

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

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



**LEWES
TOWN
COUNCIL**

MINUTES

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

Thursday 3rd April 2014, in the Council Chamber, Town Hall, Lewes at 7:30pm.

NB if a record of voting was requested, this is shown in a table appended to these Minutes.

PRESENT: Councillors L Allsobrook; S Catlin (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; J Lamb; Dr G Mayhew; M Milner; R Murray; S Murray; R O'Keeffe (*Mayor*); J Stockdale and Dr M Turner (*Deputy Mayor*)

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) L Symons (*Mace Bearer*); Ms E. Martin (*C'ttee Administration*)

Observing: Ms J Dean (*Customer Services Officer*); Mr B Courage (*Town Ranger*); Ms V McLachlan (*Finance Administration Officer*) Ms F Willis (*Customer Services Officer*)

The Council's Chaplain, Canon Richard Moatt, led a brief reflection on the concept of being part of history, and putting present and future into that context.

The Mayor welcomed Cllr Dr Graham Mayhew, who had been elected to represent Priory Ward at a by-election on 27th March 2014 and was returning to a seat on the Council after 14 years absence.

FC2013/114 QUESTION TIME: No questions had been received.

FC2013/115 MEMBERS' DECLARATIONS OF INTEREST: Cllr J Stockdale declared an interest *in* item 6b in that he is a Governor at Malling School.

FC2013/116 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs D Lamport and A Price who were both unwell and Cllr L F Li who was on holiday. No message had been received from Cllr J MacCleary.

MAYOR'S ANNOUNCEMENTS:

- a) The next members' drop-in surgery would be on Saturday 5th April in the Yarrow Room from 2pm – 4 pm. Cllr Turner volunteered to attend. Members' Surgeries would be held on Tuesday mornings from 6th May.
- b) A reception for the Lewes Fund charity would be held on Wednesday 9th April at 6.30pm in the Council Chamber.
- c) A ceremonial presentation of a replica of the Mise of Lewes would take place on Thursday 17th April at 5.30pm in the Mayor's Parlour.
- d) Presentation of this years' Civic Awards would be at 7pm on Thursday 24th April in the Council Chamber followed by the Annual Town Meeting at 8pm.
- e) At the last North Street Quarter Project Board meeting, it was agreed that it would be useful to hold a briefing session on the latest position with regard to the proposals, and to include a site visit for Members of the District Council, Town Council and South Downs National Park Authority (SDNPA) Planning Committee. This had been arranged for Friday 25th April, meeting at 10.00am at Phoenix House, North Street where the model and exhibition material would be available.
- f) The Mayor's Swan Song dinner would be held on 7th May at 7.00pm in the Corn Exchange. Tickets had sold out.
- g) The *Sword of Freedom* Concert (the Battle of Lewes choral work commissioned from

Continues...

Helen Glavin) would be on 13th May at 7.30pm in the Assembly Room. Admission was free of charge, but by ticket (which were available from the Town Hall).

h) The Mayor read a letter from the Chairman of the All Saints Action Group, Mr Russell Beck. The Group had, on winding up their affairs, donated their residual funds to the Council for use at the All Saints Centre. Mr Beck expressed satisfaction with the way that All Saints has developed since 2001, and considered that the rich and varied mix of events and activities at the Centre over the past decade represented fulfilment of the aims of the Group. The donation was to be applied to the purchase of a new stage lighting truss, which would be installed very soon. A letter of thanks would be written.

FC2013/118

MINUTES:

The Minutes of the Council meeting held on 27th February 2014 were received and signed as an accurate record (with the correction of a minor typographical error).

FC2013/119

WORKING PARTIES AND OUTSIDE BODIES:

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

a) *All Saints Steering Group 17th March 2014:* The Minutes of this meeting (*copy in minute book*) were received and noted. A recorded vote (*copy appended*) was called-for on the matter of acceptance of the Group's recommendation and **it was resolved that:**

FC2013/119.1. The recommendation arising from the All Saints Steering Group meeting of 17th March 2014 (*copy in minute book*), that the Council continue with the *Film@AllSaints* operation on the existing basis for the next year, is agreed.

b) *Traffic Issues Working Party 18th March 2014:* Cllr Milner gave a short oral report on the considerations of the Working Party and the Minutes of this meeting were received and noted, and **it was resolved that:**

FC2013/119.2 Minutes of the Traffic Issues Working Party 18th March 2014 (*copy in Minute Book*) are noted.

FC2013/119.2.1 The recommendation of the Traffic Issues Working Party of 18th March 2014 (*copy in minute book*) is agreed as:

Lewes Town Council will offer £1000 towards to the cost of painting 'drop-off bays' on the highway adjacent to South Malling School (subject to agreement of East Sussex County Council [ESCC]), to be paid from the existing financial reserve agreed for pedestrian crossings and identified as fund P9 in the Council's published accounts.

c) *Audit Panel 25th March 2014:* The Minutes of this meeting were received and noted. Cllr Stockdale promoted the idea (which had been discussed at the meeting) that Council buildings should be subject to regular surveys, such as the quinquennial reviews conducted on Church of England properties. It was agreed that this matter be brought to Council in the new municipal year. Cllr Stockdale also repeated concerns he had over the Council's banking arrangements with NatWest – citing the history of the Royal Bank of Scotland since 2008. He considered that the Council should have a policy which took into account the credit status of institutions, and was reminded that such a policy was already in effect and that the Council's present arrangements satisfied that policy. As the minutes noted, the policy would be brought forward for review as a matter of course.

It was resolved that:

FC2013/119.3 The minutes of the Audit Panel Meeting on 18th March 2014 (*copy in minute book*) are noted.

d] *Play Provision – North Street Quarter. Preliminary Meeting 25th March 2014:* Notes of this meeting were considered. The meeting had been held to establish background issues and best approach to the provision of children’s play and general recreation facilities associated with the proposed North Street Quarter Development. It had become apparent that there should be adequate finance available from the various interested parties to ensure a high quality of design and provision of facilities both at the Pells and in the area of Malling recreation ground. A subsequent meeting on-site, between various stakeholders, had identified many helpful details and Cllr Turner gave a brief oral report. The Pells Pool was likely to benefit from several fundamental improvements arising from the works necessary to provide flood defences, and the park and recreation areas could be greatly enhanced by careful design of new features. There would be further meetings as ideas evolved.

It was resolved that:

FC2013/119.4 The notes of the meeting held to discuss recreation facilities arising from the North Street Quarter development on 25th March 2014 (*copy in minute book*) be noted.

e] *Battle of Lewes Action Group (BLAG):* Cllr Chartier reported that the next meeting of the Group would be held the following week. A number of key developments had come to fruition recently. The Battle of Lewes Tapestry had been framed, and the Battlefield Walk booklet supported by Lewes Town Council was with the typesetters. Lewes Printmakers were compiling a ‘battle alphabet’ booklet which would be available shortly. A question was raised regarding advertising and promotion for the event, which gave rise to a wide-ranging discussion and some enhancements to BLAG’s marketing were suggested. Members were willing to contribute further financial assistance if that would support wider promotion of the festival.

After a short debate, **it was resolved that:**

FC2013/119.5 The update on work of the Battle of Lewes Action Group be noted.

FC2013/119.5.1 Lewes Town Council agrees to contribute up to £1,500 to the publication of a comprehensive programme for the Battle of Lewes commemorations, to be funded from the financial reserve earmarked for commemoration of significant events (shown as fund R7 in the Council’s published accounts).

f] *Seaford Rail 150 commemoration:* Cllr Catlin reported that the train operating company Southern had agreed to allow a special steam train to travel to Seaford on Saturday 7th June 2014. The train would pass through Lewes station three times. Tickets for this event had already sold out. **It was resolved that:**

FC2013/119.6 The oral update on the Seaford Rail 150 commemoration be noted.

FC2013/120

LEWES YOUTH BANK GRANT SCHEME: Members considered a report by Cllr R Murray (*copy in minute book*) on Lewes Youth Bank Grant Scheme, a fund established in partnership with ESCC to offer grants to young people who proposed schemes for the benefit of other young people in the town, and administered by a board of their peers. **It was resolved that:**

FC2013/120.1 The report on the Lewes Youth Bank Grant Scheme (*copy in minute book*) is noted.

FC2013/121

CYCLE TOUR OF BRITAIN: The Town Clerk gave a brief oral report on this event; being planned for September 2014. The final route for the stage in the Lewes area (Stage 7) was yet to be agreed between East Sussex County Council (ESCC) and event organisers later in the year, but was likely to pass through the town. ESCC and Lewes District Council (LDC) hoped to work together with the organiser and with Parish Councils to promote the event. The Tour would have approximately 32

motorcycles escorting the race, holding traffic at side roads etc. to create a rolling road closure. This was planned as the first of a short (possibly 3-year) initial series and if that proved successful it was anticipated that it might become a long-term annual event. **It was resolved that:**

FC2013/121.1 The oral report on the Cycle Tour of Britain 2014 be noted.

FC2013/122

UPDATE ON MATTERS IN PROGRESS:

a) A Meeting had been held with a professional Quantity Surveyor regarding the proposed Malling Community Centre refurbishment. The surveyor had initially estimated a high projected cost (£487,000), but this would be refined. A Working party would be scheduled soon to progress the planned repairs to the Town Hall, and it was proposed and **resolved that:**

FC2013/122.1 The working party tasked with Town Hall repairs remit shall also administer the Malling Community Centre refurbishment project.

b) The legislation (*s150 Local Government Act 1972*) giving rise to the requirement for all Town/Parish Council payments to be made by cheque and signed by two Councillors, was recently repealed after many years of anticipation. Cheques would still be used for some purposes, but this allowed the use of modern online banking and consequent faster; simpler, and cheaper payment for purchased goods and services and salary payments *etc.* As Responsible Finance Officer, TC would prepare a suitable protocol to ensure appropriate standards of accountability, in accordance with the new regulations, and planned to continue direct oversight by two Members, by requiring any online transactions to be processed and countersigned using signed batch-control sheets in a similar way to the current practice. This would be brought to the June meeting of Council.

c) In the ongoing Employment Tribunal case, the reserved judgement from the preliminary hearing of 24th February had been received that day, and this was favourable to the Council. The main Hearing was scheduled for 9th & 10th April, and further developments would be reported in due course.

FC2013/123

NOTICE of ITEMS IN PROSPECT:

a) The next Members' surgery would be held on Saturday 5th April in the Yarrow Room from 2pm – 4pm, which meant that Cllr Turner could not attend as planned. Cllr Allsobrook volunteered to make herself available.

b) The next Planning Committee Meetings would be on Tuesday 8th April and Tuesday 29th April at 7pm in the Yarrow Room.

c) The next deadline for Grants applications was Friday 9th May, with the Panel meeting on 21st May and making recommendations to Council on 12th June 2014.

d) The next Council Meeting (*'Mayor-making'*) would be on Thursday 15th May at **7.00pm** (earlier than a normal meeting), and a rehearsal would be held at 6.00pm on Monday 12th May. The following Council Meeting was scheduled for Thursday 12th June at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 2nd June. That meeting would consider several annually-recurring items, such as Statutory annual return/Accounts/Internal Audit Report – retention of auditor/ Investment policy/ Risk Assessments *etc*

e) A date would be confirmed for the Town Hall/MCC Repairs Working Party.

FC2013/124

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

The meeting ended at 9:10pm

Signed:

Date:

VOTING RECORD SHEET

MEETING of: Council

date: 3rd April 2014



**LEWES
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Please note: this is a record of voting *where this has been requested* under Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]

✓ = Indicated "For" ✖ = Indicated "Against" C = Chairman's casting (supplementary) vote A = Abstained NP = Not Present NV = not voting		LD	Ind	LD	Ind	LD	LD	LD	LD	LD	LD	Ind	LD	Green	Green	Ind	Green	LD	LD	No. FOR	No. AGAINST	Carried ? Y/N	
Agenda item	MOTION or AMENDMENT VOTED UPON	ALLSOBROOK	CATLIN (Wischhusen)	CHARTIER	DALY	DEAN	EILOART	LAMB	LAMPORT	LI	MacCLEARY	MAYHEW	MILNER	MURRAY R	MURRAY S	O'KEEFE	PRICE	STOCKDALE	TURNER				
6a	Continuation of cinema operation at All Saints Centre, as recommended by Steering Group.	✓	✓	✓	✓	✖	✓	✓	NP	NP	NP	✓	✓	✓	✓	✓	NP	✖	✓	12	2	Y	