



**Lewes  
Town  
Council**

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**Minutes** of the meeting of Lewes Town Council held on Thursday 1 September 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Baah  
Councillor Burrows  
Councillor Catlin (left at 21.09)  
Councillor Earl (left at 21.09)  
Councillor Handy  
Councillor Herbert  
Councillor Lamb  
Councillor Maples  
Councillor Milner  
Councillor O’Keeffe  
Councillor Sains (Mayor)  
Councillor Vernon  
Councillor Wood

**In attendance**

Town Clerk  
Committee Administrator  
Reverend Ben Brown (Mayor’s Chaplain)

**48. Filming of council meetings and mobile phones**

48.1. The procedures were noted.

**49. Apologies for absence**

49.1. There were apologies from Councillors Bird, Clarke and Makepeace who were all on holiday and Councillor Mayhew and Waring who both had personal commitments.

**50. Members’ declarations of interests**

50.1. There were none.

**51. Question time**

51.1. There were none. There were two members of the public present.

**52. Minutes**

52.1. Minutes of the meeting held on 28 July 2022 were received and agreed as a true record and signed by the Mayor.

**53. Mayor’s announcements and urgent items**

**53.1.** The Mayor reminded Councillors of a Planning Training Session that was scheduled to take place on Thursday 8 September from 6 to 8pm in the Council Chamber

**53.2.** The South Downs National Park Planning Committee are considering the planning application for the former bus station on Thursday 8 September at 10am at the South Downs Centre in Midhurst. The officer's report has recommended that planning permission be refused, and the report takes into consideration the Town Council's objection, and references our Neighbourhood Plan. A maximum of six people can speak on each planning application, or related matter. This includes up to three speakers in support and up to three speakers against a particular application. Speakers can address the meeting for up to three minutes without any questions, discussions or debate and should have registered their request to speak beforehand. The meeting can be viewed online, or people can attend in person. The Town Council has prepared communications to be published to bring the meeting to the attention of residents. The Mayor asked Council if they would like the Town Council to hire a minibus to enable Town Councillors and invited residents on a first come first served basis, to be able to attend the meeting. Donations towards the minibus would be welcome. **It was resolved that:**

- 1 Delegated authority be given to the Town Clerk to spend up to £400 on minibus hire from the Civic Administration Travel and Subsistence budget in liaison with Councillor Herbert. This will enable Town Councillors and invited residents, on a first come first serve basis, to be able to attend the South Downs National Park Planning Committee meeting on Thursday 8 September at 10am at the South Downs Centre in Midhurst.

**53.3.** The Lewes Allotment show would be held on Sunday, 4 September in the Corn Exchange and Assembly Room.

**53.4.** John Henty will be giving a presentation in the Council Chamber on Wednesday 14 September 2022 at 7pm.

**53.5.** The Mayor reminded Councillors that a bonfire breakfast as a thank you to street cleaners would be held on Sunday 6 November 2022.

**53.6.** The Town Clerk has contacted Lewes High Street Traders Association (HSTA) in respect of the grant awarded for festival lights 2019 to 2021. The HSTA would like to attend a meeting with the Town Clerk to clarify what information was needed to finalise this matter. Gala Lights were happy to discuss options with the Town Council regarding festive lighting for 2022. The Town Clerk would be liaising with Gala next week.

#### **54. Committees, working parties and outside bodies**

Lewes District Council Planning Service User Group Minutes. Council received the minutes of this meeting. **It was resolved that:**

- 1 The minutes of the Lewes District Council Planning Service User Group Minutes are noted.

## **55. Task and finish group to review policies**

**55.1.** Council considered appointing a task and finish group to review both existing policies and new policies being developed as outlined in the Council's annual business plan and priorities. The task and finish group would recommend those policies to Council for approval. It was resolved that:

- 1 Council agree to appoint a task and finish group to review both existing and new policies being developed.
- 2 Councillors Baah, Catlin, Handy, Lamb, Maples and Milner be appointed to a task and finish group to review policies.

## **56. South Downs National Park (SDNPA) Town and Parish workshop**

**56.1.** Council was asked to nominate two representatives to attend the SDNPA Town and Parish workshop on Tuesday 11 October at Iford Village Hall from 6 to 8pm. **It was resolved that:**

- 1 Councillors Catlin and Sains be nominated to attend the SDNPA Town and Parish workshop on Tuesday 11 October at Iford Village Hall

## **57. Officer's reports**

### **58. Response to Transport for South East (TfSE) Strategic Investment Plan survey**

**58.1.** Council considered Report FC012/2022 requesting a response to TfSE's consultation on its draft Strategic Investment Plan (SIP) survey, Section 2, that highlights 'Resilient Radial Corridors' as an investment priority.

**58.2.** Councillors had been emailed asking for contributions for a Council response by 22 August. No responses had been received and the draft response appended to the report was compiled by the Chair of the Planning Committee.

**58.3.** Subsequently, Councillor Maples had drafted a response that had been emailed to all Councillors earlier that day.

**58.4.** Council were being asked to recommend that delegated authority be given to the Town Clerk to collate responses from Members based on Councillor Maples draft responses and that the Town Clerk consult with the Mayor, Group Leads and Councillor Maples on the final response.

**58.5.** Responses from Councillors were required by Monday 5 September. It was resolved that:

- 1 Council note the report
- 2 Delegated authority be given to the Town Clerk to collate responses from Members based on Councillor Maples draft response and the Town Clerk will consult with the Mayor, Group Leads and Councillor Maples on the final response on the draft Strategic Investment Plan (SIP) survey, Section 2, that highlights 'Resilient Radial Corridors' as an investment priority.

## **59. Flag Flying Policy**

**59.1.** Council considered report FC013/2022, a Lewes Town Council Flag Flying Policy that is required for the flying of various flags on the flagpole located on the roof of the Town Hall accessed through the Town Hall flat. The draft policy had been developed and incorporates Government flag flying guidance for council to consider and approve. **It was resolved that:**

- 1 Flying the Union Flag all year round is not agreed. However, the Town Clerk would investigate whether the Lewes Flag could be flown all year round.
- 2 Consideration whether to fly flags at night be deferred pending further clarification on Government Guidance being sought by the Town Clerk.
- 3 The dates in the flag flying policy set out in appendix 1 are agreed with the exception of the following flags:

- 1 Birthday of the Duchess of Cambridge – 9 January
- 2 Birthday of the Countess of Wessex – 20 January
- 3 Birthday of the Duke of York – 19 February
- 4 Birthday of the Earl of Wessex – 10 March
- 5 Birthday of the Duke of Cambridge – 21 June
- 6 Birthday of the Duchess of Cornwall – 17 July
- 7 Birthday of the Princess Royal – 15 August
- 8 Trafalgar Day – 21 October
- 9 Anniversary of Her Majesty's Wedding – 20 November

with the additional flags to be flown on the following dates:

- 1 International Women's Day – 8 March
- 2 Earth Day – 22 April
- 3 Council of Europe – 5 May
4. Pride Month – June – Council were asked to confirm whether the flag should fly for the full month or the first and last day of the month.

A recorded vote was requested (Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]) and this can be found at appendix 1. **And it was resolved that:**

The Flag for Pride Month fly for the whole month of June with the exception of other days when commemoration flags should be flown.

- 5 International Literacy Day – 8 September
- 6 United Nations International Day of Peace - 21 September
- 6 The flag for Black History Month will fly for the whole month of October with the exception of other days when commemoration flags should be flown.

**21.09pm Councillors Catlin and Earl left the meeting**

- 4 Council agrees to fly the Ukrainian flag once a week on a Wednesday until the conflict in Ukraine is resolved and on other days when commemorative flags are not required to be flown the United National Peace flag be flown.

5 Flying dual flags on one flagpole is not agreed.

**60. Corporate Risk Register**

**60.1.** Council considered report FC014/2022 to comment on and approve the Council's Corporate Risk Register.

**60.2.** The Town Clerk advised Council that Officers had reviewed the Risk Register. The Risk Register did not reflect current practice and many of the controls need to be improved as highlighted in the report. There should also be a Corporate Risk Management Strategy and Procedures implemented, and as well as the corporate risk register which assesses the risks of events and activities, there should also be a risk register for strategic policies.

Council proceeded to review the Register and identified the following areas that required amendment

- 1 Investments, page 92, (166) Review investments and that Ethical Investment is core to our policy.
- 2 Shelters and Seats, page 120 (1136) Risk rating to be added.
- 3 Website, page 131 – (321) Query on statistics and capacity. Ensure staff are trained in Google analytics and search engine optimisation.
- 4 Town Hall Flat accommodation to be included in the Corporate Risk Register.

**It was resolved that:**

- 1 Subject to the amendments on points 1 – 4 set out in Minute 60.2 above Council approve the Corporate Risk Register.

**61. Council considered the annual business plan and priorities update for the period up to September 2022. It was resolved that:**

- 1 The annual business plan and priorities update for the period up to September 2022 is noted.

The meeting finished 9.46pm

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Town Mayor



**LEWES  
TOWN  
COUNCIL**

**Voting Record Sheet of: Full Council**

**Date: 1 September 2022**

**Please note:** this is a record of voting where this has been requested under Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]

Agenda item	MOTION or AMENDMENT VOTED UPON	Lib	Dem	Green	Lib	Dem	Ind	Lab	Lib	Dem	Green	Green	Lib	Dem	Green	Green	Ind	Lib	Dem	Ind	Lib	Dem	Green	Green	Green	Lib	Dem	No. FOR	No. AGAINST	No. Abstentions	Not Present or Not Voting	CARRIED ? Yes/No
<b>59.1.3</b>	Fly the Pride flag on the first and last day in the month of June	X			X	/			/	X	X	/		X				X	X	X	/	X		/		5	8				<b>No</b>	