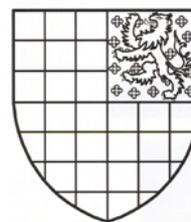


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 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 6th April 2017**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors A Ashby; J Baah; A Bolt; S Catlin (Wischhusen); M Chartier (*Deputy Mayor*); J Lamb; I Makepeace; Dr G Mayhew (*Mayor*); M Milner; R Murray; S Murray; T 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 B Courage (*Town Ranger*)

FC2016/104 QUESTIONS: There were none. 1 Member of the public was present.

FC2016/105 DECLARATIONS of INTEREST: There were none.

FC2016/106 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs A Barker and R Burrows who both had work commitments, Cllr W Elliott who was attending a funeral and Cllrs H Jones and R O'Keeffe who both had family commitments.

It was resolved that:

FC2016/106.1 The reasons submitted for absence from this meeting are accepted.

FC2016/107 MAYOR's ANNOUNCEMENTS:

a) The Mayor informed members of upcoming diary dates:

- The Mayor's Easter Tea would be on Thursday 13th April 2017 at 3.00pm in the Assembly Room
- Battle of Lewes Talk on Wednesday 10th May 2017 at 2.30pm in the Council Chamber
- Battle of Lewes Walk on Thursday 11th May 2017 from the Lewes Prison bus stop at 2.00pm
- A Service to commemorate the Battle of Lewes would be held on Sunday 14th May 2017 at St. Anne's Church at 10.00am

b) Lewes and District Dementia Action Alliance (LDAA) would be holding a launch event on 27th April to which all Members were invited. LDAA would also be taking part in the 'Every Sort of People' festival on 13th May at Lewes Football Club. It was hoped that Councillors would support the event.

c) Gift of bronze bust – The Mayor informed Members that the Council had been contacted by member of the Teakle family, late of Southover High Street, wishing to donate a bust of Prof. Asa Briggs who had lived in Keere Street, that had been made by her mother. The donor described the long friendship between the two families, and her wish to celebrate this with the gift of the bust. She had revealed that her mother wanted to go to art school but was never able to. She did not have formal training and was not a professional sculptor, although the bust was extremely good. This meant that the approximate value of the piece, in terms of additional insurance, would be likely to be based upon cost of the casting (between £7,000 and £10,000 to re-cast). Photographs were available for anyone interested.

The Town Council's insurer had indicated that they would add the risk to the Council's policy for an additional premium of approximately £30 (2017/18).

It was **agreed** that this kind offer should be accepted.

Continues...

FC2016/108 MINUTES:

The minutes of the meeting held on 2nd March 2017 were received and signed as an accurate record.

FC2016/109 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) Neighbourhood Plan Steering Group: In the absence of the Group's Chairman the Town Clerk gave an update. The final sifting of prospective housing sites had been completed and a supplementary project that had been required by the South Downs National Park Authority had produced a Strategic Environmental Assessment and Sustainability Appraisal of the plan and the prospective sites. Meetings had taken place with English Heritage and the County Archaeologist who were obligatory consultees on these matters, and the Pre-submission draft was almost at the stage when the statutory 'Regulation 14' consultation could begin; which would give the public and other bodies the chance to make comment. The consultation would be launched on 8th May and run until 21st June with a drop in event to be held at the Town Hall on 25th and 26th May. Publicity would start shortly.

It was resolved that:

FC2016/109.1 The oral report on the work of the Neighbourhood Plan Steering Group is noted.

b) Communications Working Party 6th March 2017: Council received the minutes of this meeting in the absence of the Chairman.

Working Party members had earlier been provided with copies of proposals from three potential providers of a new website for the Council. These had been selected at an earlier meeting (27th October 2016), when examples of their work for other clients had been studied online. The three companies had each met with TC individually and been given a wealth of background information and technical detail upon which to base their submissions. All three offered design; hosting and maintenance of a new website based upon the common WordpressTM content management system, and offered various additional features linking to social media networks; mapping; video; newsletter subscription lists *etc* and comprehensive analytical tools to assess key aspects of use. All offered comprehensive up-to-date functionality in terms of routine management of content by Council officers, and a site which would be responsive to the wide range of devices and browser software which may be used to access it, and offer intuitive navigation options. Initial training was included, and further options quoted-for. Each company had suggested variations on the presentation of key information, such as Agenda and Minute records accessible in a calendar format in addition to topic listings, or Members' contact details shown graphically on a Ward map with 'pop-up' photographs, personal biography *etc*.

The press and public were excluded from the remainder of the meeting, due to the commercial nature of the presentations and tender valuations. Each company made an independent presentation to the Working Party, at hourly intervals through the morning, and addressed questions from Members.

There followed a lengthy discussion as to the perceived attributes of each company and the service offered. There was some contention as to the preferred choice and a vote was called to determine a final recommendation. Council would be advised to commission the work, and the company would work with TC and a small sub-group from the Working Party to produce the new site in approximately three months. It was agreed to recommend the appointment of NTD Internet Solutions Ltd to design and provide a new website for the Council.

It was subsequently **resolved that:**

FC2016/109.2 The Minutes of the Communications Working Party 19th December 2016 (*copy in minute book*) are noted.

FC2016/109.3 The recommendation of the Communications Working Party, arising from its meeting on 19th December 2016 (ComWP2016/29), that NTD Internet Solutions Ltd, of The Hub, Station Street, Lewes BN7 2DA be appointed to design and provide a new website for the Council is agreed.

c] East Sussex Association of local Councils (ESALC) Conference 14th March 2017: Cllr Susan Murray had attended the conference on 14th March in her capacity as a Director, and gave a brief oral report. The conference had been well attended by 85 delegates and was deemed as the most successful conference held to date and could mean a larger venue may be needed for future events. Issues that had been covered at the conference included the impact of cuts in Police funding; conflicts within Councils; Local Councils' role in planning appeals, and a session presented by East Sussex Trading Standards officers on 'scams'; on which Cllr Murray had prepared a motion to be discussed later on this agenda.

it was resolved that:

FC2016/109.4 The oral report on the ESALC Conference 14th March 2016 is noted.

d] Friends of Lewes liaison meeting 17th March 2017: Cllr Charter presented the Minutes of this meeting. Cllr Chartier drew attention to two items:

i) *Pipe Kilns (rear of Freemasons' Hall)*, where the Friends of Lewes were pursuing ownership with regard to their listing of buildings at risk. FoL were proposing an interpretation board for visitors, which could include reference to the town wall and the long history of the adjacent hall. This would have cost implications and Council were being asked to agree in principle to support the project. FoL would investigate the likely cost.

ii) *Land adjoining Castle Ditch Lane ("the Magic Circle")*. The FoL had established a working group on this project and had produced material for a consultation which had started on 4th April. Details of hard and soft landscaping had been available at the meeting. It was stated that this would be a relatively modest scheme and would not take long to build. It was suggested that the target for any opening should be in 2019 on the anniversary of the Treaty of Versailles. A budget was indicated at around £50,000. TC confirmed that Lewes Town Council maintained a financial reserve for contribution to this, with the sum of £22,000 available in 2017/2018.

It was resolved that:

FC2016/109.5 The record of the Friends of Lewes liaison meeting held on 17th March 2017 (*copy in minute book*) is noted, and suggested projects are supported in principle subject to further details and cost estimates.

e] NSQ s106 Play & Recreation Group 21st March 2017: Cllr S Murray reported that she had been made aware of comments in the press and from elsewhere that there had not been enough publicity for the 2nd round of Consultations. When attending the meeting this was raised with the Consultants. The Consultants felt that the same level of publicity had been used as before although there had not been a press release. Numbers had been slightly down during these rounds of consultations but were up for online responses. This would be borne in mind when planning the third (final) phase. The Consultants would now collate all the responses received during the second round and then a final round of consultations would be held hopefully in June/July with the intention to reach decisions by late September to feed into the North Street Quarter planning and scheduling.

It was resolved that:

FC2016/109.6 The oral report on the meeting of the North Street Quarter s106 Play and Recreation Group held on 21st March 2017 be noted.

f] Southern Rail stakeholder forum 29th March 2017: Cllr Catlin reported that two-car trains between Ashford and Brighton would be staying in service with no additions until the end of the present franchise in 2019. The same applied to the Class 313 units serving Seaford which were 35 years old, the second-oldest electric rolling stock in service in the UK, and there were no plans to replace them during the life of the franchise. A further 2018 timetable consultation was to take place concentrating on the provision of early and late trains. It was hoped that the Council would respond to this consultation. The trial in the reduction of opening hours of station ticket offices would continue until the end of June. Chichester and Battersea Park were participating in the trial but not Lewes. Only a third of ticket sales are generated through ticket offices although they also act as information points. A new ticket vending machine was installed at Lewes station on 29th March which accepts the new £1 coins. In October 2018 there would be a nine-day duration engineer's blockade on the line from London to Lewes with no trains at all during that period. This would be for track and signalling replacement. GoVia also have the South Eastern Franchise which expires next year. The planned new franchise will have to provide for an HS1 electric service from Ashford to Hastings.

It was resolved that:

FC2016/109.7 The oral report on the Southern Rail stakeholder forum held on 29th March 2017 is noted.

g] East Sussex SPARK youth grants scheme: Councillors received a report from SPARK. (*copy in minute book*). This annual small grants scheme for young people, with peer-assessment of applications, was run by SPARK with funding from East Sussex County Council and Lewes Town Council. The latest round of grants enabled SPARK to support the work of a total of 63 members with almost £50,000. The maximum grant that groups could request was raised from the previous £750 to £1,000. The conditions laid down in the Grant Scheme ensured that funds went to small groups, benefitting children and young people aged 0 – 19 years, and funding costs from which the young people could benefit directly, such as equipment, activities, and the organisational costs such as venue hire. Lewes Town Council contributed funds for groups whose activities covered Lewes Town.

SPARK's core funding from East Sussex County Council ended in September 2016. In difficult times and despite their best efforts, they had not been able to secure sufficient funding to continue providing infrastructure support to young people's groups in East Sussex. The SPARK Board had therefore made the difficult decision to close down the organisation at the end of March 2017. SPARK had worked closely with Council for Voluntary Service (CVS) colleagues to ensure that all their members would have contact and support from their local CVS. They had also signposted sources of funding, training and information from both regional and national organisations. SPARK offered thanks to everyone who had supported them over the years – especially their dedicated member groups and their inspiring young people; on behalf of whom, they declared, it had been a privilege to work.

It was resolved that:

FC2016/109.8 The Final report of East Sussex SPARKS youth grants scheme is noted.

Cllr Watts joined the meeting at this point

FC2016/110

CARBON-EFFICIENT TRAVEL:

Members considered a proposal (*NOM 012/2016 copy in minute book*) that Lewes Town Council (LTC) should acknowledge the impact of human activity on the planet and the climate. As a responsible organisation it should limit the impact of its own activities on climate change as far as practicably possible. LTC, it was proposed, should recognize the adverse impact on the climate of fossil-fuelled modes of travel, particularly aeroplanes, and where there are often practical alternatives.

It was believed that it is possible to avoid flying to any of the destinations Council staff

and councillors might choose to visit, and in particular the twin towns of Blois and Waldshut-Tiengen. It was proposed that in future any travel by LTC staff and councillors to the twin towns should be by the most carbon efficient method, which was unlikely to be flight. Further: travel anywhere else in the UK and Europe should not be by plane unless analysis demonstrated that it was more carbon efficient than other practical options and specific permission has been given by Council.

References were made to The Intergovernmental Panel on Climate Change (IPCC), a scientific intergovernmental body set up by the United Nations (UN) to provide comprehensive scientific assessments of the risk of human-induced climate change, which reported that CO₂ emitted by jets can survive in the atmosphere for upwards of 100 years, and that its combination with other gas and particulate emissions could have double or four times the warming effect as CO₂ emissions alone. The aviation industry was said to be responsible for around five percent of annual global warming, when these emissions, along with water vapour, soot and sulphates, contrails, and enhanced Cirrus cloud formations are added to its CO₂ figures. That contribution was rising fast. By 2030, airline emissions were projected to double from 2005 levels. Between 1990 and 2006, they rose 87% in Europe alone, according to an article in *The Guardian* (1 July 2015).

It was stated that: according to www.carbonfootprint.com, flying to-and-from Waldshut-Tiengen would emit 0.13 tonnes of CO₂ whereas traveling by train (assuming 2000 miles travelled) emits 0.04 tonnes of CO₂.

During a general debate, in which all who spoke expressed agreement with the sentiments of the motion, a number of practical considerations were introduced. Travel to Lewes's twin towns by modes other than air travel would extend each visit by two days. This had implications for the hosts, who provided and paid-for accommodation and meals *etc*, and for staff who would be away from other duties and their families for longer. A practical amendment was suggested which re-phrased the statement as guidance and encouragement, although this was not immediately accepted; a recorded vote being called-for (*copy in the Minute book*). The amendment was supported, and it was consequently **resolved that:**

FC2016/110.1 In future any travel by LTC staff or councillors to;

- a) Lewes's twin towns will take into account the most carbon efficient method, which is unlikely to be flying, and;
- b) Anywhere else in the UK and Europe will not be by plane unless analysis demonstrates that it is more carbon efficient than other practical options and specific permission has been given by the Town Council.

FC2016/111 EAST SUSSEX AGAINST SCAMS PARTNERSHIP:

Council considered a proposal (*NOM 013/2016 copy in minute book*) that Lewes Town Council notes the increasing numbers of scams being perpetrated against residents, especially the elderly and vulnerable, though no-one was exempt. It should have concerns for the victims of such scams whether they result in financial losses, a loss of confidence or other ill effects. It could build on its existing initiative to discourage cold-callers to people's homes, and encompass scams perpetrated by mail, by phone and by email. The East Sussex Against Scams Partnership (ESASP) was a county-wide partnership committed to protecting residents against scams. It is a partnership of organisations, businesses, groups, clubs and societies committed to taking a stand against scams with the aim of making East Sussex a scam-free county.

Scams are fraud; and fraud is crime. Each year, it was stated, scams caused between £5bn and £10bn worth of detriment to UK consumers. In addition to the financial impact, scams could have a severe emotional and psychological impact on victims. Being a victim of this crime could have devastating impacts upon people. These crimes were perpetrated upon people in our communities who are vulnerable for a variety of reasons, including poverty, isolation, frailty, cognitive impairment, and because they are specifically targeted.

The Partnership would:

- (1) Help raise awareness about scams, so people realise scams are a crime;
- (2) Prevent people from becoming victims; and
- (3) Find improved ways of identifying and recording scam victims to provide a clearer understanding of the true scale and impact of scams upon residents.

Partners were asked to sign up to a Charter, pledging their support by committing to undertake actions, all of which will help take a stand against scams.

Examples of actions could include:

- Displaying posters and/or literature in reception areas;
- Using social media channels to share messaging on scams-related issues;
- Running ‘Friends Against Scams’ awareness-raising sessions for staff, members and volunteers. More details were available at www.friendsagainstscams.org.uk.

Through these actions, Charter partners could help protect their customers, staff, volunteers, the general public, neighbours, friends and family etc from being targeted by criminals. The Charter was presented for councillors’ consideration (*copy in the Minute book*) and, subsequently **it was resolved that:**

FC2016/111.1 Lewes Town Council notes and condemns the increasing numbers of scams being perpetrated against residents of our town, especially the elderly and vulnerable, though no-one is exempt. It expresses its concerns for the victims of such scams whether they result in financial losses, a loss of confidence or other ill effects. It therefore wishes to build on its existing initiative to discourage cold-callers to people’s homes to encompass scams perpetrated by mail, by phone and by email, and resolves:

- 1 to join the East Sussex Against Scams Partnership;
- 2 to encourage staff, councillors and residents to take part in awareness-raising training which can be accessed via www.friendsagainstscams.org.uk , and
- 3 to use its communication tools to make residents more aware of ongoing scams and how to report them.

FC2016/112 MUNICIPAL CALENDAR:

Members considered a draft municipal calendar for scheduled meetings in 2017/2018 and public Councillors’ “drop-in” surgeries.

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

FC2016/112.1 The calendar for the 2017/2018 municipal year (*copy in Minute Book*) is noted.

FC2016/113 WILDLIFE & BIODIVERSITY INITIATIVE:

Members considered report FC016/2016 (*copy in the Minute book*) which advised Council of a request by East Sussex County Council for support for their Wildflower Verges initiative.

East Sussex Highways had been reviewing grass cutting across the County and looking at new innovative ways to approach it. Out of this work they had devised a trial project, and sought Town Council agreement to participate. They proposed trials in a number of areas where they would like to create meadow verges and therefore would not cut until August/September (apart from sight-lines and a narrow managed edge alongside footways).

The following were said to be advantages of the Meadow Verge project;

- Wild flower displays April – August, with seed heads thereafter
- An increase of wildlife in urban areas, including butterflies and bees
- For a local authority, would represent a response to the legal duty towards biodiversity under the Natural Environment and Communities Act 2006.
- Would be an active response to a groundswell of public opinion nationally, and locally, *eg.* through organisations such as Friends of the Earth and Wildflower Lewes

Verges were proposed which, in ESCC's opinion, would be ideal candidates for the trial. To make the selection they had:

- Considered suggestions from local community groups;
- Favoured long wide verges to provide large areas where possible;
- Favoured areas which would be noticed and have a high impact;
- Considered ecological connectivity and favoured sites on the edges of towns/villages to link town and countryside.

East Sussex Highways would monitor a verge and review the wildlife interest over the course of the year and; if the wildlife interest was considered significant, they could make the area a permanent designated wildlife verge.

This initiative was generally applauded, and **it was resolved that:**

FC2016/113.1 Lewes Town Council supports East Sussex County Council Wildflower Verges initiative, and agrees the designation for trials of verges shown on plans presented to Council at its meeting on 6th April 2017 (*copies in minute book*). These are situated in Brighton Road; Nevill; Malling; and Prince Edward's Road.

Cllr Lamb left the meeting at this point

FC2016/114 UPDATE ON MATTERS IN PROGRESS

a) *Town Hall works update:* The scaffolding had almost been completed for the Corn Exchange roof and the contractors expected to agree permission from Barclays Bank shortly, to enable them to enter their garden to finish the structure.

b) *Malling Community Centre refurbishment:* Architects had produced early working drafts of two alternative floor plans, and were working to refine these and add a third 'hybrid', before creating some visualizations to highlight features of each design, which would assist consultees and councillors in selecting a preferred option. When these were all available a meeting of the Buildings Working party would be convened at the Centre, early one evening, with the designs exhibited on-site during the day and public attendance encouraged; gauging preferences, and assisting the Working party in reaching a decision.

c) *Devolution of Malling recreation ground and Landport Bottom:* There was no further progress to report. The Council's solicitor had enquired as to LDC's position late the previous week but had, as yet, received no reply. A question was asked regarding the condition of parts of the Malling site, eg the brick pathway, and the responsibility for repairs or improvements. TC explained the history of the devolution programme, and how condition and likely costs of restoration were assessed at the outset by the previous administration. Various suggestions had been discussed, including 'dowry' payments by the District Council upon transfer, but it was considered unlikely that any financial support would be forthcoming. A positive note was the inclusion of the recreation ground as one beneficiary for a share of the £1million-plus s106 fund arising from the North Street Quarter development, which was to be used for public play and recreation improvements.

e) *Compass Bus services:* A message had been received the previous day from the Managing Director of Compass Travel; operators of town bus services which the Council financially supported. Over recent weeks he reported increasing problems with reliability of services and it had now reached a situation where regular cancellations were made in late mornings, to get the service back on time. There appeared to be no specific reason for these problems, it was said, other than those raised previously - increasing congestion in Lewes, problems with badly parked cars and the 20 mph limit. In order to maintain reliability Compass proposed to reduce the frequency to every 45 minutes during the main part of the day. Whilst reluctant to do this, no realistic alternative could be devised, and this would maintain the frequency to both the Winterbourne and Spences Lane sections. Other timetabling adjustments were being made to improve reliability, and revised timetables for the relevant routes were provided to each Member. Unfortunately the timetable changes must be registered with the County Council by 24th April.

Members discussed the principles of the support which had been given to Compass, and were concerned to gain a deeper understanding of the operations. It had previously been resolved that the 2017/18 grant would be in two parts, with the second to follow a presentation from Compass, to explain their service logistics and cost factors and the problems they faced. This had been anticipated in mid-summer, but these immediate issues prompted an earlier meeting. It was **agreed** that the company's Managing Director should be invited to a round-table meeting with any Councillors who wished to attend, at which he could provide more detail on the matter.

FC2016/115 NOTICE of ITEMS IN PROSPECT

- a) The next Planning Committee would take place on Tues 11th April and 2nd May at 7:00pm.
- b) A Neighbourhood Plan Steering Group Meeting would be held on Tuesday 18th April at 7.00pm in the Council Chamber.
- c) The Annual Town Meeting would be held on Thursday 20th April at 6.30pm in the Council Chamber.
- d) The next Member's Surgery was scheduled for Tuesday 2nd May 2017 – 10:00am – 12:00pm in the Corn Exchange – Cllrs Catlin and Chartier volunteered to attend.
- e) Public consultation on the 'pre-submission draft' of the Lewes Neighbourhood Plan (known as regulation 14 stage) would commence on Monday 8th May and run until Wednesday 21st June.
- f) The next Dementia Friends session was to be held on 12th May in the Yarrow Room at 12.30pm.
- g) The next Council meeting (Mayormaking) would take place on Thursday 18th May at 7.00pm. Members' attention was drawn to the earlier start time.
- h) Meetings to be arranged were: Buildings Working Party (Architects presentations – at Malling Community Centre); Admin Review Working Party; All Saints Steering Group and Audit Panel

Cllr Milner encouraged everyone to support the STEM Fair which would be held in the Town Hall on 22nd April from 12:00noon.

There being no further business the Mayor closed the meeting

The meeting ended at 9:25pm

Signed:

Date:

VOTING RECORD SHEET

MEETING of: Council

date: 6th April 2017



**LEWES
TOWN
COUNCIL**

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		<i>Green</i>	<i>LD</i>	<i>Ind Green</i>	<i>Green</i>	<i>LD</i>	<i>Ind</i>	<i>LD</i>	<i>LD</i>	<i>Ind</i>	<i>LD</i>	<i>Green</i>	<i>Ind</i>	<i>LD</i>	<i>Ind Green</i>	<i>Ind Green</i>	<i>Ind</i>	<i>Green</i>	<i>Green</i>				
Agenda item	MOTION or AMENDMENT VOTED UPON	ASHBY	BAAH	BARKER	BOLT	BURROWS	CATLIN	CHARTIER	ELLIOTT	JONES	LAMB	MAKEPEACE	MAYHEW	MILNER	MURRAY R	MURRAY S	O'KEEFFE	ROWELL	WATTS	No. FOR	No. AGAINST	No. Abstentions etc	Carried ? Y/N
7	NOM012/2016 – Amendment: at proposal para 3 a) to replace "be by" with "take into account"	✖	✓	NP	✖	NP	✓	✓	NP	NP	✓	✖	✓	✓	✓	✓	NP	✖	✖	8	5	5	Y
7	Amended (substantive) motion	✓	✓	NP	✓	NP	✓	✓	NP	NP	✓	✓	✓	✓	✓	✓	NP	✓	✓	13	0	5	Y