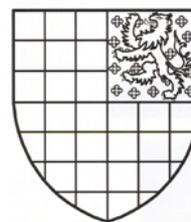


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**LEWES
TOWN
COUNCIL**

MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 26th July 2018**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Mayor*); S Catlin (*Wischhusen*); M Chartier; J Lamb; I Makepeace, Dr G Mayhew, M Milner; R Murray; S Murray (*Deputy Mayor*); R O’Keeffe and C Renton.

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

Observing: Mr B Courage (*Town Ranger*) and Ms V McLachlan (*Finance and Admin. Officer*).

The Council’s Chaplain, Canon Richard Moatt, offered a few words before the meeting. He related recent experiences whilst on holiday in a remote area of Scotland, that illustrated the many contrasts and great variety to be found in the world and which were faced by anyone attempting to address the needs within a community.

FC2018/29 QUESTIONS: There were none.

FC2018/30 DECLARATIONS of INTEREST: There were none.

FC2018/31 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Barker who was working; Cllr Watts was ill, and Cllr Jones was attending to a family member who was unwell. Cllr Rowell had registered his apologies but offered no reason. No message had been received from Cllrs Burrows or Elliott. (*A message was belatedly received from Cllr Burrows, who had a family commitment*).

It was resolved that:

FC2018/31.1 The reasons submitted for absence from this meeting are noted.

FC2018/32 MAYOR’S ANNOUNCEMENTS:

a) The Mayor sadly announced the recent deaths of Mrs Birthe Rutley, a former Mayoress; Mr Rod Wilson, who was a past Councillor, and Mr Tim Fogden who had served as Council Chaplain in the past. The Council’s sympathies were extended to all their families.

b) Councillors wished Councillor Annabella Ashby many happy returns of the day, as it was her birthday.

FC2018/33 MINUTES:

The minutes of the meeting held on 21st June 2018 were received and signed as an accurate record, subject to a clarification regarding interests declared by Cllr Lamb (regarding a grant application, not as a bonfire society member) and a correction of two typographical errors in the draft.

FC2018/34 WORKING PARTIES AND OUTSIDE BODIES:

Members are 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) Policies Review Working Party 19th June 2018: Council considered the minutes of this meeting (*copy in minute book*):

Members had been provided with copies of current policies.

Continues...

These were not all statutory and some were included simply to take advantage of the opportunity for scrutiny. Council had other 'policies' (eg Farm animal welfare statement) but these did not require review.

Most of these documents required simple updating and it was simply good practice to review and confirm they remained current and fit for purpose, whilst there were one or two that needed minor updating and some recent legislative changes to incorporate.

With regard to Standing Orders and Financial Regulations, LTC conventionally followed the models produced by the National Association of Local Councils (NALC) and tailored these to local need. These were periodically reviewed by sector specialist lawyers and updated as required. New model SO's had been published in April 2018, and these were provided to Members.

The remainder could be considered as generally up-to-date, although Members suggested several minor practical amendments such as removal of references to 'Lead Members'; which Council no longer mandated.

The working party reviewed and discussed in detail each policy which, in summary, have the effect of:

1. *Standing Orders* to be updated to account for areas newly-introduced or updated in the 2018 national model, and to remove outdated references (eg Lead Members).
2. *Financial Regulations* updates/insertions to align with NALC latest model, revise values, and incorporate Council's payments procedure (currently a separate document).
3. *Investments and Reserves policy* minor administrative update needed.
4. *Freedom of Information Act publication scheme* minor administrative update needed.
5. *Anti-fraud policy* no change required.
6. *Code of Conduct for Members* no change.
7. *Communications policy* revise to remove outdated references. Introduce note regarding letters written by Mayor at Council request, and explain treatment of direct incoming questions. Communications Working Party may wish to review Social Media appendix.
8. *Complaints policy* revise to remove outdated references, and add/clarify role of Mayor.
9. *Dignity at Work policy (staff discipline; grievance, etc)* add option of Mayor to 'first steps', update as required to reflect ACAS 2015 Code of Conduct (current is based upon 2009 CoC).
10. *Equality policy* no change
11. *Equal opportunities statement* introduce 'sex' to lists, as distinct from 'gender'.
12. *Health & Safety at Work policy* no change

Revised policies would be prepared, and submitted to Council in due course.

Miscellaneous decisions:

At the beginning of each new County and District administration, local Members elected to those authorities will be contacted and advised that Town Council Agenda are routinely sent to their respective Chief Officers, and are available through them.

Policies containing references to post-holders will have references to '(s)he' inserted where appropriate.

Data Protection legislation will be incorporated as appropriate, as it evolves.

It was resolved that:

FC2018/34.1 The Minutes of the Policies Review Working Party, held on 19th June 2018 (*copy in minute book*) are noted.

b) Buildings Working Party 3rd July 2018: Council considered the minutes of this meeting (*copy in minute book*)

The meeting considered plans prepared by LA Architects according to various factors

discussed and comments recorded from users of the Malling Community Centre; at previous meetings and in correspondence.

These had been prepared to the standard required for submission in support of an application for planning consent and for tender invitations, and were accepted as representing all the features previously discussed and agreed.

Delta Green Environmental Design had compiled the option appraisal for the sustainable systems as agreed at the last meeting, and would shortly need formal instruction to develop tender information for pricing to cover the Employers Requirements for mechanical, electrical and public health. This could be issued once planning consent was ascertained.

It was resolved that:

FC2018/34.2 The Minutes of the Buildings Working Party held on 3rd July 2018 (*copy in minute book*) are noted.

c) Transport Working Party 18th July 2018: Councillors considered the minutes of this meeting (*copy in minute book*).

Cllr Makepeace joined the meeting at this point.

Priorities for supporting local transport: Cllrs Murray (S) and Catlin had recounted a meeting they had held with Community Transport in the Lewes Area (CTLA) at the request of the Working Party. CTLA had submitted some proposals as:

i) Funding one whole day per week of the current Lewes Dial-a-Ride (DaR) which would release CTLA funds to invest in more services and vehicles to increase sustainability of the overall project.

The current rate per day for the three days per week funded by ESCC was given as £130.31, therefore to fund this over 52 weeks would cost £6,776.12. This, together with the recent grant by the Town Council, would mean that CTLA would self-finance about 65% of the remaining day out of their own funds. By the end of 2017/2018 CTLA had carried 2,160 passenger-trips on the Lewes DaR service – an average of 190 passenger-trips per month.

ii) LTC to fund free travel to English National Concessionary Bus Pass Holders on the Lewes DaR service. This would be complicated to achieve as it would need the approval of ESCC who are responsible for reimbursing operators of approved services through the MCL managed Concessionary Fares Scheme. Negotiations would have to be undertaken between LTC and ESCC to determine the reimbursement rate from LTC to ESCC. It was thought likely that ESCC would be reluctant to proceed even if the scheme was 'budget-neutral' to them as this would set a precedent and encourage users of other DaR services to demand the same. However if LTC wished to pursue that, it could be investigated further but would likely be a complex and contracted process if it was not turned down immediately.

iii) Fund a study into the feasibility of a Voluntary Car Scheme serving Lewes residents to complement the DaR. This could be undertaken in-house by CTLA staff with some support where appropriate from external sources over a 5 month period at a cost of £6,000, with the recommendations forming the basis of a business case and subsequent bids from CTLA to various funding bodies, including Lewes TC, for a possible scheme start in the 2019-20 financial year.

iv) Purchase of an additional electronic ticket machine. This had not been discussed at the meeting but was something CTLA would like to put forward for consideration. The current weekday town service 131 and the Sunday town service 132 both increased the opportunity for Lewes residents to get out, access local goods and services and lead more independent lives with social interaction also reducing loneliness and deteriorating mental and physical health, which often goes hand-in-hand with isolation. CTLA had two electronic ticket machines which capture data about passenger travel and also operate the real time information signs where they exist. These were funded by ESCC with CTLA being responsible for ongoing support and maintenance costs. Existing commitments

kept the two machines occupied and CTLA were unable to extend the benefits these machines bring to the 131 service or to provide a spare machine to cover for breakdowns on the Sunday 132 service. They aspired to purchase a third ticket machine and have it installed to avoid these issues but currently could not fund the initial purchase and installation costs of £3,850.

The Working Party were most interested to develop the dial-a-ride and/or voluntary car services; considering that these could provide the most direct benefit and value. A member of the public, who was a volunteer driver for the Red Cross service in Lewes, offered some insight into the imminent closure of current Red Cross volunteer car schemes across the country, and it seemed sensible to suggest that CTLA might avoid much of the work and cost of a local feasibility study if they could assimilate any redundant volunteers and perhaps access Red Cross administrative information for the service in this area. CTLA would also be asked for any statistics they were able to provide on the current uptake of their DaR bus service. Cllrs Murray and Catlin were asked to meet again with CTLA and put across these points.

Compass bus services: Malling residents had been monitoring the supported services operated by Compass Travel, and reliability of these was observed to be improved.

Real-time information system: It was reported that the real-time information (RTI) displays were failing in important areas – sometimes giving completely erroneous information. Brighton & Hove Buses had taken notice of complaints and indicated that at some locations, including Lewes bus station, the cause was power failure.

Bus shelters: A licence had recently been issued by East Sussex Highways, with apologies for a delay of almost 2 years, to site a bus shelter on the pavement serving the stop at Fitzroy House. This had originally been requested on behalf of local residents who identified significant demand for a shelter at this location. An appropriate design of shelter would cost approximately £8,000 and Members agreed that this should be recommended to Council.

A shelter had been requested in Crisp Road, Landport, adjacent the electricity sub-station. The footway was narrow in that spot and it was thought that this may be a constraint; but the necessary agreements were being researched, for consideration in due course.

Developers of land off Southdown Road had been granted planning consent subject to 's106' conditions that required the installation of two bus shelters and associated works. They had been advised that the Town Council may be prepared to adopt these once installed, on agreement of a commuted sum which would provide for additional insurance; occasional repairs, and routine cleaning/sanitizing *etc.* This had been established at around £500 per shelter, which allowed for several years' routine costs and a nominal amount towards possible need for replacement glazing. Council would be recommended to agree these arrangements. It was noted that a similar arrangement was expected to arise from developments at Sussex Police HQ, where a nearby bus shelter had been identified as a potential 's106' benefit.

Bench seats: A bench that had been donated *in memoriam* by the Rotary Club and sited outside the entrance to Lewes Station had been removed by the station management and relocated to a platform, allegedly with the agreement of Rotary. This had been discussed before by the Working Party, and the bench had been an occasional point of contention with the Station operators. In this instance, it was agreed that if Rotary had raised no objection then the matter should be left to lie.

The matter of an additional bench immediately adjacent the bus stop on the Southbound side of the road had been stalled following the costs quoted by Network Rail for a license. This was still being pursued, but it was agreed that the prices quoted would make the provision disproportionately expensive and the removal of the bench at the entrance would affect demand. This would be revisited in due course.

5th November road closures etc: Councillors expressed concern at the approach being exhibited by the Tactical Support Group (TSG), representing emergency services and

partners, regarding arrangements for Lewes Bonfire. Proposals for road closures and rail station restrictions were considered too draconian and inappropriate to a Monday evening event. It was noted that the Council had expressed a view recently, and that Brighton and Sussex Universities had protested that they had not been consulted or advised. The working party asked if comparative figures for injuries and other crowd-related incidents over the past ten years might be obtained. The TSG would be asked to provide background to their reasoning.

Electric car use: It was agreed to write a letter of support to Lewes District Council for their initiative to research and encourage greater use of electric cars.

20mph speed limit: Members near Southover agreed to monitor compliance with the speed limit along Southover High Street.

Parking Shop closure: The closure of the Lewes Parking Shop was noted. Leaflets and posters were being distributed by the parking scheme operator and East Sussex County Council explaining new arrangements for obtaining permits *etc.* online or at Lewes Library. Members observed that whilst ‘teething troubles’ were to be expected with any change, arrangements for trade day-permits seemed to have become a problem. It was considered that the system was not fit-for-purpose, and it should be simple to obtain scratch-cards at the library counter. Cllr O’Keeffe undertook to pursue these issues with ESCC’s Lead Member. She would also make enquiries as to the current rules applicable to the erection of scaffolding in the High Street which, it was believed, should be restricted to weekends.

Further to the minutes of the Working Party meeting:

It was noted that new roundels had been painted on the road surface in Southover High Street to mark the 20mph speed limit.

Some members queried the validity of statistics provided in support of the proposed railway station closures on 5th November.

With regard to the closure of the Parking Shop: it was understood that Lewes Library offered a “computer buddy” service for those who needed assistance obtaining services online, although this must be booked in advance.

After discussion **it was resolved that:**

FC2018/34.3 The minutes of the Transport Working Party held on 18th July 2018 (*copy in Minute book*) are noted.

FC2018/34.4 Cllrs Murray (S) and Catlin are asked to meet again with Community Transport in the Lewes Area (CTLA) to pursue further the matter of on-demand transport services.

FC2018/34.5 That a letter be written by the Mayor to the Head of the Fire and Rescue Service and to the Home Office Minister regarding the Council’s objections to proposals for closure of roads and rail stations on the 5th November 2018.

FC2018/34.6 The purchase of a bus shelter, and installation adjacent to Fitzroy House is approved, at an estimated cost of £8000.

FC2018/34.7 Cllr R Murray had requested a seat on the Transport Working Party and this is agreed.

d) Personnel Panel 19th July 2018: Councillor Ashby gave an oral report on this, having been elected to take the chair of the panel. Minutes would be available at the next meeting of Council.

The meeting had been convened as part of the agreed appraisal process for the Town Clerk (TC). Panellists had received a report on the Town Clerk’s role and performance in achieving the Council’s objectives. Mr Richard Penn, the Council’s retained consultant, had been present and had produced an analysis of responses to the questionnaire completed by staff, Councillors, and selected local stakeholders. The agreed appraisal scheme was an ongoing process, and the Panel would meet again in six months’ time. It was decided that the Panel would find it useful for the questionnaire to be reissued to Town Councillors and analysed in advance of that meeting to monitor progress. The panel had discussed the future of the Council and, in particular, the key staff who were

likely to retire in the next few years. TC was asked to prepare a report that offered a vision for presumed priorities and future structure of the Council.

It was resolved that:

FC2018/34.8 That the oral report of the Personnel Panel held on 19th July 2018 is noted.

e) Audit Panel 19th July 2018: Councillors considered the Minutes of this meeting (*copy in Minute book*). The Panel had been provided with detailed information (*copies in minute book*) following the end of the first quarter of the financial year 2018/19:

Budget monitoring update – this showed actual expenditure and income values as posted to the Council’s Sage accounting system for all transactions processed in the period. There had been some discussion on salient points of detail, and TC responded with reference to the identified sources. There were no items of concern.

Oversight as required by the Governance & Accountability Code of Practice: The file of periodic bank reconciliations was reviewed to verify the routine scrutiny already conducted. The Chairman appended his signature to verify this in each instance.

FC2018/34.9 The Minutes of the Audit Panel meeting held on 19th July 2018 (*copy in Minute book*) are noted.

FC2018/35

CCTV CAMERA REPLACEMENT:

Members considered Report FC007/2018 (*copy in Minute book*) which presented a request by Sussex Police with regard to replacement of one town centre CCTV camera.

In 1999 the Town Council, in partnership with the District Council, Sussex Police Authority, and local business, had undertaken to provide a system of closed-circuit television cameras (CCTV) in Lewes. This formed part of a county-wide network, with local councils typically paying for the provision and maintenance of cameras and operating infrastructure, and the police providing management, monitoring and strategic aspects of the service. There were three cameras in Lewes town, forming part of a network of over 500 installations in Sussex. The system was considered a leader in its field and was the envy of many other Police areas.

Camera 3312, which gives coverage of Lewes Railway Station, was not operating and had been declared beyond economic repair.

As part of a new partnership with the Metropolitan Police, the Sussex Police system manager has been given several CCTV cameras to be used in Sussex. These were used but in excellent condition, and one could be deployed to replace camera 3312. Installation cost would fall to the Council, at approximately £600 to £700.

Alternatively, an option was offered to consider upgrading the device at this location to a High-Definition camera, with an estimated the cost in the region of £4,500 to £5,000 (Sussex Police estimate).

The cost of redeployment of a used camera could be accommodated within existing agreed budgets. Council does not currently hold any financial Reserve appropriate to the expense of an HD upgrade, which would therefore need to be funded from the General Fund (*balance b/fwd at 1st April 2018: £122,981*).

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

FC2018/35.1 Lewes Town Council requests the deployment of a used camera to replace camera no 3312 in the Sussex Police CCTV network, as described in report FC007/2018 (*copy in Minute book*).

Members who wished to visit the Sussex Police CCTV Monitoring Centre should advise TC, who would investigate opportunities.

FC2018/36

UPDATE ON MATTERS IN PROGRESS

a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*). It was commented that the earlier decision to engage with architects regarding the Pells kiosk was not described; this would be addressed in future updates. It was noted that Councillor’s ‘mini-biographies’ – intended for the

new website - were still awaited from 14 Members. Members were reminded that this need only comprise a short paragraph to accompany their photograph.

b) *Devolution of Landport Bottom:* TC advised that the transfer of Lewes District Council’s part-ownership was completed, and the Town Council was now the sole owner of the land. A Land Registry confirmation regarding the allotment area was still awaited, but this was a minor detail. There followed from this several issues to be addressed: Council would wish to consider how to manage Landport Bottom in the future as, hitherto, a Joint Committee with Town and District Councillors had this function. TC would prepare a report in due course. It would be appropriate to revisit policy regarding the allotment site to align it with the Council’s other sites, as it was no longer subject to an “Article 4” direction which had prohibited sheds. TC advised that it would be an ideal opportunity for a small Working Party to review several aspects of the Council’s allotments function in general; and services provided to tenants.

Accordingly, **it was resolved that:**

FC2018/36.1 A Working Party be formed to review policy on allotments and the services provided to tenants. The Working Party to comprise: Cllrs Catlin, Chartier, Makepeace, Mayhew and S Murray and any of the members absent this evening who may wish to serve.

FC2018/37 NOTICE of ITEMS IN PROSPECT

- a) Members were asked to consider items from this meeting worthy of a Press Release, and indicated:
 - Landport Bottom
 - Bus Shelter adjacent Fitzroy House
 - Bonfire Train Service position
 - Visitor parking scratchcards (Cllr O’Keeffe to provide details to TC)
- b) Reports would be prepared on the position with regard to General Data Protection Regulations and implications for email and office systems; options for the future management of Malling Community Centre, and options for the future management of Landport Bottom.

Dates to note were given as:

- d) The next Members’ Surgery was scheduled for Tuesday 7th August – 10:00am - 12.00pm in the Corn Exchange – Cllr Chartier had volunteered to attend.
- e) The next meetings of the Planning Committee would take place on Tuesday 7th and 28th August at 7:00pm
- f) The next Council meeting would take place on Thursday 30th August at 7.30pm, with a deadline for agenda items to reach TC by noon on Monday 20th August.
- g) Meetings to be arranged were Verges Working Party; Diversity Working Party; Pells Land Working Party, Buildings Working Party and All Saints Steering Group.

There being no further business the Mayor closed the meeting.

The meeting ended at 8:30 pm

Signed:

Date: