

Date: **19 October 2023**
Time: **19:00**
Location: **Council Chamber Town Hall**
Present: **Councillors; Bird, Bahh, Burrows, Campbell, Gardiner, Livesey, Makepeace, Maples, Morgan, Norris, Ross, Vernon, and West.**

Officer Present: **Karen Crowhurst (Interim Town Clerk)**

Also in attendance: Reverend Brown

Members of the public: None

MINUTES

Ref 063 WELCOME FROM THE MAYOR

The Mayor welcomed everyone in attendance. Reverend Brown shared a few words and a reading from the bible and led a minutes silence for the Israel – Hamas War.

Ref 064 APOLOGIES FOR ABSENCE

To note any apologies for absence.

Apologies were received from Cllr's Blackwell Clarke, and Todd.

Ref 065 DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

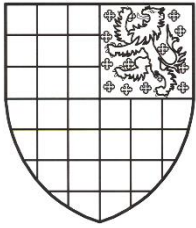
There were no declarations of Members interests.

Ref 066 CHAIR'S REPORT

The Chair reported about his attendance at various Civic and other events. The Mayor informed Members at one event he met the Mayor from Blois.

The Chair listed events up until the end of December and encouraged Members to attend.

Members noted the report.



The Chair opened the meeting to receive verbal reports from Members on External Bodies.

Cllr Maples advised that she has attended a meeting with the Community Rail Partnership, who are looking to re-stock books in the waiting room.

Cllr Baah reported that the Citizens Advice are grateful for their grant award.

Cllr Ross reported that he spoke for the Town Council at a recent South Downs National Park Planning Meeting regarding the North Street Quarter and advised that the application has now been deferred.

Cllr Livesey provided an update for the Conservation Area Group.

Cllr Morgan reported about her attendance at the Transport Movement Strategy Group.

Cllr Makepeace reported about the Integrated Task and Finish Group and advised that the Strategy would support the Neighbourhood Plan

Ref 066 CONFIRMATION OF MINUTES

To receive and approve:-

Minutes of the Ordinary Meeting of Lewes Town Council held on 21 September 2023

RESOLVED that:

The minutes of the ordinary meeting of Lewes Town Council held on 21 September 2023 be received and accepted as a true and accurate record of the meeting.

Ref 067 MINUTES OF STANDING COMMITTEES

To receive and approve:-

Planning Committee

Meeting held on the 12th September 2023

Meeting held on the 3rd October 2023

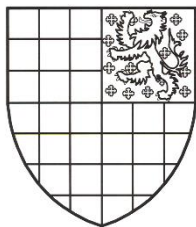
RESOLVED that:

The minutes of the Planning Committee held on 12th September and 3rd of October be received and accepted as true and accurate records of the meetings.

Buildings and Amenities

Extraordinary Meeting held 5th October 2023

RESOLVED that:



That the minutes of the Extraordinary Buildings and Amenities meeting be received and accepted as a true and accurate record of the meeting.

Personnel Committee

Extraordinary Meeting held on 11th October 2023

RESOLVED that:

The minutes of the Extraordinary Personnel Committee meeting be received and accepted as a true and accurate record of the meeting.

Ref 068 APPOINTMENT OF TOWN CLERK/RFO AND PROPER OFFICER TO LEWES TOWN COUNCIL

RESOLVED that:

Veronique Poutrel be appointed as the Town Clerk/RFO and Proper Officer the SCP Range of [REDACTED] The scale is LC4 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The New Clerk will commence employment from the 1st of January 2024.

Ref 069 FINANCE REPORTS AND ACTIONS

To receive and approve:-

- List of Payments and Receipts for August 2023

RESOLVED that: The list of payments and Receipts for August 2023 be accepted.

- Bank Reconciliation for August 2023

RESOLVED that: The Bank Reconciliation for August 2023 be accepted.

- To note the cost centre summary as being the Councils position regarding the budget on 30th September 2023

RESOLVED that: To note that the cost centre summary is the current budget position up until September 2023.

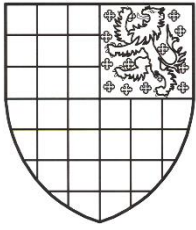
- To add the Interim Clerk to bank mandates.

RESOLVED that: The Interim Clerk be added to bank mandates.

Ref 070 GRANTS THAT COULD NOT BE HELD OVER UNTIL THE NEXT ROUND

- WishWorks Theatre Company - £2,000.00

RESOLVED that: WishWorks Theatre Company be awarded the amount of £2,000.



Ref 071 CLERK'S REPORT

The Clerk provided a brief report which included information about the External Audit. The introduction of the New Clerk to staff and the possible appointment of a Business and Events Manager.

Members noted the report.

Ref 072 CORRESPONDENCE FOR SENDING

To consider sending a letter to the Case Officer responsible for planning application SDNP/23/02973/FUL Former Bus Station, Eastgate Street, Lewes, to highlight concerns and raise questions.

It was **RESOLVED** that:

A letter should be sent to the Case Officer regarding the above planning application.

Members looked at the letter presented and agreed to make any amendments via email to send to the Town Clerk to send out a final letter.

Ref 073 MOTIONS

Motion 1 – Appendix 1

Motion proposed by Cllr Bird and Seconded by Cllr Makepeace

Motion to Council on the Feasibility of a Cycle Hub behind Lewes Town Hall Introduction

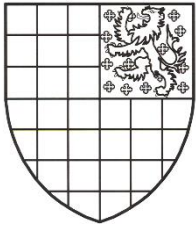
A 2023 Report commissioned by Lewes District into options for secure cycle parking in Lewes identified the potential for a cycle hub behind the Town Hall car parking spaces currently still available for District Council permit holders, the Werks and public use in evenings and weekends. (Effectively only revenue generating on a Saturday).

A cycle hub would provide secure storage for visitors, local residents, shoppers and workers as well as providing lockers and bike maintenance tools for cycle tourists. The Hub would be operated and maintained by Lewes Town Council with revenue generated from its use.

The Hub would be funded by CIL. (£134K currently held and unassigned). Lewes District Council has indicated that they might be willing to give up the car spaces subject to engagement with stakeholders and any revenue loss considerations.

Proposal

Agree to progress with feasibility into the provision of a Cycle Hub facility in the most appropriate location behind the Town Hall.



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

To bring a costed proposal for a Cycle Hub back to Full Council for a final decision.

Background Information

A cycling hub managed by Lewes Town Council could provide secured storage space for cycle parking and luggage storing.

The space available there could welcome amenities for cycle users and visitors to the town.

E-bikes could be provided as available for hire, too, for visitors or non-e-bike owners to easily get around town.

The hub can offer a range of cost options, where some of its services may be free, others costed individually and others via membership for frequent users.

The hub services could be promoted through the Tourist Information centre. Services and information could be provided to visitors and local, or more regular users. The Town Hall is one of the primary destinations in town for visitors and tourists.

After some discussion and identifying where the expenditure can be drawn from.

It was **RESOLVED** that:

A Feasibility Study be carried out to establish the suitability of the site proposed.

Ref 074 TO CLOSE THE MEETING

There being no further business, the meeting closed at 8.31pm.