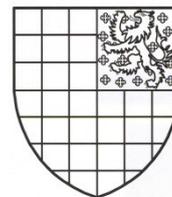


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 25th July 2019**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 18th July 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 meeting held on 20th June 2019.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Personnel Panel 19th June and adjournments 28th June & 11th July 2019

(attached page 11)

7. TRANSPORT MATTERS

To consider the establishment of a Transport Committee

(NOM010/2019 attached page 14)

8. HIGHWAY BOLLARDS

To consider funding for safety bollards in Southover

(NOM011/2019 attached page 14)

9. UPDATE ON MATTERS IN PROGRESS

(annual plan page 16, and oral report by Town Clerk)

10. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

11. EXCLUSION of THE PRESS & PUBLIC

At this point the Mayor will move the exclusion of any members of the press or public present, in view of the confidential nature of the business to be transacted during the remainder of the meeting.

12. PERSONNEL PANEL RECOMMENDATIONS

To consider the report of the Personnel Panel

(Confidential Report to follow – strictly for Members only)

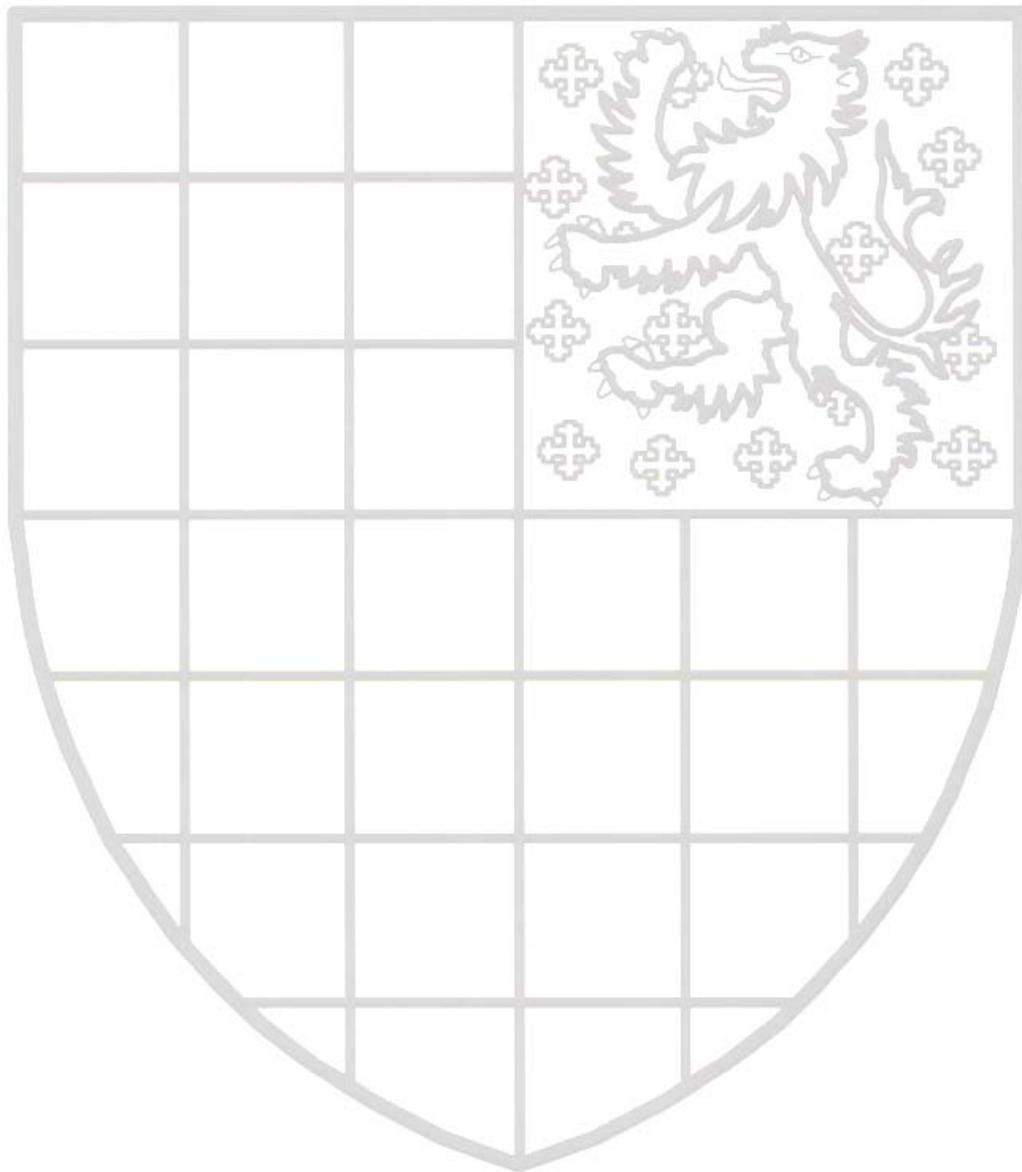
For further information about items on this agenda please contact the Town Clerk at the above address

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

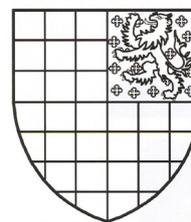
PUBLIC ATTENDANCE:

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. General questions can be raised at our offices between 9am-5pm Mon- Thurs, 9am- 4pm on Fridays – when our staff will be pleased to assist.

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MINUTES

Of the meeting of **Lewes Town Council**,
held on **Thursday 20th June 2019**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors J Baah; M Bird; R Burrows; S Catlin (Wischhusen); G Earl; R Handy; O Henman; J Herbert; J Lamb; Dr W Maples; M Milner; R O'Keeffe; S Sains; J Vernon; R Waring; K Wood.

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

Observing: Ms J Dean (*Customer Services Officer*) and L Symons (*Town Hall Manager*)

FC2019/16 QUESTION TIME: There were none.

FC2019/17 MEMBERS DECLARATIONS of INTERESTS:

Councillor R O'Keeffe declared an interest *in* item 6b on the Agenda (grant recommended to East Sussex Radio Society) in that she is a breakfast presenter on the show and item 11 (Proposed Tree donation by the Friends of Lewes) in that she is the Vice-Chairman of the organisation.

FC2019/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllr I Makepeace, who was on holiday and Councillor Dr G Mayhew who had to attend to a family illness.

It was resolved that:

FC2019/18.1 Reasons submitted for absence from this meeting are noted.

FC2019/19 MAYOR'S ANNOUNCEMENTS:

The Mayor welcomed new Members to the Council and reflected on the success of the visioning evening held on 13th June 2019 which had proved encouraging for all Members. The Mayor gave a brief summary on the proceedings of Full Council, and also reminded members that there would be several civic events during the year to which they would be invited.

FC2019/20 MINUTES:

It was resolved that:

FC2019/20.1 Minutes of the Council meeting held on 16th May 2019 are received and signed as an accurate record.

FC2019/21 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) Pells Land Exchange Working Party 24th April 2019: Council considered the minutes of this meeting:

1 The meeting had reconsidered several background documents (*copies in Minute book*) first reviewed at the previous meeting.

2 As Trust land, the Town Council is constrained by the disposal restrictions in s36 Charities Act 1993. The Charity Commission had been approached to assess their inclination to allow a disposal (*eg sale/lease/exchange*), and the response had been to simply refer Trustees to the requirements to ensure that:

- i) the benefit must accrue to the Trust for use in line with its objects, which are (*1922 Commissioners' Scheme*):
 - a) the provision and maintenance of an open air swimming pool; and
 - b) the provision and maintenance of a recreation ground;both for the benefit of beneficiaries, without distinction of political, religious or other opinions, in the interests of social welfare and with the aim of improving the conditions of life of the beneficiaries.

and;

- ii) that values of land to be exchanged were appropriately valued to the satisfaction of Trustees, and no detriment would accrue to the Trust

3 Council had previously acknowledged that (with reference to the suggested exchange areas A; B and C on an appended plan) the area designated 'A' (170sq m) would be of benefit as it would allow improvements to changing rooms and other facilities of the swimming pool, and provide an ideal location for the installation of solar panels – a long-held aspiration of both the Town Council and the Pells Pool Community Association. The area designated 'B' was understood to include the vestigial Town Brook watercourse and a question had been raised as to the prudence of incorporating a potential water hazard within the recreation ground. This was a valid point, although the ditch had been almost dry for many years and it was thought that this risk could be minimized by culverting, or a similar engineering solution. The area shown as 'C' was seen as simply a 'tidying-up' of eventual boundary demarcation, which offered no other particular benefit. It was noted that there would need to be agreement on responsibilities for the necessary removal of residual footings/service connections, and other structures at this location and a general agreement on legal costs and costs of final boundary structures (*eg* fencing).

4 Overall, the Working Party confirmed its view regarding the overall potential increase in land area; the inherent benefits of some of the land, and the opportunity to tidy boundary lines. There were, however, residual concerns over aspects such as the vestigial watercourse and questions to be answered regarding costs and responsibilities.

5 Members could see no reason to refuse the proposed exchange, and recognized the aforementioned potential benefits. Consequently it had been agreed to recommend that the proposal be agreed, provided there was no cost to the Council (Trust); no technical reasons were discovered regarding the vestigial Brook, and valuations adequate to satisfy the Charities Act regulations supported the exchange.

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

FC2019/21.1 That Lewes Town Council (as Town Brook Trust) agree to swap the land requested in exchange for areas designated 'A' & 'C' (but NOT area 'B') on the appended plan, subject to agreement with Lewes District Council that:

- a) All associated costs of valuation; technical assessment; legal transfer, and boundary relocation (fencing/railings/walls or other enclosure) and costs of any other engineering which may be required shall be met by Lewes District Council, and no cost shall fall to Lewes Town Council.
- b) Independent valuation of the land areas concerned is undertaken by an independent authority such as the District Valuer Service (DVS) – the specialist property arm of the Valuation Office (VOA).
- c) Engineering assessment of the potential need to culverting the vestigial watercourse of the historic Town Book is carried out by an independent professional authority.

The Working Party is asked to meet again, in due course, as required to confirm details and bring final recommendations to Council.

b) Grants Panel 5th June 2019: Members considered report FC001/2019 (*copy in Minute book*) containing recommendations for payments of grants for the first cycle (of four) for the year 2019/20. There was also some discussion regarding possible additional criteria, and/or amendments to the agreed grants scheme, and Members were encouraged to

submit any ideas for initial consideration by the Panel, to inform onward recommendations to Council. **It was resolved that:**

FC2019/21.2 The grant payments recommended in report FC001/2019 (as shown in column **G** of the appended table) be approved.

c) Community Rail Partnership/Railfutures 6th June 2019: Cllr Catlin gave an oral report on this item. Cllr Catlin reported that during March 2019 there had been no trains between Lewes and Haywards Heath and Brighton to Polegate. This was to allow signalling and engineering work to be carried out. During the closure Southern Rail had expected a 25% drop in traffic, although 75% of rail users had apparently used other means of travel. Work on signalling to the Lewes and Seaford had not been completed and further disruption would follow. Once this work had been completed Lewes signal box would close and be no longer operational, although it would be maintained as it is in the curtilage of a Heritage-listed building.

Cooksbridge level crossing would now be controlled from Three Bridges and not from Lewes. There was no date for any new rolling stock to be introduced, to increase current four carriage trains to eight carriages. Cllr Catlin also reported that there was an issue with staffing the Lewes Ticket office on Sundays and a shortage of Guards on trains between Seaford and Lewes route.

£15,000,000 was due to be spent on passenger benefit schemes, and £30,000 had been allocated to Lewes. There had been several suggestions on how this money could be spent and some examples from elsewhere were presented. Cllr Catlin asked Members to let him know of any suggestions or preferences they may have.

Cllr Catlin also reported that there would again be a curtailment of services stopping at Lewes and other stations nearby on November 5th (Lewes Bonfire).

It was resolved that:

FC2019/21.3 The oral report on the meeting of Sussex Community Rail Partnership/Railfutures held on 6th June 2019 is noted.

d) Personnel Panel 19th June 2019: Cllr Wood, who had been elected as Chairman of the Panel reported that the meeting had not concluded and was adjourned until 28th June.

it was **resolved** that:

FC2019/21.4 The adjournment of the Personnel Panel on 19th June 2019 is noted.

e) Election: E Sx Parish Representatives to South Downs National Park Authority: The Council was invited to decide its vote for up to TWO candidates to represent East Sussex parishes on the South Downs National Park Authority (SDNPA).

Members considered report FC006/2019, which explained the background to these elections. It was noted that the SDNPA has 27 Members, comprising: 14 Councillors from Local Authorities within the South Downs National Park. There are 15 local authorities within the Park; each entitled to a seat on the Park Authority: two authorities had decided to share a seat. 6 Councillors from Town/Parish Councils within the South Downs National Park. Two (2) councillors each are appointed from East Sussex, West Sussex and Hampshire. These appointments follow elections organised by the parish County associations, and serve for their term as a Councillor. 7 Members were appointed by the Secretary of State following a national, open competition. There are 176 eligible parishes in the Park, although some have only a tiny area within the boundary. East Sussex has 32; West Sussex 63 (including one with only 200sq metres “inside”!); and Hampshire 81.

Parishes were expected to reach agreement on nominations between themselves, although the chosen mechanism must be credible and robust. This was led by the County Associations, and both East and West Sussex were represented by Sussex & Surrey Associations of Local Councils (SSALC), which operates separate executive committees for the two areas.

Parish members are selected by ballot, with each candidate providing a very short written submission of their case. Further to recent nominations – 5 (five) candidates had been submitted and had provided election statements, which were appended.

Lewes Town Council had nominated Cllr Richard Waring as a candidate.

The Council was invited to vote for up to 2 (two) candidates.

Completed ballot papers were to be received by SSALC no later than 5pm on Friday 21st June 2019. The poll would be held during week commencing 24th June, in East Grinstead. The SDNPA Annual meeting would be held in Midhurst on 2nd July, at which new members will be welcomed.

There was a general discussion and subsequently **it was resolved that**

FC2019/21.5 Lewes Town Council casts one vote for Cllr Richard Waring to represent East Sussex parishes on the South Down National Park Authority.

f) North Street Quarter Sounding Board: TC gave an oral report on this item. TC informed members that the Land Collaboration Agreement (the legal agreement between Santon North Street Ltd and Lewes District Council) was not yet concluded but completion was expected in July 2019. The site would be marketed to potential developers and national advertisements were already booked, which elaborated upon key features and highlighted that sustainability would be a major factor in the development. In answer to a question it had been noted that Springman House was also subject to the Land Collaboration Agreement and the planned Health Hub was subject to the prospective tenants, three local surgeries, being successful in independently seeking grants as well as the Land Collaboration Agreement.

FC2019/21.6 The oral report on the North Street Quarter Sounding Board meeting of 10th June 2019 is noted.

FC2019/22 INTERNAL AUDITOR'S REPORT:

Council received the final report from its retained Internal Auditor on the financial year ended 31st March 2019 (*copy in the Minute Book*). The audit had been conducted in accordance with current best practice and statutory guidelines. Areas covered included:

- > Financial Regulations and Standing Orders
- > Risk Assessments
- > Budgeting Process
- > Proper Bookkeeping
- > Salaries
- > Assets

Councillors were pleased to note the comments, made in the Auditor's introduction, that *"it is clear the Council takes governance, policies and procedures very seriously, and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose."*

It was noted that the Auditors report formed a key element of the Council's internal control regime and, together with regular reports of the Audit Panel, was an instrument by which it assured itself that all responsibilities were satisfied.

FC2019/22.1 Lewes Town Council notes the report of Mulberry and Co (*a copy is included in the Minute book*) on their Internal Audit work for the Council for the year ended 31st March 2019.

FC2019/23 ANNUAL RETURN & ACCOUNTS year ended 31st March 2019:

Members received report FC002/2019 (*copy in minute book*) which presented the requisite accounting information and draft Annual Governance & Accountability Return for approval as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (S12015/234).

The relevant pages of the return were appended to the report. It was required that Council resolve its approval of its Annual Governance Statement (section 1) prior to approval of the Accounting Statements (section 2).

The accounting statements had been certified by the Responsible Finance Officer, and the certificate by the Council's independent Internal Auditor had been signed. He indicated

that he had no concerns, and his final report had earlier been presented to the meeting. The Internal Auditor's work; regular reports of the Audit Panel, and occasional reports from other sources, were the instruments by which the Council assures itself that all responsibilities are satisfied.

Consequently, **it was resolved that:**

FC2019/23.1 Lewes Town Council approves the Annual Governance Statement shown at section 1 of the statutory Annual Governance & Accountability Return for the year ended 31st March 2019

FC2018/23.2 Lewes Town Council approves the Accounting Statements on the Annual Governance & Accountability Return for the year 1st April 2018 to 31st March 2019, for submission, with supporting documents as required, to Messrs PKF-Littlejohn LLP; the External auditors appointed by the national sector-led body.

FC2019/24 CORPORATE RISK ASSESSMENT 2019/2020:

Members considered report FC003/2019 which dealt with the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*a copy is included in the Minute book*). The report explained the principles of the annual assessment and the concepts of tangible risk (*eg* physical risks associated with a swimming pool) and intangible risk (*eg* risks associated with publications) and summarized the annual evaluation. This year's review had taken account of 276 risk elements within 37 functions/areas of operation. Not all were relevant to LTC, but scores had been awarded to 237 risk elements, and there were 8 salient points, six related to third-party management arrangements for Malling Community Centre. Mitigation was effected by close contact with the current managing agents, Malling Community Association, and appropriate insurance. One was related to new data protection legislation and one to increased risk of trespass with the acquisition of Landport Bottom. Both were addressed by amended working routines.

A summary report extract was appended; the full report being available on request to TC with full details available if required. **It was resolved that:**

FC2019/24.1 Lewes Town Council notes the Corporate Risk Assessment report, reference FC003/2019 (*a copy is included in the Minute book*) and the summary table of assessed risks for 2019/20 appended to it.

FC2019/25 COUNCILLORS INDIVIDUAL DUTIES:

Report FC004/2019 (*copy in minute book*). was received, regarding changes to Members allotted individual duties. The effects of these were shown in an appended table, and other suggestions and requests were received during a brief discussion. Subsequently, **it was resolved that:**

FC2019/25.1 The individual responsibilities for Members for the remainder of the 2019/20 municipal year shall be amended as:

Councillor Henman is no longer appointed to the Planning Committee.

Councillor Sains is appointed to the Planning Committee.

Personnel Panel: to be discussed at the next Council meeting.

Audit Panel: will remain at 5 appointed Members (establishment is 7).

Cllr Vernon is appointed to the Landport Bottom Management Committee.

Cllr Bird is appointed to the North Street Quarter Sounding Board.

The appointment of Cllrs Catlin and O'Keeffe to Lewes District Association of Local Councils (LDALC) is confirmed, and it is noted that LDALC has already held its annual meeting and they have been elected as Chair and Vice-chair respectively. Both Councillors have also been elected by LDALC as two of the Association's representatives to the board of East Sussex Association of Local Councils. Council offered congratulations on these

elections.

FC2019/26 **PROPOSED DONATION OF TREE:**

Councillors considered report FC005/19 (*copy in minute book*) which introduced an offer by the Friends of Lewes to donate one or more Oak trees, at the Pells Recreation Ground.

Friends of Lewes (FoL) Trees Committee had asked to plant one or more Oak trees within, or near to, Pells Recreation Ground as part of their ongoing programme to increase the number and diversity of trees in Lewes. They would consult with nearby residents and carry out utility surveys and scans before choosing the exact sites for planting mature trees. They would weed and mulch the tree(s) regularly during their first five years to give them a good start. FoL had planted 39 trees since they began their trees initiative in 2015 and all of them were thriving, except one which was vandalised at an early stage. The planting of Oak (*Quercus robur*) at this site would support the development of Tingle's Way Eco Walk, with which FoL's Trees committee had been involved. This walk now links as a loop to the South Downs Way: with the main route being from the Railway Land to Landport Bottom and passing through the Pells. They had already mapped many interesting trees on this route, and had plans to plant more, (for example, along Prince Edwards Road and at the top of Hill Road), and would like to include the Oak(s) in this proposal. The land near the Pells was one of the few areas of Lewes which would enable Oaks to thrive. FoL's recently published i-Tree Eco Survey report stated that Lewes needs to increase tree canopy cover from a current 11.5% towards a recommended 20%. This would help with flood prevention, carbon sequestration and storage, improved air quality, and provision of shade and shelter: all of which are increasingly important with anticipated climate change. The Oaks would also provide extremely useful habitats for birds and insects. FoL wished to plan for planting in the Autumn.

Despite the apparent simplicity of this offer, there were several considerations for the Council. It was noted that:

- › *Quercus robur* was one of those species/varieties identified as suitable for the Pells when a Council replanting policy was drafted in 2010, so the suggestion fits well with that. Several mature trees had been lost in the area in recent years, mainly due to Dutch Elm Disease.
- › The Pells was due to be the subject of landscape engineering once the North Street Quarter (NSQ) development began in earnest – with flood defences to be created at the outset, and eventually a new set of equipment for both children's play and adult recreation. Specific choice of location may avoid delay in planting a new tree, but that would have to allow for anticipated developments at the Pells.
- › Proposals for Pells area play & recreation improvements, to be paid-for by s106 funds from North Street Quarter development, arose from public consultation in 2017/18 and had since received planning consent. The illustrations that were included in that process were indicative only; and likely to be subject to some change as to the *precise* location of equipment once the installations began, to address any ground conditions that may be found – the water table being a constant issue at the Pells.
- › For several years the Council had planned to work with the Pells Pool Community Association to develop the existing kiosk building into a small café/kiosk serving both the pool enclosure and the Recreation ground. This was on-hold for some time pending resolution of the NSQ matters but designs for that were now being considered and may affect prospective locations for trees in the North West area of the Recreation Ground.
- › Another factor was the extant proposal by Lewes District Council to exchange some small areas of land which would alter the shape of the Recreation Ground on the South Eastern; Eastern, and Northern boundaries. These were currently under consideration by Council.

The Friends of Lewes were aware of these considerations, and were to consult with their Trees Committee with a view to either postponing any tree planting until the developments are completed (or at least until the relevant detail was confirmed); or select a specific position(s) unlikely to be affected by prospective works. Meanwhile, they suggested it would help them to know that the Town Council would accept such planting, even if it had to be delayed.

It was **resolved that:**

FC2019/26.1 Lewes Town Council accept the offer by the friends of Lewes to donate one or more Oak trees, at the Pells Recreation Ground, subject to final agreement on specific location.

FC2019/27 PUBLIC ENGAGEMENT – ‘OPEN COUNCIL’:

A motion (NOM008/2019 *copy in minute book*) was proposed, that Lewes Town Council should establish a working party to identify methods for improved public engagement and greater provision of information to residents of Lewes.

The proposal suggested that this should include:-

- › A review of information sharing and the methods used to share key events and policy developments
- › Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- › Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

The information provided suggested that recent years had seen a significant growth in community engagement in local government, these changes being characterised by a move towards more open and inclusive decision-making, often incorporating the use of new online tools for deliberation and participation. While many citizens were actively involved in key single issue campaigns they did not always know how best to incorporate these initiatives into local government decision-making.

There are a number of methods and approaches that had been tested in various parts of the country, including: a) more regular information sharing, including newsletters both online and offline; b) online deliberation; c) participatory budgeting where residents have a role in deliberating on priorities for budget allocation; d) more open meetings for public Q&A with Councillors on key issues for the Town.

With a new website, new Councillors and the high levels of engagement from local residents of Lewes, there was said to be an opportunity for a wider review to consider best practice from around the country and set out a strategic plan for improved public engagement with Lewes Town Council.

Consequently it was **resolved that:**

FC2019/27.1 Lewes Town Council establishes a Working Party to identify methods for improved public engagement and greater provision of information to residents of Lewes.

FC2019/27.2 Appointed to the Public Engagement working party are Cllrs Bird; Catlin; Henman; Herbert; Maples; O’Keeffe; Sains; Vernon; Waring and Wood.

FC2019/28 EQUALITY, DIVERSITY & INCLUSION

A motion (NOM009/2019 *copy in minute book*) was proposed, that the Council set up an Equality, Diversity and Inclusion Working Party.

It was suggested that this should:

- › identify and catalogue over the forthcoming year improvements and moderations to the current policy
- › meet annually to update and refresh council principles.

- › demonstrate to the public that the Council is fully committed in developing Equality, Diversity and Inclusivity.

It was **resolved that:**

FC2019/28.1 Lewes Town Council establishes an Equality, Diversity and Inclusion Working Party with a remit as described in Motion NOM009/2019 (*copy in the Minute book*)

FC2019/28.2 Appointed to the Equality, Diversity and Inclusion working party are Cllrs Baah; Bird; Catlin; Handy; Herbert and Maples.

FC2019/29 UPDATE ON MATTERS IN PROGRESS

- a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*) and TC elaborated on various salient points.
- b) The office IT update was scheduled to commence on 1st July, and there may be some short breaks in such things as email services during transition to new systems. Members’ email addresses were likely to be live by the end of July.
- c) *Devolution:* TC gave a brief summary of the recent history of devolution negotiations with Lewes District Council (LDC). He indicated that it may be desirable to reconstitute a Working Party to take forward devolution matters as LDC were expected to reach key decisions and decide policies in the next few months. There had been key developments in valuation of assets in which the Town Council had expressed interest, and it would soon be necessary for the Town Council to decide its wishes with regard to these, and other areas in prospect. These issues also involved decisions about future Council staffing structure and accommodation, which would initially be considered by the Personnel Panel.

FC2019/30 NOTICE of ITEMS IN PROSPECT

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

Setup of Working Parties - Public Engagement and Equality, Diversity and Inclusion.

Dates to note were given as:

- The next Member’s Surgery would be between 10am-12noon on Tuesday 2nd July in the Corn Exchange (corner of Market café) Cllrs Catlin and Lamb volunteered to attend.
- The next Planning Committee meeting would be at 7:00pm on Tuesday 2nd July.
- Members were invited to join Ringmer Parish Council for a training evening on Thursday 18th July at 7:00pm in St Mary’s Room at Ringmer Village Hall, which would cover the specific topic of Management of Trusts, and also offer a comprehensive introductory briefing for new Councillors. Members were asked to let TC know if they planned to attend – to assist Ringmer in planning seating *etc.*
- The Audit Panel would meet at 7:00pm on Thursday 18th July to conduct the first routine review in the 2019/20 year. **NB:** *this date was subsequently changed to accommodate the Ringmer training evening*
- The next Council meeting would take place on Thursday 25th July at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 15th
- The next deadline for grant applications would be on 6th Sept, for a Panel sitting on 18th Sept – Council decision 3rd October. If Members know of any organization who may be planning to apply, please draw their attention to these dates (all 4 cycles are on the cover of the Application Pack, available on the website).

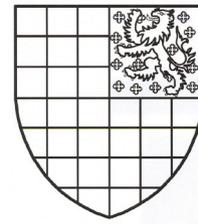
There being no further business the Mayor closed the meeting; thanked everyone for their contributions and invited all present to join him in the Mayor’s Parlour for refreshments

The meeting ended at 10.05 pm

Signed: Date:

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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Personnel Panel** held on **Wednesday 19th June 2019**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**

PRESENT: Cllrs R Burrows; S Catlin; R Handy; W Maples; G Mayhew; K Wood; and (*not appointed to the Panel*) Cllr J Baah

In attendance: S Brigden (*Town Clerk*); I Davison (*Council's retained Solicitor*); F Garth (*Civic Officer & Asst Town Clerk*)

PersPan2019/01 ELECTION OF CHAIRMAN: Cllr Wood was elected Chairman.

PersPan2019/02 QUESTIONS: There were none.

PersPan2019/03 APOLOGIES FOR ABSENCE: Apologies for absence had been received from Cllr I Makepeace who was on holiday.

PersPan2019/04 DECLARATIONS OF INTEREST: There were none.

PersPan2019/05 EXCLUSION of the PRESS and PUBLIC: As this Panel was to discuss information personal to individual, identifiable employees the Chairman moved before proceeding, and consequently **it was resolved that:**

PersPan2019/05.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw".

PersPan2019/06 Mr Brigden left the meeting at this point.

PersPan2019/07 BUSINESS OF THE MEETING: Members considered a report by Cllr Baah (*PersPan001/ER/2019*) on the independent consultant's investigation into a staff grievance matter. The purpose of this report was to relate to a newly-constituted Personnel Panel the background and results of a consultant's investigation, commissioned by their predecessors, into a staff grievance registered in January 2019; itself the result of a series of problems which afflicted the Council's governance during the last four year term.

PersPan2019/08 CONCLUSIONS: After a lengthy discussion, during which Mr Davison offered advice, Members concluded that they were not confident to make final decisions regarding the consultant's recommendations without having seen the full reasoning behind them, which were contained in the complete report. Councillor Baah had not presented this as she considered that a new council administration need not be burdened with excessive detail regarding past troubles, but raised no objection.

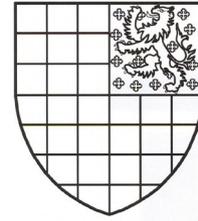
It was therefore concluded that individual Panellists would visit Mrs Garth by arrangement to read the complete report; to inform themselves for a resumption of the discussion at the end of the following week.

PersPan2019/09 Consequently, the Chairman declared the meeting adjourned until Friday 28th June.

The meeting adjourned at 9.45pm

Signed Date.....

Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

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MINUTES

of the **Personnel Panel** held on **Friday 28th June 2019**, in the **Yarrow Room, Town Hall, Lewes** at **4:30pm**

PRESENT: Cllrs R Burrows; S Catlin; R Handy; W Maples; G Mayhew; K Wood (*Chairman*); and (*not appointed to the Panel*) Cllr J Baah

In attendance: I Davison (*Council's retained Solicitor*); F Garth (*Civic Officer & Asst Town Clerk*)

PersPan2019/10 The Chairman welcomed everyone and noted that this was a resumption of the meeting which had been adjourned on 19th June.

PersPan2019/11 **APOLOGIES FOR ABSENCE:** There were none.

PersPan2019/12 **BUSINESS OF THE MEETING:** All Panellists, having read the consultant's complete report and seen the reasoning behind her recommendations, resumed the discussion, during which Mr Davison offered advice. Panellists agreed that the Chairman, Cllr K Wood, would meet with the aggrieved member of staff to inform them of the outcome of the meeting and would write a report of their findings in accordance with the Council's Grievance Policy.

PersPan2019/13 **CONCLUSIONS:** Panellists decided that, as the meeting had already extended for over three hours, they would further adjourn before formalizing recommendations for Council and agreed a date and time (*to be confirmed*).
Consequently, the Chairman declared the meeting adjourned until Thursday 11th July at 6.15 pm.

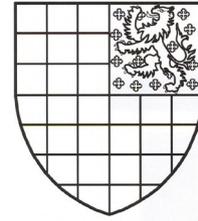
The meeting adjourned at 8.06pm

Signed

Date

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**LEWES
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MINUTES

of the **Personnel Panel** held on **Thursday 11th July 2019**, in the **Yarrow Room, Town Hall, Lewes** at **6:15pm**

PRESENT: Cllrs R Burrows; S Catlin; R Handy; W Maples; K Wood (*Chairman*); and (*not appointed to the Panel*) Cllr J Baah

In attendance: I Davison (*Council's retained Solicitor*); F Garth (*Civic Officer & Asst Town Clerk*)

PersPan2019/14 The Chairman welcomed everyone and noted that this was a resumption of the meeting which had been adjourned on 28th June.

PersPan2019/15 **APOLOGIES FOR ABSENCE:** Cllr I Makepeace had recused herself. Cllr Dr G Mayhew was unwell.

PersPan2019/16 **DECLARATIONS OF INTEREST:** There were none.

PersPan2019/17 **EXCLUSION of the PRESS and PUBLIC:** As this Panel was to discuss information personal to individual, identifiable employees the Chairman moved before proceeding, and consequently **it was resolved that:**

PersPan2019/17.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw".

PersPan2019/18 **BUSINESS OF THE MEETING:** All Panellists, having read the Chairman's memorandum circulated following the last meeting of the Panel on 28th June, and the member of staff's response, resumed the discussion, during which Mr Davison offered advice.

PersPan2019/19 **CONCLUSIONS:** Panellists agreed to recommend to Council that the report into a grievance raised by a member of staff from Jennifer McNeill, Regional Director at South East Employers, be approved.

Two of the recommendations have already been carried out. The Panel reviewed the remaining recommendations and will present their own report to the next meeting of Council for consideration, which will cover: staff appraisal; a review of the induction process for new Members; a review of policy to include issues of stress in the workplace; councillor / staff communications and engagement; Code of Conduct for Members and Communications Policy; and review of the staff structure to be conducted as part of the succession planning, which will be informed by priorities from the recent visioning meeting.

The meeting closed at 8.06pm

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 25th July 2019

NOM 010/2019 – received from Cllr Milner on 18th June 2019, in the following terms:

It is proposed that:

1. Lewes Town Council resolves to establish a Transport Committee with the following remit:
 - › Work with statutory bodies (including LDC and ESCC), agencies, community groups and stakeholders on transport related issues.
 - › To facilitate a Lewes transport policy that is both sustainable and integrated. This would use the work prepared during the drafting of the Lewes Neighbourhood Plan and earlier work by the Town Council's Traffic Working Party on a 'Lewes transport forum', as a starting point:
 - › Work with residents and businesses to consider and possibly fund traffic measures such as crossings, signage and speed limits.
 - › Continue to monitor the LTC-funded Compass bus service, reporting back to Council.
 - › To work with the Council's Planning Committee, ensuring that any recommendations are reviewed before consideration by Council.

Supporting Information:

Lewes Town Council has maintained a project-focussed Traffic Working Party for several years and has been successful in providing pedestrian crossings, improving the parking scheme, working with bus operators and acting as a facilitator in getting disparate groups in and around Lewes to work together on transport related issues. The Working party structure is not permanent, however, and a new standing committee is felt to be a better format to address the continued need for particular attention to these areas, which represents a volume of work which could over-burden the Planning Committee. The original remit evolved to include strategy and sustainability issues, and a standing Committee is better suited to looking at long term vision and prospects.

Recently there has been much concern and correspondence about speeding on the A26 including discussions with Town, District, County Councillors and residents. The first Transport Committee meeting should centre around 'Speeding issues on Lewes' main trunk roads and be held preferably in September.

Cllr M Milner
18th June 2019

NOM 011/2019 – received from Cllr O'Keeffe on 10th June 2019, in the following terms:

It is proposed that:

1. This Council agrees to fund the placement of three cast iron 'conservation design' bollards at the end of Southover High Street near the Swan public house; to aid pedestrian safety, the estimated total cost of £1,600 nett to be funded from the approved Reserve for Environmental Enhancements (*shown in the Council's accounts as R8 – balance b/fwd @ 1st April 2019 £17,727*)

Supporting Information:

There is a need for bollards to protect pedestrians and the houses and the people living in them at the end of Southover High Street near the Swan.

Massive lorries that come round the corner from the Kingston Road into Southover High Street regularly mount the pavement bringing their wheels up close to pedestrians, and sometimes come so far over and across the whole pavement that they hit the houses. Luckily no one has been anything other than terrified as yet, and the damage to the houses has not resulted in anyone being hit by debris.

The situation has become worse recently with a lady with a pushchair having a very near miss with a flower lorry (they are some of the largest) and another lorry belonging to a large delivery chain striking one of the houses bringing tiles down onto the pavement.

After a long correspondence with East Sussex County Council they have agreed on siting for bollards, which would be on the corner round from the Swan into the last piece of Southover High Street (often taken to be Kingston Road but not quite). They would be on the widest part of the pavement and so not obstructing anyone with a double buggy or in a wheelchair, but ESCC Highways enforcement officer feels that the siting would keep the lorries away from the pavement by being a very clear visual reminder.

Local residents are very keen to be able to have these bollards installed as they feel really unsafe on the pavement which is part of the walk to school for children from the Kingston Road area going to Western Road and Southover Primary Schools and on to Priory.

ESCC have released to me a quotation for the work from a fully qualified and highways accredited contractor to install three bollards at a cost of £1,600 +VAT (£1,920)

Cllr R O'Keeffe

24th June 2019

COUNCIL PLAN 2019/20

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 2019 to 31st March 2020. 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.

	Project	description	2019/20 plan status at April 2019	status at June 2019	status at July 2019
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Research commenced	Research underway	Engineers report pending re heating. Research ongoing re lighting and decoratrion <i>etc</i>
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	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. Initial enquiries to architects who presented design ideas in 2013.	PPCA has presented a list of aspirations to inform brief for architects. Initial enquiries to architects who presented design ideas in 2013	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. Management options agreed March 2019. Building tenders report to Council 11th April 2019 with recommendations for preferred contractor and funding.	Council agreed details of specification and preferred contractor 11th April 2019 - contractor revising details, anticipated contract let July 2019.	Contractors revised details submitted to managing surveyors for scrutiny. Report awaited.
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National and local commemorations.	Council 7th March agreed standing committee mandate.	Committee now established.	Committee now established - NFA
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Plan passed statutory referendum by public vote: voter turnout 24.83% YES 2,993 (91.78%) NO 268 (8.22%). SDNPA formally 'made' plan 11th April 2019.	Plan now in effect	Plan now in effect
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	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 by LDC and valuations underway re 2 Fisher Street; Market Tower and other sites, and Charity Commission enquiries re transfer of Trusts for Convent Field and Stanley Turner Ground	Options appraisal by LDC and valuations underway re 2 Fisher Street; Market Tower and other sites, and Charity Commission enquiries re transfer of Trusts for Convent Field and Stanley Turner Ground	Valuations received re 2 Fisher St & Market Tower. LDC cabinet to determine Community Asset Transfer Policy - anticipated Sept 2019. Propose LTC reconstitute Devolution Working Party
9	New council website	New website.	Content revisions and updates ongoing	Established - content revisions and updates ongoing.	Established - content revisions and updates ongoing
10	General Data Protection Regulations	General Data Protection Regulations and Data Protection Act 2018. Implications for working practices and Data Regulation structure. Office IT systems update will take account of this and address ageing hardware and end-of-life software.	Project underway. Migration of email sytems 90% complete; hardware and systems licensing ordered; overall project anticipated completion by mid-May 2019.	Supplier delay: project completion anticipated W/comm 1st July 2019	Project underway. Anticipated completion W/c 22nd July 2019