Anticipate presentation to Working Party October 2017