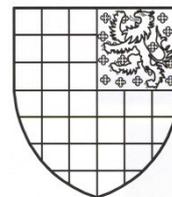


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**LEWES  
TOWN  
COUNCIL**

### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 3<sup>rd</sup> October 2019**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 26<sup>th</sup> September 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 29<sup>th</sup> August 2019.

*(attached page 3)*

**6. WORKING PARTIES & OUTSIDE BODIES**

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

a) *UN Sustainability Goals Working Party 28<sup>th</sup> August 2019*

*(Minutes attached page 10)*

b) *Members individual duties amendment*

*(Report FC009/2019 attached page 12)*

c) *Grants Panel recommendations 18<sup>th</sup> September 2019*

*(Report FC010/2019 attached page 13)*

d) *All Saints Steering Group 19<sup>th</sup> September 2019*

*(Minutes attached page 15)*

e) *Buildings Working party 20<sup>th</sup> September 2019*

*(Minutes attached page 17)*

f) *Landport Bottom Management Committee 25<sup>th</sup> September 2019*

*(Minutes attached page 19)*

g) *Personnel Panel 26<sup>th</sup> September 2019*

*(Minutes to follow)*

h) *'Open Council' Working party 26<sup>th</sup> September 2019*

*(Minutes to follow)*

i) *Equality; Diversity & Inclusion Working party 1<sup>st</sup> October 2019*

*(Minutes to follow)*

j) *Commemorations Committee 2<sup>nd</sup> October 2019*

*(Minutes to follow)*

k) *Citizen's Advice*

*(oral report by Cllr Lamb)*

**7. LEWES FOOTBALL CLUB**

To consider a proposed reception

*(NOM013/2019 attached page 20)*

**8. LEWES "POLINATOR PATHWAY"**

To consider a proposal to support this initiative

*(NOM014/2019 attached page 20)*

**9. CLIMATE ACTION FUND**

To consider an expression of interest

*(Report FC011/2019 attached page 22)*

**10. UPDATE ON MATTERS IN PROGRESS**

*(annual plan page 23, and oral report by Town Clerk)*

**11. 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***

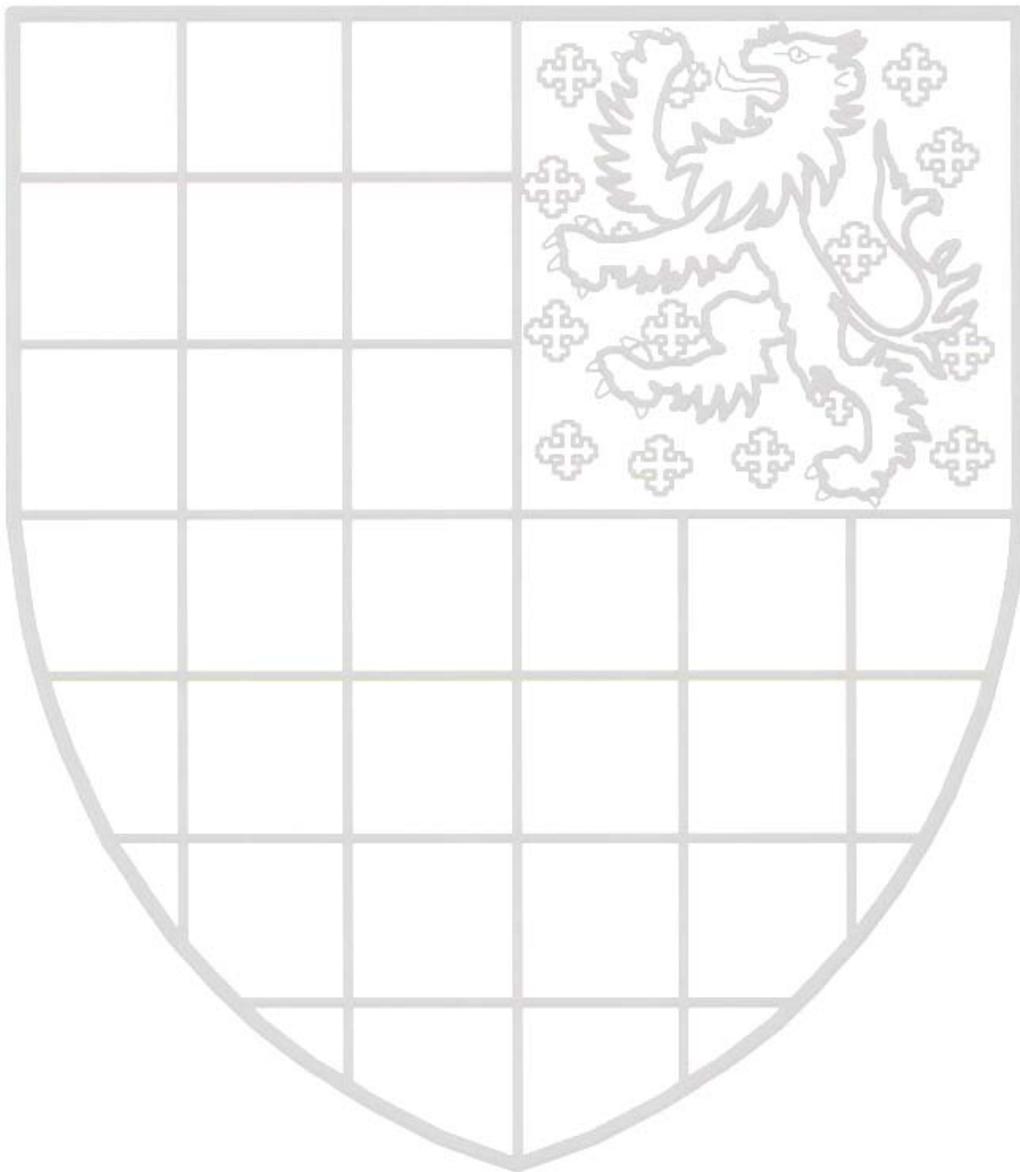
**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**

#### **PUBLIC ATTENDANCE:**

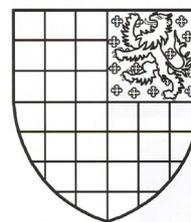
Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, 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 29<sup>th</sup> August 2019**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

**PRESENT** Cllrs J Baah; R Burrows; S Catlin (Wischhusen); G Earl; R Handy; O Henman; J Herbert; J Lamb; I Makepeace; Dr W Maples; Dr G Mayhew; M Milner; R O’Keeffe; S Sains; J Vernon; R Waring; K Wood.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*)

*Observing:* Ms V McLachlan (*Finance and Admin. Officer*); L Symons (*Town Hall Manager*) and B Courage (*Town Ranger*).

The Council’s Chaplain, Canon Richard Moatt, offered a few words before the meeting, reflecting on the popular understanding of “working life” and what its future shape might be; highlighting the commonly mentioned motivations of a sense of self-worth and contribution to the community.

**FC2019/43 QUESTION TIME:** There was one member of the public present. No questions were received.

**FC2019/44 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2019/45 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Cllr Bird who was on holiday.

**It was resolved that:**

**FC2019/45.1** Reasons submitted for absence from this meeting are noted.

**FC2019/46 MAYOR’S ANNOUNCEMENTS:**

a) The recently rescheduled Bowling match would be held at Mountfield Road on Thursday 12<sup>th</sup> September 2019 starting at 2:00pm. Players were still needed, and Members were asked to inform Fiona if they wished to play.

b) Heritage Open Day would be on Sunday 15<sup>th</sup> September with tours of the Town Hall at 10.00am, 12.00pm and 2.00pm. Cllr Dr G Mayhew and Michael Chartier would be leading the tours.

c) On Thursday 19<sup>th</sup> September the Mayor would host a “Building a Sustainable Lewes” forum in the Council Chamber at 7:30pm, for United Nations Climate Action Day. Many groups representing the town were invited and all Members would be very welcome.

d) The annual Allotment Show would be held in the Town Hall on 22<sup>nd</sup> September from 2.00 – 4.00pm.

e) The mayor briefly recounted his visit, with the mayoress, to the annual *Chilbi* festival in Waldshut-Tiengen. He had discussed various matters of common interest over the weekend visit, and one idea was a tri-partite climate change conference among schools from each twin town.

f) Cllr O’Keeffe reminded everyone that Lewes Societies Fair was to be held on 7<sup>th</sup> September in the Town Hall.

g) The mayor reminded everyone of the need to observe appropriate standards of courtesy especially during any Member’s presentation to a meeting. Paper and pencils were provided and intrusive individual conversations should be avoided.

**FC2019/47 MINUTES:**

**It was resolved that:**

**FC2019/47.1** Minutes of the Council meeting held on 25<sup>th</sup> July 2019 are received and signed as an accurate record.

**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) East Sussex Association of Local Councils 1<sup>st</sup> August 2019:** Cllr O'Keeffe recounted her recent attendance at a meeting of East Sussex Association of Local Councils. She noted that the association was working to address member Councils' needs in areas such as training; visioning, and conflict avoidance/resolution. There was engagement with Civilian & Military Partnership Boards, which may give rise to events in the future. She sought and gained agreement to offer herself for a vacancy on the national Larger Councils representative group.

**It was resolved that:**

**FC2019/48.1** The oral report on the meeting of the East Sussex Association of Local Councils on 1<sup>st</sup> August 2019 is noted.

**b) Audit Panel 13<sup>th</sup> August 2019:** Cllr Milner presented the minutes of this meeting (*copy in Minute book*).

1. TC had outlined the annual cycle which began with budget preparation; setting of precept; covering daily operations and periodic scrutiny by the Panel and the Internal Auditor; and culminating in the publication of annual accounts and the statutory Annual Governance & Accountability Return (AGAR) for submission to the external auditors appointed on behalf of central government. He had explained the in-built checks and balances in the Council's daily routines and the role of the panel in oversight; which was itself overseen as part of the specialist assessment by the professional auditors, and noted how these all worked together to produce the 'confidence' for Council to formally approve the statements that were required each year. There had followed several questions and short discussions on various points of detail.

2. *Routine financial monitoring:* Members had been furnished with detailed information following the end of the first quarter of the financial year 2019/20.

3. *Budget monitoring update* – this showed actual expenditure and income values as posted to the Council's *SAGE* accounting system for all transactions processed in the period. There was some discussion on salient points of detail, and TC responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases, or perceived 'overspend' which are attributable to Reserves in the final accounts prepared at year-end. There were no items of concern.

4. *Oversight as required by the Governance & Accountability Code of Practice:* TC had introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted, and the Chairman had appended his signature to verify these.

**It was resolved that:**

**FC2019/48.2** The Minutes of the Audit Panel meeting of 13<sup>th</sup> August are received and noted.

**c) Commemorations Committee 27<sup>th</sup> August 2019:** Councillors considered the Minutes of this meeting (*copy in the Minute book*).

1. There had been a brief update on matters in progress:

There would be a small exhibition in the Town Hall foyer between 11<sup>th</sup> and 16<sup>th</sup> September, to cover the Heritage Open Days weekend, on the life and work of the architect Rowland Hawke Halls; mounted by his grandson, Mr David Scott Cowan.

It was noted that the European Film Academy Young Audience Award international project held at The Depot in May with support from the Council, had been hailed a success by the organizers.

2. The meeting had welcomed Graham Festenstein, Director of the Lewes Light Festival, who presented a request for financial support for the event planned for February 2020.

The Council had supported earlier Festivals with grants to pay for basic expenses (insurance; technical operators, general running costs *etc*) that would not easily attract mainstream grant funding. Numbers attending had continued to grow and the last year had seen record attendances. Links with educational establishments continued to expand and the 2020 event would also involve partnerships with the Environment Agency; Lewes Railway Land Wildlife Trust and The Depot. The theme was to be “water and moonlight” and installations would include the Railway Land Nature Reserve; The Pells, and Grange Gardens. Arts Council funding was applied-for, and other funds were being approached. The Town Council was asked to contribute up to £8,000. Members were most interested in the details of the planned Festival and broadly supportive of the project. Although sympathetic to the proposal, it was remarked by several Councillors that more detail was required to explain the financial structure of the Festival and to help identify the application of any Council funding. It was agreed that a further meeting be held at which such detail could be considered, in time for recommendation to Council at its meeting on 3<sup>rd</sup> October.

3. Members had welcomed Tom Reeves, representing Lewes High Street Traders’ Association. Mr Reeves recounted the formation of the Association, in late 2018, as an initiative to ensure a vibrant late-night festive shopping event with appropriate road-closures *etc*. The Council had previously given an annual grant to the Chamber of Commerce towards the underlying costs of their Christmas event, but this had not been requested when the Chamber ceased to arrange road-closures and last year Council had agreed to grant £2,000 to the Traders association to achieve the same end. The Association had started with enormous energy and an encouraging number of members had entered membership; now grown to around ninety. It was hoped that a mid-summer late-night shopping evening could be introduced, and this was one of several initiatives being considered. The 2019 winter event planning was well-progressed and an application for a road-closure Order was pending. The Association asked that a similar grant be made, to offset the cost of the Order and associated barriers; signage; marshalling, insurance *etc*. and Members considered this as a ‘transfer’ of the previous funding to a new organizer. Following a number of questions, they agreed to recommend that Council establish a grant at £2,000 per year, subject each year to a post-event expenditure report; this being in place of the grant previously given to the Chamber of Commerce.

4. Mr Reeves also described the Association’s position regarding a recent proposal, made by a major festive lighting company. for a comprehensive ‘turnkey’ arrangement to provide festive street lighting for three years – running from St Anne’s Hill to Cliffe and from the railway station to Fisher Street. The company suggested that it could arrange all necessary licenses or permissions for attachment to buildings and street lighting columns *etc* and provide the equipment; out-of-season storage; annual installation and dismantling, and all associated services, for a three-year initial period and then a follow-on arrangement once capital costs were recovered. Details were still being established but encouraging responses had been received from the District Council and others. Costs in the first three years would be over £44,000 per year, but the Association was hopeful that its members could finance half of that amount and hoped for contributions from Councils and others. The association considered this an important project in protecting the High Street from the threats of austerity and, increasingly, conversion of shops to residential dwellings. There followed a lengthy discussion on various details and members agreed to suggest that Council consider provisional grant of up to £10,000 for each of the first three years, dependent upon further detail and evidence of the Association’s ability to realize the project this year or in 2020. Mr Reeves was invited to bring any latest developments for consideration in this regard, to the meeting proposed earlier, in order to facilitate decisions by Council at its meeting on 3<sup>rd</sup> October.

5. In light of the decision to hold a further meeting before Council in October; it was also agreed to invite the organizer of the Lightbox project to present a request for extended funding that was understood to be imminent.

**It was resolved that:**

**FC2019/48.3** The Minutes of the Commemorations Committee meeting of 27<sup>th</sup> August are received and noted, and Council supports the approach of the committee to the matters under consideration.

**FC2019/48.4** The Council will establish an annual grant to Lewes High Street Traders' Association at £2,000 per year in respect of the winter late-night shopping event; subject each year to a post-event expenditure report (this being in place of the grant previously given to the Chamber of Commerce for that purpose).

**FC2019/48.5** The Council provisionally agrees funding in-principle as requested by Lewes Light (for grant support of <£8,000 for the February 2020 event) and the High Street Traders Association (for a contribution of £10,000pa towards cost of a three-year festive lighting agreement) subject to final details and recommendations to Council by the Commemorations Committee.

**d) UN Sustainability Goals Working Party 28<sup>th</sup> August 2019:** This meeting had taken place the night before, and a brief oral report was offered to Council by Cllr Baah, who had been elected as Chair. The meeting had revisited the findings of the earlier Working Party and found that the Council had a good baseline upon which to build in most of the areas where it had influence. There was an expectation that the upcoming Mayor's event "Building a Sustainable Lewes" would identify many areas where collaborations and further developments were possible.

**It was resolved that:**

**FC2019/48.6** The oral report on the meeting of the UN Sustainability goals Working Party held on 28<sup>th</sup> August 2019 is noted

**e) Changes to Members' appointed duties:** Report FC007/2019 (*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:**

**FC2019/48.7** The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as:

Cllr Makepeace is appointed to the Open Council Working Party

Cllr Makepeace is appointed to the Finance Working Party

Cllr O'Keefe has stepped down from the Finance Working Party

**FC2019/49**

**RETENTION of INTERNAL AUDITOR:**

A report (*FC006/2019 – copy in the Minute book*) proposed retention of the current Internal Auditor. It was explained that:

1. The Council is subject to a statutory audit regime defined by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).
2. All local councils were required at least once a year to confirm "in accordance with proper practices", a review of their system of internal control including a review of internal audit. Since 2003, when such regulations were first extended to Parish Councils, this had been reported as part of Lewes Town Council's published accounts booklet and repeatedly described as good practice by internal and external auditors.
3. It was noted that the term internal auditor (IA) can be misleading, as this is an independent external consultant, commissioned direct by a Council – contrasting with the external audit carried out by contractors on behalf of central government.
4. The IA has a role in reviewing the effectiveness of control measures that a council decides to put in place and Lewes Town Council had been consistently fortunate to retain the services of IA's who were extremely experienced in high-level local government financial management.
5. Both the Society of Local Council Clerks (SLCC) and The Sussex & Surrey Associations of Local Councils (SSALC) maintained lists of "jobbing" internal auditors, but few considered to offer experience and qualifications appropriate to the work of a

larger Parish. Mark Mulberry is a Chartered Certified Accountant, Registered Tax Advisor; and Registered Auditor with a private practice based in Surrey who, coincidentally, manages SSALC's own finances and finance-related training for councils, and who also provides audit services to several other larger councils. Mr Mulberry had acted as IA for Lewes Town Council since the 2011/12 financial year, and developed a thorough understanding of the particular operating environment.

6. A practical programme for internal audit at Lewes was conducted in two parts; the first concentrating on systems and procedures and the second on financial aspects. These were carried out in the autumn and spring respectively. As part of the process a written plan and other associated information were provided to ensure the council can fulfil its obligations. At the end of the process a comprehensive report was submitted to council.

7. Fees were charged based on time spent and, as members of SSALC, Lewes enjoyed a significant discount. In addition, there was a small charge for travel cost but not for travel time. The fee was considered extremely reasonable; compared very favourably with other audit costs.

There followed a general discussion and a question was raised as to the principles of the audit, and the scope to extend it into areas such as sustainability. It was noted that the current programme addressed the required statutory reviews, and additional types of audit or scrutiny would be a matter for separate consideration.

**It was resolved that:**

**FC2019/49.1** Mr Mark Mulberry, of Mulberry & Co., 9 Pound Lane, Godalming, Surrey, GU7 1BX be retained as Internal Auditor to Lewes Town Council for the 2019/20 financial year.

**FC2019/50**

**TRAINING PROPOSAL:**

A motion (*NOM012/2019 – copy in the Minute book*) proposed that all staff and members should receive training by a recognised and currently practicing sustainability trainer.

It was proposed that this would assist staff and members in the implementation of the Council's declared intention to proactively engage in environmental change reduction, mitigation and adaptation in the context of Climate Emergency.

At an earlier meeting the Council had agreed to send out a statement recognising a Climate Emergency and the need to act at every level of government to limit the effects of climate breakdown. It was suggested that these clear declarations should be followed-up with positive action. In order to do this, there was a need to understand what behaviours, practices and policies can and should change, and to be certain the actions taken and the policies implemented do what was intended. It was said that while the UN Sustainability Goals Working Party sought ways to promote positive and desired changes, it would be the informed knowledge, skills and support of all Councillors and staff members that render these changes into existence.

**It was resolved that:**

**FC2019/50.1** Lewes Town staff and Councillors shall receive training by a recognised and currently practicing sustainability trainer.

**FC2019/51**

**URGENT TREE WORKS:**

A report (*FC008/2019 – copy in the Minute book*) was presented to apprise Council of the advice received from the District Council's Special Advisor (Arboriculture) regarding urgent works needed to trees in the Council's ownership, to ensure public safety.

1. The Special Advisor (Arboriculture) [SAA] had identified wooded areas on land owned by both Lewes Town and District Councils where there was urgent need to carry out major works to ensure public safety, and this affected trees in the Town Councils ownership at Landport Bottom, on the slope adjacent to the A275 Offham Road.

2. Both Councils were advised of the need to undertake clear felling of dead, dying and dangerous trees along public highways this Winter. It was also likely that many companion

trees would need to be felled to negate progressive, or cascade, 'windthrow', where fallen trees expose new trees to the prevailing winds; creating a domino effect.

3. The SAA had commissioned a Sylviculture specialist to produce a woodland management plan; plan of operations; application for a Felling Licence from the Forestry Commission; an outline for recovery of costs where possible, and any other pertinent factors or issues for us to consider. This would also cover the Town Council land.

4. Provisional cost estimates had also been sought for a coordinated programme of works and were awaited at time of writing. At this stage it was advised that it was prudent to estimate that the share of cost for works on the Town Council land could exceed £30,000 as they were extensive and would require traffic management on the A275 for the duration of the programme. It was possible that some modest offset to cost might arise from sale of cut timber for fuel, and grants may be available for replanting.

5. The Special Advisor (Arboriculture) had provided helpful and informative background information explaining Ash dieback and its effects on Ash and other *Fraxinus* species of trees. Once infected, most trees would die.

6. Trees located within the woodland environment and effectively sheltered had not made adaptations for lateral forces generated by strong winds, which would make them all vulnerable to catastrophic failure or wind-throw. The threat of progressive, or cascade wind-throw where fallen trees expose new trees to the prevailing winds creating a domino effect was a recognized phenomenon and an important factor in woodland management.

The woodlands in question were, until quite recently, open downland but post-WW2 they had become colonized by predominantly Ash and Sycamore. As the woodland was essentially created in a short period this had resulted in a narrow age range with a majority of the trees being around 70 years old. This mass of young trees competing with each other had unfortunately created etiolated (tall and spindly) trees with poorly tapered stems which were highly dependent upon one another for stability.

7. For these reasons, the removal of a large number of Ash trees would leave the few remaining trees exposed and highly vulnerable to wind-throw. In addition to felling all the infected Ash, therefore, it was likely that this would demand clear felling of any surviving species excepting a few clumps (subject to a rolling assessment by the SAA), that should be able to withstand such radical changes to their local environment.

8. The Council was warned of the risk of ignoring this phenomenon, particular to the location alongside the A275 highway.

9. It was noted that no immediate works were proposed, and a comprehensive report was in preparation that would be brought to Council before any work was contemplated. There followed a general discussion on the matters raised and several suggestions made by Members. It was accepted that the specialist expertise needed to address the matter could not be found in-house and the advice of the District Council's Special Advisor (Arboriculture) should be heeded. Members noted their thanks for the timely intervention and awaited with interest the specialist consultant's report in due course.

**It was resolved that:**

**FC2019/51.1** Report FC008/2019 (*copy in the Minute book*) regarding urgent tree work, is noted, and thanks are offered to Lewes District Council's Special Advisor (Arboriculture) for his assistance.

## **FC2019/52 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.

## **FC2019/53 NOTICE of ITEMS IN PROSPECT**

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

The establishment of a working party to continue development towards the UN goals, and the agreement to grant-aid the High Street Traders Association.

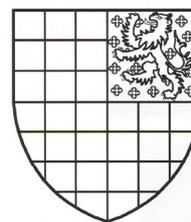
*Dates to note were given as:*

- The next Member's Surgery would be between 10am-12noon on Tuesday 3rd September August in the Corn Exchange (corner of Market café). Cllrs Catlin; O'Keeffe and Maples volunteered to attend.
- Next Planning Committee meetings would be at 7:00pm on Tuesdays 3rd and 24th September.
- The Grants Panel would meet at 11:00am Wednesday 18th September; TC's office.
- All Saints Centre Steering Group would meet at 11:00am Thursday 19th September, in the Main Hall of All Saints.
- Buildings Working Party would meet at 11:00am Friday 20th September; Council Chamber.
- Landport Bottom Management Committee would meet at 7:00pm Wednesday 25th September; Council Chamber.
- The Personnel Panel would meet at 3:00pm on Thursday 26th September in the Council Chamber.
- The 'Open Council' Working Party would meet at 7:00pm Thursday 26th September; Council Chamber.
- Equality/Diversity/Inclusion Working Party would meet at 7:00pm Tuesday 1st October; Council Chamber.
- Pells Land Exchange Working Party would meet at 7:00pm Wednesday 2nd October; Yarrow Room (provided Lewes District Council has offered further information by that time).
- The Commemorations Committee would meet at 3:00pm on Wednesday 2nd October, in the Yarrow Room – to consider further details of applications for support first seen on 27th August.
- The next Council meeting would take place on Thursday 3rd October at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 23rd September.
- The Transport Committee would meet at 3:00pm on Thursday 10th October in the Council Chamber.
- Next deadline for grant applications is 22nd November, for a Panel sitting on 4th December – Council decision 12th December. 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).
- Meetings to be arranged: Devolution W-pty (pending info from LDC); UN Goals W-pty.

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 9.10 pm*

Signed: ..... Date: .....



## ***MINUTES***

of the meeting of the Working party formed **to consider the matter of United Nations Sustainable Development Goals**, held on **Wednesday 28<sup>th</sup> August 2019** in the **Council Chamber, Town Hall, Lewes at 7:00pm.**

**PRESENT** Cllrs Baah; Henman; Herbert and Makepeace

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

**UNWP2019/01**      **ELECTION of CHAIRMAN**

Cllr Baah was elected Chairman of the Committee for the 2019/20 year.

**UNWP2019/02**      **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Bird, who was on holiday, and Cllr O’Keeffe who was attending a funeral.

**UNWP2019/03**      **DECLARATIONS OF INTEREST:** There were none

**UNWP2019/04**      **QUESTIONS:** There were none

**UNWP2019/05**      **REMIT of the COMMITTEE**

Members noted the remit of the committee, as:

A To assess the current activities of the Town Council against the 17 over-arching United Nations Sustainability Goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.

B To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.

C To create a snapshot report against which all future activities can be measured

**UNWP2019/06**      **BUSINESS OF THE MEETING:**

1. The earlier Working Party and found that the Council had a good baseline upon which to build in most of the areas where it had influence. There was an expectation that the upcoming Mayor’s event “Building a Sustainable Lewes” would identify many areas where collaborations and further developments were possible.

2. It was noted that the co-related 17 goals were often grouped as

- > “People”
- > “Prosperity”
- > “Planet”
- > “Peace and a just society”
- > “Partnership”

3. There followed a general discussion on various aspects of sustainability. It was suggested that Councillors might collect information to populate a directory of organizations/individuals working in the field of sustainability, who might make up a ‘map’ of advisers.

4. The previous identification of areas where the Council addressed aspects of the 17 goals was revisited, and ideas for further consideration and development were:

- > Revision of the stated aims and structure of the Councils financial grants scheme to encourage sustainability.
- > Introduction of initiatives to support composting and encourage organic practices on Council allotments (*eg* new prize categories at the annual show, and guidance leaflets).

- › Further develop the imminent (19<sup>th</sup> September) “Building a Sustainable Lewes” event and invite stakeholders to form an extended Sustainable Goals Forum.
- › Support Lewes FC youth outreach programme and assist promotion of club membership.
- › Support school uniform exchange programmes.
- › Instigate a Lewes Youth Council.
- › Encourage Lewes Bonfire Council to promote makers skills by introducing an annual award for costume-making.
- › Support a Lewes Youth Band.
- › Provide access to computer(s) for public use.
- › Promote effective sustainability features of Council buildings as encouragement to other owners of heritage-listed or unusual buildings.
- › Assist in formulation of an integrated transport policy for the town.

**UNWP2019/07**

**CONCLUSIONS/RECOMMENDATIONS:**

Council would be asked to note these considerations and support the approach being taken.

**UNWP2019/08**

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

*The meeting closed at 9:15pm*

Signed.....

Date .....

**Agenda Item No:** 6 b)

**Report No:** FC009/2019

**Report Title:** Requested change to Councillors individual duties

**Report To:** Full Council

**Date:** 3<sup>rd</sup> October 2019

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To advise Council of a change to appointed duties.

**Recommendation(s):**

1 That these changes be noted.

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**Information:**

Duties were originally allocated to individual Members at the Annual Meeting on 16<sup>th</sup> May 2019 and have subsequently been amended.

A table of current appointments is appended, for information.

*NB:* Members' attention is drawn to the statutory provisions (*s85 Local Government Act 1972*) regarding vacation of office by failure to attend meetings: appointment to an organ of the Council, or to an Outside Body, is qualification under these rules and attendance is taken into account in application of the six-months' absence regulation.

*Members Individual Duties:*

**Commemorations & Events Committee:**

Cllr Burrows has stepped down from this appointment.

This leaves 8 appointed members (Council has not established a complement for this committee.)

S Brigden  
September 2019

Agenda Item No: 6 c)

Report No: FC010/2019

Report Title: Grants panel recommendations – 5<sup>th</sup> June 2019

Report To: Full Council

Date: 3<sup>rd</sup> October 2019

Report By: S Brigden, Town Clerk

**Purpose of Report:** To propose payment of grants as recommended by the Grants Panel, following its meeting on 18<sup>th</sup> September 2019 (the second of four cycles for 2019/20)

**Recommendation(s):**

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved.

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**Information:**

1 The Grants Panel met on 18<sup>th</sup> September 2019. **20** applications were considered, with requests for support in the sum total of **£22,882**.

2 Assessing applications were: Cllrs Burrows; Catlin; Henman; Herbert; Makepeace; Maples; and Wood. Apologies were received from O’Keeffe, who had a work commitment.

3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- ⊕ Closeness of match to Lewes Town Council’s grant scheme policy
- ⊕ Overall “robustness” of the proposal – general likelihood of success/sustainability
- ⊕ Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- ⊕ Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- ⊕ A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council’s published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant’s own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column G, appended.**

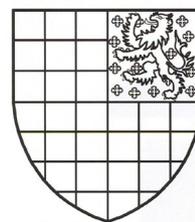
Recommended grant awards for this cycle amount to **£13,953** in total, leaving an unspent budget balance of **£19,402** for the year.

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC’s scheme policy.
- ⊕ Sum recommended is considered to be an appropriate/proportionate parish contribution.

S Brigden 19<sup>th</sup> September 2019





## **MINUTES**

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 19<sup>th</sup> September 2019**, in the **Main Hall, All Saints Centre**, Lewes at **11:00am**.

**PRESENT** Cllrs R Burrows; S Catlin (*Chair*); J Herbert; M Milner; R O’Keeffe; R Waring

**In attendance:** S Brigden (*Town Clerk [TC]*); Ms L Zeyfert (*ASC Manager*); Ms H Roxx (*ASC Asst Manager*) and Mrs C Tully (*ASC Venue Assistant*).

**ASCSG2019/01 ELECTION of CHAIRMAN:**

Cllr Catlin was elected Chairman of the Steering Group for the 2019/20 year.

**ASCSG2019/02 QUESTIONS:** There were none.

**ASCSG2019/03 APOLOGIES for ABSENCE:** Apologies had been received from Cllr O’Keeffe who was working.

**ASCSG2019/03.1** The apologies for absence submitted to this meeting are noted.

**ASCSG2019/04 DECLARATIONS OF INTEREST:** There were none

**ASCSG2019/05 MINUTES:** The minutes of the meeting held on 19<sup>th</sup> March 2019 were received and signed as a correct record.

**ASCSG2019/06 REMIT of the STEERING GROUP:**

Members noted the remit of the Group which was set by Council as:

*The All Saints Steering Group is tasked with general oversight of the All Saints Centre operation, meeting ad hoc and formulating recommendations for Council or other committees; functional panels, or working parties.*

**ASCSG2019/07 BUSINESS OF THE MEETING:**

Members welcomed the attendance of the ASC staff team and thanked them for rearrangement of rotas to facilitate this as it was acknowledged that they would not normally be on duty at the same time.

There followed a general discussion on various topics of interest, which covered:

- › recent bookings by new drama groups;
- › the Toy Library operated by the Centre;
- › the pipe organ and its history and the potential for public performance;
- › the process of developing the monthly “What’s On?” guide and principles of general publicity and that supporting the 3<sup>rd</sup>-party hirers of the building;
- › film projection and the long-standing relationship with Lewes Film Club.
- › A summary analysis of the categories of use for which the Centre was hired over the past year – which demonstrated a good match with the principles of the original gift by the Church for use as a broad community; arts, and youth facility;
- › Analysis of the use of the Centre over several years, which identified that it ran at near-full capacity in terms of hired hours and that ‘free’ availability was very limited: most weeks only 2- or 3-hours mid-day; mid-week. Members acknowledged that development of use would therefore mean greater numbers of attendees and audiences, which was a factor essentially dependent upon the efforts of individual hirers *in* their own events.
- › Typical audience numbers for events.
- › Aspects of Licensing law applicable to the operation of the centre.

> Potential for further public open days. It was noted that the booking diary operated on a 'rolling year' basis and that an available weekend day was unlikely before February 2020.

> Members questions on general matters, such as equipment and electrical testing. In conclusion: Members acknowledged in glowing terms the efforts of the ASC staff and the friendly and helpful service to the public for which they were well-known.

It was proposed that dates be sought for another public open day, and that whilst meetings of the Steering Group were *ad hoc* they would hold at least two each year, when they could be accommodated at the Centre, probably in January and July.

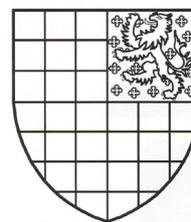
**ASCSG2019/08**

There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution. *The meeting closed at 12:25pm*

Signed .....

dated .....

Draft



## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Friday 20<sup>th</sup> September 2019**, in the **Yarrow Room, Town Hall**, Lewes at **11:00am**.

**PRESENT** Cllrs Bird; Catlin; Earl; Lamb; Dr Mayhew an Waring.

**In attendance:** S Brigden (*Town Clerk [TC]*); L Symons (*Town Hall Manager*).

**BRepWP2019/01 ELECTION of CHAIRMAN:** Cllr Dr Mayhew was elected to chair the working Party for the 2019/20 year.

**BRepWP2019/02 QUESTIONS:** There were none

**BRepWP2019/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner, who was working.

**BRepWP2019/04 DECLARATIONS OF INTEREST:** There were none.

**BRepWP2019/05 MINUTES: it was resolved that**

**BRepWP2019/05.1** The Minutes of the meeting held on 26<sup>th</sup> March 2019 are received and signed as an accurate record.

**BRepWP2019/06 REMIT of the WORKING PARTY**

Members noted the remit of the working Party, which is:

*The Buildings Working Party is tasked with oversight of maintenance of the Town Hall; All Saints Centre, and Malling Community Centre and other buildings/ structures, meeting ad hoc. Currently mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/ refurbishments of major plant and equipment.*

**BRepWP2019/07 EXCLUSION of the PRESS & PUBLIC**

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

**BRepWP2019/07.1** 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 commercially sensitive detail related to proposed contracts.

**BRepWP2019/08 TOWN HALL HEATING SYSTEM REFURBISHMENT:**

1. The meeting considered a report submitted by Delta Green Environmental Design following a survey of the council's existing heating system. The report explained that the current system was at the end of its economic service life and had been configured to also serve the adjoining Lewes District Council (LDC) office building at 4 Fisher Street. That building had represented consumption of more than 60% of the heat output due to the differing occupancy levels and type of daily use, and costs had been apportioned between the two councils accordingly. It had been vacant and unused for several years and was likely to be either sold or redeveloped by LDC and the heating circuit that served it had been disconnected. Replacement of the Town Hall system, therefore, would need to serve only the Town Council's premises and could be specified with a lower output capacity.

2. Delta green reported on the condition of existing pipework and control systems and had advised on elements that would need to be replaced or upgraded alongside installation of a new source of heat. Systems described and evaluated for feasibility and likely effectiveness included:

- › Replacement floor-standing gas-fired boiler plant (*as present system*)
- › Wall-mounted gas-fired boiler plant
- › Air-source heat pumps
- › Gas absorption heat pump
- › Ground-source heat pump
- › Biomass plant
- › Combined heat & power system
- › Solar Thermal systems

3. Evaluations were offered as to efficiency; capital cost; running cost; estimated payback period, and Carbon emissions. Not all the systems described were considered viable but; for those that were, the report noted that all would represent lower running costs and (for gas-fired systems) a reduction in carbon emissions.

4. Members discussed the report and it was noted that some cost estimates may be overstated as assumptions had been made regarding the age of pipework which was believed to be more recent than the report presumed. This gave rise to a discussion regarding available funds and TC advised that Council's earmarked reserves and established budgets should be adequate to address the likely project cost.

5. It was noted that the report had been prepared at around the time that central government had announced its views on sustainability in future heating and power generation, in view of climate change considerations. That caused several members to ask if the report authors might be asked to review it and possibly revise their suggestions in light of any altered future prospects.

6. There was consensus on some practical points, such as the immediate commissioning of a test of circuit pipework to establish fitness for future adaptation or need for upgrading; and a request for the consultants to provide further detail on the options of Air-source Heat Pumps and views on any potential for a local District Heating system. It was also suggested that secondary double-glazing be investigated for the Assembly Room and that any radiators not currently controlled by thermostatic valves should be fitted with these.

7. It was noted that the calculations of energy efficiency that had resulted in the Town Hall's 'B' rating in its statutory certification formed a helpful benchmark, to which the latest figures could be compared, and would in turn highlight any future improvements.

**BRepWP2019/09 REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting noted that the Council's application to the government Department of Housing; Communities and Local Government for approval to borrow for part of the finance of this project was in process. It was regrettable that this had been affected by redeployment of experienced staff to work on 'Brexit' matters, and the process was slower than expected.

The preferred contractor was aware of the situation and prepared for a suggested start on-site in January, but until the financing was firmly established, no contract could be signed.

**BRepWP2019/10** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 12:10pm.*

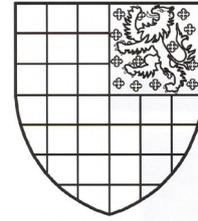
Signed ..... date .....

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**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

of the **Landport Bottom Management Committee** held on **Wednesday 25<sup>th</sup> September 2019**, in the **Council Chamber, Town Hall, Lewes at 7:00pm**

**PRESENT:** Cllrs R Handy and S Sains

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

**LBMC2019/01 ELECTION Of CHAIRMAN:** As the meeting was inquorate, no election was possible.

**LBMC2019/02 QUESTIONS:** there were none. No members of the public were present

**LBMC2019/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Bird and O’Keeffe, who were attending a Lewes District Council meeting; Cllr Burrows who had a family commitment; Cllr Henman who was attending the UN summit in New York, and Cllr Vernon who had a work commitment.

**LBMC2019/04 BUSINESS OF THE MEETING:** As the meeting was inquorate, no business was conducted. Members present took the opportunity to learn more about the Landport Bottom land and the history of its municipal ownership since 1992. Cllr O’Keeffe attended as the meeting closed.

*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 3<sup>rd</sup> October 2019

**NOM 013/2019** – received from **Cllr Makepeace** on 19<sup>th</sup> September 2019, in the following terms:

### **It is proposed that:**

This Council resolves to hold a celebratory reception for Lewes Football Club.

### **Supporting Information:**

Lewes women's football club win an important United Nations award!

Let's promote closer links with our amazing and unique football club, and celebrate success.

<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lewesfc.com%2Farticle%2Flewes-football-club-wins-un-women-award&data=02%7C01%7CTownClerk%40lewes-tc.gov.uk%7Ccc27c58e1e194a31eb5508d73d107446%7C8413a54261534ffc94f4b877c884e30b%7C0%7C0%7C637045013189256505&sdata=4jaa1xRpdZHSLJoWmYb7NCGARwdgLpVFFIBELUDElnM%3D&reserved=0>

HeForShe is a campaign for the advancement of gender equality, initiated by the United Nations. It invites men to play an active part in the goal of reaching worldwide gender equality in all areas.

The campaign was launched 5 years ago by UN Women Goodwill Ambassador Emma Watson.

The 'Inspiration Award' celebrates "extraordinary organisations who've advanced gender equality, especially by engaging men."

Since announcing pay and resources parity for its women's and men's teams in 2017, Lewes FC and all its players, staff, volunteers and fans have begun a journey that no other football club in the world had ever embarked on or even considered. This award is a very welcome recognition of all the efforts made by every part of the club to embed gender equality in everything it does. We are constantly learning how best to follow the approach we have chosen, sometimes getting it right and sometimes getting it wrong, so we hugely welcome the award.

In bestowing the award, the judges said: "Your organisation's incredible record of decisive action in the industry and beyond has been extremely inspiring".

Cllr I Makepeace

19<sup>th</sup> September 2019

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**NOM 014/2019** – received from **Cllr Handy** on 23<sup>rd</sup> September 2019, in the following terms:

### **It is proposed that:**

Lewes Town Council supports Wildflower Lewes in its efforts to introduce and promote a 'Pollinator Pathway' through Lewes which will involve establishing wildflower stepping-stones throughout the town by:

- a) Writing an open letter to both the District and County Councils supporting the strategy of cutting identified verges once only in the autumn.
- b) Supporting Wildflower Lewes in the facilitation of and by providing a venue for a 'Biodiversity in Lewes' Education Day where A-level students from the Lewes area are invited to carry out an ecological survey of the wildflowers and invertebrates and learn more about the action that local groups are taking to increase biodiversity in the town.

### **Supporting Information:**

- 1) This proposal will support the Town Council's work in achieving the UN sustainability goals (specifically: 3. Good health and wellbeing, 4. Quality education, 11. Sustainable Cities 14. Climate action, 15. Life on Land and 17. Partnership to achieve the goal).
- 2) ESCC will require the agreed support of Lewes Town Council before agreeing to implement a more progressive cutting schedule of the town's grass verges.
- 3) Information from 'Plantlife' (national wildflower organisation <https://www.plantlife.org.uk/>):

- For the 23 million people commuting to work by road every day, road verges can be their only daily contact with nature.
  - With over 97% of ancient wild flower meadows destroyed since the 1930s, road verges are a vital refuge for many bees, butterflies, birds, bats and bugs – a good verge will supply a diverse source of nectar and pollen from the first celandines in February to the last Devil’s-bit scabious in September.
  - Bird’s-foot trefoil alone is a food plant for over 130 species of invertebrate.
  - Over 700 species of wildflowers grow on our UK verges, nearly 45% of our total flora, and are home to many familiar wildflowers that are now becoming threatened, such as harebell, field scabious and ragged-Robin. But 87 of these are threatened with extinction or heading that way, including the largest British populations of rarities such as Deptford pink, tower mustard and spiked rampion.
- 4) Specifically, in Lewes, the verges that ESCC have already agreed to cut once per year that Wildflower Lewes have been monitoring for the last two years have shown an increase in biodiversity. For example, the verge on the south of Brighton Road has shown an 81% increase in wild plant species since it has been cut only once a year so there is evidence to show that not cutting in June/July allowed the presence of flowers that we may otherwise not have seen as well as giving more opportunity for flowers such as the Pyramid orchids to have time to seed.
  - 5) Wildflower Lewes will sow or plant Yellow Rattle (*Rhinanthus minor*) flowers where appropriate at the identified sites once they have been monitored after the first year. Yellow rattle is an attractive, semi-parasitic, grassland annual that weakens grasses and as a result, this suppression of grass growth produces a better display of wildflowers and eases the mowing required.
  - 6) Wildflower Lewes acknowledges the importance of highway safety and support the fact that verge edges (one metre) and corners must be mown more than once a year to maintain site lines.
  - 7) Andrew Frost (Lewes District Council) has already agreed four of the District Council sites suggested as wildflower sites: • Malling Hill • Malling Close • Winterbourne Lane, including the triangle at the bottom of the hill (which is cut as a verge) • Jubilee Garden.
  - 8) It’s a long-term goal of Wildflower Lewes that all verges in the town are mown once only in the autumn but specifically recommend the following verges for one autumn cut only based public engagement and suitability of location in providing wildflower ‘stepping-stones’ through the town:
    - All the sites marked up by ESCC a couple of years ago with **yellow flower signs** as wildlife verges.
    - Verges along **Prince Edwards and King Henry’s Road**. (Many of the verge areas have had good wildflower growth this year).
    - The acute triangle of verge on the **corner of Hill Road / Offham Road** (town side)
    - Verges along **Monks Way**
    - Either side of **Nevill Road** (from the school towards Spital Road)
    - **North side of Brighton Road** (provided the cycle way isn’t impeded).
  - 9) Wildflower Lewes would like to run a ‘Biodiversity in Lewes’ Education Day in late June 2020 (with the view of becoming an annual event), hopefully to be hosted at the Town Hall. The aim would be to invite around 50 local A-level biology students to find out about local action that is improving biodiversity from invited speakers and undertake an ecological survey (Simpson’s biodiversity index) to compare the verges that are mown more regularly with the verges that will be mown once only in the autumn. As well as engaging young, local, environmentalists in local environmental issues; the day will support Wildflower Lewes with the important role of monitoring the sites to collect further evidence to support future recommendations for verge management.

Agenda Item No: 9

Report No: FC011/2019

Report Title: Exploration of interest re Climate Action Fund bid

Report To: Full Council

Date: 3<sup>rd</sup> October 2019

Report By: S Brigden, Town Clerk

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**Purpose of Report:** To apprise members of a proposal to join a South Downs National Park initiative to benefit from a new Lottery-funded Community Climate Action Fund project.

**Recommendation(s):**

- 1 That Council indicates its position with regard to the proposal for an exploration of interest in joining the initiative.

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**Background information:**

1. The National Lottery Community Fund (previously the Big Lottery Fund) has announced\* a Climate Action Fund that will support communities in the UK to take local action on climate change. Initially, the fund is looking to support 10-15 place-based, community-driven partnerships across the UK that will work together to deliver high-impact projects that will help communities become more resilient at a local level in the face of climate change.  
\* <https://www.tnlcommunityfund.org.uk/funding/programmes/climate-action-fund>
2. The 10-15 partnerships should comprise grassroots/community, statutory organizations and NGOs wanting to work together to deliver high-impact projects that will help communities become more resilient at a local level in the face of climate change. It is anticipated that if this is successful it will become a long-term funding stream. The fund will open for applications in Autumn 2019 with the aim to announce the first awards in the first half of 2020.
3. The South Downs National Park Authority (SDNPA) are interested to confirm whether Lewes Town Council may be interested in being one of these communities. If so: SDNPA would then work with the council to see how they may promote Lewes / Newhaven / Parishes of the Lower Ouse (POLO) communities for this.
4. The application process has not launched yet – and with only 10-15 communities being supported at this stage is expected to be very competitive - but they are “inviting conversations”. There will then follow an opportunity to apply for development funding (grants up to £250k) to put together a larger delivery project (grants up to £2.5m). These in turn would be used as models to help other communities – with the expectation that further funding rounds will follow in due course. These communities will stand as beacons of what is possible when people take the lead on climate change. With Lottery fund support, they will share their learning and engage with others to build a broader movement of change across the UK. They say:  
*“Our funding will focus on activities that show evidence of high impact. Activities might include action on sustainable energy, sustainable transport, consumption and waste, food, protecting and regenerating spaces and habitats. Our expectation is that, to make a real difference, projects would need to have an impact on a number of those areas.”*
5. SDNPA’s Communities Lead officer considers Lewes/the lower Ouse valley and the Havens and Petersfield as areas within the National Park that could be put forward for this scheme. They represent the communities that are most ‘ready’ in terms of existing networks and planning for climate change action. SDNPA would like to investigate this opportunity further with the National Lottery Communities Fund in the next few weeks. Currently, the Fund is gathering information about what local community-led climate action projects are already happening or being developed across the UK.

S Brigden  
18<sup>th</sup> September 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 1<sup>st</sup> April 2019 to 31<sup>st</sup> 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	status at July 2019	status at August 2019	status at September 2019
1	<b>Town Hall repairs &amp; conservation</b>	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Engineers report pending re heating. Research ongoing re lighting and decoration etc	Engineers report re heating received. Buildings W/pty will consider on 20th Sept. Research ongoing re lighting and decoration etc	Working Party minutes following consideration of consultants report - Council 3rd October
2	<b>Pells Lake ecology project</b>	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	<b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b>	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.	Pending arrangement of meeting with PPCA, and NSQ Sounding Board meeting 16th Sept.	Pending arrangement of meeting with PPCA
4	<b>Malling (Bridgeview) Community Centre refurbishment</b>	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.	Contractors revised details submitted to managing surveyors for scrutiny. Report awaited.	Borrowing Approval request submitted to DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)	Borrowing Approval request submitted to DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)
5	<b>Commemorations:</b>	To engage with, and inspire, appropriate community recognition of National and local commemorations.	Committee now established - NFA	Committee now established NFA (next meeting 27th August 2019)	committee established
6	<b>Neighbourhood Plan (with Community partners)</b>	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Plan now in effect	Plan now in effect	plan now in effect
7	<b>Continuing programme of environmental enhancements and specific site improvements</b>	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. Report submitted to Council re urgent tree works needed at Landport Bottom	New Projects awaited. Specialist consultants report on urgent treeworks anticipated October
8	<b>Devolution of assets &amp; services</b>	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	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	Working Party re-established. Meeting ?October - pending LDC confirmation of details for discussion	Working Party re-established. Meeting ?October - pending LDC confirmation of details for discussion
9	<b>New council website</b>	New website.	Established - content revisions and updates ongoing	Established - content revisions and updates ongoing.	Established - content revisions and updates ongoing
10	<b>General Data Protection Regulations</b>	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. Anticipated completion W/c 22nd July 2019	Project almost complete. All hardware installed and tested; ongoing adaptation of new security suite and work to obtain 'Cyber Essentials' accreditation.	Cyber essentials' formal accreditation testing underway. Councillor email accounts available - Members to initiate individual accounts.