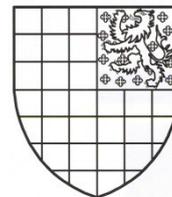


Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 19<sup>th</sup> December 2019**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 13<sup>th</sup> December 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 7<sup>th</sup> November 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 27<sup>th</sup> November 2019 (Minutes page 10 [and report Special001/2019 herewith: confidential for Members only])*

b) *Devolution Working Party 29<sup>th</sup> November 2019*

*(Minutes attached page 13)*

c) *Landport Bottom Management Committee 4<sup>th</sup> December 2019*

*(Minutes attached page 15)*

d) *Grants Panel 2019*

*(report FC013/2019 attached page 17)*

e) *Amendment to Councillors' individual duties*

*(report FC014/2019 attached page 19)*

**7. HIGH STREET PAVING**

To consider a proposal *iro* paving and bollards

*(NOM015/2019 attached page 20)*

**8. SUSTAINABILITY AUDIT**

To consider a proposed benchmarking exercise for Council buildings

*(NOM016/2019 attached page 20)*

**9. ASSESSMENT of FUNDING REQUESTS**

To consider standardized assessment

*(NOM017/2019 attached page 21)*

**10. LOCAL BUS SERVICE SUPPORT**

To consider a request for increased funding by Community Transport in the Lewes Area

*(attached page 22)*

**11. URGENT TREE WORKS – Landport Bottom**

To receive an update on previously reported issues

**12. LOCAL ELECTRICITY BILL**

To consider a request to support proposed legislation

*(attached page 30)*

**13. UPDATE ON MATTERS IN PROGRESS**

*(annual plan page 34, and oral report by Town Clerk)*

**14. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

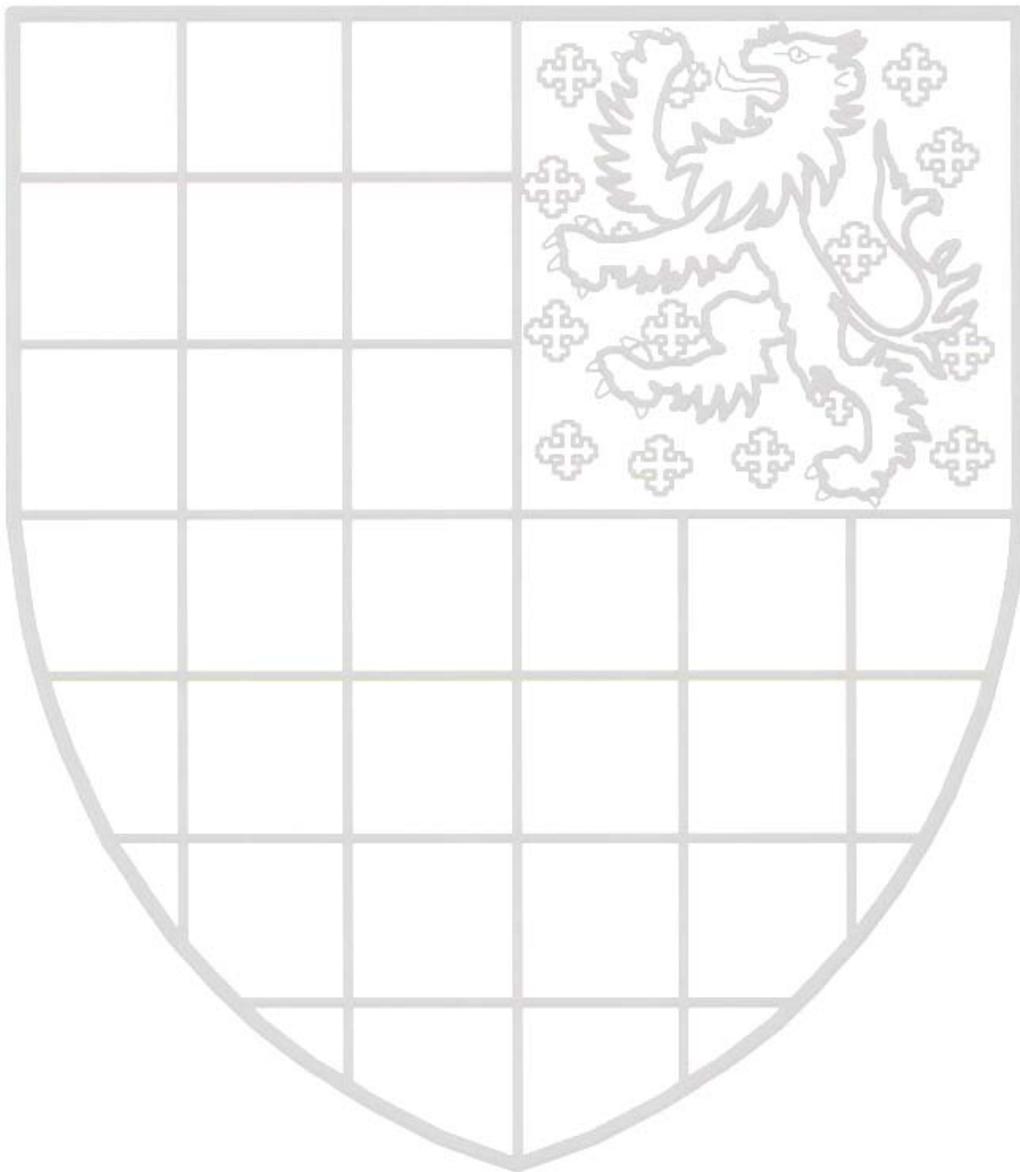
***For further information about items on this agenda please contact the Town Clerk at the above address***

**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.

**PAGE INTENTIONALLY BLANK**



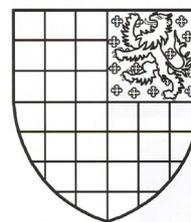
**PAGE INTENTIONALLY BLANK**

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 7<sup>th</sup> November 2019**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

**PRESENT** Cllrs M Bird; R Burrows; S Catlin (Wischhusen); R Handy; O Henman; J Lamb; I Makepeace; Dr W Maples; M Milner; R O’Keeffe; S Sains; K Wood.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*), Mrs E Tingley (*Committee Admin.*), Mr D Wynn (*Lewes District and Eastbourne Borough Council Special Advisor (Arboriculture)*) and Ms D Twitchen (*Lewes Foodbank Scheme*).

*Observing:* Ms V McLachlan (*Finance and Admin. Officer*)

**FC2019/66 QUESTION TIME:** There was one member of the public present.

**FC2019/67 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2019/68 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Cllrs Baah, Earl, Mayhew and Vernon who were unwell, Cllr Herbert who had a family commitment and Cllr Waring who was in London

**It was resolved that:**

**FC2019/68.1** Reasons submitted for absence from this meeting are noted.

**FC2019/69 MAYOR’S ANNOUNCEMENTS:**

a) The Mayor and Mayoress has recently visited the Council’s French twin town of Blois. This was to attend a history conference which had coincided with Blois’ signing an agreement with town of Urbino, in the Marche region of Italy. Permission of the Italian government had been required, and the Italian Ambassador to France had attended together with the Italian Minister for Education.

b) The Mayor’s Civic Service had been held at South Malling Church with the Bishop of Lewes in attendance together with a number of Town Councillors.

c) The Mayor thanked all those who had given up their time to collect for the Royal British Legion Poppy Appeal.

d) The Mayor had attended the recent funeral of John Tilbury who had been the last surviving Mayor of the Borough of Lewes.

e) The Mayor reported on the visit to the annual Bonfire celebration by the Mayor and Councillors from the Council’s German twin, Waldshut-Tiengen, and a journalist from their local regional newspaper; the *Sudkurier*. The Mayor thanked all those involved in organizing a very successful visit.

f) Remembrance Sunday would fall on 10<sup>th</sup> November. Councillors and guests were asked to assemble in the Town Hall foyer at 2.15pm prompt, for the parade to the War Memorial.

g) The Mayor reminded any Councillors who wished to attend the short ceremony on Armistice Day (11<sup>th</sup> November) to assemble, with any guests, in the foyer of the Town Hall at 10.50am.

h) “*Anti-Social and Extremists Behaviour in Lewes: Building a Partnership*” – was to be held on 22<sup>nd</sup> November at 7.30pm in the Council Chamber. A representative of Sussex police was expected to assist.

i) A reception for Lewes Football Club would be held on Monday 9<sup>th</sup> December at 6.00pm in the Council Chamber.

j) The Mayor’s Christmas dinner for Councillors and Staff would be held on Friday 13<sup>th</sup> December in the Council Chamber – invitations would be sent out in due course.

k) The Civic Parish Carol Service would be held on Monday 16<sup>th</sup> December at 7.00pm at St Anne's Church.

l) "Shepherds Arise!" would be held on Wednesday 18<sup>th</sup> December in the Council Chamber at 7.30pm.

m) The meeting of the Finance Working party which had been rescheduled to the 18<sup>th</sup> December, was further deferred and would be held at 2:00pm on Monday 16<sup>th</sup> December.

n) Due to the recent announcement of a General Election on 12<sup>th</sup> December the next Council meeting, scheduled for that evening, was deferred and would take place on Thursday 19<sup>th</sup> December at 7.30pm.

o) Cllr Maples thanked the Town Ranger for giving some Members a walking tour of some Council assets recently. Members had been given useful insights into operations such as Malling Community Centre and Paddock Road allotments. It was hoped for another walking tour in the Spring and that more Members would be available to join this.

Cllr Maples also reported on the Town Councillors Surgery held on Tuesday 5<sup>th</sup> November 2019. The surgery had taken place in the foyer of the Town Hall and 8 members of the public had attended to discuss a wide range of issues.

p) The Late-Night Shopping event would be held on Thursday December 5<sup>th</sup>. Council staff would be offering mulled wine and hot chocolate in the foyer of the Town Hall as in previous years, for the benefit of the Mayor's good causes.

FC2019/70

#### **MINUTES:**

##### **It was resolved that:**

**FC2019/70.1** Minutes of the Council meeting held on 3<sup>rd</sup> October 2019 are received and signed as an accurate record.

FC2019/71

#### **URGENT TREE WORKS – Landport Bottom**

Councillors welcomed Daniel Wynn, Lewes District and Eastbourne Borough Council's Special Advisor (Arboriculture). Mr Wynn gave a presentation on the situation regarding Ash trees on Town Council land adjacent to the A275 Offham Road, and other land owned by the two principal Councils. Mr Wynn also represented the interests of the South Downs National Park in the Lewes and Eastbourne area, with regard to trees *etc.*

*Ash Dieback* – Mr Wynn explained that Ash Dieback disease (*Hymenoscyphus fraxineus*) killed up to 95% of all Ash Trees that become infected and this would change the landscape forever and affect many other species that rely upon Ash. The disease had arrived in Europe from Asia around 30 years ago and had devastated the European Ash. The presentation showed the current Ash coverage in South East England and highlighted the areas of infection. These had increased steadily since 2012 with fungal spores being blown in from the Continent infecting trees in Eastern England through easterly winds. A video was presented: a recent aerial survey filmed on behalf of the Forestry Commission, which clearly showed the devastating effect on the East-facing scarp slope running from Willingdon to Beachy Head, where only a very small number of existing trees remained unaffected. The Woodland Trust had predicted that Dieback would cost the UK economy in excess of £15 billion. This would be in addition to other costs/impacts such as those associated with closure of Highways.

*Legislation* - The Occupier Liability Acts of 1984 and 1957 were key as the proximity to traffic of the Ash trees on the Offham Road represented a clear liability. Failure to act could lead to allegations of negligence in the event of injury or death.

*Felling* - The trees could not simply be felled as such activity was regulated. A felling licence had been applied for on behalf of all three affected Councils. Mr Wynn had commissioned a Forestry Consultant to represent the Councils. Road closures would also need to be put in place. The Consultancy fees could be paid for by way of grants, it was suggested. Members were shown on a map where clearance of infected Ash trees would need to take place; this affected an embankment running for approximately 500 metres alongside the A275 and extending up to 30 metres up the steep slope from the roadside. Timber from felled trees would be used as an energy source as it would be unusable in other areas. There

was a provisional date for work to commence on 13<sup>th</sup> January 2020. The work was expected to take 10 days to 2 weeks to complete. There were only two machines in the country that would be able to undertake the work required. These machines had an unusually long-reach cutter which could both fell and manipulate a tree, and other features which allowed it to be used in relatively close proximity to other machinery and people.

*Restocking* – This could be by regeneration supplemented with additional planting as, in some affected areas where a “wait-and-see” policy had been adopted, a surprising natural resurgence of disease-resistant regrowth was observed within a few years.

Questions were asked and answers given during the session, with Members expressing a variety of views regarding the proposals.

Mr Wynn was thanked for his extremely informative presentation and

**It was resolved that:**

**FC2019/71.1** Council would consider this item at their Council Meeting in December when more detail and costings would be available.

**FC2019/72**

**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 10<sup>th</sup> October 2019:** Cllr O’Keeffe recounted to Council her recent attendance at meetings of the East Sussex Association of Local Councils (ESALC) and the National Association of Local Councils (NALC) conference.

**It was resolved that:**

**FC2019/72.1** The oral report on the recent meeting of East Sussex Association of Local Councils and the National Association of Local Councils conference is noted.

**b) Transport Committee 10<sup>th</sup> October 2019:** Council considered the minutes of this meeting. It had been noted that Council had asked the committee to address, at its first meeting, speeding issues.

It was explained that the Committee, and the Town Council, had limited legal powers in highway matters but that it could influence policy and strategies and could sometimes affect matters directly.

*Traffic speed:* A major issue that had been the subject of much discussion and research was that of traffic on the A26 Malling Hill. Several representatives of the local residents’ group ‘Slow Down Malling’ were present, and Members of other Councils who had engaged with detail of the issue. It was noted that the problems were seen as both speed and volume of traffic, and the failure of many drivers to observe the prevailing legal restrictions.

ESCC’s reported assessment of current average speeds on Malling Hill was disputed. Highways officers had advised that it was “without recognized crash problems” and that mean speeds were “at acceptable levels”, which led transport planners to the conclusion that it was “...not especially meritorious of a calming scheme”. ESCC’s position was that if Community Match partnership funding could be established, they would be prepared to conduct a traffic study. They had indicated that increased signage would be contrary to Highways Act provisions. Temporary signs were a common answer to this in other areas, although not an ideal solution, and it was stated that on the Brighton Road these had been in place across ten years with short periods when they were removed and then re-erected.

It was acknowledged that context played a large part in driver behaviour, and Malling Hill was said to “feel” like a ring-road – where higher speeds would be considered normal. Altering environmental aspects to change this misperception would be the most effective solution to excess speed. There was general agreement that physical measures were the most desirable, and if a feasibility study were conducted to look at possible improvements, it should be preceded by a scoping exercise where contributions were sought from all

stakeholders. ESCC should be challenged as to what is done elsewhere. Enforcement should be emphasized, and for true integration all key 'feeder routes' in the town should be assessed to the same level.

*ESCC consultation on 20mph limit proposals for New Malling:* East Sussex Highways had developed proposals for introducing a 20mph speed limit for the New Malling area, which were said to result from feedback to a previous proposal consulted upon by the County Council in 2015. A plan was distributed, highlighting the details of the proposals. The main objectives of the scheme were to reduce vehicle speeds and improve safety in the area. The revised design also aimed to address a number of concerns raised during the previous consultation. In developing these proposals, ESCC had sought to minimize the number of physical traffic calming features that were to be introduced in order to minimize the loss of on-street parking. However, to ensure traffic speeds were maintained at or below the proposed 20mph speed limit, it had been necessary to provide these features at regular intervals along the whole extent of Old Malling Way. Comments and feedback on these proposals had been sought by the 30<sup>th</sup> September, but Highways officers were aware of the Committee meeting and awaited a considered response.

The opinion of the Managing Director of Compass Travel, who operate local bus services in Malling (subsidized in part by the Town Council), was distributed. He considered that a 20mph limit would have such a serious detrimental effect on the route 127 service that it would need to be reduced in frequency or withdrawn completely. Further: the proposed introduction of speed humps would create an unacceptable hazard to buses, and it was stated that Compass were likely to seek a legal indemnity against damage. Members could not support this position and found the claims to be pessimistic. They calculated that the real effect of a 20mph limit on journey times should be negligible, although they understood the points against speed humps. Residents present asked if it was likely that enforcement would be effective and wondered if the cost might not be disproportionate and better spent on problem areas such as Malling Hill.

The consensus was to support the ESCC proposals for a 20mph limit roll-out to Malling, except for very serious reservations as to the practical effect of the proposed speed-humps. These were not generally considered to be effective and were expensive. Members would rather see chicanes formed by either large planters or kerb 'build-outs', or (as a last resort) strategic marking of alternate-side parking areas to achieve the required 'slalom' slow-down effect. This would be passed back the next day to the officers awaiting a response.

*National Cycle Route 90:* Improvement of local sections of national cycle Route 90 was a project identified as a high priority by Cycle Lewes and had been noted in the Lewes Neighbourhood Plan (s11.7) as a project listed to benefit from future receipts of Community Infrastructure Levy (CIL). This was a vital "missing link" from the Brighton Road (if travelling Eastbound) as it enters Lewes and out again at Cliffe High Street and South Street. The mostly on-road signed route would run from Brighton Road to South Road via Barons Down, Montacute and Delaware Roads, Bell Lane Recreation Ground, Grange Road, Southover Road, Pinwell Road, Court Road, Cliffe High Street and then out along the cycle path running alongside the A26 to Southerham when it picks-up the off-road route alongside the A27.

South Downs National Park Authority officers had indicated that an unspent s106 fund of £16,101 arising from the development of the Lewes house site (Planning reference SDNP/14/01199/FUL) could be earmarked for this purpose. ESCC were also bidding for CIL funds to be used on Route 90 and had described the project as "essential". The Town Council currently held £4,300 in CIL received in 2018 which had been applied to another project (*designated Footpath 51*) but was ultimately not needed and could also be available. The Committee agreed to recommend that the National Park be asked to commit the unspent s106 cash to the Route 90 project (which would be implemented by ESCC) and that the Town Council 'Parish share' of 2018 CIL receipts is similarly dedicated. It

was also considered essential that Cycle Lewes is included in all planning for the works. The final route should be that agreed by Cycle Lewes.

*Future prospects:* Setting of programme items for future attention by the committee would be informed by the Lewes Living Streets June 2019 publication “*Tackling traffic dominance in Lewes – a Report*”, which had been prepared by John Dales, Director of the Urban Movement transport and urban design consultancy and a former Chair of the Transport Planning Society and a Trustee of the Living Streets UK charity.

**It was resolved that:**

**FC2019/72.2** The Minutes of the Transport Committee meeting held on 10<sup>th</sup> October 2019 are noted.

**FC2019/72.3** The Council will provide £500 for Community Match scheme funding of an ESCC traffic speed study on the A26 Malling Hill.

**FC2019/72.4** The recommendations of the Council’s Traffic Committee regarding a response to ESCC’s consultation on a 20mph speed limit scheme for Malling are supported.

**FC2019/72.5** The South Downs National Park Authority be asked to commit the unspent s106 fund of £16,101 arising from the development of the Lewes house site (Planning reference SDNP/14/01199/FUL) to National Cycle Route 90 enhancement, and the Town Council’s ‘Parish share’ of £4,300 (from 2018 CIL receipts) is similarly dedicated. It is also considered essential that Cycle Lewes is included in all planning for the works. The final route should be that agreed by Cycle Lewes

**c) Audit Panel 17<sup>th</sup> October 2019:** The Minutes of this meeting were presented:

*Routine financial monitoring:* Members had been furnished with detailed information (*copies in minute book*) following the end of the second quarter of the financial year 2019/20.

*Budget monitoring update* – working papers had shown 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.

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

*Internal and external Auditors reports* - TC reported that the External Auditor’s signed certificate for the accounts year ended March 2019 had been received with no comments recorded, and this was now published with the other sections of the Annual Governance & Accounting Return as required. The Internal Auditor had conducted the interim audit for year ending March 2020 the previous week and had submitted his report; which found no items of note, all ‘control objectives’ met, and was complimentary regarding Council systems and operation.

*Complaint(s) received:* Members had considered complaints received from a past Councillor regarding processing of data and the delay in responses received from the Chairs of both the Personnel and Audit Panels. In both instances, the complainant had made requests which were not unreasonable in themselves, but the ways in which they had been registered with the Council were unorthodox and impractical and had resulted in protracted delay and some confusion. In the matter of a request for personal data contained in a confidential consultant’s report to Council, this had been submitted as a file attachment sent direct to the Chair of the Personnel Panel in a format which her personal computer’s software had treated as suspicious and would not open. After an admittedly lengthy delay, this had been investigated and the content identified and a redacted copy of the report

requested had been prepared and subsequently sent to the complainant, who was presumed to be now satisfied in that regard.

A separate demand for other personal data had been initially sent to the Chair of the Audit Panel, who had explained the reasons that that he was unable to comply personally and that the request should be redirected. This had not been accepted and the complainant had distributed a complaint to all members of the Panel. TC was not aware of the details of the request but was the only person able to address it. The data that could be requested was that held about an individual personally, or from which they could be identified *eg* by reference or description of a role. Such requests were for the Town Clerk to deal with in the normal course of his duties as the Council's data processor and system administrator. He advised that the originator of a data subject access request had no legal rights to demand how or by whom the request must be handled.

Members agreed that the Chairman should write to the complainant accordingly, and if his request was to be pursued then TC should be provided with the details.

**it was resolved that:**

**FC2018/72.6** The Minutes of the Audit Panel meeting held on 17<sup>th</sup> October 2019 are noted.

**FC2019/73 LEWES FOOD BANKS REFERRAL SCHEME:**

Ms Debbie Twitchen was welcomed and presented to Council a short description of problems faced by the three Lewes Foodbanks. All the foodbanks used the same referral system and were suffering from some dysfunction in that regard. Up until June the Lewes Job Centre had dealt with referrals, however the centre was no longer able to refer clients. This was a policy from the Department of Work and Pensions (DWP) which was affecting foodbanks across the Country. Ms Twitchen was looking at ways to expand the list of referrers and asked that Town and District Councillors assist by encouraging applications and referring clients who may seek assistance from them, particularly if they have pressing financial issues.

**It was resolved that:**

**FC2019/73.1** Lewes Town Councillors agree to assist the scheme by promoting it and referring clients to Lewes Foodbanks.

**FC2019/74 REVISED CODE OF CONDUCT for COUNCILLORS:**

A report (*FC012/2019 – copy in minute book*) was presented to Council, which proposed revisions to the Code of Conduct for Members to preserve alignment with that adopted by Lewes District Council.

Lewes District Council (LDC) had formally adopted a revised Code of Conduct for Members at its meeting on 25<sup>th</sup> September, which implemented a number of best practice recommendations arising from the report published by the Committee on Standards in Public Life.

The statutory function of Monitoring Officer with regard to Parish Council affairs was held by the District Council and for consistency, particularly in cases where alleged breach of the Code involved review by the MO or independent investigators, it had always been recommended that Parishes adopt the same Code (tailored appropriately in relevant detail) and this was generally accepted.

It was lawful for each 'local council' (Parish) to decide its own Code but LDC's recommendations were for consistency across the area. This was especially helpful given the number of Parish Councillors in the District who were also members of LDC and/or ESCC.

**It was resolved that:**

**FC2019/74.1** Council agrees the revision of its Code of Conduct for Members (as attached to Report FC012/2019 presented to Council on 7<sup>th</sup> November), to preserve alignment with that adopted by Lewes District Council.

**FC2019/75 NATIONAL PARK PARTNERSHIP MANAGEMENT PLAN:**

Council had received statutory notification of the South Downs National Park Authority’s intention, following a process of review, to amend the management plan for the South Downs National Park area, which had been published in 2014.

Members had received a copy of the proposed 2020-25 Management Plan incorporating proposed amendments, having been developed in consultation with a wide range of stakeholders. The National Park Authority was not proposing to amend the “outcomes” stated in the Management Plan.

The SDNPA would be pleased to receive any observations that Lewes Town Council wished to make no later than 29<sup>th</sup> November 2019, and any such observations would be taken into consideration by the Authority before it made its decision regarding the review.

**It was resolved that:**

**FC2019/75.1** With regard to proposed amendments to the South Downs National Park Partnership Management Plan, individual comments by Councillors shall be forwarded to TC no later than 22<sup>nd</sup> November 2019, to be collated and forwarded to the Park Authority before their consultation deadline.

**FC2019/76 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.

**FC2019/77 NOTICE of ITEMS IN PROSPECT**

*Members were asked to consider items, arising from this meeting, worthy of a Press Release, and indicated:* Assistance in referring clients to the Lewes Food Banks scheme, and the breakfast provided to thank street cleaners following Bonfire celebrations.

*Dates to note* were given as:

- The next Member’s Surgery would be between 10am – 12noon on Tuesday 3<sup>rd</sup> December in the Yarrow Room. Cllrs Catlin and Makepeace volunteered to attend.
- The next Planning Committee meetings would be 7pm Tuesdays 12<sup>th</sup> Nov. and 3<sup>rd</sup> Dec.
- The next deadline for grants applications (cycle 3 of 4) would be 22<sup>nd</sup> November, for a panel sitting on 4<sup>th</sup> December with Council’s decision in December. If Members knew of any organisation who may be planning to apply, please draw their attention to these dates (all 4 cycles were on the cover of the Application Pack, available at the website).
- The Personnel Panel would meet at 7.00p on Wed 27<sup>th</sup> November in the Yarrow Room.
- The second phase of the ‘visioning’ exercise would be held at 7.00pm on Thursday 28<sup>th</sup> November in the Council Chamber, with refreshments available from 6.15pm.
- The Devolution Working Party would meet at 11.00am on Friday 29<sup>th</sup> November
- The Landport Bottom Management Committee would meet at 7.00pm on Wednesday 4<sup>th</sup> December in the Council Chamber.
- The Finance Working Party scheduled for 27<sup>th</sup> November would now meet at **2.00pm on Monday 16<sup>th</sup> December** in the Yarrow Room (**not** the 18<sup>th</sup> as previously advised)
- Due to the recent announcement of a General Election on 12<sup>th</sup> December the next Council meeting would now take place on Thursday 19<sup>th</sup> December at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 9<sup>th</sup> December.
- Selection of a Mayor-elect and Deputy Mayor-elect for the 2020-21 municipal year would be an item on the Council agenda for the meeting on 23<sup>rd</sup> January 2020.
- Meetings to be arranged: Pells land exchange W/pty (pending info from LDC); Commemorations Committee; UN Goals W/pty; Open Council 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 9.40 pm*

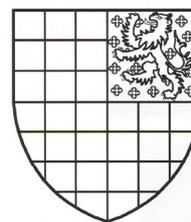
Signed: ..... Date: .....

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the **Personnel Panel** held on **Wednesday 27<sup>th</sup> November 2019**, in the **Yarrow Room, Town Hall, Lewes** at **6:00pm**

**PRESENT:** Cllrs R Burrows; S Catlin; R Handy; I Makepeace; Dr W Maples; Dr G Mayhew; K Wood  
(*Chairman*)

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

**PersPan2019/22 APOLOGIES FOR ABSENCE:** There were none.

**PersPan2019/23 DECLARATIONS OF INTEREST:** There were none.

**PersPan2019/24 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:**

**PersPan2019/24.1** "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".

**PersPan2019/25 BUSINESS OF THE MEETING:**

*Complaint received:*

1. Panel Members had each received direct from an ex-Councillor, a copy of a complaint arising from the independent investigator's report on a grievance raised by a member of staff, which had been considered earlier this year. The investigation had been conducted by the director of the South East Employers organization; one of nine regional employers' organisations in England specialising in local government Human Resources matters. The Panel's resulting report and recommendations had been considered by Council, and agreed, on 25<sup>th</sup> July 2019.
2. The complaint had been sent direct by the complainant to Panellists, following the individual's receipt of a redacted copy of the report. A number of points were cited disputing the validity of conclusions reached, and the reasoning expounded by the investigator; it was suggested that the Council should not have commissioned the investigator due to an alleged close connection to another Councillor who practised in the same professional field. In considering this complaint the Panellists heard advice obtained from the Council's solicitor.
3. Members of the Panel recognized the complainant's strength of feeling and acknowledged their sense of injustice; however, the complaint was seen as not capable of resolution by the Council. It complained of matters which should properly be raised with the investigator or their professional Institute. It was noted that the investigator was a Chartered Fellow of the Chartered Institute of Personnel and Development and a practitioner in a specialist field.
4. From the perspective of the Council: Panel members had the benefit of professional advice from the Council's solicitor on the matter and agreed that there was no reason that Council should not have engaged the investigator. The Council is a subscriber to the South East Employers organization and the consultant is a highly experienced investigator operating in a relatively small field. Prior acquaintance with a fellow professional was no bar to commission by the Council for this work. It was not agreed that there was any evidence of bias, and it was commented that whilst it is legitimate to disagree with an investigator's conclusions or reasoning, this does not make them wrong. The Panel had

considered the investigator's report across many hours, with the meeting advised by a solicitor during the entirety of the deliberations and adjourned twice to accommodate this and, in the final analysis, they did not promote all the investigator's conclusions in their own report to Council. The Panel's views and recommendations were presented to Council in July and were accepted, and the matter was now considered to be closed.

5. The solicitor's opinion was that: as the professional integrity of the investigator had been impugned, it was right that they be informed, and Members agreed that a copy of the complaint should be forwarded.
6. Members were agreed that a letter to the complainant describing their consideration of the complaint and conclusions, as outlined above, should be drafted by the Chair and TC.

#### *Town Clerk appraisal scheme*

7. Panellists considered the list of individuals and organizations external to the Council, who had previously been invited to complete a questionnaire. These were in two categories – those who had a continuing relationship with the Council through TC and those who had featured in the past year for a particular reason (*eg* liaison during a project). The latter list was effectively discounted, with no replacements suggested. The “routine” list was discussed, and additions agreed as: Lewes High Street Traders Association; South Downs National Park Authority; Pells Pool Community Association, and Cycle Lewes. It was suggested that any further suggestions should be made by email in the next few days, as instructions would be issued shortly to Richard Penn, who facilitated the appraisal scheme, with a request that he produce a report for consideration by the Panel in February.

#### *Review of staff establishment/ 'Visioning' support*

8. Members considered the Town Clerk's report (*Special001/2019*) which was intended to highlight key factors affecting any consideration of future staffing and administrative structure. This would be presented to all Councillors and introduced at the 'Visioning' evening the following day, but it was noted that the report recommended that the Personnel Panel should be tasked with significant areas of work. The number of staff members, and their individual roles, who were eligible to retire either before the next Council elections or within one year afterward would significantly impact upon the Council. This would bring both opportunities and difficulties, and it was recommended that Members carefully consider the structure they wish the Council to adopt and take key decisions as to recruitment/retention as soon as possible.
9. Members were encouraged to read and appreciate the background information, before considering suggestions for action. The report touched upon a range of issues affecting future staffing and warned Members that recruitment would be set against a national backdrop of local government pay and conditions that made parish council employment unattractive to many people.
10. Affecting the Panel specifically, the report recommended that Council immediately tasks the Personnel Panel to work with TC on the following priorities:
  - 10.1. Succession for TC: to formulate initial recommendations for Council by Easter 2020. This should include careful consideration of a 'split' between TC & RFO functions and the matter of a new TC-designate being recruited significantly in advance of TC's retirement to better engage with further successions and staff structuring.
  - 10.2. It was recommended that once job descriptions and person specifications drafted, these are submitted for an independent professional evaluation as to appropriate grading, for consistency with the exercise carried

out in 2016 for the main staff body and to ensure correct positioning in the sector job-market.

10.3. Engagement with those individuals who will reach state retirement eligibility either before or within the year following the next scheduled elections in May 2023.

10.4. Recommendations related to any additional posts envisaged, which may arise from 'Visioning' exercises, and alterations to the established staff structure that may be proposed

**PersPan2019/26 CONCLUSIONS/RECOMMENDATIONS:**

Council is asked to note the matter of the complaint received, and the Panel's response, and to note the approach taken to other matters considered at this meeting. It is specifically recommended that the Panel be tasked with the matters noted in *Report Special001/2019*, as listed at 10 above.

*The meeting closed at 7:55pm*

Signed ..... Date.....

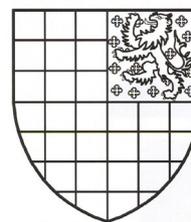
Draft

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the **Devolution Working Party** held on **Friday 29<sup>th</sup> November 2019**, in the **Council Chamber, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs Burrows; Catlin; Dr Mayhew, and Wood

**In attendance:** S Brigden (*Town Clerk [TC]*) Cllr R O’Keeffe (*as Lewes District Council Lead Member for Devolution & Tourism*).

**DevWP2019/01 ELECTION of CHAIRMAN:**

Cllr Dr Mayhew was elected as Chair of the Working Party for the 2019/20 municipal year

**DevWP2019/02 QUESTIONS:** There were none at this point.

**DevWP2019/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Earl, who was unwell, and Cllr Henman who had a work commitment.

**DevWP2019/04 DECLARATIONS OF INTEREST:** Cllr Burrows declared his role as Secretary of Lewes Priory Cricket Club (*iro* any discussions re Stanley Turner Trust).

**DevWP2019/05 EXCLUSION of the PRESS & PUBLIC**

As this Working Party would discuss details related to proposed contract negotiations; the Chairman moved, and **it was resolved that:**

**DevWP2019/05.1** “That in view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail related to proposed contracts; 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”

**DevWP2019/06 REMIT of the PANEL:**

It was noted that the Working Party was tasked with oversight of negotiations with Lewes District Council regarding devolution of local assets or services.

**DevWP2019/07 BUSINESS OF THE MEETING:**

- 1 Members considered a report (*DevWp001/2019, copy in the Minute Book*) that provided the Town Council’s history with regard to devolution; an update on the current status, and indications of future prospects. Appended to this were copies of a recent Lewes District Council (LDC) Cabinet report and associated revised Policy on property disposal and transfer. Also provided was a briefing note describing transfers to the Town Council by LDC since 1995, and descriptions of improvements introduced since acquisition.
- 2 The Town Council had registered requests, in June 2018, for the terms under which it might acquire ownership of LDC’s redundant premises at No.2 Fisher Street, Lewes, and also the market Tower, Market Street, Lewes. LDC had also been asked to consider terms upon which the Town Council might assume the Trusteeship of the Convent Field Trust, including the off-street carpark, and the Town Council had indicated that it may be interested to assume the Trusteeship of the Stanley Turner Trust in a future tranche of devolution.
- 3 LDC had indicated freehold values for the two buildings which could form the basis of a discussion. Working Party Members were encouraged that the recently revised LDC property disposal policy now gave appropriate recognition to principles of community asset transfer and the long-standing statutory “general

Consent” (*Circular 06/03: Local Government Act 1972 general disposal consent [England] 2003*) which allowed disposal of property for up to £2M less than its valuation.

- 4 It was explained that the terms of this mean that specific Ministerial consent is not required for the disposal of any interest in land which LDC considers will “help it to secure the promotion or improvement of the economic, social or environmental well-being of its area”. LDC should also have regard to their community strategy and could rely upon the well-being criteria in the Local Government Act 2000 when considering disposals at less than best value. It was for LDC to agree on such decisions, but disposal at less than best value was possible provided that the undervalue does not exceed £2,000,000 (two million pounds).
- 5 Transfer of Trusteeship was a straightforward matter, and it was understood that LDC had obtained an opinion from the Charity Commissioners indicating that they would not see it necessary to impose any conditions or complexity such as a Commissioners’ Scheme or Order, but the two parties were able to simply agree legal transfer. With regard to the Stanley Turner ground; the resident sports clubs had long held aspirations to independently manage the maintenance of the playing surfaces and facilities and had expressed hopes that this might be agreed under LTC trusteeship. There were several questions related to the Convent Field: the precise boundaries were not known, and LDC’s position regarding the off-street carpark and status of Lewes Football Club were issues that would need to be established.
- 6 The Working Party discussed these matters at some length, and several practical questions arose as to the future management of any acquisitions and wider concerns such as staff resources and accommodation. It was acknowledged that further acquisition of open spaces would eventually reach a tipping-point where direct employment of dedicated staff would be advantageous, but in the immediate future there were considerations such as the need to recognize the existing LDC contract for grounds maintenance.

DevWP2019/08

#### CONCLUSIONS:

The following agreements were reached, for recommendation to Council:

- > *Market Tower and No.2 Fisher Street* – Council should indicate an agreement in-principle to proceed with acquisition of freehold title, subject to further detailed negotiations, notably regarding community value and future use.
- > *Stanley Turner Trust* – Council should indicate an agreement in-principle to proceed with a transfer of Trusteeship, and simultaneously ask the ‘resident’ sports clubs to prepare their case for a future independent management agreement. LDC should be commissioned to continue as manager of day-to-day operations in the short term, under an agreement similar to that concluded regarding Landport Bottom.
- > *Convent Field* - Council should indicate an agreement in-principle to a transfer of Trusteeship, but subject to consideration of further detail regarding aspects such as the status of Lewes FC and the off-street carpark; that consideration to be in the short term.

DevWP2019/09

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

*The meeting closed at 12:40pm*

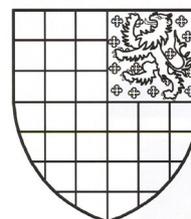
Signed ..... date .....

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the **Landport Bottom Management Committee** held on **Wednesday 4<sup>th</sup> December 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs Bird; Burrows; Handy; O'Keeffe; and Vernon

**In attendance:** S Brigden (*Town Clerk [TC]*) B Courage (*LTC Town Ranger*) and Ms Thyone Outram (*Lewes District Council Specialist Advisor - Downland and Nature Reserves*).

**LBMC2019/01** **ELECTION of CHAIRMAN:**

Cllr Handy was elected as Chair of the Committee for the 2019/20 municipal year

**LBMC2019/02** **QUESTIONS:** There were none at this point. Observing were representatives of the Friends of Landport Bottom and Lewes Old Racecourse Management Company.

**LBMC2019/03** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Sains, who had recently suffered a bereavement. Cllr Henman was understood to be campaigning for a Parliamentary seat.

**LBMC2019/04** **DECLARATIONS OF INTEREST:** Cllrs Bird and Handy noted that they lived adjacent to Landport Bottom.

**LBMC2019/05** **REMIT of the COMMITTEE:**

Members noted the remit of the Committee, which is:

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

**LBMC2019/06** **BUSINESS OF THE MEETING:**

- 1 Members considered a report (*FC017/2018, copy in the Minute Book*) which had originally been presented to Council in March 2019. The report provided a summary history of the site since its purchase, jointly with Lewes District Council (LDC), in 1992 and the reasons for the formation of the present committee following the Council's acquisition of sole ownership in 2018. It was explained that day-to-day operations on the land continued to be overseen by Ms Outram, as before the transfer; now under a formal agreement with LDC retaining their services.
- 2 There followed a general discussion which led to a focus on priorities. It was acknowledged that the current Management Plan should be updated as it was a third revision, conducted in 2006, of a plan originally adopted ten years earlier. It was still relevant in many ways, but a comprehensive review was appropriate. Ms

Outram agreed to prepare an update by Easter 2020 for consideration by the committee. It was requested that this should include a section on operational policies.

- 3 Ms Outram explained some of the background to operations on the land, relating biodiversity and decisions such as grazing (type; frequency; location *etc.*). The land was entered into a Higher-Level Stewardship (HLS) scheme, and there were specified methods for species surveys *etc.* the HLS agreement expires in 2021, and extension must be applied-for within one year of expiry, so that question would need to be addressed in Spring 2020. It was agreed that a meeting be held on that subject in February.
- 4 In the past several surveys had been conducted using consultants, and there was a body of reference material obtained since the land was first ‘reverted’ to chalk grassland from arable crops in 1992. Lewes District Council intended to enter, with partners, a Nature Improvement Area project to increase downland grass areas, and this would involve further data gathering and surveys of species such as newts and Skylarks. A *Changing Chalk* project may allow the engagement of dedicated staff and would cover downland between Lewes and Eastbourne. There were opportunities for “citizen science” although managed projects were desirable, and the Friends of Landport Bottom may engage in such exercises.
- 5 In the context of the objective to promote “quiet informal enjoyment” by the public, questions arose around various issues such as sheep-worrying and conflict between horse riders and other users of the land; a number of occasional, but recurring problems. Also the dilemma of dog-fouling, given that the area was intended to remain as open Downland and waste bins were themselves undesirable in great numbers. It was felt that a compromise position should be possible, and the matter of location and any practical constraints for additional bins would be researched. Members were keenly aware that the land was intended for general public access, and its position on the urban fringe brought several dilemmas for daily management.
- 6 A question was posed as to the effectiveness of post-Bonfire site cleaning by the two Societies who hired the land. It was stated that ‘cleanup’ may not appear as thorough as in the past, but this was attributed largely to changes of personnel within the societies. There was a principle in place to retain payments to support additional remediation work, and Ms Outram and Mr Courage felt that the system was reasonably practical. It was suggested that the user license could be discussed in February when reviewing the HLS extension option.

**LBMC2019/07**

**CONCLUSIONS:**

The Committee will meet in February specifically to address the matter of an extension to the Higher-Level Stewardship agreement and also review the terms of hire for the land.

An updated Management Plan will be prepared by Easter 2020 for consideration by the committee in April or May.

**LBMC2019/08**

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

*The meeting closed at 8:10pm*

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

**Agenda Item No:** 6d)

**Report No:** FC013/2019

**Report Title:** Grants panel recommendations – 4<sup>th</sup> December 2019

**Report To:** Full Council

**Date:** 19<sup>th</sup> December 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 4<sup>th</sup> December 2019 (the third of four cycles for 2019/20)

**Recommendation(s):**

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

---

**Information:**

1 The Grants Panel met on 4<sup>th</sup> December 2019. **15** applications were considered, with requests for support in the sum total of **£24,149**

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

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 **£11,249** in total, leaving an unspent budget balance of £8,153 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 5<sup>th</sup> December 2019



**Agenda Item No:** 6e)

**Report No:** FC014/2019

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

**Report To:** Full Council

**Date:** 19<sup>th</sup> December 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.

---

**Information:**

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

*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:*

**Devolution Working Party:**

Cllr Dr Maples requests appointment to this Working Party

There are currently six members (Council has not established a fixed complement for this committee.)

S Brigden  
December 2019

## **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 015/2019** – received from **Cllr O’Keeffe** on 9<sup>th</sup> December 2019, in the following terms:

**It is proposed that:**

1. Lewes Town Council agrees that it supports the principle of repairing the pavement near the Crown Court to restore the pavements there and remove the temporary “black top” patches of tarmac, and of installing bollards to protect the pavement from further damage by vehicles being parked on it.
2. The Council further agrees that this project can be discussed by the Transport Committee at its next meeting with a view to suggestions coming back to Council if it appears that an application for funding to the Town Council would be supported, once the full details are known.

**Supporting Information:**

The Friends of Lewes Civic Society, effectively headed up by Marcus Taylor, the Secretary, have been pushing for bollards to enable pavement restoration for many years, and over time there have been more and more patches of temporary repair giving the area an unfortunate patchwork look. East Sussex Highways may be persuaded that the scheme would be suitable for a community match scheme application if local support can be demonstrated, and support in principle from the Town Council would help at this point.

At a later date it may be that once the scheme has got underway some funding from Lewes Town Council would be sought, but this is not the purpose of the present motion, it is just to get support in principle to a project based on these ideas, and for an examination by the Transport Committee of what the project would entail in more detail.

Cllr R O’Keeffe  
9<sup>th</sup> December 2019

---

**NOM 016/2019** – received from **Cllr Bird** on 9<sup>th</sup> December 2019, in the following terms:

**It is proposed that:**

Lewes Town Council will implement a Sustainability Audit for Town Council Buildings

**Supporting Information:**

Choices in energy, water, waste, food and procurement impact significantly on local greenhouse gas emissions. Lewes Town Council has a responsibility to its local community to lead by example and to ensure that it is managing and informing these choices in a clear, responsible and sustainable way. I propose that a Sustainability Audit is carried out by a third party on the Town Hall and All Saints Centre, as the primary buildings in our estate, and that we consider these findings as part of a future Sustainability Policy.

In order to understand the scope of sustainability possible, a baseline audit will be needed to assess current actions on energy, water, waste, food and procurement in these buildings.

This baseline data will be presented along with recommendations on sustainability improvements and a headline greenhouse gas figure as part of a Sustainability Audit Report.

The UN Sustainable Goals Group can then use this audit to inform any forthcoming recommendations and draft a Sustainability Policy.

Cllr Matthew Bird  
9<sup>th</sup> December 2019

**It is proposed that:**

In order to ensure consistent practice across the Town Council's Grants and other funding procedures, I suggest we need to ensure the following:

1. A clear set of criteria for funding, set against the Town Council's agreed priorities (as are emerging from Visioning);
2. Scrutiny against agreed criteria of any application for funding.

I propose that the Audit committee, with guidance from the Town Clerk, creates a systematic application process that indicates clearly to applicants and to Council Members the Council's priorities in awarding funding and that requires applicants to indicate how their project/activity/event directly supports or enhances Town Council priorities. To further ensure even-handed scrutiny, I propose that any funds exceeding £2000 (the top limit for requests for Grants) should be scrutinised by the Audit Committee in addition to any other Committee to whom a proposal has been made, prior to recommendation to Full Council.

Recipients of sums over £2000 will be expected to give a short presentation to Full Council, following on from their – hopefully – highly successful use of public funds.

**Supporting Information:**

The procedure for applying for and receiving small sums of money (up to £2000 can be applied for by a single project/activity/event) include a set of criteria to which proposers must refer, and a set of criteria by which Members determine for themselves the appropriate level of Town Council funding for the given application. Scrutiny takes some time, with each Member reading carefully through the application, considering the extent to which the application meets criteria, and providing a rank score for each application against each criterion. Each application is then discussed on its merits and a funding figure is agreed.

It would appear that for larger sums, while the applicant is asked to make a presentation about their proposal, the set of criteria that guides Town Council funding is less clear – both to applicants and to Members.

I propose that this evident anomaly (that there is clearer criteria and clearer criteria for scrutiny than for large sums) be rectified.

Cllr Dr Wendy Maples  
9<sup>th</sup> December 2019



**CTLA**  
TRANSPORT FOR YOUR COMMUNITY

# **Growing The Links - CTLA Local Bus and Demand Responsive Dial-a-Ride services in Lewes**

## **Progress report for Lewes Town Council**

**In support for a funding bid for 2020/21 to 2022/2023**

**November 2019**

## **Background to the report**

Since the Spring of 2014 Community Transport for the Lewes Area (CTLA) has successfully worked in partnership with Lewes Town Council to reverse the decline in Public Transport services of both traditional fixed route and timetabled services and also of door-to-door on demand transport (marketed as the Lewes Dial-a-Ride). Thanks to the generosity of the Town Council annual grants have been successful in establishing and growing the patronage of:-

- Weekdays local bus service 131 which operates on Mondays, Wednesdays and Thursdays and links Wallands Park and the Town Centre, Bus Station and Tesco Superstore.
- Sundays and Bank Holidays local bus service 132 which provides links between Malling, Landport, Nevill and Winterbourne with the Town Centre, Rail station, Bus Station and Tesco Superstore.

The Council has also contributed and helped to sustain the Lewes Dial-a-Ride service which operates on Mondays to Fridays (except Bank Holidays) between 9 am and 2.30 pm.

## **The Bid**

During the current financial year Lewes Town Council provided a contribution of £11,000 which was comprised of:-

£2,800 Subsidy towards the Lewes DaR

£2,200 for the provision of 131 Bus service

£4,750 Provision of 132 Bus Service

£1,250 Publicity and marketing promotions (inc. new 132 leaflet and roadside displays refresh). An update on the performance of each of these services is contained within this report.

The latest bid submitted in this document by CTLA is for a three year rolling term as this would help to provide both the Town Council and CTLA with some degree of continuity in terms of forward budgeting and planning. However if the Town Council is unable to agree to a 3 year rolling grant we would be happy to receive a pro rata grant for the year 2019/2020 as an alternative with the option of bidding again in subsequent years.

During 2020/2021 CTLA is bidding for a total of £14,000 which is comprised as follows:-

£6,000 contribution towards the Lewes Dial-a-Ride (an increase to reflect longer operating hours 9.00 am to 5 .00 pm instead of 2.30 pm – see later sections of report).

£2,100 Provision of 131 Bus Service (a reduction on current year to reflect increased patronage and associated on-bus/ Concessionary bus pass reimbursement revenues accrued)

£4,500 Provision of 132 bus service (a reduction on current year to reflect increased patronage and associated on-bus/ Concessionary bus pass reimbursement revenues accrued)

£1,400 Publicity and Marketing promotions

To allow for inflation and other operating cost rises (fuel, wages etc.) we would ask the Town Council to increment the annual amount to £14,420 in the financial Year 2021/2022 (Year 2 of the rolling bid) and £14,840 in 2022/2023 (Year 3 of the rolling bid), payable annually in advance on 1<sup>st</sup> April of each year.

### **Marketing of Services**

CTLA has continued to market the services vigorously using funding supplied by the Town Council to pay for space in the award winning Bus Times magazine which Brighton & Hove Bus and Coach Company publishes twice a year and details are also included in the Compass Travel timetable booklet. Full details also appear on the internet on the CTLA website ([www.ctla.org.uk](http://www.ctla.org.uk)) and are available through the telephone and web based National bus planning service Traveline. Roadside bus stop displays showing details of the services and a major timetable display is located at Lewes Bus Station. We also produce a dedicated A5 leaflet and undertake periodic promotions to support customer awareness. The generosity of Lewes Town Council in providing financial assistance has been acknowledged widely in all the various forms of publicity.

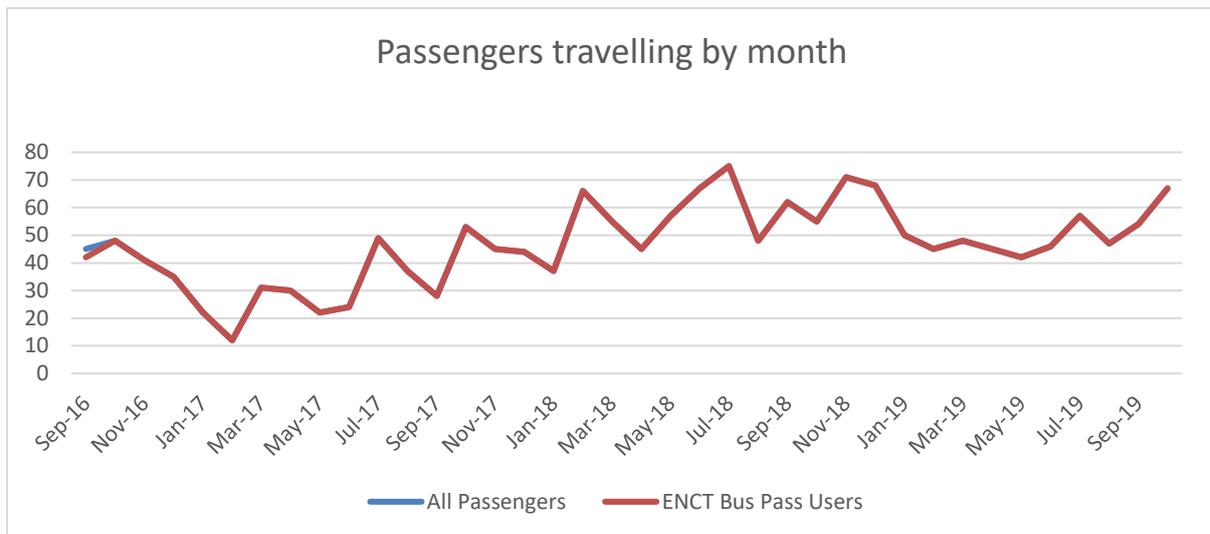
CTLA only uses a small selected number of drivers to operate the route throughout the year. This encourages those drivers to get to know the local conditions and regular passengers, which helps to grow a friendly and reassuring rapport between drivers and regular passengers.

### **Monitoring of Services**

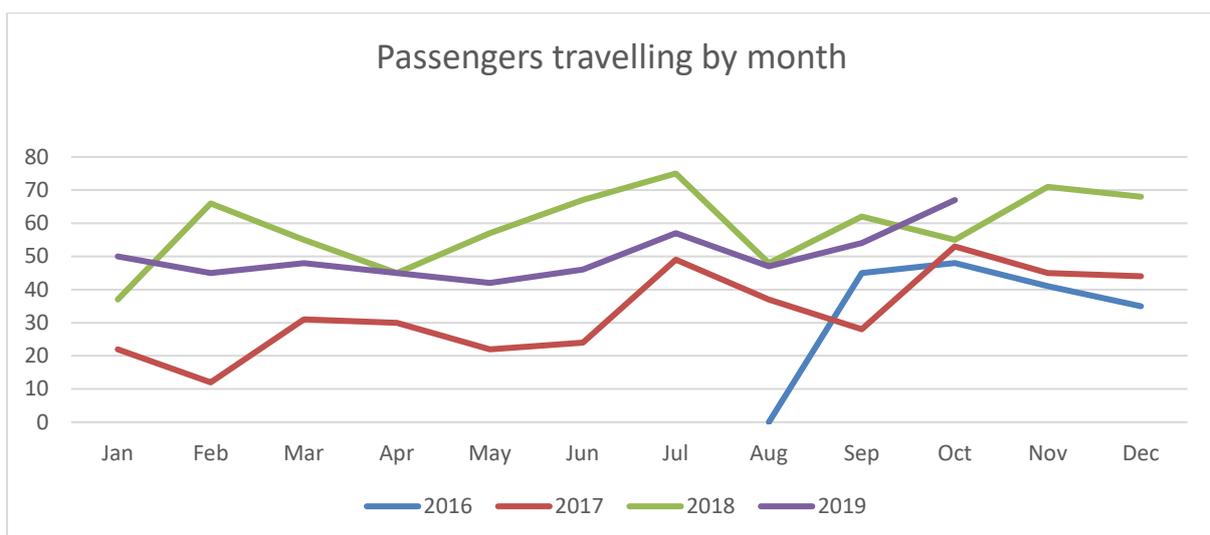
Modern electronic scheduling and booking software together with an electronic on-bus ticketing system maximises data collection about patronage on the services, enabling the charity to better understand its market and respond to any unmet or changing needs. It is very gratifying to be able to report that services have been well received by local residents and continue to grow in patronage at a time when many other local bus services are reporting a drop in passengers. However at the current time the services remain some way off from being financially self-sustaining.

An analysis of the performance of bus services 131 and 132 is shown overpage.

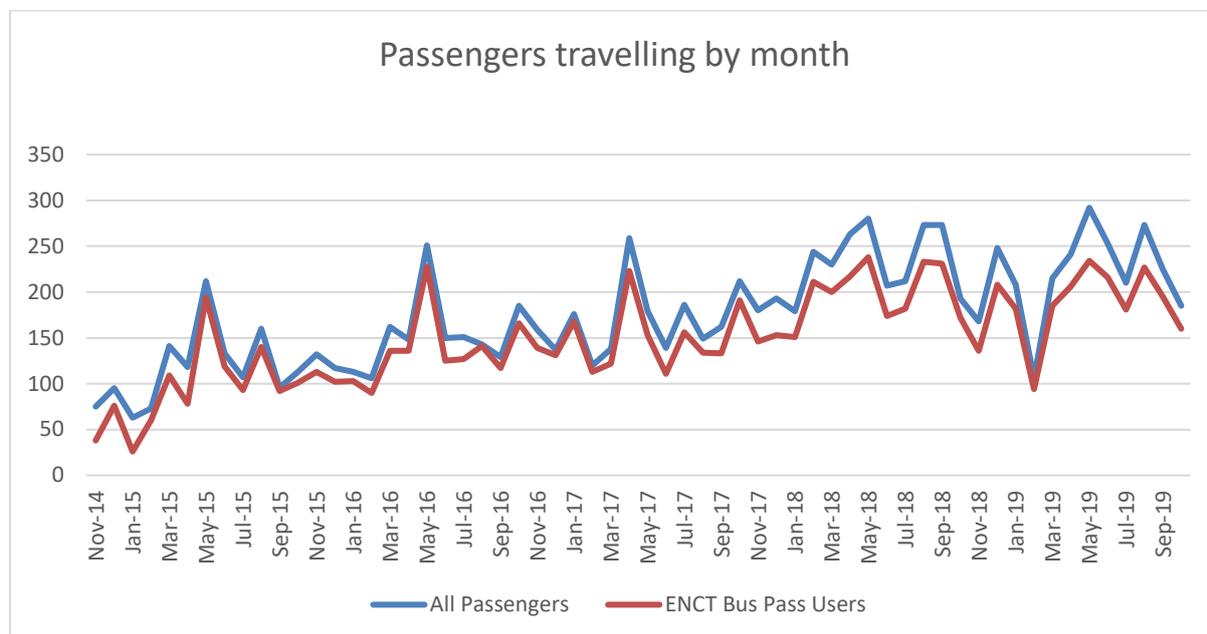
**Figure A1: Route 131: Total Passengers depicting breakdown of ENCT and Fare Paying Passengers**



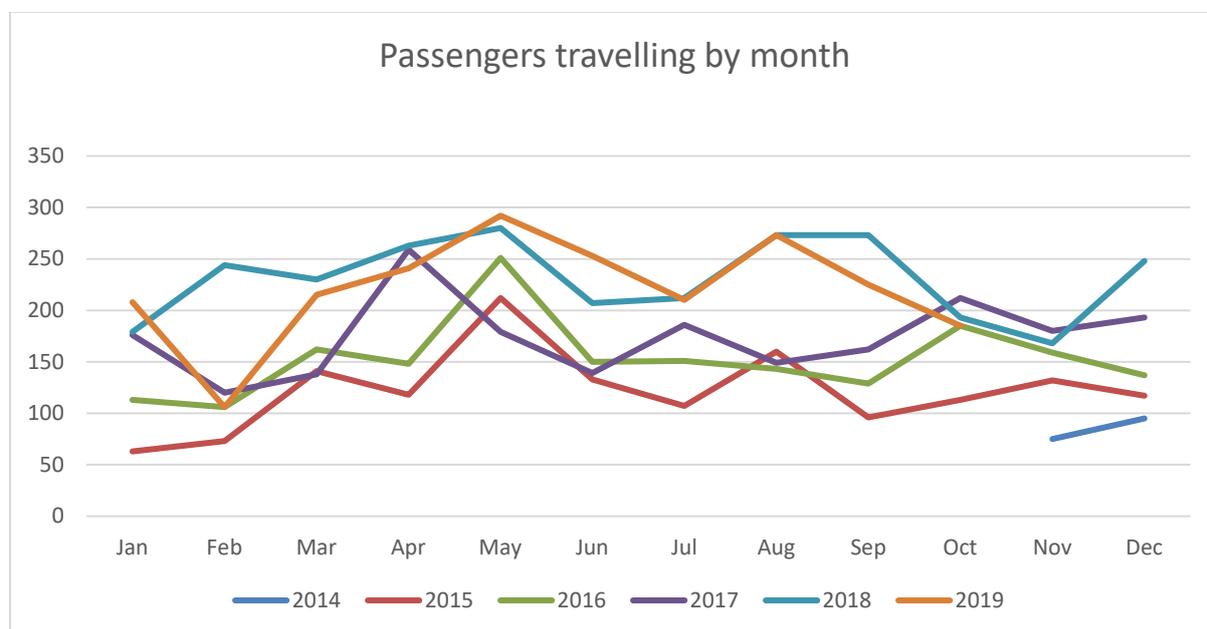
**Figure A2: Route 131: Total Passengers (includes ENCT) depicted year on year**



**Figure B1: Route 132: Total Passengers depicting breakdown of ENCT and Fare Paying Passengers**



**Figure B2: Route 132: Total Passengers (includes ENCT) depicted year on year**



**Dial-A-Ride Services in Lewes and Surrounding Villages**

In addition to the scheduled local bus services 131 and 132 CTLA also provides a demand responsive, door to door bus service for those who are unable to use conventional public transport services. Marketed under the “Dial-a-Ride” brand a fully accessible minibus can be pre-booked by local residents to convey them between any two points in the Lewes Town Boundary and also from and to

neighbouring villages within a few miles of the town, whose residents need to access the recreational, personal business, medical and retail facilities that Lewes has to offer.

This service is only available to members who are registered with CTLA but membership can be completed over the phone or by post or online and is free. Membership is subject to eligibility criteria. The criteria for membership require that individuals are prevented from being able to use public transport either because a) there is no adequate provision due to the geographic location of the trip origin or destination or b) the individual is prevented from accessing available services due to impaired personal mobility or health related barriers.

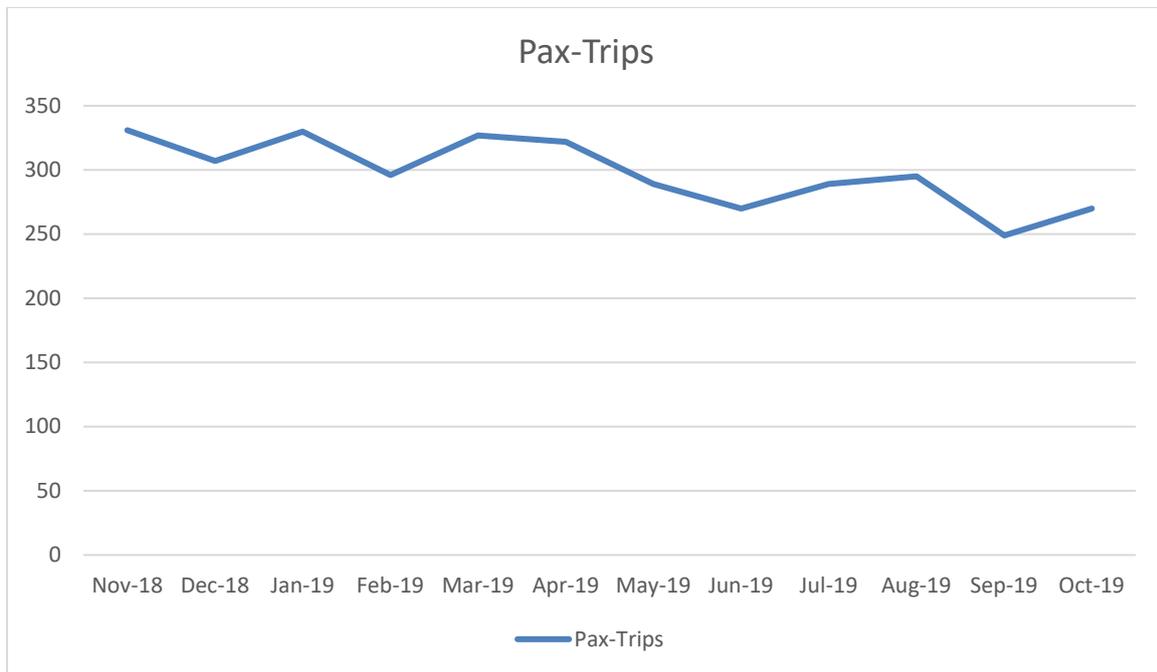
Currently there are 405 members who are registered to use the Lewes Dial-a-Ride service – quite low by comparison with other Dial-a-Ride schemes operated throughout Lewes District by CTLA. However in the past 12 months (November 2018 – October 2019) no less than 3,575 passenger-trips were delivered on the Lewes Dial-a-Ride service, of which 2,373 (66%) were undertaken purely by residents travelling within the Town boundary whilst the remaining 1202 (34%) were undertaken by residents in the neighbouring villages of Ringmer, Cooksbridge, Barcombe, Plumpton, East Chiltington and Kingston to bring people into the town and take them home again.

Over the past year there has been a small decline in ridership and this is something that CTLA is keen to address in the coming twelve months. Our Stakeholders tell us that there is a large unmet demand which is growing as the population of the County and in particular the Lewes District demonstrates an ever increasing proportion of older persons. One of the main reasons that the service is not reaching its full potential is the fact that it has traditionally finished at 2.30 pm which is relatively early and deters people from making bookings on the service as the scope for return journeys is very limited, particularly for activities that take place after lunch including a great number of medical appointments at the Lewes Victoria Hospital Minor Injuries Unit and local GP surgeries and after school club activities etc.

Up until recently, CTLA was committed to operating a morning and afternoon school run under contract to East Sussex County Council which impacted on availability of the bus and driver to provide an all day service. However recent operational changes have eliminated that commitment and for the first time there is an opportunity to comply with requests to operate the service throughout the afternoon and into the early evening. The cost of extending the hours of operation over a full year amounts to an additional £8,128 even on a marginal cost only basis. However CTLA is able and prepared to match fund almost £5,000 of this additional financial cost out of our own fundraising efforts leaving a shortfall of £3,200 to bridge the gap of the full cost of the increased hours. Therefore we would urge the Town Council to consider increasing its support for this vital service by an extra £3,200 in Year 1 of the bid.

We would be happy to review the patronage on the service at the end of Year 1 but are confident that aggressive Marketing of the scheme and the additional availability of the service will bring growth in its patronage, especially in the area of medical trips. An increase of 25% is not unachievable with this extra support. This also explains why we have increased the element of the bid for Marketing and Publicity over the current year's allocation.

**Figure C2: Route 132: Total Passenger-Trips Lewes Dial-a-Ride 2018 - 2019**



### **The Benefits of supporting the bid include**

By supporting the bid contained within this document it is the belief of CTLA that the Town Council would be fulfilling a number of key objectives:

- **Helping CTLA to sustain and grow 3 major transport services within the town which will benefit both residents and visitors alike.**
- **A reduced subsidy for two of the previously funded services (routes 131 and 132), reflecting growing patronage and revenue from On-Bus and English National Concessionary Bus Pass reimbursement.**
- **Partnership working with CTLA to match fund investment in the expansion and anticipated growth of the Lewes Dial-a-Ride by an increased subsidy to reflect extra provision of the service till 5 pm. This in turn would encourage greater patronage and provide greater scope of journey times especially catering for after school activities and afternoon GP and Lewes Victoria Minor Injury Unit healthcare appointments. This Dial-a-Ride service is on the frontline of combatting social isolation and loneliness and helps the more vulnerable residents of the Town and its hinterland to live a more independent lifestyle.**
- **Contributing towards sustainable transport modes, reducing congestion and sponsoring a healthier environment and improved air quality in the Town**
- **Encouraging car owners to switch to more sustainable and environmentally travel modes**
- **Enable those who do not have access to a car to gain better access to goods and services within the town by providing direct transport links and connections to other services offered by other bus and train operating companies**
- **Reducing social isolation and loneliness and creating a more equitable society**
- **Contribute towards a more sustainable local economy and a more vibrant community**

**MWE/CTLA 04.12.2019**

## POWER FOR PEOPLE

I am writing to ask that you please join 27 Parish, Town, and Community Councils that have already resolved to support the Local Electricity Bill; by adopting the draft resolution below.

The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently impossible because of the huge setup and running costs involved in doing so.

The ultimate result of this would be:

1. Local communities and businesses could buy their electricity from a local energy company.
2. Building more local renewable energy would be financially viable.
3. Communities would benefit from the revenues that new local energy supply companies would generate, such as more local skilled jobs, energy efficiency schemes and investment in local facilities.

Steve Shaw

Director

Power for People

[www.powerforpeople.org.uk](http://www.powerforpeople.org.uk)

See a copy of the Bill here:

<https://powerforpeople.org.uk/wp-content/uploads/2019/03/Local-Electricity-Bill.pdf> (copy attached)

See a list of the cross-party group of 115 MPs supporting the Bill here:

<https://powerforpeople.org.uk/local-electricity-bill-supportive-mps/>

The Councils presently supporting the Bill are:

Barwell Parish Council, Bideford Town Council, Blackawton Parish Council, Boughton Monchelsea Parish Council, Braemar Community Council, Chesham Town Council, Chidham and Hambrook Parish Council, Comhairle nan Eilean Siar, Dittisham Parish Council, Great Boughton Parish Council, Hales & Heckingham Parish Council, Humberston Parish Council, Langford & Ulting Parish Council, Langton Matravers Parish Council, Mungrisdale Parish Council, Newbald Parish Council, Newton and Noss Parish Council, Sandwich Community Council, Scrooby Parish Council, Shrewsbury Town Council, St David's City Council, Studley Parish Council, Sutton St. James Parish Council, Taffs Well Community Council, Tattenhall & District Parish Council, Trotton with Chithurst Parish Council and Worlingworth Parish Council

## Council Draft Resolution

That Lewes Town Council RESOLVES

1) notes that the Local Electricity Bill

- aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and
- would result in councils or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities

2) accordingly resolves to support the Local Electricity Bill, supported by a cross-party group of 115 MPs during the 2017-19 Parliamentary session; and

3) further resolves to write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support.

# Local Electricity Bill

A

# BILL

TO

Enable electricity generators to become local suppliers and set local costs of electricity; to give certain duties to the Office of Gas and Electricity Markets; and for connected purposes.

## **1 Purpose of this Act**

The purpose of this Act is to encourage and enable the local supply of electricity.

## **2 Local Supply of Electricity**

- (1) Subject to this Act an electricity generator may be a local supplier and may set local prices.
- (2) A local supplier must have a local supply licence.
- (3) A local supplier must pay any costs and adhere to any regulations set by the Office of Gas and Electricity Markets.

## **3 Duty of the Office of Gas and Electricity Markets (OFGEM)**

- (1) It shall be the duty of OFGEM to issue local supply licences to an electricity generator if, in the opinion of OFGEM, that generator understands, is capable of complying with and will comply with the conditions of that licence.
- (2) In accordance with the purpose of this Act OFGEM shall ensure that
  - (a) the cost of a local supply licence and any related costs are proportionate to the size or projected size of a generator's business; and
  - (b) the regulations that a generator must adhere to are as simple and straightforward as possible.
- (3) OFGEM must, after consultation, specify the radius to which a local supply licence shall apply, and may specify different radii to different local supply licences.
- (4) Before making any decision pursuant to subsection (3) OFGEM must consult
  - (a) Local authorities;
  - (b) Existing local generators;
  - (c) Organisations representing existing or proposed local generators; and
  - (d) Such other person who, in its opinion, have an interest in this matter.

## 4 Interpretation

In this Act —

‘local supplier’ is a person who supplies electricity only to customers within a specified radius of the generation of that electricity.

‘local supply licence’ is a licence granted to a local supplier to supply electricity in accordance with this Act.

‘business’ includes individuals and not for profit organisations.

## 5 Citation, Commencement and Extent

- (1) This Act may be cited as the Local Energy Act.
- (2) This Act shall take effect on the day it receives Royal Assent.
- (3) This Act shall apply to England, subject to the agreement of the Welsh Assembly Government, to Wales and, subject to the agreement of the Scottish Government, to Scotland.

*Presented by Jeremy Lefroy  
supported by*

*Debbie Abrahams  
Peter Aldous  
David Amess  
Ian Austin  
Hannah Bardell  
Henry Bellingham  
Richard Benyon  
Mhairi Black  
Peter Bottomley  
Graham Brady  
Tom Brake  
Alan Brown  
Fiona Bruce  
Ruth Cadbury  
Ronnie Campbell  
Maria Caulfield  
Alistair Carmichael  
William Cash  
Douglas Chapman  
Simon Clarke  
Rosie Cooper  
Ronnie Cowan  
Angela Crawley  
Edward Davey  
Geraint Davies  
Martyn Day  
Jonathan Djanogly  
Martin Docherty-Hughes  
Steve Double  
Rosie Duffield  
Jonathan Edwards  
Charlie Elphicke  
Nigel Evans  
Tim Farron  
Marion Fellows  
Caroline Flint*

*George Freeman  
Patricia Gibson  
Roger Godsiff  
Zac Goldsmith  
Bill Grant  
Kate Green  
John Grogan  
Robert Halfon  
David Hanson  
Harriet Harman  
Trudie Harrison  
Helen Hayes  
James Heapey  
Drew Hendry  
Wera Hobhouse  
Kate Hoey  
Kevin Hollinrake  
Adam Holloway  
Kelvin Hopkins  
George Howarth  
Andrea Jenkyns  
Diana Johnson  
Darren Jones  
Graham Jones  
Susan Elan Jones  
Stephen Kerr  
Peter Kyle  
Ben Lake  
Norman Lamb  
Oliver Letwin  
Stephen Lloyd  
Jonathan Lord  
Tim Loughton  
Caroline Lucas  
Angus MacNeil  
Anne Main*

*John Mann  
Sandy Martin  
Kerry McCarthy  
John McNally  
Mark Menzies  
Layla Moran  
Andrew Mitchell  
Anne Marie Morris  
Grahame Morris  
Brendan O'Hara  
Neil Parish  
John Penrose  
Rebecca Pow  
Marie Rimmer  
Douglas Ross  
Lloyd Russell-Moyle  
Antoinette Sandbach  
Andrew Selous  
Barry Sheerman  
Tommy Sheppard  
Gavin Shuker  
Dennis Skinner  
Ruth Smeeth  
Angela Smith  
Henry Smith  
Gareth Snell  
Alex Sobel  
Julian Sturdy  
Derek Thomas  
Martin Vickers  
Giles Watling  
Catherine West  
Matt Western  
Philippa Whitford  
Daniel Zeichner*

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 November 2019	status at December 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	Further research re heating following consideration of consultants report. W/party to consider in Nov	Awaiting consultants further report
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 4
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	Pending arrangement of meeting with PPCA	Pending arrangement of meeting with PPCA
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-	Borrowing Approval request still in-process by DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National and local commemorations.	committee established. <b>Item complete</b>	committee established. <b>Item complete</b>
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	plan now in effect <b>Item complete</b>	plan now in effect <b>Item complete</b>
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. Specialist consultants report on urgent treeworks anticipated early Nov - District Specialist Adviser update to Council 7th Nov	Urgent tree works update received at Council 19th December.
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party meeting 7 November, following LDC Cabinet approval of revised property disposal/transfer policy 28th October 2019. Pending LDC confirmation of details for discussion	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations
9	New council website	New website.	Established - content revisions and updates ongoing. <b>Item complete</b>	Established - content revisions and updates ongoing. <b>Item complete</b>
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.	"Cyber essentials" formal accreditation awarded. Councillor email accounts available - Members to initiate individual accounts.	"Cyber essentials" formal accreditation awarded. Councillor email accounts available - Members to initiate individual accounts. TC office outgoing correspondence exclusively to these account <i>nef</i> 1st February 2020