

☎ 01273 471469 Fax: 01273 480919

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

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 29th August 2013**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 22nd August 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 25th July 2013.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *MCC adjoining land clearance/restoration*

(oral report by Town Clerk)

b) *All Saints Steering Group 13th August 2013*

(minutes attached page 7)

c) *Pells presentations 14th August 2013*

(Report FC006/2013 attached page 9 and short presentation by TC)

d) *Audit & Governance Panel 22nd August 2013*

(minutes attached page 11)

e) *Working group on devolution of assets & services*

(oral report by the Mayor)

7. "FRACKING" PROPOSALS

To consider a meeting to discuss the issue of "fracking" in East Sussex

(NOM007/2013 attached page 12)

8. REPAIRS at STANLEY TURNER RECREATION GROUND

To consider proposed financial support

(NOM008/2013 attached page 12)

9. DEVOLUTION of ASSETS & SERVICES

To consider proposals for joint discussions with other Town Councils

(NOM009/2013 attached page 12)

10. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

11. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

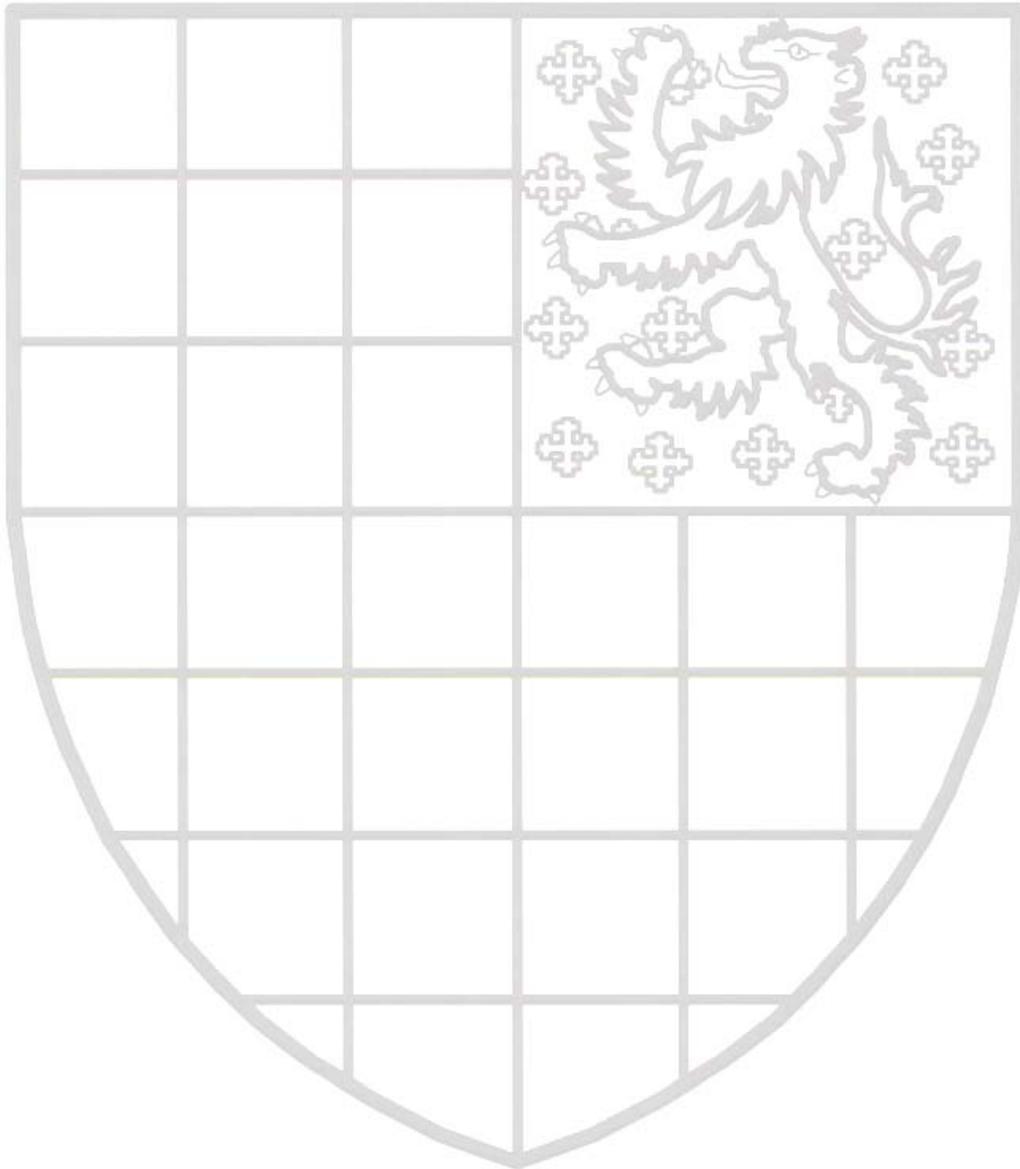
For further information about items on this agenda please contact the Town Clerk at the above address

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



PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and 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. **PLEASE NOTE:** As space is limited we would appreciate advanced warning if you plan to attend in a group; perhaps with neighbours, or to bring a party of student observers. We may be able to arrange for the meeting to be held in an alternative room. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

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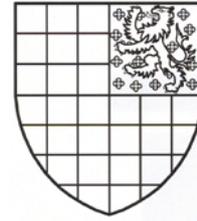


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Town Hall
High Street
Lewes
East Sussex
BN7 2QS

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**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday, 25th July 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 S Catlin (Wischusen); M Chartier; I Eiloart; P Kingham; D Lamport; L F Li; M Milner; R Murray; S Murray; R O’Keeffe (Mayor); A Price; J Stockdale and Dr M Turner (Deputy Mayor).

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)

Observing: Mrs V McLachlan (Finance Administration Officer); Ms J Dean (Customer Services Officer) and Miss Heike Lauber (visiting on work experience from the Council of Waldshut-Tiengen, Germany)

FC2013/29 QUESTION TIME: There were no questions

FC2013/30 MEMBERS’ DECLARATIONS OF INTEREST: There were no declarations of interest.

FC2013/31 APOLOGIES FOR ABSENCE: Apologies were received from Cllr J Daly, who was on holiday; Cllr R Rudkin who was working abroad, and Cllr J MacCleary who was attending a conference.

FC2013/32 MAYOR’S ANNOUNCEMENTS:

The Mayor announced that Cllr Kent has resigned his seat on this Council, the previous day. She recited his notification; which stated:

“With the ever increasing demands of my architectural career, mixed with the demands of my young family, added with the demands of my wife Vicky flying all over the world as part of her job, I need to redress my work/life balance. Given my hard work for Bridge Ward communities, I’m sure you can appreciate that it has been far from easy for me to resign, so I’d like to think that the future new member has the drive and the willingness to serve their community diligently and that they are under no illusion about what lies ahead of them.

In the majority of cases I have greatly enjoyed serving as a Town Councillor, and will miss the local debates and the local issues. That however will not stop me being consciously involved in local groups and encouraging local people to get involved with local issues. As that is what makes our town and our communities so special. I might even encourage other local people to stand as an Independent candidate as part of the consequential by-election process, which I predict will be fought hard given the somewhat unnecessary political battleground mentality at this local level.”

Members were advised that this triggered a statutory process, as there were more than six months left of the natural term of office of the administration. Council must request a bye-election if ten Bridge Ward electors demanded it. Should there be no such demand; Council must co-opt to fill the seat. TC would post a public notice of the vacancy, which would explain this principle, and invite electors to write to the District Returning Officer to demand a poll. There was no restriction that would prevent Councillors from making the demand.

Mr Kent was present and elaborated further on his reasons for resigning. Members wished him well for the future.

Continues...

A warm welcome was extended to Miss Heike Laube who was visiting for work-experience as part of her apprenticeship with Lewes's twin council in Waldshut-Tiengen.

Thanks were recorded to those Members and staff who had participated and represented the Council at the recent celebrations held in Blois for the 50th/40th tripartite anniversaries of town twinning.

FC2013/33 MINUTES:

The minutes of the Council meeting held on 13th June 2013 were received and signed as an accurate record.

FC2013/34 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.

Cllr Milner recounted his attendance at a recent design workshop regarding the proposed development of the North Street Quarter. He had been asked to attend on behalf of the Planning Committee, and reported that others present represented the Friends of Lewes and local architects, among others. This group had been asked to comment upon details of designs as the process evolved, and had already offered some insightful comments as to the appropriateness of the materials palettes that may be considered.

Cllr Eiloart reported on a recent ESCC/LDC Joint Parking Board meeting at which accounts had been tabled showing financial losses sustained over two years which were attributed entirely to the costs of the routine review of the scheme. Members considered this state of affairs to be shameful, and there was some discussion of a recently-publicized court ruling against the London Borough of Barnet where a similar scheme was believed to operate. The Council's Traffic Working Party was asked to pursue the issue of these losses at its next opportunity.

The Chairman of the Planning Committee, Cllr Susan Murray, related progress toward the better engagement of young people in the Neighbourhood Plan process. She reminded Members of the *Community 21: Digital Citizenship* project being run by Action in Rural Sussex with Brighton University, in which the Council was participating. A week-long series of workshops was planned during the summer, for 11 - 19 year-olds, and there was scope for other Councillors to assist in this programme.

Cllr Price, as the Council's *White Ribbon* champion, recounted recent developments with the initiative against domestic abuse, and it was believed that Sussex Police were shortly to increase their resources in this respect. 6,000 bottles of *White Ribbon* labelled water had been given away during the recent Mumford & Sons event.

FC2013/35 CORPORATE RISK ASSESSMENT 2013/2014:

Members considered report FC005/2013, on the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*copy in Minute book*). The Council utilized a computer software package (DMH Solutions LCRS system) designed specifically for the parish council sector which prompted analysis of all standard elements, and allowed the addition of local, specialized, risk elements unique to an individual Council. This has been updated in 2013 and was the latest version available, covering all known or anticipated legislation affecting parish council risk. This year's review has taken account of 274 risk elements within 36 "functions" or areas of operation. Not all were relevant to LTC, but scores had been awarded to 233 risk elements, and there were none which were considered "uncontrolled" or needing particular attention. A summary report extract was appended; and the detailed full report (70 pages) was available on request to TC.

Following a short discussion **it was resolved that**

FC2013/35.1 Lewes Town Council notes the Corporate Risk Assessment report, reference FC005/2013, for the 2013/14 year (*a copy is included in the Minute book*) and the summary table of assessed risks appended to it.

FC2013/36 CONSULTATIONS:

a) *South Downs National Park Authority Partnership Management Plan*

There was a brief discussion on the consultation, which requested a corporate response. It was **agreed** that Cllr Stockdale would coordinate any individual comments, in line with the questionnaire accompanying the Plan, and collate these for delivery to TC by 30th August.

b) *National Association of Local Councils "A New Future: developing the Strategy"*

Members considered this draft paper, and noted the context of the consultation. It was **agreed** that Cllr Dean would coordinate any individual comments, and collate these for delivery to TC by 22nd August.

c) *ESCC Adult Social Care Day Services for Older People: Phoenix Centre Lewes*

Members considered the letter from East Sussex County Council, and the report that had been submitted to ESCC's Cabinet on 5th July 2013, with recommendations. It was **agreed** that Cllr Catlin would coordinate any individual comments, in line with the questionnaire accompanying the Plan, and collate these for delivery to TC by 4th October.

FC2013/37 UPDATE ON MATTERS IN PROGRESS:

a) *Land adjoining Malling Community Centre:* There was to be a meeting with local stakeholders, on-site the following week, now that the clearance of the area was complete; the grass seed had established, and works to the Children's Centre were complete.

b) *Lewes Children's Centre:* The recently-completed conversion of the old Bridgeview Social Club was now being equipped, and would officially open in early Sept. The Mayor would be invited.

c) *Neighbourhood Plan Steering Group:* confirmation of availability of SDNPA "support team" officers was awaited, before setting a date for a meeting, and the last few contact details were being researched.

d) *Devolution of assets and services by Lewes District Council:* LDC had introduced new policies since the last discussions, which had been interrupted. There was to be a meeting of the Town Council's delegated Members the following week, to re-establish the programme of negotiations.

e) *Lewes Town Council Newsletter:* The edition carrying the annual report for 2012-13, which would be distributed to all households in the town, would be submitted to the printing contractor shortly.

FC2013/38 NOTICE OF ITEMS IN PROSPECT: Members were advised of the following:-

a) A "Pells day" had been scheduled for Wednesday 14th August, when members (as Trustees of the Town Brook Trust) could discuss matters related to the Pells. Invitations had been extended to Santon, the developers of the adjacent North Street Quarter, who would outline progress to date on their project; relate the results of local consultations, and describe their evolving shortlist of options for local flood-defence works. Architects who had expressed interest in the project to redevelop the swimming pool kiosk building were also invited to present their ideas.

b) There would be a meeting of the All Saints Centre Steering Group on Tuesday 13th August at 11:00am, in the Yarrow Room.

c) The Council's Planning Committee would next meet on 6th August and 27th August, at

7:00pm in the Yarrow Room.

d) The next meeting of the Council was scheduled for Thursday 29th August 2013 at 7:30pm, in the Council Chamber, with the deadline for submission to the Town Clerk of proposed items for the agenda being noon on Monday 19th August.

e) Members were informed that the employment tribunals service had advised of a claim registered by the former Assistant Manager of the All Saints Centre, who had resigned in February 2013. The ETS had been notified that the claim was resisted, and a rebuttal had been prepared and registered. Further developments would be reported in due course.

FC2013/39 There being no further business the Mayor declared the meeting closed, and invited those present to join her in the Parlour for refreshments.

The meeting ended at 8:30pm

Signed:

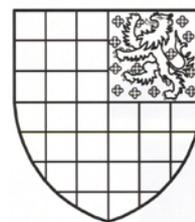
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Town Hall
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East Sussex
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**LEWES
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MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Tuesday 13th August 2013**, in the **Yarrow Room, Town Hall, Lewes at 11:00am.**

PRESENT Cllrs Catlin (Wischhusen); M Milner; S Murray; R O’Keeffe; and Dr M Turner (*Chairman*); also (*not appointed to the Steering Group*) Cllr D Lamport.

In attendance: S Brigden (*Town Clerk [TC]*) ; Mrs F Garth (*Asst TC & Civic Officer*); Miss L Zeyfert (*Manager, All Saints Centre*)

ASCSG2013/01 ELECTION OF CHAIRMAN:

Cllr Dr Turner was elected as Chairman of the Steering Group for the 2013/14 municipal year.

ASCSG2013/02 APOLOGIES for ABSENCE:

Apologies were received from Cllr M Chartier and J Daly who were on holiday; and Cllr A Price, who had an unavoidable work commitment.

ASCSG2013/03 DECLARATIONS OF INTEREST:

There were none

ASCSG2013/04 PUBLIC QUESTIONS:

There were none. (No public or press were present)

ASCSG2013/05 MINUTES:

The minutes of the meeting held on 19th March 2013 were received and signed as a correct record.

ASCSG2013/06 BUSINESS OF THE MEETING:

1 The Group discussed the latest position on various matters in progress, and the sub-group comprising Cllr Catlin, Cllr Turner, Miss Zeyfert and TC recounted discussions since the Group last convened.

2 TC distributed a detailed analysis of film screenings between the start of the operation on 7th September 2012 and 14th July 2013, being the first “year” of the *Film@AllSaints* operation. Screenings would not run during the rest of July and August, following the pattern established by the previous operator, as it had been recognized that audience interest generally waned during the summer. Seventy-six film titles had been shown over 131 screenings across 34 weekends, with audiences of 3436 in aggregate. Members were interested to see the breakdown of tickets sold in various categories, together with costs for overheads and the trading performance of the refreshment kiosk. As had been noted in an earlier meeting, there had been recognized difficulties with some aspects of publicity and slow growth in audience numbers, although Councillors were pleased to note that the overall financial performance of the operation had run consistently very close to “break-even”, with an overall loss of £241 presented. Subsequent to this discussion, it was recognized that the analysis presented did not show all credits attributable to the shared cost of some advertisements (with Lewes Film Club/Junior FC/Teen Cinema). Taking this in to account, the operation had made an overall surplus of £257. This had been achieved with audience numbers for individual screenings ranging from 2 to 97, with an average of 26. This suggested that even a modest increase in numbers would notably increase the amount of surplus. It was commented that the sum paid to Lewes Film Club for their services, and payments to local suppliers for kiosk goods, represented a healthy sum that had been retained locally.

3 The discussion moved to cover the impact of technological change in the sector. Although films in 35mm reel format would soon cease to be available, the

progress toward digital packaging was slower than anticipated: recently, *The Great Gatsby* had been provided as a new release on 35mm. Releases of “popular” films would continue on DVD/Blu-ray disc, at more or less the same time as the discs were widely available for retail purchase. This stimulated a return to an earlier discussion among Members as to future options, and about issues such as the anticipated planning application for a small multi-screen purpose-built cinema at the Harvey’s depot site. Costs and options regarding up-to-date digital projection equipment had been researched, and were considered prohibitive in the current situation. Developers of the proposed Depot Cinema had suggested that, once planning consent was established for their project, they might obtain their projection equipment in advance and offer it on loan to All Saints during the building programme. This was gratefully acknowledged, although the consensus was that All Saints could continue for a further year on its current basis before any longer-term decisions were made. Local audiences seemed to be less sensitive to the immediacy of a release date than their perception of the film itself. Responses recorded by the planning authority to pre-application material for this project suggested that there may be a significant delay before an application could be refined for submission.

4 It was **agreed** to recommend that Council continues the *Film@AllSaints* operation on the existing basis, with screenings restarting in September and continuing fortnightly as before until at least January 2014. As circumstances evolved, consideration could be given to a subtle change; such as screenings which give focus to thematic weekends such as the recent, popular, biographical film *Peace & Conflict* (about the composer Benjamin Britten), and perhaps be shown less often but with integrated ancillary events.

5 It was noted that lighting and acoustic improvements, which had been designed with assistance from local experts, were scheduled for the current financial year, and provision had been made in agreed budgets. Quotations had been obtained for elements of the programme, and it seemed likely that the cost would exceed the budget provision, although this was not yet certain. Refinement of options was underway, and more detail would be presented to the next meeting. It was recognized that that this project would bring significant improvements for all users of the Centre, as the current installation was extremely outdated. Cllr Milner kindly offered his considerable professional expertise in this field to help assess incoming suggestions and cost estimates. This offer was gratefully accepted.

Cllr O’Keeffe joined the meeting at this point (11:45am)

6 There was a brief discussion regarding a presentation of usage statistics for the Centre, which showed hours booked in both halls continued the trend of gradual, slight, increase year-on-year. The current position showed that approximately 83% of the *theoretical* total licensed operating hours were booked. This was very close to the *practical* maximum that could be achieved, as void periods were required between many events.

ASCSG2013/07

RECOMMENDATIONS /CONCLUSIONS:

It was agreed that Council be recommended to note the performance of the *Film@AllSaints* operation and continue in line with the discussions recorded above.

ASCSG2013/08

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

The meeting closed at 11:55am

Agenda Item No: 6 c) **Report No:** FC006/2013
Report Title: Pells Area considerations
Report To: Full Council **Date:** 29th August 2013
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise members of the outcomes arising from a programme of discussion regarding the Pells area, held on 14th August 2013

This report will be accompanied by a visual presentation.

Recommendation(s):

That this report be noted, and recommendations arising be given consideration.

Information:

1 A programme of presentations and discussions took place between 10:30am and 3:30pm on Wednesday 14th August 2013, in the Yarrow Room at Lewes Town Hall, and was attended by several Councillors; members of the Pells Pool Community Association (PPCA); Pells Residents' Association (PRA); architects; officers of the Council and representatives of the Santon Group, developers of the adjacent North Street Quarter. The programme included:

- > Santon representatives: "North Street Quarter: The story so far" and the emerging shortlist of options for flood defence.
- > Proposed project to restore lake eco-features
- > Play area and equipment
- > Kiosk refurbishment/development

2 *Pells area flood defence and enhancements:* Santon representatives, including retained architects and engineer, presented an outline of their work so far on establishing an outline plan for their development. This inevitably touched-upon the adjoining Pells land and led to an interesting set of options, driven by assessment of public use of the area; by design, and constrained by the underlying need for appropriate flood-resilience and flood-defences to be inbuilt. The consensus was that only one option (No.4 as presented) was suitable, and that council should be asked to confirm this view, to allow final planning to be refined.

3 *Pells lake ecology improvements:* The Town Council holds an earmarked financial reserve (R5) in the sum of £11,929, being the residual balance of an Environment Agency (EA) grant for fisheries and ecology improvements, originally made to Lewes District Council and transferred with the land. The original project (initiated by the EA) had installed anchored wire "cages" planted with suitable aquatic plants, and fringed the permanent islands with reed bundles. The principles were that the planting would provide ecological micro-systems for many insect and invertebrate species; improve and maintain water quality, and offer physical sanctuary for fish-fry and young waterfowl to shelter from predators. The original planting was believed to be sub-standard, and only one cage survives in poor general condition. Estimates had been obtained for restoration of the surviving cage; provision of additional cages, and provision of protected (netted) areas to provide a nursery for water-lily propagation.

Quotations had ranged from around £4,000 to over £18,000, yet there appeared no particular benefit to be gained from the more expensive contractors. As a general principle, the assembly warmly welcomed the suggested improvements and it was agreed that these would be promoted to Council.

4 *Play area equipment:* It was recognized that the existing play area equipment and the timber "trim-trail" elements were due for replacement. The general enhancements for the area being discussed presented

an opportunity to introduce more sophistication; both in the type and age-range of children's equipment that might be selected and also the addition of adult outdoor exercise equipment and/or youth-shelter or "bandstand" facilities. Slides showing various alternative styles and types were shown, which generated much interest.

5 *Pells Pool kiosk refurbishment:* Ideas were introduced, representing three local architects' approach to the original "brief" given by the PPCA (previously discussed in liaison meetings). Four architects had responded, but one had since declined to proceed. Two were on holiday, but had provided illustrations of their ideas and background inspirations, and one attended to present his work. The original brief arose from the jointly-agreed vision document prepared in 2007, and it had become clear from the presentations earlier in the day that this might be more limited than was now possible. Enhancements to the general area that would ensue from the Santon Group developments, and any additional attractions provided by way of equipment, would almost certainly alter the usage of the building, which currently concentrated exclusively upon patrons of the swimming pool. Whilst it had always been intended to cater for users of the recreation ground and parkland in any revisions, this context was now considerably more important, and the likelihood of third-party funds to augment such a project was improved. The general consensus was that the architects had all provided very interesting interpretations of a theme, and that these were all along the right lines; however, the implications described above meant that this project should be reserved for a short while until those issues were clearer. Council would be asked to confirm its preferred direction on all the issues discussed, and this would then inform any joint-working with Santon and others on individual elements.

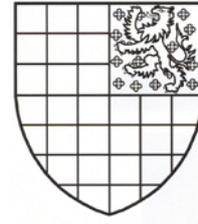
Conclusions/recommendations:

The assembly agreed that the day had been extremely informative and discussions very productive, and it was agreed that Council should be recommended to:

- > Confirm its approval-in-principle of the flood-defence and general works proposals presented as "option 4".
- > Confirm approval of the Pells Lake environmental enhancement project as presented.
- > Decide on the "design philosophy" it wishes to pursue for replacement of play equipment and any additional features.
- > Agree an enhanced design brief for the refurbishment of the pool kiosk, to recognize general improvement proposals for the area.

S Brigden
20th August 2013

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MINUTES

of the **Audit & Governance Panel** held on **Thursday 22nd August 2013**, in the **Yarrow Room, Town Hall, Lewes** at **6:30pm**. (*meeting commenced 6:50pm*)

PRESENT Cllrs S Catlin; L F Li; M Milner (*Chairman*), and A Price
In attendance: S Brigden (*Town Clerk [TC]*)

AudPan2013/09 PUBLIC QUESTIONS: There were none.

AudPan2013/10 APOLOGIES FOR ABSENCE: Apologies were received from Cllr J Stockdale, who was on holiday.

AudPan2013/11 DECLARATIONS OF INTEREST: There were none.

AudPan2013/12 MINUTES: The minutes of the meeting held on 11th June 2013 were received and signed as an accurate record.

AudPan2013/13 FINANCIAL MONITORING:

Members were furnished with detailed information (*copies in minute book*) following the end of the first quarter of the financial year 2013/14

Budget monitoring update – this showed actual expenditure and income values as posted to the Council's *Sage* accounting system and included all transactions processed to the end of the quarter. There was some discussion on salient points of detail. TC responded with reference to the identified sources. Variations were related to known events, such as specific payments in respect of works and purchases, or stock-taking adjustments. There were no items of concern.

AudPan2013/14 CONCLUSIONS/RECOMMENDATIONS:

Members considered information on the Council's financial status and management, and found no items of concern.

AudPan2013/15 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance .

The meeting closed at 7:35pm

Signed date

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 29th August 2013

NOM 07/2013 – received from **Cllr A Dean** on 19th August 2013, in the following terms

It is proposed that:

Fracking near Lewes. I would like to suggest that we set up a meeting to discuss the issue in more depth in the near future and open out the discussion and include other individuals with specialist knowledge, both independents and organizations with an interest.

Supporting Information

There is a list of twenty two sites in East Sussex and I would welcome the opportunity for the Town to discuss this issue.

Cllr A Dean
19th August 2013

NOM 08/2013 – received from **Cllr A Dean** on 19th August 2013, in the following terms

It is proposed that:

Urgent repairs at Stanley Turner Ground. It is suggested that the Town Council come to the aid of the cricket club and offer to contribute £2,000 to help with urgent repairs to the cricket pitch.

Supporting Information

The estimated cost of these repairs is £4,000 and given the consistent contribution that the club makes to youth sport and the unusual and urgent need the pitch has to undergo repairs, I would ask the Town Council to support this motion.

Cllr A Dean
19th August 2013

NOM 09/2013 – received from **Cllr J Stockdale** on 20th August 2013, in the following terms

It is proposed that:

The Council resolves to invite representatives from each of the town councils in Lewes District to meet in Lewes to discuss issues around devolution from the District Council. It is suggested that the Mayor, a lead member and the town clerk for each council be asked to attend

Supporting Information

There may be benefit for the towns to discuss the possibility of a common approach in negotiations with the District Council and options for commissioning shared services in respect of some of the devolved assets.

Cllr J Stockdale
20th August 2013