



Lewes Town Council

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Committee:	Full Council
Date:	20 June 2024
Time:	19:00
Location:	Council Chamber, Town Hall
Present:	Councillors Clarke (Chair), Bird, Burrows, Campbell, Gardiner, Livesey, Maples, Morgan, Norris, Ross, Tigg, Todd, Vernon and West
Officers Present:	Veronique Poutrel - Town Clerk/RFO Nisha Vesuwala - Deputy Town Clerk
Members of the public:	Six

Minutes

Reverend Brown shared a few words before the start of the meeting.

1. Welcome from the Mayor

In the Mayor's absence, the Deputy Mayor welcomed all Members and Nisha Vesuwala, the new Deputy Town Clerk.

2. Apologies for absence

Apologies for absence were received from Councillors Blackwell, Herbert and Makepeace. Councillor Baah was not present.

3. Declarations of Interest

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) regarding items 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.

No declarations of interest were received.

4. Confirmation of minutes

It was resolved that: Minutes of the Annual Meeting of Lewes Town Council held on 9 May 2024 be approved.

Proposed: Councillor Bird

Seconded: Councillor Vernon

5. Minutes of Standing Committees

It was resolved that: Minutes from the following Standing Committees were received.

Buildings and Amenities Committee

Meeting held on 28 March 2024.

Proposed: Councillor Norris

Seconded: Councillor Livesey

Buildings and Amenities Sub Committee

Meeting held on 17 April 2024.

Proposed: Councillor Gardiner

Seconded: Councillor Bird

Personnel

Meeting held on 25 April 2024.

Proposed: Councillor Tigg

Seconded: Councillor Livesey

Planning

Meeting held on 23 April, 7 May and 28 May 2024.

Proposed: Councillor Campbell

Seconded: Councillor Norris

It was noted that: No Finance Committee meeting minutes were available as not enough Members present resulted in the meeting not being quorate. Members were reminded to ensure that they send apologies when not able to attend.

6. Scheme of Delegation

It was resolved that: The number of Members on the Communication and Engagement Committee be updated from 7 to 9.

7. Standing Committees

It was resolved that: Members to vacant seats of Standing Committees be elected.

Planning Committee – 2 vacant seats - no Members came forward

Buildings and Amenities – 1 vacant seat.

It was resolved that: Councillor Todd was elected.

Proposed: Councillor Maples

Seconded: Councillor Gardiner

Communication and Engagement – 3 seats.

It was resolved that: Councillors Blackwell, Burrows and Clarke were elected.

Proposed: Councillor Morgan

Seconded: Councillor Bird

Personnel Committee – 1 seat.

It was resolved that: Councillor Todd be elected.

Proposed: Councillor Bird

Seconded: Councillor Maples

8. Chair's report

In the absence of the Chair, the Deputy Chair reported on events that the Mayor and herself had been involved with:

- Lewes FC veterans' awards
- Action on poverty
- Presentation and workshop symposium
- Pell's pool opening
- Eco extravaganza at the Town Hall
- Homelink AGM
- Thomas a Becket Tower Tour opening
- Friends of Anne of Cleves talk
- Children's film festival
- British Empire Medal (BEM) investiture
- Proclamation D Day
- Late night shopping opening
- Short mat bowls
- Rotary club skittles
- Talking Newspaper AGM

9. Outside Bodies

Verbal reports from representatives of Outside Bodies were received:

Councillor Bird provided an update from **Lewes District Association of Local Councils** which had organised a three tiers conference in Newhaven focusing on Transport. Councillors Makepeace and Livesey attended together with the Town Clerk.

Councillor Clarke provided an update from the **Inland Lewes Focus Group** and reported that there had been issues of anti-social behaviour and urinating in some streets.

Councillor Maples provided an update from **Sussex Community Rail Partnership** and confirmed that a bookcase was now on platform 3 at Lewes Railway Station and that donations were welcome.

Councillor Morgan informed Members that an event was taking place on 27 July at the **Climate Hub**, as part of the Artwave Festival.

Councillor Norris mentioned the 30th Anniversary of the European Federation of Cluniac Sites and the different events that were taking place at **Lewes Priory** Site and others, with a world heritage focus.

Councillor Makepeace provided a written report from **NALC National Network**, sent with the agenda.

It was resolved that: Councillor Vernon be elected as representative on Pells Pool Community Association's Committee.

Proposed: Councillor Maples

Seconded: Councillor Morgan

It was resolved that: Councillor Norris be approved to the position of Honorary Secretary to Lewes Priory Trust.

Proposed: Councillor Maples

Seconded: Councillor Vernon

Lewes District Association of Local Councils	Councillors Bird and Makepeace
Citizens Advice Bureau	Councillor Baah
Railway Land Wildlife Trust	Councillors Bird and Vernon
Sussex Community Rail Partnership	Councillor Dr Maples
Lewes Priory Trust	Councillors Bird and Vernon
Lewes Priory Trust UNESCO Representative	Councillor Norris
Stanley Turner Advisory Committee	Councillor Burrows
Lewes Conservation Area Advisory Group	Councillors Livesey and Ross
Plastic-free Lewes' Initiative	Councillors Livesey and Gardiner
Low Traffic Town Working Group	Councillor Morgan
Lewes Chamber of Commerce	Councillors Gardiner and Tigg
Sussex Police Community Safety Action Group	Councillor Clarke
Inland Lewes Focus Group	Councillor Clarke
Lewes District Council Planning Service User Group	Councillor Makepeace
Climate Hub	Councillor Morgan

10. Tasks and Finish Groups

Verbal updates were received from Tasks and Finish Groups.

- **Sussex Local Nature Recovery Strategy** have met to discuss the survey mentioned under item 11
- **50th anniversary** is providing an update through the Communication and Engagement Committee and is making good progress
- **Carbon Reduction Strategy and Action plan** have not met yet
- **Landport Bottom Management Plan** is up for review and will take into consideration work done through Sussex Local Nature Recovery Strategy
- **Town Hall kitchen** is looking at best use of this asset, taking into consideration that some equipment/appliances would need to be brought up to standard. Various options are being explored and this will be reported back through Buildings and Amenities Committee
- **Pells contract** have met to discuss draft heads of terms
- A revised **Lone Working Policy** is being worked on

It was resolved that: Dates of the Exercise of Public Rights were noted as Monday 24 June to Friday 2 August 2024.

Proposed: Councillor Tigg

Seconded: Councillor Bird

17. Clerk's report

The Clerk provided a verbal report on the operational activities of the council:

- Developing a programme of work on policies
- Looking to develop staff and councillors' handbooks
- Recording and reporting on councillor's' attendance at meetings
- NHS health checks are being offered to Councillors and staff
- Planning Training is being arranged on 23rd July, all Members are invited

18. The meeting closed at 21:05.

Annex 1

Report by: Steve Pearce, Lewes Integrated Movement Strategy Project Board

Subject: Update

1. The Lewes Integrated Movement Strategy emerged from the Transport Season of the Lewes Climate Hub, this time last year. Those in attendance agreed that a “Movement Strategy for Lewes” was needed to build support for positive action. A ‘movement strategy’ is a plan that considers the needs of all transport users – all ‘modes’ – including pedestrians; wheelers; cyclists; bus and rail users; other vehicle users; be they resident or visitor (following the inverted pyramid-transport hierarchy).
2. The Town Council agreed to lead this project and established a Task and Finish Group, with the following terms of reference:

“To develop and agree an ‘integrated active travel strategy for Lewes as a supplementary document in our Neighbourhood Plan’.”

3. The Task and Finish Group developed into a Project Board comprising representatives from:
 - Lewes Town Council
 - Lewes District Council
 - Lewes Climate Hub
 - Human Nature (as developer representative)
 - Chamber of Commerce
 - Cycle Lewes
 - Lewes Living Streets
 - Lewes Area Access Group, together with
 - local resident and transportation expert, Shane Snow
 - Oliver Lowenstein re Hamsey link etc
4. The Project Board seeks to develop consensus on an Integrated Movement Strategy and phased implementation plan that can form the basis of the movement section of the Neighbourhood Plan and that will guide the development of the County Council’s Local Transport Plan 4; the refresh of the County Local Cycling and Walking

Infrastructure Plan (LCWIP); and a future National Park-wide Local Cycling and Walking Infrastructure Plan (LCWIP)

5. Members of the Project Board met with officers from East Sussex County Council on 4th December 2023, where it was agreed that the Movement Strategy and its objectives were in alignment with the Council's emerging policies in its Transport Plan and the Strategy would help the Council achieve its objectives. The Council agreed to work alongside the Project Board and to comment on its work at key stages.

6. The Project Board agreed a 'vision' to **“develop people-centred mobility services available to all”**. They sought to develop a set of design principles for discussion with key stakeholders – eg, community groups, bus operators, traders, and crucially the County Council – before more detailed plans are worked up later in the year for wider discussion.

7. The proposed outcomes are as follows:
 - Increased footfall and dwell-time in the town to benefit local businesses
 - People-centred mobility services available to all
 - Reduced need for private car ownership to save people money
 - Improved air quality
 - Reduced noise
 - Improved public space and cultural heritage
 - Links to green and blue space fit for an historic town in a national park

Resources

8. The Project Board had access to resources secured by Cycle Lewes from Ouse Valley Climate Action (OVCA) which meant it could procure specialist support regarding technical analysis and the development of high-level design principles.

9. The Project Board prepared a consultancy brief for this work and, following a tendering exercise, Phil Jones Associates (PJA), were appointed to assist with this task. NB: PJA are also working for the Safer C7 Project Group on a similar project.

Work to date

10. In January, the PJA team and members of the Project Board spent the whole day walking around the town reviewing most of the locations and issues raised in the Big Town Map produced at the Climate Hub Transport Season.

11. The group looked at and measured pavement widths; junction crossings; traffic speeds and enforcement measures at Cliffe High Street; potential school streets at Potters Lane and Mountfield Road; pedestrian and cycle links to neighbouring settlements (including Cabbage Walk, the Egrets Way and cycle link to the A27); as well as the issues associated with more ambitious proposals for access only / partial pedestrianisation of more parts of the town. We considered access issues for all groups.

12. PJA have analysed traffic data supplied by the County Council and data from mobile phone, satnav and similar technology. They developed a picture of traffic volumes, key routes and pinch points in order to help identify opportunities and challenges as well as possible mitigations.

13. The Project Board are assessing the outcome of this work with a view to developing options for phased implementation, for discussion with key stakeholders, including East Sussex, ahead of broader consultation later in the year which the Town Council would be expected to lead.