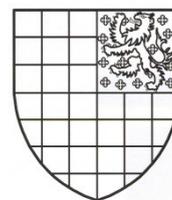


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**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held online\* on **Thursday 3<sup>rd</sup> September 2020**, at 7:30pm which you are summoned to attend.

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

**To join this meeting** either follow this link: <https://zoom.us/j/92495479648>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 924 9547 9648**

**\*Please also see the note below regarding password-controlled access to this online meeting**

S Bridgen, Town Clerk 27<sup>th</sup> August 2020

## **AGENDA**

1. WELCOME, INTRODUCTION and MEETING PROTOCOL

2. QUESTION TIME

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

3. MEMBERS' DECLARATIONS OF INTERESTS

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

4. APOLOGIES FOR ABSENCE

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

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council meeting held on 30<sup>th</sup> July 2020.

(attached page 4)

7. WORKING PARTIES & OUTSIDE BODIES

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

a) Audit Panel 27<sup>th</sup> July 2020

(Minutes attached page 20)

b) Participatory budgeting workshop 28<sup>th</sup> July 2020

(Notes attached page 22)

c) Personnel Panel workshop 18<sup>th</sup> August 2020

(Oral Report Cllr Wood)

d) Grant Panel 19<sup>th</sup> August 2020

(Report FC010/2020 attached page 24)

8. RESPONSIBLE TOURISM

To consider a proposal to promote responsible tourism

(NOM008/2020 attached page 26)

9. TOM PAINE COMMEMORATION

To consider a proposed commemorative event

(NOM009/2020 attached page 26)

10. PARTICIPATORY BUDGETING

To consider further development of a participatory budget pilot for 2021/22

(NOM010/2020 attached page 27)

11. A27 HIGHWAY PROPOSALS

To consider matters of proposed development of the A27 East of Lewes

(NOM011/2020 attached page 28)

12. TIMBERYARD LANE

To consider a proposed contribution towards costs of a feasibility study

(NOM012/2020 attached page 28)

13. EAST SUSSEX COLLEGE ART FACULTY SUPPORT

Revisit matter of support for Extended Diploma course students

(Report FC011/2020 attached page 29)

14. UPDATE ON MATTERS IN PROGRESS

(oral report by TC & Annual Plan attached page 30)

15. NOTICE of ITEMS IN PROSPECT

(oral report by Town Clerk)

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

### **PUBLIC ATTENDANCE – Covid-19 emergency arrangements:**

Members of the public have the right, and are welcome, to attend\* this meeting of the Council – questions regarding

items on the agenda may be heard at the start of the meeting with the Mayor's consent. Questions or requests to address the Council must be submitted by email to the Town Clerk at least 3 days in advance. This meeting will be held online via Zoom Pro video link. To attend the meeting follow the instructions above.

**\*Members of the public wishing to attend this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)**

**For guidance on attending online meetings please see the notes on the following page**

## Guidance on attending ‘virtual meetings’



### Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*example only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: [zoom.us/j/99590643212?pwd=bTdvYnVZSWIzdzlIL1p](https://zoom.us/j/99590643212?pwd=bTdvYnVZSWIzdzlIL1p)

**Meeting ID**: 995 9064 3212

**Password**: 003091

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as PUBLIC attendees will be asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

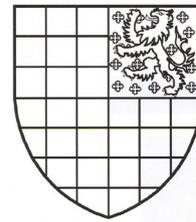
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

### PLEASE NOTE:

**Before connecting**, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](http://www.zoom.us)



## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 30<sup>th</sup> July 2020**, online via Zoom Meetings at **7:30pm**.

**PRESENT** Cllrs J Baah; M Bird; R Burrows; S Catlin (*Deputy Mayor*); G Earl; O Henman; J Lamb (*Mayor*); I Makepeace; Dr W Maples; Dr G Mayhew; M Milner; R O'Keeffe; S Sains; J Vernon; R Waring and K Wood.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*) and Mrs E Tingley (*Cttee. Admin.*)

*Observing:* Ms L Zeyfert (*All Saints Centre Manager*); B Courage (*Town Ranger*).

Before the meeting, the Reverend Canon Judith Egar offered a few words of reflection on what she described as "Crisis fatigue" and society's increased awareness and sensitivity to fragility and vulnerability.

**FC2020/24 QUESTION TIME:** There were no questions.

**FC2020/25 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2020/26 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr R Handy who was on holiday and Cllr J Herbert who had a childcare commitment.

**It was resolved that:**

**FC2020/26.1** Reasons submitted for absence from this meeting are noted.

**FC2020/27 MAYOR'S ANNOUNCEMENTS:**

- a) The Mayor had officially re-opened the Pells Pool recently. Cllr Lamb enjoyed the 'first dip' – a long standing tradition – before the pool was opened to swimmers.
- b) The Mayor and TC had attended a 'Recovery Summit' hosted by Lewes District Council which had focused on community and how the community had joined together *eg.* Volunteering, acts of kindness etc. It was highlighted that it was important to build community wealth and a collaborative approach which would be beneficial locally.
- c) The Mayor had also attended a Lewes Walking and Cycling Forum where enthusiasts had talked about how walking and cycling could be taken forward in the District.
- d) The Mayor had corresponded with Peter McFadyen, of Frome in Somerset, the author of 'Flatpack Democracy' who would be happy to present his ideas. The Mayor would organize a Zoom meeting.

**FC2020/28 MINUTES:**

**It was resolved that:**

**FC2020/28.1** Minutes of the Council meeting held on 18<sup>th</sup> June 2020 were received and agreed as an accurate record.

**FC2020/29 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) Buildings Working Party – 23<sup>rd</sup> June 2020.** Council considered the Minutes of this meeting (*copy in Minute book*)

*Town Hall heating system refurbishment:* The meeting had considered a second report presented by specialist consultants, providing more detail on feasible options offered by air-source heat pump (ASHP) and photovoltaic panel (PV) technologies in replacing the Town Hall's existing heating system. A system would be capable of providing 100% of heating demand within the building during mild temperatures (*eg Autumn/Spring*), but it was highlighted that the flow

temperatures which they generate is considerably lower than required (around 80°C) to adequately 'drive' the internal heating system during colder periods, when the system would need topping-up by an additional boiler. It was proposed to install a hybrid heating system, comprising an air source heat pump supplemented by boiler plant. Comparisons were shown between the capital and running costs, and emissions, of both gas and electric boilers based upon the ASHP providing approximately 75% of the heating requirements.

There were a number of variables to consider in the final selection of the equipment, including physical size, access requirements, noise break-out and system efficiency. There were also different refrigerants to consider; proposals where refrigerants have a Global Warming Potential (GWP) greater than 2500 had been dismissed on both environmental grounds but also the future availability of the refrigerant (for maintenance). Members were advised that noise generated would be a significant consideration, given the proximity of nearby homes.

When reviewing several potential locations for the outdoor equipment, three areas in and around the rear service yard, were favoured. Other options had been considered and dismissed on various grounds, such as distance and routing of pipework from the outdoor unit to the basement plant room. The meeting considered these three and accepted a recommendation which allowed a larger, more efficient, unit which was quieter and uses a more sustainable refrigerant. The location would involve the loss of 3 car parking spaces, but this was considered acceptable. Further investigation would be needed into electrical loading and pipework routing options.

The report showed estimates of capital cost and running costs, and emissions, for combinations of ASHP and boiler with any remaining subsidies or incentives factored in. The cost estimates were said to be robust but expected to prove reasonably accurate when market-tested. The capital costs ranged from £91,000 for simple replacement of gas boiler to over £240,500 for an ASHP-only design.

There was a detailed discussion as to the use and future availability of gas, and the experts recommended it as still the most viable option at present, when considered against the likely service life of a new system; said to be around 15 years, and in the context of it being needed only for topping-up during coldest periods if associated with an ASHP. After deliberation on the options presented, the Working party agreed that it would recommend the option shown in the report as "Air Source Heat Pump with Gas-fired Boiler", and accepted the suggestion that around £70,000 of the total cost could be deferred to a second year if the installation were to be planned in two stages. Members were keen to ensure that this would not involve duplication of any cost and were assured that it would not if the system is designed with this in mind.

The project was estimated to take a total of 16 weeks, technically, but would be subject to external factors such as Planning and Listed Building consents. The Working party recommended to Council an immediate start on the agreed option, with the second phase in 2021/22 committed at the outset.

*Refurbishment of Mallings Community Centre:* The meeting had received a briefing on progress of the building works, which were proceeding well and had suffered only a short closure due to Covid-19 although work was slowed by distancing restrictions and supply-chain disruption. Members had welcomed Duncan Kerr, Managing Director of Wave Leisure Trust; Council's preferred choice for future management of the building. Mr Kerr had related the position Wave found itself in due to lockdown restrictions and described the effects as "devastating". When the main centres of Wave's operations (indoor gymnasias and swimming pools) were eventually allowed to reopen they would face such severe limitations on customer numbers that the costs would be disproportionate to the income, and without some form of significant third-party funding Wave would be in a parlous state. Given these unknowns, Mr Kerr was unable to commit to undertaking a management agreement for Mallings Community Centre at this time, and Members were understanding and sympathetic.

The Working Party rehearsed the options for management of the Centre, as they had been originally considered by Council, and the positive and negative factors for each. The preferred option if Wave were unable to assist was direct management by Council staff. It was noted that the building work may finish in October (at present estimates) but the Centre could not

immediately reopen as there would be a period needed for final finishing and fitting-out. Given the present situation with lockdown restrictions and prospects for relaxation it was unlikely that the Centre could be operational before the New Year. Assuming that timescale to be fairly pragmatic, it was possible to defer a decision until the end of August when Mr Kerr may be in a position to give a definitive answer. This was agreed by all to be practical, and meanwhile TC would draft a plan for LTC self-management.

*All Saints Centre:* Members had been provided with a copy of a recently completed surveyor's report on the building. This detailed report comprehensively described various items of repair that were considered to be needed. Councillors were pleased to note the description of the Grade 2\* heritage-listed building as:

*"Overall, this building is in remarkably good condition considering the mixture of constructions and ages and this reflects care in the ownership, renovations and extensions through the 19th and 20th centuries until it was deconsecrated. Its condition also reflects high quality renovations during the 1980s followed by excellent care and maintenance since, together with further modernisations such as for the heating system and west end lavatories. The level of maintenance repairs currently identified is much less than would be expected for a previously-redundant building of this size and complexity and reflects well on its management."*

This commendation notwithstanding; 20 areas of work and individual items identified as necessary or desirable were shown in a table with estimated costs ranging from £2,000 to £59,000 - in aggregate amounting to £450,000. It was recognized that many of these were not immediate concerns, and that the schedule would inform the drafting of a programme for future prioritized work. Several areas would require further, specialized, surveys and these would also be prioritized. Analysis would begin immediately, and the matter reviewed later in the year.

The Working Party also reviewed the proposal to install a public WiFi network at All Saints, similar to that in place at the Town Hall. This project was started at the same time but paused when other work on the building became more urgent. The cost was provided-for in the Centre's operating budget for the year and the contractor was able to install promptly as the building was closed for public use during the Covid-19 emergency. Members recognized the advantages that such a system might offer, including to several of the Centre's regular hirers when devising their post-lockdown strategies, and were pleased to agree the work.

**It was resolved that:**

**FC2020/29.1** The Minutes of the meeting of the Buildings Working Party held on 23<sup>rd</sup> June 2020 (*copy in minute book*) are received and noted, and the Panel's recommendations are supported.

**b) Personnel Panel Workshops 24<sup>th</sup> June and 6<sup>th</sup> July 2020.** Cllr Wood gave an oral report: The workshops had focused on the retirement of present TC and recruitment of a successor, and whether there should be separation of the roles of TC and Responsible Finance Officer (RFO). A revised Job Description was currently in a long draft and would need scaling down. A Human Resources consultant was recommended to assist the Council in the next steps. It was considered that the recruitment process for a successor TC should start in December.

**It was resolved that:**

**FC2020/29.2** The oral report on the Personnel Panel Workshops held on 24<sup>th</sup> June and 6<sup>th</sup> July 2020 are noted.

**c) Landport Bottom Management 7<sup>th</sup> July 2020.** Council considered the Minutes of this meeting (*copy in Minute book*)

Members had received a brief update report on operational matters from the District Council Specialist Advisor (Downland & Reserves), who was contracted to oversee day-to-day manage the site.

*Grazing:* Southdown sheep had been introduced, with young lambs, as lockdown started. There had been sheep-worrying incidents and one lamb death - the shepherd considered this was due to stress. More strongly-worded notices were posted. The Southdown breed lambs were very popular. They had been weaned and replaced by Tegs (a non-Southdown breed, in their second year). A second sheep death (a Teg) due to a dog attack had occurred on 25/26 June. Plumpton College had been reimbursed for the cost of the sheep. It was acknowledged

that there had been an unusually short lead time between posting of warning notices this year and the arrival of the lambs – this would be prioritized for future occasions. The sheep had grazed the pond field and the tumuli field over the spring and summer. The orchids had flowered in the pond field, and all fields looked attractive and floristically diverse.

*Infrastructure:* The water supply had failed temporarily due to nearby work by Southern Water. Supply had been reinstated with a new meter. New signs to inform the public of the presence of sheep in each field had replaced those broken some months ago. Fence repairs had taken place where needed.

*Community Engagement:* There had been no walks or community wildlife events over the spring and summer so far, and none were planned. There had been some conflict observed between the dog walking community and those keen to allow the skylarks space to nest undisturbed. Members of the public had added their own signs to those erected by the ranger. These were left in place due to the special circumstances of Covid-19 but would be removed shortly.

*“Changing Chalk project”:* A consultant has been appointed by Lewes District Council and Eastbourne Borough Council, for development work on this project, and it was hoped that there would be funding for a community ranger to develop community nature engagement across the Downs; based on Lewes and Eastbourne councils sites. This would include Landport Bottom and hopefully include some work on responsible dog ownership. If the final bid is successful, a 4-year post should be in place at the beginning of 2022.

*Lewes District Council Staff:* One of the two Specialist Advisor for Downland and Reserves (SADR) had left the LDC and is not to be replaced. Thyone Outram (SADR) remained and anticipated an increased work load, but would continue to spend the time contracted with LTC on Landport Bottom work. This may mean a slight reduction in work around volunteering or community engagement since SADR work tended to exceed the agreed monthly hours.

*Stewardship agreement extension:* The Rural Payments agency has advised that extensions to Higher Level Stewardship agreements were usually not offered until two or three months before the end of the agreement (current agreement ends April 2021). Government consultation on changes to the programme had been halted due to Covid-19 and, although pilot studies were in place around the country, it was thought unlikely that the scheme would change before 2024. It was also unlikely that current agreements would be extended for that long. It may be possible to apply for Countryside Stewardship (a newer scheme). Applications for Countryside Stewardship 2021 would open in February so this would be reviewed at the turn of the year to establish the situation.

*Woodland:* The woodland at the lower part of the slope beside the Nevill Road was mostly felled due to ash dieback. There was dying ash remaining in the upper part of the woodland. A risk assessment was needed to establish how much of this part of the woodland may need to be felled.

*Update to site management plan:* The committee had considered a discussion draft of an update to the Site Management Plan, which would represent the third major revision since the original Plan was adopted and was designed to cover a five-year period. There followed a lengthy discussion on various points of detail, and submissions were noted for a second draft, which would be prepared for review in Mid-September. The meeting to conduct that review would be preceded by an escorted site visit.

*Ragwort:* In discussion on the proposed treatment of Ragwort, Ms Outram advised that it was recommended good management to remove this, particularly when growing close to areas frequented by horses and other animals vulnerable to its toxic effect.

*Bench seat:* Members considered a request to install a bench seat, proposed to benefit a nonagenarian who regularly walks on the land. The applicant had been advised that as a general principle, man-made structures were only installed at Landport Bottom if essential to the management of the land eg water troughs for livestock. Such things as bench seats and litter bins were not considered in-keeping with the land's natural state and its management within environmentally sensitive land programmes. It had been agreed that the Management Committee would consider the request, nonetheless, as it may be felt appropriate to allow a suitably natural-looking bench at a particular location where the impact was minimal. Councillors discussed these principles at length and agreed that a clear policy statement might

helpfully be included in the revised Site Management Plan. The immediate request was refused, for the reasons stated, although there was interest in the possibility of an ‘invisible’ structure such as a stone-filled and grassed gabion which could be constructed so as to blend with natural contours of the land. This would be investigated.

*Historic racecourse sign:* Permission had previously been agreed for the Lewes Racecourse History Group to site a commemorative wrought-iron sign on Council land. The sign was understood to be awaiting some re-finishing and delivery of a new mounting post; and could then be placed as agreed with the Group.

**It was resolved that:**

**FC2020/29.3** The Minutes of the meeting of the Landport Bottom Management Committee held on 7<sup>th</sup> July 2020 (*copy in minute book*) are received and noted.

**d) Open Council Working Party 14<sup>th</sup> July 2020:** Council considered the Minutes of this meeting (*copy in Minute book*).

The matter of noticeboards in the town had been raised, and TC advised that the Council owned only the three small cases on the face of the Town Hall, and the case at the All Saints Centre. The ‘heritage-style’ street-map case in the pedestrian precinct was cited as potentially useful as a further location for Council information. TC advised that it was part of a suite of street furniture provided by the Town Council when the area was pedestrianized and dedicated to display of a town street plan for visitors, produced in partnership with the Friends of Lewes. There were potential implications to a change of use which would need to be clarified and TC undertook to investigate this possibility. It was suggested that most visitors would, these days, use digital maps on a smartphone, but other Members noted that this by no means described everyone. Cllr Herbert offered to look at other noticeboards and bring forward proposals.

There was a general discussion on the role of Facebook, and acknowledged that whilst it now appealed mainly to an older demographic, with other services more popular with younger people, it could complement the Council’s website by also carrying meeting agenda *etc.* TC noted that the planned post-Covid deployment of staff would offer more time than hitherto for an account to be administered.

The principles of Participatory Budgeting were briefly discussed, and it was noted that all Councillors had been invited to an imminent workshop which would include this topic.

The Mayor was to host an informal travel-related symposium “Reinventing Lewes Streets & Shops” the following evening, in response to the County Council’s Active Travel proposals, and there was much discussion as to the format of this. The Mayor had stressed the priority for elected Members to listen to the views of the various special-interest groups and individuals who were to attend. It was noted that these invitees would include representatives from outlying villages and important that their opinions were to be heard. Some Members expressed firm preferences for the form and conduct of the meeting, but it was acknowledged that the Mayor would be the Chair. There followed a general discussion and it was agreed that the Working Party would meet quarterly in future.

**It was resolved that:**

**FC2020/29.4** The Minutes of the meeting of the Open Council Working Party held on 14<sup>th</sup> July 2020 (*copy in minute book*) are received and noted.

**e) Equality; Diversity & Inclusion Working Party 21<sup>st</sup> July 2020:** Council considered the Minutes of this meeting (*copy in Minute book*).

The meeting had considered whether the prevailing policy (adopted March 2019) was still appropriate. It was noted that the title required updating (to add “Inclusion”). It was noted that all Council policies were conventionally reviewed during the last year of any administration, when all Members would have more than three years’ experience. Some policies were reviewed more often, such as to update values in financial regulations, but most would await the periodic review unless circumstances dictated otherwise. Some Members commented that there were reasons for a review, but it was generally held that the current policy was robust and appropriate.

It had been noticed that local social media posts were asking what the Council could do about contentious presentations during Bonfire. This had been the prompt at the previous meeting

to investigate the possibility of restrictive clauses in Council building hire agreements. The recent “Black Lives Matter” movement prompted further discussion and it was remarked that there were many other sections of the community who should not be overshadowed by such thinking.

Members attention returned to the existing hire agreements for the Town Hall and All Saints Centre. No examples had been found at other Parish Councils that offered the sort of wording envisaged by Members. It was understood that Lewes District Council was investigating similarly but that their legal department had not yet produced a draft. TC recounted legal advice received in 2017 on another matter that had similar context. It had been advised then that Council should be extremely careful to avoid fettering its discretion and to ensure balanced judgements taking account of the personal and commercial rights of hirers. Some Members suggested that it would be inadequate to simply wait and follow the lead of the District Council, even should that prove practical. Some also felt that previous mistakes or failings on the part of regular hirers should be sufficient to allow the imposition of restrictions on future bookings. Others asked whether written undertakings could be demanded. TC elaborated on the inadvisability of these approaches. It was claimed that the Council was not doing enough; Working Party members were reminded that they had undertaken several months earlier to research examples of solutions they might find acceptable but had not, so far, achieved this goal.

After further discussion, an interim solution was agreed: that all hirers booking Council facilities would be provided with a copy of the Council’s EDI Policy with their booking papers, accompanied by an explanatory statement drawing their attention to the Council’s position and the importance it placed upon those principles. TC would prepare a discussion draft of such a statement; for Members to consider.

Suggestions that had been made in conversation with constituents, *eg* for events or support for third parties, were described but these were considered to fall within the remit of the Commemorations & Events Committee and would be passed-on.

**It was resolved that:**

**FC2020/29.5** The Minutes of the meeting of the Equality; Diversity & Inclusion Working Party held on 21<sup>st</sup> July 2020 (*copy in minute book*) are received and noted.

**f) “Reinventing Lewes Streets & Shops” symposium 15<sup>th</sup> July 2020.** Council considered the Notes of this meeting (*copy in Minute book*) which described:

The Mayor had welcomed everyone to the Meeting and talked about the recent Annual Town Meeting where discussion had been about factors driving Lewes to change including: Climate Change, the Covid-19 Pandemic; Pollution and renewed emphasis on Active Travel which would look at reducing traffic in the town and more provision for cyclists and pedestrians. The Government had made money available for Highway Authorities to look at active travel. It was stressed that any changes made should still allow businesses in the town to trade effectively, to remain Covid-safe and attract as many visitors to Lewes as possible. This meeting was for all residents, groups and businesses in the town to look at improvements that might be made. It was explained that the Town Council’s ability to act in this area was limited as the responsible Highways Authority was East Sussex County Council. The Town Council, however, was a voice that could speak for the town and might provide limited funds to support projects. The Mayor thanked all who had completed the pre-meeting survey with the outcome showing that the majority would like a forum set up to develop a long-term strategy for a more sustainable town centre; to support Active Mobility such as cycling, walking or scootering around the town.

The meeting then viewed a presentation via Video by Cllrs James Herbert and Richard Waring, on related ‘shared space’ topics

*‘Active Travel’:* It was reported that East Sussex County Council (ESCC) would be spending just over half a million pounds in East Sussex on the first tranche of the Active Travel initiative. The Government’s Department for Transport had awarded this sum to implement measures to support safe social distancing in areas where people congregate such as town centres, high streets, transport hubs or bus stops. The funding was also aimed at encouraging more people to walk and cycle where possible. To date ESCC had installed 1300 ‘keep apart’ signs in towns and villages together with ‘keep apart’ footway markings at 200 priority bus

stops. 40 Bicycle racks were also being provided at key locations in East Sussex. In Lewes the locations for these bike racks were: the Cliffe precinct, Little East Street car park and the Needlemakers car park. A number of temporary Highway Schemes were being implemented across the County subject to legal constraints. There was a fairly tight time limit to implement these schemes. Localised footway widening in key shopping locations (through temporary suspension of parking) included School Hill/High Street, Lewes; and some temporary cycle routes. The speed at which these will be implemented will depend on the type of legal traffic order required, the level and outcome of local consultation, design and safety review; and availability of necessary temporary facilities. Tranche 2 would then follow which would involve a second round of funding, and approx.£1.96 million had been indicated for the whole of East Sussex. More information was expected to follow in August.

ESCC was working with other partners on a Local Cycling and Walking Infrastructure programme. This would take a strategic approach to set out the ESCC's ambitions to provide a high quality, inclusive and integrated cycling network. The consultation with key stakeholders had been completed and a public consultation would start in Autumn 2020.

The District Council had helped facilitate a District Walking and Cycling Forum. Two cycle schemes were being looked at for Peacehaven and Lewes. District Officers were working closely with the County Council.

*Walking:* Concern had been raised by Lewes Area Access Group (LAAG) regarding effects on disabled people in the town. One-way walking in the town would need to be advertised very clearly as would as any change to the environment i.e. obstacles on footpaths. Social distancing for visually impaired would prove difficult; as would mobility for others and this would have to be considered very carefully in any overall plan. Work needed to be done with orientation *eg* guidance strips. Wheelchair users in the town struggle with narrow twittens, steep slopes, uneven pavements and street furniture and this often means that they have to use the roads which proves extremely difficult as car drivers can be aggressive, and is made more difficult where there are cobbled streets (a point also noted by cyclists). The LAAG were planning to carry out an Access Audit in Lewes. Several footpaths in the town were so narrow that social distancing would also be impossible. Last year, Lewes Living Streets and Cycle Lewes had retained a Highway Engineer to look at making Lewes streets more pedestrian friendly. The report found that streets in Lewes could be widened together with adjusting kerbs to try to slow drivers speed. This would be particularly helpful at junctions as last year a 'Speedwatch' survey was carried out in Lewes and found that 90% of car drivers in the town drive faster than 25mph.

*Cycling:* Cycle Lewes and Lewes Living Streets had drawn up a design for walking and cycling in Lewes and felt that cyclists and pedestrians should have equal access to streets as cars. There needed to be a reduction in speed limits in the town as well as the volume of traffic. Motorised traffic currently has the lion's share of space. It was important to develop facilities for walking and cycling into Lewes town centre to try and discourage the unnecessary use of cars in that busy area. There was a call to complete the C90 cycle route through Lewes.

*Motor Vehicles:* A representative from a taxi firm stressed the importance of taxis for less able persons. There was concern that if more of the town was pedestrianised their clients would not be able to access shops in pedestrian areas. It was suggested that a 10mph speed limit could be established in these areas to facilitate taxi access. The use of electric cars was suggested, with shared ownership. However, there was currently limited infrastructure, *eg* public charging points. Charging points would need to be made available in the town although not on pavements but as part of the road network. Lewes District Council (LDC) car parks could also be areas to site charging points. LDC were also looking at potential E-bike sharing. There was concern raised about residents of outlying parishes. Many of the small villages do not have a regular bus services serving them, and residents who needed to shop in Lewes had to rely upon their cars.

It was considered important to establish who the vehicle drivers were in the town for example those making deliveries, traveling from outlying areas or using the town as a short cut during a longer journey.

*Parking:* The issue of the Station Car Park and the Phoenix car parks potentially being multi-decked was raised. There was some progress on this although any changes to Station Car

Park were dependent on Network Rail. Other sites might also be considered for such extension of capacity. Posters were needed throughout the town to discourage motorists/delivery drivers from parking on pavements. Improved signage showing where car-parks are located in town would help visitors to the town and notices showing that County Hall car park was free after 6pm and on weekends could improve the situation and parking at the North Street Quarter should be made available before development there takes place.

*Businesses:* There was concern from the Lewes Chamber of Commerce and individual traders that their views were not being heard. It was stressed that views need to be sought from retailers. Several businesses in town had no rear access, and the only delivery point at their premises was the front. There was support from individual businesses for cycling and pedestrians but there was also a need to sustain a working town. Shops need provision for 'out-of-towners' who want to come and visit Lewes. For many businesses, a delivery 'hub' would not work for deliveries incoming; it could work, however, for deliveries outbound from a trader to residents.

*Residents:* Several residents raised concerns about walking in Lewes as due to the narrowness of pavements some people walked on the roads. This also caused problems for pedestrians at night together with some routes into town, particularly from the estates (e.g. Landport, Cabbage Walk) being poorly lit. Rural residents did not feel safe cycling into Lewes, more so at night, because of speeding traffic. Cycling was not accessible to all, nor always practical eg the less able, pregnant women, or in emergency situations. Bus services would have to be frequent. Residents from Friars Walk raised concerns about how a scheme would work, although sympathetic to the need for a change. Their concerns were:

- > Has any modelling been done?
- > Will less cars parked on streets reduce traffic speed, or increase it?
- > Will greater road width increase HGVs?
- > Will fewer parked cars increase the speed and flow of traffic on Friars Walk and Lansdown Place?

The issue of access to vehicles was also raised:

- > Young children being carried or being left at home while parents unload/load cars
- > Elderly people receiving meals
- > Unloading heavy shopping
- > Security

It was noted that Local authorities have a duty to consult with groups and/or residents before removing parking.

*Public Transport:* The possibility of a Park & Ride (PaR) scheme was discussed. Patrick Warner from Brighton & Hove Buses (B&Hb) had travelled to different parts of the country to see how other PaR schemes operate. The consensus was that the public like a short journey from a carpark and the service needs to be regular throughout the day. Mr Warner was asked if a Lewes 'Shoppers discounted ticket' could be considered and he said this was something that could be considered by B&Hb.

Compass buses had the same objectives as larger bus companies (improving rural services) however, these schemes need funding. Lewes Town Council already supports Compass but perhaps additional funding could be encouraged from LDC, ESCC and parishes.

Community Transport for the Lewes Area (CTLA) also works with multiple organisations, (Chamber of Commerce, Local Councils etc.) and considered that if local authorities contributed financially, services could be improved.

In other parts of the country larger supermarkets provided bus services for their rural customers; a service wholly funded by the supermarket.

*Cliffe High Street:* Cliffe High St/Pedestrian Precinct: Most attendees indicated that the pedestrianisation of the Cliffe Precinct was successful from a commercial perspective. Representatives of the High Street Traders noted that there was high footfall in the Cliffe that was not replicated 'up the hill'. There was interest in the decision to move the Farmers Market (temporarily at present) to the Friars Walk car park, and in the impact a permanent move might have on both shops and the Farmers Market. There were a number of concerns raised about Cliffe High Street, including the overcrowding of street furniture, the unsatisfactory

placement of Cycle racks, the difficulty of the cobbled streets for wheelchair-users, who were also often forced off the pavement by street furniture and extension of tables and chairs in front of food premises, *etc.* Other concerns included drivers not respecting pedestrians, using the bridge as a shortcut route, driving over the 10-mph speed limit, parking on the pavement, *etc.* A proposal to reverse entry to the Cliffe for residents and delivery drivers (to come from South St rather than Friars Walk) was made.

**It was resolved that:**

**FC2020/29.6** The notes of the Reinventing Lewes Streets & Shops” symposium held on 15<sup>th</sup> July (*copy in Minute book*) are noted.

**RESPONSE to the “Reinventing Lewes Streets & Shops” Symposium**

The Mayor agreed to bring forward item 15 on the published Agenda, and Councillors considered a motion (*NOM006/2020 copy in the Minute Book*) proposing that the Council should submit to East Sussex County Council, as the responsible authority, all the findings in respect of the verbal and written submissions received for the symposium, and comments in respect of Active Travel scheme proposals for the town of Lewes. It was noted that the meeting was attended by over 65 people representing a range of viewpoints surrounding traffic in Lewes and the better integration of motor vehicles with the needs of cyclists, pedestrians, and households.

A government fund of £250Million has been made available for the introduction of cycling and pedestrian improvements in response to trends highlighted by the national lockdown, to:

- › enable more people to walk and cycle where possible
- › support safe social distancing in areas where people congregate, such as within town centres, high streets or at transport hubs or bus stops

These funds were to be spent by Highway authorities, in collaboration with other councils and stakeholders. In Lewes this is East Sussex County Council (ESCC). Following an application submitted to the government’s Department for Transport in early June, East Sussex County Council had been allocated £535,145 for phase 1 and had been advised that a further provisional allocation of £1.96m will be available for phase 2. Work would commence on the development of a programme once more details of the funding guidance were provided by DfT; expected in August. As part of the phase 1 measures, the County Council was now ready to introduce physical distancing measures along Lewes High Street. To allow these measures to be introduced:

- › on-street parking bays would be suspended, and barriers installed to widen the footway on the south side of the High Street between Eastgate Street and the traffic lights at Westgate Street.
- › Loading bays would be retained as well as existing bus stops.
- › With the exception of one bay outside No 60, all disabled bays would remain.

These were temporary measures which were likely be introduced during August and would be in place for a period of at least three months, although it was promised that this timescale will be continually reviewed. It was anticipated that ESCC’s Lead Member for Transport would decide the first-tranche matters on 17<sup>th</sup> August. After an extensive debate;

**It was resolved that:**

**FC2020/29.7** Lewes Town Council will submit to East Sussex County Council, as the responsible Highway authority, all findings in respect of the verbal and written submissions received for the symposium “Reinventing Lewes Streets & Shops” hosted online by the Mayor on 15<sup>th</sup> July 2020, and comments in respect of Active Travel scheme proposals for the town of Lewes.

**FC2020/29.7.1** The Council calls upon the County Council to observe all statutory procedures; legal duties and operational guidelines and, in particular, all the necessary consultative surveys of the views and preferences of local residents and businesses in streets and roads most directly affected by current proposals.

**FC2020/29.7.2** The Council urges that technical and modelling surveys are carried out in respect of the environmental and economic effects of the intended motor traffic reductions, and also in terms of the maintenance of, or adjustments to, appropriate public transport

routes and alternative cycle routes; as well as the maintenance of adequate parking facilities for local residents, with due regard to the topography of Lewes.

**FC2020/29.7.3** The Council urges East Sussex County Council to:

- (a) Ensure that the transport and appropriate parking needs of elderly and disabled (including visually impaired) residents requiring access to retail, medical and other facilities are fully analysed and taken into account.
- (b) Ensure that the maintenance of efficient delivering facilities for retail and other businesses and private households is considered alongside the environmental priorities of improved facilities for pedestrians and cyclists.
- (c) Protect the retail economy of Lewes at this particularly difficult time, including due attention to the needs of visitors (including tourists) and commuters to Lewes from the surrounding area and further afield, on whom Lewes shops and businesses depend to a great extent.
- (d) Consider the establishment of delivery hubs, including the development of delivery services to such from Lewes shops and businesses as well as online deliverers and from which local shoppers can collect or receive purchased items, in order to reduce excessive motor traffic through the town.
- (e) Consider, for the longer-term, development of a park and ride scheme; with full analysis of its financial viability and public subsidy implications.
- (f) Capitalize on the opportunity to review speed limits and their enforcement throughout the town and conduct an assessment of the volume of through traffic still passing through the town and further measures to permanently reduce this.
- (g) Consider allowing members of the general public use of the car park at County Hall in Lewes for the duration of the 'Active Travel' parking suspension, with the aim of supporting visitors to the town and as additional parking for residents and businesses affected by the parking suspension.

**FC2020/30**

#### **INTERNAL AUDITORS REPORT:**

Council received the final report from its retained Internal Auditor on the financial year ended 31<sup>st</sup> March 2020 (*copy in the Minute Book*). The audit had been conducted in accordance with current best practice and statutory guidelines. Areas covered included:

- > Review of the Financial Regulations and Standing Orders
- > Review of the risk assessments
- > Review of the budgeting process
- > Proper bookkeeping – review of the use of the accounts package
- > Review of salaries
- > Review of fixed asset register
- > Review of annual accounts & AGAR
- > Review of bank reconciliation
- > Review of income
- > Review of information for external auditor

It was noted that the Auditor's report forms the key element of the Council's internal control regime and the structure of this was designed to confirm that every element of the statutory audit framework was satisfied and, supported by the routine work of the Audit Panel, was to give Council the confidence that it should affirm each statement on the statutory Annual Governance & Accountability Return (AGAR).

Councillors were pleased to note the comments, made in the Auditor's introduction, that

*"It is our opinion that the systems and internal procedures at Lewes Town Council are well established and followed. The Town Clerk...ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance....I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year*

ended 31st March 2020. Accordingly, I have signed off the AGAR.”

**FC2019/30.1** Lewes Town Council notes the report of Mulberry and Co on their Internal Audit work for the Council for the year ended 31<sup>st</sup> March 2020 (*a copy is included in the Minute book*).

**FC2020/31**

### **ANNUAL RETURN & ACCOUNTS year ended 31<sup>st</sup> March 2020:**

Members received report FC004/2020 (*copy in minute book*) which presented the requisite accounting information and draft Annual Governance & Accountability Return for approval as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).

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

The accounting statements had been certified by the Responsible Finance Officer, and the certificate by the Council’s independent Internal Auditor had been signed. He indicated that he had no concerns, and his final report had earlier been presented to the meeting. The Internal Auditor’s work; regular reports of the Audit Panel, and occasional reports from other sources, were the instruments by which the Council assured itself that all responsibilities are satisfied.

Consequently, **it was resolved that:**

**FC2020/31.1** Lewes Town Council approves the Annual Governance Statement, shown at section 1 of the statutory Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2020

**FC2020/31.2** Lewes Town Council approves the Accounting Statements shown at section 2 of the Annual Governance & Accountability Return for the year 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, for submission, with supporting documents as required, to Messrs PKF-Littlejohn LLP; the External auditors appointed by the national sector-led body.

**FC2020/32**

### **CORPORATE RISK ASSESSMENT 2020/2021:**

Members considered report FC005/2020 which dealt with the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*a copy is included in the Minute book*). The report explained the principles of the annual assessment and the concepts of tangible risk (*eg* physical risks associated with a swimming pool) and intangible risk (*eg* risks associated with publications) and summarized the annual evaluation. This year’s review had taken account of 300 risk elements within 37 functions/areas of operation. Not all were relevant to LTC, but scores had been awarded to 290 risk elements, and there were no salient points. A summary report extract was appended; the full report (159 pages) being available on request to TC if required. **It was resolved that:**

**FC2019/32.1** Lewes Town Council notes the Corporate Risk Assessment report, reference FC005/2020 (*a copy is included in the Minute book*) and the summary table of assessed risks for 2020/21 appended to it.

**FC2020/33**

### **COUNCILLORS INDIVIDUAL DUTIES**

Report FC006/2020 (*copy in minute book*). was received, regarding changes to Members allotted individual duties. The effects of these were shown in an appended table. Subsequently, **it was resolved that:**

**FC2019/33.1** The individual responsibilities for Members for the remainder of the 2020/2021 municipal year shall be amended as:

Councillor Herbert is no longer appointed to the Planning Committee.

**FC2020/34**

### **RETENTION of INTERNAL AUDITOR:**

A report (FC007/2020 – *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 are required at least once a year to confirm “in accordance with proper practices”, a review of the effectiveness of their system of internal control including a review of internal audit. Since 2003, when such regulations were first extended to Parish Councils, this has been reported as part of Lewes Town Council’s published accounts booklet and consistently been remarked as good practice by internal and external auditors.
3. It was noted that the term *internal* auditor (IA) was potentially misleading, as this is an independent external consultant, commissioned direct by a Council – contrasting with the *external* audit currently carried-out by government-appointed contractors.
4. The IA had a role in reviewing the effectiveness of control measures that the council decides to put in place and Lewes Town Council has been consistently fortunate to retain the services of IA’s who were extremely experienced in high-level local government financial management.
5. Of the internal auditors operating in the sector, the prospect who best represented the experience and qualifications appropriate to the work of a larger Parish was Mark Mulberry, of Mulberry & Co; principal of a professional accountancy and auditing practice who also provided audit services to other larger councils in Surrey and Sussex, and finance training and other services to the Sussex & Surrey Associations Of Local Councils (SSALC). Mr Mulberry has acted as IA for Lewes Town Council since the 2011/12 financial year and had developed a thorough understanding of the particular operating environment (LTC being one of only around 70 [out of circa 10,000] parish councils in England with a precept of over £1million). Mr Mulberry is a Chartered Certified Accountant, Registered Tax Advisor, and Registered Auditor.
6. The practical plan for internal audit at Lewes was implemented 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 was provided to ensure the council could fulfil its obligations. At the end of the process a comprehensive report was submitted to council, confirming that statutory declarations may be made with confidence.

A question had been raised as to the limit on duration of an auditor’s professional relationship, and it was noted that the professional code adhered-to by Mulberry & Co was the highest order prevailing in the industry – governed by the UK Financial Reporting Council – and this did not indicate more than a review and consideration of rotation of individual staff after 10 years.

**It was resolved that:**

**FC2019/34.1** Mr Mark Mulberry, of Mulberry & Co., 9 Pound Lane, Godalming, Surrey, GU7 1BX be retained as Internal Auditor to Lewes Town Council for the 2020/21 financial year.

**FC2020/35**

**REVIEW of MODEL CODE of CONDUCT for COUNCILLORS**

Members considered a report (*FC008/2020 – copy in the Minute book*) for a corporate response to national consultation:

1. Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) had worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model Code of Conduct (CoC) for all tiers of local government. This was an important measure NALC called for and proposed to the committee.
2. The LGA was now consulting on the proposed national model member code of conduct, and NALC urged all local (parish and town) councils and county associations of local councils to consider the proposed code and respond to the LGA to share their views. It had been developed in collaboration and was offered as a template for councils to adopt in whole and/or with local amendments. The Local Government Association (LGA) was leading on this and would undertake an annual review of the Code to ensure it continued to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation.
3. All councils are required to have a local Member Code of Conduct. Oversight and investigations into reported breaches of the Code are the responsibility of an appointed

Monitoring Officer who is, for Lewes, the Assistant Director of Legal & Democratic Services for Eastbourne Borough and Lewes District Councils. For consistency across Lewes District, and administrative efficiency in this often-difficult area, parish councils in Lewes District have traditionally followed the same CoC as Lewes District Council itself.

4. The report also recognized that current sanctions available to local authorities are insufficient, and NALC was also calling on the government to take urgent action to introduce the recommendation in the report for a new power for local authorities to suspend councillors for a period of up to six months. NALC considers that failure to introduce this sanction alongside other measures will defeat the effectiveness of wider steps that are being taken to improve ethical standards. Now more than ever, high standards of conduct in government at all levels are needed to protect the integrity of decision making, maintain public confidence and to safeguard local democracy. That is why NALC was also calling for the Committee on Standards in Public Life to publish a timetable for reviewing progress on the implementation of the report's wider recommendations and best practice to ensure this important issue continues to be a priority for action.

**It was resolved that:**

**FC2019/35.1** Individual Cllr comments on the draft national model Code of Conduct for Councillors be submitted (to TC) by 17<sup>th</sup> August 2020, for a corporate response to the consultation to be compiled by Cllr Lamb and the Town Clerk and submitted.

**FC2020/36**

**RECOGNITION of BLACK HISTORY MONTH**

Councillors considered a motion (*NOM 005/2020 copy in the Minute book*) proposing that Lewes Town Council organise an activity, annually in October, to acknowledge Black history Month and celebrate the central role Black and Minority Ethnic groups (BAME) have played in transforming the social, political and economic spheres in the United Kingdom.

It was explained that October is set aside as "Black History Month". The national curriculum for schools excludes Black histories throughout and omits the vast contributions Black people have made to the UK. As a result, young people who learn from the national curriculum are not given a full or accurate version of British history, which limits their opportunities and futures in an increasingly diverse social landscape. Black History month was first launched in the 1980's with the view of challenging racism and educating society about the hidden Black history that was not taught in schools. Namely, recognition of black people who have excelled, overcome, and made history.

An event suitable for the activity would, it was suggested:

- > Vary, depending on a particular year;
- > Have the potential to educate community members about the BAME group;
- > Be non-political but one that celebrates the varied, but rich, legacy of BAME; while challenging the accepted narrative that limits the history of BAME people to slaves and colonial subjects.

An example of such an event this year was suggested: a talk at the Depot by David Olusoga\* (depending on his availability), on the lives and experiences of migrants to and from Britain. This could be accompanied by African drumming and dancing.

It was understood that the BBC have collected films around Black History Month over the years for use as classroom resources for schools. Video clips from such a talk could be relevant for local schools to explore in a similar way.

*\*David Olusoga OBE is an historian, writer, broadcaster, presenter and film maker. He is Professor of Public History at the University of Manchester and has presented historical documentaries on the BBC and contributed to The One Show and The Guardian.*

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

**FC2019/36.1** Lewes Town Council will organise an activity, annually in October, to acknowledge Black History Month and celebrate the central role Black and Minority Ethnic groups (BAME) have played in transforming the social, political and economic spheres in the United Kingdom.

**EAST SUSSEX COLLEGE ART FACULTY SUPPORT**

Councillors considered a motion (*NOM 007/2020, copy in the Minute book*) that Lewes Town Council shows support for the Fine Art and Design Extended Diploma students of East Sussex College by:

- › Engaging with them as ‘clients’ of their final year presentation.
- › Offering exhibition space within the Town Hall building to display the work they have produced

The Senior Tutor of the Fine Arts and Design Department had invited Lewes Town Council to be the “Client” for the 20/21 cohort of students.

There were currently 14 students who had been working remotely since March, and from December would prepare for an exhibition to be displayed at the end of March or beginning of April 2021. A requirement of the qualification (the equivalent of 3 A Levels) was to plan, promote and display their own artwork. Having an opportunity to showcase their work within the community was highly significant and beneficial in their learning.

The course simulates a professional project and the students are encouraged to engage with the “Client” about the brief (set by the Course Tutor) and to consider the exhibition space itself as integral to the artwork.

The course had many successful exhibitions in the past, using venues as diverse as a derelict supermarket to Charleston farmhouse. In recent years, the students had entered a national competition for set or costume design which has resulted in awards and accolades. Their success in the Royal Opera House Design Challenge had led to the student work being displayed at the V&A and the Brazilian Embassy in London and the Charleston show was celebrated and reported on the BBC.

The structure and timescales for the proposal were described as:

- › engaging with the students between December 2020 and March 2021 – requiring 3-4 hours on three occasions.
- › Offering exhibition space within the Town Hall building to display the work they have produced – between March and April 2021
- › Exhibition involving:
  - Opening to public for viewing and comments
  - one evening, or a Saturday, a grand opening / celebration - possible awards based on public vote.
  - Once on display students could stage guided tours or even run practical workshops aimed at primary and/or secondary schools around Lewes.
  - Some costs in the form of refreshments (1.1 and 2.2) would be incurred.
  - possible additional staff hours.
  - Subsidy in the form of free venue hire.
  - The exhibition could remain in place for a month, allowing the Town Hall to benefit from increased public engagement and the interest and delight of staff and members.

The faculty leader and a colleague had visited the Town Hall to assess the spaces but had offered at this point only a broad indication of what they might wish to use.

The estimated cost of these suggestions was significant, and Councillors considered they should reserve their decision on providing exhibition space until more was known; but were happy to support the programme as ‘client’ in-principle.

**It was resolved that:**

**FC2019/37.1.** Lewes Town Council supports, in principle, the East Sussex College Fine Art and Design Extended Diploma programme 2020-21 in the role of ‘client’.

**FC2019/37.2.** A decision on the potential offer of exhibition space free of charge is deferred, pending reconsideration of the request once more details were known.

**REMOBILIZATION of OPERATIONS**

Council considered a report (*FC009/2020 copy in the Minute book*) which apprised Councillors

of planned remobilization of some Council operations:

Whilst many government restrictions on social movement and commercial operations had eased, this remained a fluid situation and many constraints still prevailed. The evolving situation was routinely monitored, and actions to remobilize operations of Council buildings and office staff would continue to be guided by the underlying principles of caution and care for the health and wellbeing of staff and visitors. There had been noticeable distance between some areas of government guidance and the actual legal position, although it appeared that much effort had been put into alignment once anomalies became obvious. Ultimately, the law prevails over any guidance.

Recent relaxation of constraints allowed the reopening of the Pells play area, and although aspects of that government guidance had been disputed by the National Association of Play Industries, the site was effectively managed within all Health & Safety requirements. Several monitoring functions were contracted-out via Lewes District Council, and this offered some reassurance as all sites in Lewes and Eastbourne were covered to a uniform standard. Field operations of the Town Ranger had continued largely unaffected throughout lockdown.

The previous meeting of Council had considered prospects for outdoor swimming pools; and subsequent relaxation of the rules had allowed this. The Council's managing agent, the Pells Pool Community Association, at time of writing planned to re-open the Pells Pool on Saturday 25<sup>th</sup> July.

Regarding the Town Hall and All Saints Centre, some events could now resume but there remained some distinction between what was allowed at events organized by the Council and those by third parties. Contact had been maintained with regular hirers, many of whom had been customers for many years, and those who may wish to make bookings that might be allowed were aware of their options. Regrettably, several patrons had already taken decisions to effectively 'write-off' the year until at least Christmas, as their individual circumstances dictated. There had been approaches by other prospective hirers, some new to the building; some of whom with proposals which were not yet allowable but others where they might be. An example was the Court & Tribunals Service who were running a national project to find spaces where they could address some of the significant case backlog that had accrued during lockdown. It was likely that the Town Hall might be helpful in that regard, and discussions had begun. There was, however, a dilemma in maintaining service to those 'regulars' who had continued throughout, such as the National Blood Service.

All Saints Centre bookings showed some tentative recovery from early September, but from January the booking diary looked almost back to normal. All Saints Centre staff had returned to a modified shift pattern to accommodate various maintenance and repair works and some returning users. Town Hall hirers were, at present, less certain about their positions.

Practical rules applied in most areas and physical measures had been implemented for offices and letting spaces, with provision of signage; segregated access and circulation routes; anti-viral cleaning products; personal protective equipment, and contactless payment facilities alongside a high-frequency cleaning programme. As hall-hire restrictions eased, regular and prospective hirers were advised as to what was allowed; and with any booking proposals were required to confirm their awareness of Council measures, and acceptance of them, and to submit their own event-specific risk-assessments for approval.

The Tuesday Market held in the Corn Exchange was able to recommence although this depended, as always, upon individual traders who may wish to hire a table. There would be a market on 4<sup>th</sup> August and a reasonable number of traders had indicated they would return. The nature of their business was such that bookings were traditionally week-by-week and heavily dependent upon adequate patronage by buyers.

Office operation was planned to remobilize at the Town Hall on 3<sup>rd</sup> August. National scientific advice underlying the 'headline' relaxations (such as shops and restaurants) remained to minimize travel to work wherever possible, but it was left to managers to assess risk and permit workers to return if recommended safety measures could be put in place. In the Town Hall office suite, achieving ideal ventilation was not easy; being configured with no opening street windows. It was possible to arrange exchange of air in satisfactory volumes

by keeping open several high-level windows in the Corn Exchange and some internal doors and small vent windows, allowing that air to flow into the office space. Priming airflow and exhausting the office air was achievable by several fitted extractor fans; an old installation unused for years but recently tested and still serviceable. Various physical measures limited face-to-face contact and there was adequate provision of anti-viral cleaning products; personal protective equipment, and contactless payment facilities alongside a high-frequency cleaning programme. Revised patterns of office attendance balanced with home working were designed to minimize the number of individuals at any point in time sharing the very compact office accommodation, kitchens and WC's, and narrow corridors. This would also maintain some of the positive effects of reduced travel and the associated benefit to the environment; and some elements would be continued in the longer-term. The reception desk would be advertised as open between 10:00am and 2:00pm initially, although staff would be available, and telephones and emails dealt with 9:00am-5:00pm. Public reception had been maintained throughout lockdown through email; telephone messaging, and website referrals and the very low number of contacts had highlighted the true nature of demand insofar as the 'traditional' visitors to Reception were most often not there for Town Council business. There had been no perceived reduction in service related to ongoing Council work or connections with local partners. All other visits would be strictly by appointment only.

**It was resolved that:**

**FC2019/38.1** Report FC009/2020 describing planned remobilization of Council operations is received and noted.

**FC2020/39**

**UPDATE ON MATTERS IN PROGRESS**

*Annual Plan* TC noted salient developments

*Devolution* – Lewes District Council had received enquiries from prospective hirers/tenants regarding the Market Tower and 2 Fisher Street and had asked if the Council wished to pursue the purchase of either or both properties at the values established earlier. This matter was not straightforward; as the Town Council still considered that there was a strong case for devolution without charge, and detailed discussions would be needed. Present circumstances suggested that the matter would not be resolvable in the short- to medium-term, although there remained a feeling that the buildings should be owned by the Town Council. It was **agreed** that LDC should be advised that the Council wished to keep options open for future transfer or acquisition and asked to consider this when assessing other approaches.

**FC2020/40**

**NOTICE of ITEMS IN PROSPECT**

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

- Transport Symposium response
- Black History Month recognition

A question was asked as to the likelihood of a return to physical meetings or the introduction of 'hybrid' meetings with some attendees online and some physically present.

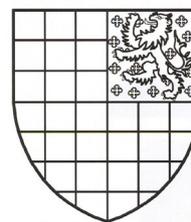
TC outlined the best-practice guidance on this question: while the emergency Regulations (valid until at least May 2021) did not preclude either physical meetings or a hybrid form, central government and all local government sector bodies continued to recommend that where meetings can take place digitally, without the need for face-to-face contact, they should do so. There were several practical and technical considerations for LTC in particular, in the areas of potential public/press attendance and the technical requirements to conduct a hybrid meeting lawfully.

*Dates to note* would be sent from TC to all Cllrs by email

There being no further business the Mayor closed the meeting; and thanked everyone for their contributions.

*The meeting ended at 10.45pm*

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



## **MINUTES**

of the **Audit & Governance Panel** held on **Monday 27<sup>th</sup> July 2020**, online via Zoom Meetings at **6:30pm**.

**PRESENT** Cllrs Bird; Catlin; Lamb; Maples; Milner (*Chairman*). Also (*not appointed to Panel*) Cllr Earl and Cllr Wood

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

**AudPan2020/01 ELECTION of CHAIR** Cllr Milner was elected as Chair of the Panel for the 2020-21 year.

**AudPan2020/02 QUESTIONS:** The remit of the Panel was discussed. Some Members had assumed that the remit had been extended to include non-financial/governance matters as this had been touched-upon at an earlier meeting. TC advised that no proposal had been made for Council to consider the matter, and the Panel could not assume responsibilities or authority unilaterally. There was a request that the remit be repeated on each Agenda, to assist panellists, and TC would oblige.

**AudPan2020/03 APOLOGIES FOR ABSENCE:** There were none

**AudPan2020/04 DECLARATIONS OF INTEREST:** There were none.

**AudPan2020/05 MINUTES:** The minutes of the meeting held on 11<sup>th</sup> March 2020 were received and signed as an accurate record.

**AudPan2020/06 BUSINESS OF THE MEETING:**

1. *Routine financial monitoring:* Members were furnished with detailed information (*copies in minute book*) following the end of the first quarter of the financial year.
2. *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.
  - 2.1. There was a general discussion on the apparent reduction in income due to Covid-19. TC explained that the first quarter figures were slightly misleading in that regard, as income for the Town Hall (T/h) and All Saints Centre (ASC) was traditionally much lower in Qtr1 than at other times of year, due to the profile of regular hires. An analysis of the Covid effects would be discussed later in the evening
  - 2.2. It appeared that salary and overhead budgets were underspent, and TC explained that savings had been made principally as expected levels of overtime had not been worked due to Covid-19.
  - 2.3. A question arose regarding the budgeted amount shown at a/c 6412 for "Consultants"; TC explained that this covered a number of expenses including audit fees; data protection service; support service for SAGE accounts and a provision arising from the Visioning exercise. The labels of accounts were very general and arose from an old code system which had been used to structure the Council's accounting system when SAGE was adopted in 2002. Members expressed various opinions on this, and TC stated that the coding was a purely working tool and there was no reason to change. Changes would require significant work to restructure the SAGE system and recasting of accounts for previous years for consistency. The Council's

Responsible Finance Officer determines working practices and the day-to-day documents used.

3. *Oversight as required by the Governance & Accountability Code of Practice:* Due to remote working, TC was unable to show the file of periodic bank reconciliations for review of the scrutiny already conducted. Ordinarily the Chairman would append his signature to verify this, but this could be done in arrears at any point during the year.
4. *Internal Auditor's report for year-ended March 2020:* Members considered the report of the Council's retained Internal Auditor. TC explained that the structure of this was designed to confirm that every element of the statutory audit framework was satisfied and, supported by the routine work of the Panel, was to give Council the confidence that it should affirm each statement on the statutory Annual Governance & Accountability Return (AGAR). Members raised various questions on topics such as frequency of monitoring; the statutory framework; principles of appropriation and other practical issues.
5. *Impact of Covid-19:* TC explained the lost income from Town Hall and All Saints Centre; the partial offset by savings in areas such as staff overtime and consumable stores, and the items of expenditure to facilitate eventual re-opening that were in excess of 'normal' expenses for the period. The nett effect was a cost of £36,000 compared with budgets. In terms of prospects for remobilization, TC had indicated, in a report submitted for the imminent meeting of Council, that the ASC booking diary showed many prospective bookings from September and was almost back to normal levels from the New Year. It was acknowledged that these were not yet confirmed, and the situation was fluid. The regular hirers at the Town Hall were more "institutional" in character and many had already decided to cancel all activity until at least January 2021.

**AudPan2020/07 CONCLUSIONS:**

1 Members considered information on the Council's financial status and management for the first quarter; and found no items of concern. It was acknowledged that routine bank reconciliations would be validated by physical signature later in the year.

2 Members noted the Internal Auditor's report and signified their understanding of the statements it contained.

**AudPan2020/08** There being no further business, the Chairman thanked everyone for their attendance and declared the meeting closed.

*The meeting closed at 8:25pm*

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

## NOTES – Participatory Budgeting workshop 28<sup>th</sup> July 2020

<i>Between</i>	All Councillors invited	
<i>Reason for meeting</i>	Emerging proposals to introduce public participatory budget	
<i>Venue</i>	Online meeting using Zoom Meetings	
<i>Date</i>	7:00pm Tuesday 28 <sup>th</sup> July 2020	
<i>Attending</i>	Councillors Bird; Catlin; Earl; Henman; Lamb; Makepeace; Dr Maples; Milner; O'Keefe; Sains; Wood Steve Brigden, Town Clerk Fiona Garth, Assistant Town Clerk & Civic Officer	
<b>NOTES:</b>		
1.	<p>The workshop began with a summary of the principles of participatory budgeting (PB), and reference to the evaluation by central government published in 2011, previously distributed to Members.</p> <p>That exercise had noted that the 'legacy' of PB could be described as falling into two categories: one where fundamental budgets were evolved with public participation, and one where a specific fund or funds (<i>eg</i> grants) were identified for expenditure according to public wishes.</p>	
2.	<p>TC explained the principles underlying existing budgets, which largely provided for things to which Council was committed. If it was Council's wish to create a defined fund for public participation this <i>could</i> be achieved, although Members should remember that the General Fund balance in the past four years had remained some £200,000 below recommended acceptable levels. While there was no 'spare' money, and the current Covid pandemic was likely to result in significant lost income, there was some scope for redeployment of some funds, such as those presently 'earmarked' for discretionary projects which could be deferred.</p>	
3.	<p>There were some concerns raised about this being a difficult time for new initiatives, due to Covid, but others remarked that the post-Covid circumstances were likely to present an ideal opportunity for the introduction of a pilot scheme. Examples were cited, such as Brazil and, in the UK: Newcastle</p>	
4.	<p>It was observed that in Lewes there is "an appetite for engagement", although many of the areas which featured in public perceptions were the legal duties of other bodies, and LTC had no powers to act, or was prohibited. This raised the question of potential collaboration with Lewes District Council (LDC) or others. LDC was understood to be working with the national Centre for Local Economic Strategies on the principles of Community Wealth Building - related to using local services and local contractors, rather than national, wherever possible.</p> <p>There was a general feeling that the community in Lewes was positively engaged at this level of thinking although with the acknowledgement that, in reality, this perception could be based upon the profile of relatively few individuals or bodies. Members recognized that while enthusiasm is welcome, they were elected as representatives and must remain alert to the less visible; vocal or articulate amongst their community.</p>	
5.	<p>TC elaborated upon the present budget and the potential flexibility. There was a significant loss of income likely due to the protracted closure of Town Hall and All Saints Centre, although some of that would be offset by savings in overhead and direct costs. The estimated position at the end of the first financial quarter was a nett loss of roughly £36,000, having taken account of all definable factors. There were budgets, however, that currently provided for civic events; catering, Twinning etc which would not be utilized as</p>	

	activity in those areas was suspended; and it was reasonable to assume savings in a number of other areas. Projects that relied upon earmarked reserves would all be deferred for at least one year and there were some Reserves that were intended for projects not yet defined, such as environmental enhancements. Such funds could be temporarily appropriated for other purposes, although there should be a clear indication of when they would be reinstated.
6.	TC was emphatic that; while he had attempted to show where there might be some flexibility, Members could not ignore the importance of the situation regarding the General Fund, which had been depleted due to a number of urgent requirements in recent years and was around £200,000 below the level that auditors considered appropriate. The current budget contained a sum of £50,000 derived from precept and earmarked as a mechanism to reinstate the General Fund over three or four years. Auditors recognized this intention but would not view kindly any measure that slowed that rate of recovery.
7.	The majority of the eleven Members present were confident that money could be found for a participative budget, and they did not wish to delay introduction of a pilot scheme.
8.	TC outlined the principles underlying the engagement of unelected individuals, and the conditions that would apply to anyone who was appointed to a Participatory Budgeting 'Panel'.
9.	There followed a general discussion of mechanisms for communication and the advisability of obtaining independent advice to set up a pilot scheme, from bodies such as NESTA (the innovation foundation) or the Participatory Budgeting Network. Cllr Henman had contacts in these bodies and offered to investigate the possibility of <i>pro bono</i> advice.
10.	It was suggested that the Finance Working Party should meet in advance of the next Full Council to assess potential in advance of the annual budget setting process, and to further develop proposals. TC advised that the Working Party could not work outside its present remit without a mandate from Council
11.	It was generally agreed that a pilot scheme would be proposed to Council, and it would be asked to temporarily extend the remit of the Finance Working Party to investigate inclusion of such a scheme in the 2021/22 budget.
12.	<i>The meeting ended at 8:05pm</i>

**Agenda Item No:** 7d)

**Report No:** FC010/2020

**Report Title:** Grants panel recommendations – 19<sup>th</sup> August 2020

**Report To:** Full Council

**Date:** 3<sup>rd</sup> September 2020

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

**Purpose of Report:** To propose payment of grants as recommended by the Grants Panel, following its meeting on 19<sup>th</sup> August 2020 (the first of four cycles for 2020/21)

**Recommendation(s):**

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

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**Information:**

1 The Grants Panel met on 19<sup>th</sup> August 2020. 2 applications were considered, with requests for support in the sum total of **£2,700**

2 Assessing applications were: Cllrs Catlin; Henman; Makepeace, Maples, O’Keeffe and Wood. Apologies were received from Cllrs Burrows (holiday) and Herbert (childcare).

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 **£1,600** in total, which leaves a balance of £48,400 remaining in the scheme budget 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 20<sup>th</sup> August 2020



## 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> September 2020

**NOM 008/2020** – received from **Cllr Wood** on 20<sup>th</sup> July 2020, in the following terms:

**It is proposed that:**

Lewes Town Council will take a lead in the promotion of the concept of ‘responsible tourism’ to Lewes:

- 1) Create a Town Guide for tourists and visitors to be promoted through the Tourist Information Centre, Council website and more widely, with links to LDC and ESCC resources.
- 2) Modify the print version of Lewes Tourist map and investigate an online downloadable version.
- 3) Mount a press and communications campaign to promote responsible tourism/travel concept.

**Supporting Information:**

The impact of Coronavirus on travel and tourism has meant that Lewes and the surrounding area has received more inward tourism than in previous years. Not all visitors however have been respectful of the town’s environment, local countryside or local residents.

There are many press reports on the south coast and locally of the impact of increased visitors’ numbers in terms of rubbish, damage to the natural environment, wild camping impacts and a general attitude to leaving behind rubbish and possessions as if at a festival.

There have also been quite a number of documented cases locally of wild camping with tents and equipment left, fire pits and rubbish from visitors. There is also a lack of appreciation not only of the local wildlife and ecology but also of some of the dangers presented such as wild swimming in certain areas of the Ouse.

This motion proposes that the Town Council take a lead in the promotion of the concept of ‘responsible tourism’ to Lewes:

- › Create a Town Guide (similar to the Seaford Beach Guide) with information on rubbish disposal, recycling locations and water refill services within Lewes for tourists and visitors. Clear directions to public toilets and other facilities, information on the country code and respecting the local country and Downland environment including how to behave responsibly in the countryside, with livestock, wild animals and plants eg: 1974 act that makes it an offence to pick wildflowers etc, it would cover issues such as wild camping, river use, wild swimming, fires. The Town Guide to be promoted through the TiC, LTC website and more widely and to link to LDC and ESCC resources.
- › To modify the print version of Lewes Tourist map and to investigate an online downloadable version (to be hosted on the website or with the TiC). Links to social distancing and safety information as part of the package. Links to suggested walks, tourist information boards locations.
- › Press and communications campaign by Council group to promote responsible tourism/travel concept.

Cllr K Wood  
20<sup>th</sup> July 2020

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**NOM 009/2020** – received from **Cllr M Milner** on 3<sup>rd</sup> August 2020, in the following terms:

**It is proposed that:**

1. Lewes Town Council will co-organise a street party in Lewes on Sunday 6th June 2021 to coincide with Thomas Paine's death on 8th June and to celebrate our society and town, remember those who have died and suffered through the pandemic, and thank those who have helped.

2. Lewes Thomas Paine day to be a permanent annual fixture recognized by the Town Council with events held on the nearest Sunday to 8th June.
3. Cllr M Milner is appointed to the Commemorations Committee.

**Supporting Information:**

Lewes and the world has suffered the effects of the pandemic and as we come out of it, it would be good to celebrate our society freedoms and town, remember those who have died and suffered, and thank those who have helped during the crisis. 2021 is the 230th anniversary of his famous book the Rights of Man. Thomas Paine lived in Lewes from 1768 to 1774 above Bull House, the tobacco shop of Samuel Ollive and Esther Ollive whose daughter he married in 1771. From 1772 to 1773, Paine joined excise officers asking Parliament for better pay and working conditions, publishing, in summer of 1772, The Case of the Officers of Excise - his first political work, spending the London winter distributing the 4,000 copies printed to the Parliament and others. He wrote his seminal book, The Rights Of Man, in 1791. The Rights of Man was one of the most widely read books of its time. Paine argues that human rights depend on nature, and that charters, with an implication that they are granted and can therefore be withdrawn, can have no basis in law. Hereditary government, dependent on Edmund Burke's idea of the 'hereditary wisdom' of the ruling classes, is clearly divisive rather than benevolent, and therefore wrong; Paine's assertion is that a nation should be able to choose its own government, and that the role of government is to protect the family and their inherent rights.

8th June is the date of Tom Paine's death and this date would be a good time to celebrate the thesis of Thomas Paine's work and its legacy especially in relation to our special town.

I propose that the Town Council might co-organise a street party in Lewes on Sunday 6th June 2021 to coincide with Thomas Paine's death on 8th June and to celebrate our society and town, remember those who have died and suffered, and thank those who have helped during the pandemic.

The Commemorations and Events committee can be asked to work on the detail and work with Lewes societies, businesses and residents, and to test viability. I would wish to be added to this committee.

Lewes Thomas Paine day can be a permanent annual fixture in Lewes, with events and parties held on the nearest Sunday to 8th June.

My suggestions for a 2021 event on Sunday 6th June 2021 are:

- > Close Cliffe High Street, School Hill and the High street.
- > Encourage shops to open.
- > Bonfire societies to parade since it seems that bonfire night 2020 will be cancelled.
- > Memorial to those who have died and suffered, and thank those who have helped during the pandemic, at the war memorial. Perhaps a parade by bonfire societies like the remembrance parade on bonfire night.
- > Encourage tables on the street for residents to eat, picnics *etc.*.
- > If it rains have a contingency to hold in the Town Hall.

Cllr M Milner  
3<sup>rd</sup> August 2020

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**NOM 010/2020** – received from **Cllr O Henman** on 19<sup>th</sup> August 2020, in the following terms:

**It is proposed that:**

The Finance Working Party is asked to evaluate the budget availability for a participatory budget pilot in the coming financial year; that a budget for this be set within the annual budget cycle, and that community meetings be arranged with sufficient time for broad inclusion and appropriate public awareness-raising in the coming year (2021-22).

**Supporting Information:**

Participatory Budgeting is a form of public engagement in the budget-making process that has been employed by a very wide range of Councils across the country since the mid- 2000s.

There are a wide range of examples, including two main types: a) consultation and public priority setting on the 'core services' budget, including choices on facilities, venue management and key services; b) community grant approach, which sets a specific sum of the budget to be allocated to community projects via a range of informative sessions and deliberative meetings to ensure a spectrum of residents' views are heard (including ensuring broad outreach according to age, gender, disability, geographic spread etc) and balanced choices are reached.

Introducing Participatory Budgeting (PB), will also help materialise our collective goal (established through the Visioning exercise) of expanding the openness of the council in its decision-making.

Following on from the successful workshop hosted on 28 July 2020 to consider the wider approach to PB and how this might be applied in Lewes; it is proposed that Lewes Town Council agree to task the Finance Working Party to evaluate the budget availability for a participatory budget pilot in the coming financial year; that the budget for this be set within the annual budget cycle and that community meetings be arranged with sufficient time for broad inclusion and appropriate public awareness-raising in the coming year (2021-22).

Cllr O Henman  
19<sup>th</sup> August 2020

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**NOM 011/2020** – received from **Cllr O Henman** on 19<sup>th</sup> August 2020, in the following terms:

**It is proposed that:**

1. The Council writes to Maria Caulfield MP to express its opposition to any new dual carriageway along the South Downs National Park and to seek clarity on the current proposals that emerged from the A27 Reference Group (which she chaired) and;
2. Writes to the appropriate officers at Highways England to seek further information on their proposed next steps, including timeline for proposals, budget, environmental impact assessment and consultation process.

**Supporting Information:**

Lewes Town Council notes the recent press announcements that Highways England is considering options for future expansion of the A27 road East of Lewes (Beddingham to Polegate). The Council seeks further clarity on any potential impact on traffic in the town, considering that independent studies have suggested that any road expansion in the area is likely to induce further traffic at an already highly congested junction, from the Malling St roundabout/Cuilfail Tunnel to the exit of the Town.

Cllr O Henman  
19<sup>th</sup> August 2020

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**NOM 012/2020** – received from **Cllr M Milner** on 24<sup>th</sup> August 2020, in the following terms:

**It is proposed that:**

Town Council will contribute £500 as 'Community Match Funding' to East Sussex County Council for a feasibility study into the improvement of surfacing at Timberyard Lane.

**Supporting Information:**

Timberyard Lane is an unadopted road in Cliffe off South Street. It has multiple owners who do not work together to maintain it. Parts of the surface are severely potholed and the drainage is very poor. The pavements at the South end are now level with the road due to poor resurfacing. It would be beneficial to residents if the road was brought up to a proper standard and maintained. ESCC is asking for £500 for a Community Match contribution towards a feasibility study that would at least establish how much bringing the road up to adoption standard and renewing the signage would cost. ESCC should also be asked to include local ward councillors and Cliffe Residents Association as consultees in the feasibility study. I have confirmed that £500 can be drawn from earmarked financial Reserves.

Cllr M Milner  
24<sup>th</sup> August 2020

**Agenda Item No:** 13

**Report No:** FC011/2020

**Report Title:** Review of support for College art faculty programme

**Report To:** Full Council

**Date:** 3<sup>rd</sup> September 2020

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

**Purpose of Report:** To prompt a decision on the level of support for East Sussex College Fine Art and Design Extended Diploma programme.

**Recommendation(s):**

- 1 That Council decides the level of support it is prepared to offer.

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**Information:**

1. At its last meeting, Council considered a proposal that it should show support for the Fine Art and Design Extended Diploma students of Sussex Downs College by:
  - › Engaging with them as clients of their final year presentation.
  - › Offering exhibition space within the Town Hall building to display the work produced
2. It was explained that the Senior Tutor of the Fine Arts and Design Department of Sussex College has invited Lewes Town Council to be the “client” for the 20/21 cohort of students.
3. There are currently 14 students, who have been working remotely since March and from December of this year will prepare for an exhibition to be displayed at the end of March or beginning of April 2021. It is a requirement of the qualification (the equivalent of 3 A Levels) to plan, promote and display their own artwork. Having an opportunity to showcase their work within the community is highly significant and beneficial in their learning.
4. The course runs as if it were a professional project and the students are encouraged to engage with the “client” about the brief (which will be set by the Course Tutor) and to consider the exhibition space itself as integral to the artwork.
5. At the time of the Council meeting, it was not known what the actual space requirements might be for an exhibition, and some very rough estimates of the value of likely spaces within the Town Hall were indicated. Accordingly, Council resolved that it would engage as ‘client’ but reserved its decision as to exhibition space.
6. The course tutor has since confirmed the ideal requirements, which would involve exhibition of work in the Foyer; Baxter corridor; Yarrow Room; Council Chamber and Corn Exchange during the period 22<sup>nd</sup> March - 20<sup>th</sup> April 2021, during the Easter period/term holiday. Allowing for days to install the work and then following closure, to strike the exhibition, this gives 37 days of occupation in total. Proposed public opening hours are 10:00am to 10:00pm daily, which will require staff to work at evening/weekend overtime rates. The use of a display board system belonging to the Reeves Archive Project would also be required, and permission is being sought.
7. On this basis the hire charges that would normally apply (all discounted for a ‘not-for-profit’ hirer), and estimated staff cost (presuming no concurrent hires) are:

Foyer & Baxter corridor	£6,549
Yarrow Room off peak	£5,200
Yarrow Room peak	£5,600
Council Chamber off peak	£1,184
Council Chamber peak	£8,720
Corn Exchange off peak	£7,950
Corn Exchange peak	£9,360
Staff overtime (base <i>inc on-costs</i> )	£3,072
Staff overtime (enhanced <i>inc on-costs</i> )	£4,301
<b>TOTAL:</b>	<b>£51,936</b>

S Brigden

24<sup>th</sup> August 2020

Report FC011-2020 Support for college art faculty programme

## Status update

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 January 2020	Status at August 2020	
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	Awaiting consultants further report on heating system options viability.	Recommendations for design and implementation agreed by Council 30 <sup>th</sup> July 2020. System design underway
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 4	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4
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.	Pending agreements with PPCA	Continuing
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.	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Works commenced 16 <sup>th</sup> March 2020. Reduced programme continuing subject to Covid-19 restrictions. Works progressing well. Anticipated completion October. Discussions between Working Party and proposed managing agent (Wave Leisure) to be concluded, with fallback option for LTC self-management.
5	<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)	Urgent tree works update received at Council 19th December.	Continuing programme. Emergency project <i>in</i> Ash die-back concluded March 2020. Summary report received by Council 18 <sup>th</sup> June 2020.
6	<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)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Continuing. Discussions pending with LDC – subject to Covid-19 restrictions
7	<b>DECISIONS re Retirement of key staff</b>	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel mandated to begin detailed examination of successor Clerk and discuss 6 other posts affected by eligibility for retirement.	Personnel Panel engaged in project. Workshops reported to Council.