

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 10 November, 2022, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou
Town Clerk
4 November 2022

Agenda

1 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

2 Apologies for absence

3 Members' declarations of interests

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

4 Question time

Members of the public 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. A period of 15 minutes is allocated for this purpose. Questions or requests to address the council must be submitted to the Town Clerk by noon the day before the meeting.

5 Minutes

To agree the minutes of the council meeting held on 6 October 2022

(Attached on pages 4 to 9)

6 Mayor's announcements and urgent items

7 Committees, working parties and outside bodies

To receive the minutes from committees, working parties and panels and to consider any recommendations arising. To receive reports from members serving on outside bodies.

- 7.1 Planning and Conservation Committee 23 September 2022
(attached on pages 10 to 16)
- 7.2 Audit and Governance Panel 28 September 2022
(attached on pages 17 to 20)
- 7.3 Lewes District Council Planning Service User Group Minutes 3 October 2022
(attached on pages 21 to 22)

8 Requirement for an access officer

To receive a Notice of Motion from Councillor Clarke
(NOM 002/2022 attached on pages 23 to 24)

9 East Sussex County Council Enhanced Partnership Plan and Scheme: Stakeholder consultation

East Sussex County Council have written to all key stakeholders notifying them that an Enhanced Partnership Plan and Scheme has now been prepared. Council is asked to consider the consultation, and any recommendations from the Planning Committee meeting on 8 November and agree a response. The consultation runs until 18 November 2022. Full details can be found by clicking on the following link: <https://consultation.eastsussex.gov.uk/economy-transport-environment/eastsussexepstakeholderconsultation/>

10 East Sussex County Council Local Transport Plan 4: Consultation

East Sussex County Council have launched the review of their fourth Local Transport Plan. The review of the plan will be in two stages, stage one being the scoping phase and stage two being strategy development. Council is asked to consider the consultation, and any recommendations from the Planning Committee meeting on 8 November and agree a response. The consultation runs until 9 December 2022. Full details can be found by clicking on the following link: <https://consultation.eastsussex.gov.uk/economy-transport-environment/local-transport-plan-4/>

11 Officer's reports

- 11.1 Civility and Respect project
(Report FC021/2022 attached on pages 25 to 28)

12 Exempt business

It is recommended that:

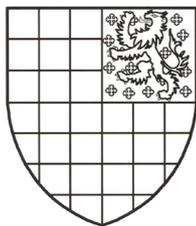
The public and accredited representatives of the press be excluded from the meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

This item is a confidential report for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultation or negotiations, or contemplated

consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority

13 Officer's exempt report

To update Council on staff changes.



Minutes of the meeting of Lewes Town Council held on Thursday 6 October 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

Present:

Councillor Baah
Councillor Bird (Deputy Mayor)
Councillor Burrows
Councillor Catlin
Councillor Clarke
Councillor Earl
Councillor Herbert
Councillor Lamb
Councillor Makepeace
Councillor Maples
Councillor O’Keeffe (from 9pm)
Councillor Sains (Mayor)
Councillor Wood

In attendance

Town Clerk
Committee Administrator

62. Filming of council meetings and mobile phones

62.1. The procedures were noted.

63. Apologies for absence

63.1. There were apologies from Councillor Handy who had a work commitment, Councillor Mayhew who was on holiday, Councillors Milner and Waring who both had family commitments and Councillor Vernon who was unwell.

64. Members’ declarations of interests

64.1. Councillor Baah as a co-founder of Lewes for Ukraine declared a personal and prejudicial interest in item 7 on the agenda Lewes for Ukraine major funding request.

65. Question time

65.1. There were none.

66. Minutes

66.1. Minutes of the meeting held on 1 September 2022 were received and agreed as a true record subject to the following amendments:

- 1 Minute 59.1.3.4 - Council’s resolution ‘The Flag for Pride Month fly for the whole month of June with the exception of other days when commemoration

flags should be flown' will be added to Appendix 1, Voting Record Sheet of Full Council 1 September 2022.

2 Minute 59.1.4 should read 'United Nations Peace Flag'

67. Mayor's announcements and urgent items

67.1. The Mayor thanked Mike Chartier, Councillor Mayhew, Councillor Clarke, Councillor Catlin, Ashley Price, Lee Symons and Mick Larkin who together with the Mayor staffed rooms in the town hall during Heritage Open day on the 11 September.

67.2. The Mayor would be attending the Twinning Summit in Blois on 13 October.

67.3. Council were reminded that a Judges Service would be held at St Anne's Church on 21 October at 4.30pm. Robes would be required.

67.4. Collections for Poppy Day would be on 29 October from 10am to 1pm from the Town Hall. More volunteers were needed.

67.5. The Black History Month closing event would be on 30 October at the Town Hall. Tickets for this event were available on Eventbrite.

67.6. The Planning Committee would be considering the South Downs National Park Authority for Sites and Green Spaces at its meeting on 11 October 2022.

67.7. Lewes District Council had confirmed that they will match fund with the Town Council the cost of the festive lights for 2022.

68. Lewes for Ukraine

68.1. Council considered report FCO15/2022 – Lewes for Ukraine for administrative support for the work to support Ukrainian refugees which will enable capacity within the organisation to concentrate on developmental work.

68.2. Councillor Baah, having declared a personal and prejudicial interest, left the Chamber.

68.3. Council was asked to vote on the Mayor Funding Grant taking into consideration the scores that had been sent in by Members. It was resolved that:

- 1 The minimum threshold be set at 65%
- 2 Council agree to award £5,000 towards the cost of an Administration Officer subject to confirmation of a job description, job advert, the recruitment and appointment process and a demonstration of the geographical proportion of where the officer's time will be spent which should be focused in Lewes.

69. Committees, Working parties and outside bodies

69.1. Buildings Advisory Group 12 September 2022

69.1.1. Council received the minutes of this meeting and it was resolved that:
The minutes of the Buildings Advisory Group are noted.

69.2. Planning and Conservation Committee 9 August 2022

69.2.1. Council received the minutes of this meeting and it was resolved that:

69.2.2. The minutes of the Planning and Conservation meeting are noted.

Councillor Baah returned to the meeting

69.3. Planning and Conservation Committee 30 August 2022

69.3.1. Council received the minutes of this meeting **and it was resolved that:**

69.3.2. The minutes of the Planning and Conservation meeting on 30 August 2022 are noted.

69.4. Sussex Police Community Safety Action Group

69.4.1. A written report from Councillor Clarke had been circulated to Council prior to the meeting. Councillor Clarke advised Council that residents had experienced problems getting through on the phone to 'operation Blitz' on a Friday and Saturday evening. Councillors were asked to inform her if they or any of their ward members had experienced this so that it could be reported and fed back to the Community Safety Action Group and it was resolved that:

69.4.2. The written and oral report by Councillor Clarke is noted.

69.5. Grants Panel 21 September 2022

69.5.1. Council considered report FC016/2022 containing recommendations for payments of grants of the second cycle (of four) for the year 2022 to 2023 and it was resolved that:

69.5.2. The grants payments recommended in report FC016/2022 as in column H of the table appended to the report be approved.

70. South Downs National Park (SDNPA) Town and Parish workshop

70.1. Councillors Catlin and Sains were not able to attend this workshop due to a Planning and Conservation Committee meeting on the same date. Council was asked to nominate two representatives to attend the workshop on Tuesday 11 October at Iford Village Hall from 6.00pm to 8.30pm. It was resolved that:

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

71. East Sussex Association of Local Councils (ESLAC) Annual General Meeting and conference.

71.1. Council was asked to nominate two representatives to attend the ESALC AGM on Wednesday 30 November 2022 at the Uckfield Civic Centre from 1pm. It was resolved that:

- 1 Councillors Lamb and Makepeace be nominated to attend the ESALC AGM on Wednesday 30 November 2022 at the Uckfield Civic Centre

72. Councillors Individual duties

72.1. Council considered report FC017/2022 to appoint one member to the Audit and Government Panel and to consider the appointment of one member to Grant Panel. **It was resolved that:**

- 1 Councillor Clarke be appointed to the Audit and Governance Panel

- 2 No appointment was made to the Grant Panel, keeping the complement at seven.

73. Officer's reports

73.1. Review of grant funding assessment procedure

73.2. Council considered report FC018/2022 following a thorough review of the grant assessment process by both the Audit and Governance Panel and Grants Panel as previously requested by Full Council.

73.3. The amendments include changes to the criteria used for scoring and the implementation of a guide to differentiating scores.

73.4. There is a proposed revision to the procedure for major funding applications, which would involve the Grants Panel undertaking the scored assessment of any application in an extraordinary meeting and then making recommendation to Full Council, as is the current procedure for small grants, with no scoring undertaken at Full Council. It was resolved that:

- 1 Agree that sustainability, where applicable, is only assessed in criterion 3, financial planning
- 2 Agree Council's policy criteria for grants is listed on the scoring sheet.
- 3 Agree that the policy criterion be amended to add "support for equality, diversity and inclusion and under-represented groups" to the policy criteria of "support for foodbanks and the disadvantaged."
- 4 Agree that criterion 5, personal (subjective) assessment, is not scored.
- 5 Agree the revised scoring criteria which will be applied to both smaller and major grants, subject to replacing the word 'cover' with 'includes', to read 'Support of the Council's vision, which includes.'
- 6 Agree the differentiating scoring criteria for smaller and major grants and that each criterion to be scored out of 5 rather than 20.
- 7 Agree that if scores have been submitted by a councillor they should be included, but if no scores are submitted then a median should not be used.
- 8 Agree that the application form be amended to include a question about previous funding from the Town Council and whether feedback has been submitted.
- 9 Agree that the major funding procedure be changed so that funding applications follow the same procedure as the smaller grants process, in that they are assessed and scored by the Grants Panel who then make a recommendation to Full Council. Full Council would receive a report from the Grants Panel assessment with a recommendation on the award, which would be discussed and voted on. In this procedure there would be no further scoring at full council. Applications should be submitted at least four weeks in advance of a Full Council meeting. An extraordinary Grants Panel will be convened on receipt of the application. The extraordinary Grants Panel would consider any further questions that needed a response and whether there should be a presentation by the applicant to the panel. The extraordinary

Grants Panel would then undertake an assessment using the scoring procedure and make its recommendation to Council.

- 10 Agree that grant applicants may be present in the public gallery while their grant application is considered at Full Council.

73.5. Funding towards Christmas initiatives in Lewes 2022

73.6. Council considered report FCO19/2022 to consider reallocation of the budget which contributes towards road closure costs for the Christmas last night shopping event, from the Lewes High Street Traders Association to the Chamber of Commerce who are now managing the road closures.

73.7. Council were also asked to consider contributing towards the Lewes District Council campaign to shop independent at Christmas. It was resolved that:

- 1 Council agree to pay the Chamber of Commerce up to £750 towards road closure costs for Christmas late night shopping in Lewes from the Civic Administration Grants budget
- 2 Agree to contribute £150 toward the Lewes District Council shop local at Christmas campaign from the Civic Administration Grants budget.

73.8. Condition Survey for the Town Hall

73.9. Council considered report FC020/2022 following agreement by Council in January 2022 that a condition survey be undertaken for the Town Hall, to include the residential flat. The report provided three quotes to undertake the condition survey at the Town Hall and seeks approval to appoint company A. It was resolved that:

1. Council agree the condition survey of the Town Hall with the preferred supplier, Company A, with the cost of £3,150 to be met from the earmarked reserve for Town Hall Maintenance.

74. Exempt business

74.1. The Chair proposed and it was resolved that the Public and accredited representatives of the Press be excluded from the meeting under section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

These items are confidential for members of the Council only in accordance with Paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

74.2. Members considered an oral report from the Town Clerk regarding staffing requirements in light of forthcoming staff changes which had been discussed by the Personnel Panel at its meeting on 4 October 2022.

74.3. The forthcoming staff changes included the need to cover upcoming maternity leave, a flexible working request and the forthcoming retirement of the

Assistant Town Clerk. The financial implications of these changes were explained by the Town Clerk.

74.4. Councillor O’Keeffe arrived at this point.

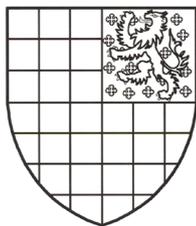
74.5. It was proposed by the Personnel Panel that the staff structure be changed, and an interim Deputy Town Clerk post be introduced to focus on the development and implementation of statutory policies and processes, improving governance and risk management and overseeing day-to-day operational matters. The Panel have suggested a fixed term contract until the end of June 2023 to provide support into the elections and continuity for Councillor inductions. Furthermore, as was learnt in the Town Clerk recruitment, it takes a long time to recruit a permanent member of staff, so this interim post provides the opportunity to appoint someone quickly with the right skills and experience, to provide the much needed support and urgent attention on the previously stated issues. A job description and person specification for a proposed interim Deputy Town Clerk post was circulated to Council for consideration. The Town Clerk explained that there would be a recruitment call, advertising the post across local and national associations as well as through the Council’s website and social media channels.

74.5.1. It was resolved that:

1. A fixed term contract for maternity cover be approved to cover the Communications Officer, with an additional cost of circa £3,000.
2. In response to a flexible working request, the staffing structure be changed taking into account the impact on the ability to recruit another post to cover the work, ensuring there isn’t a negative impact on performance whilst remaining within budget and that the Town Clerk be delegated responsibility to discuss the options with the employee.
3. The staffing structure is changed to provide an interim Deputy Town Clerk post up until the end of June 2023, to focus on the development and implementation of statutory policies and processes, improving governance and risk management and overseeing day-to-day operational matters to be met within the existing staffing budget.
4. The existing Customer Service Officer and Receptionist continues to cover the civic work as a fixed term contract of 12.5 hours per week up to the end of March 2023 to be met within the existing staffing budget.

The meeting closed at 21:14pm.

Signed..... Dated.....



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Friday 23 September 2022 at 7.00pm

Present: Councillors S Catlin (Chair), E Clarke, R Handy, I Makepeace and M Milner

In attendance: Town Clerk and Committee Administrator

1. **Apologies:** were received from Councillor Lamb who had a previous engagement and Councillor Sains who was unwell. There had been no word from Councillor Baah
2. **Declarations of Interest:** There were none.
3. **Question Time:** There were none.
4. **Minutes:** The Minutes of the meeting held on 30 August 2022 were received and signed as a true copy.
5. **Chair's announcements:**
 - 5.1. **Planning Committee comments**
 - 5.2. The Chair has been made aware of concerns raised with the South Downs National Park Authority about Town Council comments on planning applications. The Chair reminded the Committee that one of the key points raised at the recent planning training was that comments made on planning applications must be made on material considerations and comments must be consistent. Consulting with neighbours is not a material consideration.
 - 5.3. Members were reminded that they receive planning lists on a weekly basis to allow time for research on each on application and should check against policies in the Lewes Neighbourhood Plan and South Downs Local Plan if needed.
 - 5.4. If committee members have not had time to look at an application, please ensure that any comment or contribution made is factual.
 - 5.5. **The Forecourt Court Road Car Park - SDNP/22/03583/FUL**
 - 5.6. It has been raised by a member of the Committee that comments made on the above application did not coincide with comments made on an earlier application in November 2021 where it was stated that the site is allocated for housing in the Lewes Neighbourhood Plan.

- 5.7. The Committee considered whether an additional email should be sent to the case officer with the comments made by the Committee in November 2021 in relation to the above application as detailed below:

Members noted that with extreme regret work had already started on site without planning approval and strongly object because it is preventing the use of the site for housing and the site was designated as housing in the Lewes Neighbourhood Plan (Policy PL1B, site 36). Objective 5.11 states increased density will be included where appropriate, locating housing near services, making this site highly suitable for meeting the objective (page 29). Concern was raised about the increase of traffic, noise and highway safety, particularly considering the proximity of sheltered housing accommodation.

Members considered it an ill-thought-out application and concur with the objection from East Sussex County Council.

SD19 of the Local Plan seeks to minimise the traffic impacts of new developments and this proposal will increase its substantially.

Page 86 of the Lewes Neighbourhood Plan states the site should maximise the opportunity to improve the frontage to Court Road and provide a positive interface with woodland to south east of the site and the current proposal dismisses the Neighbourhood Plan. It also states provision should be made for easy access by bicycle and the Committee noted there was no cycle storage included in the proposals. It was unclear as to whether this use was temporary. Therefore, Members strongly object to these proposals.

- 5.8. It was resolved that:

1. The Planning Committee's comments made at their meeting on 2 November 2021 (set out below) regarding the Forecourt, Court Road Car Park be emailed to the case officer at the South Downs National Park. The comments would be in addition to the objection made by the Planning Committee at their meeting on 30 August 2022:
2. A recorded vote was requested (Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]). Councillors Catlin, Clarke, Handy and Makepeace agreed to the resolutions set out in 5.8 1 above and Councillor Milner objected.

5.9. **Pre-Applications**

5.10. The Town Clerk advised the Committee that although their comments on pre-applications could not be submitted on the South Downs National Park portal their minutes could state that the committee has looked at the application and note if the site is in the Neighbourhood Plan.

6. Planning Applications: The committee considered the relevant sections of the lists of applications validated in the weeks commencing 29 August 2022, 5 September 2022 and 12 September 2022. Their comments are appended.

7. Miscellaneous Planning Issues:
The meeting ended at 8.11pm

Signed:

Date:

Appendix 1

Reserved matters pursuant to conditions 1, 3, 4 and 5 of outline planning permission SDNP/19/04338/OUT 43 Queens Road

Ref. No: SDNP/22/03943/REM | Received: Tue 23 Aug 2022 | Validated: Tue 23 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Discharge of Condition No: 18 (Contamination - Remediation Strategy) from Planning Consent SDNP/17/03100/FUL Unit 6 Malling Industrial Estate

Ref. No: SDNP/22/03949/DCOND | Received: Tue 23 Aug 2022 | Validated: Tue 23 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Change of use from commercial space (C1) to 2no apartments comprising of 1no one bedroom unit and 1no two-bedroom unit (C3) 191 High Street

Ref. No: SDNP/22/03578/LIS | Received: Fri 29 Jul 2022 | Validated: Tue 23 Aug 2022 | Status: Application in Progress

Comment:

Councillors objected to this application in that the minimum measures to marketing the commercial space had not been met as set out in Policy SD37 Appendix 3 Paragraph 2.4 of the South Downs Local Plan – Marketing requirements for change of use applications. Councillors also objected to the lack of natural light in the proposed basement flat.

Change of use from commercial space (C1) to 2no apartments comprising of 1no one bedroom unit and 1no two-bedroom unit (C3) 191 High Street

Ref. No: SDNP/22/03581/FUL | Received: Fri 29 Jul 2022 | Validated: Tue 23 Aug 2022 | Status: Application in Progress

Comment:

Councillors objected to this application in that the minimum measures to marketing the commercial space had not been met as set out in Policy SD37 Appendix 3 Paragraph 2.4 of the South Downs Local Plan – Marketing requirements for change of use applications. Councillors also objected to the lack of natural light in the proposed basement flat.

Replacement of front door and alterations to fenestration, soffits, and guttering

85 Paddock Lane

Ref. No: SDNP/22/03496/HOUS | Received: Tue 26 Jul 2022 | Validated: Fri 19 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Change of door colour, Gallows Bank Abinger Place

Ref. No: SDNP/22/04015/HOUS | Received: Fri 26 Aug 2022 | Validated: Wed 31 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Single storey side and front extension and garage conversion 32 South Way

Ref. No: SDNP/22/04004/HOUS | Received: Fri 26 Aug 2022 | Validated: Wed 31 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Installation of new timber frame outdoor cooking shelter and associated works

Pelham House St Andrews Lane

Ref. No: SDNP/22/03991/LIS | Received: Thu 25 Aug 2022 | Validated: Fri 26 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application and note that the revised location will not destroy trees

Installation of new timber frame outdoor cooking shelter and associated works

Pelham House St Andrews Lane

Ref. No: SDNP/22/03990/FUL | Received: Thu 25 Aug 2022 | Validated: Fri 26 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application and note that the revised location will not destroy trees

Installation of roller shutter door halfway down a double length car port 8 Park Drive

Ref. No: SDNP/22/04086/PRE | Received: Wed 24 Aug 2022 | Validated: Fri 02 Sep 2022 | Status: Application in Progress

Comment:

Councillors noted this application

Loft conversion from existing commercial storage area to residential studio
3 Fisher Street

Ref. No: SDNP/22/03860/FUL | Received: Wed 17 Aug 2022 | Validated: Tue 30 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application

Retention of existing temporary mobile home Ousedale House Offham Road

Ref. No: SDNP/22/03797/HOUS | Received: Fri 12 Aug 2022 | Validated: Fri 26 Aug 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Sign 1 - 4400 x 2200mm illuminated flexface sign, Sign 2 - 2800 x 2200mm illuminated flexface sign, Sign 3 - 1800 x 420mm aluminium tray with vinyl graphics, Sign 4 - 2mm aluminium tray with vinyl graphics, Sign 5 - A1 poster frames x 3, Sign 6 - 420 x 600mm aluminium tray with vinyl graphics, Sign 7 - 200 x 150mm vinyl graphic, Sign 8 - 4400 x 2200mm illuminated flexface sign, Sign 9 - 2800 x 2200mm illuminated flexface Sign, Sign 10 - 5000 x 1200mm illuminated flexface Sign, Sign 11 - 5000 x 1050mm illuminated flexface Sign, Sign 12 - 800 x 500mm aluminium panel with vinyl graphics, Signs 13 - Digitally printed vinyl graphics 3570 x 5000mm x 3 Southdowns Business Park, Unit 6 Brooks Road

Ref. No: SDNP/22/03758/ADV | Received: Thu 11 Aug 2022 | Validated: Wed 24 Aug 2022 | Status: Application in Progress

Comment:

Councillors objected to this application in that it is contrary to the South Downs Local Plan SD53 (2) - there will be a presumption against internally illuminated advertisements, SD48 Climate Change and Sustainable uses of Resources and is also contrary to the SDNP Dark Skies Policy.

Erection of rear composite decking with privacy screens to either side and balustrade to rear 47 South Way

Ref. No: SDNP/22/03723/HOUS | Received: Tue 09 Aug 2022 | Validated: Tue 30 Aug 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Erection of single storey outbuilding 12 Houndean Rise

Ref. No: SDNP/22/03505/HOUS | Received: Tue 26 Jul 2022 | Validated: Tue 30 Aug 2022 | Status: Application in Progress

Comment:

Councillors support this application although would recommend a green roof

Erection of marquee in front yard of Brewery for the Beer Festival in September
The Bridge Wharf Brewery

Ref. No: SDNP/22/03414/PA18 | Received: Mon 18 Jul 2022 | Validated: Mon 18 Jul 2022 | Status: Application in Progress

Councillors would support this application for a limited time basis to support local business and tourism in the town

Non Material Amendment to planning permission SDNP/22/01412/FUL to include slate roof above proposed kitchen to match existing roof shape, with roof lights to rear. Minor increase in footprint of small extension to rear to create a larger utility room Kilimani Cuilfail

Ref. No: SDNP/22/04131/NMA | Received: Tue 06 Sep 2022 | Validated: Tue 06 Sep 2022 | Status: Application in Progress

Comment:

Councillors note this application

Demolition of existing conservatory and construction of new front and rear single-storey extensions and raised decking to rear 5 Hamsey Crescent

Ref. No: SDNP/22/04042/HOUS | Received: Wed 31 Aug 2022 | Validated: Wed 07 Sep 2022 | Status: Application in Progress

Comment:

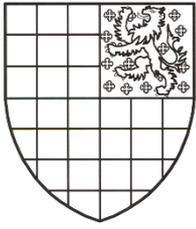
Councillors support this application and welcome the green roof

Single storey rear/side extension, air source heat pump to rear, internal alterations
11 Toronto Terrace

Ref. No: SDNP/22/03896/HOUS | Received: Thu 18 Aug 2022 | Validated: Wed 07 Sep 2022 | Status: Application in Progress

Comment:

Councillors support this application



Minutes of a meeting of the Audit and Governance Panel held on Wednesday 28 September 2022 in the Council Chamber, Town Hall at 6.00pm

Present:

Councillor M Bird
Councillor S Catlin
Councillor R Handy
Councillor M Milner
Councillor W Maples

In attendance:

Town Clerk
Responsible Finance Officer
Committee Administrator

1. **Election of chair:** Councillor Wendy Maples was elected as chair of the Panel for the year 2022 to 2023
2. **Apologies for absence:** were noted from Councillor Vernon
3. **Members' declarations of interest:** There were none.
4. **Question time:** There were none.
5. **Minutes:** The minutes of the meeting held on Monday 7 March 2022 were agreed as an accurate record.
6. **Chairs report and urgent items:** The Chair informed the meeting that her objectives as Chair of the panel would be to focus on both Audit and Governance and to ensure that the panel's work is in keeping with standard audit and governance practices.
7. **Officers' reports**
8. **Internal Audit Report 2021 to 2022**
 - 8.1 The panel considered report AGP001 the final internal audit report for Lewes Town Council for the financial year 2021 to 2022. The audit was conducted by the Town Council's Internal Auditor, Mulberry and Co.

8.2 One of the functions of the Internal Audit is to assure Members of the Council that the systems, financial and otherwise, are following best practice, operating correctly, compliant with all laws and regulations and can be relied upon.

8.3 Members noted the ongoing issue with the general fund. The Town Clerk explained that this would need to be considered during the budget process.

8.4 A question was raised regarding trusteeship and the need for Council to complete charity accounts, which the auditor recommends the council review. It was queried whether full council need to agree this or would the Town Clerk have the authority to implement this. The Town Clerk confirmed that she would not have the authority but had sought initial legal advice, and the contracted Responsible Finance Officer (RFO) would be working on this.

8.5 The Town Clerk explained to the panel that there is currently £80,000 of CIL (Community Infrastructure Levy) money in earmarked reserves. Each payment of CIL money received by council is listed separately in the accounts with a use by date so that the money can be tracked. £25,000 had already been committed for a pedestrian crossing.

8.6 The Town Clerk and RFO informed the panel that the Council is required by law to follow the 2015 Transparency Code. The Town Clerk will be working with the RFO, Finance and Administration Officer and Communications Officer to implement information to meet the requirements of the code, this will then be easier for officers to manage and keep updated. It is anticipated that this work will be completed by the end of the financial year.

8.7 The council does not currently have an Asset Policy. There are multiple asset registers across various documents. A policy will be developed for the Audit and Governance Panel to consider and recommended to Council for adoption.

8.8 The Chair raised the question of ethical investment. The Town Clerk and RFO were looking to research this soon. However, the RFO informed the panel of a financial platform called 'Flagstone' that several town and parish councils were moving towards using. Flagstone is an investment platform where a council can invest money. The investor can specify what criteria to invest in and one completed application form will enable the investor to open multiple bank accounts.

8.9 It was resolved that:

The Internal Auditor report from the 2021 to 2022 accounts and the action to implement the Internal Auditor's recommendations are noted.

9. Review of grant funding procedure

9.1 The Panel considered report AGP002 following a review of the grant assessment process by both the Audit and Governance Panel and the Grants Panel as requested by Council. The Grants Panel reviewed the proposals at their meeting on 21 September 2022 and made recommendations to this Panel, which were contained within the report. The Audit and Governance Panel considered the content of the report with a view to making final recommendations to Council for a revised procedure.

9.2 The Panel discussed how the grants link to the council vision and noted that when a new vision was developed this would be integrated into the grant criteria. **It was resolved that:**

1. Agree the wording in table 4.5, criteria 1 be amended, replacing the word 'cover' with 'includes', to read 'Support of the Council's vision, which includes:'

9.3 The Panel discussed the need to develop a simple guide to differentiating scores that would be applied to both smaller and major grants. The Grants Panel had proposed that each criterion is scored out of 5 rather than 20. **It was resolved that:**

1. Agree the differentiating scoring criteria for smaller and major grants and that each criterion to be scored out of 5 rather than 20.

9.4 The Panel then discussed how to address scores of those councillors absent or not scoring due to a declared interest. Currently a median score is added if no score has been sent in by a councillor. **It was resolved that:**

1. If scores have been submitted by a councillor they should be included, but if no scores have been submitted then a median should not be used.

9.5 The Panel considered a recommendation from the Grants Panel that major funding applications should follow the same procedure as the smaller grants process. An extraordinary Grants Panel would be convened on receipt of an application to assess and score with a recommendation being made to Full Council. **It was resolved that:**

1. The revised procedure whereby major funding applications will be assessed by an extraordinary Grants Panel who will then make a recommendation to Full Council be recommended to Full Council. No further scoring will be undertaken at Full Council.

9.6 The Panel then considered the matter of applicants being present in the public gallery while Council considers their application and attention was drawn to appropriate use of Section 100 of the Local Government Act 1972. The RFO informed the panel that other authorities had different processes as how to award grant money but the public are entitled to see how their money is being used. **It was resolved that:**

- 1 Agree that grant applicants may be present in the public gallery while their grant application is considered at Full Council.

9.7 The Grants Panel had formulated some FAQ's (frequently asked questions) to assist the officer receiving grant applications in their initial review of the application. These were considered by the Panel. **It was resolved that:**

1. Agree the FAQ's formulated by the Grants Panel.
2. Agree that the application form be amended to include a question about previous funding from the Town Council and whether feedback has been submitted.

10. Update on transition to new accounting software

10.1 The RFO updated the Panel on transition to the Rialtas Business Solutions accounting software. The RFO and FAO had successfully back processed from 1 April 2022 to date, and everything had balanced and reconciled.

1. The update on transition to the new accounting software was noted.

Signed.....

Dated.....

Lewes District Council
Planning Services User Group

Date: 16.00 Monday 3rd October 2022

Venue: Virtual

Invitees Jim Hatfield (Chair), David Collins, Lap Chan, Mark Best, Zena Gibbs, Andrew Simpson, Sarah Philips, Callum Connor, Ian Mackay, Olivier Forsyth, Daniel

Officers: Leigh Palmer, Claire Tester

Members: Cllr Makepeace, Cllr Turner

Apologies: As per agenda

Issues	Respondent	Answer & Minutes
Minutes		Minutes were agreed with no actions arising
1. Staffing and departmental update	Leigh Palmer	<ul style="list-style-type: none"> • LP advised that still carrying vacancies and had authorisation to recruit • LP introduced Claire Tester (CT) (Principal Planner SDNPA) wearing two hats: leading the team processing planning applications in the Park and also the new link officer replacing Nat Belderson. • LP Advised that we continue to look at our ways of working to streamline processes to support application journeys. • LP advised that Marc Dorfman would be replacing Andrew Hill
2. Local Plan Update	Leigh Palmer	<ul style="list-style-type: none"> • LP Advised nothing further to update on. Continue to engage with consultants to provide supporting evidence. • LP advised the group that the Reg 18 consultation on the potential growth strategy would probably be Autumn 2023
3. DM update	Leigh Palmer	<ul style="list-style-type: none"> • CT advised on much improved performance within the Park, down to the hard work of the team along with the patience and support of the applicant/agent community. • LP advised that the speed of validation had also been improved in recent months with the majority

		<p>of the application being validated within 5 working days of receipt.</p> <ul style="list-style-type: none"> • LC enquired about specific application. LP Action to chase the decision
4. AOB		<ul style="list-style-type: none"> • Cllr Makepeace enquired about how to keep Neighbourhood Plan (NP) in focus. Panel discussion highlighted that the NP's can only be a snapshot in time and do rely on the hard work of primarily volunteers and as such they place high value on their content which at times may not reflect current policy. The Panel outlined as with many things in Planning the NP's, their policies, and the interpretation of them is not black and white. LP advised that NP are evaluated as part of the decision-making process. Panel outlined that sometime events overtake NP intentions and gave the example of Ringmer NP parking policy and that it is higher than the ESCC Highways and also probably does not reflect the ambition for carbon reduction. Similarly, the NP's may not reflect the growth demands being placed on the planning process at the moment. Cllr M thanked the panel for their feedback • ZG raised the access issues, specifically referring to two sites in Seaford and the closure of local Public Toilets. LP responded by outlining that the request for an access officer/access audits would be relayed to the Directors of the service. In the meantime, ZG should contact Seanne Sweeney who may be the point of contact regarding arranging and supporting Access Audits
5. Date and time of next meeting	All	<ul style="list-style-type: none"> • 9th January on Teams

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 10 November 2022

Notice of Motion: NOM002

Received from: Councillor Clarke

Subject: Requirement for an Access Officer

1. Proposal

- 1.1 It is proposed that Lewes Town Council contacts Lewes District Council and East Sussex County Council to explore working towards the provision of an Access Officer.
- 1.2 Given that Lewes is about to undergo two large areas of development within the town, potentially causing significant pressure on infrastructure and access, Lewes Town Council believes that now is the time to address the lack of an Access Officer for this area.
- 1.3 Lewes Town Council believes that collaboration across the three tiers of Local Government would achieve the following:
 - A successful joined up approach to access across highways and pavements, housing and benches amongst other Local Authority responsibilities
 - Provide best value for residents whilst mitigating the financial pressure on any one tier of local authority.

2. Background

- 2.1 The latest estimates from the Family Resources Survey indicate that 14.6 million people in the UK had a disability in the 2020 to 2021 financial year. This represents 22% of the total population. Given that Lewes in particular and many other areas of the District and indeed the County have disproportionately aging populations, this illustrates the need for an Access Officer here.
- 2.2 Lewes District has not had an Access Officer in post since 2016 when the then officer was made redundant. Since that time local groups of volunteers have had to take on the role themselves and whilst groups such as Lewes Area Access Group (LAAG) and other similar grassroots committees in Seaford and the Havens have made some successful representations on behalf of their members, a more joined up approach, led by a local authority officer working alongside these groups, would better meet the needs of the community to ensure disability law contained within the Equalities Act 2010 is met and actioned.

- 2.3 Without the oversight of an Access Officer, new developments have been built in our local area that don't meet the requirements of the law in terms of disability access, most recently in Newhaven.
- 2.4 This issue was discussed at recent meeting of the Town Council's North Street Quarter Task and Finish Group which was looking at access and mobility issues relating to the Human Nature proposals for the development. There was broad agreement from councillors and our invited representative from LAAG that this proposal represents a favourable solution to a problem that has existed since the previous Access Officer was made redundant in 2016.

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 6 October 2022

Report Number: FC021

Report by: Town Clerk

Subject: Civility and Respect pledge

1. Summary

- 1.1 Council are asked to consider signing up to the Civility and Respect pledge developed by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).
- 1.2 Council are asked to endorse councillors and staff undertaking the civility and respect focused training.

2. Recommendations

- 2.1 Council is recommended to:
 1. Sign up to the Civility and Respect pledge developed by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).
 2. Approve a supplementary estimate from the General Fund for expenditure on the civility and respect focused training costing up to £1,580 for access to two of the modules for all councillors and staff.

3. Background

- 3.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. More details can be found here:
<https://www.slcc.co.uk/news-publications/civility-respect-project/>
- 3.2 By signing up to the civility and respect pledge Lewes Town Council will be demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

4. The Civility and Respect Pledge

- 4.1 Signing up is a simple process, which requires councils to register and agree to the following statements:

1. Our Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
 2. Our council has put in place a training programme for councillors and staff.
 3. Our council has signed up to Code of Conduct for councillors.
 4. Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.
 5. Our council will commit to calling out bullying and harassment if and when it happens.
 6. Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council for example via the Local Council Award Scheme.
 7. Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.
- 4.2 Breakthrough Communications have worked in collaboration with NALC, SLCC, OVW and local associations to develop civility and respect focused training events and toolkits for local councils. More details can be found on the link here: <https://breakthroughcomms.co.uk/civility-respect/>
- 4.3 It is recommended that council and staff be given access to the Personal Resilience and Emotional Intelligence workshop and toolkit.
- 4.4 It is proposed that the Leadership in Challenging Situations workshop and toolkit would also be useful.
- 4.5 Council is already committed to improving its governance arrangements by developing a suite of personnel and other policies.

5. Financial implications

- 5.1 The cost of training is £395 for up to 20 delegates from one council. Potentially if all councillors and staff participated in both training modules a supplementary estimate from the General Fund of £1,580 would be required.

Laura Chrysostomou

Town Clerk



Civility & Respect For the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

For more information about how
to get involved, visit:
www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens



Take the
pledge

The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.