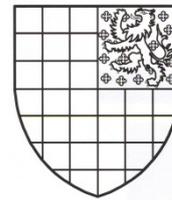


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 11th April 2019**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Bridgen, Town Clerk, 4th April 2019

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting held on 7th March 2019.

(attached **page 3**)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Citizens' Advice update*

(oral report by Cllr R Murray)

b) *All Saints Steering Group 19th March 2019*

(Minutes attached **page 15**)

c) *Buildings Working Party 26th March 2019*

(Minutes attached **page 16**)

d) *Policies Review Working Party 27th March 2019*

(Minutes attached **page 19**)

Policy drafts may be read/downloaded by clicking this DropBox internet link: <http://tinyurl.com/Link-to-policies>

7. CLIMATE EMERGENCY

To consider a proposed statement and commitment

(NOM010/2018 attached **page 21**)

8. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk and update on Annual Plan)

9. NOTICE of ITEMS IN PROSPECT

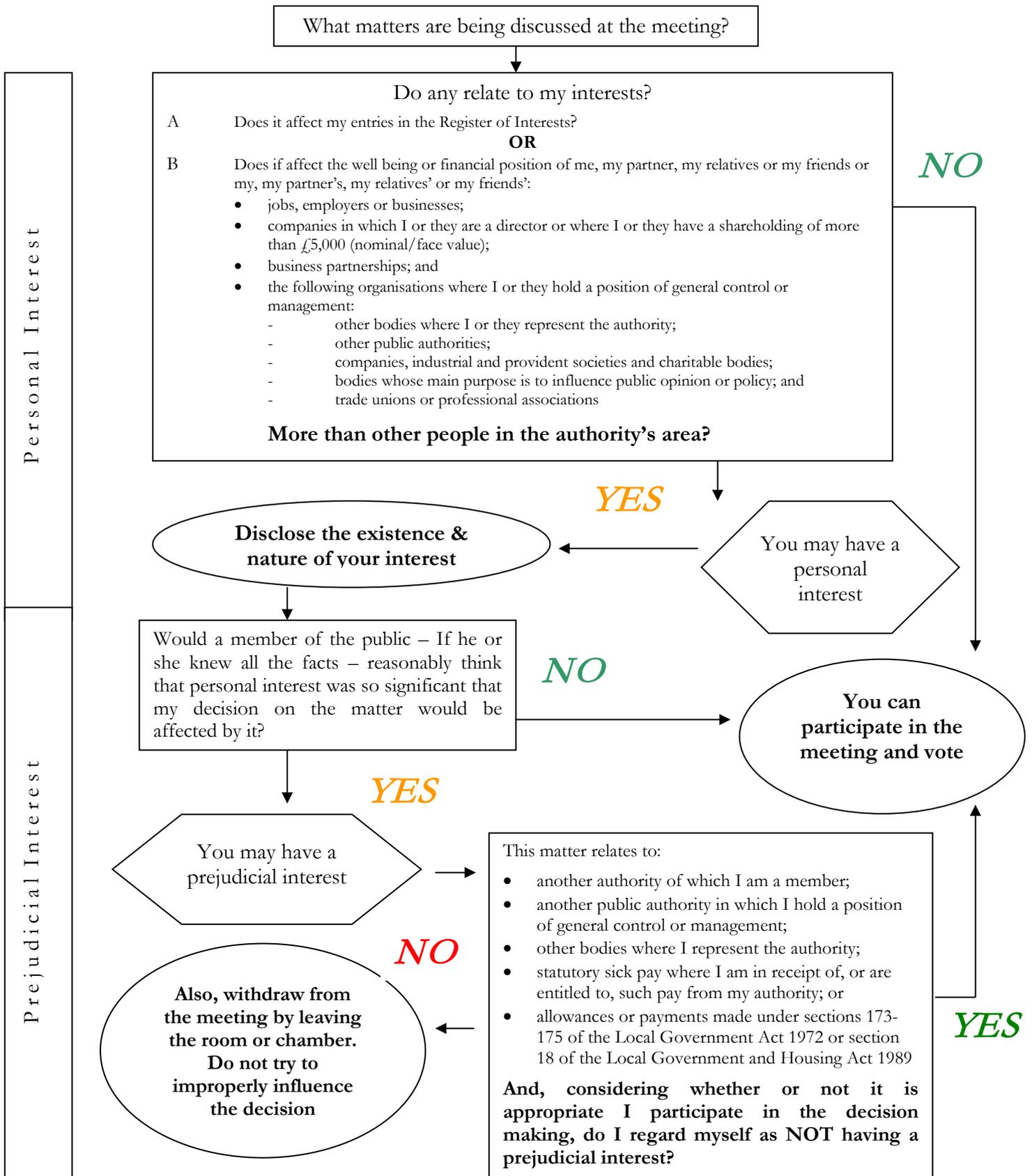
(Oral report by Town Clerk)

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

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk Copies are available from the Town Hall

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



YOU WILL ALSO NEED TO CONSIDER:

Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

Have I made up my mind about the issue?

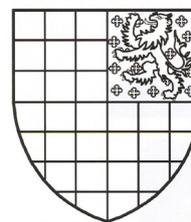
You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.

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**LEWES
TOWN
COUNCIL**

MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 7th March 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Mayor*); A Barker; R Burrows; S Catlin (*Wischhusen*); M Chartier; W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray (*Dep' Mayor*); R O'Keeffe; C Renton; T Rowell and E Watts.

In attendance: S Brigden (*Town Clerk*); Mrs E Tingley (*Committee Admin.*)

Observing: None

The Council's Chaplain, Canon Richard Moatt, offered a few words before the meeting commenced. He highlighted the onus on anyone in a leadership role, to take responsibility for mistakes and to respect the views of others.

FC2018/88 QUESTIONS: There were four members of the public present. Juliet Oxborrow announced that a film was to be produced to promote "Plastic Free Lewes", which would be shown at the Depot Cinema to urge business and families to reduce consumption of plastic. She encouraged Members to appear in the film to promote this idea.

FC2018/89 DECLARATIONS of INTEREST: Cllr R O'Keeffe declared an interest *iro* item 6c on the agenda (*re: Grants Panel recommendations*) in that she was affiliated to two of the applicant organisations. .

FC2018/90 APOLOGIES FOR ABSENCE: There were none.

FC2018/91 MAYOR'S ANNOUNCEMENTS:

a) The All Saints Centre would be holding an open day on Saturday 16th of March from 10:00am – 4:00pm. The Centre would be open for prospective hires to drop-in, chat to staff and look around. All Members were welcome to attend and assist. Bill Reay, who had been the Venue Assistant at the Centre for six years had left. Members wished Bill better health and good luck for his well-deserved retirement.

b) On Monday 1st April at 6:00pm there would be a Private View of the HMPrison Lewes Art Exhibition in the Foyer/Baxter Corridor followed by an exhibition until 12th April.

c) On Thursday 18th April at 3:00pm the Mayor would be holding an Easter Tea for the older people of Lewes in the Assembly Room. Any help would be most welcome.

d) On Thursday 25th April from 10:00am – 2:00pm a "Girls For Change: Rights, Dignity, Hope" event would be held in the Assembly Room and Corn Exchange. This followed the context of the recent Women's Suffrage centenary commemorations.

e) Thanks were given to any who had assisted with the distribution of Neighbourhood Plan leaflets. The referendum poll would close at 10:00pm that evening (7th March 2018) and District electoral service officers would count the returns on the morning of 8th March. It was anticipated that the result would be known before noon, and TC would let everyone know the result by email.

f) Advertisements had been placed for the post of Venue Assistant at the All Saints. Members were asked, if they knew of a prospective candidate, to refer them to the Town Council website.

FC2018/92 MINUTES:

It was noted that the draft minutes had incorrectly listed members present, which had been corrected in the formal record presented for signature.

There was contention as to the accuracy of the resolution to engage a consultant to

investigate a staff grievance. A protracted discussion ensued where some members contended that they had not understood the consultant would not also investigate a public complaint, although others maintained that the Minutes were correct in that the minutes of the Personnel Panel of 9th January, which had been the subject of the earlier debate, stated: ...“*The grievance encompasses some of the issues raised in outstanding complaints. Any action on complaints pending or current would therefore be put on hold until the report from the inquiry into this grievance is complete and any recommendations are acted upon*”. The context of the consultant’s brief was not a legitimate discussion at this meeting.

A recorded vote was called for (*appended to these minutes*) and **it was resolved that:**

FC2018/92.1 Minutes of the Council meeting held on 24th January 2019 are received and signed as an accurate record.

FC2018/93

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) Sussex Community Rail Partnership AGM 7th February 2019: Cllr Catlin gave an oral report. He reported that there was a problem with short formation trains in the peak hours from Eastbourne, via Lewes to London Victoria. This had stemmed from the May 2018 timetable, when Southern introduced more trains but did not have the rolling stock to run the service and that this situation was unchanged. More stock had been ordered and should arrive for the new timetable service in May 2019. The May timetable would see more trains stopping at Berwick. Members had a report of the 9 days “engineer occupation” in February. This avoided weekend closure for 84 weekends. From 7 – 10th March the lines west of Polegate to Lewes, Haywards Heath, and to Seaford would be closed for works during which signalling equipment would be updated. An over-run on the works to the Seaford branch had already been announced, but the planned closures would not change, and any uncompleted work would be addressed later.

It was **resolved:**

FC2018/93.1 The oral report on the Sussex Community Rail Partnership AGM held on 7th February 2019 is noted.

b) Personnel Panel meeting 12th February 2019: Cllr Ashby presented the minutes of this meeting:

The meeting had been convened to obtain Members’ support for proposed severance arrangements related to a member of staff who had suffered protracted and repeated illness and was not expected to return to full duties in the foreseeable future, if at all.

There had been discussion around the policy and contractual obligations of the council, and any enhanced payment in lieu of notice (PILON) that might be made in recognition of past service. The costs of cover for past and current absence, and the anticipated future demand, were taken into account; as was the pressure on existing staff to provide the cover, and the need to determine the situation was recognized. TC had visited the member of staff recently and in a subsequent discussion had agreed to end the employment with effect from the end of February. The suggested arrangement was unanimously supported by Members.

It was **resolved:**

FC2018/93.2 The Minutes of the Personnel Panel (*copy in minute book*) are noted.

c) Grants Panel meeting 13th February 2019: Members considered report FC015/2018 (*copy in minute book*) containing recommendations for payments of grants for the fourth cycle (of four) for the year 2018/19 and **it was resolved that:**

FC2018/93.3 The grant payments recommended in report FC015/2018 (as shown in column **G** of the appended table) be approved.

d) Diversity Working Party meeting 19th February 2019: Council considered the Minutes of this meeting:

Members attention had been drawn to the Council's duties regarding Equality. They were reminded that Council had addressed its responsibilities under the Equalities Act and observed relevant principles in all that it does. Unlike principal authorities, a Parish Council was not required to publish a formal diversity policy, but *was* bound by the general Public Sector Equality Duty (*s149 Equality Act 2010*) and it was believed that this was accommodated by a clear decision-making process and the formal recording of such. No statement was required, but it had been noted at the previous meeting that there was no prohibition on 'going beyond' statutory requirements in this regard.

It had been suggested that a practical way forward would be to draft a specific policy statement, and asked that Members research examples from elsewhere. Many examples had all been similar to LTC's own existing employment-related and community engagement statements, but two examples were presented that appeared to offer a closer 'fit' with what the Working Party envisaged. These were scrutinized, and it was agreed that a slightly modified version of one of these would be appropriate and should be recommended. Council was recommended to adopt this, and it was considered that the aspiration should be placed on record that future Mayors would aim to be more inclusive of disadvantaged groups when planning civic events.

It was resolved that:

FC2018/93.4 The Minutes and conclusions of the Diversity Working Party arising from its meeting on 19th February 2019 (*copy in minute book*) are noted, and the Diversity & Equality policy recommended (*copy in minute book*) is adopted.

e) UN Sustainability Goals Working Party meeting 20th February 2019: Council considered the Minutes of this meeting:

The Working Party had welcomed Professor Sir Richard Jolly, Honorary Professor and Research Associate of the Institute of Development Studies at the University of Sussex, and Mr Oli Henman, Global Coordinator for the charity Action for Sustainable Development; both of whom were attending due to their personal commitment and passion for, and experience with, the UN Sustainable Development Goals ("the goals"). Prof Jolly is a past Assistant General Secretary of the UN and Deputy Executive Director of UNICEF. Mr Henman had worked on a range of international projects with key aid agencies.

The Working Party conducted an initial broad assessment of the present activities of the Council, and identified key factors of relevance to the 17 goals as:

1: *No poverty* "End poverty in all its forms everywhere."

Key factors: support for foodbanks; grants to organizations *eg* Citizens' Advice facilities offered at affordable rates; events for disadvantaged groups *eg* Mayor's Christmas party.

2: *Zero hunger* "End hunger, achieve food security and improved nutrition, and promote sustainable agriculture"

Key factors: support for foodbanks; provision of allotments.

3: *Good health and well-being for people* "Ensure healthy lives and promote well-being for all at all ages.

Key factors: provision of leisure/community/recreation/cultural facilities; Neighbourhood Plan; grants; support for National Blood Service; support for dementia-friendly town initiative; Re-Fill scheme; Lewes athletics track; defibrillators

4: *Quality education* "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."

Key factors: grants; support for U3A; exhibitions; 'Our Pictures' education pack and 'gallery days' programme; Lewes Priory; heritage plaques scheme with FoL.

5: *Gender equality* "Achieve gender equality and empower all women and girls."

Key factors: promoted 100yrs of women's suffrage; event for 100 girls; draft policy on equality & diversity; equal opps employer – unified job evaluation.

6: *Clean water and sanitation* "Ensure availability and sustainable management of water and

sanitation for all."

Key factors: ReFill scheme member; primary planning considerations of eco-system services in Neighbourhood Plan.

7: *Affordable and clean energy* "Ensure access to affordable, reliable, sustainable and modern energy for all."

Key factors: Dedicated financial reserve; MCC refurbishment to include ground-source heat pump and PV panels; proposed solar panel array at Pells.

8: *Decent work and economic growth* "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all."

Key factors: Living Wage employer; grants; Citizens' Advice; support for High Street Traders Association and Chamber of Commerce (CoC).

9: *Industry, Innovation, and Infrastructure* "Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation".

Key factors: Planning consultations; Neighbourhood Plan; support for High Street Traders Association and CoC.

10: *Reducing inequalities* "Reduce income inequality within and among countries."

Key factors: Living Wage Foundation employer and LW FriendlyFunder

11: *Sustainable cities and communities* "Make cities and human settlements inclusive, safe, resilient, and sustainable."

Key factors: Neighbourhood Plan; Cycle paths support; local bus service grants; planning consultation.

12: *Responsible consumption and production* "Ensure sustainable consumption and production patterns.

Key factors: Plastic-free Lewes support; all LTC facilities/services efficient as practicable; Town Ranger issued with bicycle.

13: *Climate action* "Take urgent action to combat climate change and its impacts by regulating emissions and promoting developments in renewable energy."

Key factors: all LTC facilities/services efficient as practicable; Neighbourhood Plan principles.

14: *Life below water* "Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

Key factors: Plastic-free Lewes support; ReFill scheme member; Neighbourhood Plan principles

15: *Life on land* "Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss."

Key factors: Neighbourhood Plan principles; Landport Bottom management; management of LTC land/trees *etc*; 'Swift-box' policy; highway verge policy

16: *Peace, justice and strong institutions* "Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels."

Key factors: International Peace Day recognition; Holocaust Memorial events; "Magic Circle" peace garden project; Town Meeting; Councillor Surgeries; Website; Town Twinning support.

17: *Partnerships for the goals* "Strengthen the means of implementation & revitalize the global partnership for sustainable development."

Key factors: non-specific – work with partners at all levels.

Prof Jolly had stated that he had been surprised and very impressed, as the discussion had progressed, with the range of activities and relationships involved in the Council's operation. It was noted that 25th September 2019 was designated as an International Day of Action for the goals, and it was suggested that this should be embraced, perhaps with a

schools project. Members felt that a ‘baseline’ had been established, against which further assessments could be compared. The Council appeared surprisingly well-engaged with the goals, albeit unconsciously, and this foundation could be built-upon in a number of areas. It was recognized that elections were imminent and it would be proposed to Council that it recommends the successor administration in May 2019 to re-constitute the Working Party to allow it to conclude its mandate.

It was resolved that:

FC2018/93.5 The Minutes and recommendations arising from the UN Sustainability Goals Working Party meeting held on 20th February 2019 (*copy in minute book*) are noted and agreed.

f) Commemorations Working Party meeting 21st February 2019: The minutes of this meeting were presented:

1 The meeting had welcomed Ms Brigitte Lardinois, attending to update Members on the recently-ended ‘Lewes Light-box’ project displaying features commemorating 100yrs of women’s suffrage, and the exhibition hosted in the Baxter corridor of the Town Hall. This had been a resounding success and the organizing team offered grateful thanks to the Council for its support. A much-admired element of the exhibition had been a commemorative quilt hand-made by a local lady, Heather Downey, and she now offered this on permanent loan to the Council. It was considered that the quilt would complement the permanent display in the Corn Exchange on the subject of democracy, and the Friends of Lewes had offered to pay for a suitable frame, glazed to resist ultra-violet light. It was suggested that Ms Downey could present the quilt on the occasion of the Mayor’s planned event when 100 local school girls had been invited to mark the centenary of the vote for women. This offer was gratefully accepted on behalf of the Council, and Ms Lardinois and her team were commended on the extremely well-received and interesting exhibition.

It was noted that the plywood display boards that had been constructed specially to mount an earlier exhibition in the Baxter corridor, whilst very useful, were very heavy and over-engineered for their function – making them unwieldy to store and to use. The team from the Reeves Archive (RA) project, who had arranged the previous exhibitions and light-box material, had offered to redesign a lighter-weight and more practical display system that could be held in the Town Hall and be available for shared use. It was suggested that the design and construction would be carried-out by the RA team but Council might contribute the cost of materials. This was agreed in-principle; subject to costs being established before any final decision.

The 80 light boxes were to be deployed along the High Street in September to support National Heritage Open Day, displaying historical photographs of everyday life in the street. This would involve a series of glass plates from the Reeves Archive which had previously never been enlarged but, once enhanced, showed hitherto unseen features too small to discern at the original scale. These were said to offer fascinating insights into the life of the town centre. Ms Lardinois was thanked for bringing the continually-developing series of themed exhibitions to the town, and encouraged to apply for grant support in due course.

2 It was noted that as the four-year commemoration of the first World War came to an end, the “prolongation” events held at the War memorial to mark the ceasefire renewals were said to be useful and educational. The last; held on the previous Saturday, had been observed by a significant number of people. It was noted that the War Memorial was in need of some cleaning to remove algae, and the grass may need attention as Spring commenced.

3 Members were aware that as WW1 commemorations approached their conclusion, notable anniversaries of significant events in WW2 were approaching. Ideas would be welcomed.

4 It was understood that the organizer of the International Day of Peace event in the

Town Hall in 2017 would like to offer a similar event this year, on 21st September, and this was welcomed.

5 Ms Carmen Slijpen, Director of The Depot cinema, had approached the Council with a suggestion of partnership in an interesting and educational international youth event. Now in its third year, the European Film Academy Young Audience Award would present three films, selected by young people, on Sunday 5th May 2019 screened simultaneously in over 50 cities across 35 countries and aimed at audiences of young people aged around 12 – 14 years. At each screening centre the films are followed by facilitated “jury” discussion and international ‘chat’ via webcam. At the end of the day the films are subject to a vote, and the final assessment (hosted in Germany) is transmitted back to the local centres by live streaming technology.

The cities participating were nearly all capital or major cities, such as Athens; Brisbane; Barcelona; Florence; Istanbul; Prague; Reykjavik; Rome; Zurich *etc* and the British Film Institute (BFI) had nominated for the UK for 2019 Glasgow; Sheffield, and LEWES – the Depot. Ms Slijpen proposed that the Mayor introduced and ended the day with a short talk, and that the event would be publicized as a partnership with the Council. It was hoped that Council would be willing to support some of the costs* such as publicity for the event and catering for the young people through the day. The Depot was able to offer all the technical facilities required to host the day including ‘extras’ such as a webcam-equipped video-chat booth, and the EFA/BFI provided facilities such as subtitles and explanatory educational material. Members were very keen to support this and suggested Council should be asked to agree up to £4,000. TC confirmed that there was an unspent balance of over £1,000 in the Grants budget and the Mayor had indicated that she was happy to contribute from unspent Mayoral budgets. Other funds could be found if required. * - *post-meeting note: At the time of the meeting these were being calculated, but it had since been established that the Council would be asked to contribute £2,037.*

6 There followed a general discussion on various matters of interest:

At the Working Party’s previous meeting the grandson of the local architect Rowland Hawke Halls, Mr David Scott Cowan, had suggested that the family had material to form a small commemorative exhibition, and this had been provisionally agreed. Nothing further had been heard on the matter, and Mr Cowan’s intentions would be investigated.

The potential acquisition of the Market Tower was briefly discussed, and it was advised that a retired local signmaker and keen historian, Mr John Geering, had kindly offered to re-gild the weather vane and re-finish the armorial bearings displayed on the building, should it return to Town ownership. This offer was gratefully acknowledged.

It was understood that local residents were planning a celebration to mark the centenary of the gift of The Pells to the town on 2nd July 1919 by Wynne Baxter. This prompted the suggestion of an interpretation board for the area to explain its history, which might follow the design of the purpose-made wildfowl feeding advice boards at the lake.

In answer to a question regarding the nominated ‘gallery days’ at the Town Hall, it was noted that the “Our Pictures” project was not yet fully completed; still pending launch to teachers of the education resource pack and arrangements with local history groups who had wished to be involved in any organized programme.

Councillors noted that the War Memorial had been cleaned and grass attended-to since the meeting, and thanked the Town Ranger; Town Hall Manager, and Town Hall Keeper for their efforts.

It was **resolved** that:

FC2018/93.6 The Minutes of the Commemorations Working Party meeting on 21st February 2019 (*copy in minute book*) are noted, and recommendations arising from it are agreed. Support for the Depot Cinema to host the 2019 European Film Academy Young Audience Award is agreed in the sum of £2,037, to be funded from unspent balance in the Miscellaneous Grants budget, and Mayoral events budget.

g) Buildings Working Party 6th March 2019: Council considered the minutes of this

meeting:

The meeting had welcomed Mr Duncan Kerr, Chief Executive of Wave Leisure Trust, attending to assist Members. The meeting was convened to look again at options for management of the Malling Community Centre, as requested by Council, and to formulate recommendations.

Members revisited previous reports which had highlighted key considerations such as:

- > Redesigned building will introduce new, more flexible, facilities such as café/bar and terrace and two multi-purpose rooms which are attractive for a wider range of users (*eg* business seminars), and will evolve a different, extended, user-profile over time.
- > Adjacent play-area and recreation ground improvements, arising from a major share of >£1million s106 agreement *in* North Street Quarter (NSQ) development, will increase casual use; especially likely demand for café/bar with terrace and WC's, accessible for users of play area and sports spectators.
- > Local catchment will increase when North Street Quarter is occupied and accessible via proposed new footbridge.
- > Investment of the magnitude estimated means that Council will wish to ensure careful control of the building and proper maintenance of equipment; facilities, décor *etc.* to sustain the benefits for the community over several decades. Some equipment, such as the proposed ground-source heat pump system and café facilities, will not be suitable for unsupervised operation.
- > Despite recent decision by Lewes District Council to withdraw from devolution of the Recreation Ground to the Town Council, this remains a prospect once NSQ is underway or completed.

The management options revisited were, in summary:

- a) *Lease to tenant* – A straightforward handing-over of responsibility to a tenant, in return for a rent payment.
 - Pro:* Minimum burden on LTC resources. Financial management is simple, with predictable income.
 - Con:* Choice of appropriate tenant not straightforward. Natural lifecycle of Trusts and community groups tend to wax/wane with leading individuals over relatively short periods of time. Commercial organizations are unlikely to see adequate potential. Failure to reach income necessary for rent cover and maintenance of building and equipment could leave LTC to resume control and deal with outstanding problems. Conversely: in case of successful income generation, maximum benefits not enjoyed by Council.
- b) *Management agreement/license/shared responsibility* – This could suit an appropriately-experienced organization, and could be structured in several ways *eg* low fixed service payment with retention of income; higher fixed payment with LTC retaining all income; income share/collaborative development *etc*
 - Pro:* Minimum burden on LTC resources. Financial management is simple, with predictable income. Less risk of outright 'failure' of the partner organization.
 - Con:* Choice of appropriate partner not straightforward. Shared responsibility inevitably raises occasional contention.
- c) *Direct Management* – This could be implemented in different ways:
 - i) Employment of additional staff exclusively to manage the Centre, either establishing a team at the outset or building incrementally to three staff (as history of All Saints Centre [ASC]).
 - ii) Employment of additional staff to form a 'buildings management team' with existing Town Hall and All Saints Centre staff, where the team flexibly cover all three buildings.
 - iii) Hybrid of i) and ii), with key staff at fixed bases plus itinerant cleaning/security

staff.

Pro: Ensures Centre and its facilities are properly cared-for and its potential maximized. All income retained by Council.

Con: Choice of model ii) or iii) disruptive to established effective working at T/hall and ASC. Model iii) does not cover all operating hours as effectively. No particular advantage to ii) as each building has very different operating profile and minimal shared detail. Model i), if a full complement is not immediately employed, leaves much to chance/trust when operating the building without resident staff.

Each option had very different resource implications, and there were many aspects to be considered. There were potential and ancillary issues already known which would affect the Centre and its likely user-profile, both in the foreseeable future and longer-term.

Option b) had been explored in some detail, although the only viable prospect appeared to be a partnership with Wave Leisure; the charitable Trust that had evolved from the original Lewes District Council direct service organization. The facility was considered small or uneconomic by more commercial prospects. Wave was now recognised as an award-winning charity, managing leisure facilities for Lewes District Council; Eastbourne Borough Council (from April 2019); East Sussex County Council; Newhaven Town Council; Ringmer Academy and East Grinstead Sports Club, and providing a vast range of activity programmes and outreach initiatives. Wave employs over 300 staff, and has an annual turnover of more than £5million. Supporting over 1 million active customer visits annually, all surplus revenues generated from activities are reinvested back into the community in the form of facility developments and refurbishments, new programmes of activity or outreach initiatives, working across a range of sectors including Sport and Activity, Education, Public Health and Adult Social Care.

Mr Kerr explained how the ethos of Wave Leisure was an ideal 'fit' with a Council such as LTC, and that its structure offered significant advantages in terms of experience and resources. Members asked questions regarding a preliminary submission prepared by Wave, which proposed a draft working agreement and showed some financial modelling. Wave would work with Lewes Town Council with the obligation of:

- Operating the site to a high standard.
- Alignment to the Lewes Town Council's objectives.
- Working with the local community to "Inspire Active Lifestyles" and promote the benefits of active living.

It was envisaged that the Council and Wave would develop a strategic partnership, and within the proposal the Council would not be liable for any financial losses or cash shortfalls from operation, and Wave would provide equipment and fittings such as the café. Wave would operate the site as a tenant responsible for fixtures and fittings, and LTC would remain responsible for building fabric and plant.

It was proposed that any agreement would be for ten years, with appropriate break clauses. It was agreed that, subject to confirmation of such details, this should be recommended as the preferred option for management of the Centre.

It was **resolved** that:

FC2018/93.7 The Minutes and conclusions of the Building Working Party meeting held on 6th March 2019 (*copy in minute book*) are noted.

FC2018/93.8 The Buildings Working Party is asked to pursue Heads of Terms with Wave Leisure Trust, for a partnership agreement for the future management of Malling (Bridgeview) Community Centre; for Council consideration in due course

FC2018/94 MUNICIPAL CALENDAR 2019/20:

Members received the municipal calendar for scheduled meetings and other events in 2019/2020. Members were encouraged to check any entries which they may have made in personal diaries following the previous publication (in April 2018) which had shown dates from May – December 2018 as *provisional*, some of which had since changed.

It was resolved that:

FC2018/94.1 The calendar of scheduled meetings for the 2019/2020 municipal year (*copy in Minute Book*) is noted.

FC2018/95 OFFICE INFORMATION TECHNOLOGY SYSTEMS:

Members considered report FC016/2018 (*copy in the Minute book*) regarding proposed replacement office computing infrastructure and software systems, to account for changes in legislation and the operational status of existing hardware and software.

Existing office computer hardware and software systems were installed in March 2013 as a major upgrade from the previous system; which had been introduced in 2002 as the Council's first integrated office information technology system. The current system was introduced with an expected operational life of five years and was now at an age where hardware support was becoming problematic and essential software systems such as Microsoft Small Business Server 2011 (email, file & print and domain controller services) and Windows 7 Professional would not be supported by Microsoft after January 2020 and therefore posed a support and security risk. Requirements of the General Data Protection Regulations (GDPR)/Data Protection Act 2018 could not be fully accommodated with existing systems, and although this was not an imperative in the need to update (as working methods could be adjusted) it was a fundamental consideration.

The agreement with existing providers allowed evolution and development of systems and a new system had been designed to address these issues. The scope was:

- a) Migration of email services to Microsoft's Office 365 cloud platform including key security recommendations to provide both staff users and Councillors with a secure email account, which would aid in compliance with GDPR regulations. This included security enhancements such as encryption and prevention of accidental disclosure. E-mail would be accessible anywhere, anytime and on any device with an internet connection, and with in-built backup and disaster recovery.
- b) A new local server with Windows Server Essentials 2019, specified to provide performance and storage growth, with future expansion available.
- c) Replacement of firewall which reaches end-of-life in August 2020.
- d) Re-installing DRBS disaster recovery and backup service.
- e) Replacement of existing intelligent Managed Switch.
- f) Replacement of desktop computers which were 6 years old and running Windows 7 Pro, which would be unsupported in January 2020. Office systems updated to latest MSOffice and Win10 OS with inbuilt encryption and security allowing compliance with all applicable aspects of GDPR.
- g) Re-installing Monitoring and Protection Service on the new server and new computers.
- b) Decommissioning the existing Small Business Server along with secure disposal of old hardware
- i) Licencing monthly billing as opposed to annual costs. This offered the ability to flexibly increase/decrease user-numbers (*eg* for new user following recruitment or by-election).
- j) New platform designed for 5 year service life with email on an 'evergreen' platform, being cloud based, meaning no further email upgrade costs in the future.

Revised costs for this update were estimated at £23,000 and monthly costs would reduce to £250 – approximately 55% of current charges. Current lead-time to installation was

approximately 8 weeks. Following brief discussion **it was resolved that:**

FC2018/95.1 Lewes Town Council agrees the commissioning of a replacement office computer system as described in report FC016/2018 (*copy in the Minute book*); funded from existing financial reserves established for the purpose, balanced as necessary from the General Fund.

FC2018/96 LANDPORT BOTTOM MANAGEMENT:

Members considered report FC017/2018 (*copy in the Minute book*); which proposed formation of a standing committee to oversee future management of Landport Bottom, following the Council's acquisition of outright ownership.

Landport Bottom, previously owned jointly with Lewes District Council (LDC), was now owned outright by the Town Council following devolution of the LDC share in 2018. The land had previously been overseen by an eight-strong Joint Management Committee (JMC) who monitored the management of the site. Day-to-day the site was managed by the Lewes District Ranger and following the transfer of ownership that service continues under contract with LDC. The site had a number of aspects which make its management less straightforward than an urban park or sports facility and there was a high level of interest and practical involvement from within the community. It was recommended that a standing committee be established to continue the work of the previous JMC in overseeing management of the site and developing the Management Plan.

It was resolved that:

FC2018/96.1 A standing Landport Bottom Management Committee be established; consisting of eight Members, with a remit:

- To conserve and enhance Landport Bottom as an important feature of the local landscape
- To increase biodiversity by appropriate habitat management
- To protect and conserve the Scheduled Ancient Monuments; Registered Battlefield site, and other important historical features.
- To promote quiet, informal enjoyment of Landport Bottom by the general public.
- To involve the local community in the development and management of the site
- To increase the understanding and awareness of the importance of the site, amongst local people and visitors.
- To manage the site with the Health and Safety of the visitors, staff and volunteers as a high priority.
- To manage stock with the highest welfare standards.
- To maintain current fixed assets to high standards.

FC2018/97 LOCAL BUS SERVICE SUPPORT:

Members received a report (*copy in the Minute book*) submitted by Community Transport for the Lewes Area (CTLA) in support of a bid to the Council for a financial grant to enable the continuation of local bus services 131 (Wallands Park to the Town Centre) and 132 (Malling, Neville, Winterbourne to Lewes Town Centre) and the demand-responsive Lewes Dial-a-Ride service during 2019/2020.

Following a brief discussion **it was resolved that:**

FC2018/97.1 Lewes Town Council will make a grant of £11,000 in its 2019/20 financial year, to enable CTLA to maintain, promote and develop routes 131; 132, and Lewes Dial-a-Ride service.

FC2018/98 UPDATE ON MATTERS IN PROGRESS

Annual Plan update: An update on progress on items in the Annual Plan was distributed (*copy in minute book*). Salient items were highlighted by TC and briefly discussed.

NOTICE of ITEMS IN PROSPECT

Members were asked to consider items, arising from this meeting, worthy of a Press Release, and indicated:

- UN Sustainability goals
- CTLA bus service support

Members were reminded that the pre-election period commonly known as “purdah” began, for the 2019 elections, on Monday 18th March and ran up to polling day on 2nd May. A briefing note had recently been circulated offering advice as to the effect of this.

Dates to note were given as:

- a)* The next Members’ Surgery was scheduled for Tuesday 2nd April – 10:00am – 12:00pm in the Corn Exchange. Cllrs Catlin and Chartier volunteered to attend.
- b)* The next Planning Committees would be held on Tuesday 19th March and Tuesday 9th April at 7:00pm.
- c)* The All Saints Steering Group would meet at 3:00pm on Tuesday 19th March in the Yarrow Room.
- d)* The Buildings Working Party would meet at 3:00pm on Tuesday 26th March in the Council Chamber
- e)* The Policies Review Working Party would meet at 11:00am on Wednesday 27th March in the Yarrow Room
- f)* The next Council meeting, the last of this administration, would take place on Thursday 11th April at 7:30pm, with a deadline for agenda items to TC by noon on Monday 1st April.
- g)* A meeting was to be arranged for the Pells land exchange Working Party.

There being no further business the Mayor closed the meeting.

The meeting ended at 9:15 pm

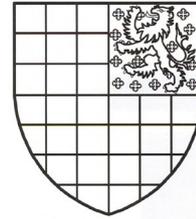
Signed:

Date:

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Tuesday 19th March 2019**, in the **Yarrow Room, Town Hall, Lewes at 3:00pm.**

PRESENT Cllrs Burrows; Catlin (Wischhusen) (*Chairman*); Chartier; Murray (S).

In attendance: S Brigden (*Town Clerk [TC]*).

ASCSG2018/09 **QUESTIONS:** There were none.

ASCSG2018/10 **APOLOGIES for ABSENCE:** Apologies had been received from Cllr Milner, who was working, and Cllr R Murray, who had a teaching commitment. No message had been received from Cllr Renton.

ASCSG2018/11 **DECLARATIONS OF INTEREST:** There were none

ASCSG2018/12 **MINUTES:** The minutes of the meeting held on 25th October 2018 were received and signed as a correct record.

ASCSG2018/13 **BUSINESS OF THE MEETING:**

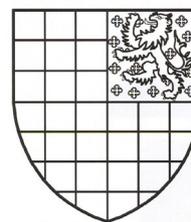
Members present had attended during the Open Day held at the Centre the previous Saturday, and discussed their experience. Few Councillors had supported the event, and there had been no visitors from the theatre/events sector which had been the intended focus. It was acknowledged that the Centre was operating at near-capacity and that opportunity for extended productions or events was limited, although bookings could have been accommodated in the longer-term. The ASC Manager intended to hold a 'general public' open day in the Autumn and the Centre remained as popular as ever with regular hirers and enjoyed a steady stream of new and occasional bookings. It was generally perceived as well used and well-run. There followed a general discussion about publicity, including use of the window at the Tourist Information Centre, and various 'domestic' matters related to the Centre.

Members noted that the Chairman, Cllr Catlin, had been invited to sit-in on interviews, the following week, of candidates for the Venue Assistant vacancy.

ASCSG2018/14 There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution. *The meeting closed at 3:55pm*

Signed

dated



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MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Tuesday 26th March 2019**, in the **Council Chamber, Town Hall, Lewes** at **3:00pm**.

PRESENT Cllrs S Catlin; M Chartier; G Mayhew; R Murray; S Murray.

In attendance: S Brigden (*Town Clerk [TC]*); B Courage (*Town Ranger*); Mr Grant Crossley (*BLB Surveyors*) and Mr Paul Rawlinson (*BLB Surveyors*)

BRepWP2018/26 **QUESTIONS:** There were none

BRepWP2018/27 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Lamb and Milner, who were working, and Cllr Rowell (no reason offered).

BRepWP2018/28 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2018/29 **MINUTES: it was resolved that**

BRepWP2018/29.1 The Minutes of the meeting held on 6th March 2019 are received and signed as an accurate record.

BRepWP2018/30 **EXCLUSION of the PRESS & PUBLIC**

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

BRepWP2018/30.1 That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider detail related to proposed commercial contracts.

BRepWP2018/31 **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting welcomed Grant Crossley and Paul Rawlinson of BLB Surveyors; attending to assist Members. They had prepared a report on their assessment of the three tenders received by the due date, and elaborated on salient points.

1. The lowest tender appeared reasonably priced and complete; however, it included additional Provisional Sums which, it was stated, should either be converted to fixed price items or to Employer Provisional Sums. By converting these items, the Council would assume the price risk. This, it was explained, was contrary to the ethos of a Design and Build contract and so the alternative of requesting the contractor to make revisions to treat some or all of these items as fixed price lump sums was recommended.

2. Various other aspects of the treatment of elements by individual bidders were discussed. It was demonstrated that most of these were differences in theoretical approach and in most cases these were items placed by one company in the category of (*eg*) Contingency, where by another they were included as a priced component. It was the professionals' view that the lowest bid would retain that relative status even after all adjustments recommended were allowed-for.

3. Since the commencement of the refurbishment project anticipated costs had been revised upward at strategic decision-points, for practicality. The most recent significant decision had been the choice of sustainable energy features such as a ground-source heat-pump and photovoltaic panels. Despite reasonable estimates for such provision the tenders had all exceeded the amount anticipated, and Members heard that this was due in part to rapidly increasing costs in the industry and partly the 'real-world' costs of consequential works required by such features.

4. Members considered the cost from a number of perspectives including potential reduction in quality or removal of certain features; contrasting the benefits

of the overall design 'as-tendered' with the implications of omitting features or reducing a quality dimension to save money immediately but which, it was felt, would diminish the building for decades to come. There was consensus that the design was the right one and that to attempt to downgrade any aspect would be short-sighted.

5. It was understood that the amount of money currently available in the Reserve fund, plus any grants that may be obtained, would leave an amount of up to £600,000 to be borrowed. Borrowing from Public Works Loan Board (PWLB) was straightforward; first requiring a borrowing approval, issued by the Ministry of Housing, Communities and Local Government (MHCLG) and obtained through the local County Association of Local Councils.

6. PWLB rates of interest were low and fixed and loans were conventionally on an annuity basis with half-yearly repayments, over periods up to 50 years. It was acknowledged that the benefits of the refurbishment would serve the community for decades and the period of loan would reflect that. It was understood that a period of 30 years would require annual repayments considerably below the sums which had been drawn from precept in recent years to supply the project reserve fund.

7. After extensive discussion a vote was called on the salient points considered to be at issue, which were: design of foyer to remain unchanged; Ground-source heat pump/PV panel system to remain as designed, and acceptance of the 'higher-than-hoped-for' cost. All these points were agreed unanimously.

8. It was agreed that the Chairman should be authorized to work with TC in liaison with BLB Surveyors, regarding discussions with the lowest bidder over adjustments to pricing.

BRepWP2018/32

CONCLUSIONS

Recommendations:

1 It was agreed that Council would be recommended to agree a contract with the lowest bidder in line with their tender, subject to confirmation of the effect of adjustments for pricing method.

2 The Working Party agreed authority for its Chairman, working with TC and BLB Surveyors, to discuss and agree detailed refinements of the project with the designated contractor.

3 Council will be recommended to agree that any balance of cost remaining after accounting for any grant receipts be borrowed from the Public Works Loans Board, to a maximum of £600,000.

BRepWP2018/33

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

The meeting closed at 4:00pm

Signed date

**Malling (Bridgeview) Community Centre refurbishment
Public Works Loan Board options**

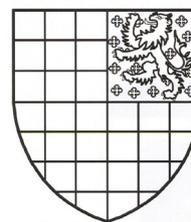
Public Works Loan Board									
fixed rate loans - estimated repayments*									
Annuity					Equal Instalment of Principal (EIP)				
(Cap+int/fixed instalments)					(reducing interest)				
		Rate	½ Yearly	Total		Rate	Initial ½ Yearly	Reduces by	Total
		%	Cost (£)	Cost (£)		%	Costs (£)	each ½ year (£)	Cost (£)
	Amount of Advance:								
	600,000								
option	period (years)				option				
1	Over 14½ not over 15	1.95	23,164.05	694,921.50	9	1.94	25,820.00	194.00	690,210.00
2	Over 19½ not over 20	2.15	18,534.67	741,386.80	10	2.12	21,360.00	159.00	730,380.00
3	Over 24½ not over 25	2.34	15,918.40	795,920.00	11	2.29	18,870.00	137.40	775,185.00
4	Over 29½ not over 30	2.48	14,236.19	854,171.40	12	2.43	17,290.00	121.50	822,345.00
	Amount of Advance:								
	580,000								
	period (years)								
5	Over 14½ not over 15	1.89	22,293.75	668,812.50	13	1.88	24,785.33	181.73	664,506.00
6	Over 19½ not over 20	2.09	17,815.56	712,622.40	14	2.06	20,474.00	149.35	702,467.00
7	Over 24½ not over 25	2.28	15,282.63	764,131.50	15	2.24	18,096.00	129.92	745,648.00
8	Over 29½ not over 30	2.44	13,688.80	821,328.00	16	2.38	16,568.67	115.03	790,511.00

notes

- Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.
- The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG.
- The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.
- The initial approach for a borrowing approval is made to the local County Association of Local Councils. Applications should be made by the Responsible Finance Officer (RFO)
- Contributions drawn from precept toward the Reserve fund since project inception:

2005-6	£2,000	2013-14	£40,000
2006-7	£2,000	2014-15	£82,000
2007-8	£4,000	2015-16	£40,000
2008-9	£4,000	2016-17	£30,000
2009-10	£4,000	2017-18	£51,000
2010-11	£20,000	2018-19	£60,000
2011-12	£20,000	2019-20	£78,000
2012-13	£22,000		

*Maximum repayment amount is less than currently drawn from precept.



MINUTES

of the meeting of the **Working Party** formed to review governance policies, held on **Wednesday 27th March 2019**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs J Baah; S Catlin; M Chartier (*Chairman*); I Makepeace; Dr G Mayhew; S Murray; O'Keeffe and A Rowell

In attendance: S Brigden (*Town Clerk [TC]*)

PolRevWP2018/08 QUESTIONS:

There were none. (No members of the public present.)

PolRevWP2018/09 APOLOGIES FOR ABSENCE:

There were none.

PolRevWP2018/10 DECLARATIONS OF INTEREST:

There were none

PolRevWP2018/11 REMIT of the WORKING PARTY:

Members noted the remit of the working party, as defined by Council:

Resolution FC2017/114.1 [*The working party members*]...*be asked to conduct a routine review of statutory policies.*

PolRevWP2018/12 BUSINESS OF THE MEETING:

The previous meeting had dealt-with amendments to current 'working' policies. These were not all statutory and some were included simply to take advantage of the opportunity for scrutiny. Most of these documents had 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 that ought to be incorporated.

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

Minute extract Policies Review Working Party 19th June 2018:

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 **NB** – *now superseded by the Equality & Diversity Policy adopted by Council 7th March 2019*
11. **Equal opportunities statement** introduce ‘sex’ to lists, as distinct from ‘gender’.
12. *Health & Safety at Work policy* no change

The changes required had been introduced and revised policies (shown in bold type) had been prepared, and distributed.

The purpose of this meeting was for Members to satisfy themselves of this, for the assurance of Council.

There was detailed discussion on the amendments and one or two points of contention were resolved with a vote. It was noted that the Equality Policy, listed as item 10, had been superseded by a new Equality & Diversity Policy; adopted recently by Council as recommended by a dedicated Working Party.

PolRevWP2018/13 CONCLUSIONS/RECOMMENDATIONS:

- 1 Revised policy documents were agreed as discussed and noted, and would be recommended to Council for formal re-adoption.
- 2 Unchanged policies will be submitted to Council for re-adoption alongside those revised, for completeness.

PolRevWP2018/14 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 11:55pm

Signed..... Date

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 11th April 2019

NOM 010/2018 – received from Cllr Makepeace on 1st April 2019, in the following terms:

It is proposed that:

1. This Council will hold a half day meeting for all Councillors to look at the evidence for the climate crisis with an expert and discuss its implications.
2. The council will make public its response with an exhibition in the Town Hall to include information about the changes we will need to make in our lives to reduce climate gas emissions to zero by 2030 or sooner.
3. A working party will consider all aspects of council activity and how emissions can be further reduced. This will include emissions from buildings and by other means such as by greater support of public transport. This should be addressed with an appropriate sense of urgency, given the importance of the subject.

Supporting Information:

“Our house is on fire!”

Scientists have warned us via a consensual process in the UN that climate gas emissions must fall by at least 45% worldwide from 2010 levels by 2030 in order to stay within a 1.5° C rise in temperature since preindustrial times. The 2018 IPCC report found that if we go above this amount of increase, even to 2° C, we risk huge instability in our climate, and millions more people losing their lives. They say: “The avoided climate change impacts on sustainable development, eradication of poverty and reducing inequalities would be greater if global warming were limited to 1.5°C rather than 2°C...”

(1) https://www.ipcc.ch/site/assets/uploads/sites/2/2018/07/sr15_headline_statements.pdf

However, climate gas emissions are still rising steeply. They must start going down this year, but this looks unlikely.

(2) <https://climatenewsnetwork.net/human-carbon-emissions-to-rise-in-2019/>

At the present level of actions promised by governments, we are headed for a 3°- 4° C rise.

(3) <https://climatenewsnetwork.net/prepare-for-a-world-3c-warmer-in-80-years/>

(4) <https://climateactiontracker.org/press/cat-annual-update-climate-policies-on-rise-but-government-climate-action-does-not-change-projected-warming/>

Despite being only a parish council, Lewes Town Council is well-placed to take a lead. It is the largest town in a National Park and has achieved a ground-breaking Neighbourhood Plan which means it has a wide reputation for environmentally conscious action. There are several local voluntary bodies such as Transition Town Lewes, Cycle Lewes, Living Streets and Extinction Rebellion, which would be able to work with the Town Council to achieve its aims, as they did with the Neighbourhood Plan. LTC would not simply be declaring a climate emergency, but implementing a set of practical actions. The council’s adoption of the UN Sustainable Development Goals, and the ongoing work on them, will help with this further urgent action on climate change.

We and our descendants will lose much that is precious about Lewes and the UK if climate emissions continue as they are. But if we act now, things could even improve for everyone, and we would avoid a worsening of extreme weather and the economic and political chaos that would result.

Cllr I Makepeace
1st April 2019

COUNCIL PLAN 2018/19

Status update

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1st April 2018 to 31st March 2019.

These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

			STATUS at March 2019	STATUS at April 2019
Project	description			
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	New priorities agreed for 2019/20 plan - period commencing April 2019	New priorities agreed for 2019/20 plan - period commencing April 2019
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter.partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	PPCA has presented a list of aspirations to inform brief for architects. Replacement Multiplay equipment and two-bay swing unit installations completed.	PPCA has presented a list of aspirations to inform brief for architects. Initial enquiries to architects who presented design ideas in 2013.
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Grants being investigated. Finance and build recommendations agreed Council December 2018. Works anticipated May 2018. Estimated 6-month duration. Management options: further consideration in progress.	Grants being investigated. Management options agreed March 2019. Building tenders report to Council 11th April 2019 with recommendations for preferred contractor and funding.
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versailles (2019)	Report to Council 7th March recommending standing committee mandate.	Council 7th March agreed standing committee mandate.
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Plan referendum 7th March 2019. Count scheduled for 8th March.	Plan referendum 7th March 2019. Count 8th March. Plan passed by public vote: voter turnout 24.83% YES 2,993 (91.78%) NO 268 (8.22%). SDNPA scheduled to formally 'make' plan 11th April 2019.
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	New projects awaited	New projects awaited
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Options appraisal understood to be underway by LDC re 2 Fisher Street and other sites. Reminder issued re Market tower and other sites.	Options appraisal understood to be underway by LDC re 2 Fisher Street and other sites. Reminder issued re Market tower and other sites.
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Content revisions and updates ongoing	Content revisions and updates ongoing
10	General Data Protection Regulations	Legislation still in progress through Parliament, but anticipated that the General Data Protection Regulations will take effect May 2018. Implications for working practices and future Data Regulation structure.	Council report 7th March 2019 proposing Office system upgrade April/May 2019 (hardware; operating systems, and desktop software with new features for corporate IT compliance)	Council 7th March 2019 approved office systems upgrade. Project underway. Migration of email systems 90% complete; hardware and systems licensing ordered; overall project anticipated completion by mid-May 2019.