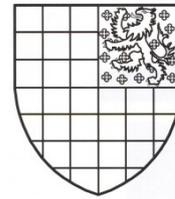


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

The 44th ANNUAL MEETING of Lewes Town Council will be held on **Thursday 17th May 2018**, in the **Council Chamber, Town Hall, Lewes**, at **7:00pm** which you are summoned to attend.

S Brigden, Town Clerk
25th April 2018

AGENDA

1. ELECTION OF MAYOR

To elect a Mayor for the municipal year 2018/2019

2. MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Mayor's declaration of acceptance of office

3. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend

4. APPOINTMENT OF DEPUTY MAYOR

To appoint a Deputy Mayor for the municipal year 2018/2019

5. DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Deputy Mayor's declaration of acceptance of office

6. VOTE OF THANKS

To consider the Motion, reference NOM001/18, as attached *(page 3)*

7. PRESENTATIONS

To present insignia *etc.* in appreciation of service

8. MINUTES

To agree minutes of the meeting held on 29th March 2018 *(attached page 4)*

9. ATTENDANCE RECORD OF COUNCILLORS 2017/18

To note details of attendance at meetings in the past municipal year. *(attached pages 14-18)*

10. MEMBERS INDIVIDUAL DUTIES

To consider the Motion, reference NOM002/18, as attached. *(page 3 and listed page 19)*

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To consider the Motion, reference NOM003/18 as attached. *(page 3 and listed page 20)*

12. BANK SIGNATURE AUTHORITY

To consider the Motion, reference NOM004/18 as attached. *(page 3 and listed page 19)*

13. COUNCIL MEMBERSHIP OF NATIONAL & LOCAL ORGANIZATIONS

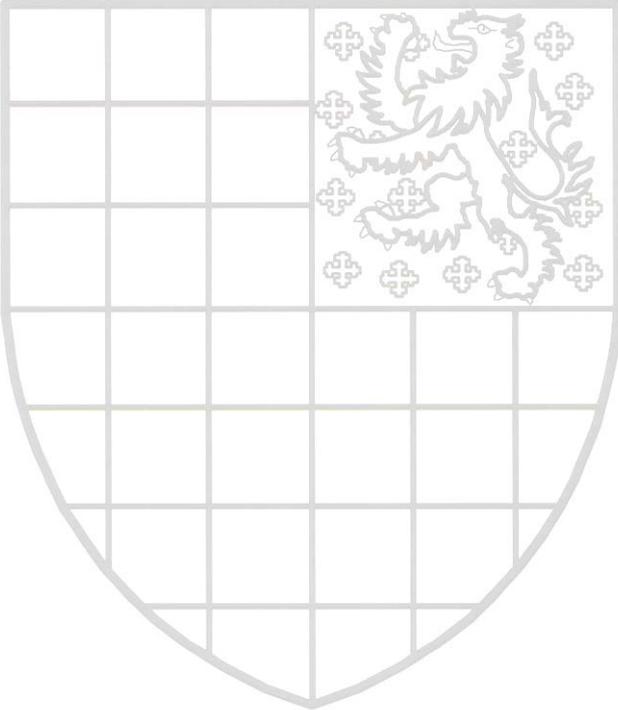
To consider the Motion, reference NOM005/18, as attached. *(page 3)*

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

Distribution: All Councillors

Copies for information: Lewes Library, Sx. Express, EArgus, Sx. Police, LDC, ESCC, Friends of Lewes

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NOTICE OF MOTIONS PROPOSED

Notice is given, as described below, of motions which are proposed for consideration by Council at its ANNUAL MEETING on Thursday 17th May 2018

NOM001/18, proposed in the following terms:

“That this Council records its thanks to Cllr Michael Chartier, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year.” *(to be followed by a brief speech of commendation)*

NOM002/18 proposed in the following terms:

“That the individual duties of Members for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting.”

NOM003/18, proposed in the following terms:

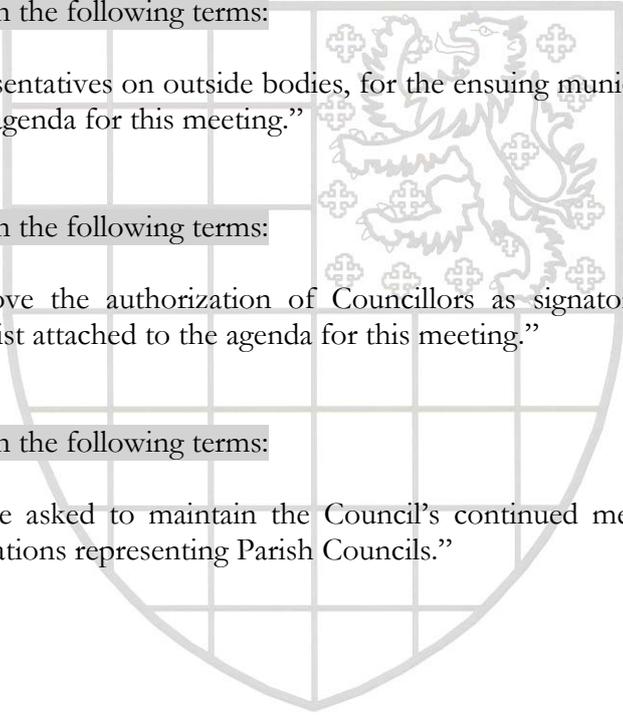
“That the Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list attached to the agenda for this meeting.”

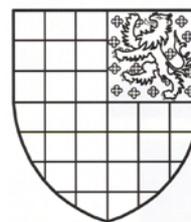
NOM004/18, proposed in the following terms:

“That the Council approve the authorization of Councillors as signatories to the Council’s bank account: as shown in the list attached to the agenda for this meeting.”

NOM005/18, proposed in the following terms:

“That the Town Clerk be asked to maintain the Council’s continued membership of the approved national and local organizations representing Parish Councils.”





MINUTES

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

held on **Thursday 29th March 2018**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Deputy Mayor*); A Barker, R Burrows; S Catlin (*Wischhusen*); M Chartier (*Mayor*); I Elliott; J Lamb; I Makepeace, G Mayhew, R Murray; S Murray; R O’Keeffe; C Renton; 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.*); Mr I Linton (*Chairman; Lewes Neighbourhood Plan Steering Group*).

Observing: Mr Symons (*Town Hall Manager*)

FC2017/104 QUESTIONS:

There were three members of the public present. One question was asked regarding item 6b on the Agenda – Landport Bottom Joint Management Committee. The question, together with the answer given, is appended to these minutes.

FC2017/105 DECLARATIONS of INTEREST:

There were none.

FC2017/106 APOLOGIES FOR ABSENCE:

Apologies had been received from Cllrs H Jones and M Milner who were both working.

It was resolved that:

FC2017/106.1 The reasons submitted for absence from this meeting are noted.

FC2017/107 MAYOR’S ANNOUNCEMENTS:

- a) The Mayor asked Council to observe a moment’s silence in contemplation of local resident Anna Campbell, following her death in military action in Syria.
- b) The Mayor thanked all those who had helped at the Mayor’s Easter Tea. It had been very much enjoyed by a record number of guests; largely due to the hard work of the volunteers wielding teapots and washing up.
- c) On Sunday 8th April a performance of *Raymond Brigg’s Sofa* with special guests would be given at Pelham House, in aid of the Mayor’s good causes.
- d) The Civic Awards presentations would be held on Thursday 19th April at 6.30pm in the Council Chamber.
- e) The *Seven Ages of Shakespeare*, performed by The Bard Buskers in aid of the Mayor’s good causes, would be held at the All Saints Centre on Sunday 22nd April at 7.30pm.
- f) A reception to celebrate 10 years of the Lewes Pound would be held in the Council Chamber on Wednesday 25th April 2018.
- g) All Councillors should have received an email advising of a national consultation on local government ethical standards. Since 2011 this had been a significant issue for all tiers of local government and responses were encouraged.

FC2017/108 MINUTES:

It was resolved that

FC2017/108.1 The minutes of the meeting held on 22nd February 2018 were received and signed as an accurate record.

FC2017/109 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) Building Repairs Working Party 27th February 2018: Council considered the minutes of this meeting (*copy in minute book*).

The Working Party had considered a revised report provided by Delta Green Environmental Designs, which had been requested at their last meeting. The assessment of various optional systems for power and heating were presented in the report.

Some technical options had originally been discounted before detailed assessment as it was presumed that these would be impractical on technical grounds, or would be disproportionately expensive given the scope of the proposed refurbishment. These were now included, with some indicative costs and potential energy savings, although Members were unclear on the correct interpretation of some comments and suggested values. It was **agreed** that more information would be needed before decisions could be practically considered, and that the author of the report should be asked to attend a further meeting as soon as that could be arranged, to assist in that regard.

FC2017/109.1 The Minutes of the Buildings Repairs Working Party held on 27th February 2018 (*copy in minute book*) are noted; and Council supports the approach taken by the Working Party and its conclusions as described in those minutes.

b) Landport Bottom Joint Management Committee 6th March 2018: Cllr Susan Murray, as Chairman of the joint committee, gave an oral report. The meeting had been informed by the District Community Ranger that her intended report, to explain measures to address walkers with dogs when lambs were introduced to the fields, had been pre-empted by an event the previous day where a lamb had been killed by a dog. This was considered to be partly due to the fact that warning signs had not been in place as Plumpton College had brought the animals to the site sooner than agreed. The Ranger had been asked to issue a press release, and to impress upon the College the need for such rotation of stock to recognize that the area was popular for the exercise of dogs.

The Ranger also reported that she had been asked to put forward proposals for a South Downs project being initiated by the National Trust. Ideas were being collected across the National Park and the Ranger had put forward a suggestion for funding to appoint a Community Liaison assistant who could do educational work with the public.

It was resolved that:

FC2017/109.2 The oral report on the meeting of the Landport Bottom Joint Management Committee held on 6th March 2018 is noted.

c) Schools Market Trading Initiative Working Party 13th March 2018: Council considered the Minutes of this meeting (*copy in minute book*):

Members had considered which schools to approach in the first instance and decided upon Priory School; Lewes Old Grammar School, and Sussex Downs College. It was also agreed that the scheme could be of interest to the “*Flourish*” initiative: a Lottery-funded project who run sessions in outdoor settings around Lewes for people with mental health challenges, learning disabilities and physical health issues.

Operated by Common Cause, *Flourish* had worked with Plumpton College to prepare products for market, such as bottled apple juice arising from their work in a community Orchard, and this could fit well with the Council’s intended project.

Institutions would be offered a market stall at the Tuesday Market in the Corn Exchange and reasonable access to a room for planning, without charge. It was agreed that anything further at this stage should be left to the school or institution to ask or suggest. A further meeting of the Working Party would be convened when responses to initial invitations had been received.

In the course of discussion, it was suggested that Chailey Heritage should also be approached, as they were understood to have some similar ideas in progress.

It was resolved that:

FC2017/109.3 The Minutes of the Schools Market Trading Initiative Working Party held on 13th March 2018 (*copy in minute book*) are noted

d) Joint Working Group on Play & recreation improvements (Pells and Malling Rec): Cllr S Murray gave an oral report. The Working Party had held a joint meeting with the Design Group about various options and progress had been made on suitable wall finishes *etc.* The Consultants had gone out to tender with the play and landscape proposals as they stood, to establish a realistic order of likely cost. Tenders that had been received were considerably higher than the Section 106 money available for capital expenditure (around £1M to be proportionately distributed across both sites). A small sub-group had recently met to scrutinize details of these bids, to establish whether design adjustments were needed or other options were feasible. Attention was primarily on the Pells as these features were included in Phase One of the North Street Development. Some Councillors professed themselves unfamiliar with the design proposals or previous progress on the issue and contended that the Council should have more information in its role as Trustee of the Town Brook Trust. Members were reminded that Council had consented to the s106 Agreement in 2016 and that a condition of the planning consent which gave rise to it required the formation of a joint working group with representation to include the contracting parties and the wider community. Council had appointed Cllr Murray (S) and TC to represent its interests and the Pells & St Johns Residents' Association was well-represented. Meetings and progress in key areas had been routinely reported to Council from the outset. Plans were available to view on the developer's dedicated website at <https://northstreetqtr.co.uk/pells-malling-fields-consultation/> which showed the evolution of the process through three phases of public consultation which had ended in late Summer 2017. TC would request a printed set of plans from the consultants, for Members convenience. Council would be asked for its final agreement before any designs were put forward for planning consent.

TC undertook to bring a report to Council in June giving a review of the background to the project so far, and it was asked that future meetings of the joint working party be reported in writing.

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

FC2017/109.4 The oral report on the Joint Working Group on Play and Recreation improvements (Pells and Malling Rec) are noted.

e) Single-use Plastics Reduction Working Party 14th March 2018: Council considered the Minutes of this meeting (*copy in minute book*):

The meeting had welcomed Juliet Oxborrow and Sue Fleming, representing the community group 'Plastic-free Lewes' (PFL). In an interesting presentation, they had described how the recently-formed group had established very quickly and already:

- Joined the national *Refill* scheme which encouraged local cafes and outlets to refill water bottles free of charge.
- Was working with the Prince's Trust programme team at Sussex Downs College to create and deliver their own plastic-free projects, including campaigning to cut single-use plastic in the college's canteens/food outlets
- Held the panel debate "What Really Happens to Our Rubbish?" which had attracted 120 people to the Town Hall the previous Friday evening
- Consulted with over a dozen independent businesses across Lewes to discuss their use, plans and challenges regarding single-use plastic
- Started to draft teaching plans on plastic pollution for local schools.

PFL invited the Council to become a strategic partner, helping to support and promote their initiatives. They hoped to support the Council in becoming single-use plastic (SUP) free in its buildings *eg* by advising on SUP alternatives and helping with suggested text for hire agreements and other documents. They also hoped to apply what was learned from supporting LTC, to help local businesses become SUP-free. PFL looked forward to working with LTC to raise awareness of plastic pollution and how to reduce it at a personal and business level across Lewes.

Working Party members had thanked Ms Oxborrow and Ms Fleming for their

stimulating presentation, and advised that Council had already agreed in principle to their proposals. There had followed a wide-ranging discussion on various aspects of the problem and solutions developing around the country. It was noted that Lewes District Council had already undertaken to conduct a feasibility study into provision of public water fountains, but there was scope for the Town Council to promote schemes such as *Refill*; launched in 2015 and now becoming widely-established.

Refill aims to reduce the consumption of disposable plastic water bottles by making it easy, convenient and cheap to refill personal water bottles at participating cafes, shops, hotels and other businesses. Events and festivals had also adopted the *Refill* scheme. Businesses indicate that they are participants in the scheme by displaying a *Refill* sticker on their window. In doing so, they commit to welcoming members of the public to refill their water bottles free of charge, regardless of whether they have made a purchase. It was agreed that it would be simple for the Council to join the scheme *in* Town Hall; All Saints, and eventually Malling Community Centre, and to assist in promoting it in Lewes. There had been brief discussion of a report published in 2017 by Keep Britain tidy with the Centre for Social Innovation, which had researched the provision; usage, and public perceptions of free drinking water to the public in the UK. This recommended the promotion of schemes such as *Refill*, as they addressed public misgivings regarding aspects such as the hygiene of public fountains.

PFL had produced some informative posters which could be displayed widely, and copies would be provided for display at the Town Hall and All Saints Centre, and some stock for leaflet dispensers in Reception areas.

With regard to the Council's own premises/activities, it was recognized that there was very little current application of Single-use Plastics, and where they did feature their use was already being phased-out. Third-parties would be advised of the Council's position; discouraged from using SUP's, and offered suggestions for alternative materials by the introduction of additional sections in booking documents/hire agreements.

It was suggested that the most practical way for Council to engage as a strategic partner of PFL, would be for the group to be recognized as an Outside Body and one or two members appointed to represent Council. It was agreed to recommend that Cllrs Murray (S) and Renton should be so appointed.

There were some general questions regarding the mechanics of the *Refill* scheme, and a general welcome for government proposals to introduce a national deposit scheme for drinks containers.

it was resolved that:

FC2017/109.5 The Minutes of the Single-use Plastics Reduction Working Party held on 14th March 2018 are noted.

FC2017/109.6 Councillors S Murray and C Renton are appointed as the Council's liaison representatives on the 'Outside Body' Plastic Free Lewes.

FC2017/110 LOCAL FOOTPATH SURFACING:

Members considered a proposal (*NOM016/2017, copy in minute book*) that the Council should concern itself with the matter of the well-used pedestrian route between Spences Lane and South Downs Rd – designated Footpath 51 on the East Sussex Rights-of-way map – which was in need of appropriate surfacing to allow full use throughout the year.

Council was told that Footpath 51 (FP51) is the 180 metre cut-through between Spences Lane and South Downs Rd around the western perimeter of the Malling Brooks Industrial Estate. It provides the only pedestrian route into town on the 650 metre stretch between the A26 (Orchard Rd) and Blake's Walk, hence the regular use. The path was flat, but the surface is very rough and often muddy. It was unusable for those with mobility issues or using pushchairs. It was periodically laid with bits of carpet and hardcore to make it passable, by residents seeking to maintain this useful link between a large residential area and the centre of town. A footfall survey of FP51 was being carried

out by residents and local councillors.

The state of the path had been brought to the attention of Bridge Ward Councillors on numerous occasions. A Local resident has thoroughly documented its condition and raised the issue with East Sussex County Council.

ESCC had confirmed that FP51 was a Public Rights of Way and they had recently added it to the list of paths to be improved – but lack of resources and low status on the list of priorities meant improvement was unlikely to happen without match-funding.

It was resolved that:

FC1017/110.1 Lewes Town Council agrees that Footpath 51, a necessary and well-used pedestrian route between Spences Lane and South Downs Rd, is in need of appropriate surfacing to allow for full use throughout the year.

FC1017/110.2 An application is approved to East Sussex County Council's 'Community Match' joint funding scheme in respect of surfacing for Footpath 51 (*ref East Sussex Rights-of-way definite map*), which will provide a formal cost assessment and timetable.

FC1017/110.3 Councillors Lamb and Renton are authorized to explore potential sources of funding, in liaison with the Town Clerk, with regard to surfacing for Footpath 51 (*ref East Sussex Rights-of-way definite map*) and report back to Council.

FC2017/111

LEWES NEIGHBOURHOOD PLAN:

Members considered report FC015/2017 (*copy in the Minute book*) which summarized developments in drafting a Neighbourhood Plan for Lewes and recommended approval of a final draft of the Plan for submission to the Planning Authority, the South Downs National Park Authority (SDNPA).

The Town Council had announced in 2013 that it intended to produce a Neighbourhood Plan for Lewes, under provisions in the Localism Act 2011. A series of open public meetings had been held to begin the process. Lewes is a parished area having a separate Parish Council, and LTC was the lead body and must agree and publish the Plan. It has been supported by the SDNPA but the actual definition of the Plan's policy scope and content reflects the wishes of the community. The plan must ultimately pass through a statutory process before becoming enforceable local planning policy: being submitted to an independent Planning Inspector and then needing to attract more than 50% affirmative votes in a public referendum.

Council had agreed to set up the Lewes Neighbourhood Plan Steering Group (LNPSG) as an advisory body to address these ambitions and appointed Councillors to form the nucleus of the group. It was considered that the 'branding' of the project should highlight community involvement and the LNPSG should be seen to work at arm's length, with routine reports and recommendations to Council for adoption. A list of community organizations had been agreed, who were invited to nominate representatives. This was later extended to include all bodies recorded as members of Lewes Town Partnership, as it was considered that this represented a wide range of appropriate groups who had each demonstrated a desire for community engagement. Ninety-seven bodies were asked for representatives and the first meetings of the LNPSG saw around 30 attendees, gradually reducing to a kernel of around twelve regular contributors, some of whom volunteered to work in task-groups on specific topics which were developed to form elements of the Plan. Terms of Reference were recommended and approved – being based upon a model used successfully elsewhere in the National Park.

A significant amount of research had been conducted, and community aspirations explored, by the LNPSG during 2014. This gave rise to a clear brief and in early 2015 a professional consultant was engaged by the Council following a formal tender process, to manage the remaining process; helping the LNPSG to identify all relevant data; develop evidence and obtain public feedback to support a formal plan for Lewes. Ultimately a planning policy document with significant legal status, the Plan was to incorporate housing site allocations; green infrastructure; community facilities and infrastructure; enhance existing sustainable transport/street routes in and around the town; protect and

enhance the built and natural environment, and reflect the aspirations of the community. From that point forward a carefully structured programme, tried-and-tested elsewhere, was introduced. This was based around 16 key tasks:

- Task 01 Inception Meeting
- Task 02 Site Visits
- Task 03 Prepare Consultation Materials
- Task 04 Visioning Event
- Task 05 Three Day Design Forum
- Task 06 Prepare Interim Report
- Task 07 Develop Policy Themes, Outline Plan + Supporting Vision Text
- Task 08 Exhibition + Engagement Event (two days)
- Task 09 Refinement of Outline Plan; Create First Full Draft Plan
- Task 10 Exhibition + Engagement Event (two days)
- Task 11 Prepare Regulation 14 Consultation Draft (“pre-submission draft”)
- Task 12 Six Week Formal Consultation (to include two-day drop-in event)
- Task 13 Prepare Regulation 16 Consultation Draft Plan
- Task 14 Six Week Formal Consultation (to include two-day drop-in event)
- Task 15 Prepare Plan for Examination
- Task 16 Professional Advice During Examination + Referendum

The last milestone in the information-gathering phase had been a two-day public event (task 10) in November 2015 to publicize emerging policy themes, followed by an associated online questionnaire open until January 2016, although this was supplemented in March 2016 by two weekend workshop programmes for young people facilitated by Brighton University under the auspices of their *Agenda 21 – Digital Citizenship* initiative. Consultants processed the resulting feedback, translating general comments into acceptable planning policy statements and relating these to the topical themes. In July 2016 they had produced a “rough draft” of a pre-submission draft Plan for the LNPSG to assess; refine; fill gaps, and then promote to Council for the formal Regulation 14 consultation.

Tasks 10; 11 and 12 took the Plan up to July 2017, followed by analysis of consultation responses and consequent amendments. This work, together with commissioning of additional specialized reports required by the Planning Authority had brought it to the present position, which was the end of Task 13 on this programme.

It was acknowledged that the *steering* work was completed – the next stages being constrained by regulations and managed by the planning authority (SDNPA). Adding substantial new material to a neighbourhood plan after the six-week ‘Regulation 14’ consultation (task 12) was not permitted although, if supported or indicated by consultation responses, subsequent deletion of items or minor amendment was acceptable.

Task 14 – ‘Regulation 16’ would be conducted by the Planning Authority (SDNPA) and the remainder of the process was strictly formalized. The SDNPA would offer the Council a choice of Examiner, and then engage the chosen individual to conduct the examination, which was dealt with in a similar way to a ‘conventional’ planning enquiry.

The submission to the SDNPA must include:

- Map or statement which identifies the designated Plan area
- A copy of the draft plan
- A statement as to how the plan fulfils the basic conditions laid down in Regulations
- Statement on consultation(s) undertaken in preparing the plan:
 - details of people and organisations consulted, and how they were consulted
 - summary of the main issues and concerns raised through the consultation process

- descriptions of how these issues and concerns were considered and addressed
- an explanation of how appropriate regard has been made to relevant policies in the National Planning Policy Framework.
- an analysis of how the plan contributes to achieving sustainable development
- a description of how the Neighbourhood Plan is in general conformity with the strategic policies in the Local Plan, especially in meeting growth requirements
- confirmation that the plan is compatible with human rights requirements and EU obligations.

Experience throughout the country suggested that an examiner would almost certainly require some amendments before the Plan may be tested by public referendum. The opinion of all professional advisers to the process was that the Plan being recommended was as refined as it could reasonably be in that regard, and no major areas of concern were anticipated. The SDNPA had commented, in their formal response to the draft:

“We commend the LNPGS in preparing such a comprehensive and innovative plan that covers such a diverse town and a large area.

..... The Lewes group should also be congratulated on preparing a distinctly ‘Lewesian’ Neighbourhood Plan. The Pre-Submission draft addresses issues that have clearly been identified as a priority for Lewes, including the need for low cost housing, as well as preserving the working character of the town. The draft plan is also innovative in its approach to protecting the environment by including policies on natural capital and ecosystem design responses for allocated sites”.

The recommended Plan accompanied this report, and was also available through a ‘Dropbox’ link online, albeit subject to correction of minor errors; and final amendments to layout and section numbering etc.

Mr Ian Linton (Chairman of the LNPSG) then gave an oral report. Mr Linton repeated that the Plan had evolved over 4 years to arrive at this point, and had involved much time by councillors, staff from Lewes Town Council & SDNPA, and the volunteer representatives of various local organisations.

He stated that gratitude was owed to all those people on behalf of Lewes residents, but singled-out for special praise his predecessor as Chairman, Cllr Susan Murray, who “had set up so much in the earlier phases and left only a few details to be resolved”; Cllr Catlin, who had engaged with the process “through thick and thin”, but mainly to the volunteers on the Steering Group who had given so much of their time, energy and enthusiasm.

As for the Steering Group itself, subject to the Council’s approval of the recommended draft Plan, the work was now concluded, and also the need for specific roles in research strands and editing groups. It was, however, intended to keep the Group constituted for the time being, for communication purposes and to assist if needed with anything stipulated by the Examiner.

With regard to the recommended Plan: since the brief review meeting with councillors the previous week, Mr Linton had incorporated all the points agreed. All changes were very minor and were clearly and individually marked as to source. If approved by Council, the final draft would be forwarded to the council’s consultants immediately after the Easter weekend, for final adjustments to layout; section and reference numbering *etc* before formal submission shortly afterward to the SDNPA.

It was resolved that:

FC2017/111.1 Lewes Town Council agrees the recommendation of the Lewes Neighbourhood Plan Steering Group that the draft Plan accompanying report FC015/2017 (subject to minor corrections and final section numbering *etc*) be submitted to the South Downs National Park Authority under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, together with relevant supporting documents.

FC2017/111.2 Lewes Town Council expresses its grateful thanks to Mr Ian Linton for his time and unstinting efforts in the role of Chairman of the Lewes Neighbourhood Plan Steering Group, and to everyone who has contributed to the work of the Group.

FC2017/112 MUNICIPAL CALENDAR 2018-2019:

Members received the municipal calendar for scheduled meetings and other events in 2018/2019. Members were reminded to check any entries which they may have made in personal diaries following the previous publication (in April 2017) which had contained dates from May – December 2108 as *provisional*, which may now have changed. Also; attention was drawn to the “Gallery days” which were scheduled; these being a result of the Heritage Lottery supported ‘Our Pictures’ project. These were days when rooms at the Town Hall containing paintings and Baxter prints would be kept free of bookings, to allow school and college parties to visit, and public access to the artworks.

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

FC2017/112.1 The calendar for the 2018/2019 municipal year (*copy in Minute Book*) is noted.

FC2017/113 UPDATE ON MATTERS IN PROGRESS

- a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*). A member questioned the target date for the launch of the new website, given as end of May, as he understood that end of March had been agreed by the Communications Working Party. TC offered the opportunity to listen to the audio recording of the Working party meeting to verify the point (*subsequent to the meeting this was done, which confirmed the target as end May*).
- b) *Devolution of Malling recreation ground and Landport Bottom:* Members were reminded of the imminent meeting with Lewes District Council (LDC) and asked to confirm their intention to attend, to facilitate room booking. There was nothing new to report regarding Malling Recreation Ground, but significant progress toward transfer of Landport Bottom. It had been discovered that an earlier application by LDC to HM Land Registry (HMLR) to update old records – mainly those recording various parcels of land as in the ownership of “the Mayor, Aldermen, and Burgesses of the Borough of Lewes” – had resulted in the removal of Lewes Town Council as joint owner of Landport Bottom. Earlier that day, notification had been received from HMLR that this had now been corrected and new title documents recorded. The Council’s solicitor held documents that were almost ready for engrossment.
- c) *General Data Protection Regulations (GDPR) prospects:* TC reported that he had now met with the Council’s retained data Protection Officer and begun the necessary audit of data held and systems in use. Some new aspects of the emerging legislation had arisen, and whilst it had been anticipated that the Council would need to introduce corporate email accounts for each Member, it now also seemed likely that the present local server-based office system would need to upgrade to a more up-to-date operating system, engage encryption and document-access restrictions, and migrate data and applications to the ‘Cloud’. As the network infrastructure had been implemented in 2013, this had been anticipated within the next two years, but would now be brought-forward as a priority. TC would report further in due course.
- d) *‘Our Pictures’ project:* The paintings which had been undergoing conservation work at the Hamilton Kerr Institute at Cambridge University were due to be returned on 10th May (to be confirmed) and a few weeks later there would be an event to ‘launch’ the final phase of the project. The Director of the Institute, Rupert Featherstone, and some of the conservator team would offer two lectures: one directed at educational establishments and one for those generally interested in the project. Members were reminded that the Heritage Lottery funding had been attracted largely due to aspects such as the genealogical ‘strand’ related to individuals identified in the *‘Visit of King William IV & Queen Adelaide’* and to the establishment of a schedule of open days; when schools; colleges, and the general public could have access to the Council’s extensive collection of art. The accompanying teachers’ resource pack was almost complete and would be introduced to schools with invitations to the lecture.

FC2017/114 NOTICE of ITEMS IN PROSPECT

a) Nominations were sought for a Working Party to carry out a routine review of policies, and **it was resolved that:**

FC2017/114.1 Councillors appointed to form a Working Party to conduct a routine review of statutory policies are: Cllrs Baah; Catlin; Chartier; Makepeace; Mayhew; Murray (S); O’Keeffe and Rowell.

b) Items from the meeting considered to be appropriate for Press Release were:
Lewes Neighbourhood Plan; Footpath surfacing; Single-use Plastics reduction.

c) Dates to note were given as:

- The next Members’ Surgery was scheduled for Tuesday 3rd April 10am – 12pm in the Yarrow Room. Cllr Lamb volunteered to attend.
- Highways Verges Working Party would be held at 3.00pm on Tuesday 3rd April in the Yarrow Room.
- The next Planning Committee would take place on Tuesday 3rd April at 7.00pm.
- The Building Repairs Working Party would meet at 11.00am on Friday 6th April.
- An informal meeting for Members with Lewes District Council re Devolution would take place at Southover House, Southover Road, at 11.00am on Wednesday 18th April.
- The Annual Town Meeting would take place in the Council Chamber at 8.00pm on Thursday 19th April, preceded by the Civic Awards presentations at 6.30pm.
- The deadline for the Committee on Standards in Public Life consultation on ethical standards in local government was 5.00pm Thursday 19th April.
- The Audit Panel was scheduled to meet on Thursday 26th April at 7.00pm.
- The next Council meeting – Mayormaking – would take place on Thursday 17th May at **7.00pm**. Attention was drawn to the earlier start time, and the need to allow time for robing before taking seats for a prompt start.
- Meetings to be arranged were: Pells Pool Community Association liaison; Diversity W/Pty; Friends of Lewes Liaison; Routine Policy Review; Administration review.
- A ‘Dementia Friends’ session would be held at the Depot on 20th April.

There being no further business the Mayor closed the meeting.

The meeting ended at 9:00pm

Signed:

Date:



QUESTION RECEIVED:

E-mail received 26th March 2018:

Dear Town Clerk and Councillors,

Ref: Town Council meeting 29th March at 7.30pm.

I refer to agenda item 6: Working parties and Outside bodies. 6b: Landport Bottom Joint Management Committee 6th March, and 6d: joint Working Group- play and recreation improvement (Pells and Malling Rec) 13th March.

Both comprise an oral report only from Cllr S.Murray. All other working parties and outside bodies have written minutes attached to the agenda (pages 16, 17, 18)

Written minutes offer greater security and accuracy than an oral report and also enable residents to contact the council before the meeting should they wish to ask a question.

The Landport Bottom meeting took place on 6th March and the Joint working party on play and rec. on 13th March which left adequate time for minutes to be submitted.

I do understand that should a meeting take place a day or two before the full council meeting then minutes may not yet be available.

But there seems no reason why they should not be published subsequently and attached to the next agenda.

My question is : Can the reports system for working parties and outside bodies be modified to allow the acceptance of written reports/ minutes only ?

Yours Sincerely,

Rita Ellis

ANSWER:

This standing element of our Agenda is intended to allow Councillors to receive feedback from its own Working parties; Committees *etc* and also from its representatives on Outside Bodies. It is designed to allow the most immediate information for Councillors, such as a report from a meeting which may have taken place since the Agenda was published – even on the day of the Council meeting. In the case of these two reports, the bodies concerned are not administered by this Council and production of written minutes is outside our control.

Council Agenda and Minutes are subject to a number of statutory provisions, and our systems are designed to incorporate these. Should an oral report be delivered regarding a Town Council meeting which may have been recently held, the subsequent Minutes *are* published with the following Council Agenda.

Cllr M Chartier, Mayor of Lewes 2017/18

MEETINGS of LEWES TOWN COUNCIL – Member attendance record

Councillor	2017							2018			total 10 mtgs
	18 May	15 June	20 July	24 August	28 Sept	9 Nov	14 Dec	18 Jan	22 Feb	29 March	
Ashby	✓	✓	A	✓	✓	✓	A	✓	✓	✓	8/10
Baah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
Barker	✓	A	✓	✓	A	✓	✓	✓	A	✓	7/10
Bolt	A	A	✘	A	✘	Vacated office 6 th October 2017					0/5
Burrows	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
Catlin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
Chartier	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	9/10
Elliott	✓	✓	A	✓	✓	✓	✓	A	✓	✓	8/10
Jones	✓	✓	✓	A	✓	✓	A	A	✓	A	6/10
Lamb	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	9/10
Makepeace	✘	✓	✓	A	✓	✓	✓	✓	A	✓	7/10
Mayhew	✓	✓	✓	✓	A	A	✓	✓	A	✓	7/10
Milner	✓	A	✓	A	A	✓	A	A	✓	A	4/10
Murray (R)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
Murray (S)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
O'Keeffe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10
Renton	Elected 7 th December 2017						✓	✓	✓	✓	4/4
Rowell	A	A	A	✓	✓	✓	✓	✓	✓	✓	7/10
Watts	A	✓	✓	A	✓	✓	✓	✓	A	✓	7/10

KEY: ✓ = attended A = Apologies noted ✘ = non-attendance; no message received

LEWES TOWN COUNCIL PLANNING COMMITTEE - Attendance of appointed Members

Councillor	2017											2018						Total/ 17
	23 May	13 June	4 July	25 July	15 Aug	5 Sep	26 Sept	17 Oct	7 Nov	28 Nov	19 Dec	9 Jan	30 Jan	20 Feb	13 Mar	3 Apr	24 Apr	
A Ashby	✓	✓	✓	A	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	A	✓	14/17
J Baah	✓	✓	✓	✓	✓	A	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓	14/17
S Catlin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	17/17
W Elliott	A	A	Stepped-down from Committee 15 th June 2017															0/2
J Lamb	A	✓	✓	A	✓	✘	✘	✓	✓	✓	A	✓	A	✓	A	✓	A	9/17
M Milner	A	✓	A	A	A	A	A	✓	A	✓	A	A	✓	A	A	A	✓	5/17
R Murray	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16/17
S Murray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	17/17
R O’Keeffe	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/17

KEY: ✓ = attended ✘ = did not attend – no message received A = Apologies received

LEWES TOWN COUNCIL

Working Parties and functional Panels 2017/18

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

Finance	12 Dec 2017			
M Chartier	✓			
H Jones	A			
Dr G Mayhew	✓			
R Murray	✓			
S Murray	✓			
R O'Keeffe	✓			

Audit Panel	12 June 2017	15 Feb 2018	8 May 2018	
A Barker	✓	A	<i>tbc</i>	
S Catlin	✓	✓	<i>tbc</i>	
W Elliott	✓	✓	<i>tbc</i>	
J Lamb	A	✓	A	
M Milner	✓	✓	<i>tbc</i>	
A Rowell	A	✓	A	

Personnel Panel	10 July 2017	23 Nov 2017	27 Feb 2018	
A Ashby	✓	✓	✓	
A Barker	✓	✓	✓	
Dr A Bolt	✗	<i>Vacated office October 2017</i>		
R Burrows	✓	✓	✓	
M Chartier	A	✓	✓	
Dr G Mayhew	✓	✓	✓	
C Renton	<i>appointed Jan 2018</i>		✓	

Grants Panel	7 June 2017	20 Sept 2017	6 Dec 2017	7 Feb 2018
A Ashby	<i>Appointed 15 June 2017</i>	✓	A	✓
R Burrows	✓	✓	✓	✓
S Catlin	<i>Appointed 15 June 2017</i>	A	✓	✓
H Jones	✓	✓	✓	✓
S Murray	✓	✓	✓	✓
R O'Keeffe	✓	✓	✓	A
E Watts	✗	<i>Stepped down from Panel 15th June 2017</i>		

Commemorations	19 June 2017	8 Aug 2017	30 Jan 2018	
S Catlin	✓	✓	✓	
M Chartier	✓	✓	✓	
I Makepeace	✓	✓	✓	
Dr G Mayhew	✓	✓	✓	
R Murray	A	✓	✓	
R O'Keeffe	✓	A	A	

LEWES TOWN COUNCIL

Working Parties and functional Panels 2017/18

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

Transport Issues	11 July 2017	20 Feb 2018		
S Catlin	✓	✓		
W Elliott	A	A		
H Jones	✓	✓		
J Lamb	A	✓		
I Makepeace	✓	A		
M Milner	✓	A		
S Murray	✓	✓		
R O'Keeffe	✓	A		
A Rowell	✓	✓		
E Watts	✓	A		

Building repairs/refurb.	13 Sept 2017	19 Oct 2017	17 Jan 2018	27 Feb 2018	6 Apr 2018
S Catlin	✓	✓	✓	✓	✓
M Chartier	✓	✓	✓	✓	✓
J Lamb	A	A	✓	✓	A
Dr G Mayhew	✓	✓	✓	✓	✓
M Milner	A	A	A	A	A
R Murray	✓	✓	✓	A	✓
S Murray	✓	✓	✓	A	✓
R O'Keeffe	✓	✓	A	✓	A
A Rowell	A	✓	✓	A	✓

Communications	6 Feb 2018			
A Ashby	✓			
S Catlin	✓			
W Elliott	✗			
H Jones	✓			
I Makepeace	✓			
S Murray	✓			
R O'Keeffe	✓			
A Rowell	✓			
E Watts	A			

All Saints Steering Group	9 Aug 2017	14 Feb 2018		
Dr A Bolt	✗	<i>Vacated office Oct 2017</i>		
R Burrows	A	✗		
S Catlin	✓	✓		
M Chartier	✓	✓		
M Milner	✓	✓		
S Murray	✓	✓		
R O'Keeffe	✓	✓		

LEWES TOWN COUNCIL**Working Parties and functional Panels 2017/18**

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

Schools market trading initiative	13 Mar 2018			
J Baah	A			
A Barker	✓			
M Chartier	✓			
H Jones	✓			
R Murray	✓			
S Murray	✓			
E Watts	A			

Single-use Plastics reduction	14 Mar 2018			
A Ashby	✓			
J Baah	✗			
S Catlin	✓			
J Lamb	A			
S Murray	✓			
C Renton	✓			
R O'Keeffe	A			
E Watts	A			

Highway verge cutting	3 Apr 2018			
S Catlin	✓			
J Lamb	✓			
S Murray	✓			
R O'Keeffe	✓			
C Renton	✓			

Councillors individual duties 2018/19

Ref: Council 17th May 2018



**LEWES
TOWN
COUNCIL**

Functional panels and active Working Parties etc

		Bank Signatory		Grants panel	Planning Committee	Audit Panel	Personnel Panel	Pells Pool CA liaison	Finance	ASC Steering Group	Transport Issues	Commem's	Buildings Refurb'nt	Communic'ns	Diversity	Policies review	Admin structure	Single-use Plastic red'n	Schools market trading	Highway verge cutting	
Annabella	ASHBY	✓		✓	✓		✓							✓	✓		✓	✓			
Janet	BAAH				✓										✓	✓		✓	✓		
Adam	BARKER					✓	✓								✓				✓		
Richard	BURROWS	✓		✓			✓			✓											
Stephen	CATLIN (Wischhusen)			✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Michael	CHARTIER	✓					✓		✓	✓		✓	✓			✓	✓		✓		
Will	ELLIOTT					✓					✓			✓	✓		✓				
Huw	JONES			✓				✓	✓		✓			✓	✓				✓		
John	LAMB				✓	✓		✓			✓		✓				✓	✓		✓	
Imogen	MAKEPEACE										✓	✓		✓	✓	✓	✓				
Dr Graham	MAYHEW						✓		✓			✓	✓			✓					
Merlin	MILNER				✓	✓		✓		✓	✓		✓				✓				
Roger	MURRAY	✓			✓			✓	✓			✓	✓						✓		
Susan	MURRAY	✓		✓	✓				✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth	O'KEEFFE	✓		✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Chelsea	RENTON						✓											✓		✓	
Tony	ROWELL	✓				✓					✓		✓	✓	✓	✓					
Esther	WATTS							✓			✓			✓	✓			✓	✓		



Lewes District Association of Local Councils	Cllr S Murray
East Sussex Association of Local Councils	Cllr S Murray
Citizens Advice Bureau	Cllr R Murray
Railway Land Wildlife Trust (2)	Cllr R Burrows Cllr S Murray
Landport Bottom Joint Management Committee (4)	1 Cllr R Burrows 2 Cllr I Makepeace 3 Cllr R Murray 4 Cllr S Murray
Lewes – Uckfield Line Parishes group	Cllr Catlin (S Wischhusen)
Sussex Community Rail Partnership	Cllr Catlin (S Wischhusen)
Lewes Priory Trust	Cllr S Murray Cllr R O’Keeffe
Stanley Turner Advisory Committee	Cllr R Burrows
Lewes Conservation Area Advisory Group	Cllr A Ashby
‘Plastic-free Lewes’ Initiative (2)	Cllr S Murray Cllr C Renton