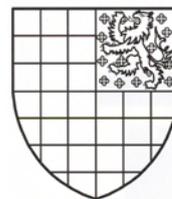


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 3rd April 2014**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk
26th March 2014

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 27th February 2014.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *All Saints Steering Group 17th March 2014*

(minutes attached page 9)

b) *Traffic Issues Working Party 18th March 2014*

(minutes attached page 12)

c) *Audit Panel 25th March 2014*

(minutes attached page 14)

d) *Play provision – North Street Quarter preliminary meeting 25th March 2014*

(notes attached page 15)

e) *Battle of Lewes Action Group*

(oral report by Cllr Chartier)

7. LEWES YOUTH BANK GRANT SCHEME

To consider a report on the progress of this scheme

(report by Cllr R Murray attached page 17)

8. CYCLE TOUR of BRITAIN

To receive a brief introduction to this event

(Oral report by Town Clerk)

9. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

10. 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

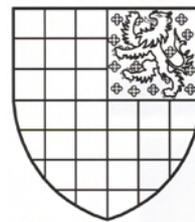


PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. 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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MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday 27th February 2014, 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 (Wischhusen); M Chartier; J Daly; I Eiloart; J Lamb; 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*) L Symons (*Mace Bearer*); Ms E. Martin (*C'ttee Administration*)

Observing: Ms J Dean (*Customer Services Officer*); Mr B Courage (*Town Ranger*)

FC2013/100

QUESTION TIME: There were six members of the public present. Mrs Amy Prifti asked a question that had been submitted earlier (*copy appended to these minutes*) regarding the lack of designated drop-off and pick-up areas outside South Malling School, where parents and school governors were seeking a short-term solution. Cllr Milner proposed that a meeting of the Traffic Working Party, to be convened shortly, would look at this matter.

East Sussex County Councillor Ros St.Pierre reported that there would be a County Council Match Funding meeting in March, in Uckfield, and suggested that this may be of interest to Lewes Town Council. Cllr St Pierre also drew attention to a consultation by East Sussex County Council (ESCC) regarding school transport which was closing on 5th April 2014; this was available on the ESCC website.

FC2013/101

MEMBERS' DECLARATIONS OF INTEREST: Cllr R O'Keeffe declared an interest *iro* agenda item 6a, Grant Panel recommendations, in that she was involved with several of the applicant bodies.

FC2013/102

APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Allsobrook, who had a Town Twinning commitment, and Cllr MacCleary; who had a work commitment. There had been no message from Cllr Dean.

FC2013/103

MAYOR'S ANNOUNCEMENTS:

a) The Mayor welcomed Brian Courage, the new Town Ranger, who had started in his role on 3rd February.

b) The next Members' drop-in surgery would be on Saturday 1st March in the Yarrow Room from 12pm – 2 pm. Cllr Daly volunteered to attend.

b) January 31st had been the deadline for nominations for the Lewes Civic Awards. Four awards (in the categories Sports; Arts; Heritage, and Community) would be presented on 24th April 2014. No award had been made in the category of Environment.

FC2013/104

MINUTES:

The Minutes of the Council meeting held on 23rd January 2014 were received and signed as an accurate record.

The Minutes of the additional Council meeting held on 20th February 2014 were received and signed as an accurate record.

MATTERS ARISING:

Arising from the meeting on 20th February was a deferred decision regarding the appropriation of £42,000 from the agreed 2014/15 precept on Council Tax. Members had taken the additional time to carefully consider the matter, and were now provided with an updated statement of the current status of earmarked reserves and project funds. There was no further debate, and consequently, **it was resolved that:**

FC2013/105.1 The sum of £42,000 be appropriated from the agreed 2014/15 precept on Council Tax to supplement the earmarked reserve in respect of planned major refurbishment of Malling Community Centre (*shown as R10 in the Council's accounts*).

WORKING PARTIES AND OUTSIDE BODIES:

Members are 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 is aware of this before the meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.

a) *Grants Panel 5th February 2014:* Members considered report FC010/2013 (*copy in minute book*) which contained the panellists' recommendations.

It was resolved that:

FC2013/106.1 That the grant payments recommended in report FC010/2013 (*copy in minute book*) be approved, with the sum of £5,749 in excess of the agreed budget for miscellaneous grants being drawn from the General Fund.

b) *Commemorations Working Party 5th February 2014:* The Minutes of this meeting were received. Cllr Stockdale declared an interest as he was a personal friend of the musical composer mentioned. There was some discussion regarding a recommendation to contribute towards the cost of restoration of the Battle of Lewes sculpture sited within the Lewes Priory grounds and the sum recommended was increased.

It was resolved that:

FC2013/106.2 Minutes of the meeting of the Commemorations Working Party held on 5th February 2014 (*copy in Minute Book*) are noted.

FC2013/106.3 The recommendations of the Commemorations Working Party of 5th February 2014 (*copy in Minute Book*) are agreed as:

A sum of £300 be granted to the Battle of Lewes commemoration project being created by Sussex Downs College students, drawn from the Commemorations Reserve (*shown as R7 in the Council's accounts*).

A contribution of up to £3,885 be made towards the restoration of the Battle of Lewes sculpture sited within the Lewes Priory grounds.

c) *Friends of Lewes liaison meeting 12th February 2014:* The notes of this meeting, (*copy in Minute Book*) which described and recommended various projects of mutual interest, were received and noted, and **it was resolved that:**

FC2013/106.4 The recommendations arising from the liaison meeting with the Friends of Lewes, held on 12th February 2014 are agreed, being;

A schedule for additional commemorative building plaques for 2014.

A project to create a replacement for the Lion figurine from White Lion Square be supported.

A proposal to create a Peace-Garden be supported in prospect of Armistice commemorations in 2018.

d) *Neighbourhood Plan Steering Group 24th February 2014:* Cllr S Murray reported on this meeting. There was concern that not enough public were involved with the Plan and

that more information should be promoted. It was hoped that when more proposals were put forward there would be more interest shown. There would be a need for administrative support, and the South Downs National Park Authority offered a financial grant for this. The Council's part-time Customer Services Officer, Emma Martin, had agreed to work additional hours to assist the project; which was welcomed by all. Councillors welcomed the input from Kirsten Firth of Transition Town Lewes, as a model for the work of other thematic working groups.

It was resolved that:

FC2013/106.5 The oral report on progress towards a Neighbourhood Plan be noted.

e) *Battle of Lewes Action Group* (BLAG): Cllr Chartier reported that the next meeting of BLAG would be held on 5th March 2014. The group had gone "live" on social media, and various projects were approaching fruition. It was asked if the Borough flag could be flown from the Town Hall flagpole on 14th May and during the week of celebrations and this was agreed. It was suggested and agreed that Lewes District Council should be asked to arrange for Gabriel, the ancient Market Tower bell, to chime on 14th May and at 1:00pm each day during that week. Should the District Council have any problem with staff availability, Cllr Stockdale volunteered to assist.

It was resolved that:

FC2013/106.6 The update on activities of the Battle of Lewes Action Group be noted.

f) *Lewes Town Partnership* (LTP): Cllr Catlin presented a brief report (*Agenda item 6f - copy in Minute Book*) describing the results of a survey of LTP members. The survey had established their views with regard to LTP's aims and objectives, and future priorities. It was reported that these were now clearer. A suggestion had arisen that LTP should act as a "public scrutineer" for the North Street Quarter redevelopment, but this had not been favoured, as statutory bodies were already in-place.

It was resolved that:

FC2013/106.7 The report on the meeting of Lewes Town Partnership on 30th January (*copy in Minute Book*) be noted.

FC2013/107

DEPUTY MAYORALTY 2014/15:

Two proposals were made for nominees to the role of Deputy Mayor for the 2014/2015 municipal year. A vote was called and **it was resolved that:**

FC2013/107.1 Cllr Li Leung Fuk be nominated as Deputy Mayor-Elect for the 2014/2015 municipal year.

FC2013/108

MUNICIPAL CALENDAR 2014/2015:

Members considered the proposed municipal calendar for scheduled meetings in 2014/2015 and the matter of public "drop-in" surgeries; which had for some time been held on the first Saturday of each month, attracting extremely low numbers.

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

FC2013/108.1 The proposed calendar for the 2014/2015 municipal year (*copy in Minute Book*) be agreed.

FC2013/108.2 Lewes Town Council's public "drop-in" surgeries be held (from May 2014) on the first Tuesday of each month, from 10am – 12pm in the Corn Exchange, when the weekly Market is operating.

FC2013/109

LEWES BUS STATION:

Members considered a proposal *NOM 010/2013 (copy in minute book)* to provide four seats and two litter bins outside Lewes Bus Station. This followed the efforts of Cllr. Catlin and the recent Traffic Working Party meeting at which a 25-year vision for

Lewes' transport had been discussed. It was felt that the bus station was an asset that needed to be kept as attractive and useable as possible while its ultimate fate was decided. Following a meeting with the owners, they had stated that would be happy for the Town Council to provide and fit new exterior passenger seating. This seating would be reusable elsewhere in town if the station were to be demolished or redeveloped. Simple, attractive and robust designs were available at approximately £500 for purchase and installation. Four benches would be required; two each side of the station. At weekends and evenings litter was an issue, and additional bins were also desirable.

After a brief discussion, during which it was agreed that bins should *not* be provided, **it was resolved that:**

FC2013/109.1 The Town Council will provide four new external bench seats at Lewes bus station to improve the facilities and appearance of this valuable town asset. These will be funded to a maximum of £2000 to be drawn from the financial reserve earmarked for Environment Enhancements (*shown as R8 in the Council's published accounts*).

FC2013/110

FLORAL DECORATION OF LEWES TOWN COUNCIL:

Members considered a report *FC011/2013 (copy in minute book)* apprising them of a reduction in service previously provided by Lewes District Council (LDC) and a proposal that the Town Council assumes responsibility.

Lewes District Council had advised that hanging flower baskets traditionally provided each year, would be discontinued unless funded by a third-party.

Twenty four "half-baskets" had hitherto been hung from twelve street lighting columns in the town centre; in the pedestrian precinct, and at Castle Gate.

LDC had offered to provide the actual baskets free of charge. The baskets would cost £950 to stock with plants and hang. The maintenance cost was estimated for 2014/15 at £2160 for the full season. This gave a total cost for the year of £3110. If Council decided to go ahead, then orders must be placed in early March.

It was recognized that these decorations were enormously beneficial to the town and were considered essential to help promote tourism.

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

FC2013/110.1 Lewes Town Council will fund 24 decorative seasonal floral baskets, to be hung from twelve lighting columns in the pedestrian precinct and at Castle Gate, as described in report *FC011/2013 (copy in minute book)*, in the sum of £3,110 to be drawn from the financial reserve earmarked for Environment Enhancements (*shown as R8 in the Council's published accounts*).

FC2013/111

UPDATE ON MATTERS IN PROGRESS:

- a) A Meeting had been held on-site with professional surveyors, regarding the proposed Mallong Community Centre refurbishment. Preliminary cost estimates were being prepared, free of charge, and Council would be advised in due course.
- b) A meeting of stakeholders to discuss the North Street Quarter/Pells urban realm proposals was imminent. Details would be advised shortly. The North Street Quarter Project Board would next meet on 28th February 2014.
- c) A preliminary hearing of the Employment Tribunal (*in* one technical legal context) had been heard on 24th February 2014. The judgement had been reserved and was not expected to be handed-down for several weeks. The full hearing was scheduled for 9th and 10th April. Cllr Dr Turner was nominated to liaise with TC on this matter.
- d) The *Film@All Saints* programme for the current season had, so far, shown 24 film titles; with 35 screenings over 13 weekends, and stood at a modest surplus of £620. Average audience numbers had grown, despite ongoing problems with publicity

material being defaced or removed.

FC2013/112

NOTICE of ITEMS IN PROSPECT:

- a) The next meeting of the Planning Committee would be on Tuesday 18th March at 7pm in the Yarrow Room.
- b) The next deadline for Grants applications was Friday 9th May with the Panel meeting on 21st May and making recommendations to Council on 12th June 2014.
- c) The next Council Meeting was scheduled for Thursday 3rd April at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 24th March.
- d) The next Members surgery would be held on Saturday 1st March in the Yarrow Room from 10am – 12pm. Cllr Daly would attend.
- e) Dates would shortly be advised for imminent meetings of the Town Hall Repairs Working Party; All Saints Steering Group, and Audit Panel.

FC2013/113

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 9:10pm

Signed:

Date:

Draft



QUESTION RECEIVED:

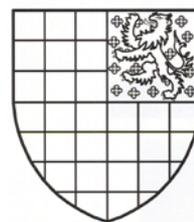
Presented by Mrs Amy Prifti

'Given that money was set aside by Lewes Town Council for a second zebra crossing on the junction on Barn Road and Church Road, and that this proposal was rescinded by the Traffic Working Party, citing concerns of jeopardising the employment of a school lollipop warden, will the Council now commit money towards the design and implementation of a road painted parking bay on Church Road to improve the currently non-existent drop off and pick up facilities outside of South Malling School.'

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**LEWES
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MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Monday 17th March 2014**, in the **Yarrow Room, Town Hall, Lewes at 11:00am.**

PRESENT Cllrs Catlin (Wischhusen); Chartier; Daly; S Murray; A Price; and Dr M Turner (*Chairman*); also (*not appointed to the Steering Group*) Cllrs D Lamport and J Stockdale.

In attendance: S Brigden (*Town Clerk [TC]*); Miss L Zeyfert (*Manager, All Saints Centre*); Ms C Slijpen (*Lewes Film Club*)

ASCSG2013/09 **QUESTIONS:**

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

ASCSG2013/10 **APOLOGIES for ABSENCE:**

Apologies were received from Cllr M Milner who had an unavoidable work commitment, and Cllr R O'Keeffe, who was attending an East Sussex County Council meeting.

ASCSG2013/11 **DECLARATIONS OF INTEREST:**

There were none

ASCSG2013/12 **MINUTES:**

The minutes of the meeting held on 13th August 2013 were received and signed as a correct record.

ASCSG2013/13 **BUSINESS OF THE MEETING:**

1 The Chairman welcomed Ms Carmen Slijpen, who was attending to offer insight and advice on matters related to film production and screening.

2 In answer to a question: it was noted that whilst withdrawal from the market of films in 35mm format had been slower than anticipated and many titles were still released in that form, it could only be matter of months before this ceased. Almost all screenings at ASC were now in DVD format and it had been accepted that programming, and the delay before release of new titles, would be constrained by that factor. A further question arose as to choice of titles, and it was confirmed that Ms Slijpen had continued to recommend films to the Steering Group's "task-group" within the constraints described, and that the choices had been generally popular. TC referred to a detailed analysis of film screenings for the current season, being the second of the *Film@AllSaints* operation. The programme had so far shown 24 film titles; with 35 screenings over 13 weekends, and stood at a modest surplus of £620. Average audience numbers had grown, despite ongoing problems with publicity material being defaced or removed

3 An issue had arisen some weeks earlier regarding the ASC Manager's refusal to accept a booking from a prospective hirer, who had complained to Members. Ms Slijpen and Miss Zeyfert recounted their discussions with the lady concerned, and explained how they had come to be aware that her proposal was for a commercial film operation related to a business venture. TC confirmed that he supported the decision taken by the Centre manager, and considered that her actions had been appropriate. A question arose as to the use of the Centre by profit-making enterprises, and it was confirmed that there was no overall prohibition on these, but that the Council had decided to exclude commercial film operators when it instigated the *Film@AllSaints* programme. The proposed venture was understood to conflict with that policy, and the work of Lewes Film Club and its offshoot:

Lewes Teen Cinema. Members agreed their support for the Manager's decision.

4 The discussion moved to future options, and issues such as the anticipated planning application for a small multi-screen purpose-built cinema at the Harvey's depot site. It was advised that this was expected to open in the Autumn of 2015. Miss Zeyfert referred to the latest *Film@AllSaints* screenings, over the previous weekend, which had not yet been analysed and were not included in TC's earlier statement. These had attracted viable audience numbers and it had been apparent from several individual conversations that the reputation of the operation was slowly spreading. In light of this, and evident growth in audience numbers, Members considered it appropriate to continue with the operation in its present form, with a review at the next meeting. It was **agreed** to recommend that Council continues the *Film@AllSaints* operation on the existing basis, for the next year.

5 *Report by the ASC Manager:* It was reported that lighting and acoustic improvements were underway, with a new stage lighting truss frame scheduled for installation in mid-April. This offered pre-installed dimmer units and standard connections which would allow hirers to bring their own specialized equipment and connect easily. The Centre's own lighting units would be routinely updated and augmented in the natural course of operations. Supplementary speaker units had been identified as the best means of improving sound quality, and research was underway into the availability and cost of suitable units.

An induction loop for those with a hearing impairment was being planned and would be installed soon. The portable dance-floor surface was proving extremely useful and popular and new trolleys allowed equipment to easily be stored beneath the stage, releasing the "wings" area for more appropriate uses.

Sussex Downs College had, for a third year, used the ASC for their Art & Design students' exhibition, which had brought another new group of young people into the Centre who had expressed their very favourable impressions. A Member who had attended and conversed with students and college staff noted very positive feedback.

New curtains were being planned for the stairwells, which would have an added benefit of improving draught-proofing and thereby help with heating. Permanent boarding was to be installed at strategic points on the street side of the stage and this would reduce the volume of sound which could be heard by neighbours.

In answer to a question on staff matters, it was reported that the Caretaker/venue assistant had suffered a serious infection following a scheduled joint-replacement operation and had an extended absence. Although now returned to work, Mr Reay was currently able to address only reduced duties. Miss Zeyfert and Miss Roxx, the Assistant Manager, continued to cover that situation with support and assistance from Town Hall-based staff, and Members offered their appreciation to them all for their dedication.

There was a resurgence of interest in playing the organ, and a programme for any necessary maintenance was being investigated.

It was confirmed that dates were being held in reserve, in June and August, in anticipation of events to commemorate the First World War, being considered by the Council's Commemorations Working Party.

The general performance of the Centre was reviewed, and it was noted that there were 25 regular weekly hirers, plus significant *ad hoc* hires. There had been several new bookings recently, taking-up most of the unoccupied periods in the operating diary. These included a monthly Vintage Fair, a Healthy-eating "pop-up" café, and a Sunday charity swap-shop. New regular weekly hires represented a range of activity: a "Dancercize" class, a toddlers' activity group (*Cherry Tiddlers*); a film school for young people; a Martial-arts school (Tae Kwon-Do), and a new yoga class. The New Sussex Opera had booked to present *The Beggar's Opera* at the Centre in May. It was agreed that future meetings would receive a brief update on recent performance.

Members were extremely pleased to note the way in which the Centre was fulfilling its purpose in offering a range of community; youth; and art facilities and events.

ASCSG2013/14

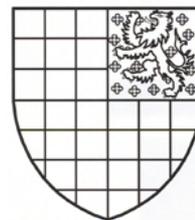
RECOMMENDATIONS /CONCLUSIONS: It was agreed that Council be recommended to continue the *Film@AllSaints* operation in line with the discussions recorded above.

ASCSG2013/15

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

The meeting closed at 11:45am

Draft



MINUTES

of the meeting of the **Working Party** formed to address traffic-related issues in Lewes held on **Tuesday 18th March 2014**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin (Wischhusen); M Milner (*Chairman*); S Murray; R O’Keeffe. Also present (*not nominated to serve on Working party*): Cllr J Stockdale.

In attendance: S Brigden (*Town Clerk [TC]*); F Willis (*Reception/administration officer*)

TIWP2013/09 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr L F Li, who was on holiday, and Cllr A Dean, who had a family commitment.

TIWP2013/10 **DECLARATIONS OF INTEREST:** Cllr Stockdale, although not appointed to the Working party, declared an interest as a governor of South Malling School, which would feature in discussion during the meeting.

TIWP2013/11 **MINUTES:** The minutes of the meeting on 28th November 2013 were signed as an accurate record.

TIWP2013/12 **QUESTIONS:** There were none. No members of the press or public were present.

TIWP2013/13 **BUSINESS OF THE MEETING:**

The Chairman reiterated how positive and constructive the previous meeting had been, and he undertook to ensure the benefits of this were transferred where areas of interest overlapped with the Neighbourhood Plan Steering Group.

There was a brief discussion on general matters such as the practical execution of the recent Council decision to fund bench seats at the bus station, and the need to keep traffic issues in focus during the evolution of the North Street Quarter planning proposals.

Safety issues near South Malling School - The main reason for the meeting was the recent request from parents of children attending South Malling School for assistance in finding a short-term solution to the lack of provision for dropping-off children. The parking, drop off and pickup around South Malling School, Church Lane, was described as a nightmare, and sadly a pupil was injured by a car before Christmas. The area around the school, including Barn Lane, The Deanery, The Martlets and along Church Lane accommodates the 'school run' for the parents of 253 pupils that attend South Malling School. It was observed that Church Lane rapidly becomes congested and some parking practices are “questionable”.

It was recognized that the majority of local parents did walk their children to school, based upon school data. The catchment of the school had increased steadily (Ringmer, Pells, Wallands, Winterbourne, even Denton), and a double intake was introduced in 2011-12, some parents having no choice but to drive to the school. Many parents dropped their children off en-route to their jobs by car.

East Sussex County Council (ESCC) had no budget for improving the roads around the school, but there could be access to the 'community match' grant scheme. Regarding an initial solution, it had been discussed whether 4 or 5 road-painted pick up/drop off bays could be introduced either side of the bus stop on the school side of Church Lane, with limited hours of 8.30-9.15am and 3.00-3.30pm. Such a project would be reasonably simple to design, although consultation on a traffic Order would take time. An alternative could look to introduce “grasscrete” or bays to

allow additional parking on the northern side of Church Lane, but access issues meant that this was not a particularly practical idea.

There was a lengthy debate as to the current practices, and the scope for altering behaviour through education *versus* intervention. It was acknowledged that there was genuine pressure on parking provision in the area, and that although the school's crossing patrol officer was quite effective in preventing abuse of the school zig-zag line markings, there was no real enforcement of general parking regulations. There were recognized constraints upon the siting of any physical engineering features, arising from current deliberations on the future design of the Earwig Corner junction and the route of outstanding sections of Lewes-Ringmer cycle path.

Members heard an account of the problem from a parent's perspective, and it was observed that the issue had earlier tended to "self-regulate" if vehicles briefly using the bus-stop were not prevented from so doing.

After a lengthy and detailed discussion, it was **agreed** to recommend that Council should offer £1,000 towards the cost of painting drop-off bays, subject to agreement by ESCC.

Footway repairs – Arising from ESCC responses to disputed repairs to pavement within Lewes Conservation Area, Members discussed the principles at issue. Tarmac had been used in a highly visible area considered to be a "gateway" zone to the town. This followed similar earlier repairs, leaving an unsightly and uneven surface. Initial responses to complaint by a Town Councillor had raised fears that this would be treated as permanent and not properly reinstated within six months as required by prevailing regulations. It was reported that a senior ESCC Traffic Manager had undertaken to pursue contractors for early correction, and that proposals were extant to amend the present two-stage scheme and encourage reinstatement to an appropriate standard immediately after completion of works. There were also proposals to change standard criteria applied to the assessment of damage and the urgency of a repair in the context of potential for slips/trips/falls. Primary factors were under scrutiny in the review, including fundamental principles such as the risk posed by the height or depth of a hazard as opposed to the length of time it remained unrepaired.

Members were encouraged to learn of these moves toward an improved system, although they still sought a coherent approach to the quality of materials used in repairs/replacements within the Conservation Area. This was a long-standing issue, and was now more prominent given the town's status within the South Downs National Park. It was **agreed** that TC would draft a letter expressing these concerns to the County Council's Director; Lead Member; and Chief Executive.

TIWP2013/14

CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:

It was recommended that Council should offer £1,000 towards the cost of painting drop-off bays on the highway adjacent to South Malling School, subject to agreement by ESCC.

TIWP2013/15

The Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 12:40pm

Signed:

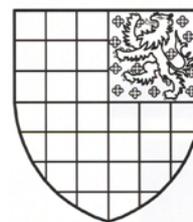
Date:

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**LEWES
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MINUTES

of the **Audit & Governance Panel** held on **Tuesday 25th March 2014**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin; M Milner (*Chairman*); A Price, and J Stockdale

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

AudPan2013/23 PUBLIC QUESTIONS: There were none.

AudPan2013/24 APOLOGIES FOR ABSENCE: Apologies were received from Cllr L F Li, who was on holiday.

AudPan2013/25 DECLARATIONS OF INTEREST: There were none.

AudPan2013/26 MINUTES: The minutes of the meeting held on 3rd December 2013 were received and signed as an accurate record.

AudPan2013/27 FINANCIAL MONITORING:

Members were furnished with detailed information (*copies in minute book*) following the end of the third 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.

Operating costs trend analysis – this set of data, which the Panel review once or twice each year, showed comparisons in operating costs service-by-service back to the 2003/04 year. Figures showed the nett cost of each service, and analysis as a percentage of Precept and of total costs, and indicated trends in Reserve and General Fund balances *etc.* The tables had been updated to reflect the introduction of a new cost centre for Malling Community Centre in the forthcoming year.

There was a short discussion on general matters such as routine survey of buildings; confidence in the security of banking/investment arrangements; and the necessity to ensure accurate information on any assets in prospect of devolution from Lewes District Council. Principles of due diligence were rehearsed, and the Council's established policies were considered robust and fit for purpose. The Council's internal auditor was to visit in early June and TC would seek an opinion on these issues, and would advise Council subsequently. The Investment & Reserves policy would be brought to Council for review as a matter of course.

AudPan2013/28 CONCLUSIONS/RECOMMENDATIONS:

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

AudPan2013/29 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

The meeting closed at 12:05pm

Signed date

NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL (LTC); SANTON GROUP; LEWES DISTRICT COUNCIL (LDC), and PELL'S POOL COMMUNITY ASSOCIATION (PPCA)	
<i>Reason for meeting</i>	Meeting between interested parties regarding proposed play area and recreation provision associated with the North Street Quarter redevelopment.	
<i>Venue</i>	Council Chamber, Town Hall	
<i>Date</i>	2:00pm Tuesday 25 th March 2014	
<i>Attending</i>	Cllr S Murray	LTC
	Cllr R O'Keeffe	LTC
	Cllr J Stockdale	LTC
	Cllr Dr M Turner	LTC
	Steve Brigden	LTC (Town Clerk)
	Brian Courage	LTC (Town Ranger)
	Clive Wilding	Santon Group
	Rupert Grierson	MacGregor Smith (Landscape Architects)
	Chris Bibb	LDC (Parks Dept)
	Conrad Ryle	(PPCA)
<i>Apologies</i>	Cllr R Murray	LTC

NOTES:

1. This was a preliminary meeting to establish background issues and best approach to the provision of children's play and general recreation facilities associated with the proposed North Street Quarter redevelopment (NSQ). Santon would be required to provide finance under planning tariffs, and were favourably-disposed to augment those values where mutual benefit was obvious. LDC had already earmarked existing "s106" and other funds toward play provision at the Pells; and LTC and the PPCA had both accumulated funds towards complementary development of the pool kiosk building and other facilities - a project that was currently in abeyance pending the outcome of these discussions. Santon were happy to offer professional technical design support where it could help, and Mr Grierson had already prepared drawings for various options in this context.
2. Mr Wilding stated that Santon's application for outline planning consent was expected to be ready for submission at the end of April or early in May 2014. The application would include a children's play strategy, and provide for the funding of this by s106 levies. The South Downs National Park Authority, as planning authority, had committed to process this application within 24 weeks, and this led to a likely lead-time (from submission) of 6-12 months before any works commenced.
3. Play provision would be phased, probably in 2 – 3 stages over two years. The proposed new footbridge across the river to/from Malling Recreation ground would be likely within two years of the commencement of works - around 3½ years from now.
4. Designs for Pells area flood defences were being finalized, and it was intended to install three "dummy" flood walls along the Pelham Terrace boundary of the Pells shortly. These were to allow the public to see the real effect of the proposed installation of the preferred *Dutch Dam* wall-within-wall system, although due to constraints of health and safety rules it would only be possible to view, not closely approach, these temporary structures.
5. Suggested methods of flood defence in the immediate vicinity of the swimming pool involved increasing the height of the existing wall; possibly with glazed sections, and strengthening it against hydraulic pressure. The works necessary to achieve this would allow improvements to be incorporated on the inside of the wall. These could range from a simple continuous bench to an integral shower/changing facility. The location of the artesian well and existing drainage would affect options in this regard. Pool security was also discussed, and it was agreed that the works would offer an ideal opportunity to improve

the boundary separating the pool enclosure from the recreation ground; either by improved fencing or a more substantial wall.

6. There was general initial agreement on the principles of play provision for the development. Within the NSQ itself there would be various features for play for early-years age-groups, and enhancement of the existing recreation spaces of the Pells and Malling Recreation Ground was an intelligent means to provide appropriate facilities for the rest. As works at the Pells would be required at an early stage of the project (to install necessary flood defences) any enhancements and alterations would be best programmed within the first phases.
7. Santon were exploring the possibility of a Low Temperature District Heating System, which could generate and distribute heat through sections, or the whole development. Such systems operated on fluctuating demand and heat output at certain times needed to be dissipated or redistributed. This offered the possibility that the Pells Pool might benefit from limited heating, which could address the long-held aspiration to give early-day swimmers a more comfortable experience.
8. Discussion touched upon possibilities for the redundant rifle club site; half of which was in the ownership of LDC, and half within the Town Brooks Trust land. There was likely to be a “soft” boundary between the existing Pells and the dwellings proposed which would face West (outward) from the NSQ site on that side. This suggested a natural course for pathways to allow all-weather access to the Pells, and these might lead into the area outside the café facility intended by LTC and PPCA to emerge from development of the pool kiosk building. This would integrate well with an enhanced children’s play area, and new features which could include an outdoor gymnasium; outdoor table-tennis fixture, and a boules/Petanque terrain for adult use.
9. It was noted that LTC owned the Pells area in the guise of the Town Brooks Trust, and was seeking to acquire ownership of Malling Recreation Ground through devolution from LDC. It was anticipated that this would be resolved and finalized before the end of 2014, which would facilitate the achievement of the ideas discussed.
10. There would be further consultation needed, and no suggestions were yet ready for action. It was agreed that a practical way forward was for a site visit to take place (this was arranged for Weds 2nd April at 10:00am) to familiarize everyone with detail features, and then the following work to be conducted through the vehicle of a Lewes Town Council Working Party, comprised of those present with co-option of any technical advisers as appropriate.

Meeting ended 3:05pm

REPORTS FROM MEMBERS

The report(s) below will be presented to Council at its meeting on Thursday 3rd April 2014

Report received from Cllr R Murray, (for elaboration at the meeting as appropriate):

Lewes Youth Bank Grant Scheme Report for 2013

In the autumn of 2011 LTC voted unanimously to establish a fund of £4K to be administered by a board of young people for young people who had a scheme in mind for benefitting the youngsters of the town.

The first thing they did was to draw up a set of criteria by which they would make their decisions of whether to make an award or not. They include:

- Does the project benefit many young people?
- Is it obvious that the idea came from young people?
- Is it for young people in Lewes?
- Does it help young people achieve something new or learn new skills?

And several others.

In that first year ESCC added £1,500 to the fund and in 2013 they added £2,000. Out of 8 applications, 5 were funded in full and one in part. A table of grants awarded is shown overleaf. Those who failed in their applications were told how and why they had failed and encouraged to bid again with an improved creative, developmental or learning aspect.

One of the successful bids came from the Landport Youth Club to support their Summer Sports: various days in the summer when the Youth Club ran outdoor activities for all the youngsters in Lewes. These included various water sports, team games and such activities as Rounders and Zumba.

In the bid they said: “Some of our group are doing leadership training for the Youth Club and we would be able to use these ideas and practise running games as part of our training and get experience whilst having a leader with us.”

Another successful bid came from The Circles Group. This is a club that runs for the whole day every other Saturday throughout the year for young adults with learning disabilities ranging from moderate to severe. Through this club members have an opportunity to control what they choose to do with their time at the club, to boost their confidence and improve their communication skills. In 2013 they created a dance/music/costume video about wildlife and nature and they hope they will be able to perform it as an event at the Railway Land in Lewes this year. Some of the members said they would like to:-

“Perform in a theatre like the Saturday Circles group did in Eastbourne.”

“In Lewes where the people are friendly”

Feedback is always given to all applicants including advice as to how to make the bid stronger in future.

This year bidding could well take the form of a 'Dragons Den', where young people and maybe supporting adults can have the opportunity to present their ideas on one day. If this happens it will speed the whole process and give the panel a chance to ask questions of the bidders.

Bids will be accepted after the opening of the new Financial Year in April.

LEWES TOWN YOUTH BIDS 2013

LEWES TOWN COUNCIL FUNDS	4000.00
LEWES TARGETED YOUTH SUPPORT FUNDS	2000.00
TOTAL GRANT MONEY AVAILABLE	6000.00

	<u>Bid</u>	<u>Agreed</u>	<u>Response</u>
Lewes Circles: Show at the Railway Land	1000	1000	Agreed
Teen Cinema: Continuation	1000	1000	Agreed but more info required
LYC/ YMCA Juniors: Inclusive resources	873.90	773.90	Agreed but adjusted
Lewes Operatic: Les Miserables Youth Prod.	800	0	Rejected following further information
Nutty Wizard: Trip to Thorpe Park	605	0	Rejected following further information
YMCA Fridays: Resources	790	790	Agreed
LYC Sports: O/d summer resources	990.51	990.51	Agreed
LYC Community Fun Day / Reminiscence Day	300	225.77	Agreed but adjusted
	6359.41	4780.18	

REMAINING BALANCE: **£1,219.82**