

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)  
[www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

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

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

S Brigden, Town Clerk  
31<sup>st</sup> October 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 3<sup>rd</sup> October 2013.

*(attached page 3)*

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

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

a) *Finance Working Party 28<sup>th</sup> October 2013*

*(minutes attached page 9)*

b) *Anti-Domestic Abuse – "White Ribbon" initiative*

*(report from Cllr Price attached page 11)*

c) *Devolution of Assets & Services lead group*

*(notes of meeting 31<sup>st</sup> October 2013 to follow)*

### **7. SUSTAINABLE COMMUNITIES ACT 2007**

To note a recent extension to the Act

*(report FC008/2013 attached page 12)*

### **8. INVITATION TO CANDIDATES**

To note elections to the NALC Larger Councils Committee 2013-15

*(briefing note attached page 16)*

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

*(Oral report by Town Clerk)*

### **10. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

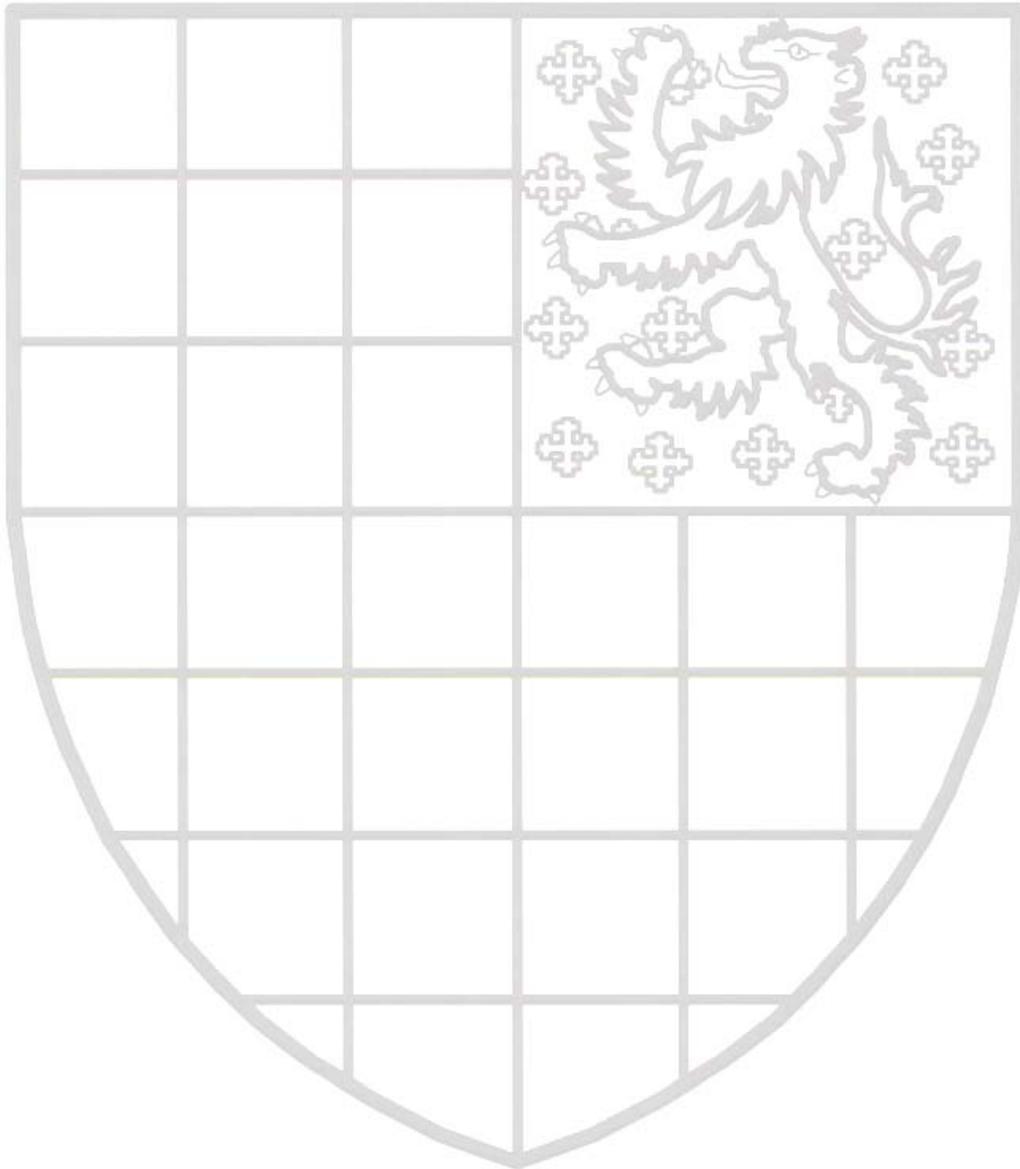
***For further information about items on this agenda please contact the Town Clerk at the above address***

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

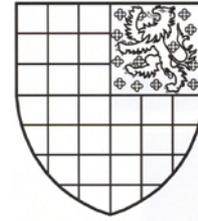


**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council 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.

**PAGE INTENTIONALLY BLANK**



**PAGE INTENTIONALLY BLANK**



## MINUTES

Of the meeting of **Lewes Town Council** held on

**Thursday 3<sup>rd</sup> October 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 (Wischhusen); J Daly; I Eiloart; L F Li; J MacCleary; R Murray; S Murray; R O’Keeffe (*Mayor*); A Price; R Rudkin; J Stockdale and M Turner (*Deputy Mayor*)

*In attendance:* S Brigden (*Town Clerk [TC]*); M Larkin (*Mace Bearer*); Ms E. Martin (*C’tee Administration*)

*Observing: none*

**FC2013/52**

**QUESTION TIME:** One member of the public was present; Mr L Russell-Moyle, a candidate in the imminent by-election for Bridge Ward. No questions had been received in advance, although Cllr Stockdale asked to present three questions. The Mayor reminded Members that Standing Orders required questions to be notified three clear days in advance of a meeting, but allowed the presentation:

*Q1:* “Why was a Bridge Ward Member not invited to be present at a recent meeting in connection with the Malling Food Bank when members from Priory and Castle were in attendance?” *Answer:* The Mayor and other Members connected with this event explained that the informal meeting had been convened to discuss operational matters and that those present had attended in their various capacities in connection with local Food Banks, not as Councillors.

*Q2:* “Why has a Steering Group for the Neighbourhood Plan not been called and what is the timescale for that?” *Answer:* This matter was to be addressed during the meeting, under the agenda heading “Update on matters in progress”, when Cllr S Murray would provide a detailed statement on the current position.

*Q3:* “Why was the District Council’s consultation on Special Expenses not on the Agenda?” *Answer:* This was a public consultation; a link to which had been distributed to all Members for individual responses, and those responses would be in addition to any views expressed once the Town Council’s negotiating team had reported following their imminent meeting with the District Council. That direct relationship between the two Councils over the matter served to make the public deadline superfluous.

Mr Russell-Moyle had posed questions earlier that afternoon which he had discussed with the Town Clerk and had been satisfied; but now suggested that he should be allowed to present these as latitude had already been given in the case of a Member.

*Q:* Would a written report on the matter of Special Expenses be presented, and if so: when? *Answer:* A full report would be brought to Council, probably at it’s next meeting; following the scheduled meeting between the Town and District Councils.

**FC2013/53**

### MEMBERS’ DECLARATIONS OF INTEREST:

Cllr J Stockdale declared an interest *iro* item 6b (*Grants Panel*) in that he is a member of the Malling Food Bank committee.

Cllr A Price declared an interest *iro* item 6b (*Grants Panel*) in that he is a patron of Lewes Operatic Society .

Cllr R O’Keeffe declared an interest *iro* item 6b (*Grants Panel*) in that she is closely

involved with 3 of the applicant bodies where a recommendation to award grant was being made.

FC2013/54

#### **APOLOGIES FOR ABSENCE:**

Apologies were received from Cllr M Chartier who was on holiday; Cllr D Lamport who had an academic engagement, and Cllr Mr Milner who had a work commitment. There was no word from Cllr A Dean.

FC2013/55

#### **MAYOR'S ANNOUNCEMENTS:**

a) On Friday 4<sup>th</sup> October at 7.30 there was to be a music concert at the All Saints Centre. The Ouse Valley Collective, who were very popular in Lewes and who had been an enormous hit in Germany last October, would be playing, as would "Der Joshi und Seine Crew" from Waldshut-Tiengen.

b) On Saturday 5<sup>th</sup> October *WTpur: Die Show* would be presented at the All Saints Centre starting at 7:00pm. Both the events at the Centre were generously supported by Harveys Brewery and Miles Jenner would feature in the show. These events coincided with the Annual Twinning Summit being hosted in Lewes that weekend and they were part of the 40<sup>th</sup>/50<sup>th</sup> anniversary year celebrations. Delegations from Blois and Waldshut-Tiengen would be there, including Oberburgermeister Martin Albers.

c) The Mayor reminded Members that the Lewes Concert Orchestra would be giving a concert in the Assembly Room on Sunday 13<sup>th</sup> October at 2.30pm in aid of the Mayor's Charities. Tickets were available from Mrs Garth.

d) The Mayor informed members on the success of the recent Art Auction, Allotment Show and Mayor's Tea Party. The Mayor thanked Members who had helped with these events.

e) The next scheduled Members "drop-in" surgery would be on 5<sup>th</sup> October from 10 – 12pm in the Yarrow Room. Cllr J Daly volunteered to attend.

FC2013/56

#### **MINUTES:**

The minutes of the Council meeting held on 29<sup>th</sup> August 2013 were received and signed as an accurate record with two amendments to correct minor typographical errors.

FC2013/57

#### **WORKING PARTIES AND OUTSIDE BODIES:**

*NB 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. Brief written reports should be submitted wherever practical. Reports on all activities of the organization are not expected.*

a] *Seaford-Lewes Community Rail Partnership:* Cllr S Catlin reported that Network Rail would extend the rail platform at Falmer by December, to support eight carriage trains.

Cllr Catlin also reported on the 150<sup>th</sup> Anniversary, on 7<sup>th</sup> June 2014, of the Lewes-Seaford rail link, and hoped that this event would be supported by the Mayor and Council.

Cllr Catlin went on to remind Members of the forthcoming annual meeting of Lewes Town Partnership, and of the imminent deadline (4<sup>th</sup> October) to provide him with any comments related to the East Sussex County Council (ESCC) consultation regarding the future of services at the Phoenix Centre.

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

**FC2013/57.1** The report on the recent meeting of Seaford-Lewes Community Rail Partnership be noted.

A question was raised as to the appropriateness of raising matters at Council meetings without prior notification, and clarification was offered: there was no

absolute prohibition on offering information or raising a matter that did not require a decision, but there should be a notification to the Chairman or the Town Clerk before commencement of the meeting. A member repeated an earlier request for reports to be in writing wherever possible, as it could be difficult to formulate opinions or articulate questions without prior warning. This was acknowledged as desirable although accepted as not always practical. Members were asked to write reports wherever possible on any aspects of meetings they may have attended, in good time for publication with the Council's agenda.

b) *Grants Panel 25<sup>th</sup> September 2013 recommendations:* Members considered Report FC007/2013 (*Copy in Minute Book*) containing the recommendations for payment of grants for the second (of four) cycle of the year. It was noted that the report of the meeting contained an error in that it listed Cllr Kingham as present when she was not. A question as to the value of grants over £2,000 being recommended was answered: there was no technical limit, although applicants were encouraged to limit their requests to lesser sums. Questions as to the reasons for specific recommendations were answered by panellists. There was some discussion as to the principle of entrusting the Panel with the detailed analysis, and the balance to be struck between accepting their recommendations and having adequate detail at Council to allow informed scrutiny. This gave rise to requests for greater detail in the reports and it was agreed that a different format would be offered in future, carrying more detailed information of applicant bodies, application detail, and panellists' remarks or considerations.

Cllr Stockdale, having declared his interest as a member of Malling Food Bank committee, enquired as to the reasons why the full amount applied-for had not been recommended. He described the background to the application and his own role in assessing the value to be requested; expressing the opinion that the full amount should have been recommended by the Panel and challenging their reasoning. With continued questioning, a debate arose as to the ethics of allowing the Councillor to pursue this point, given the matter of interests and the privileged opportunity unavailable to other applicants. Various opinions were expressed, and councillors connected with other food bank operations in the town offered further information and insights. A proposal was made to amend the recommendation to grant the element of the application related to hire costs of the Malling Community Centre, subject to a maximum of the £860 originally requested\*, and a recorded vote was requested (*results appended to these minutes*).

**It was resolved that:**

**FC2013/57.2** Grants payments recommended and shown in column E in the appendix for Report FC007/2013 be approved, with the amendment that item 14 *iro* Malling Food Bank be paid a grant covering the cost of venue hire, subject to a minimum of £500 and a maximum of £860.

\* *NOTE for information: Subsequent to the meeting, it was confirmed that this would give rise to a grant of £860; being the full sum applied-for.*

c) *Vacancy on approved Outside Body – Lewes District Association of Local Councils:*

**It was resolved that:**

**FC2013/57.3** Cllr S Murray is appointed to serve on Lewes District Association of Local Councils for the remainder of the 2013/14 municipal year.

d) *Vacancy on approved Outside Body – Lewes & Seaford Citizens Advice Bureau:*

**It was resolved that:**

**FC2013/57.4** Cllr S Catlin is appointed to serve on Lewes & Seaford Citizens Advice Bureau for the remainder of the 2013/14 municipal year.

e) *Pells recreation ground play equipment:* Members were reminded of the presentation

made to their previous meeting, on the imminent development of the “urban realm” at the Pells and improvements to landscaping; play and adult leisure facilities, agreed to be developed with the Santon Group alongside their flood-defence works. Replacement of outdated and damaged children’s play equipment had been deferred for a number of years in anticipation of these discussions; related to the need to provide flood-defences in the area of The Pells before proceeding with development of the North Street site). This was now an agreed priority, and work could begin on design and selection; allowing the replacement to start once the Santon application for outline planning consent was approved. This was expected by the end of 2013. It was reported that Lewes District Council (LDC) held a “Section 106” payment in the sum of £23,000 following the building of the North Street Police Station and that this had been earmarked for a nearby recreational area – now scheduled as The Pells. Further; LDC continued to account for a reserved sum of just over £28,000 which they had held-back on the transfer of the Town Brooks Trust in 2001, for release to support a sufficiently-important project at the site. It was understood that this would be made available for a substantial project with broad scope such as that now agreed. Members were informed that safety-surfacing and landscaping *etc* must also be brought up to the latest standards, and that this would all represent a first-phase to (and overlap with) the overall project to improve and enhance the swimming-pool kiosk building, and create a park café terrace or similar. It was proposed that a small Working party be formed to agree design principles; selection of equipment; and budgeting, for recommendation to Council. LDC’s Parks Department were willing to provide assistance with specifications and design advice based upon their extensive experience; which was gratefully acknowledged.

**It was resolved that:**

**FC2013/57.5.** A Working Party consisting of Cllrs R Murray; S Murray; R O’Keeffe; J Stockdale and Dr M Turner be set up to produce recommendations for the replacement of children’s play equipment at the Pells recreation ground, and enhancements to the facility, such as adult fitness equipment.

FC2013/58

**UPDATE ON MATTERS IN PROGRESS:**

a) Cllr S Murray reported that a meeting had recently been held with advisors from the South Downs National Park Authority (SDNPA) and a date for an inaugural meeting of a Neighbourhood Plan Steering Group had been set for 26<sup>th</sup> November 2013. Those organisations in the town which Council had previously agreed, would be invited to nominate a person to attend that meeting, which would be asked to set the framework for the development of the Plan and the structure and scope of the project. A provisional timetable would flow from that, and it was anticipated that the Plan should be capable of submission for adoption by Spring 2015. Cllr Murray also alluded to the success of the “youth strand”; where the Council had engaged with Action in Rural Sussex and Brighton University to work with local schools in promoting the *Community 21; digital citizenship* initiative.

b) The Council’s 2012-13 accounts and Annual Return had been received from the External Auditors with no concerns expressed. Messrs PKF Littlejohn LLP, auditing the Council for the first time since winning the Audit Commission contract for the next five years, had commented that papers had been returned to them later than their requested date. This comment had been recorded on the face of the Annual Return, and TC had therefore responded formally to state that the requested date had been set in contradiction of the statutory timetable applicable to Parish Councils and was unworkable. This point was understood to have also been made at National level as every Council audited by Littlejohn had argued from the same standpoint. The returned documents had been accompanied by a letter setting out the auditor’s timetable for the 2013-14 audit and the same error had been repeated. The matter

would be discussed with the auditors in good time for the actual audit.

c) The ESCC local consultation had ended for the agreed Malling pedestrian crossing on 30<sup>th</sup> August. Construction was scheduled for the end of October.

d) The Sussex Archaeological Society had been paid the second instalment (50%) *in* hire of the agreed ice rink. Lewes Town Council, Sussex Archaeological Society and Chamber of Commerce joint publicity would start nearer the planned installation date

e) The selected items from the Council's collections of Baxter prints, which Council had earlier agreed to mount as a permanent exhibition within the Town Hall, would be placed within the next two months.

f) The Employment Tribunal service had advised that the complaint registered by a former member of staff would be subject to a case management review on the 17<sup>th</sup> October 2013.

g) Detailed planning for the Pells Lake habitat improvements was in hand with the contractor, and wire "cages" would probably be installed during the winter, with plant stocks introduced in Spring 2014.

h) The proposed Pells "urban realm" joint working party to be held with Santon would be discussed with Santon at the next opportunity.

**FC2013/59**

**NOTICE of ITEMS IN PROSPECT:**

a) Town Hall Repairs Working Party would be held on Tuesday 12<sup>th</sup> November at 11.00am.

b) The Finance Working Party would hold a meeting to discuss the suggested Council Plan on Monday 28<sup>th</sup> October at 6.30pm in the Yarrow Room.

c) A Traffic Working Party was to be arranged, with the possibility of Norman Baker MP attending. A date would be advised in due course.

d) The inaugural Neighbourhood Planning Steering Group Meeting would be held on Tuesday 26<sup>th</sup> November at 7.00pm in the Council Chamber.

e) The deadline for Grant applications was Friday 8<sup>th</sup> November with the Panel meeting on 20<sup>th</sup> November.

f) The next Planning Committees would be on Tuesday 8<sup>th</sup> October and Tuesday 29<sup>th</sup> October.

g) The next Council Meeting was scheduled for Thursday 7<sup>th</sup> November at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 28<sup>th</sup> October.

**FC2013/60**

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 9:05pm*

Signed: .....

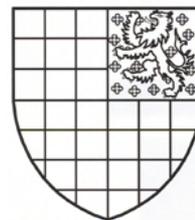
Date: .....



Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)  
🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Finance Review Working Party**

held on **Monday 28<sup>th</sup> October 2013**, in the **Yarrow Room, Town Hall, Lewes** at **6:30pm**.

**PRESENT** Cllrs J Daly; I Eiloart; S Murray; R O’Keeffe; R Rudkin, and Dr M Turner (*Chairman*)

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

**FWP2013/01 APOLOGIES FOR ABSENCE:** Apologies were accepted from Cllr Chartier, who had a charity commitment. No message had been received from Cllr Dean.

**FWP2013/02 DECLARATIONS OF INTEREST:** There were none.

**FWP2013/03 QUESTIONS:** There were none (No public or press were present).

**FWP2013/04 REMIT OF THE WORKING PARTY:**

Council had considered a proposal that it should formalize an annual plan for projects and activities, which would then inform the budget process. It had been suggested that progress could then be monitored in a similar way to the “traffic-light” system employed by the District and County Councils. It had been noted that the Council’s current budgeting process took full account of all known and anticipated projects and demands upon resources, and simply stopped-short of publishing a separate listing in the form of a plan. Progress on activities was reported to Council as appropriate at each meeting. There was resistance to the idea of introducing additional bureaucracy, or systems better-suited to the larger organizations of the principal councils, and members had recognized the extra burden on resources that this would represent.

The Working Party was asked to discuss the creation of an annual Council Plan starting with one for 2014-15, for presentation to Council.

**FWP2013/05 BUSINESS OF THE MEETING:**

A table showing the current status of all approved projects and financial reserves was considered the appropriate starting-point for the formalization of a plan. A draft Plan (*copy in minute book*), highlighted (in “headline” form) the major project areas to which Council had already committed, and summarized ongoing priorities such as appropriate maintenance or conservation of assets. This was a comprehensive programme.

Members mentioned some additional projects which they wished to promote, and it was agreed that these all fitted within the main headings of the draft plan, and should be brought forward for decisions in the normal way; via Council or an appropriate Working Party. There was a general discussion on the principles and it was agreed that a short explanatory paragraph for each heading would serve as an appropriate description of the Council’s intentions and give a framework against which progress could be compared.

**FWP2013/06 RECOMMENDATIONS/CONCLUSIONS**

It was agreed that the draft plan discussed at the meeting be recommended to Council, allowing any financial implications to be accommodated in the imminent budget review for 2014/15.

**FWP2013/07** The Chairman thanked everyone for their contribution and declared the meeting closed.

*The meeting closed at 7:20pm*

Signed: .....

Date: .....



Lewes Town Council proposes to initiate or continue the following major areas of work in the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. 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.

**Town Hall repairs & conservation**

Major refurbishment of South (High Street) elevation

**All Saints Centre lighting upgrade**

Replacement (updating) of stage lighting and sound equipment

**Pells Lake ecology project**

Reinstatement of safe habitats for fish fry and invertebrates

Improvements to water quality

Introduction of aquatic plants

**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.

**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.

**Commemorations:**

To engage with, and inspire, appropriate community recognition of

The Battle of Lewes (750<sup>th</sup> anniversary 2104)

National commemoration of the Centenary of the outbreak of the first World War (2014)

National commemoration of the signing of Magna Carta (2015)

**Neighbourhood Plan (with Community partners)**

Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011

**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)

**Devolution of assets & services**

Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)

**REPORTS FROM MEMBERS**

**The report(s) below will be presented to Council at its meeting on Thursday 7<sup>th</sup> November 2013**

**Report received from Cllr A Price, *(for elaboration at the meeting as appropriate):***

As the Town Council's Anti-Domestic Abuse Champion, I have recently teamed up with Crimestoppers to supply local tea rooms, pubs and cafes with Crimestoppers Domestic Abuse sachets of sugar. The idea is to raise awareness and hopefully increase third party reporting of suspected abuse. I have been supplying each premises with 100 sachets of sugar that they can put out for their customers to use. The sachets are completely free.

So far the places that have put them out include:

Robsons of Lewes  
Steamer Trading  
The Rights of Man  
Pelham Arms  
Elephant and Castle  
The Dorset

Cllr A Price  
28th October 2013

**Agenda Item No:** 7 **Report No:** FC008/2013  
**Report Title:** Sustainable Communities Act 2007 – access for parishes  
**Report To:** Full Council **Date:** 7<sup>th</sup> November 2013  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise members of the recent extension to parish councils of provisions of the Sustainable Communities Act 2007.

**Recommendation(s):**

That this report be noted.

---

**Information:**

1 The legal order allowing parishes to formally make direct proposals to the DCLG Secretary of State under the Second Round Invitation of the Sustainable Communities Act, 2007 – formally commenced on Monday 14, October, 2013. An explanatory letter is appended, from Stephen Williams MP, Parliamentary Under Secretary of State at the government's Department for Communities and Local Government (DCLG) and addressed to all parish councils.

2 The Act gives Town and Parish Councils, together with their communities, the right to come up with proposals and to then submit these to central government. These proposals can be for *any* government action or assistance that would protect or promote sustainable communities. Sustainable communities are defined in the Act as incorporating 4 things: **local economies, environmental protection, social inclusion and democratic involvement**. For a proposal to be valid it must

- a) promote sustainable communities as defined above by the Act
- b) require specific *central government* action or assistance.

3 If a council chooses to use the Act by submitting proposals, they must involve the local community. They must not just consult them, but also try to reach agreement with them on the proposals the council will submit. Method is not prescribed but there is a requirement to demonstrate a dialogue with members of the community. It is important to note the distinction drawn between **reaching agreement**, and consultation

4 Proposals are submitted through the DCLG barrier-busting website:

<http://barrierbusting.communities.gov.uk/> Government has a 6 month time limit to respond to proposals. Any proposal that is not given initial approval by the government can be taken up by the Selector. This is an external independent body made up of representatives from National Association of Local Councils and Local Works, with which central government must try to reach agreement on the rejected proposal. This means an iterative dialogue, discussion and negotiation where the final decision is taken together by government and the Selector. This process can lead to reconsideration or compromise from the government on proposals that they initially rejected.

5 Parishes in England are exhorted to check the link on the National Association of Local Councils NALC SCA web-page before making proposals under the Act:

[www.nalc.gov.uk/about\\_nalc/sustainablecommunitiesact2007.aspx](http://www.nalc.gov.uk/about_nalc/sustainablecommunitiesact2007.aspx)

Parishes should read all of the documents and text uploaded to this web-page before submitting direct proposals to DCLG. Proposals submitted can benefit the residents of the submitting parish council or, if appropriate, can benefit the residents of all parished areas nationally.

6 *Example of use of the Act:* In 2012 following an exception made by the government, a proposal was made under the Sustainable Communities Act that the government introduce a policy urging large planning applicants to 1) attend a meeting to answer questions on their applications and 2) provide funding to Town and Parish Councils in order to obtain an independent assessment of their applications. Communities Minister, Greg Clark, responded saying that it is government policy regarding the first request (attending meetings) to 'strongly encourage applicants to engage with, and respond to, reasonable requests from parish and town councils to meet'. Regarding the second request (funding) that

‘Let me briefly make a point about the funding side of things ... it is open to the developer—the applicant—and the town and parish council to have a voluntary arrangement that would assist with the kind of community engagement we all agree is desirable, not least on the part of applicants.’

In 2013 six Town and Parish Councils in Suffolk were able to secure several thousand pounds of funding from EDF to pay for an expert independent assessment of EDF’s application to build the Sizewell C nuclear power station.

S Brigden

20<sup>th</sup> October 2013



**Department for  
Communities and  
Local Government**

Town and Parish Councils

**Stephen Williams MP**

*Parliamentary Under Secretary of State*

**Department for Communities and Local  
Government**

Eland House  
Bressenden Place  
London SW1E 5DU

Tel: 0303 444 3440

Fax: 0303 444 3287

E-Mail: [stephen.williams@communities.gsi.gov.uk](mailto:stephen.williams@communities.gsi.gov.uk)

[www.gov.uk/dclg](http://www.gov.uk/dclg)

Our Ref:

Your Ref:

17/10/13

## **Sustainable Communities Act 2007: Invitation to Town and Parish Councils**

My colleague, the Rt Hon Don Foster MP announced in May that we would be extending the Sustainable Communities Act so that town and parish councils can also take advantage of this valuable tool. This followed a consultation process that showed significant support for the extension within the sector. I am pleased to confirm that this change took effect from Monday 14 October.

I'm now writing on behalf of the Secretary of State to invite town and parish councils to submit proposals under the Act. This invitation is an extension of the invitation that the Rt Hon Greg Clark MP sent to principal councils on 15 December 2010, and which is still in place for those councils.

The Sustainable Communities Act embodies our commitment towards localism and empowering communities to take decisions about improvements they want to see introduced in their local areas. It provides an opportunity for local people to ask central government via local government to remove legislative or other barriers that prevent them from improving the economic, social and environmental well-being of their area.

It was evident from responses to the consultation that town and parish councils are enthusiastic at the prospect of engaging with local people and encouraging them to become more involved in the democratic decision-making process. They understand the local communities they represent and are well placed to identify opportunities to support the localism agenda and work with local people on key issues of concern.

This is your opportunity to engage with the local community and ask for their ideas about how the community can be improved. If there are barriers to the implementation of these ideas you can use the Act to ask the government to remove them. The barriers can be in legislation or guidance or they may be the result of established practice. The Schedule to the Act contains more information but the idea could be concerned with a range of subjects including the provision of local services, increasing involvement in local democracy and improvements in community health.

## Submitting a Proposal and What Happens Next

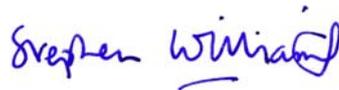
The law and process are the same for town and parish councils as for principal authorities. Before a proposal can be submitted a council is required to consult and try to reach agreement with local people on the issue. Proposals should then be submitted through the Barrier Busting website (<http://barrierbusting.communities.gov.uk/>), which provides guidance on the process. There is no deadline for the submission of proposals.

We are not being prescriptive about how you should consult and agree proposals with local people as we believe that you know how best to engage with your community. All we ask is that, when you submit your proposals you include evidence of your community engagement.

Following receipt of a proposal the Government will decide whether or not it should be implemented. If we accept a proposal we will set out an action plan to implement it. The contents of the action plan will depend on the nature of proposal but could include changes to guidance or legislation and the steps required to make these changes.

If we reject a proposal we will explain the reasons for this. Where this occurs the proposing council can ask the Selector to resubmit it to the Government. If the Selector agrees that the proposal should be implemented it will ask the Government to reconsider it. We would then be required to try and reach agreement with the Selector on the proposal. I am pleased that the National Association for Local Councils has agreed to undertake the Selector role for town and parish councils.

I look forward to receiving your proposals.



**STEPHEN WILLIAMS MP**

**Agenda Item No:** 8 **Report No:** FC009/2013  
**Report Title:** Invitation to Candidates – National Association of Local Councils  
Larger Councils Committee 2013-2015  
**Report To:** Full Council **Date:** 7<sup>th</sup> November 2013  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise members of the opportunity to nominate a member to serve on the National Association of Local Councils Larger Councils Committee 2013-2015.

**Recommendation(s):**

That this report be noted.

---

**Information:**

Four places will be available from 27 November, 2013 for direct election to the National Association of Local Councils (NALC) Larger Councils' Committee for tenure November 2013 – November 2015.

Lewes Town Council, is a Larger Council as recognized by NALC; different criteria are applied by other industry bodies. It is eligible to nominate one of its members to compete for election for one of these four places for that tenure, by 14 November, 2013. A nomination form is attached.

The Committee meets four times a year and represents the interests of larger councils with;

- \* Either an income or spend of over £250,000 per year; or
- \* Electorate of 6,000 or more

It feeds into the National Association's lobbying programme representing the policy interests of the above mentioned size of local (parish and town) council.

The meeting dates and locations for 2014 are as below;

- \* 21 January, 2014 – London;
- \* 29 April, 2014 – London;
- \* 7-8 July, 2014 – Shrewsbury;
- \* 14 October, 2014 – London.

S Brigden  
28<sup>th</sup> October 2013



FOR OFFICE USE
Date Received: _____
Date Ack'ed: _____

## Nomination for Direct Membership of the NALC Larger Councils' Committee 2013-2015

### PERSONAL DETAILS

Town Council	_____	County Association	_____
Title: (Mr/ Mrs/ Miss/ Ms/ Dr /Cllr)	First Name(s): _____	Surname:	_____
Home Address:	_____		
		Postcode:	_____
Home Tel No:	_____	Mobile Tel No:	_____
Email address:	_____		

### PLEASE EXPLAIN WHY YOU ARE STANDING FOR THIS POSITION

Set out relevant experience, skills and abilities gained through work, home, community or voluntary activities. Do include details of other achievements to date including hobbies and other interests that will support your nomination.

## QUALIFICATIONS

Occupation: \_\_\_\_\_

Give Details Of Any Professional  
Qualifications: \_\_\_\_\_

Are You A Member Of A Professional Institute Or Body? Yes / No \_\_\_\_\_

If Yes, Please Specify Which \_\_\_\_\_

## DECLARATION

I declare that to the best of my knowledge the information given on this form is correct and can be copied and distributed to other members of the association

Applicant

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I declare that the above nomination has been endorsed by the Council and that we are a Larger Council.

Clerk

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

- For the electoral term Nov 2013-Nov 2015 four members will be elected for a two year term.
- The four members receiving the highest number of votes will be elected. *This is in line with recommendations from our review of services to larger councils and modernisation of the operation of our Larger Councils' Committee.*
- Please complete this form in black ink or type – it will be photocopied for delegates to read.
- Only one nomination per larger council for the Larger Councils' Committee will be accepted.
- Please complete one form only, use continuation sheets if necessary
- Your personal details (address, telephone numbers, email address) will not be circulated
- The Executive Officer will acknowledge receipt of your nomination within three working days of receipt of form. If you do not receive an acknowledgement, please contact the Executive Officer
- The deadline for receipt of completed forms is **17:00 Thursday, 14 November 2013**. *You should receive an acknowledgement of your nomination within 3 working days of receipt at NALC Offices. If you have not received an acknowledgment please get in touch.*
- Meeting Dates in 2014 are 21 January; 29 April; 14 October in London starting at 11:00. The July meeting is a good practice visit to Shrewsbury on 07 – 08 July.
- All queries should be directed to Claire FitzGerald ([claire.fitzgerald@nalc.gov.uk](mailto:claire.fitzgerald@nalc.gov.uk)) or 020 7637 1865.