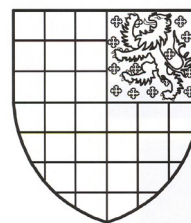


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**LEWES
TOWN
COUNCIL**

MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 7th March 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Mayor*); A Barker; R Burrows; S Catlin (*Wischnusen*); M Chartier; W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray (*Dep' Mayor*); R O'Keeffe; C Renton; T Rowell and E Watts.

In attendance: S Brigden (*Town Clerk*); Mrs E Tingley (*Committee Admin.*)

Observing: None

The Council's Chaplain, Canon Richard Moatt, offered a few words before the meeting commenced. He highlighted the onus on anyone in a leadership role, to take responsibility for mistakes and to respect the views of others.

FC2018/88 QUESTIONS: There were four members of the public present. Juliet Oxborrow announced that a film was to be produced to promote "Plastic Free Lewes", which would be shown at the Depot Cinema to urge business and families to reduce consumption of plastic. She encouraged Members to appear in the film to promote this idea.

FC2018/89 DECLARATIONS of INTEREST: Cllr R O'Keeffe declared an interest *in* item 6c on the agenda (*re:* Grants Panel recommendations) in that she was affiliated to two of the applicant organisations. .

FC2018/90 APOLOGIES FOR ABSENCE: There were none.

FC2018/91 MAYOR'S ANNOUNCEMENTS:

a) The All Saints Centre would be holding an open day on Saturday 16th of March from 10:00am – 4:00pm. The Centre would be open for prospective hires to drop-in, chat to staff and look around. All Members were welcome to attend and assist. Bill Reay, who had been the Venue Assistant at the Centre for six years had left. Members wished Bill better health and good luck for his well-deserved retirement.

b) On Monday 1st April at 6:00pm there would be a Private View of the HMPrison Lewes Art Exhibition in the Foyer/Baxter Corridor followed by an exhibition until 12th April.

c) On Thursday 18th April at 3:00pm the Mayor would be holding an Easter Tea for the older people of Lewes in the Assembly Room. Any help would be most welcome.

d) On Thursday 25th April from 10:00am – 2:00pm a "Girls For Change: Rights, Dignity, Hope" event would be held in the Assembly Room and Corn Exchange. This followed the context of the recent Women's Suffrage centenary commemorations.

e) Thanks were given to any who had assisted with the distribution of Neighbourhood Plan leaflets. The referendum poll would close at 10:00pm that evening (7th March 2018) and District electoral service officers would count the returns on the morning of 8th March. It was anticipated that the result would be known before noon, and TC would let everyone know the result by email.

f) Advertisements had been placed for the post of Venue Assistant at the All Saints. Members were asked, if they knew of a prospective candidate, to refer them to the Town Council website.

FC2018/92 MINUTES:

It was noted that the draft minutes had incorrectly listed members present, which had been corrected in the formal record presented for signature.

There was contention as to the accuracy of the resolution to engage a consultant to

Continues...

investigate a staff grievance. A protracted discussion ensued where some members contended that they had not understood the consultant would not also investigate a public complaint, although others maintained that the Minutes were correct in that the minutes of the Personnel Panel of 9th January, which had been the subject of the earlier debate, stated: ...“*The grievance encompasses some of the issues raised in outstanding complaints. Any action on complaints pending or current would therefore be put on hold until the report from the inquiry into this grievance is complete and any recommendations are acted upon*”. The context of the consultant’s brief was not a legitimate discussion at this meeting.

A recorded vote was called for (*appended to these minutes*) and **it was resolved that:**

FC2018/92.1 Minutes of the Council meeting held on 24th January 2019 are received and signed as an accurate record.

FC2018/93

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) Sussex Community Rail Partnership AGM 7th February 2019: Cllr Catlin gave an oral report. He reported that there was a problem with short formation trains in the peak hours from Eastbourne, via Lewes to London Victoria. This had stemmed from the May 2018 timetable, when Southern introduced more trains but did not have the rolling stock to run the service and that this situation was unchanged. More stock had been ordered and should arrive for the new timetable service in May 2019. The May timetable would see more trains stopping at Berwick. Members had a report of the 9 days “engineer occupation” in February. This avoided weekend closure for 84 weekends. From 7 – 10th March the lines west of Polegate to Lewes, Haywards Heath, and to Seaford would be closed for works during which signalling equipment would be updated. An over-run on the works to the Seaford branch had already been announced, but the planned closures would not change, and any uncompleted work would be addressed later.

It was **resolved:**

FC2018/93.1 The oral report on the Sussex Community Rail Partnership AGM held on 7th February 2019 is noted.

b) Personnel Panel meeting 12th February 2019: Cllr Ashby presented the minutes of this meeting:

The meeting had been convened to obtain Members’ support for proposed severance arrangements related to a member of staff who had suffered protracted and repeated illness and was not expected to return to full duties in the foreseeable future, if at all.

There had been discussion around the policy and contractual obligations of the council, and any enhanced payment in lieu of notice (PILON) that might be made in recognition of past service. The costs of cover for past and current absence, and the anticipated future demand, were taken into account; as was the pressure on existing staff to provide the cover, and the need to determine the situation was recognized. TC had visited the member of staff recently and in a subsequent discussion had agreed to end the employment with effect from the end of February. The suggested arrangement was unanimously supported by Members.

It was **resolved:**

FC2018/93.2 The Minutes of the Personnel Panel (*copy in minute book*) are noted.

c) Grants Panel meeting 13th February 2019: Members considered report FC015/2018 (*copy in minute book*) containing recommendations for payments of grants for the fourth cycle (of four) for the year 2018/19 and **it was resolved that:**

FC2018/93.3 The grant payments recommended in report FC015/2018 (as shown in column **G** of the appended table) be approved.

d) Diversity Working Party meeting 19th February 2019: Council considered the Minutes of this meeting:

Members attention had been drawn to the Council's duties regarding Equality. They were reminded that Council had addressed its responsibilities under the Equalities Act and observed relevant principles in all that it does. Unlike principal authorities, a Parish Council was not required to publish a formal diversity policy, but *was* bound by the general Public Sector Equality Duty (*s149 Equality Act 2010*) and it was believed that this was accommodated by a clear decision-making process and the formal recording of such. No statement was required, but it had been noted at the previous meeting that there was no prohibition on 'going beyond' statutory requirements in this regard.

It had been suggested that a practical way forward would be to draft a specific policy statement, and asked that Members research examples from elsewhere. Many examples had all been similar to LTC's own existing employment-related and community engagement statements, but two examples were presented that appeared to offer a closer 'fit' with what the Working Party envisaged. These were scrutinized, and it was agreed that a slightly modified version of one of these would be appropriate and should be recommended. Council was recommended to adopt this, and it was considered that the aspiration should be placed on record that future Mayors would aim to be more inclusive of disadvantaged groups when planning civic events.

It was resolved that:

FC2018/93.4 The Minutes and conclusions of the Diversity Working Party arising from its meeting on 19th February 2019 (*copy in minute book*) are noted, and the Diversity & Equality policy recommended (*copy in minute book*) is adopted.

e) UN Sustainability Goals Working Party meeting 20th February 2019: Council considered the Minutes of this meeting:

The Working Party had welcomed Professor Sir Richard Jolly, Honorary Professor and Research Associate of the Institute of Development Studies at the University of Sussex, and Mr Oli Henman, Global Coordinator for the charity Action for Sustainable Development; both of whom were attending due to their personal commitment and passion for, and experience with, the UN Sustainable Development Goals ("the goals"). Prof Jolly is a past Assistant General Secretary of the UN and Deputy Executive Director of UNICEF. Mr Henman had worked on a range of international projects with key aid agencies.

The Working Party conducted an initial broad assessment of the present activities of the Council, and identified key factors of relevance to the 17 goals as:

1: *No poverty* "End poverty in all its forms everywhere."

Key factors: support for foodbanks; grants to organizations *eg* Citizens' Advice facilities offered at affordable rates; events for disadvantaged groups *eg* Mayor's Christmas party.

2: *Zero hunger* "End hunger, achieve food security and improved nutrition, and promote sustainable agriculture"

Key factors: support for foodbanks; provision of allotments.

3: *Good health and well-being for people* "Ensure healthy lives and promote well-being for all at all ages.

Key factors: provision of leisure/community/recreation/cultural facilities; Neighbourhood Plan; grants; support for National Blood Service; support for dementia-friendly town initiative; Re-Fill scheme; Lewes athletics track; defibrillators

4: *Quality education* "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."

Key factors: grants; support for U3A; exhibitions; 'Our Pictures' education pack and 'gallery days' programme; Lewes Priory; heritage plaques scheme with FoL.

5: *Gender equality* "Achieve gender equality and empower all women and girls."

Key factors: promoted 100yrs of women's suffrage; event for 100 girls; draft policy on equality & diversity; equal opps employer – unified job evaluation.

6: *Clean water and sanitation* "Ensure availability and sustainable management of water and

sanitation for all."

Key factors: ReFill scheme member; primary planning considerations of eco-system services in Neighbourhood Plan.

7: *Affordable and clean energy* "Ensure access to affordable, reliable, sustainable and modern energy for all."

Key factors: Dedicated financial reserve; MCC refurbishment to include ground-source heat pump and PV panels; proposed solar panel array at Pells.

8: *Decent work and economic growth* "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all."

Key factors: Living Wage employer; grants; Citizens' Advice; support for High Street Traders Association and Chamber of Commerce (CoC).

9: *Industry, Innovation, and Infrastructure* "Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation".

Key factors: Planning consultations; Neighbourhood Plan; support for High Street Traders Association and CoC.

10: *Reducing inequalities* "Reduce income inequality within and among countries."

Key factors: Living Wage Foundation employer and LW FriendlyFunder

11: *Sustainable cities and communities* "Make cities and human settlements inclusive, safe, resilient, and sustainable."

Key factors: Neighbourhood Plan; Cycle paths support; local bus service grants; planning consultation.

12: *Responsible consumption and production* "Ensure sustainable consumption and production patterns.

Key factors: Plastic-free Lewes support; all LTC facilities/services efficient as practicable; Town Ranger issued with bicycle.

13: *Climate action* "Take urgent action to combat climate change and its impacts by regulating emissions and promoting developments in renewable energy."

Key factors: all LTC facilities/services efficient as practicable; Neighbourhood Plan principles.

14: *Life below water* "Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

Key factors: Plastic-free Lewes support; ReFill scheme member; Neighbourhood Plan principles

15: *Life on land* "Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss."

Key factors: Neighbourhood Plan principles; Landport Bottom management; management of LTC land/trees *etc*; 'Swift-box' policy; highway verge policy

16: *Peace, justice and strong institutions* "Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels."

Key factors: International Peace Day recognition; Holocaust Memorial events; "Magic Circle" peace garden project; Town Meeting; Councillor Surgeries; Website; Town Twinning support.

17: *Partnerships for the goals* "Strengthen the means of implementation & revitalize the global partnership for sustainable development."

Key factors: non-specific – work with partners at all levels.

Prof Jolly had stated that he had been surprised and very impressed, as the discussion had progressed, with the range of activities and relationships involved in the Council's operation. It was noted that 25th September 2019 was designated as an International Day of Action for the goals, and it was suggested that this should be embraced, perhaps with a

schools project. Members felt that a ‘baseline’ had been established, against which further assessments could be compared. The Council appeared surprisingly well-engaged with the goals, albeit unconsciously, and this foundation could be built-upon in a number of areas. It was recognized that elections were imminent and it would be proposed to Council that it recommends the successor administration in May 2019 to re-constitute the Working Party to allow it to conclude its mandate.

It was resolved that:

FC2018/93.5 The Minutes and recommendations arising from the UN Sustainability Goals Working Party meeting held on 20th February 2019 (*copy in minute book*) are noted and agreed.

f) Commemorations Working Party meeting 21st February 2019: The minutes of this meeting were presented:

1 The meeting had welcomed Ms Brigitte Lardinois, attending to update Members on the recently-ended ‘Lewes Light-box’ project displaying features commemorating 100yrs of women’s suffrage, and the exhibition hosted in the Baxter corridor of the Town Hall. This had been a resounding success and the organizing team offered grateful thanks to the Council for its support. A much-admired element of the exhibition had been a commemorative quilt hand-made by a local lady, Heather Downey, and she now offered this on permanent loan to the Council. It was considered that the quilt would complement the permanent display in the Corn Exchange on the subject of democracy, and the Friends of Lewes had offered to pay for a suitable frame, glazed to resist ultra-violet light. It was suggested that Ms Downey could present the quilt on the occasion of the Mayor’s planned event when 100 local school girls had been invited to mark the centenary of the vote for women. This offer was gratefully accepted on behalf of the Council, and Ms Lardinois and her team were commended on the extremely well-received and interesting exhibition.

It was noted that the plywood display boards that had been constructed specially to mount an earlier exhibition in the Baxter corridor, whilst very useful, were very heavy and over-engineered for their function – making them unwieldy to store and to use. The team from the Reeves Archive (RA) project, who had arranged the previous exhibitions and light-box material, had offered to redesign a lighter-weight and more practical display system that could be held in the Town Hall and be available for shared use. It was suggested that the design and construction would be carried-out by the RA team but Council might contribute the cost of materials. This was agreed in-principle; subject to costs being established before any final decision.

The 80 light boxes were to be deployed along the High Street in September to support National Heritage Open Day, displaying historical photographs of everyday life in the street. This would involve a series of glass plates from the Reeves Archive which had previously never been enlarged but, once enhanced, showed hitherto unseen features too small to discern at the original scale. These were said to offer fascinating insights into the life of the town centre. Ms Lardinois was thanked for bringing the continually-developing series of themed exhibitions to the town, and encouraged to apply for grant support in due course.

2 It was noted that as the four-year commemoration of the first World War came to an end, the “prolongation” events held at the War memorial to mark the ceasefire renewals were said to be useful and educational. The last; held on the previous Saturday, had been observed by a significant number of people. It was noted that the War Memorial was in need of some cleaning to remove algae, and the grass may need attention as Spring commenced.

3 Members were aware that as WW1 commemorations approached their conclusion, notable anniversaries of significant events in WW2 were approaching. Ideas would be welcomed.

4 It was understood that the organizer of the International Day of Peace event in the

Town Hall in 2017 would like to offer a similar event this year, on 21st September, and this was welcomed.

5 Ms Carmen Slijpen, Director of The Depot cinema, had approached the Council with a suggestion of partnership in an interesting and educational international youth event. Now in its third year, the European Film Academy Young Audience Award would present three films, selected by young people, on Sunday 5th May 2019 screened simultaneously in over 50 cities across 35 countries and aimed at audiences of young people aged around 12 – 14 years. At each screening centre the films are followed by facilitated “jury” discussion and international ‘chat’ via webcam. At the end of the day the films are subject to a vote, and the final assessment (hosted in Germany) is transmitted back to the local centres by live streaming technology.

The cities participating were nearly all capital or major cities, such as Athens; Brisbane; Barcelona; Florence; Istanbul; Prague; Reykjavik; Rome; Zurich *etc* and the British Film Institute (BFI) had nominated for the UK for 2019 Glasgow; Sheffield, and LEWES – the Depot. Ms Slijpen proposed that the Mayor introduced and ended the day with a short talk, and that the event would be publicized as a partnership with the Council. It was hoped that Council would be willing to support some of the costs* such as publicity for the event and catering for the young people through the day. The Depot was able to offer all the technical facilities required to host the day including ‘extras’ such as a webcam-equipped video-chat booth, and the EFA/BFI provided facilities such as subtitles and explanatory educational material. Members were very keen to support this and suggested Council should be asked to agree up to £4,000. TC confirmed that there was an unspent balance of over £1,000 in the Grants budget and the Mayor had indicated that she was happy to contribute from unspent Mayoral budgets. Other funds could be found if required. * - *post-meeting note: At the time of the meeting these were being calculated, but it had since been established that the Council would be asked to contribute £2,037.*

6 There followed a general discussion on various matters of interest:

At the Working Party’s previous meeting the grandson of the local architect Rowland Hawke Halls, Mr David Scott Cowan, had suggested that the family had material to form a small commemorative exhibition, and this had been provisionally agreed. Nothing further had been heard on the matter, and Mr Cowan’s intentions would be investigated.

The potential acquisition of the Market Tower was briefly discussed, and it was advised that a retired local signmaker and keen historian, Mr John Geering, had kindly offered to re-gild the weather vane and re-finish the armorial bearings displayed on the building, should it return to Town ownership. This offer was gratefully acknowledged.

It was understood that local residents were planning a celebration to mark the centenary of the gift of The Pells to the town on 2nd July 1919 by Wynne Baxter. This prompted the suggestion of an interpretation board for the area to explain its history, which might follow the design of the purpose-made wildfowl feeding advice boards at the lake.

In answer to a question regarding the nominated ‘gallery days’ at the Town Hall, it was noted that the “Our Pictures” project was not yet fully completed; still pending launch to teachers of the education resource pack and arrangements with local history groups who had wished to be involved in any organized programme.

Councillors noted that the War Memorial had been cleaned and grass attended-to since the meeting, and thanked the Town Ranger; Town Hall Manager, and Town Hall Keeper for their efforts.

It was **resolved** that:

FC2018/93.6 The Minutes of the Commemorations Working Party meeting on 21st February 2019 (*copy in minute book*) are noted, and recommendations arising from it are agreed. Support for the Depot Cinema to host the 2019 European Film Academy Young Audience Award is agreed in the sum of £2,037, to be funded from unspent balance in the Miscellaneous Grants budget, and Mayoral events budget.

g) Buildings Working Party 6th March 2019: Council considered the minutes of this

meeting:

The meeting had welcomed Mr Duncan Kerr, Chief Executive of Wave Leisure Trust, attending to assist Members. The meeting was convened to look again at options for management of the Malling Community Centre, as requested by Council, and to formulate recommendations.

Members revisited previous reports which had highlighted key considerations such as:

- > Redesigned building will introduce new, more flexible, facilities such as café/bar and terrace and two multi-purpose rooms which are attractive for a wider range of users (*eg* business seminars), and will evolve a different, extended, user-profile over time.
- > Adjacent play-area and recreation ground improvements, arising from a major share of >£1million s106 agreement *in* North Street Quarter (NSQ) development, will increase casual use; especially likely demand for café/bar with terrace and WC's, accessible for users of play area and sports spectators.
- > Local catchment will increase when North Street Quarter is occupied and accessible via proposed new footbridge.
- > Investment of the magnitude estimated means that Council will wish to ensure careful control of the building and proper maintenance of equipment; facilities, décor *etc.* to sustain the benefits for the community over several decades. Some equipment, such as the proposed ground-source heat pump system and café facilities, will not be suitable for unsupervised operation.
- > Despite recent decision by Lewes District Council to withdraw from devolution of the Recreation Ground to the Town Council, this remains a prospect once NSQ is underway or completed.

The management options revisited were, in summary:

- a) *Lease to tenant* – A straightforward handing-over of responsibility to a tenant, in return for a rent payment.
 - Pro:* Minimum burden on LTC resources. Financial management is simple, with predictable income.
 - Con:* Choice of appropriate tenant not straightforward. Natural lifecycle of Trusts and community groups tend to wax/wane with leading individuals over relatively short periods of time. Commercial organizations are unlikely to see adequate potential. Failure to reach income necessary for rent cover and maintenance of building and equipment could leave LTC to resume control and deal with outstanding problems. Conversely: in case of successful income generation, maximum benefits not enjoyed by Council.
- b) *Management agreement/license/shared responsibility* – This could suit an appropriately-experienced organization, and could be structured in several ways *eg* low fixed service payment with retention of income; higher fixed payment with LTC retaining all income; income share/collaborative development *etc*
 - Pro:* Minimum burden on LTC resources. Financial management is simple, with predictable income. Less risk of outright 'failure' of the partner organization.
 - Con:* Choice of appropriate partner not straightforward. Shared responsibility inevitably raises occasional contention.
- c) *Direct Management* – This could be implemented in different ways:
 - i) Employment of additional staff exclusively to manage the Centre, either establishing a team at the outset or building incrementally to three staff (as history of All Saints Centre [ASC]).
 - ii) Employment of additional staff to form a 'buildings management team' with existing Town Hall and All Saints Centre staff, where the team flexibly cover all three buildings.
 - iii) Hybrid of i) and ii), with key staff at fixed bases plus itinerant cleaning/security

staff.

Pro: Ensures Centre and its facilities are properly cared-for and its potential maximized. All income retained by Council.

Con: Choice of model ii) or iii) disruptive to established effective working at T/hall and ASC. Model iii) does not cover all operating hours as effectively. No particular advantage to ii) as each building has very different operating profile and minimal shared detail. Model i), if a full complement is not immediately employed, leaves much to chance/trust when operating the building without resident staff.

Each option had very different resource implications, and there were many aspects to be considered. There were potential and ancillary issues already known which would affect the Centre and its likely user-profile, both in the foreseeable future and longer-term.

Option b) had been explored in some detail, although the only viable prospect appeared to be a partnership with Wave Leisure; the charitable Trust that had evolved from the original Lewes District Council direct service organization. The facility was considered small or uneconomic by more commercial prospects. Wave was now recognised as an award-winning charity, managing leisure facilities for Lewes District Council; Eastbourne Borough Council (from April 2019); East Sussex County Council; Newhaven Town Council; Ringmer Academy and East Grinstead Sports Club, and providing a vast range of activity programmes and outreach initiatives. Wave employs over 300 staff, and has an annual turnover of more than £5million. Supporting over 1 million active customer visits annually, all surplus revenues generated from activities are reinvested back into the community in the form of facility developments and refurbishments, new programmes of activity or outreach initiatives, working across a range of sectors including Sport and Activity, Education, Public Health and Adult Social Care.

Mr Kerr explained how the ethos of Wave Leisure was an ideal 'fit' with a Council such as LTC, and that its structure offered significant advantages in terms of experience and resources. Members asked questions regarding a preliminary submission prepared by Wave, which proposed a draft working agreement and showed some financial modelling. Wave would work with Lewes Town Council with the obligation of:

- Operating the site to a high standard.
- Alignment to the Lewes Town Council's objectives.
- Working with the local community to "Inspire Active Lifestyles" and promote the benefits of active living.

It was envisaged that the Council and Wave would develop a strategic partnership, and within the proposal the Council would not be liable for any financial losses or cash shortfalls from operation, and Wave would provide equipment and fittings such as the café. Wave would operate the site as a tenant responsible for fixtures and fittings, and LTC would remain responsible for building fabric and plant.

It was proposed that any agreement would be for ten years, with appropriate break clauses. It was agreed that, subject to confirmation of such details, this should be recommended as the preferred option for management of the Centre.

It was **resolved** that:

FC2018/93.7 The Minutes and conclusions of the Building Working Party meeting held on 6th March 2019 (*copy in minute book*) are noted.

FC2018/93.8 The Buildings Working Party is asked to pursue Heads of Terms with Wave Leisure Trust, for a partnership agreement for the future management of Malling (Bridgeview) Community Centre; for Council consideration in due course

FC2018/94 MUNICIPAL CALENDAR 2019/20:

Members received the municipal calendar for scheduled meetings and other events in 2019/2020. Members were encouraged to check any entries which they may have made in personal diaries following the previous publication (in April 2018) which had shown dates from May – December 2018 as *provisional*, some of which had since changed.

It was resolved that:

FC2018/94.1 The calendar of scheduled meetings for the 2019/2020 municipal year (*copy in Minute Book*) is noted.

FC2018/95 OFFICE INFORMATION TECHNOLOGY SYSTEMS:

Members considered report FC016/2018 (*copy in the Minute book*) regarding proposed replacement office computing infrastructure and software systems, to account for changes in legislation and the operational status of existing hardware and software.

Existing office computer hardware and software systems were installed in March 2013 as a major upgrade from the previous system; which had been introduced in 2002 as the Council's first integrated office information technology system. The current system was introduced with an expected operational life of five years and was now at an age where hardware support was becoming problematic and essential software systems such as Microsoft Small Business Server 2011 (email, file & print and domain controller services) and Windows 7 Professional would not be supported by Microsoft after January 2020 and therefore posed a support and security risk. Requirements of the General Data Protection Regulations (GDPR)/Data Protection Act 2018 could not be fully accommodated with existing systems, and although this was not an imperative in the need to update (as working methods could be adjusted) it was a fundamental consideration.

The agreement with existing providers allowed evolution and development of systems and a new system had been designed to address these issues. The scope was:

- a) Migration of email services to Microsoft's Office 365 cloud platform including key security recommendations to provide both staff users and Councillors with a secure email account, which would aid in compliance with GDPR regulations. This included security enhancements such as encryption and prevention of accidental disclosure. E-mail would be accessible anywhere, anytime and on any device with an internet connection, and with in-built backup and disaster recovery.
- b) A new local server with Windows Server Essentials 2019, specified to provide performance and storage growth, with future expansion available.
- c) Replacement of firewall which reaches end-of-life in August 2020.
- d) Re-installing DRBS disaster recovery and backup service.
- e) Replacement of existing intelligent Managed Switch.
- f) Replacement of desktop computers which were 6 years old and running Windows 7 Pro, which would be unsupported in January 2020. Office systems updated to latest MSOffice and Win10 OS with inbuilt encryption and security allowing compliance with all applicable aspects of GDPR.
- g) Re-installing Monitoring and Protection Service on the new server and new computers.
- b) Decommissioning the existing Small Business Server along with secure disposal of old hardware
- i) Licencing monthly billing as opposed to annual costs. This offered the ability to flexibly increase/decrease user-numbers (*eg* for new user following recruitment or by-election).
- j) New platform designed for 5 year service life with email on an 'evergreen' platform, being cloud based, meaning no further email upgrade costs in the future.

Revised costs for this update were estimated at £23,000 and monthly costs would reduce to £250 – approximately 55% of current charges. Current lead-time to installation was

approximately 8 weeks. Following brief discussion **it was resolved that:**

FC2018/95.1 Lewes Town Council agrees the commissioning of a replacement office computer system as described in report FC016/2018 (*copy in the Minute book*); funded from existing financial reserves established for the purpose, balanced as necessary from the General Fund.

FC2018/96 LANDPORT BOTTOM MANAGEMENT:

Members considered report FC017/2018 (*copy in the Minute book*); which proposed formation of a standing committee to oversee future management of Landport Bottom, following the Council's acquisition of outright ownership.

Landport Bottom, previously owned jointly with Lewes District Council (LDC), was now owned outright by the Town Council following devolution of the LDC share in 2018. The land had previously been overseen by an eight-strong Joint Management Committee (JMC) who monitored the management of the site. Day-to-day the site was managed by the Lewes District Ranger and following the transfer of ownership that service continues under contract with LDC. The site had a number of aspects which make its management less straightforward than an urban park or sports facility and there was a high level of interest and practical involvement from within the community. It was recommended that a standing committee be established to continue the work of the previous JMC in overseeing management of the site and developing the Management Plan.

It was resolved that:

FC2018/96.1 A standing Landport Bottom Management Committee be established; consisting of eight Members, with a remit:

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

FC2018/97 LOCAL BUS SERVICE SUPPORT:

Members received a report (*copy in the Minute book*) submitted by Community Transport for the Lewes Area (CTLA) in support of a bid to the Council for a financial grant to enable the continuation of local bus services 131 (Wallands Park to the Town Centre) and 132 (Malling, Neville, Winterbourne to Lewes Town Centre) and the demand-responsive Lewes Dial-a-Ride service during 2019/2020.

Following a brief discussion **it was resolved that:**

FC2018/97.1 Lewes Town Council will make a grant of £11,000 in its 2019/20 financial year, to enable CTLA to maintain, promote and develop routes 131; 132, and Lewes Dial-a-Ride service.

FC2018/98 UPDATE ON MATTERS IN PROGRESS

Annual Plan update: An update on progress on items in the Annual Plan was distributed (*copy in minute book*). Salient items were highlighted by TC and briefly discussed.

NOTICE of ITEMS IN PROSPECT

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

- UN Sustainability goals
- CTLA bus service support

Members were reminded that the pre-election period commonly known as “purdah” began, for the 2019 elections, on Monday 18th March and ran up to polling day on 2nd May. A briefing note had recently been circulated offering advice as to the effect of this.

Dates to note were given as:

- a)* The next Members’ Surgery was scheduled for Tuesday 2nd April – 10:00am – 12:00pm in the Corn Exchange. Cllrs Catlin and Chartier volunteered to attend.
- b)* The next Planning Committees would be held on Tuesday 19th March and Tuesday 9th April at 7:00pm.
- c)* The All Saints Steering Group would meet at 3:00pm on Tuesday 19th March in the Yarrow Room.
- d)* The Buildings Working Party would meet at 3:00pm on Tuesday 26th March in the Council Chamber
- e)* The Policies Review Working Party would meet at 11:00am on Wednesday 27th March in the Yarrow Room
- f)* The next Council meeting, the last of this administration, would take place on Thursday 11th April at 7:30pm, with a deadline for agenda items to TC by noon on Monday 1st April.
- g)* A meeting was to be arranged for the Pells land exchange Working Party.

There being no further business the Mayor closed the meeting.

The meeting ended at 9:15 pm

Signed:

Date:

VOTING RECORD SHEET

MEETING of: Council

date: 7th March 2019



LEWES
TOWN
COUNCIL

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)]

✓ = Indicated “For” ✖ = Indicated “Against” C = Chairman’s casting (supplementary) vote A = Abstained NP = Not Present NV = not voting		Green	LD	Ind	LD	Ind	LD	LD	Ind	LD	Green	Ind	LD	Ind	Ind	Ind	Green	Green	Green						
Agenda item	MOTION or AMENDMENT VOTED UPON	ASHBY	BAAH	BARKER	BURROWS	CATLIN	CHARTIER	ELLIOTT	JONES	LAMB	MAKEPEACE	MAYHEW	MILNER	MURRAY R	MURRAY S	O’KEEFE	RENTON	ROWELL	WATTS	No. FOR	No. AGAINST	No. Abstentions	Not Present or Not Voting	CARRIED ? Yes/No	
5	Accept as accurate the Minutes for meeting of Council held on 24 th January 2019	✖	✓	A	A	A	✓	A	A	A	✖	✓	✓	✓	✓	✖	A	✖	A	6	4	8	0	Y	