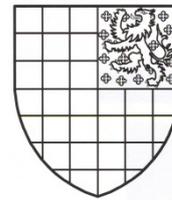


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 9th November 2017**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk
1st November 2017

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting held on 28th September 2017.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Buildings Repairs Working Party 19th October 2017*

(Minutes attached page 10)

b) *Neighbourhood Plan Steering Group 26th October 2017*

(notes attached page 12)

c) *Friends of Lewes liaison meeting 1st November 2017*

(notes attached page 14)

d) *Lewes Town Partnership AGM 16th October 2017*

(Oral report by Cllr Makepeace)

7. CAR PARKING CONCESSION

To consider the offer by Lewes District Council of parking concessions

(report FC009/2017 attached page 17)

8. SCHOOL MARKET TRADING INITIATIVE

To consider a proposal to encourage young entrepreneurs

(NOM009/2017 attached page 18)

9. EQUALITIES/DIVERSITY

To consider a proposed policy extension

(NOM010/2017, page 18 and Report FC010/2017, page 25)

10. LEWES SPEAKERS' FESTIVAL

To consider a proposed response to recent events.

(NOM011/2017 attached page 20)

11. LEWES FOR A LIVING WAGE

To consider proposed support.

(NOM012/2017 attached page 22)

12. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

(update on Annual Plan herewith)

13. NOTICE of ITEMS IN PROSPECT

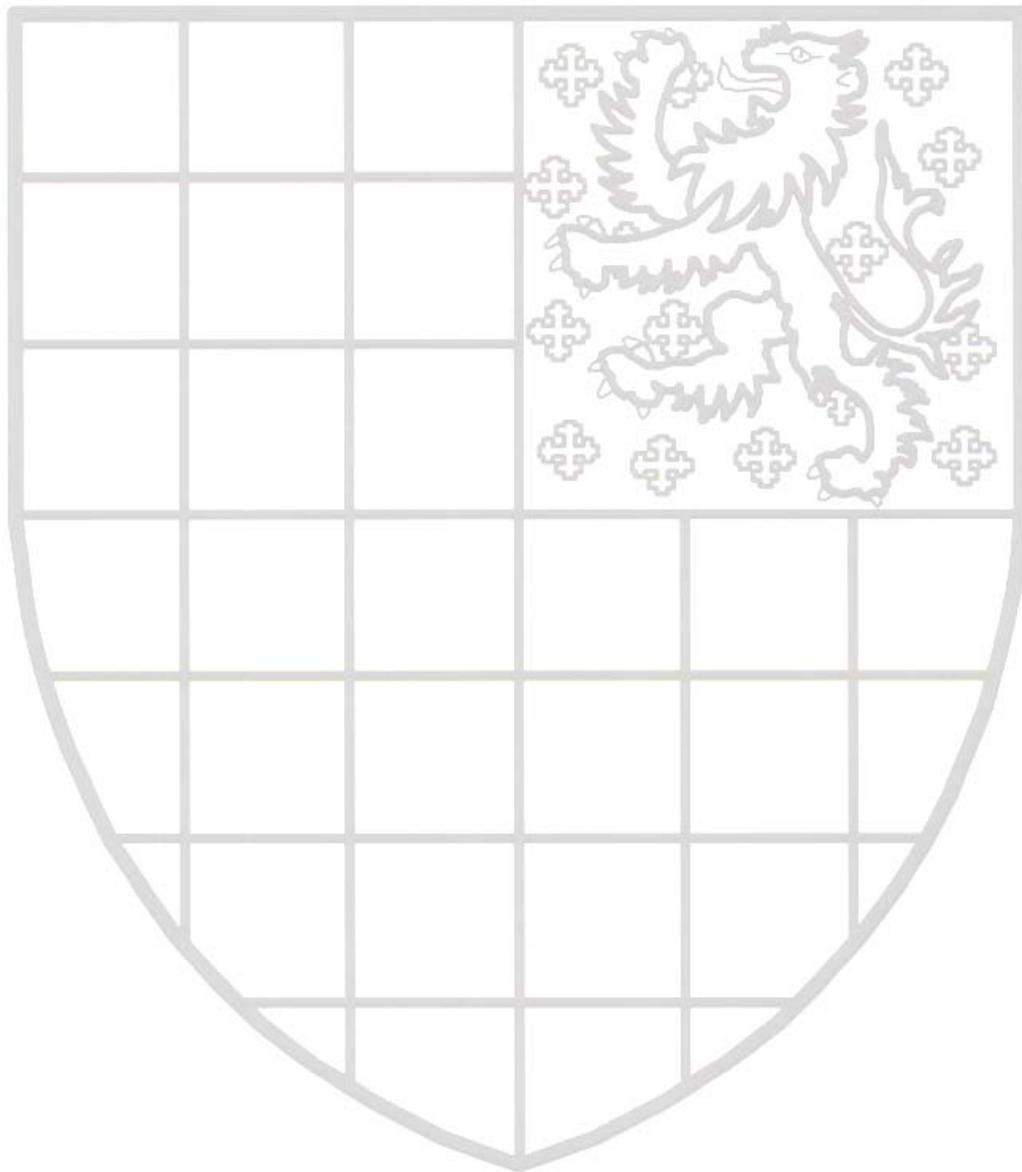
(Oral report by Town Clerk)

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

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

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

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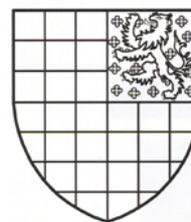
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**LEWES
TOWN
COUNCIL**

MINUTES

Of the **meeting of Lewes Town Council**,

held on **Thursday 28th September 2017**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Deputy Mayor*); R Burrows; S Catlin (*Wischhusen*); M Chartier (*Mayor*); W Elliott; H Jones; J Lamb; I Makepeace; R Murray; S Murray; R O’Keeffe; A Rowell and E Watts.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*) and Mrs E Tingley (*Committee Admin.*)

Observing: Ms V McLachlan (*Finance Officer*) and Mr L Symons (*Town Hall Manager*)

The Council’s Chaplain, Canon Richard Moatt, offered a few words before the meeting. He noted that it was still possible in the modern world to find places for uninterrupted, quiet, reflection and highlighted the need for this when addressing public duties.

FC2017/46 QUESTIONS: There were two members of the public present.

A question was asked regarding the Council’s decision to provide a commemorative tablet regarding the Royal Sussex Regiment. The question; together with the answer given, is appended to these minutes.

FC2017/47 DECLARATIONS of INTEREST: Cllr R O’Keeffe declared an interest *in* item 6c on the agenda (*re:* Grants Panel recommendations) in that she is affiliated to several of the applicant organisations (these had been individually declared and noted during the Panel’s deliberations).

FC2017/48 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs A Barker and M Milner who had work commitments and Cllr G Mayhew who had a family commitment. No message had been received from Cllr Bolt.

It was resolved that:

FC2016/48.1 The reasons submitted for absence from this meeting are noted.

FC2017/49 MAYOR’S ANNOUNCEMENTS:

a) The Mayor thanked Cllrs Mayhew and Catlin for their help at Heritage Open Day which had been a great success, and also Cllr Baah for her interest and taking part in two tours. Thanks were also given to Phillip Pople and Ashley Price for their assistance on the day.

b) Thanks were given to Emma and all the staff who helped at the Allotments show which was a great success, with even more entries than last year.

c) The Mayor reported that the ‘Poems for Peace’ event on 21st September had proved popular.

d) Members were reminded to let Fiona know if they wished to join the Mayor for supper in the Council Chamber on Bonfire Night as numbers were limited.

e) **CONSULTATIONS:** Members were made aware of the following consultations:

Libraries (ESCC): *East Sussex Libraries – The Way Forward* was a complete review of the Library and Information Service and was the final part of a wider Libraries Transformation Programme, designed to deliver a modern and sustainable library service for the next five years. Proposals would reduce costs by having fewer libraries and prioritise resources to have a greater impact on supporting people in East Sussex.

The draft Strategy and all the evidence upon which the proposals were based was at www.eastsussex.gov.uk/librarystrategy.

The consultation at www.consultation.eastsussex.gov.uk would run for 12 weeks, from 21st September to 14th December 2017.

LDC Licensing Strategy: The Licencing Act 2013 required that Lewes District Council consult upon and prepare a Statement of Licensing Policy for a further 5 year period with effect from 7th December 2017.

LDC had not received any challenges to the existing Policy Statement or any adverse comment from the licensing trade, legal profession, other stake holders or the general public. Taking this into consideration, along with experience over the past 5 years, they had decided that there would be no material changes to the Policy other than minor and inconsequential amendments.

The revised Licensing Policy was available from TC or could be viewed in full on the Lewes District Council website www.lewes.gov.uk.

Comments on the Policy must be submitted in writing either to the Licensing Team, Lewes District Council, Southover House, Southover House, Lewes, East Sussex, BN7 2AB, or by e-mail to licensing@lewes-tc.gov.uk by 23rd October 2017.

South Downs National Park – Draft Local Plan consultation had opened on the Pre-submission Draft Local Plan for the Park, and would run until 11.59pm on Tuesday 21st November 2017. A corporate response would be made by the Town council's Planning Committee, but everyone was encouraged to contribute individually at www.southdowns.gov.uk/localplan. Paper copies were available from Lewes District Council at Southover House.

FC2017/50

MINUTES:

The minutes of the meeting held on 24th August 2017 were received and signed as an accurate record.

FC2017/51

WORKING PARTIES AND OUTSIDE BODIES:

Members were reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council's next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.

a) Buildings Repairs Working Party 13th September 2017: Council considered the Minutes of this meeting (*copy in minute book*)

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

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

BLB had prepared a relevant Order of Costs for each design, which differed in estimated total cost by around £70,000 and all were initially indicated to exceed the originally-anticipated cost by a margin of over £130,000. It was acknowledged that BLB's Quantity Surveyor's assessment would routinely allow for the highest likely cost for each element, and that these estimates would almost certainly prove substantially higher than the eventual final cost. There was a concern expressed regarding additional Value Added Tax and professional fees, but noted that the VAT would be reclaimable by Council as the project fell into the 'non-business' category as defined in the special VAT regime available

to parish councils (*Value Added Tax Act 1994 s33*). Professional fees were already included in some elements of the scheme, and a significant component would be included within the tender prices ultimately submitted by building contractors.

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

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

It was reported that the re-roofing of the Corn Exchange was progressing well, although significant additional repairs needed had been identified in the course of this work, once slates and old covering materials were removed or exposed. This was acknowledged as inevitable, as pre-commencement assessment of the scope of work required had only been possible by remote inspection through binoculars or camera 'long-lens'. Items urgently needing attention included 18 timber window sub-frames; lead valley gutters and drip-trays; three substantial chimney structures, and iron rainwater goods (downpipes and gutters). The contractor had prepared a schedule of these items with an estimate of costs, which had been received as the meeting was about to commence. This meant that only cursory reading had been possible but Members were interested to hear the headings and summary cost elements. The comprehensive document identified some optional elements which could offer substantial savings, but it had appeared that the overall total would be between £40,000 and 55,000. Since the meeting, detailed assessment put this value significantly higher. It was understood that the costs were estimated on the presumption that they would be carried out concurrently with remaining re-covering work – utilizing existing scaffolding and with unfettered access to all damaged areas. Deferral would add cost *eg* replacement scaffolding and/or removal and replacement of recently-laid covering materials, and leave the building vulnerable. It was therefore recommended that the works be added to the schedule and completed without delay.

It was resolved that:

FC2017/51.1 The Minutes of the meeting of the Buildings Repair Working Party held on 13th September 2017 (*copy in minute book*) are noted; and Council supports the approach taken by the Working Party and its conclusions as described.

b) Neighbourhood Plan Steering Group 14th September 2017: Council considered the Notes of this meeting (*copy in minute book*). In the absence of Mr Linton (Chairman LNPSG), who had submitted apologies for absence as he was travelling abroad, TC gave a brief report. The sub-group who had been tasked with assessment of the 2281 individual responses received via the online survey were working through them steadily. The results of this would be incorporated into the draft Plan to produce a final version for adoption by Council and submission to the South Downs National Park (SDNPA). The group were also working through the responses from statutory consultees. It was hoped that revisions would be completed by Christmas.

The Council's retained consultant had described a desk study which he had seen elsewhere, using the local knowledge of a suitable chartered surveyor to construct an economic model which could establish the viability of proposals such as the Lewes Low Cost Housing (LLCH) concept. The Group had agreed that such an exercise should be conducted, to establish whether the concept could be included as a legitimate policy, or would be better treated as an aspiration.

It was resolved that:

FC2017/51.2 The notes of the meeting of the Neighbourhood Plan Steering Group held on 14th September 2017 (*copy in minute book*) are noted.

c) Grants Panel 20th September 2017: Members considered report FC008/2017 (*copy in minute book*) containing recommendations for payments of grants for the second cycle (of four) for the year 2017/18 and **it was resolved that:**

FC2017/51.3 The grant payments recommended in report FC008/2017 (as shown in column **G** of the appended table) be approved.

FC2017/52

LOCAL BUS SERVICE SUPPORT:

Members considered a proposal (*NOM 007/2017 copy in minute book*) that Lewes Town Council increase its contribution to Compass Travel (Sussex) Ltd in respect of support for local bus services. It was recognised that the additional funding to Compass was important in providing an acceptable level of bus service to residents of the town. It was also recognised that the cost of providing the desired service was considerable and could only increase. From several meetings with Compass' Managing Director it was clear that the Town Council's contribution was an important part of enabling Compass to break-even on its regular Lewes town services and that the present frequency would be reduced without this subsidy.

Compass very much appreciated the financial support and was keen to work with the Town Council to further improve the service provided for Lewes. It intended to introduce some newer buses onto the Lewes town routes and then in due course to route-brand them with "*Lewes Town Link*", and eventually also on bus stops and timetables *etc.* This would hopefully give the town services a higher profile and encourage more people to use them. The company was also working on improving bus service information for the public and in due course its intention was to introduce a Smartphone application, and also live service information on its website.

Such improvements were important to maintaining and increasing bus usage and an increase in subsidy to £15,000 per annum, with certainty for at least three years, was proposed. It was submitted that this would help Compass; help residents and help to reduce greenhouse gases by encouraging greater use of public transport and a concomitant reduction in cars on the streets.

A debate ensued, and **it was resolved that:**

FC2017/52.1 The proposal *NOM 007/2017* is referred to the Traffic Working Party for further consideration.

FC2017/53

PROVISION OF BENCH SEAT:

Members considered a proposal (*NOM 008/2017*) that the Council provide a bench seat at the service 123 bus stop a short distance South from Lewes Railway Station, subject to necessary permissions.

There were seats directly outside the railway station, but for those with mobility difficulties there was not enough time to walk from there to the bus stop once a bus came into view. The same people could not stand and wait at the bus stop for any length of time, especially if a bus was late; thus it was proposed that an additional bench would be of real benefit to many local residents struggling with access issues.

At the bus stop the pavement was wide with room for a bench and it was considered that the highways authority was unlikely to object. Permission would be required from the landowner (ESCC or Network Rail, to be confirmed). An 1800mm-long bench was proposed; similar to those provided by the Council at Lewes Bus Station.

There was some discussion on this matter and it was established that a bench with arms could be provided at only a slightly higher cost, although the additional depth would alter the final positioning slightly. This was considered a preferred option and

it was resolved that:

FC2017/53.1 Lewes Town Council will provide a bench seat at the service 123 bus stop

located a short distance South from Lewes Railway Station, subject to necessary permissions. The cost (estimated £500 in total) to be drawn from the Reserve shown in the accounts as R8 'Environmental Enhancement' (available balance 2017/18, £24,355).

FC2017/54 CONCLUSION of AUDIT for the YEAR ENDED 31st March 2017:

Members considered the External Auditor's certificate and their advice that the audit was complete with no comment being recorded.

It was resolved that:

FC2017/54.1 The External Auditor's certificate and notification of conclusion of audit without comment, for the year ended 31st March 2017, is acknowledged.

FC2017/55 UPDATE ON MATTERS IN PROGRESS

a) *Annual Plan update:* An update on progress with the Annual Plan was distributed (*copy in minute book*). TC drew attention to one or two salient points that had changed since printing: The working group representing signatories to the s106 agreement *in* North Street Quarter play and recreation provision had been cancelled, but was to be rescheduled for mid-October. An additional meeting was planned for the Buildings Repairs Working Party to assess detail of estimated costs for the proposed refurbishment of Mallng Community Centre, before a public meeting to show prospective designs. Work by the contracted providers for a new website was progressing, although no final design was available yet.

Cllr O'Keeffe raised again the matter of land at the Pells recreation ground apparently being included in development plans for the North Street Quarter (NSQ), asking TC for clarification. This had been explained at the previous meeting (*minute reference FC2017/44*), although she remained concerned. TC repeated his advice that the design layouts seen in Santon/LDC's planning application for NSQ were unrelated to matters in the s106 agreement. Outline planning permission for that phase of planned NSQ development could not override the status of the land owned by the Town Brook Trust and could not confer rights of ownership. This advice had been given by several parties, and repeated recently by TC in correspondence, but once again it was confirmed that boundary lines drawn erroneously on plans submitted for planning consent did not bind the Council/Trust in any way. Land held by the Town Brooks Trust could not be disposed-of. TC elaborated upon the definition of a 'disposal', which included long-leases, rental arrangements, or substitutions. Cllr O'Keeffe professed herself reassured.

b) *Devolution of Mallng Recreation Ground and Landport Bottom:* LDC had recently provided final documents required for registration of the allotment site, as previously reported, and for the balance of the landholding. This was being processed. With regard to Mallng Recreation Ground, however, nothing had been forthcoming since May. TC reported that he had been preparing to once again ask LDC's Chief Executive to intercede when coincidentally he read a LDC report being submitted to the District Council's cabinet on 27th September describing progress on various matters. Report 124/17 stated that: "*Devolution of open spaces remains on schedule, with transfer of sites to Lewes Town Council and Newhaven Town Council progressing well*" and; in an appendix, the statement "...*Agreement reached with Leader to retain the Lewes Mallng Recreation Ground at present and for the site to be the last to be devolved*". It had been made clear from the outset of the process that the Town Council (LTC) had identified Mallng Recreation Ground for the first tranche of devolution (*all* Lewes parks and open spaces were, originally, mutually agreed for eventual transfer) to 'streamline' and assist in evolving plans for play and recreation improvements ancillary to the North Street Quarter development. The reasoning was to effectively offer the developer a single body to deal-with regarding the recreation space to both sides of the NSQ site; as LTC already own the Pells and a section of Mallng Rec including the Community Centre (which houses changing facilities for the sports pitches). TC proposed to write to the Chief Executive to seek an explanation and asked Members to indicate their preference for

the degree of robustness in that approach. Members spoke on this matter and expressed serious concerns over the present situation and the attitude of the District Council throughout the process; having incurred significant expense for the Town and yet being no further forward.

- c) 'Our Pictures' project update. Conservation work on three of the Council's paintings continued, and the paintings were expected to be returned in the New Year. Further academic interest had been previously reported with the interest of a group of specialists from York and Cambridge Universities, and the Heritage Lottery had now extended the timeframe of the project grant, given those circumstances. Work on the education material was progressing well, and was designed to produce a pack for teachers in secondary schools, integrated with the national curriculum and providing templates and ready-to-use teaching aids.

FC2017/56 NOTICE of ITEMS IN PROSPECT

- a) The next Members' Surgery was scheduled for Tuesday 3rd October 10am – 12pm in the Town Hall foyer. Cllr Catlin volunteered to attend.
- b) Buildings Working Party would meet to assess Malling Community Centre cost estimates on Monday 9th October in the Corn Exchange.
- c) The next Planning Committees would take place on Tuesday 17th October and 7th November at 7.00pm.
- d) The next deadline for grants applications: (cycle 3 of 4 2017/18) is Friday 24th November 2017. The Assessment Panel will meet on 6th December 2017 with recommendations being considered by Council at its meeting on 14th December 2017.
- e) There would be a meeting of the Neighbourhood Plan Steering Group at 7pm on Thursday 26th October.
- f) The next Council meeting would take place on Thursday 9th November at 7.30pm, with a deadline for agenda items to reach TC by noon on Monday 30th October.
- g) Meetings to be arranged were Building Working Party; Audit Panel; Friends of Lewes liaison; Pells Pool Community Association liaison.
- h) Member training on law and finance was being arranged. Diversity training had also been requested. A 'Doodle' poll would be available once trainers had confirmed their availability. Members were asked to respond promptly.
- i) The Personnel Panel would next meet (with consultant) at 7pm on Thursday 23rd November.

There being no further business the Mayor closed the meeting

The meeting ended at 8:45pm

Signed:

Date:



QUESTION RECEIVED:

E-mail received 26th September 2017:

“At its meeting of 24 August 2017, the Council decided to support the provision of a tablet commemorating the Royal Sussex Regiment at a cost of £2,200.

At a time of austerity when services to the public are being cut, why does the Council feel this is a good use of taxpayers money?

Also, why did the Council not require the Royal Sussex Regiment to go through the same process as other organisations and apply for funding through the grants scheme?

I will be at the Town Council meeting on the 28th and I understand that I will be given the opportunity to ask this question of the council.”

Regards; John Somerville

ANSWER:

The process of consideration that led to the Council’s decision is shown in the published Minutes of our Commemorations Working Party and subsequent Council meetings. To summarize*:

The Royal Sussex Regiment endured from 1881 - 1966, and was awarded the Freedom of the Borough of Lewes in 1953. The Regiment had taken part in virtually every major campaign of the British Army and in 2016 the Battle of Boar’s Head - ‘the day Sussex died’ - (the story of 11th, 12th & 13th Battalions, “Lowther’s Lambs”) had been a prominent commemoration of action on the Somme in WW1.

The RSRA requested that some recognisable mark of respect and gratitude such as a plaque be displayed in the entrance hall of Lewes Town Hall, a focal point, to all Royal Sussex veterans and those who appreciate their service. Within one month of the outbreak of WW1, Lewes had volunteered more men (between 15 – 20% of the relevant population) to serve in the Royal Sussex Regiment than any other, and many families continue close connections today.

Working Party members were unanimous in their agreement that some form of plaque or other fixture should be agreed.

Estimates had subsequently been obtained, and Councillors had considered all aspects of the suggestions, which ranged in cost from £2,200 to £4,300. The Council established several years ago a financial Reserve earmarked for the purpose of commemorations, and the balance available was more than adequate.

Council considered the recommendations at some length and some members expressed unhappiness at a military commemoration, such as the proposed plaque, being sited within the Town Hall. It was remarked that the antecedents of the Regiment had formed part of an ‘Imperial army’, and this had unpalatable connotations. Others noted that such a plaque was an appropriate mark of respect for those with local connections who had died, and this should prevail over personal views on war. A vote was called on this particular item and by a large majority the plaque was agreed.

The Council often works in partnership with established organizations and such costs are not grants, but direct Council expenditure on a joint project. Our financial grants scheme is designed for different purposes, which are explained in the guidance notes included in the application pack.

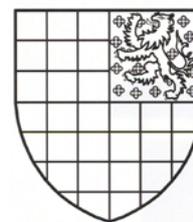
* Relevant meeting Minutes are available at www.lewes-tc.gov.uk :

Commemorations Working Party meeting 21st October 2016

Council meeting 10th November 2016

Commemorations Working Party meeting 9th August 2017

Council meeting 24th August 2017



MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Thursday 19th October 2017**, in the **Council Chamber, Town Hall, Lewes** at **11:00am**.

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

In attendance: S Brigden (*Town Clerk [TC]*); Grant Crossley (*BLB Surveyors*)

BRepWP2017/11 **QUESTIONS:** There were none

BRepWP2017/12 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Lamb and Milner who were working.

BRepWP2017/13 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2017/14 **MINUTES:** The Minutes of the meeting held on 13th September 2017 were received and signed as an accurate record.

BRepWP2017/15 **UPDATE ON WORKS TO THE TOWN HALL:**

It was reported that a meeting with contractors to discuss the additional roof repairs had been unexpectedly deferred, due to the unavailability of a particular expert, and there was nothing further to report. A question was asked regarding some internal damage in the ceiling of the Parlour kitchen, and TC explained that this was old damage caused by water leaks and damp penetration through the bathroom of the residential apartment above, several years ago. That area had been repaired at that time, but there had been no redecoration of the kitchen until now.

BRepWP2017/16 **EXCLUSION of THE PRESS & PUBLIC:**

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

BRepWP2017/16.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider estimated costs and funding for proposed contracts."

BRepWP2017/17 **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting welcomed Grant Crossley, Project Manager for BLB Chartered Surveyors.

Members were reminded of the three layout plans which architects had drafted. These options had differing emphasis between sports changing facilities and social areas such as multi-purpose rooms and café and terrace. Each layout catered for a slightly different mix in terms of types of hire, and significantly different attractions for prospective grant funding.

BLB had prepared a relevant Order of Costs for each design, and it was acknowledged that the Quantity Surveyor's (QS) assessment had allowed-for the highest likely cost for each element, and that these estimates would almost certainly prove substantially higher than the eventual final cost. There had been an earlier question regarding additional Value Added Tax, and TC briefly explained the principles of the special VAT regime applying to the Council (*Value Added Tax Act 1994 s33*) and noted that the VAT would be reclaimable by Council as the project was classified as 'non-business', and the building was for community use. Professional fees were already included in some elements of the scheme, and a

significant component would be included within the tender prices ultimately submitted by building contractors.

Mr Crossley gave more detail on each of the three options, which had estimated total costs which differed by £70,000 between lowest and highest. He noted salient points where the QS had provided for specific elements of appropriate quality, and members agreed that these should be the best that could be afforded. All works and materials values had been arrived-at by accepted professional methods using industry-standard reference tables and indices (*Spon's Architects' and Builders' Price Book*). It was stated that allowances for contingency sums and levels of profit for the contractor were probably higher than would be anticipated in reality, and that contractors would temper their own project costing with actual quotes from their trade sub-contractors, driven by practical factors. It was agreed that the QS's estimates could be usefully considered as 'worst-case' and the logic and method underlying them was acknowledged.

Members were reminded that it had been accepted from the outset of the project that external funding would be required to complete it, and the Council's financial Reserve currently stood at £299,000. Third-party grants were likely to be available for particular elements of the design *eg* sports changing facilities; community rooms, or energy conservation measures. It was also noted that once operational management plans were developed for the Centre, some costs may be offset *eg* by contributions from catering franchisees. The Council always had the option to resort to borrowing at extremely favourable rates of simple interest from the Public Works Loans Board, repayable over periods of two to fifty years. TC was pursuing an amendment to the current s106 agreement *in* North Street Quarter (NSQ), to include the Centre and adjoining grass area – excluded at present despite the Centre providing facilities related to nearby sports pitches and being clearly included in designs drafted by NSQ consultants for public consultation over the past year.

Members considered these issues, and agreed that the range between highest and lowest estimated cost should be seen in the context of decades of future use of the improved and more flexible building.

Members were keen to ensure that renewable-energy measures were considered as a high priority when detailed designs were drafted, and funding sources were investigated. Mr Crossley would ensure this was made clear to the architects and in tender documents. It was anticipated that tenders, once invited, would be held open for 60 days. A provisional timetable indicated a meeting at the Centre to introduce design options during November, with Council then being asked to consider the matter for approval, probably in December, which would allow tender specifications to be prepared in the New Year with contractor selection a month or so later. It was anticipated that work was unlikely to commence before June or July 2018. Research into sources of funds would begin in earnest once a design was agreed. Members considered once again the details of the three options, and decided (*6for:1abst*) that the layout given as option three offered the best flexibility and usability of rooms and facilities. This would be recommended as the favoured option when designs were publicized.

Mr Crossley was thanked for his attendance and helpful contribution to the meeting.

BRepWP2017/18

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

The meeting closed at 11:55am

Signed date

	separate meetings to talk about their departmental responses.
4.	<p><u>Status of Low Cost Housing Desk Study and SDNPA Flood Risk Assessment – Sequential & Exception tests</u></p> <p>Flood Risk Assessment - The group had originally thought of taking this assessment on in-house. Emma Amies who had worked with the group for a while had considered completing this work but was unfortunately too busy and so FERIA were now to be tasked with this.</p> <p>Low Cost Housing Desk Study – As had been discussed at the meeting in September Richard Eastham had put a brief together for this study (with input from Alma and TC) and there was currently an invitation out to three companies who had until the 17th November to express their interest in this exercise. There was a wide discussion on this, which was thought to be very helpful.</p>
5.	<p><u>Green Spaces update, and Case Study</u></p> <p>Green Spaces - In the draft document there had been a list of 15 green spaces throughout Lewes which had been looked at during the consultation. There were a number of alterations that would be made to that original list. Some were sites that had been removed or added/moved following the consultation <i>i.e.</i> land owners who did not want their land to be considered as a green space. Clarification had now been given that green spaces can be within the overall Neighbourhood Plan boundary not just the present Settlement Boundary. One of the comments indicated that some types of green spaces may need to have development on them <i>i.e.</i> school playing fields if schools need to expand. The plan was now to make school playing field sites, church yards and cemeteries a separate designation with lower standard of protection so that they can accommodate small scale development in keeping with the original use. Preservation of allotments was important and there was a raft of legislation regarding them. Should there be a third designation for allotments? TC offered to meet with Kirsten and Alma to assist Kirsten in this exercise.</p> <p>Case Study – This was to look at how the Eco-system approach had been incorporated into the Lewes Neighbourhood Plan. It was to show the challenges that had been faced, and how they could be addressed, with the idea that other Town/Parishes considering or working through a Plan could use this study. Kirsten would like to have a small group who would be willing to help her draft this and review it. Kirsten would email the group to seek assistance with this with a view that the work would take 3-4 months.</p>
6.	<p><u>Update by SDNPA on the Local Plan Joint Core Strategy</u></p> <p>The Local Plan was out for consultation until 21st November 2017 and after that the representations would be assessed and the Plan would be submitted to the Secretary of State in March 2018 and then the Examination would start. There would then be hearings during June and July. Ian asked the Group to individually look at the Plan online and to make responses. Alma would email the Group with a link to the Plan.</p> <p>There had been debate at a Group meeting 3-4 months ago whether to use the context ‘will’ or ‘should’ in NP policies. Alma advised that in another recently produced Neighbourhood Plan the Examiner asked that the wording in the policies be changed from ‘should’ to ‘will’ as this gives policies more clarity. However, where there may need to be more flexibility less definitive language could be used.</p>
7.	<p><u>Progress report on Reg. 15</u></p> <p>This had already been discussed.</p>
8.	<p><u>Schedule of Submission of LNP to SDNPA</u></p> <p>The E-team were working hard to try to complete the work on comments received by the end of November. The time scale would also be subject to the Low Cost Housing Desk Study and Flood Risk Assessment and meetings with LDC/ESCC etc. It was now looking unlikely that a Plan could be presented to Council before January at the earliest.</p>
9.	<p><u>Any other business</u></p> <p>A map of the current and proposed cycle route needed to be produced. Simon Giddey had offered to do this at the last meeting of the Group. This was needed to complete one of the drawings that was in the Plan.</p>
10.	<i>The Meeting ended at 8.30 pm</i>

NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL (LTC) and FRIENDS of LEWES (FoL)	
<i>Reason for meeting</i>	Regular liaison meeting between organizations	
<i>Venue</i>	Council Chamber, Town Hall	
<i>Date</i>	10:30am Wednesday 1 st November 2017	
<i>Attending</i>	Robert Cheesman Roger Beasley Marcus Taylor Cllr A Ashby Cllr J Baah Cllr S Catlin Cllr M Chartier Cllr R Murray Cllr S Murray Cllr R O’Keeffe Steve Brigden	FoL (<i>Chairman of FoL</i>) FoL FoL LTC LTC (<i>Deputy Mayor 2017/18</i>) LTC LTC (<i>Mayor 2017/18</i>) LTC LTC LTC LTC (<i>Town Clerk (TC)</i>)
NOTES:		
1.	Cllr Chartier was asked to act as Chairman for the meeting, and agreed.	
2.	Notes of the meeting held on 17 th March 2017 were agreed.	
3.	<p>Pipe Kilns (rear of Freemasons’ Hall): FoL reported that the initiative to mount an interpretation board on the fence adjacent these structures was temporarily halted during gas-supply works to the building. This work was apparently now completed, and discussions with the Freemasons would recommence. The proposed board would be mounted on the fencing at eye level, and would be roughly A2 in size (420mm x 594mm). FoL would report costs in due course.</p>	
4.	<p>Peace Garden project (‘Magic Circle’): Roger Beasley distributed the latest version of the proposed design. It had been recognized that there could be access problems for pedestrians due to the layout of the adjoining Lewes District Council carpark at The Maltings. Historic England had refused to agree surface markings in this area on grounds of the effect on the Castle environment; allowing cars to obstruct the access. It was thought that a simple bollard would alleviate the problem, and the area was to be included when archaeological excavations took place. No work had been started on the survey, as Historic England had to agree the planned excavations before commencement. The application process was believed to be underway.</p> <p>It was agreed that; given the status of the project and its alignment with the final peace after WW1, that the target for opening the garden should coincide with commemoration of the signing of the Treaty of Versailles in 2019. The Treaty had been signed on June 28th 1919, and took force on January 10th 1920.</p> <p>Some local residents had expressed concern over the potential for antisocial behaviour in the area, and design had addressed this as far as possible. It was suggested that CCTV surveillance might be extended to the garden.</p> <p>FoL planned to submit a pre-application to the planning authority by Christmas, and feedback may alter design details. Funding would be pursued in earnest once the project was known to be viable. A revised timetable would be distributed shortly.</p>	
5.	<p>Interpretive plaques for local buildings: No suggestions had been actively-sought for further plaques, but some had arisen. It was suggested that a plaque might note the first studio of Daniel Blagrove, the first</p>	

	<p>portrait photographer in Lewes. The Maltings had an interesting history; as did The Depot – currently a Cinema/restaurant but previously a depot facility for the Post Office and Harveys Brewery. A suggestion had been received from Chailey Heritage that the Lewes home of their founder might be marked, but there was no clear information on which building this might be placed. It was agreed that priorities for 2018 would be The Maltings and The Depot, and a possible third might be 73 High Street <i>in</i> Blagrove. FoL would research these.</p>
6.	<p>Proposed parking restrictions in High Street:</p> <p>East Sussex County Council (ESCC) were understood to be proposing the introduction of ‘No Loading’ controls on the North side of High Street between Westgate and Eastgate, alongside new dedicated bays. Precise terms were not known, but FoL believed that these measures would assist in alleviating traffic holdups and allow reinstatement of paving adjacent the Law Courts. There was a long-standing suggestion that kerbside bollards should be installed in this area. Further consultation was expected, and FoL wished to inform Councillors of their support for proposed measures and hope that the Council would agree. Members present agreed and it was noted that, although any consultation would be the province of the Planning Committee, it was appropriate that all Councillors were alert to the issue.</p>
7.	<p>Light fixtures in Pipe Passage:</p> <p>The long-awaited replacement of these luminaires with heritage-style alternatives had been expected earlier in the week, but had not happened. It was acknowledged that other ESCC lighting works were delayed and this situation would be monitored.</p>
8.	<p>Market Street:</p> <p>There followed a discussion regarding ESCC’s recent replacement of granite setts with tarmac surfacing in Market Street. The block paving had originally been installed in 1992 as part of a wider scheme and some queries had arisen as to what powers the County Council used to unilaterally change the surface treatment. There had been some discussion with engineers and it was acknowledged that there were valid engineering reasons underlying their decision, but some scepticism regarding underlying factors and public statements which had been made. ESCC had cited early ‘consultation’ with a number of parties, but this was considered superficial and described by some as disingenuous. The discussion moved to the general approach taken by ESCC to replacements and repairs within Conservation Areas and the long-running argument that they were neglecting responsibilities to use appropriate designs/materials. FoL understood that regular meetings were now planned between ESCC and the South Downs National Park Authority’s Conservation Officer, to review planned schemes. There was a comment that Virgin Media connections to properties on the edge of this work appeared to be generally well-constructed but seemed unfinished.</p>
9.	<p>Heritage Open Days:</p> <p>Thanks were recorded to all those who had helped to make this year’s Heritage Open Days a success. In 2018 this would cover the weekend of 13th – 16th September and there was a brief discussion on the principle of a ‘rolling programme’ of featured buildings, with some being rotated in/out over time to maintain public interest.</p>
10.	<p>‘Lewes Light’ Festival:</p> <p>Thanks were also recorded to all those who had helped to produce this very popular event. It was remarked that the ‘straight’ route from top to bottom of the town centre was a great improvement. It was known that most sponsorship for the festival was in-kind, and that only limited cash support was received. This was, however, seen as a typical situation for the early stage of development for such an event. As the reputation grew it was hoped that the cash situation would improve, but this was a matter for the organizers. FoL indicated that they might consider an approach for a small grant, and this message would be relayed.</p>

11.	<p>Mount Place wall:</p> <p>Dr Mayhew had discovered more detail of the original (C19th) re-levelling of the road at White Hill and the consequent rendering of the wall. FoL intended to approach ESCC on the basis that they were believed to be successors to the authority that had original responsibility for the wall.</p>
12.	<p>Trees:</p> <p>FoL reported that a further replacement for an Elm tree on St Anne's Hill, lost to Dutch Elm Disease, was scheduled. Permission was also being sought for planting in Southdown Avenue and Houndean Rise, and it was noted that Paddock Lane was being dropped from the plan as it presented too many complications.</p>
13.	<p>SDNPA Local Plan consultation:</p> <p>FoL would send TC a copy of their response to this consultation, and asked that the Council reciprocated in due course. This was agreed.</p>
14.	<p>It was agreed that the next meeting would be arranged in around six months' time, unless circumstances prompted an earlier date.</p> <p>Roger Beasley undertook to provide a plan showing footpaths in the area of Bear Yard, as previously discussed.</p>
	<p>The Chairman then thanked everyone for their contribution and closed the meeting.</p> <p style="text-align: right;"><i>Meeting ended 11:30am</i></p>

Draft

Agenda Item No: 7

Report No: FC009/2017

Report Title: Lewes District Council offer of parking concessions

Report To: Full Council

Date: 9th November 2017

Report By: S Brigden, Town Clerk

Purpose of Report: To advise Members of an offer by Lewes District Council to allow free off-street parking.

Recommendation(s):

1 That Council agrees its position regarding this offer.

Information:

1 In 2015, for the first time, Lewes District Council (LDC) offered a 'Lead Member's Concession' and allowed Parish Councils affected by the parking regime to nominate three dates during the year when parking would be allowed free-of-charge in LDC's off-street carparks.

Lewes Town Council asked for, and was granted, free parking in all town carparks on the three "shopping Saturdays" immediately prior to Christmas. This request was supported by Lewes Chamber of Commerce. The concession was applauded as a welcome boost to Christmas trading, and in 2016 there were early calls from the Chamber of Commerce to repeat the exercise, which was agreed.

2 It was unclear whether the offer would be made for 2017, but the Chamber of Commerce made clear their support for the same arrangement to be repeated if it was. One local trader has lobbied members recently to express his objections, stating:

"I would appreciate your support in challenging the proposal that free parking on Christmas Saturdays is good for businesses in Lewes. This year there will be four Christmas Saturdays including Christmas Eve. Our shop is opposite the Westgate car park and when there is free weekend and Bank Holiday parking, Lewes residents will occupy most of the spaces all day so it means that there is very little opportunity for visitors/customers to find a space.

Having free parking on Christmas Saturdays will mean fewer available parking spaces in Westgate from Friday evening to Monday morning and therefore less footfall for businesses. Our experience last year was a considerable drop in trade on what should have been our busiest Saturdays of the year.

I have communicated with Councillor X (redacted) many times but he continues to pursue his belief that free car parking in Lewes is beneficial to local businesses. If it is proposed again, it should be called 'free weekend Christmas parking for Lewes residents'. It should not be presented as being beneficial to shop owners and other businesses in Lewes."

"My suggestion is that Mondays are chosen - not Saturdays -because Mondays are always quieter days for businesses in Lewes and there may be some benefit if free parking on Mondays is promoted locally. As stated in my previous email, I witnessed how the Free Parking on Christmas Saturdays created a very negative impact on Lewes businesses last year - not what LDC and the Town Council intended I'm sure. Currently, there is huge pressure on retailers due to the falling Pound since the EU referendum, falling consumer confidence and rising costs including the business rates increases (ours was 11.75% this year and set for another rise next year of 3.9%). Anything that reduces levels of footfall in the town will be a damaging blow to businesses."

This is the only note of dissent that has been brought to our attention since inception of the arrangement, and the Chamber of Commerce confirms that it does not agree with this trader's view.

3 LDC has now repeated the offer and asks that the Town Council confirm the dates, hours and the impacted car parks it wishes to nominate. There is a deadline by which the contracted operators of the pay-by-phone system must make adjustments to accommodate changes, and LDC asks for a reply by 10th November, if the pre-Christmas period is again the choice.

S Brigden

30th October 2017

Report FC009-2017 LDC parking concessions offer

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 9th November 2017

NOM 009/2017 received from **Cllr A Barker** on 6th October 2017, in the following terms:

It is proposed that:

Lewes Town Council provides a free place at its Tuesday market to schools, colleges and youth groups based within the Town. The Council is asked to approve a pilot study involving one school or college within the Town.

Supporting Information:

A number of principal councils, e.g. LB Hackney, currently operate a scheme whereby they provide a free market stall to young people within their community; the idea being to provide young people with an opportunity to develop entrepreneurial skills in a risk free environment. As part of the Council's ongoing commitment to support young people within the Town I am pleased to make this proposal for consideration by council:

That the Town Council provides a free place at its Tuesday market to schools, colleges and youth groups based within the Town. The Council will seek expressions of interest from schools and colleges *etc* and draw up a rota. The school or college would then offer the opportunity to groups of young people ensuring as many individuals as possible were able to participate in turn, on their specified day.

There would be no cost associated with the provision of the place, other than the loss of potential revenue from another interested party. Current costs are £8 for a 6ft trestle (provided); £10 for 10ft; £12 for 12ft (2x6ft trestles). There would be some support required from a member of Town Hall staff to ensure setting up and taking down the stall was properly managed. Publicity, above that usually provided to the weekly market, would also be required as part of the start-up.

The Council is asked to approve a pilot study involving one school or college within the Town. This would help to ascertain interest levels and identify any potential problems that would need to be addressed prior to a full launch.

Cllr A Barker
6th October 2017

NOM 010/2017 received from **Cllr I Makepeace** on 17th October 2017, in the following terms:

It is proposed that:

A working party be set up to look at templates [for a Diversity Policy] used by other Councils, and to include members of the Community to assist this process in the manner of Best Practice which is explained by the Local Government Association Equality Framework "Involving your communities"

Supporting Information:

NALC, the National Association of Local Councils in its briefing on the Equality Act 2010, amended 2013 defines "protected characteristics" as being the following:

age	pregnancy and maternity
disability	race
gender reassignment	religion or belief
marriage and civil partnership	sexual orientation
sex(gender)	

Section 158 permits a person (e.g. a council) to take positive action in general for the advancement of equality.

A person is permitted to take any action which is a proportionate means of achieving the aim of -enabling or encouraging persons who share the protected characteristic to overcome or minimise this disadvantage

-meeting those needs, or

-enabling or encouraging persons who share the protected characteristic to participate in that activity in respect of

a) persons who share a protected characteristic suffer a disadvantage connected to the characteristic

b) persons who share a protected characteristic have needs that are different from the needs of persons who do not share it

c) participation in an activity by persons who share a protected characteristic is disproportionately low.

In addition the Public Sector Equality Duty (PSED) also requires the Council to have 'due regard' which means consciously thinking about the three aims of the general duty as part of the decision-making process and applying them to the 9 protected characteristics. The three aims are:

- Eliminating unlawful discrimination harassment and victimisation

- Advancing equality of opportunity between people who share a protected characteristic and those who do not

- Fostering good relations between people who share a protected characteristic and those who do not. Fostering good relations is about tackling prejudice and promoting understanding between people from different groups.

These are widely accepted expectations.

The Statement of Intent for Community Engagement dated 2009 does not recognise the 9 protected characteristics nor the three aims of General Duty as outlined by the PSED

It is therefore my proposal that a working party be set up to look at templates used by other Councils, and to include members of the Community to assist this process in the manner of Best Practice which is explained by the Local Government Association Equality Framework "Involving your communities".

Increasingly, local authorities are using a wide range of methods to involve residents in developing their policies and evaluating their effectiveness. These include focus groups, service panels, emails and social media. Whatever the means of engaging people, however, the important thing is that care is taken to ensure the views of a wide cross-section of people who live and work in an area are obtained. This means finding ways to facilitate the participation of all local people, including the vulnerable and marginalised, through working effectively across agencies and with partners.

'Community engagement and satisfaction' comprises three main elements within the framework:

Engagement structures

Effective engagement

Participation in public life."

*Cllr I Makepeace
17th October 2017*

NOM 011/2017 received from **Cllr A Rowell** on 23rd October 2017, in the following terms:

It is proposed that:

The Lewes Speakers Festival has invited Katie Hopkins to speak on 25 November at the All Saints Centre. Ms Hopkins has made numerous derogatory and odious comments that will not provide the safe environment for staff, volunteers, audience or participants and discourages equal opportunities and good race relations.

The Town Council believes that her invitation breaches the Policy and Guiding Principles of the Centre and may cause harm to staff, audience or participants which will breach Health and Safety Legislation.

The Town Council will therefore cancel the booking for the event on 25 November 2017 at which Ms Hopkins is due to speak and will not allow any of its premises to be used by her or anyone else that breaches its Policies in future.

Supporting Information:

Preamble and context

This is not a motion about freedom of speech and it is not about banning anyone. It is a motion about complying with the Town Council's Policies and Procedures and Health and Safety Legislation.

The Speaker's Festival has invited Katie Hopkins as one of its speakers to Lewes on 25 November 2017 and she is scheduled to appear at the All Saint's Centre which is owned and run by the Town Council.

Ms Hopkins is well known for her inflammatory comments and odious opinions that she regularly espouses.

Her comments include:

Calling palestinians 'rodents' (Tweet 10/11/2014) Called for a 'final solution' after the Manchester bombing <http://www.independent.co.uk/arts-entertainment/tv/news/katie-hopkins-lbc-radio-manchester-attack-final-solution-daily-mail-muslims-racism-a7756776.html>

She has written 'Racial profiling is a good thing. Call me racist, I don't care, it has lost all its meaning.'

She and the Mail Online have apologised for falsely accusing a muslim family of extremist links

http://www.huffingtonpost.co.uk/entry/katie-hopkins-apologises_uk_5857b020e4b0e9baa877e873

She 'compared migrants to "cockroaches" and "feral humans", claiming they were "spreading like the norovirus'

<http://www.itv.com/news/2015-04-18/katie-hopkins-compares-migrants-to-cockroaches-and-suggests-using-gunships-to-stop-them-crossing-the-mediterranean/>

She met with Defend Europe, a network of young anti-immigrant and anti-Islam activists

<http://www.independent.co.uk/news/uk/home-news/katie-hopkins-defend-europe-meeting-far-right-activists-c-star-ship-anti-immigrant-mediterranean-a7857911.html>

Her abuse damages people and has been deemed libelous

<http://www.pinknews.co.uk/2017/03/14/jack-monroe-i-fell-apart-as-a-person-after-katie-hopkins-abuse/>

The All Saints Policy and Guiding Principles state:

'In order to steer the programming of the All Saints Centre it is necessary to adopt some guiding principles by which the venue will be made available for use. Generally these are:

1. Encouraging education in both the production of and participation in arts, community and youth activities.

2. Providing a safe environment in which the whole community can be engaged and stimulated as participant, performer or audience.

3. Going beyond being simply a space to hire but a hub of creative energy and activity, reflecting the wide spectrum of the arts, and community activity and catering to all ages.'

Also it states

- 'Encourage activities that promote equal opportunities, health, race relations, law and order, environmental and other worthwhile community issues.'

Health and Safety Legislation states;

- 'It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace.' (My emphasis)

My interpretation of the above guiding principles and Health and Safety Legislation is that they are in place to prevent the use of the premises that may create an unsafe environment for staff, participants and audience and which may undermine rather than promote equal opportunities, health, race relations, law and order, environmental and other worthwhile community issues. If the British National Party or English Defence League booked to speak at the All Saints Centre I would suggest that the booking be cancelled. If most councillors concur with this view then this is clearly not an issue of free speech but rather of how our policies and procedures prevent certain individuals or organisations from using the premises because of the harm that would be caused and this is the actual issue to consider here.

There has been a lot of comment on social media and Hopkins herself has chosen to inflame the situation by challenging people to attend the meeting and debate her views. However, the event is not a debate and by goading people I fear that large numbers will turn up to protest on both sides and the venue will be ill equipped to cope with a situation that might escalate causing a Health and Safety risk to staff, participants and audience.

Therefore my motion states;

The Lewes Speakers Festival has invited Katie Hopkins to speak on 25 November at the All Saints Centre. Ms Hopkins has made numerous derogatory and odious comments that will not provide the safe environment for staff, volunteers, audience or participants and discourages equal opportunities and good race relations.

The Town Council believes that her invitation breaches the Policy and Guiding Principles of the Centre and may cause harm to staff, audience or participants which will breach Health and Safety Legislation.

The Town Council will therefore cancel the booking for the event on 25 November 2017 at which Ms Hopkins is due to speak and will not allow any of its premises to be used by her or anyone else that breaches its Policies in future.

Cllr A Rowell
23rd October 2017

Continues.....

It is proposed that:

1) The Council be more diligent in making sure that grants given to groups who employ staff commit to the Living Wage, and if they use sub-contracted staff, to commit to changing to Living Wage employers when the contract is renewed.

Where the organisations don't pay LW, the Grants Panel may consider that the grant be increased to allow this.

2) The Town Council should become accredited to the Living Wage Foundation as many Councils already have done. This includes Birmingham City Council the largest authority in Europe, the Greater London Authority and the Scottish and Welsh Governments.

3) The Town Council can promote and support the work of our three Food Banks in Lewes by granting money for the expenses of running them.

Supporting Information:

Preamble: In 2 neighbourhoods in our town, one in 4 families with children live in poverty.

The parents of many of these children are not "benefit-scrongers", layabouts or ne'er-do-wells, they are working people, working long hours at minimum wage.

They are the carers, the cleaners, the shop assistants, the waiters, the delivery drivers who look after us, our elderly family members and our children, who clean the hotel rooms, who bring us coffees, who deliver our internet shopping.

There is not enough social housing in Lewes for everyone who needs it and many families are in private rental accommodation. Rent for a 2 bedroom flat or house starts £1,100. Housing benefit is capped at £836 per month (Local Housing Allowance) leaving a shortfall of £268 a month. When you're earning £15,600 before tax for a 40 hour week, every penny counts.

Around 200 people use food banks in Lewes every week.

Universal Credit is just around the corner, The Citizen's Advice Bureau has serious concerns about how delays of payments will impact on families already struggling.

Lewes Town Council became a Living Wage Employer in 2015, and on 15th July resolved to support the Lewes Living Wage campaign in its work to raise awareness of the issues through the wider business community (FC2015/28.2)

Notes on Accreditation to the Living Wage Foundation:

Previously Lewes Town Council has stated

"With regard to the imposition of a contractual obligation upon contractors to pay the LW, a comprehensive legal opinion on this prospect had been obtained which concluded that it was not open to the Council to impose wages clauses on its contractors. That did not prevent a Council from encouraging its contractors to adopt LW but that cannot influence the selection of tenderers or the awarding *etc* of contracts. There were understood to be a few Councils currently requiring third-parties to pay LW. It was recognised by all across the local government professions that this situation was precarious and likely to give rise to judicial review at some point, and it had to be accepted that the Town Council could not afford the risk of becoming such a test case. General advice in the sector indicated that a practical approach would be to introduce contract performance criteria, rather than impose limitations on those eligible to tender. This could require payment of the LW to staff directly employed in the fulfilment of a contract, but would not conflict with other policies individual to the contractor, and would not preclude any company from submitting tenders. It was agreed by the Panel that it would be acceptable to encourage Town Council contractors/suppliers to adopt LW, but not to attempt compulsion."

Local Authorities are asked to encourage the Living Wage – but not mandate – by considering contracts on a case by case basis. Living Wage accreditation only asked employers to put the rates in place to the extent that it is legal. EU procurement frameworks can be used as a reference point to consider risk.

Many Councils have successfully become accredited to the LW Foundation, and have found that it is possible by looking at EU Procurement Thresholds:

EU Procurement Thresholds

The directives set out detailed procedures for the award of contracts whose value equals or exceeds specific thresholds. Details of the thresholds, applying from 1st January 2016 are given below. Thresholds are net of VAT

When procurements fall below the EU thresholds, the obligation on the Council is to take into account the requirements of The Public Services (Social Value) Act 2012, but these are mandatory only to the provision of services.

THE EUROPEAN PUBLIC CONTRACTS DIRECTIVE (2014/24/EU)

	Supply, Services ¹ and Design Contracts	Works Contracts ²	Social and other specific services ³
Central Government ⁴	£106,047 €135,000	£4,104,394 €5,225,000	£589,148 €750,000
Other contracting authorities	£164,176 €209,000	£4,104,394 €5,225,000	£589,148 €750,000
Small Lots	£62,842 €84,000	£785,530 €1,000,000	n/a

What can the Council do to ameliorate the effects of austerity in our town?

Lewes Town Council can act as a beacon to the rest of the town in highlighting the benefits of paying the Living Wage. The Council already does this, and can do more.

Increasing the visibility of the Living Wage has a positive effect on organisations and business concerns that interconnect with each other:

"Employers reported that the decision to become accredited was influenced by external organisations with which they had commercial relationships. More than a third reported that clients or customers had influenced the accreditation decision. Similarly, around a quarter were influenced by either public or privately owned organisations with which they held contracts." *

**The Living Wage Employer Experience, April 2017. Cardiff Business School*

“When you give rich people a pay rise they buy foreign cars and foreign holidays, when you give more money to lower paid people they buy food and clothes for their families,”

Proposal

1) Be more diligent in making sure that grants given to groups who employ staff commit to the Living Wage, and if they use sub-contracted staff, to commit to changing to Living Wage employers when the contract is renewed.

Where the organisations don't pay LW, the Grants Panel may consider that the grant be increased to allow this.

2) The Town Council should become accredited to the Living Wage Foundation as many Councils already have done. This includes Birmingham City Council the largest authority in Europe, the Greater London Authority and the Scottish and Welsh Governments. This would cost the Council approx £100

Note: There has never been a legal challenge, or any threat of a legal challenge, to a Local Authority about a LW project. If such a case were to be brought, the social value act could be referenced in defence (i.e. the public duty of the Council to procure responsibly).

Notice of motions received for Council 9th November 2017

3)The Town Council can promote and support the work of our three Food Banks in Lewes by granting money for the expenses of running them.

To achieve Living Wage accreditation employers must:

1. Pay all directly employed staff the Living Wage;
2. Pay regular third party contracted staff - such as cleaners and catering staff - the Living Wage. If it is not possible to move these staff members to the Living Wage straight away, this can be implemented in a phased approach by moving the contracts to Living Wage when possible. We would include each contract as a milestone in the Licence Agreement.

The Living Wage Employer Mark is awarded by a signed licence agreement between the employer and the Living Wage Foundation. When you join our network:

- You will receive a copy of the Living Wage Employer logo, along with brand guidelines.
- You will be listed on our website and our interactive Employer Map.
- You will be sent a Living Wage plaque and merchandise to celebrate your accreditation.
- You will be invited to take part in Living Wage Week and will be kept up to date with our regular newsletter.

If you are also a grant-making body, you may also be interested in our Living Wage Friendly Funder Mark.

Living Wage Friendly Funders support charities to pay the Living Wage through their grant-making. There are now 29 Living Wage Friendly Funders including the Big Lottery Fund, Lloyds Bank Foundation, Comic Relief, Trust for London and the Nationwide Foundation.

To achieve Living Wage Friendly Funder status, grant-makers must:

1. Become accredited Living Wage Employers;
2. Ensure that guidance to applicants shows that they would like to fund grant funded posts at the Living Wage rate;
3. Support grantees to become Living Wage Employers by signposting them towards the Living Wage Foundation.

*Cllr I Makepeace
30th October 2017*

Agenda Item No: 9 **Report No:** FC010/2017
Report Title: Equalities issues
Report To: Full Council **Date:** 9th November 2017
Report By: S Brigden, Town Clerk

Purpose of Report: To advise Members of the background to the present situation regarding the council's duties regarding Equality.

Recommendation(s):

1 That Council notes this report.

Information:

1 It is proposed at this meeting (NOM010/2017) that Council should formulate a Diversity Policy, and the proposal cites sources of information and reasoning in support.

2 Members should be aware that this Council has addressed its responsibilities under the Equalities Act and observes relevant equalities principles in all that it does.

I append the report considered by Council on the matter in November 2011, which was formally accepted and that is a matter of public record.

3 A Parish Council is not required to publish a formal diversity policy. We are bound under s149 EqA2010 by the general Public Sector Equality Duty but that is accommodated by our clear decision-making process and recording of such - there is no 'statement' required, it is a matter of remaining mindful of the responsibilities when addressing issues before Council.

We have a Statement of Community Engagement (also attached) which defines the 'Community' as everyone - that is, wholly-inclusive. It names one or two defunct partner organizations but is still robust and can await a routine review of policies. We have an Equal Opportunities Statement used in employment matters, which is consistent with all legal requirements (also attached).

S Brigden
30th October 2017

Appendices:

Appendix A – Report FC010/2011 – *Responsibilities under the Equality Act 2010*

Appendix B – Equal Opportunities Statement

Appendix C – Statement of Community Engagement

Agenda Item No: 11 **Report No:** FC010/2011
Report Title: Duties under the Equality Act 2010
Report To: Full Council **Date:** 10th November 2011
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Members of changes to duties, introduced by the Equality Act 2010.

Recommendation(s):

- 1 That this report be noted.

Information:

The Equality Act 2010 replaces and brings together previous legislation (such as the Sex Discrimination Act 1975, Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equal Pay Act 1970). Consequently it has relevance, in several areas, to parish councils and is now in effect.

The 2010 Act protects individuals from discrimination because of:

- | | |
|----------------------------------|--|
| ⊕ age | ⊕ pregnancy and maternity (a protected characteristic separate to sex) |
| ⊕ disability | ⊕ race |
| ⊕ gender reassignment | ⊕ religion or belief |
| ⊕ marriage and civil partnership | ⊕ sexual orientation. |
| ⊕ sex (gender) | |

In section 4 of the Act, these are referred to as ‘protected characteristics.’

Discrimination may be direct or indirect, and can be inferred into contract terms, criteria chosen for decision-making, and adopted policies and practices.

Public Sector Equality Duty

Section 149 of the Act imposes on public authorities, specifically **including** parish councils, a duty to take into account, in the exercise of their functions:

- ⊕ the need to eliminate discrimination and harassment, victimization and
- ⊕ any other conduct that is prohibited by or under the Act; and
- ⊕ to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- ⊕ to foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of section 149.

It is anticipated that future regulations, issued pursuant to section 153 of the 2010 Act, which will impose specific duties on certain public authorities to better perform and demonstrate compliance with the general duty contained in section 149 will affect **only** principal authorities.

Other provisions of the act are relevant to such things as recruitment; the disposal, management and occupation of buildings; provision of goods and services; and may be generally-applicable to many everyday operations. The Town Clerk will bring these to Council’s attention as and when relevant if existing policies and practices are found to need amendment. For any Member with a particular interest, the full implications of the Act in summary form may be obtained on request from the Town Clerk.

S Brigden
 31st October 2011



Equal Opportunities

Equal Opportunities

1. Introduction

1.1 The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. The council opposes all forms of unlawful and unfair discrimination.

1.2 All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

2. Principles

2.1 Discrimination, direct or indirect, based on a person's gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, social class or other irrelevant distinction is unacceptable.

2.2 In addition to being unacceptable, such forms of discrimination represent a waste of human resources and a denial of the opportunity for individual fulfilment.

2.3 The council seeks to involve all sections of staff in the continuing development and implementation of this policy.

3. Members of the public

3.1 The council recognises that many members of the public use its services or visit its premises. The council takes seriously its responsibility to these people and affirms that they will be treated with the same respect and rights. Likewise, it is not acceptable for staff to be treated unfairly by service users or visitors.

4. Organisational Responsibilities

4.1 The council's Proper Officer (Town Clerk) is responsible for overseeing the implementation, monitoring and review of the Equal Opportunities Statement.

4.2 The Clerk's responsibilities include communicating the policy and its implementation to staff, monitoring its implementation, and advising Members on recruitment and other matters concerning equal treatment.

4.3 The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance with relevant statutes and codes of practice lies with the council.



Equal Opportunities

4.4 Intentional breaches of the provisions or spirit of this policy will be regarded as misconduct and could lead to disciplinary action in accordance with the council's disciplinary policy.

5. Legal framework

5.1 The policy will be implemented within the framework of the relevant legislation, the main statute being the Equality Act 2010. This brought together 116 separate pieces of legislation to provide a framework to protect the rights of individuals and advance equal opportunities for all. The main pieces of legislation which have merged under the new act are:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act (Sexual Orientation) Regulations 2007

Reviewed March 2010

POLICY STATEMENT

Statement of intent as to community engagement*Adopted 11th November 2010 – minute FC2010/80 refers*LEWES
TOWN
COUNCIL**Lewes Town Council made a declaration of corporate objectives at its meeting of 2nd April 2009.***Minute extract – Lewes Town Council Minute reference FC2008/120*

That the following values be declared, where and when appropriate within Council documents, policies and statements:

“We, Lewes Town Council, strive to:

- > represent and promote the interests and needs of Lewes residents;
- > prudently manage our resources to a high standard and ensure their use for the benefit of the local community;
- > support initiatives that contribute to the economic vitality of the town, especially through the use of local suppliers and producers;
- > work with others to maintain, and improve where possible, good environmental quality and promote the sustainable use of local resources;
- > achieve and maintain the standards of a Quality Parish; and
- > maintain the traditions of the ancient County Town.”

Lewes Town Council April 2009

With particular reference to engagement with the local, and wider, community; Lewes Town Council states its policy as:

AIMS AND OBJECTIVES

- > To effectively represent and promote the interests of Lewes in all forums.
- > Pay particular attention to the needs of the young, the elderly, the less able, and disadvantaged people.
- > Actively involve local people in decisions affecting activities in their area.
- > Be open and accountable in all we do.
- > Improved communication with the local community.
- > A better understanding within the community of the role of the Town Council and of its Councillors.
- > Local people recognize that they are involved in decision making.
- > Satisfaction with Council services.

In order to achieve these goals, the Council will

- > work with residents; businesses; voluntary organizations and community groups;
- > ensure that through a range of approaches to public involvement and community engagement, we actively encourage the involvement of all sections of the community, to capture views and learn of concerns, to more effectively integrate this understanding in the decision-making process;
- > ensure that residents have opportunities to be heard at every stage of a process.

DEFINING THE COMMUNITY

The Council considers the community of Lewes to consist of:

- > All residents of the town
- > All users of the Town Council’s services
- > All those who work within the town or who own businesses within the town
- > All young people who live and/or go to school within the town
- > All local voluntary organizations; clubs and societies; groups or organizations representing any sections of the community
- > Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Lewes and aims to maintain excellent working relationships with these. They include the Police; other arms of local government; Lewes Town Partnership; Friends of Lewes; South Downs National Park Authority, and others. Other “interested persons” may be people or bodies who appear to the council to have an interest in matters relating to the economic, social and environmental well-being of its area.



PROVISION OF INFORMATION AND OPPORTUNITIES FOR COMMUNITY INVOLVEMENT

Information is provided by the Town Council to the community in a number of ways, including

- > The Town Council offices at the Town Hall are open Mondays to Thursdays 09:00 to 17:00 and 09:00 to 16:00 on Fridays, where we provide a wide range of information both on Council services and other Lewes activities and issues.
- > The Town Council's website – www.lewes-tc.gov.uk - provides information on the work of the Town Council and on other services, the history of the town, local events, local groups and organizations. The public can contact the Town Council through the website. All meeting agenda papers and minutes are available on the website to read or download.
- > Noticeboards at the Town Hall display agendas for Council meetings as well as other information of interest to the local community. Additionally, the Town Hall foyer and public reception area provide space which can be used to promote local events and organizations.
- > Councillors' surgeries are held regularly at the Town Hall.
- > The Town Council's Newsletter is published approximately quarterly and is available from the Town Hall; All Saints Centre; offices of other councils and from the local library. It is available on the website to read or download, and can be requested for automatic distribution by e-mail subscription.
- > The Council's annual report is available each year with an edition of the newsletter; and also from the Town Council offices, on the website, and from the local library.
- > All meetings of the Town Council and its committees and working-parties are open to the public and a period is set aside at the beginning of each meeting for public questions.

Opportunities for Formal Representations to the Council

Formal representations to the Council may be made at any time in writing to the Town Clerk.

A period for questions or address by members of the public is set aside at the beginning of every meeting.

WORKING IN PARTNERSHIP

The Town Council will work whenever appropriate in partnership with other organizations such as the District Council, the Lewes Town Partnership, the Friends of Lewes, and East Sussex County Council. It is represented on the Lewes Town Partnership and also has representatives on the following local organizations:

- > Lewes District Association of Local Councils
- > Lewes Fair Trade Steering Group
- > Citizens Advice Bureau
- > DeMontfort Project
- > Lewes Railway Land Wildlife Trust
- > Malling Community Association
- > Age Concern Lewes
- > Lewes Volunteer Bureau
- > Landport Bottom joint Management Committee
- > Lewes Town Partnership
- > Lewes-Uckfield Line Parishes Group/ULREG
- > Lewes Priory Trust

Contact Lewes Town Council

<i>by post, or in person, at:</i>	Lewes Town Council, Town Hall, High Street, Lewes, East Sussex BN7 2QS
<i>by telephone:</i>	+44 (0)1273 471469
<i>by fax:</i>	+44 (0)1273 480919
<i>by e-mail:</i>	info@lewes-tc.gov.uk
<i>via the website (e-mail link)</i>	www.lewes-tc.gov.uk

COUNCIL PLAN 2017/18

Status update

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

		STATUS at September 2017	STATUS at November 2017
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Works in progress. Significant additional works identified in course of project: reported to Buildings Repairs Working Party 13th Sept 2017. Schedule of repairs needed and estimate of cost received 13th Sept 2017. Council to consider 28th Sept 2017.
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter.partially completed – specialist report obtained	Works in progress. Significant additional works identified in course of project: reported to Buildings Repairs Working Party 13th Sept 2017. Schedule of repairs needed and estimate of cost received 13th Sept 2017. Council agreed 28th Sept 2017.
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	no change
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Public consultation exhibition 7th & 8th July 2017. Consultation ended 31st July 2017. Consultants preparing report and assessing Order of Costs for assessment by Working Group - meeting delayed until November 2017.
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versaille (2019)	Architects refining designs and illustrations. Quantity surveyor order-of-costs estimates prepared. W/pty meeting considered cost implications 13th September 2017 - further meeting October to assess detail and funding framework. Presentation of design options likely November.
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Poems for Peace event scheduled for Lewes Town Hall 21st September 2017 7:30pm
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees. Meetings scheduled with statutory consultees to discuss details of their responses. Expected to seek approval for submission ('Reg16') Dec 2017/Jan 2018
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	no change
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	HM Land Registry process underway re allotment site.
			Provider working on technical background issues (commenced 26th June). Site structure under development, and some content transfer to test site. Anticipate presentation to Working Party October 2017
			HM Land Registry process underway re allotment site. Further dispute with LDC over background to unilateral decisions. TC wrote to LDC Chief Exec 4th Oct - CE offered an oral apology 11th Oct - written reponse awaited.
			Provider working on technical background issues (commenced 26th June). Site structure under development, and some content transfer to test site. Further work on background documents and structure October. Anticipate presentation to Working Party November 2017